The emphasis on theory and practice of nursing prepares nurse scientists to: develop and/or test theory that drives nursing practice; design and conduct clinical efficacy and effectiveness trials of nursing interventions to improve health; and build a program of research around a clinical problem, phenomenon, or population of interest that will shape patient care across various settings. The emphasis on policy and leadership prepares nurse scientists with the conceptual strategies and methodological skills to assess and address the biobehavioral, social, and economic public policy factors that influence the definition of what constitutes health problems and the manner in which they are treated.

The School of Nursing offers a program leading to the doctor of philosophy degree. The school also has a unique early entry Ph.D. program to bridge or accelerate progression to the Ph.D. level for undergraduate nursing students. Postdoctoral training opportunities are also available.

The mission of the School of Nursing is to develop leaders for the profession and society—we make discoveries, enhance systems, and improve health through research, education and practice. Our strategic priorities are to advance science through research and scholarship, prepare nurse leaders for the health challenges of the 21st century, foster strategic partnerships to promote human health, achieve the school’s commitment to diversity, and create the preferred future of the School of Nursing.

Nursing faculty members are well prepared for their roles as scholars, clinicians, and teachers. Many have postdoctoral experience in nursing and related disciplines. They have wide-ranging clinical expertise foundational to their experiences with doctoral students. Many faculty have been awarded prestigious federal and private research and training awards and are well known for their expertise in university, local, national, and international communities. Our faculty have a wide variety of research interests. Areas of particular strength and depth include the following:

- Aging
- Chronic illness & symptom management
- Care of children & families
- Health systems & care delivery

World-renowned facilities for clinical practice and research are available in and around Madison. These include University of Wisconsin Hospital and Clinics, American Family Children’s Hospital, UW Carbone Cancer Center, and William S. Middleton Memorial Veterans Hospital; hospitals and clinics in urban and rural settings; nursing homes; and public health agencies. The university’s location in Wisconsin’s capital offers opportunities for involvement in state government and policy making.

Signe Skott Cooper Hall, the School of Nursing’s new facility, features state-of-the-art classrooms, simulation labs, meeting and research facilities, and social gathering spaces in an environment dedicated to the health and wellness of students, faculty, staff, and the communities and populations served. Adjacent to Cooper Hall, the Health Sciences Learning Center (HSLC) brings together students in nursing, medicine, and pharmacy, and includes the Ebling Library and University Book Store.

The school’s mission is to develop leaders for the profession and society—we make discoveries, enhance systems, and improve health through research, education, and practice.

**EARLY ENTRY PH.D. OPTION**

The early-entry Ph.D. option is designed for undergraduate students who are interested in research as a career and the Ph.D. as a goal. With the assistance of a faculty advisory committee, early entry students plan an individualized program of study and research, drawing on existing undergraduate and graduate courses in nursing and related disciplines. Two degrees are awarded to students who complete this option: bachelor of science in nursing (B.S.), granted by the School of Nursing, and doctor of philosophy (Ph.D.), granted by the Graduate School.

**DOCTOR OF PHILOSOPHY DEGREE**

The purpose of the Ph.D. program is to prepare researchers to develop, evaluate, and disseminate new knowledge in nursing and health science. The program is characterized by early and continuous training in research through a close mentoring relationship with faculty, a strong scientific base in nursing, and supporting courses in a related (i.e., minor) discipline. Graduates with a research doctorate are prepared to assume positions as faculty as well as research scientists and research directors in a variety of educational, clinical, and governmental settings.

The program is designed to be completed in four years of full-time study and requires a minimum of 52 credits. Students may be accepted into the Ph.D. program either post-baccalaureate or post-master’s. Students are encouraged to enroll full-time. If part-time study is necessary, a minimum of 6 credits per semester is required.

