AMY NICHOLS, CHAIR
Nursing Science and Health-care Leadership (Ph.D.)

RE: Nursing Science and Health-care Leadership (Ph.D.) Degree Requirements

Enclosed is a copy of the Nursing Science and Health-care Leadership (Ph.D.) degree requirements as approved by Graduate Council on May 15, 2020. These degree requirements are now the official requirements for the Nursing Science and Health-care Leadership (Ph.D.) Graduate Group and will be posted on the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/gnsl

Thank you for your efforts on behalf of graduate education.

Sincerely,

Carlee Arnett, Chair
Graduate Council

CC: Jasmine Bonite, Project/Policy Analyst, Graduate Studies
    Madeline Verzola, Graduate Group Coordinator
    Lisa Badovinac, Assistant Dean, School of Nursing
    Felicia Murdoch, Policy Analyst
PhD PROGRAM

1. Admissions Requirements:
   Applicants for admission to the PhD degree program in Nursing Science and Health-Care Leadership must have:
   - Completed Office of Graduate Studies application
   - Meet the UC Davis requirements for Graduate Admissions
   - A bachelor’s degree
   - A minimum bachelor’s-degree G.P.A. of 3.0
   - Three letters of recommendation
   - Statement of purpose, personal history, research professional history and future goals
   - The application process may require an interview
   - NSHL program Priority Deadlines may vary

   Admissions decisions are made on a case-by-case basis. Meeting some or all of these criteria does not guarantee admission, but merely eligibility. Admissions is competitive. Online applications are processed through UC Davis Office of Graduate Studies, which coordinates UC Davis graduate degree programs. All applicants must submit a completed Office of Graduate Studies application and meet UC Davis requirements for graduate admissions. An interview may be required.

   The decision to recommend admission to the Dean of Graduate Studies will be made by the Recruitment, Admissions, and Fellowships Committee on the basis of available space and the competitiveness of applicants compared to the eligible pool.

   An offer of acceptance is based on the premise that all data submitted on application materials (including but not limited to the UC Davis Graduate School and criminal background check applications) are true and accurate. Should there be misrepresentation in or a violation of any of the terms of the application process, the University reserves the right to rescind the offer of acceptance at any time, or, disqualify the student at any time during their education.

   a. Prerequisites:
      None

   b. Deficiencies:
      N/A
2. **Dissertation Plan:**
The PhD degree program will be offered, using Plan B which specifies a three member dissertation committee, an optional final oral examination (made on an individual student basis by the dissertation committee), and an exit seminar.

3. **Course Requirements – Core and Electives (total # units): 62 units**
The PhD degree program requires a minimum of 62 units.

   Full-time students must enroll for 12 units per quarter. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed.

   If a student receives a failing grade (69% or below) in a course in the program, they will be required to re-take the course at the next available offering of the same course.

   a. **Core Courses (total # units): 62 units**
      Core course work will total 62 units. The core courses are:
      - NRS 201: Health Status and Care Systems (4 units)
      - NRS 202: Implementation Science (4 units)
      - NRS 203: Leadership in Health Care (4 units)
      - NRS 205ABC: Research Design in Nursing and Health Care (10 units total, taken across all quarters of the first year)
      - NRS 210Y: Applied Health Informatics (4 units)
      - NRS 291: Doctoral Seminar – 2 units per quarter, to be taken in Year 1 and 2 i.e. 6 quarters – (12 units)
      - NRS 291D: Doctoral Seminar – 2 units per quarter, to be taken in Year 3 and 4, i.e. 6 quarters – (12 units)
      - A series in 3 research methods courses to be determined by the student and their graduate advisor (12 units)

