



LOMA LINDA UNIVERSITY

---

*School of Nursing*

**DOCTOR OF PHILOSOPHY IN NURSING  
PROGRAM HANDBOOK**

**2014 – 2016**

## TABLE OF CONTENTS

<b>WELCOME AND CONTACT INFORMATION</b>	<b>4</b>
<b>MISSION STATEMENT AND UNIVERSITY CORE VALUES</b>	
Loma Linda University School of Nursing Mission Statement	4
Loma Linda University Core Values	5
Loma Linda University Student Learning Outcomes	5
<b>PROGRAM OVERVIEW</b>	
Purpose	6
PhD Student Learning Outcomes	6
PhD curriculum	6
Courses that may be taken at LLU or NEXUS	7
Example of curriculum planning form	7
NEXUS information and contact persons	8
Steps towards completion of the Doctor of Philosophy in Nursing	13
<b>POLICIES SPECIFIC TO PhD IN NURSING</b>	
Academic advisor	14
Program of study and academic progression	14
Focus/Concentration Area	15
On-line Scholars Seminar	15
Transfer of credits and course waiver	15
Academic Residency	16
Study Load	16
Leave of Absence (LOA)	17
Grade Policy	17
APA for Written Work	17
Comprehensive Examination	17
Proposal Defense	18
Advancement to Candidacy	19
Research Policies	19
Course work overview	19
Ethical expectations	19
Mentored research units	21
Dissertation	22
<b>DISSERTATION PROCESS FOR PhD IN NURSING</b>	
Operationalizing the Policy	22
Dissertation Committee Formation	23
Funding for student projects	24

**FORMS** 24

**TECHNOLOGY REQUIREMENTS & SUPPORT**

Computer Compatibility for LLUSN	25
Campus Computer Labs	25
Technology Contact persons at LLUSN	25

**LLU SUPPORT SERVICES**

Library Services & Resources	26
University Library System/Resources	26
Student services (Drayson Center, health service, and counseling)	28

**APPENDICES**

Instructions for Comprehensive Examination: General Guidelines for Preparing for the PhD Comprehensive Exam 2014-2016

Course information for NRSN 696 Mentored Research

Course Information for NRSN 637 Scholars Seminar

Example of a Quantitative Dissertation

Example of a Qualitative Dissertation

Guidelines for Dissertation with Publishable Paper(s)

**Forms**

- Form A - Petition for Admission to Candidacy
- Graduate Petition (Replaces Form C)
- Form D - Statement of Completion of Requirements for Degree
- Form E - Yearly Progress Report
- Form F - Comprehensive Examination
- Form G - Formation (Change) of Supervisory Committee
- Form H - Defense of Research Proposal
- Form I - Notice of the Defense of a Dissertation

**Welcome to the Doctor of Philosophy in Nursing Program.** Loma Linda University School of Nursing is pleased to welcome you to our PhD program. The PhD is offered both as an on-campus program with intensive courses taken during the summer, and as a summer program on campus at Loma Linda University with selected on-line courses during the academic year, with completion of dissertation to follow. This schedule is designed to accommodate the needs of adult learners who are either full time students or part time students with ongoing commitment to professional work during the academic year. The core courses of the program are taught during four summer intensive sessions. Concentration and elective courses may be taken at LLU, through the NEXus partnership, or a limited number of approved units may be transferred from another university.

On behalf of the faculty, staff, and administration, we wish you every success as you pursue your doctoral nursing education at LLU!

### **LLUSN Contact Information**

Elizabeth Bossert, PhD, RN  
Associate Dean  
Graduate School of Nursing  
Loma Linda University  
Email: [BBossert@llu.edu](mailto:BBossert@llu.edu)  
Phone: (909) 558- 8061

Patricia Pothier, PhD, RN  
Director, PhD Program  
Graduate School of Nursing  
Email: [ppothier@llu.edu](mailto:ppothier@llu.edu)  
Phone: (909) 558-1000 Ext. 45480

Tiny Loftis, Sr. Admin Assist  
Graduate School of Nursing  
Email: [Tloftis@llu.edu](mailto:Tloftis@llu.edu)  
Phone: (909) 558-8061

Valerie Nusantara, Sr. Admin Assist  
Office of Global Nursing  
Email: [vrnusantara@llu.edu](mailto:vrnusantara@llu.edu)  
Phone: 909-558-1000 ext. 87122

### **Mission Statement**

The mission of the School of Nursing, in accord with the comprehensive mission of Loma Linda University, is the education of professional nurses who are dedicated to excellence in nursing science. Individuals from diverse ethnic, cultural, and racial backgrounds are encouraged to embrace opportunities for lifelong growth and satisfaction from a career committed to health care. Baccalaureate and graduate nursing programs contribute to the development of expert clinicians, educators, administrators, and researchers who benefit society by providing and improving delivery of whole-person care to clients—individuals, families, groups and communities. Committed to Christian service and distinctive Seventh-day Adventist ideals, the School seeks to reflect God's love through its teaching and healing ministry.

### **Loma Linda University Core Values and Student Outcomes**

The University affirms these Core Values as central to its view of education:

1. Compassion - The sympathetic willingness to be engaged with the needs and sufferings of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which Loma Linda University has taken as a central symbol of its work.
2. Integrity - The quality of living a unified life in which one's convictions are well-considered and match one's actions. Integrity encompasses honesty, authenticity, and trustworthiness.
3. Excellence - The commitment to exceed minimum standards and expectations.
4. Freedom - The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery but to freedom.
5. Justice - The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination. The God of the Bible is One who calls people continually to justice. According to the prophets, religious faith could be genuine only when it led the believers to "seek justice, rescue the oppressed, defend the orphans, [and] plead for the widow."
6. Purity/self-control - The commitment to be morally upright and moderate in all things, with complete control over one's emotions, desires, and actions.
7. Humility - The willingness to serve others in a sacrificial manner, and the self-respect that renounces haughtiness or arrogance.

### **Loma Linda University Student Learning Outcomes**

1. Students understand and apply the University philosophy of wholeness into their personal and professional lives.
2. Students understand the importance of integrating the University's Christ-centered values in their personal and professional lives.
3. Students demonstrate critical thinking.
4. Students develop a commitment to discovery and lifelong learning.
5. Students demonstrate effective communication skills in English.
6. Students demonstrate effective use of technology appropriate to the discipline.
7. Students understand the importance of embracing and serving a diverse world.
8. Students demonstrate the importance of collaborating with others within and across disciplines.

## **Program Overview**

### **Purpose**

The PhD degree in nursing is designed to prepare nurse research scholars for leadership in education, health care administration, and research. We expect that a doctorally prepared nurse scientist will be committed to the generation of knowledge critical to development of nursing science and practice. Our graduates join with other nursing leaders in furthering the development of nursing science and improving health-care delivery throughout the world.

### **PhD Student Learning Outcomes**

1. Embrace a wholistic perspective on life, teaching, and scholarship by integrating the bio-psycho-social-spiritual dimensions.
2. Extend Christ-centered values to nursing scholarship and education.
3. Engage in inquiry and scholarship to develop and disseminate knowledge in nursing science.
4. Adopt a life-style of inquiry, reflection, and growth.
5. Explain complex phenomena clearly in spoken and written English.
6. Demonstrate advanced competency and leadership in the use of technology for the purpose of generating new knowledge in nursing.
7. Address complex questions through partnerships with individuals, populations, and systems nationally and internationally.
8. Engage in collaborative discourse and scholarship to contribute to healthcare and society.
9. Engage in transformational leadership to promote intradisciplinary and transdisciplinary discourse and scholarship.
10. Serve as committed nurse scholar through the generation and dissemination of knowledge relevant to the development of nursing.

### **PhD Curriculum**

The doctoral program is designed to provide an in-depth understanding of knowledge development within the discipline of nursing through philosophical, theoretical, and scientific methods of inquiry. Core courses emphasize these three areas. In addition, students select an area of concentration that will support and focus their chosen area of research. The area of concentration should fit with established research programs or professional expertise of School of Nursing faculty. Selected electives also may be supportive of the dissertation or of the professional role. The credit requirement is 90 quarter units beyond the Master of Science degree. A one-unit online LLU Scholars Seminar is required during the academic year while away from the LLU campus. The seminar focus is to integrate concentration and elective courses in the foundation for a dissertation at LLU and to maintain momentum during the program. The doctoral program may be completed in 4 to 7 years.

### Summer program vs. Full-time program

There are two ways to complete the program. One is designed for persons who can be on campus for only a few weeks during the summer. This program, called the ‘Summers Program’, requires students to be on campus for 5 weeks a year during the summer quarter for core courses offered in an intensive format. During the remainder of the academic year students are expected to take distance accessible courses through NEXus (see example on page 11 ). The second is a traditional on-campus full time program. Specified core courses would be taken during the summer quarter with students in the “Summer program” and the rest of the coursework would be taken on campus (see example on page 12 ).

### **Curriculum planning form (example only)**

#### **Courses to be taken at LLU**

##### **Year 1 - Summer**

NRSG 665 Philosophical Foundations of Nursing Science	4u
NRSG 636 Methods of Disciplined Inquiry	2u
NRSG 664 Nursing Science Seminar	1u
STAT 531 Parametric and Non-Parametric Bivariate Statistics	4u*

##### **Year 1 - Fall, Winter & Spring**

NRSG 637 Scholars Seminar	1u
NRSG 696 Mentored Research	2u, 2u

##### **Year 3 - Summer**

NRSG 664 Nursing Science Seminar	1u
NRSG 660 Advanced Qualitative Research Methods I	4u
RELR Relational	3u
STAT 533 Applied Multivariable Statistical Analysis	4u*

##### **Year 3 - Fall, Winter & Spring**

NRSG 637 Scholars Seminar	1u
Electives	4u, 4u*

##### **Year 2 – Summer**

NRSG 575 Theory Development	4u
NRSG 686 Advanced Quantitative Research Methods	4u
STAT 532 Applied Bivariate Statistical Analysis	4u*

##### **Year 2 - Fall, Winter & Spring**

NRSG 637 Scholars Seminar	1u
Concentration	4u, 4u*

##### **Year 4 - Summer**

RELT Theological	3u
Selected Analytical Topic (Before or during dissertation)	4u
RELE Ethics	3u
NRSG 664 Nursing Science Seminar	1u

##### **Year 4 - Fall, Winter & Spring**

NRSG 637 Scholars Seminar	1u
NRSG 697 Research	20u**

\*Courses may be transferred to LLU

\*\*Distributed throughout dissertation during years 4 & 5

You will need to take a minimum of 20 units of concentration or elective courses. Concentration courses are courses directly related to dissertation. You will need 10-12 units in concentration courses. Elective courses are courses that relate either to dissertation or your role. You will need 8-10 units in elective courses.