In collaboration with the faculty mentor(s), students plan a course of study that constitutes a unified program and fulfills the program requirements. Students select an emphasis in one of the following tracks:

- Theory & practice of nursing
- Policy & leadership

The emphasis on theory and practice of nursing prepares nurse scientists to: develop and/or test theory that drives nursing practice; design and conduct clinical efficacy and effectiveness trials of nursing interventions to improve health; and build a program of research around a clinical problem, phenomenon, or population of interest that will shape patient care across various settings. The emphasis on policy and leadership prepares nurse scientists with the conceptual strategies and methodological skills to assess and address the biobehavioral, social, and economic public policy factors that influence the definition of what constitutes health problems and the manner in which they are treated.

**ADMISSIONS**

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website.

Graduate admissions is a two-step process between academic programs and the Graduate School. **Applicants must meet the minimum requirements** (http://grad.wisc.edu/apply/requirements/) of the **Graduate School as well as the program(s)**. Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).
Admission requirements for the Ph.D. program are:

- Graduation from an accredited baccalaureate program in nursing
- Undergraduate GPA of at least 3.0 (on a 4.0 scale) on the last 60 credits of the most recent baccalaureate degree
- Graduate Record Exam (GRE) completed within the last 5 years may be required, consult program.
- Three to four academic references from individuals who can speak to your scholarly activities, research capabilities and potential for success in the doctoral program
- Two examples of scholarly work related to nursing or health (see School of Nursing website for examples)
- Essay (see School of Nursing website for specific criteria)
- Curriculum vitae or resume
- English proficiency scores: Applicants whose native language is not English, or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (https://grad.wisc.edu/apply/requirements/#english-proficiency).

Other Test(s) (e.g., GMAT, MCAT) n/a
Letters of Recommendation Required 3

Graduate School resources

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

Funding

Graduate Research Scholars (GRS) Fellowships are designed to support highly qualified underrepresented students in the doctoral programs. Graduate students who are preparing to be full-time faculty in nursing programs are also eligible for the Nurse Faculty Loan Program (NFLP). These loans, supported by the federal government, are available to cover tuition and other educational expenses. When graduates become full-time faculty members, up to 85 percent of the NFLP loan will be canceled over a four-year period.

Additional information on financial aid including application procedures is available in the School of Nursing Academic Affairs Office.

Requirements

Minimum Graduate School Requirements

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

Major Requirements

Mode of Instruction

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions

Accelerated: Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

Evening/Weekend: Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

Applications should be submitted for priority consideration by December 1 for admission in the fall semester. If applying for spring admission, see website (https://nursing.wisc.edu/graduate-programs/phd/#to-apply) for deadline.
schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

**Requirement Detail**

<table>
<thead>
<tr>
<th>Minimum Credit Requirement</th>
<th>52 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Residence Credit Requirement</td>
<td>32 credits</td>
</tr>
<tr>
<td>Minimum Graduate Coursework Requirement</td>
<td>Half of degree coursework (26 credits out of 52 total credits) must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide (<a href="http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle">http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle</a>).</td>
</tr>
</tbody>
</table>

**Overall Graduate GPA Requirement**

3.00 GPA required.

**Other Grade Requirements**

A student may not receive more than one grade below a B (or a U grade) in any 12 month period.

**Assessments and Examinations**

To be eligible for the comprehensive candidacy examination, candidates must have completed all formal coursework requirements.

**Language Requirements**

No language requirements.

**Doctoral Minor/ Breadth Requirements**

All doctoral students are required to complete a minor.