   b. **Elective Courses (total # units): Variable Total Number of Units**
      Elective courses will be selected with the Graduate Advisor or Major Professor so as to form an individualized Plan of Study that supports the student’s topic area.
      Electives may include selections from the following courses:
      - NRS 301: Learner Centered Teaching (3 unit didactic course with optional 1 unit lab/practicum experience)
      - NRS 302: Teaching Methods – Use of Emerging Technologies to Improve Student Learning (3 unit didactic course with a 1 unit lab/practicum teaching experience)
      - NRS 303: Professional Role Formation (2 unit didactic course with optional 2 unit lab/practicum experience)
      - NRS 493A: Improving Quality in Health Care (4 units)
      - NRS 493B: Improving Quality in Health Care (4 units)
      - NRS 493C: Enhancing Patient Safety in Health Care (4 units)
      - NRS 306V: Nature of Caregiving (4 units)
      - NRS 307V: Family Centered Communication and Shared Decision Making (4 units)
      - NRS 308V: Patient and Family Centered Care Plan Development (4 units)
With Graduate Advisor approval, alternatives may be selected.

c. **Research**
   No minimum number of research units (NRS 299) is stipulated. The program of research and appropriate units of NRS 299 will be planned and determined by the student with their Major Professor.

d. **English Language Requirement**
   Students who have not obtained a previous degree at an approved English-medium institution or demonstrated English-language proficiency through an appropriate exam (e.g. TOEFL) are required to complete appropriate English-language courses, as described in the policy *Graduate Student Course Requirements – English as Second Language (GC2018-02)*. Courses taken in satisfaction of this requirement do not count towards the units required for graduation.

e. **Summary**
   A minimum course load is 12 units each academic quarter. The core courses total 62 units; electives and dissertation research (NRS 299) units will be planned and determined by the student and their Graduate Advisor or Major Professor. Waivers and substitutions for core courses may be granted by exception upon approval of Graduate Advisor. Elective course work is optional but highly recommended, with the approval of the Graduate Advisor.

4. **Special Requirements:**
   Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles prior to advancement to candidacy; a student may not be appointed to a tenth term if they have not advanced to candidacy.

5. **Committees:**
   a. **NSHL Executive Committee:**
      Duties of the Executive Committee include the following:
      - Act as the Membership Committee: Approval of new members and review of continuing members for retention in the NSHL Graduate Group.
      - Upon recommendation from the Educational Policy and Curriculum Development Committee will submit curriculum changes to Graduate Council for review and approval.
      - Determine and implement policy for the good of the Programs and to represent the interests of the Program generally to various University and other constituencies.
      - Address other NSHL Graduate Group issues as needed.
b. **NSHL Recruitment, Admissions and Fellowship Committee**

The functions of this committee shall include:

- Recommending applicants to the Office of Graduate Studies for admission to the program.
- The committee shall also be responsible for recruiting graduate students, ensuring proper marketing of all degree programs, creating standard of practices around admissions, and shall enlist the services of an ad hoc recruitment committee for these tasks.
- Other activities including student mentorship and making recommendations regarding the mentored research component of the program (such as pairing students with mentors).

The Recruitment, Admissions and Fellowship Committee has jurisdiction over all graduate degree programs housed under the NSHL Graduate Group. Due to the unique needs of each degree program, there will be an Admissions Sub-Committee for each program. Each sub-committee will have oversight for a particular program and will be accountable to the Recruitment, Admissions and Fellowship Committee.

All Admissions Sub-Committees should have at least four members plus one Chair with the same appointment terms as the Recruitment, Admissions and Fellowship Committee. Faculty will self-nominate or nominate a colleague to serve as a chair for a two-year term, and the final decisions will be made by the Executive Committee. Each Sub-Committee must have a majority of members who themselves hold the degree by the program overseen.