### NEXus Information

\* NEXus (Nursing Education Xchange) is a partnership among select Western Institute of Nursing institutions to facilitate enrollment in doctoral courses not available at your home campus. Information may be found at <http://winnexus.org>. Through NEXus, the institutions have identified courses that are available at a distance and open for enrollments from partner institutions. Courses taken through NEXus are not subject to the transfer policy limit of LLU. Courses taken outside the NEXus system are subject to the limit of 20% of the units required for the degree.

The 16 Academic Collaborators and 1 Affiliate in NEXus are:

- Arizona State University
- Case Western Reserve University
- Idaho State University
- Oregon Health & Science University
- Loma Linda University
- University of Buffalo
- University of Colorado
- University of Hawaii at Manoa
- University of Kansas
- University of New Mexico
- University of Nevada Las Vegas
- University of Northern Colorado
- University of Oklahoma (affiliate)
- University of Texas at Tyler
- University of Utah
- Virginia Commonwealth University
- Washington State University

There are over 150 courses available through NEXus. They are offered in a variety of formats: fully on-line, intensive on-campus sessions, or a combination. Some are offered on the quarter system and others on the semester system. Be sure to check the “start” date and the enrollment dates for the course you are interested in taking. Also plan well ahead for any textbooks needed for a NEXus course (particularly if you live out of the US). Note: 1 semester units = 1.5 quarter units.

NEXus courses are organized in “clusters”. The clusters and information specifically applicable to PhD programs are:

Nursing Education - This cluster provides the student with information on the teaching role and pedagogy in nursing.

Diverse and Vulnerable Populations - This cluster focuses on substantive theory and methods for conducting research with diverse and vulnerable populations.



Gerontology and Geriatric Nursing - This cluster provides theory, method, and substantive courses to support advanced nursing practice or research in psychosocial and biologic aging, health promotion for older adults, and the prevention and management of the diseases of aging.

Chronic and Disabling Conditions and Palliative Care - This cluster contains courses with a focus on substantive theory and methods for conducting research with persons affected by chronic and disabling conditions and palliative care and/or a theoretical foundation for advanced health care of persons with chronic and disabling conditions and palliative care.

Nursing Knowledge Development: Theory, Philosophy, and Science - This cluster provides students with a variety of courses that explore philosophy and/or the conduct of science.

Systems, Leadership, Informatics and Policy - This cluster includes coursework related to nursing and health care systems, health services research, leadership of nursing organizations and innovations, nursing and health care informatics and policy. Students are invited to take several courses in one of these areas or sample from several aspects of this broad view of nursing and health care delivery.

Scholarship and Writing - This cluster provides opportunity to develop or enhance communication skills through scholarly writing with a focus in areas such as publication, grant writing and other related activities.

Research Methodology - This cluster includes both basic and advanced courses in research including sub-clusters related to quantitative and qualitative focus, statistical design and analysis, and instrumentation.

Subcluster: **Quantitative Research Methods**: This sub-cluster supports quantitative research designs and methods, including comprehensive courses focused on principles of quantitative research, development of data-collection instruments and application of specific and advanced statistical design, testing, and analysis.

Subcluster: **Qualitative Research Methods**: This sub-cluster supports qualitative research, moving beyond a basic overview of qualitative principles, designs and methods. The cluster offers courses specific to a single qualitative design approach (e.g., phenomenology, grounded theory, ethnography, etc.), as well as courses focused on advanced qualitative data analysis and qualitative designs in the context of collaborative and mixed methods approaches.

Subcluster: **Mixed Methods**: This sub-cluster includes courses designed to integrate qualitative and quantitative methods to answer research questions. Qualitative and quantitative methods are viewed as being complimentary

Choices of NEXus courses should be first discussed with the academic advisor. For information on registering for a NEXus course, please contact Tiny Loftis, Campus Staff Coordinator or Valerie Nusantara, International Student NEXus Staff Coordinator. Please start this process early to be sure that you will have a “seat” in the course. Also plan well ahead for textbooks that may be needed for a course.

## LOMA LINDA UNIVERSITY – SCHOOL OF NURSING

Tuition for the course exchange for Summer 2014 is a common price of \$775 per semester credit (approximately \$517 per quarter unit). The price per credit fee includes tuition and fees and is the same, no matter where the course is offered( Note, the NEXus Common Price does not cover fees for late payment to the teaching institution). Check if the course you are interested in taking is a quarter or semester format.

The student must request that transcripts for all NEXus courses be sent from the host university to Loma Linda University. This must be done immediately upon completion of the course. If permitted by the school it may be possible to request the transcript at the beginning of the course.

### Contact Persons at LLU:

Patricia Pothier, PhD, RN  
Campus Faculty Coordinator for NEXus  
Director, PhD  
Graduate School of Nursing  
Email: [ppothier@llu.edu](mailto:ppothier@llu.edu)  
Phone: (909) 558-1000 Ext. 45480

Tiny Loftis, Senior Administrative Assistant  
Campus Staff Coordinator for NEXus  
Graduate School of Nursing  
Email: [Tloftis@llu.edu](mailto:Tloftis@llu.edu)  
Phone: (909) 558-8061

Valerie Nusantara, Senior Administrative Assistant  
Alternate Campus Staff Coordinator for NEXus  
Graduate School of Nursing  
International Nursing  
Email: [vrnusantara@llu.edu](mailto:vrnusantara@llu.edu)  
Phone: (909) 558-1000 Ext. 87122

# LOMA LINDA UNIVERSITY – SCHOOL OF NURSING

Student \_\_\_\_\_ Graduate Program in Nursing \_\_\_\_\_ Hm. Phone # \_\_\_\_\_  
 Planning Form  
 Advisor \_\_\_\_\_ **PhD in Nursing – Summers Program** (revised 2014) \_\_\_\_\_ Admission Date \_\_\_\_\_

1 <sup>st</sup> SUMMER 5 weeks on campus	FALL off-campus	WINTER off-campus	SPRING off-campus
STAT 531 Par & Non-par Bivar Stats 4 NRSG 636 Disciplined Inq 2 NRSG 664 Nrsg Sc Seminar 1 NRSG 665 Phil Found Nrsg Sc 4	NRSG 696 Mentored Research 2 NRSG 637 LLU Scholars Seminar 1	Focus/Concentration 4 NRSG 637 LLU Scholars Seminar IP	NRSG 696 Mentored Research 2 NRSG 637 LLU Scholars Seminar IP  11 + 9 units
2 <sup>nd</sup> SUMMER 5 weeks on campus	FALL off-campus	WINTER off-campus	SPRING off-campus
STAT 532 Appl Bivar Stat Anl 4 NRSG 575 Theory Dev 4 NRSG 686 Adv Q Res Mth 4	Focus/Concentration 4 NRSG 637 LLU Scholars Seminar 1	Focus/Concentration 4 NRSG 637 LLU Scholars Seminar IP	NRSG 637 LLU Scholars Seminar IP REL (Relational - online) 3  12 + 9 units
3 <sup>rd</sup> SUMMER 5 weeks on campus	FALL off-campus	WINTER off-campus	SPRING off-campus
STAT 533 Appl. Multivar Stat Anl 4 NRSG 664 Nrsg Sc Seminar 1 NRSG 660 Qual Res Meth I 4 Comprehensive Exam	NRSG 637 LLU Scholars Seminar 1	Electives 4 NRSG 637 LLU Scholars Seminar IP	NRSG 697 Research 4 NRSG 637 LLU Scholars Seminar IP  12 + 9 units
4 <sup>th</sup> SUMMER 5 weeks on campus	FALL off-campus	WINTER off-campus	SPRING off-campus
RELT (Theological) 3 Selected Anlyt topic 4 RELE (Ethics) 3 NRSG 664 Nrsg Sc Seminar 1 Proposal Defense	NRSG 697 Research 4 NRSG 637 LLU Scholars Seminar 1	NRSG 697 Research 4 NRSG 637 LLU Scholars Seminar IP	NRSG 697 Research 4 NRSG 637 LLU Scholars Seminar IP  11 + 12 units
5 <sup>th</sup> SUMMER	FALL	WINTER	SPRING
NRSG 697 Research 2 (20 dissertation units total)	NRSG 697 Research 2 Defend dissertation	(NRSG 697 continued as necessary.....)	4 units Total = 90 units

**Note: NRSG 697 units will be distributed throughout entire dissertation work to equal 20 units.**

**Total Units Required 90**

Summer quarter students spend 5 weeks on campus doing intensive coursework. Concentration and elective courses do not have to be taken where they show up on the schedule – it is just an example of how the courses might be taken. Statistics could be taken at another university if approved. Fall, winter, and spring quarters students take **Concentration or Elective courses** either through NEXus or at Loma Linda or another appropriate University (students can transfer up to 12 quarter units of credit of non-NEXus coursework).

# LOMA LINDA UNIVERSITY – SCHOOL OF NURSING

Student \_\_\_\_\_ Graduate Program in Nursing \_\_\_\_\_ Hm. Phone # \_\_\_\_\_  
 Example of a Planning Form  
 Advisor \_\_\_\_\_ **PhD in Nursing –Example of a Full-time on-campus Program** (Revised Nov 2014) Admission Date \_\_\_\_\_ Date \_\_\_\_\_

1 <sup>st</sup> SUMMER Intensive	FALL	WINTER	SPRING
NRSRG 665 Phil Found Ns Sc 4 NRSRG 636 Disciplined Inq 2 NRSRG 664 Nrsrg Sc Seminar 1	NRSRG 696 Mentored Research 2 NRSRG 637 LLU Scholars Seminar 1 PSYC 501 Adv. Stats I 4	<b>Focus/Concentration</b> 4 NRSRG 637 LLU Scholars Seminar IP PSYC 502 Adv. Stat II 4	NRSRG 696 Mentored Research 2 NRSRG 637 LLU Scholars Seminar IP PSYC 503 Adv. Multivar Stat 4 <b>28 units</b>
2 <sup>nd</sup> SUMMER Intensive	FALL	WINTER	SPRING
NRSRG 575 Theory Dev 4 NRSRG 686 Adv. Quant. Res 4	<b>Focus/Concentration</b> 4 NRSRG 637 LLU Scholars Seminar 1 RELE Ethics 3	<b>Focus/Concentration</b> 4 NRSRG 637 LLU Scholars Seminar IP RELT Theological 3	NRSRG 637 LLU Scholars Seminar IP RELRL Relational 3 <b>26 units</b>
3 <sup>rd</sup> SUMMER Intensive	FALL	WINTER	SPRING
NRSRG 664 Nrsrg Sc Seminar 1 NRSRG 660 Qual Res Meth I 4 <b>Comprehensive Exam</b>	<b>Electives</b> 4 NRSRG 637 LLU Scholars Seminar 1 Selected Anlyt topic 4	NRSRG 637 LLU Scholars Seminar IP NRSRG 697 Research 2 <b>Proposal Defense</b>	NRSRG 697 Research 4 NRSRG 637 LLU Scholars Seminar IP <b>20 units</b>
4 <sup>th</sup> SUMMER Intensive	FALL	WINTER	SPRING
NRSRG 664 Nrsrg Sc Seminar 1 NRSRG 697 Research 2	NRSRG 697 Research 4 NRSRG 637 LLU Scholars Seminar 1	NRSRG 697 Research 4 NRSRG 637 LLU Scholars Seminar IP	NRSRG 697 Research 4 NRSRG 637 LLU Scholars Seminar IP <b>16 units</b>
5 <sup>th</sup> SUMMER	FALL	WINTER	SPRING
(NRSRG 697 continued as necessary.....) Defend dissertation	<b>(20 dissertation units total)</b>		<b>Total = 90 units</b>

Note: NRSRG 697 units will be distributed throughout entire dissertation work to equal 20 units.