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURSING 802</td>
<td>Ethics and the Responsible Conduct of Research</td>
<td>1</td>
</tr>
<tr>
<td>NURSING 803</td>
<td>Advanced Quantitative Design and Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURSING 804</td>
<td>Qualitative Design and Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURSING 815</td>
<td>Knowledge Development in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURSING 816</td>
<td>Proseminar in Nursing Research</td>
<td>2</td>
</tr>
<tr>
<td><strong>Advanced Methods/Statistics</strong></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Students complete 6 credits in consultation with their advisor from the options below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED PSYCH 760 &amp; ED PSYCH 761</td>
<td>Statistical Methods Applied to Education I and Statistical Methods Applied to Education II</td>
<td></td>
</tr>
<tr>
<td>ED PSYCH 762</td>
<td>Introduction to the Design of Educational Experiments</td>
<td></td>
</tr>
<tr>
<td>ED PSYCH 763</td>
<td>Regression Models in Education</td>
<td></td>
</tr>
<tr>
<td>ED PSYCH 861</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED PSYCH/ ELPA 822</td>
<td>Introduction to Quantitative Inquiry in Education</td>
<td></td>
</tr>
<tr>
<td>ED PSYCH 964</td>
<td>Hierarchical Linear Modeling</td>
<td></td>
</tr>
<tr>
<td>B M I/STAT 541</td>
<td>Introduction to Biostatistics</td>
<td></td>
</tr>
<tr>
<td>B M I/STAT 542</td>
<td>Introduction to Clinical Trials I</td>
<td></td>
</tr>
<tr>
<td>B M 544</td>
<td>Introduction to Clinical and Healthcare Research II</td>
<td></td>
</tr>
<tr>
<td>B M I/STAT 641</td>
<td>Statistical Methods for Clinical Trials</td>
<td></td>
</tr>
<tr>
<td>B M I/STAT 642</td>
<td>Statistical Methods for Epidemiology</td>
<td></td>
</tr>
<tr>
<td>POP HLTH/ B M 551</td>
<td>Introduction to Biostatistics for Population Health</td>
<td></td>
</tr>
<tr>
<td>POP HLTH/ B M 552</td>
<td>Regression Methods for Population Health</td>
<td></td>
</tr>
<tr>
<td>POP HLTH/ B M 651</td>
<td>Advanced Regression Methods for Population Health</td>
<td></td>
</tr>
<tr>
<td>POP HLTH/ B M 652</td>
<td>Topics in Biostatistics for Epidemiology</td>
<td></td>
</tr>
<tr>
<td>STAT 849</td>
<td>Theory and Application of Regression and Analysis of Variance I</td>
<td></td>
</tr>
<tr>
<td>STAT 850</td>
<td>Theory and Application of Regression and Analysis of Variance II</td>
<td></td>
</tr>
<tr>
<td>STAT 601</td>
<td>Statistical Methods I</td>
<td></td>
</tr>
</tbody>
</table>

**Students choose one of two tracks:**

**Theory and Practice of Nursing (12 credits)**

Students complete 3 credits from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSING 590</td>
<td>Contemporary Practices in Nursing (Topic: Chronic Illness Management)</td>
<td></td>
</tr>
<tr>
<td>NURSING 702</td>
<td>Health Promotion and Disease Prevention in Diverse Communities</td>
<td></td>
</tr>
<tr>
<td>SOC WORK 921</td>
<td>Child Welfare</td>
<td></td>
</tr>
<tr>
<td>SOC WORK 644</td>
<td>Issues in Developmental Disabilities</td>
<td></td>
</tr>
<tr>
<td>SOC WORK 874</td>
<td>Health, Aging, and Disability Practice for the 21st Century</td>
<td></td>
</tr>
<tr>
<td>SOC/ C&amp;E SOC 971</td>
<td>Seminar-Topics in Demography and Ecology</td>
<td></td>
</tr>
<tr>
<td>POP HLTH 786</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURSING 722</td>
<td>Advanced Practice Nursing Theory: Adults and Older Adults</td>
<td></td>
</tr>
<tr>
<td>NURSING 741</td>
<td>Advanced Practice Nursing Theory: Family Process &amp; Child Development</td>
<td></td>
</tr>
<tr>
<td>NURSING 751</td>
<td>Advanced Practice Nursing Theory: Psychiatric Mental Health</td>
<td></td>
</tr>
<tr>
<td>RP &amp; SE 560</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 credits from the following:
Students complete 3 credits from the following, with NURSING 818 being strongly encouraged:

- **NURSING 818**: Patient-centered Research
- **ED PSYCH 946**: Advanced Assessment and Intervention Techniques
- **ED PSYCH/COUN PSY/RP & SE 736**: Seminar in Psychology of Individual Differences
- **SOC WORK 741**: Interventions with Children, Youth, and Families

Students must take:

- **NURSING 819**: Clinical Field Practicum - Research in Health Care Settings

Students completing the Theory and Practice of Nursing track must also take 3 credits from courses listed in the Policy and Leadership track.