The sub-committee will provide proposals and reports to the larger faculty group for discussion. Any faculty member is welcome to join any sub-committee meeting as a visitor. Topics addressed are then reported back to the faculty as a whole at subsequent meetings. Areas of oversight and review may include, but are not limited to:

- Review of applications and recommendation of applicants to the Recruitment, Admissions and Fellowship Committee.
- Recruiting graduate students for the appropriate program, including, but not limited to, participating in marketing, recruitment and outreach events.

c. **NSHL Education Policy and Curriculum Development (EPCD) Committee**

This Committee is charged with making recommendations regarding the educational policy and curriculum development of the NSHL Graduate Group. The committee will forward suggested programmatic changes to the Executive Committee for review, before sending out to the NSHL Graduate Group for vote. If the NSHL Graduate Group members vote in person at the meeting or by email to adopt changes, the Executive Committee will submit them to the Graduate Council for final approval. All members will be notified when changes have been approved by Graduate Council.
Other Educational Policy and Curriculum Development committee member’s activities include:

- Developing, coordinating, and facilitating additional graduate program offerings such as integrated workshops and seminars.
- Monitoring the quality of courses offered under the auspices of the NSHL Graduate Group, supervision of teaching evaluation feedback and teaching experience of graduate students, and overseeing the qualifying examination process.
- Creating policies and participating in quality improvement for cross-program and interprofessional educational items.

The Education Policy and Curriculum Development Committee has jurisdiction over all graduate degree programs housed under the NSHL Graduate Group. Due to the unique needs of each degree program, there will be an EPCD Sub-Committee for each program. Each sub-committee will have oversight for a particular program and will be accountable to the Education Policy and Curriculum Development Committee.

All Curriculum Sub-Committees should have at least four members plus one Chair with the same appointment terms as the Education Policy and Curriculum Committee. Faculty will self-nominate or nominate a colleague to serve as a chair for a two-year term, and the final decisions will be made by the Executive Committee. Each Sub-Committee must have a majority of members who themselves hold the degree by the program overseen.

The sub-committee will provide proposals and reports to the larger faculty group for discussion. Any faculty member is welcome to join any sub-committee meeting as a visitor. Topics addressed are then reported back to the faculty as a whole at subsequent meetings. Areas of oversight and review may include, but are not limited to:

- Continuous quality improvement for the Program: Quarterly review of student evaluations, faculty self-evaluations, course grades, licensure pass rates, program completion, and other data points.
- Curriculum review
- Student Progress
- Program-specific topics

d. Qualifying Examination Committee:
The student, in consultation with their Major Professor and Faculty Graduate Advisor, will nominate five faculty to serve on the Examination Committee and will designate a chair of the committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council B.1.). The Major Professor normally chairs the dissertation committee and as such, cannot serve as chair of the Qualifying Examination committee. All committee members are required to stay for the entire exam. If there are any unanticipated or unavoidable absences, the Chair will report
them and provide specific details for a plan to complete the exam within 72 hours, when all committee members may attend. If the Chair is absent, remaining members shall wait a reasonable time, attempt to contact the Chair, and then suspend the exam. In this case, the Chair shall report the result as “No Examination” and provide a detailed explanation of the circumstances. A rescheduled exam must be conducted in the same manner and format intended for the original exam.

e. Dissertation Reading Committee:
The Major Professor and the Graduate Advisor, in consultation with the student, will nominate three faculty to serve on the Dissertation Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council B.1.). The Major Professor may serve as chair of the committee if they are not chair of the Qualifying Examination committee, and is included as one of the three required faculty members. The Dissertation Committee is composed of three faculty members who direct the candidate in research and pass upon the merits of the dissertation. According to Graduate Council policy, reading committee members are expected to read and comment on a dissertation within four weeks from its submission. When a committee member fails to comply with this deadline, the Graduate Advisor may recommend reconstitution of the committee for the Dean’s approval. This time limit policy does not apply to summer periods for faculty holding nine-month appointments.

6. Advising Structure and Mentoring:
The Graduate Advisor, who is nominated by the Chair of the program and approved by the Dean of Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information. The Graduate Advisor is a key figure for each graduate student throughout their program of study, but particularly during the period prior to advancement to candidacy. Students will partner with their Graduate Advisor to walk through program of study to ensure completion of all requirements.

The Major Professor is the faculty member who supervises the student’s research and dissertation; this person may serve as the Chair of the Dissertation Committee.