Total Units Required **90**

Summer quarter students take core courses in an intensive format. Concentration and elective courses do not have to be taken where they show up on the schedule – it is just an example of how the courses might be taken. Statistics could be taken at another university if approved. Fall, winter, and spring quarters students take Concentration or Elective courses either through NEXus or at Loma Linda or another appropriate University (students can transfer up to 12 quarter units of approved coursework)

**PROGRESSION TOWARDS ACHIEVING THE DOCTOR OF PHILOSOPHY IN  
NURSING DEGREE**

- 1) Following acceptance to the program, the student consults an assigned faculty advisor to complete a preliminary plan of study and register for courses. The research emphasis and elective requirements may be revised during the program with the advisor's approval as the student's research focus becomes more developed and refined.
- 2) Each summer the student and their faculty advisor will update Form E (Yearly Progress Report) and submit it to the program director at the end of the summer quarter.
- 3) Student completes required coursework and mentored research units. At the end of two years, including core coursework, student and advisor discuss timing for the comprehensive examination. After successful completion of the comprehensive exam, student completes Form F (Comprehensive Examination Form)
- 4) Based on the topic for dissertation research and when they are in the proposal phase, the student selects an appropriate School of Nursing faculty member as chairperson. With guidance from the chairperson, the student selects the other two members of the Dissertation Committee, and completes Form G (Formation of Supervisory Committee). The dissertation chairperson should be selected by the end of the second year if possible.
- 5) Following successful completion of the comprehensive examination and course work the student will prepare a dissertation proposal that must be approved by the dissertation committee in a formal presentation. At the successful defense of the research proposal, student completes and submits Form H (Defense of Research Proposal). Student advances to candidacy with proposal approval and completion of Form A (Petition for Admission to Candidacy).
- 6) In anticipation of graduation, candidate must file a Graduate Petition (available as an online form called 'Graduate Petition for Graduate Programs' at [myllu.llu.edu/student](http://myllu.llu.edu/student))
- 7) Candidate obtains appropriate approval for research (i.e. IRB), completes research and analysis, writes dissertation, and with committee approval, schedules the final oral examination.
- 8) Candidate prepares formal announcement for final oral examination of the dissertation and submits to the PhD program administrative assistant for distribution.
- 9) Candidate completes the final oral examination of the dissertation conducted by the dissertation committee and completes Form I (Notice of the Defense of a Dissertation). See the Graduate Petition form for deadlines (as referenced in #6)
- 10) Following the final oral examination, candidate completes revision of the dissertation and has it approved by the dissertation chairperson and committee.
- 11) Candidate submits required fees and forms, and electronic copy and one unbound copy of the approved dissertation to the Faculty of Graduate Studies Record Office by the date stipulated in the graduate bulletin. (One bound copy will be required for the school of nursing).

\*Forms used by LLU can be retrieved from the LLU website.

## **Graduate Program in Nursing PhD Program Policies**

This handbook is to be used in conjunction with the LLU Catalogue and the LLU Student Handbook. Information in this document is subject to revision. Students are responsible for informing themselves and satisfactorily completing all requirements pertinent to the completion of their academic program.

### **Academic Advisor**

Upon acceptance into the doctoral program in nursing, each student is assigned an academic advisor who helps arrange the study program. The advisors are members of the doctoral faculty in the Graduate Program in Nursing, Loma Linda University Graduate School. The academic advisor will assist the student with developing a program of study and ongoing academic guidance to ensure timely completion of the requirements for the PhD Degree in Nursing. The academic advisor may or may not be the research supervisor to the student. Students are encouraged to meet regularly with their advisor as they progress through the program. The ultimate responsibility for program completion lies with the student.

Should the student desire a change of advisors, he or she should discuss the request for change with the current advisor and the desired advisor. A written request for change, signed by the current and desired advisors will be submitted to the Doctoral Program Director/Associate Dean for Graduate Programs in Nursing. Notification of change of advisor will be provided to the student by the program director.

### **Program of Study and Academic Progression**

The student will specify a concentration for the PhD. With his/her academic advisor, the student will develop a plan of study to complete the requirements for graduation covering the entire academic program, including area of concentration. The plan will be reviewed by the student and advisor during each on-campus summer session. This will serve as a guide to the student and the advisor for the student's progress toward meeting the academic requirements for completion of the PhD program. Changing the concentration may require taking additional coursework.

The doctoral faculty will formally evaluate student progress in the doctoral program during the fall quarter. Students will submit a summary of their academic achievement and proposed program of study (form E) to their advisor at the end of the summer quarter. The student's academic performance and plan for progression will be reviewed. The student's proposed program of study should include elective course work and area of concentration. Faculty who have taught or significantly interacted with the student will participate in the evaluation of the student's progress and potential to continue. The faculty advisor will summarize the meeting information and provide feedback of the evaluation to the student. Once the doctoral faculty approves the

proposed program of study, any substantial changes in the plan must be resubmitted for approval. Possible recommendations from the evaluation process include Advancement with approval of Program of Study, Advancement with recommendations, Probation with plan for remediation, or Dismissal.

The time allowed from admission to the conferring of the doctor of philosophy degree is seven years. The maximum time allowed for advancement to candidacy is five years and to completion of the degree is seven years.

### **Focus/ Concentration Area**

The area of concentration may fit with established research programs of School of Nursing faculty and may also take advantage of graduate courses throughout the University and NEXus. Potential areas of concentration include but are not limited to: vulnerable populations, bioethics, education, administration, health policy, and health promotion.

Students will select 12 units of study for their area of concentration and 8 units of elective units based on their selected program of research, their background, and expertise. Planning will take place for the courses between the student, his/her academic advisor and the faculty/program offering the course. The courses are intended to increase the student's expertise in their selected area and provide them with additional knowledge, develop scholarly inquiry, and advance their skills. The student will identify their area of concentration no later than the end of the second quarter in consultation with their advisor.

### **Online Scholars Seminar**

All students in the PhD program will engage in an online Scholars Seminar, listed as NRS637 LLU Scholars Seminar during the fall, winter, and spring quarters of the first four (4) years in the program. The purpose of this seminar is to provide an online forum for scholarly and community interaction. A sample syllabus for the LLU Scholars Seminar may be found in the appendix of this handbook

### **Transfer Credit and Course Waiver**

#### **Transfer Credit**

A transfer student who has done acceptable graduate study at an approved institution may transfer credits up to 20% (approximately 19 quarter units) required by the chosen program, to be applied to the degree at Loma Linda University. This transfer is limited to credits that have not already been applied to a degree, and for which a grade of B (3.00) or better has been recorded. All requests for transfer of credit need to be processed as an academic variance (forms are available on the student portal). Transfer credit must have been completed no longer than five (5) years prior to the transfer request. NEXus courses are considered as part of the program and are not



subject to transfer policy. However it is the sole responsibility of each student to request transcripts of NEXus courses completed.

#### Advanced Standing Credits

A maximum of nine (9) quarter units that have been previously applied to another degree may be accepted as ‘advanced standing’ credits upon petition. Requirements for transfer credit apply to advanced standing credit.

#### Course Waiver

A doctoral student may request a waiver of a requirement if prior course work or experience fulfills the requirements but does not qualify for transfer credit (e.g. the student has already transferred the maximum allowed number of credits). Typically no course work will be accepted for transfer or course waiver for any of the doctoral core courses or research requirements.

Students requesting transfer of credit or course waivers should consult first with their academic advisor. The student then files a Petition for Academic Variance form, along with a letter of explanation (including a description of the original course, a syllabus, and a copy of the transcript reflecting the grade attained for the original course) with the Director of the Doctoral Program. The PhD Faculty Committee will review requests for transfer credit and course waivers and, in turn, make a recommendation for a final decision by the Dean of the Faculty of Graduate Studies. The student will be notified of the decision in writing directly from the Faculty of Graduate Studies Office.

### **Academic Residency**

To qualify for a degree from the graduate department in nursing at Loma Linda University, the student must take a minimum of 80 percent of the academic curriculum while in residence at the University. For the Doctor of Philosophy degree, this would be 72 units.

### **Study Load**

A full graduate load is considered to be 8 units per quarter. A person who is not enrolled in regular classes but who is occupied in research, dissertation, or thesis, is classified as a student. By filling and Academic Load Validation form every quarter at registration, the academic load may be validated for loan deferment or for immigration study requirements. Students needing load validation need to initiate the request using the electronic “Load Validation Request” form.



### Leave of Absence

A leave of absence, during which time no courses or dissertation work are done, may be requested for a maximum of one year. The appropriate program withdrawal form must be obtained from the University Web site and approved by the dean or his/her designee prior to the leave of absence. Stipulations for re-entry are given to the student in writing. The student should consult the Office of the Dean regarding the possibility of maintaining health coverage and continuous registration during the leave period. Absence for two quarters without submission of a Leave of Absence, or for more than one year with an approved Leave of Absence, will result in academic withdrawal from the program. A new application must be submitted for consideration of re-acceptance into the program.

### Grade Policy

Students must maintain a minimum grade point average of B (3.0) to continue in regular standing toward the doctoral degree. Grades of B- and below will initiate academic review. Students submitting transfer credit must have earned a minimum of a B on all work accepted for transfer. (See Graduate School Bulletin for further details.)

95 - 100%	A	76 - 78%	C
92 - 94%	A-	71 - 75%	C-
88 - 91%	B+	68 - 70%	D+
85 - 87%	B	63 - 67%	D
82 - 84%	B-	Below 62%	F
79 - 81%	C+		

### APA Format

All formal papers and the dissertation will be done in APA format. The APA book *Publication Manual of the American Psychological Association, Sixth Edition*, is available online or in the bookstore. Students are responsible for knowing how to use APA format.