### Policy and Leadership (12 credits)

Students complete 3 credits from the following, with NURSING 703 being strongly encouraged:

- **NURSING 703**: Health Care and Public Policy
- **POP HLTH 915**: International Health Systems and Policy

Students complete 3 credits from the following:

- **POP HLTH 709**: Translational and Outcomes Research in Health and Health Care
- **POP HLTH 876**: Measuring Health Outcomes
- **POP HLTH 786**: Population/phenomenon
- **POP HLTH 785**: Prevention Science

Students must take:

- **NURSING 847**: Health Policy Practicum

Students completing the Policy and Leadership track must also take 3 credits from courses listed in the Theory and Practice of Nursing track.

### Nursing Education (3)

- **NURSING 785**: Foundations of Curriculum Development and Evaluation in Nursing Education
- **NURSING 786**: Foundations of Teaching and Learning in Nursing
- **NURSING 787**: Nursing Education Practicum
- **ELPA 701**: Introduction to Higher and Post-Secondary Education
- **ELPA/CURRIC 746**: The Adult Learner: Implications for Curriculum and Instruction
- **CURRIC 735**: Epistemic Practice and Science Teaching

### Minor 9

### Guided Research 10

Students are expected to take at least 1 credit of Independent Study and participate in their faculty mentor’s research group (or another research group agreed upon with the mentor) each semester.

1. NURSING 816 is taken twice (Year 1 and Year 3) for 1 credit.

3. Students who have not had a prior course in adult education are strongly encouraged to take a didactic course rather than taking NURSING 787 Nursing Education Practicum only.

2. Students who take POP HLTH 915 must also take 1 credit of NURSING 799 with their advisor.

### Sample full-time course schedule

#### First Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSING 815</td>
<td>3</td>
<td>NURSING 803</td>
<td>3</td>
<td>NURSING 999</td>
<td>1-3</td>
</tr>
<tr>
<td>NURSING 816</td>
<td>1</td>
<td>NURSING 703</td>
<td>2</td>
<td>NURSING 802</td>
<td>1</td>
</tr>
<tr>
<td>NURSING 999</td>
<td>1-3</td>
<td>NURSING 999</td>
<td></td>
<td></td>
<td>1-3</td>
</tr>
<tr>
<td>Population/phenomenon</td>
<td>3</td>
<td>Advanced Statistics</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>11-13</td>
<td>10-12</td>
<td></td>
<td></td>
<td>2-4</td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSING 804</td>
<td>3</td>
<td>NURSING 999</td>
<td>1-3</td>
<td>NURSING 999</td>
<td>1-3</td>
</tr>
<tr>
<td>NURSING 999</td>
<td>1-3</td>
<td>Nursing Education</td>
<td></td>
<td>3</td>
<td>NURSING 819 or 847</td>
</tr>
<tr>
<td>Additional Statistics</td>
<td>3</td>
<td>T&amp;P: Minor, or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>3</td>
<td>P&amp;L: Health Policy Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>10-12</td>
<td>7-9</td>
<td></td>
<td></td>
<td>4-6</td>
</tr>
</tbody>
</table>

#### Third Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSING 816</td>
<td>1</td>
<td>NURSING 999</td>
<td>5</td>
<td>NURSING 990</td>
<td>3</td>
</tr>
<tr>
<td>NURSING 999</td>
<td>1-3</td>
<td>Remaining Minor, Methods/Stats, Population</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Minor, Methods/Stats, Population</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURSING 818 (or Minor)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>8-10</td>
<td>8</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credits 63-77

1. See Approved course options/substitutions

2. NURSING 703 is taken by most students following the Theory and Practice (T&P) track to satisfy their 3-credit policy requirement.
the program. Comments from the Subcommittee regarding progression and advisor comments to gain an overall sense of student progression in Subcommittee of the GPC. The Subcommittee reviews the student CVs a written review from the advisor. This is submitted to the Ph.D. Ph.D. students complete an annual progression review which includes AD

ADVISOR / COMMITTEE
Ph.D. students complete an annual progression review which includes a written review from the advisor. This is submitted to the Ph.D. Subcommittee of the GPC. The Subcommittee reviews the student CVs and advisor comments to gain an overall sense of student progression in the program. Comments from the Subcommittee regarding progression are then sent to the advisor who shares the result of the review with the student.