Please refer to the NSHL Graduate Group General Student Handbook for the Mentoring Guidelines.

7. Advancement to Candidacy:
The student is eligible for Advancement to Candidacy after successful completion of all graduate program degree requirements, after passing the Qualifying Examination, and must have maintained a minimum GPA of 3.0 in all course work undertaken except those courses graded S or U. Advancement usually occurs after the 6th and before the end of the 7th quarter. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to PhD Candidacy. Refer to the Graduate Council Web site for additional details regarding the doctoral Qualifying Examination at http://graduatestudies.ucdavis.edu/gradcouncil/Doctoral%20Qualifying_Examination.
The Candidacy for the PhD Degree form can be found online at: http://www.gradstudies.ucdavis.edu/forms/. A completed form includes a list of courses the student has and/or will take to complete degree requirements. If changes must be made to the student’s course plan after they have advanced to candidacy, the Graduate Advisor must recommend these changes to Graduate Studies. Students must have their Graduate Advisor and Dissertation Chair sign the candidacy form before it can be submitted to Graduate Studies.

If the candidacy is approved, the Office of Graduate Studies will send a copy to: the Graduate Program Coordinator, the Dissertation Chair and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application’s deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding “I” grades in required courses, or insufficient units.

8. Preliminary Examination, Qualifying Examination and Dissertation requirements:

a. Qualifying Examination

   i. General Information
   Passing this exam makes a student eligible to advance to candidacy.

   After verifying that all required coursework has been completed satisfactorily, the Graduate Advisor (in consultation with the student) will recommend a Qualifying Examination committee to Graduate Studies for approval (see details in section 5.d. above). The Qualifying Exam will take place after the 6th and before the end of the 7th quarter.

   ii. Written Portion of the Exam – Dissertation Prospectus
   Prior to the Qualifying Exam, the student, in consultation with their Major Professor, will prepare a Research Proposal (dissertation prospectus). The Research Proposal will include a) a statement of the research problem, b) a pertinent literature review, and c) an explanation of the appropriate research method(s).

   The proposal will be submitted to the Qualifying Examination Committee members at least two weeks prior to the proposed Oral Examination date. Expectations are located in the NSHL Graduate Group General Student Handbook.
iii. **Oral Portion of the Exam**

The intent of the Oral Qualifying Examination will be to determine whether the student is adequately prepared and intellectually independent enough to conduct doctoral level research. The Qualifying Exam must evaluate the student’s command of the field, ensuring that the student has both breadth and depth of knowledge, and must not focus solely on the proposed dissertation research. In addition, the Qualifying Exam provides an opportunity for the committee to provide important guidance to the student regarding their chosen research topic, as determined by the Research Proposal (dissertation prospectus) submitted. The Qualifying Exam will rigorously examine the student’s command of relevant literature, relevant methodology, research project design, and the capacity to improvise solutions to possible roadblocks that might arise, in addition to the fundamentals of coursework required for the degree.

The Qualifying Examination consists of an oral examination of approximately 2-3 hours in length, with only the student and entire committee present, and the decision-making process immediately following.

iv. **Outcome of the Exam**

The Committee, having reached a unanimous decision, shall inform the student of its decision as: Pass (no conditions may be appended to this decision), Not Pass (the Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass”), or Fail. If a unanimous decision takes the form of Not Pass or Fail, the chair of the Qualifying Examination committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision. A student who receives a Not Pass may retake the examination one additional time within one quarter following the initial attempt. With confirmation from the Qualifying Examination committee, the re-examination may include written or oral revision of the Research Proposal, and an oral examination covering the same and/or additional questions as were addressed in the initial attempt. After a second examination, a vote of Not Pass is unacceptable; only Pass or Fail is recognized. Only one retake of the qualifying examination is allowed. A student who receives a Fail is not eligible for reexamination, and a recommendation will be made to the Dean of Graduate Studies for disqualification from the program.