### Comprehensive Exam

Students in the PhD Nursing Program will complete an oral comprehensive examination following completion of the following courses: The statistics course sequence (3 courses), NRSG 665 Philosophical Foundations of Nursing Science, NRSG 636 Disciplined Inquiry, NRSG 575 Theory Development, NRSG 664 Nursing Science Seminar(2 units), NRSG 686 Advanced Quantitative Research, NRSG 660 Qualitative Research Methods, NRSG 696 Mentored Research (4 units) and at least 8 units of Focus/ Concentration coursework. The purpose of the examination is to give the student an opportunity to demonstrate synthesis of knowledge from philosophy, theory, research methods, and area of concentration. Guidelines for preparation for the

comprehensive examination may be found in the appendix of this handbook. Successful completion of the comprehensive examination is a prerequisite to defending the dissertation proposal. Once the student has successfully completed the comprehensive examination, she or he may proceed with development of the dissertation proposal. (A foreign language is not a prerequisite for the comprehensive exam leading to the PhD in nursing. Therefore, Graduate School Form B is not required.)

Process of the comprehensive examination:

In consultation with their advisor, students will schedule the examination with the Program Director at least six weeks prior to the desired date. Students will be advised of appropriate preparation for the comprehensive examination. Students will be evaluated on a Satisfactory/Unsatisfactory basis, and notified within a two-week period following the examination date. Following successful completion of the comprehensive examination, the student will complete and submit Form F.

**Dissertation Proposal Defense**

The research proposal will be developed in collaboration with the advisor/mentor and guidance committee members.

The prospective candidate will present the proposal to the guidance committee, including aims, a review of the literature, the significance of the research, what the project will accomplish, and plans for publishing the outcomes of the research in peer-reviewed journals.

When the committee agrees that a) the proposed research or study is sufficient in scope and quality for the desired degree, b) the student has successfully completed core coursework required by the program/department, c) the student has passed the comprehensive/qualifying examinations and, d) that the student has satisfied other requirements specified by the program, the members of the committee sign the Faculty of Graduate Studies Form A, Petition for Candidacy. Their signatures constitute approval for the student's advancement to candidacy.

If the committee identifies significant deficiencies, Form A is not completed. The committee shall document the deficiencies, along with a prescribed plan and timetable for remediation.

Once the student has addressed the deficiencies to the satisfaction of the committee, the members sign "Faculty of Graduate Studies Form A, Petition for Candidacy." Their signatures constitute approval for the student's advancement to candidacy.

### **Advancement to Candidacy**

Upon successful completion of the comprehensive examination and defense of the dissertation proposal, the student can formally request advancement to candidacy for the PhD in Nursing. The student submits a written petition (Graduate School Form A) to the Dean of the Graduate School with support from the adviser and the program director.

Students expecting the degree to be awarded at a June graduation should have achieved candidacy no later than the previous November 15. One full quarter must be allowed between the achievement of candidacy and the quarter of completion. The Graduate Petition for Graduation Programs (available online) must be completed and submitted two quarters prior to the contemplated quarter of graduation.

### **Research Policies**

#### Course work overview

The PhD in Nursing at LLU has been deliberately designed to provide students with the experiences and mentoring necessary to enable them to begin developing their own scientifically rigorous programs of research upon completion of their doctoral education. There are three parts to the research education in the doctoral program: a) statistics and research methods courses (including an introduction to SPSS), b) research mentoring, and c) conducting independent research. These courses and experiences have been developed in order to provide the student with sufficient competencies necessary to evaluate relevant bodies of scientific literature, synthesize their content, and determine their applicability to the student's own research trajectory.

Students are expected to complete the basic statistics and research methods courses parallel with their mentored research units as they progress towards their own programs of dissertation research. Research mentoring may be found with: a) the primary faculty in the doctoral program, b) doctorally prepared faculty in the School of Nursing, c) other researchers within the University, or d) research scientists outside the University.

Each student will be working closely with an academic advisor within the Doctoral Program of Nursing, and a research mentor. These two people may or may not be the same person. Students and faculty will both have input in to developing successful research relationships.

#### Ethical Expectations

All research, without exception, conducted at Loma Linda University must comply with the ethical guidelines established by the University and its various regulatory agencies.

All student and faculty research projects will be submitted to the University Office of Sponsored Research who will determine how the projects will be reviewed. Approval must be received from the Loma Linda University IRB (Institutional Review Board) before any aspect of the research may proceed. Per University policy, the student's faculty mentor will be listed as the Principal Investigator (PI) on each student's project and is ultimately responsible for the quality of the empirical work. The student will be listed as a co-investigator. All formal communication regarding student research projects will be routed through the faculty member identified on the Institutional Review Board application as the Principal Investigator. Additional reviews and approvals may be required from other facilities if research is conducted at a non-LLU facility.

Certification in ethical use of humans in research is required before beginning data collection. During data collection at any LLUASC sites a "Conflict of Interest" form is required to be completed every year.

Students must adhere to the University Policy on collection, storage, and use of research data. Information about integrity, storage, and use of research data may be found at <http://www.llu.edu/research-affairs/data-storage.page>. :

1. Loma Linda University School of Nursing personnel or students involved in research shall adhere to all applicable institutional policies and guidelines regarding the secure maintenance and storage of research data including the [LLUAHSC Operating Policy](#) for data storage, the [Research Affairs Data Storage Guidelines](#) and the [Faculty Handbook](#) section 3.4.11 (c) (2).
2. Data and records resulting from research conducted by School of Nursing personnel or students is the sole property of Loma Linda University and shall be retained by the investigators in compliance with institutional data maintenance and storage policies.
3. All research records shall be maintained for a minimum of three years after closure of the study or after the last paper has been published from the data, whichever is last.
4. Whenever possible, hard copies of research records should be digitized (converted to electronic form by scanning or transcription) and stored at the university. Once records are digitized, hard copy records may be shredded and destroyed.
5. Furthermore, all student research shall be conducted under the direct supervision of a faculty chair or principal investigator (PI). The original records shall be maintained by the faculty principal investigator (PI) or chair of the study.
6. Research conducted in international settings under the auspices of LLU or any of its affiliated entities is the sole property of Loma Linda University and shall be retained by the faculty chair or PI in compliance with institutional policies.
7. All records from international studies shall be maintained for a minimum of three years after closure of the study or after the final paper has been published from the data, whichever is last. Whenever possible, hard copies of records originating from international research should be digitized (converted to electronic form by scanning or transcription) and stored at LLU under the supervision of the faculty chair or

PI. When this has occurred, the original hard copy records at the international site may be destroyed. When the records cannot be digitized, at the least, a statistical data file and/or qualitative data file must be stored at LLU and maintained by the faculty chair or PI and the original research records at the international site must be securely maintained for a minimum of three years after closure of the study or after the final paper has been published from the data, whichever is last. The location and means of access to the hard copy data at the international site must be maintained by the LLU faculty chair or PI and the student investigator.

### Mentored Research Units

All students in the PhD program will be expected to complete 4 units of Mentored Research (NRSG 696) prior to taking the comprehensive examination. The purpose is to allow the student to gain experience working with a research team and to begin to develop an area of individual research. Each student is expected to be able to demonstrate a tangible outcome from this experience. This tangible outcome may be in the form of authorship on an article, contributing to a substantive section of a grant, or some other contribution to the mentor's program of research. A copy of the course syllabus for NRSG 696 may be found in the appendix of this handbook.

During the first Mentored Research course the student will work with an LLU Nursing faculty mentor's program of research or other relevant data as approved by the academic advisor, or with an approved off-campus research mentor. This experience can complement/supplement the student's own area of interest. The student and the research faculty mentor will negotiate the scope and nature of the research experience. Options for Mentored Research include:

- 1) Working with a researcher on an existing program
- 2) Conducting a comprehensive literature review for either a faculty project or for the student's own research
- 3) Developing a formal presentation/publication
- 4) Participating with data collection
- 6) Pilot work related to student area of research interest

During the first Mentored Research the student is expected to complete the IRB Ethics Education Certification (available online) and maintain their certification during the time they are in the PhD program. They will also explore what Human Subjects (IRB) requirements will be at the site they plan to do their dissertation research. The second Mentored Research course may continue the work with the mentor or begin a focus on the student's own research. Mentored Research units will be graded as a Satisfactory (S) or Unsatisfactory (U). U units will have to be repeated; In-progress or Incomplete grades for the Mentored research units will only be allowed according to University Policy. It is expected that the student will be in a position to complete the units during the quarter for which they are registered. The University requires that registration for

these units be accompanied by the Electronic Directed/Independent Study Title Request Form (available online).

Please Note: Students are free to choose to take additional research units in consultation with their research mentor and/or advisor.

### Dissertation

Each student will be expected to complete an original, empirical research project under the direction of a research mentor/dissertation chair. The student will be expected to assemble a dissertation committee consisting of at least three members (see Policy on Dissertation Committee below). All members of the committee are expected to be doctorally prepared and provide an area of expertise necessary for the completion of the project. The student will be expected to propose, conduct, and prepare a formal dissertation research report consistent with the Graduate School Guidelines for dissertations. A publishable paper(s) option for the dissertation is available for students upon careful negotiation with members of the dissertation committee. Guidelines for the publishable paper option are in the appendix with examples of a qualitative and quantitative dissertation format.

Students must register for load validation or “IP” until the dissertation is received in final format. The student is expected to defend their dissertation proposal after successfully completing the comprehensive examination. With approval of the dissertation committee the defense of the dissertation proposal may be done using distance technology for those who live out of the Southern California area. Once the dissertation proposal has been successfully defended, qualifying examination passed, and the student has completed all the necessary program requirements, he/she will be eligible for advancement to candidacy.

Both the proposal and dissertation defense will be scheduled when the dissertation chair determines readiness. The student and chair will work together to determine when it is to be scheduled. Each member of the committee is to have a final copy to review at least two weeks prior to the defense. Prior to the scheduling of the final defense, it is expected that each committee member has had adequate opportunity to provide the student with feedback. The defense will be scheduled at a time when both committee members and candidate can be present in person.

There will be 20 dissertation units; they will be graded as Satisfactory (S) or Unsatisfactory (U). Unsatisfactory units will have to be repeated. Approximately 6 units will be used to develop and successfully defend the dissertation proposal, 6 units for conducting the research, and 6 units for writing the dissertation research report. Approximately 2 units will be used for the final defense of the dissertation and preparing the final draft consistent with the Graduate School Guidelines. The University requires that a Directed/Independent Study Title Request Form accompany registration for these units. The dissertation committee will serve as the core members for the final defense;



however, the final defense is open to all interested parties be they professional or personal.

