NURSING, PH.D.

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.

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 are 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 may designate 1 of the 4 members of the committee as a non-reader.

CREDITS PER TERM ALLOWED

15 credits
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 be required to take another preliminary examination and to be admitted to candidacy a second time.

GRIEVANCES AND APPEALS
These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances.

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.