Graduate School policy specifies the following with regard to dissertation committees:

Dissertation committees advise and evaluate satisfactory progress, administer preliminary and final oral examinations, evaluate a dissertation, and/or sign a degree warrant. A student arranges a committee with appropriate expertise to afford the breadth and depth needed in degree examinations. In all cases, a student’s advisor (major professor) chairs the committee. The executive committee (or its equivalent) is responsible for approving the composition of all dissertation committees.

Minimum Graduate School requirements for the dissertation committees as follows:

1. The chair or co-chair of the committee must be Graduate Faculty* from the student’s program.
2. PhD dissertation committees must have a minimum of 4 members, 3 of whom must be UW-Madison graduate faculty, former UW-Madison graduate faculty up to one year after resignation or retirement. At least 1 of the 4 members must be from outside of the student’s major program or major field (often from the minor field).
3. The chair may designate 1 of the 4 members of the committee as a non-reader
   a. Readers are committee members who commit themselves to closely reading and reviewing the entire dissertation. While graduate programs cannot have fewer than three readers, they may require all members to be readers. The rationale for specifically designating non-reader status is to facilitate faculty participation in dissertations without automatically expecting the level of commitment associated with deeply engaging a PhD thesis. Given faculty workloads, designating a non-reader in some cases may permit faculty participation where engagement would otherwise be impossible.
4. The required 4th member of a dissertation committee, as well as any additional members, all retain voting rights.
5. * Graduate Faculty are those who hold tenure track appointments. Non-tenure track faculty (e.g., CHS professors) may participate as 4th or extra committee members, but do not count toward the four “Graduate Faculty” members.

The student and major professor should work together to identify dissertation advisory committee members with appropriate breadth and depth of knowledge. In addition to the Minimum Graduate School requirements for the dissertation committees outlined above, the School of Nursing has additional expectations for committee membership:

1. At least 2 members will be from the School of Nursing faculty.
2. In general, all committee members will serve as readers. However, in line with UW-Madison Graduate School Policy and Procedures of Graduate Advisor Committees, the chair

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

With program approval, students are allowed to count no more than 18 credits of graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Work ten or more years prior to admission to the program will not be considered.

UW–Madison Undergraduate

With program approval up to 7 credits numbered 300 or above will be allowed to count toward the Ph.D. degree. This applies to students in the Early Entry Ph.D. route in the School of Nursing.

UW–Madison University Special

With program approval, students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Work ten or more years prior to admission to the program will not be considered.

PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a student has not returned to satisfactory progress by the determined deadline, a decision about whether the student will be permitted to continue will be made by the Graduate Admissions & Progression Committee (or appropriate subcommittee) with input from the student’s advisor.

NURSING 819 is taken by Theory & Practice (T&P) students; Nursing 847 is taken by Policy & Leadership (P&L) students

NURSING 818 will be offered during odd numbered fall terms

NURSING 818, ED PSYCH 946, ED PSYCH/COUN PSY/RP & SE 736 or SOC WORK 741 is taken by Theory & Practice (T&P) students; Policy & Leadership (P&L) students may take a minor course at this time

Nursing, Ph.D. 5
Students who feel that they have been treated unfairly have the right to question this treatment and receive prompt hearing of the grievance. Before instituting an appeal or grievance, students should discuss their concerns with faculty, staff, or the title IX office.

**Student Appeals and Grievance Procedures**

Students who feel that they have been treated unfairly have the right to question this treatment and receive prompt hearing of the grievance. Before instituting an appeal or grievance, students should discuss their concerns with faculty, staff, or the title IX office.

**TIME CONSTRAINTS**

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may by require to take another preliminary examination and to be admitted to candidacy a second time.

**Section One: Appeals**

Appeals are limited to requests to continue in the curriculum after being dropped from the program for academic reasons.