### **Policy on Dissertation Committee Formation**

The formation of the Dissertation Committee for the PhD program in Nursing is directed by the Faculty of Graduate Studies policy “Student Guidance and Research” (last modified on 11-15-11).

This specific policy is:

“A. Formation and Function of Guidance Committees, item 5: A guidance committee must have a minimum of three faculty members (including the chair). The majority of the committee members or two individuals, whichever is greater, must be members of Faculty of Graduate Studies. At least two of the committee members must be faculty from the program or department sponsoring the degree. Where appropriate, there may be additional committee members from outside the discipline or from outside Loma Linda University. Individuals who are not Loma Linda University faculty must be approved by the program faculty to serve on the guidance committees.”

### **Operationalizing the Policy**

#### Dissertation committee formation

The student, along with their advisor, should discuss selection of a group of faculty who will support the process of the dissertation work. Generally the following capabilities are needed: organization, content, and methods. According to the policy a minimum of three members are needed on the committee. The advisor may, but is not required to be, on the committee. All committee members must have an earned doctoral degree. The student should discuss with their advisor and/or chair the individuals being considered as members for what they can contribute to the process and for compatibility. This is essential for the facilitation of the work. Be aware that some faculty may have a full dissertation committee workload and may not be able to accept another committee.

Chair: The chair of the committee must have served previously on a dissertation committee and be a member of the Faculty of Graduate Studies. This is to ensure that they have the experience to guide your work appropriately. Members of the Doctoral Faculty who qualify for this are: Patricia Jones, Iris Mamier, Elizabeth Johnston-Taylor, Eileen Fry-Bowers, Patricia Pothier, Betty Winslow, and Elizabeth Bossert.

The “second” FGS committee member: Currently, members of the Faculty of Graduate Studies who are eligible to serve on dissertation committees, in addition to the above names, are: Susan Lloyd, Dolores Wright, and Edelweiss Ramal.

The “Additional Committee Members”: In consultation with your Committee Chair, additional members are selected with expertise needed in the areas identified above.

These could be faculty in the School of Nursing or other schools/entities of Loma Linda University, with earned doctoral degrees or an expert from outside LLU who clearly will contribute to the formation and process of your dissertation. This person must be approved by the program faculty, but does not need to be a member of FGS. If you select someone outside LLU, it is customary that you pay all related expenses for that person's travel to Loma Linda.

### Funding for Student Projects

Students are responsible for all costs related to their research project including conference fees, dissertation expenses, and travel. However, there may/will be a small amount of money available to each student to at least partially support the conduct of research projects. This will be accessed by submitting proposals along with a budget to an internal School of Nursing Seed Money Committee after it has been approved by the research advisor or committee. Funds can be requested concurrent with submitting an application to the Institutional Review Board. If budgets exceed \$1,000 students will need to make their own arrangements for the supplemental funding of their research.

In addition up to \$1,000 worth of statistical support may be available through the Faculty of Graduate Studies. Students need to work directly with their advisor for information as to how to access this resource.

### **Forms**

At various points throughout the program, there will be a number of forms that must be filed with the LLUSN Graduate Nursing Office and the Faculty of Graduate Studies.

These forms are:

- Form A - Petition for Admission to Candidacy
- Graduate Petition for Graduate Programs (Replaces Form C)
- Form D - Statement of Completion of Requirements for Degree
- Form E - Yearly Progress Report
- Form F - Comprehensive Examination
- Form G - Formation (Change) of Supervisory Committee
- Form H - Defense of Research Proposal
- Form I - Notice of the Defense of a Dissertation

*\*Please note that it is primarily the students' responsibility to obtain the necessary signatures and to see that the appropriate forms are filled with the appropriate office.*

Other frequently used forms (see below) can be found at the LLU student website under "forms":

- Academic Variance Petition
- Add/drop form
- Independent Study Title Request
- Load Validation Request



## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Computer Compatibility for LLUSN

#### Hardware

PC Compatible

#### Software

Windows 7, Vista, Microsoft Office 2010, 2013

Adobe Acrobat Reader X or XI (free download from [www.Adobe.com](http://www.Adobe.com))

Internet Explorer 11

Mozilla Firefox 28.0 or greater

#### Other

Apple computers are not recommended nor supported.

### Campus Computer Labs

#### **Del Webb Memorial Library**

- *Del Webb Library 3rd Floor*  
- Available to general public/students/staff/faculty

Hours: M-Th 7:30 a.m.-11 p.m.

Fri. 7:30 a.m.-2 p.m.

Sun. 10 a.m.-11 p.m.

Contact: Library Reference Desk,  
Ext. 44588

#### **MacPherson Learning Center**

- *Coleman Pavilion* - Available to all students/staff/faculty

Hours: M-Th 7 a.m.-9 p.m.

Fri. 7 a.m.-3:30 p.m.

Sun. 12 p.m.-6 p.m.

Contact: Lab Technician,  
Ext. 83511

#### **LLUSN Computer Lab**

- West Hall Room 1117 Available to all SN students

Hours: M-Th 8 a.m.-8 p.m.

Fri. 8 a.m.-2:00

p.m.

Saturday - Closed

Sunday - Closed

### Technical Contact persons for SN

- Jan Michaelis x45428 for computer hardware and software, copiers, classroom A-V equipment [jmichaelis@llu.edu](mailto:jmichaelis@llu.edu)
- Christopher Denny x83835 for computer hardware and software, copiers, classroom A-V equipment, Canvas, and Web related issues [cdenny@llu.edu](mailto:cdenny@llu.edu)
- Alvin David x48251 for computer hardware and software, copiers, classroom A-V equipment [aldavid@llu.edu](mailto:aldavid@llu.edu)

**The following is a list of competencies that support student success at the PhD level:**

#### Computer literacy

Understand file types as these relate to different software programs

Understand and have the ability to organize files and data

Have the facility to use computer peripherals—printers, mouse, scanners, etc.

Have the ability to transfer, download and install programs

Know how to configure computer to connect to the Internet

Demonstrate software skills with e-mail, web browser, word processing, spreadsheet, presentation software, html editor  
Know how to manipulate statistical and qualitative data  
Have the appreciation and respect for intellectual ownership  
Understand and safeguard patient confidentiality  
Understand issues surrounding security of data and access

#### Information literacy

Identify a gap or a need for information and to formulate a question  
Know and identify the right resources to consult to locate specific types of information  
Learn to choose the appropriate search tools  
Develop and execute efficient search strategies for finding the information, such as employing the right terminologies, applying Boolean logic, etc.  
Learn the mechanics of searching databases and strategies for improving—expanding or narrowing results  
Judge the quality of retrieved information using EBP guidelines  
Know the mechanics of proper attribution  
Demonstrate awareness of copyright issues  
Understand and know of services to keep and stay current

### **LLU SUPPORT SERVICES**

#### **Library Services & Resources**

All technological assistance and resources available to all LLU students will be available to LLUSN PhD students. This includes, but is not limited to, Internet services (email, Canvas), and LLU library, registration, and financial aid services. Support services are available during business hours Monday (8:00 AM-5:00 PM) through Friday (8:00 AM-2:00 PM). Regular Library hours are Monday (7:30 AM-11:30 PM) through Friday (7:30 AM-2:00 PM), with extended hours during exam week (7:30 AM-Midnight). Should there be an interruption in scheduled services, the faculty will make accommodations for delays.

Students applying for acceptance into the PhD program will be expected to have the necessary basic competencies in computer and information literacy which will serve as foundations for building further mastery of skills and concepts that will enable them to continuously learn and inform their profession and practice.

#### **University Library System/Resources**

The University Library system includes a number of departmental libraries distributed on campus serving the information needs of Loma Linda University faculty, staff, students and clinicians. The Del E. Webb Memorial Library serves as the main campus library and houses current collections and archives to support the research and clinical needs of the students. The Library has 25 study carrels, a total of 35 study rooms (9 individual

study rooms; 10 group study rooms with 7 PCs; and 16 study rooms for graduate students working on their dissertation/thesis). On the third floor reference area are 24 PCs and 3 iMacs. In addition, 10 laptops, 3 Macbooks and 6 iPad2s are available on a 4-hour checkout from the Circulation desk.

The Del E. Webb library also serves as a Regional Resource Library for the National Library of Medicine.

The following resources are specific to nursing and are accessible on and off-campus to LLU students through the library's web site, <http://library.llu.edu>:

- 112 Bibliographic databases, including:
  - Academic Search Elite
  - Access Medicine
  - ACP Smart Medicine
  - Ageline
  - Agricola
  - AHFS Consumer Medication Information
  - AltHealth Watch
  - Business Source Premier
  - Cancer.gov
  - CINAHL
  - Clinical Key
  - Clinical Pharmacology
  - Cochrane Library-Evidence based practice
  - DynaMed
  - ERIC
  - Facts & Comparisons
  - Global Health
  - HaPI-Health and Psychosocial Instruments
  - Health Source Nursing/Academic Edition
  - MDConsult
  - MedlinePlus
  - Mosby's Nursing Skills
  - National Guideline Clearinghouse
  - Natural Standard
  - Nursing OVID
  - PsycARTICLES
  - PsycEXTRA
  - PsycTESTS
  - PsycINFO
  - PubMed

- R2Library
    - Science Citation Index
    - Social Science Citation Index
    - Social Work Abstracts
    - Science Direct
  - StatRef
    - Tests in Print
    - Toxnet
    - TRIP database
    - VisualDX
  - Web of Science
  - Includes Science Citation Index and Social Science Citation Index
- 11,299 unique full text electronic journals
  - 348 titles core to nursing
  - Additional core Business and Psychology journals which include additional resources on leadership and administration
  - 5,501 electronic monographs including R2 Library and Stat!Ref include core nursing titles
  - Interlibrary Loan Available through a web based form
  - Librarian mediated literature searches: Available through a web based form

To compliment these resources, Nelia Wurangian-Caan [nwurang@llu.edu](mailto:nwurang@llu.edu) the liaison librarian assigned to the School of Nursing, has developed library guides to help navigate these resources. She also provides instruction on the effective use of resources via traditional and non-traditional methods. Instruction can be provided via class groups (i.e. orientations) or by individual appointments.

### **Student Services Available**

#### **University Records**

Services include grades, transcript, holds, academic history, and registration.

#### **Financial Aid**

Services include online application, requirements tracking, holds, costs, awards.

#### **Student Finance**

Services include financial clearance, account withdrawal, direct deposit authorization, account summary, bank card payment; Student loan collection: campus based loan exit interview, campus based loan account information.