b. **The Dissertation**

   i. **Exit Seminar**

   An exit seminar is required for all students.
ii. Dissertation: General requirements
The doctoral dissertation is intended to demonstrate the candidate’s ability to execute independent research. PhD degree program students will be required to meet with their established dissertation committee at least twice a year, to provide a progress report and for feedback. In keeping with a number of peer schools, NSHL PhD degree program candidates may elect to present the dissertation research in the form of 2-to-3 publishable papers. If using this option, the final dissertation product must also contain an introduction and summary to create a comprehensive document. A final examination may be required by the dissertation committee, decided on a student-by-student basis.

iii. Dissertation
Students must file their dissertation and complete all the forms required by the Office of Graduate Studies found at (http://www.gradstudies.ucdavis.edu/students/degree_candidates.html).

9. Normative Time to Degree:
   • Normative time:
     o From matriculation to degree: 12 quarters / 4 years
     o From admission to advancement to candidacy (completion of PhD Dissertation Proposal): 6 quarter / 2 years
     o From advancement to candidacy to filing of the PhD Dissertation: 9 quarters / 27 months
   • Maximum time for degree completion: 16 quarters / 5 years

Students enrolled in the NSHL M.S. program who subsequently decide to pursue a PhD degree must apply to the NSHL PhD degree program for admission via the Office of Graduate Studies online admission application. If such a student has completed the core courses (NRS 201, NRS 202, and NRS 203) as an M.S. student, and is admitted to the PhD degree program, said student will be required to complete the doctoral seminar (NRS 291) series as well as the doctoral research courses (NRS 205ABC). The master’s seminar series will not serve as a substitute for the doctoral seminar. With NSHL Graduate Advisor approval, the student will be required to complete an appropriate methods series as well as other electives in preparation for the PhD qualifying examination.
### 10. Typical Timeline and Sequence of Events:

#### YEAR 1

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<tr>
<th>FALL</th>
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<td>(depending on student’s elective and research course choices)</td>
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11. Source of Funding:
Students may receive funding to support UC Davis student fees/tuition.

As a land grant university, affordability and accessibility are important to our campus. The success in achieving these goals will be measured by size of applicant pool, diversity of applicant pool and student cohorts, and level of student debt upon graduation.

The primary goal for student support is to ensure that financial issues do not prevent talented students from matriculating and graduating from the program. Financial Aid staff will provide prospective and enrolled students with information and resources to facilitate access to their educational needs. The School of Nursing will award aid to students based on the program’s mission as well as student financial need, ensuring federal, state, and university compliance. These awards will include a combination of need-based and merit-based grants and scholarships.

The School of Nursing will encourage students to compete for campus, state, federal, and foundation awards and fellowships. As is true for all graduate programs, students will be eligible to receive available Graduate Program Fellowship Allocation Funds and students will be eligible to compete for campus-wide fellowships. Additionally, the vigorous development campaign has established endowments to fund additional stipends and scholarships, and other funding sources are available to nursing students. Students in graduate nursing education programs are eligible for targeted financial aid programs in addition to those available to all UC Davis graduate students.

The School of Nursing provides debt counseling for all students. In addition, the School of Nursing regularly updates a list of external funding opportunities to share with students. This resource is available to students and prospective applicants on the public website here: https://health.ucdavis.edu/nursing/academics/pdfs/POSSIBLE_SCHOLARSHIPS_All_Programs_10-19-2018.pdf.

12. PELP, In Absentia and Filing Fee Status:
Information about PELP (Planned Educational Leave) and Filing Fee status can be found in the Graduate Student Handbook:
http://www.gradstudies.ucdavis.edu/students/handbook/1.html.

13. Leaving the Program Prior to Completion of the PhD Requirements:
Should a student leave the program prior to completing the requirements for the PhD degree program, they will not be eligible to receive the NSHL M.S. degree, unless said student has been enrolled in the master’s program and has fulfilled all the requirements for the M.S. degree program (see Degree Requirements for Master of Science in Nursing Science and Health-Care Leadership).