**Procedure**

Filing Appeal

1. Written statement addressed to the Chairperson of the appropriate appeals committee specifying:
   - Precise grounds on which the appeal is based.
   - Circumstances associated with the need to appeal.
   - Arguments supporting the appeal.
   - Description of proposed remedial actions to be taken to improve the student's academic performance.

2. The appellant may also submit letters of support from persons knowledgeable about the appellant’s current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean by the same deadline.

**Appeals Committee**

Graduate Student: A written appeal must be filed with the Assistant Dean for Academic Affairs within 10 working days of the date of the letter notifying the student of the decision to discontinue the student in the program, or the right to appeal is waived. The appellant (student) must submit to the Assistant Dean the following information:

1. A written statement addressed to the Chairperson of the appropriate appeals committee specifying:
   - Precise grounds on which the appeal is based.
   - Circumstances associated with the need to appeal.
   - Arguments supporting the appeal.
   - Description of proposed remedial actions to be taken to improve the student’s academic performance.

2. The appellant may also submit letters of support from persons knowledgeable about the appellant’s current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean by the same deadline.

**Appeals Committee Meeting**

• Within 15 working days of the filing of the appeal, the Appeals Committee will schedule a meeting date for the purposes of hearing the appeal.

• Appellant must appear before the Appeals Committee to present the appeal. Appellant may have a support person accompany him or her to the meeting with the Appeals Committee. Appellant must address the Appeals Committee under all circumstances. Appellant’s chosen support person is limited to providing advice and support to appellant. No fewer than three working days prior to the meeting with the Appeals Committee, the appellant shall identify to the Committee the individual’s appellant wishes to be present at the meeting for the purpose of providing the Appeals Committee with information about the appeal.

The Appeals Committee is authorized to decide the appeal and is responsible for the following:

1. Reviewing all data presented by the Appellant and others.

2. Discussing the argument presented by Appellant and inviting Appellant to contribute to the discussion.

3. Limiting statements of appellant and other individuals where information being presented is irrelevant, unduly repetitious, or disrespectful.

   • Deciding the appeal and providing a written decision, including the reasons therefore, to the Appellant and the appropriate Assistant Dean within 15 working days of the Appeals Committee meeting. The written decision shall identify and include where appropriate:

   - Appellant’s stated reason for the appeal
   - Action taken by the Appeals Committee
Review of Appeals Committee Decision

1. A written request for review of the Appeals Committee Decision by the Dean of the School of Nursing or the Dean's designee must be submitted to the Associate Dean for Academic Affairs within 20 working days of the date of notification of the Committee's initial decision. The request must state the specific grounds for appeal which are limited to:
   - School policies were incorrectly applied;
   - Decision is contrary to state or federal law;
   - Proper appeal procedures were not followed; or
   - Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the Committee decision that he or she believes meet the criteria cited as a basis for appeal.

The Dean of the Dean's designee may meet with the appellant to discuss the request for review.

   a. Copies of the information submitted to the Appeals Committee and the Appeals Committee decision shall be provided to the Dean or the Dean's designee for review. Only facts and information presented to the Appeals Committee may be introduced to and considered by the Dean or the Dean's designee.

   b. The burden of proof shall be on the student to demonstrate by a preponderance of the evidence that the Appeals Committee's decision was the result of one or more of the above bases for appeal.

   c. The Dean or the Dean's designee shall notify Appellant and the Appeals Committee in writing within 30 working days of receipt of the request for review of the Appeals Committee decision or the appellant's meeting with the Dean's or Dean's designee, whichever is later, stating the action on the appeal and the grounds for the action taken.

   d. The decision by the Dean or the Dean's designee on review is final.

   e. Graduate students may seek Graduate School Procedural Review of the decision by the Dean or the Dean's designee. Please contact The Graduate School Office of Academic Services & Fellowship Administration in 217 Bascom Hall or at 608-262-2433 for information regarding this process.

Note: Deadlines referenced herein may only be altered by mutual agreement of the parties. Any such agreement must be in writing.

Section Two: Grievances
Informal Resolution

Any student in the School of Nursing who believes that he or she has been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. The student may also contact the following groups for assistance in reaching an informal resolution and/or information regarding other possible formal procedures to resolve the matter.