### Registration Support

The website <http://lluonline.llu.edu/webapps/portal/frameset.jsp> will give you registration instructions. Enter the site onto your web browser. On the first page, click on registration, and then click on registration instructions on the second page. (You are not able to register until you've responded to your acceptance as it explains in your acceptance letter)

You may contact the graduate office Administrative Assistant, Tiny Loftis, if you have any questions at (909)-558-8061.

### Email

Your LLU email account is the email account LLU will use to communicate with you. It will be activated when you accept your offer of admission. You can access your student email account via the web at <http://webmail.llu.edu>.

For assistance with your password, please contact university records at [registrar@llu.edu](mailto:registrar@llu.edu) or by phone at (909) 558-4508.

### PIN

Your initial PIN will be mailed to you once you register for the first time, or when you apply for financial aid. The first time you log in, you will be prompted to change your PIN. Your PIN is your electronic signature; please keep it safe.

- **Login:** Log in with your student ID number, located on your student ID card and registration form. .
- If you are a new applicant and would like a PIN to access your financial aid online, please contact financial aid at (909) 558-4509 or [finaid@llu.edu](mailto:finaid@llu.edu).

### Loma Linda University Drayson Center, Recreation and Wellness Complex

The \$16.2 million Center, which opened its doors on January 11, 1995, encompasses a 100,000-square-foot, state-of-the-art facility that serves as the focal point for campus life at Loma Linda University. Students from all eight schools on campus congregate at Drayson Center for fitness, recreational and social activities and programs that emphasize and promote physical, intellectual, emotional, and spiritual wholeness. Membership is open to students, University and Medical Center employees, their families, and the community. LLU students may have access to free membership while enrolled. Current Drayson Center ID cards are required for admission to the Drayson Center and for the use of recreational equipment and table games. Please bring student ID card to the membership desk to be issued a membership card. Student spouses may apply for an ID card at no charge. Student spouses must be accompanied by the student when they sign up for membership and must bring a copy of their marriage license.

## **APPENDICES**

Instructions for Comprehensive Examination: General Guidelines for Preparing for the PhD Comprehensive Exam 2012-2016

Course information for NRS 696 Mentored Research

Course Information for NRS 637 Scholars Seminar

Example of a Quantitative Dissertation

Example of a Qualitative Dissertation

Guidelines for Dissertation with Publishable Paper(s)

### **Forms (Examples)**

Form A - Petition for Admission to Candidacy

Graduate Petition (Replaces Form C)

Form D - Statement of Completion of Requirements for Degree

Form E - Yearly Progress Report

Form F - Comprehensive Examination

Form G - Formation (Change) of Supervisory Committee

Form H - Defense of Research Proposal

Form I - Notice of the Defense of a Dissertation

**Loma Linda University  
School of Nursing  
Graduate Program in Nursing**

**General Guidelines for Preparing for the PhD Comprehensive Exam  
2012-2016**

For your preparation for the PhD Comprehensive exam, please read the following information.

Review the *Graduate Program in Nursing PhD Program Policies* pertaining to the Comprehensive Examination.

The examination will be oral and will take one to one and a half hours. Five areas will be addressed allowing 10-15 minutes for each of these areas.

The examiners will be doctoral faculty representing the areas of philosophy, theory, and research. Another faculty member will act as moderator of the exam.

Faculty will ask questions in the general areas described below, but individualized for the specific student. The general format will be question by the faculty and response by the student without engaging in dialog during the exam.

Students may bring a few note cards as brief reminders of key elements.

Following the exam, the faculty will discuss their assessment of the student's response and determine the outcome of the exam. The student will be given the results shortly after the exam.

These areas may be used to guide your preparation for the Comprehensive Exam.

### Concentration

Describe briefly your selected concentration area and how the courses are serving your selected program of research, your background and your expertise.

### Philosophy

Contrast strengths and limitations of two major epistemological approaches for inquiry in nursing science (e.g. empiricism, phenomenology/hermeneutics, critical feminists and postmodernism).

Compare two philosophical perspectives on what is truth and discuss the implications these perspectives have for nursing science. (Realism, antirealism, phenomenology)

Analyze the relationship between philosophical stance and methods of knowledge development in nursing.

### Theory

Discuss the relationship between a “pattern of knowing” in nursing (empiric, ethical, personal, aesthetic, or emancipatory) and theory development.

Compare and contrast Conceptual Models, Grand Theory, and Middle Range Theory. How does each support the exploration of the nursing hierarchy? Describe strengths and limitations of each in relation to studying nursing phenomena.

Explain the role of “Borrowed Theories” and “Situation Specific” theories in nursing research. Discuss advantages and disadvantages of their use in nursing research.

Discuss the levels of theoretical abstraction via the notion of the C-T-E structure, and how this method of analysis connects theory with practice. Give an example using a concept, followed through the levels of abstraction using one of the following elements of the metaparadigm: Person, Environment, Nursing, or Health

Discuss your phenomena of interest in terms of the reasoning process(es) you would use for finding the right theoretical “fit” for your study.

### Research

Briefly describe your area of research interest in a short paragraph.

From your area of interest, identify the several qualitative and quantitative approaches that could be used to answer research questions in this area.

Select a qualitative and a quantitative approach and delineate a research plan that could be used to answer questions in this area.

Defend your rationale for the selection and steps of each of the plans identified above.



### Synthesis

Elaborate as to how the previous four areas (concentration, philosophy, theory, and research) will help you move you forward in your scholarly pursuits.

**Loma Linda University  
Graduate Program in Nursing  
NRSG 696 Mentored Research**

## **COURSE PURPOSE AND OUTCOMES**

The purpose of the mentored research units is to allow the student to gain experience working with a research team and to begin to develop an area of individualized research.

During the first Mentored Research course the student will work with a Nurse Faculty mentor's program of research, use available data as approved by the research mentor, or work with an approved researcher on or off-campus. All Mentored Research needs to be approved by the academic advisor. This experience can complement/supplement the students own area of interest. The student and the research faculty mentor will negotiate the scope and nature of the research experience.

The second Mentored Research course may continue the work with the mentor or be foundational for the student's own research.

Students must demonstrate that they are developing research skills required for their dissertation research. This will be accomplished by the student working with a research mentor on various aspects of the research process. Each student is expected to be able to demonstrate a tangible outcome from this experience.

## **CREDITS**

2-4 units (30-40 clock hours per unit)

## **FACULTY AND REGISTRATION**

If the student is working with a LLUSN faculty researcher, that person will be the faculty of record for the course (names will be listed on the course schedule). Students will discuss their plan of mentored research with the faculty researcher and initiate an electronic "Title Request" form. The faculty of record will approve the "Title Request" form if appropriate and then the student will complete registration for the course. If the research mentor is not a LLU faculty member, the student academic advisor will be the faculty of record for the course.

## **OPPORTUNITIES**

Options include:

- 1) Working with a researcher on an existing program
- 2) Conducting a comprehensive literature review for either a faculty project or for the student's own research

- 3) Developing a formal presentation/publication
- 4) Participating with data collection
- 6) Pilot work related to student area of research interest

## REQUIREMENTS

Each student is expected to be able to demonstrate a tangible outcome from this experience. To help achieve this, please include the following:

- Develop personal learning objectives. Using your personal goals and the opportunities described as available by your mentor develop 2-3 objectives for the quarter. These will be discussed with your mentor and need to be attainable by the end of the specified quarter.
- Keep a brief log of your activities. This log will be used to evaluate what kind of research experience you are gaining during the quarter and whether you are getting the kinds of experience that will best serve your future research skills needs.
- Meet/be in regular contact with mentor. Schedule periodic/regular meetings with your mentor to discuss what you are doing and whether you are meeting your own objectives.
- Evaluate whether you have met your objectives. At the conclusion of the Mentored Research meet with the mentor and specifically address how the personal learning objectives have been met.

### Log of Directed Research Activities (example)

DATE	ACTIVITY (include an estimation of time spent)	RESEARCH SKILL(S)

(Skills include things like data collection, data analysis, data presentation, literature review, research writing)

**Loma Linda University  
Graduate Program in Nursing  
NRSG 636 Scholars Seminar  
Fall, Winter, & Spring Quarters 2012-2016**

## **COURSE DESCRIPTION**

This online seminar will provide students with a forum for systematic scholarly discussion of their developing role as PhD prepared stewards of the nursing profession. Students will integrate and apply core content to their role, philosophy, and research emphasis and exchange and critique ideas in a professional and collegial setting. Over the course of four years the seminar will progress from role transition through dissertation support.

## **COURSE PURPOSE**

The purpose of this course is to provide an online forum for scholarly and community interaction. Students and faculty will maintain an active and continuous presence and provide a safe environment for sharing ideas and constructive critique.

## **CREDIT**

1 quarter unit of credit extended as IP (in progress) over fall, winter, and spring quarters. Students will be responsible for registering for the course during the fall quarter registration period, and then registering as IP during the winter and spring quarters.

## **FACULTY**

Arranged

## **REQUIRED TEXT/REFERENCES**

Roberts, C.M. (2010). The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation (Second Edition). Corwin Press. (ISBN 978-1412977982)

Selected articles will posted on CANVAS

## **SEMINAR EVALUATION**

Grading for this 1-unit seminar is listed as Satisfactory/Unsatisfactory (S/U). Students will receive an IP (in-progress) grade for fall and winter term with the S or U recorded at the end of spring term. Satisfactory grade (S) for the term will be based on regular attendance and thoughtful contributions to the discussions. Seminar members will be encouraged to develop seminar topics and may be asked to lead the seminar over the course of the four years.

## **SYSTEM REQUIREMENTS**

Broadband internet connection (not dial-up)  
Internet access to LLU CANVAS  
Web-camera (either built-in computer or as an external attachment)  
Head-set attachment for computer

## **FORMAT FOR SEMINARS**

### **Year 1**

The emphasis will be on transition to doctoral study and professional roles. Students will engage in scholarly and interpersonal communication, participate in scholarly collaboration, critically evaluate probable research topics, and integrate academic learning with role and potential research interest.

### **Year 2**

While continuing to consider role related issues for the PhD student, this year will emphasize application of previous learning to prepare the participants for the comprehensive examination. Considerations surrounding the selection of a dissertation committee will also be discussed.

### **Year 3 and 4**

The emphasis will be on dissertation related scholarship. During Year 3, participants will collectively consider the process of dissertation proposal development. Year 4 will afford participants the opportunity to discuss issues related to dissertation research completion and dissemination.

## **REQUIREMENTS**

- Readings for seminar preparation as posted on CANVAS
- Three online discussions per quarter
  - Respond to question(s) posted by the specified due date.
  - Interact with peers – at least 1-2 scholarly interactions by the deadlines posted.
  - Discussion leadership in specified week(s), as directed by the faculty facilitator.

## **DISCUSSION SITES**

There will be two major discussion sites: the primary site will be the academic discussion, and that is what will be considered for course credit. The second site will be for social interaction and will be for keeping up with each other and exchanging social comments and information

**Loma Linda University  
School of Nursing  
PhD in Nursing Program**

Example of a Quantitative Dissertation

Final decisions regarding content and format are made by the dissertation committee chair. If the research is a mixed method design the committee chair will advise on the format for the dissertation TITLE

**I. INTRODUCTION TO THE STUDY**

The Problem

Purpose and Aims of the Study

Definitions of Major Constructs

Significance of the Study (*Example: for practice, policy, theory, future research*)

Overview of Remaining Chapters

**II CRITICAL REVIEW OF RELEVANT LITERATURE**

The Research Literature

Describe the literature search.

*Organize by Key Concepts/Variables*

Concept/Variable 1 (*Include all research literature to this variable and provide a critique for each study*)

Concept/Variable 2 etc.

Other relevant literature

Summary of Literature Review (*Summarize the current state of science and point out gaps/inconsistencies in literature supporting study*)

The Theoretical Framework

Review of Relevant Theory(ies)

Conceptual Model for Study (*describe and specifically show how it supports the research.*)

Theoretical Rationale for Model (*discuss why this one was chosen over others and how it guides and fits with your study.*)

Summary of Model

**III. METHODS**

Research Design

Assumptions pertinent to this study (*include philosophical assumptions as appropriate*)

Hypothesis/Questions (*re: to aims*)

Method

Sample

Protection of Human Subjects

Procedure

Measurement of Concepts

Analysis Plan

Data Preparation and Management Plan

Descriptive Analysis Plan

Inferential Analysis Plan

IV. RESULTS

Sample Demographics

Results of Descriptive Analysis

Results of Inferential Analysis (*Organize and relate results to hypotheses and/or questions*)

V. DISCUSSION

Summary of Findings

Limitations

Implications (*for the profession of nursing, practice, theory, future research*)

Conclusions

V. APPENDICES

Questionnaires/instruments

Human subject approval

Consent form

Letters of support

**Loma Linda University  
School of Nursing  
PhD in Nursing Program**

Example of Qualitative Dissertation: Final decisions regarding content and format are made by dissertation committee chair. If the research is a mixed method design the committee chair will advise on the format for the dissertation.

TITLE

I. INTRODUCTION TO THE STUDY

Problem

Philosophical/Theoretical Perspective (*Describe perspective and provide rationale for why this perspective is appropriate to address the research problem*)

Purpose of the Study

Definitions of Terminology

Significance of the study (*example: for practice, theory, policy, future research*)

Researcher Perspective and Assumptions

Summary and overview of remaining chapters

II. CRITICAL REVIEW OF RELEVANT LITERATURE

Introduction to Chapter (*rationale for topics to be covered*)

Description of Literature (*organize by key concepts/topics*)

Conceptual or Sensitizing Frameworks

Summary (*summarize existing scientific knowledge base for research problem and identify gaps in knowledge that provides justification for study*)

III. METHOD

Introduction to Chapter

Research Question(s)

Research Design (*Describe type of design and provide rationale*)

Sample

Setting

Method of Data Collection



Procedures (*method of recruitment, consenting, protection of data*)

Method for Data Analysis (*preparation of data for analysis, steps used for analysis, journal use, memos, software if used, and process for establishing rigor*)

Summary

#### IV. RESULTS

Introduction to Chapter

Description of Sample

Analysis and Interpretation of Findings (*format appropriately for method used*)

*May be organized by research questions, themes, matrices and/or conceptual/theoretical model depending on the method employed. Findings are to be supported with data. Depending on the design this may be two chapters with one being more descriptive and the second development of the conceptual model or theory.*

Trustworthiness of Findings

Summary

#### V. DISCUSSION

Introduction to Chapter

Comparison of Findings with Literature and Contributions to Literature

Strengths and Limitations of Study

Implications (*for the profession of nursing, practice, theory, future research*)

Conclusions

#### VI. APPENDICES

Questionnaire/Interview Guide

Human Subjects Approval

Consent Form

Letters of Support

Samples of Data

Sources:

Blookberg, L. & Volpe, M. (2008). Completing your qualitative dissertation, from beginning to end. Thousand Oaks: Sage.

Richards, L. & Morse, J. (2007). Readme first for a user's guide to qualitative methods (2<sup>nd</sup> ed.). Thousand Oaks: Sage.

The University of Texas Arlington College of Nursing PhD in Nursing Program. (8-17-2011). Retrieved from <http://www.uta.edu/nursing/PhD/Qualitative.pdf>

**Loma Linda University  
School of Nursing  
PhD in Nursing Program**

**Guidelines for Dissertation with Publishable Paper(s):** Final decisions regarding content and format are made by dissertation committee chair. If the research is a mixed method design the committee chair will advise on the format for the dissertation.

1. Proposal defense
  - a. Traditional format will include Chapters 1, 2 and 3.
  - b. At the defense the committee will determine the following: the number of manuscripts to be included, the number of data-based manuscripts, and authorship of manuscripts.
2. Format of dissertation with publishable papers
  - a. Traditional dissertation format (5 chapters) with publishable papers logically imbedded.
    - i. All components of the dissertation (manuscripts and traditional content) must be integrated with a logical progression from one chapter to the next.
  - b. Example of the dissertation format with embedded manuscripts could be:
    - i. Chapter 1: Problem, purpose and aims, definitions of constructs, significance.
    - ii. Chapter 2: Review of related research and theoretical framework (could be one of the publishable papers).
    - iii. Chapter 3: Method: Research design, hypothesis/questions, sample, human subject protection, procedure, measures, and analysis plan.
    - iv. Chapter 4: Results (could be 1-3 publishable manuscripts).
    - v. Chapter 5: Discussion: summary of all findings, limitations, implications for theory, practice and future research).
  - c. The embedded papers and the entire dissertation will be formatted (font size/type, headers, etc.) as required by LLU FGS. If a journal requires different formatting for publication, the student will reformat for the manuscript submission.
3. Publishable paper
  - a. Definition: must be a full length manuscript.
  - b. Number: the number will be determined at the proposal defense.
  - c. Number of manuscripts that must be data-based: will be determined at the defense.
  - d. All manuscripts must be developed and written under the supervision of the dissertation committee.

4. Authorship

- a. Student must be the primary author of the publishable manuscript.
- b. Role or contributions of co-authors of manuscript must be described in the acknowledgement page of the dissertation.
- c. Agreement for co-authorship of manuscript will be made at the time of proposal defense.

5. Publication Sources

- a. Journal must be peer reviewed.
- b. Journal selected must be appropriate to the topic of the manuscript.
- c. All authors must agree to the publication source.

6. Submission of manuscripts

- a. Manuscripts must be ready for submission.



**FORM A**

**LOMA LINDA UNIVERSITY**  
**GRADUATE PROGRAM IN NURSING**  
***PhD***  
**PETITION FOR ADMISSION TO CANDIDACY**

Name \_\_\_\_\_ ID # \_\_\_\_\_

Admission Term \_\_\_\_\_

Concentration Area: \_\_\_\_\_

Elective Area: \_\_\_\_\_

Units completed \_\_\_\_\_ Units to complete \_\_\_\_\_ Total \_\_\_\_\_

Grade point average to date in Graduate Studies at Loma Linda University \_\_\_\_\_

Date expected to complete degree: \_\_\_\_\_

Verification Signatures:

\_\_\_\_\_  
Applicant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Graduate Adviser \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Associate Dean of School of Nursing \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date approved by FGS Council \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Graduate Council Approval # \_\_\_\_\_

## Graduation Petition (Replaces Form C)



### Loma Linda University Graduation Petition

(For graduate and professional programs)

University Records

#### Instructions

**Helpful note:** This form is not for undergraduate students. Students completing an undergraduate degree please fill out the Undergraduate Intent to Graduate form found online at [myllu.llu.edu](http://myllu.llu.edu) on the student tab.

**As a graduate or professional student you are responsible for the information on this form; we encourage you to thoroughly read the instructions below before filling out the Graduation Petition.**

- Students are responsible for obtaining all signatures and delivering the completed petition to the school academic office by the dates listed in the table below, unless an earlier date is specified by your school:

**Please Note:** The school dean's office is responsible for obtaining a Faculty of Graduate Studies (FGS) signature, when appropriate, and turning in the final form to University Records according to the degree clearance procedure submission dates.

Graduates and Deadlines	Spring and Summer Program Completion (May - Sept)	Autumn Program Completion (Dec)	Winter Program Completion (Mar)
<b>Academic Variance:</b> Last day for School to submit approved form to University Records	October 1	March 1	July 1
<b>Graduation Petition:</b> Last day for Student to submit Grad Petition to School	November 1	April 1	August 1
<b>Graduation Petition:</b> Last day for School to submit to University Records	December 1	May 1	September 1

- All official transcripts for non-LLU credits, co-requisites, and prerequisites must be received **at least two months** prior to graduation.
- All approved and School processed Academic Variances (AV) must be turned in to University Records by the School Academic Office before the deadline shown in the above table. Please work with your School in advance to ensure they can meet the posted deadlines. Transfer credit must be at the graduate level and must have been taken within five years of acceptance (unless policy outlines a more recent timeframe). Religion requirements for LLU programs must be a graduate-level religion course taught at LLU and cannot be given advanced standing or substituted.
- For students completing more than one degree program in separate schools, please complete a graduation petition for each school. For example, if you are completing both a DrPH (SPH) and PsyD (SST) degree, a graduation petition is required for each school. If you are completing two programs within one school, such as a Certificate (SPH) and MPH (SPH), only one graduation petition is required.
- Summer Completion:** If you plan to complete your program in summer quarter and are eligible to participate in the prior spring quarter graduation, please list projected coursework for winter, spring, and summer quarters, as this form needs to be submitted by November 1, as shown on the above table.

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508



# Loma Linda University

University Records

## Graduation Petition

(for graduate and professional programs)

### General Information:

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

LLU Email Address: \_\_\_\_\_

School:

Proposed completion term of all program requirements (e.g. internship, clinical hours, culminating activity):

Do you plan to participate in the graduation ceremony at the end of spring term?

(Please reference the Student Handbook section 4 under Commencement for [eligibility guidelines](#).)

### Program 1 Information

Degree Sought:

Major(s) – as listed on [Degree Compliance Report \(DCR\)](#) or Department Check Sheet

Major 1: \_\_\_\_\_

Major 2: \_\_\_\_\_

Does your program require a thesis or dissertation?