1. Contact the UW-Madison Equity and Diversity Resource Center for information and assistance regarding discrimination or disability issues.
2. Contact the Dean of Students for information about resources for addressing student concerns.

School of Nursing Grievance Procedure:

The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Through the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

1. To initiate the formal grievance procedure, the student must submit his or her grievance, in writing, to the Associate Dean for Academic Affairs.
2. The written grievance shall include:
   - a statement that the student wishes a review of the situation by a Grievance Committee;
   - the identification of the person or group at whom the grievance is directed;
   - the specifics of the perceived inequitable treatment;
   - evidence in support of the student's belief that he or she has been treated inequitably; and
   - the outcome or resolution desired by the student.

3. A grievance must be initiated no later than 20 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance. Initiation of the informal procedure described above within the 20-day period will extend the deadline for initiating the grievance to 40 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance.

4. Within 30 calendar days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The Committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the Committee, and/or may take other steps in attempting to resolve the grievance.
5. Within 60 calendar days after receiving the grievance from the Associate Dean for Academic Affairs, the Committee shall send a written report of the Committee’s recommendations to the Associate Dean for Academic Affairs. The student will also receive a copy of the report. The report shall include notice to the student of his or her right to appeal the Committee’s recommendation to the Dean of the School of Nursing.

6. A student wishing to appeal the Committee’s recommendation to the Dean of the School of Nursing must submit a written appeal to the Dean within 10 calendar days of the date of the Committee’s report. The request must state the specific bases for appeal and identify the specific aspects of the Committee’s recommendation that he or she believes are the subject of the bases for appeal. Where an appeal is filed with the Dean, a copy of the Committee’s report shall be provided to the Dean for review. Only facts presented to the Committee may be introduced to and considered by the Dean. The Dean shall notify the appellant and the Committee in writing within 30 calendar days of receiving the written appeal stating the action on the appeal and the grounds for the action taken.

Section Three: Course Grade Appeals Process
If a student believes s/he has been awarded a grade for a course that does not adequately represent her/his performance in the course, they should speak with the course faculty member in an effort to attempt to resolve the issue informally. This must be done within 10 working days of receipt of the grade. During this informal process both student and faculty may consult with the Associate Dean for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal Grievance procedure. To do this, the student must submit the grievance, in writing, to the Associate Dean for Academic Affairs within 10 working days. The Associate Dean will appoint a committee to hear the grievance. The decision of the committee is final. There is no further appeal.

OTHER
The School of Nursing makes a strong commitment to funding students admitted into the Ph.D. program who are enrolled full-time. Sources of funding include extramural, campus, and internal School of Nursing funding. The majority of funding decisions are made in the Spring for the following academic year. Continuing and newly admitted students are encouraged to apply for funding.

LEARNING OUTCOMES
1. Master in-depth knowledge in a substantive area of nursing.
2. Articulate research problems, potentials, and limits with respect to nursing theory, knowledge, and practice.
3. Formulate new ideas, concepts, designs, and/or techniques based on critical evaluation of knowledge in nursing and other relevant disciplines.
4. Assume leadership in the creation of original research that makes a substantive contribution to health.
5. Demonstrate cultural knowledge and cross-cultural skills in nursing scholarship.
6. Demonstrate breadth in learning experiences through intra- and cross-disciplinary study, and integration of research, teaching, mentoring, and service to the profession.
7. Negotiate and work successfully with interprofessional teams.
8. Develop and disseminate nursing knowledge to meet the health needs of local, national, and global populations.
9. Communicate complex research findings and implications in a clear and understandable manner to lay and professional audiences.
10. Demonstrate knowledge of professional obligations, codes of ethics, and institutional policies and procedures that guide nursing scholarship.
11. Demonstrate the capacity to identify ethical issues, seek guidance from appropriate resources and adhere to ethical principles and professional norms in the resolution of moral dilemmas.

PEOPLE

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School of Nursing Faculty Directory (https://nursing.wisc.edu/directory/faculty/)

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