If yes, please list the title: \_\_\_\_\_

Please list the proposed date for completion of thesis or dissertation: \_\_\_\_\_ Proposed date of defense: \_\_\_\_\_

If your program requires non-course requirements (will be listed on your DCR) please list the requirements still to be completed and the anticipated date of completion in the below table. Please reference your DCR in order to verify which non-course requirements have not been marked as "met."

### Non-Course Requirements to be Completed

Non-Course Requirement	Anticipated Date of Completion

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508

Select School

Select Term/Year



# Loma Linda University

## Graduation Petition

(For graduate and professional programs)

University Records

### Program 2 Information (if applicable)

Degree Sought:

Major(s) – as listed on [Degree Compliance Report \(DCR\)](#) or Department Check Sheet

Major 1: \_\_\_\_\_

Major 2: \_\_\_\_\_

Does your program require a thesis or dissertation?

If yes, please list the title: \_\_\_\_\_

Please list the proposed date for completion of thesis or dissertation: \_\_\_\_\_ Proposed date of defense: \_\_\_\_\_

*If your program requires non-course requirements (will be listed on your DCR) please list the requirements still to be completed and the anticipated date of completion in the below table. Please reference your DCR in order to verify which non-course requirements have not been marked as "met."*

### Non-Course Requirements to be Completed

Non-Course Req	Anticipated Date of Completion

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508

Select School

Select Term/Year





# Loma Linda University

## Graduation Petition

(for graduate and professional programs)

University Records

Please list the projected coursework for the TWO FINAL QUARTERS: (Reminder for summer completion: If you plan to complete your program in summer quarter and are eligible to participate in the prior spring quarter graduation, please list projected coursework for winter, spring, and summer quarters, as this form needs to be submitted by November 1, as shown on the above table.)

To show how your degree requirements will be met by the proposed completion term please list in corresponding tables:

1. Courses with "IP" grades from previous terms
2. Currently registered courses
3. Future planned courses

Every student is responsible to check ahead of time for [course schedule](#) conflicts. For projected summer courses be sure to check with the department to ensure course availability and timing.

### Please note:

- If only petitioning to graduate from one program, you do not need to adjust the program column.
- If you are taking a course that does not apply to the programs listed on this graduation petition please select "neither" in the program column.

Table 1: In Progress (IP) Courses Not Completed

Course ID (e.g. AHC 595)	Course Title	Units	Program
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1

Total Units 0

Table 2: Currently Registered Courses

Course ID (e.g. AHC 595)	Course Title	Units	Program
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1

Total Units for the Term 0

Table 3: Projected Courses to be Taken in Fall 2011

Course ID (e.g. AHC 595)	Course Title	Units	Program
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1

Total Units for the Term 0

Program = program course completes a requirement for: program 1, program 2, or both

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508

Select School

Select Term/Year

3



# Loma Linda University

## Graduation Petition

(For graduate and professional programs)

University Records

For students graduating in summer term and eligible to participate in spring ceremonies:

Table 3: Projected Courses to be Taken in Spring 2013

Course ID (e.g. AHCI 595)	Course Title	Units	Program
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1

Total Units for the Term 0

Table 3: Projected Courses to be Taken in Spring 2013

Course ID (e.g. AHCI 595)	Course Title	Units	Program
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1
			1

Total Units for the Term 0

### Signatures

#### Student

By signing I understand that any changes to or deviation from the above information will generally require a new Graduation Petition and/or may delay my graduation date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Program 1 Advisor (Please print and attach the student's DCR to this petition - please reference instructions on next page)\*

By signing I affirm that I have reviewed the student's DCR/program check sheet and verified the above projected plan of study fulfills the remaining degree requirements and may be achieved within the proposed timeframe.

Program GPA \_\_\_\_\_

Major 1 Advisor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Major 1 GPA: \_\_\_\_\_

Major 2 Advisor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Major 2 GPA: \_\_\_\_\_

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508

Select School

Select Term/Year

4



# Loma Linda University

## Graduation Petition

(For graduate and professional programs)

University Records

Signatures (continued)

### Program 2 Advisor (Please print and attach the student's DCR to this petition - please reference instructions below)\*

By signing I affirm that I have reviewed the student's DCR/program check sheet and verified the above projected plan of study fulfills the remaining degree requirements and may be achieved within the proposed timeframe.

Program GPA: \_\_\_\_\_

#### Major 1 Advisor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Major 1 GPA: \_\_\_\_\_

#### Major 2 Advisor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Major 2 GPA: \_\_\_\_\_

#### \*Printing DCR instructions

DCRs can be found by going to <http://myllu.llu.edu> and clicking on "Banner" in the upper right hand corner. Log in and select "Faculty Menu" then "View Degree Compliance Report."

### Program Director (If required by School)

☐ N/A per School (Signature Required) \_\_\_\_\_

By signing below, I have reviewed the student's DCR/program check sheet and verify that the above information is correct and all published graduation requirements have or will be met as proposed in this petition.

#### Program Director 1:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Program Director 2:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508

Select School

Select Term/Year 5



## Loma Linda University

### Graduation Petition

(for graduate and professional programs)

University Records

Signatures (continued)

#### Department Chair (If required by School)

☐ N/A per School (Signature Required) \_\_\_\_\_

*By signing below, I affirm all appropriate signatures have been obtained above and I have reviewed the student's DCR/program check sheet. I also affirm that the above information is correct and all published graduation requirements have or will be met as proposed in this petition.*

##### Department Chair 1:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

##### Department Chair 2:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Instructions to Student

When all above signatures have been obtained, please submit Graduation Petition to your Dean's Office. Your Dean is responsible for obtaining a Faculty of Graduate Studies (FGS) signature, when appropriate, and turning in the final form to University Records according to the degree clearance procedure submission dates.

#### Dean's Office Use Only

*By signing below, I have reviewed the student's DCR/program check sheet and verify that the above information is correct and all published graduation requirements have or will be met as proposed in this petition.*

##### Dean/Associate Dean:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

##### Dean/Associate Dean of the Faculty of Graduate Studies (required for FGS programs):

Print Name: \_\_\_\_\_ Received Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please email [registrar@llu.edu](mailto:registrar@llu.edu) or call (909) 558-4508

Select School

Select Term/Year

**LOMA LINDA UNIVERSITY**  
**GRADUATE PROGRAM IN NURSING**  
**PhD**

**STATEMENT OF COMPLETION OF REQUIREMENTS FOR DEGREE**

This form certifies that the candidate named below has completed the required course work for this degree as listed in the program description and the online Degree Compliance Report has been satisfactory completed.

Name \_\_\_\_\_ ID # \_\_\_\_\_

Concentration  
Area \_\_\_\_\_

Elective Area  
\_\_\_\_\_

Entrance Date: \_\_\_\_\_  
                                     Month                                      Year

a. Grade point average in Graduate course work at Loma Linda University: \_\_\_\_\_

b. \_\_\_\_\_ Dissertation submitted with this Form to the Faculty of Graduate Studies Dean's Office

Dissertation Defense Date \_\_\_\_\_

Signature of Dissertation Chair confirming final approval of dissertation by committee:

\_\_\_\_\_

Thesis/Dissertation Title (*please type or print - maximum 80 characters*): \_\_\_\_\_

\_\_\_\_\_

c. Anticipated Graduation Date: \_\_\_\_\_  
   Month                                      Year

*We recommend that the candidate be awarded:* \_\_\_\_\_ Ph.D.

\_\_\_\_\_  
 Adviser

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Associate Dean of School of Nursing

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean of Faculty of Graduate Studies

\_\_\_\_\_  
 Graduate Council Approval #                      Date



**LOMA LINDA UNIVERSITY – SCHOOL OF NURSING**  
**PhD Program**  
**Form E – Yearly Progress Report**

Submit copy to the Associate Dean's office and Advisor each year while in the PhD program.

Name: _____	Date Entered: _____	Units Completed: 0.00	Units Remaining: 90.00
Academic Advisor: _____		Dissertation Chair: _____	

Core Courses			Term	Year	Units
NRSG	665	Philosophical Foundations Nrsng Sc (4 u)			
NRSG	575	Strategies for Theory Development (4 u)			
NRSG	637	LLU Scholars Seminar (1+1+1+1u)			
NRSG	664	Nursing Science Seminar (1+1+1 u)			
Research Courses					
NRSG	636	Disciplined Inquiry (2 u)			
NRSG	660	Adv. Qualitative research (4 u)			
NRSG	686	Adv Quantitative Research (4 u)			
NRSG	696	Directed research (2+2 u)			
		Selected analytical topic (4 u)			
		University _____			
STAT	530	Adv Stats I Parametric & Non-para Biv Stats. (4 u)			
		University _____			
STAT	532	Adv Stats II Applied Bivariate Stats (4 u)			
		University _____			
STAT	533	Adv Stats III Adv. Multivariate Analysis (4 u)			
		University _____			
Religion Requirement					
RELE 3u					
RELR 3u					
RELT 3u					
Focus Courses (12 units)					
		University _____			
		University _____			
		University _____			
		University _____			
Electives (4 units)					
		University _____			
		University _____			
		University _____			
		University _____			

<b>Dissertation (20 u)</b>					
NRSG	697	Research (1-4 units)			
NRSG	697	Research (1-4 units)			
NRSG	697	Research (1-4 units)			
NRSG	697	Research (1-4 units)			
NRSG	697	Research (1-4 units)			

Event	Target Date	Date Completed	Related Forms
Plan of Study Submitted			E
Comprehensive Exam			F
Dissertation Chair Named			
Dissertation Committee Formed			G
Proposal Defense			A & H
Dissertation Defense			I
Graduation Petition			Online
Statement Completion Degree			D
		<b>Total</b>	<b>Units</b>
			<b>0.00</b>

**NOTE: Deadline for Graduation is seven (7) years following admission.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**LOMA LINDA UNIVERSITY**  
**PhD IN NURSING**  
**COMPREHENSIVE EXAMINATION**

Complete all sections of this form and turn in the original to the Associate Dean's office. It will be placed in your permanent record. Copies will be given to your academic advisor and Office of University Records.

**Student Information:**

Name: \_\_\_\_\_

LLU ID #: \_\_\_\_\_

Date of Comprehensive Exam: \_\_\_\_\_

Outcome: \_\_\_\_Passed \_\_\_\_Failed

**Verification Signatures:**

Student: _____	_____	_____
(Name)	(Signature)	(Date)

Advisor: _____	_____	_____
(Name)	(Signature)	(Date)

Member: _____	_____	_____
(Name)	(Signature)	(Date)

Member: _____	_____	_____
(Name)	(Signature)	(Date)

Member: _____	_____	_____
(Name)	(Signature)	(Date)

**Department Approval:**

_____	_____
(Signature)	(Date)

\_\_\_\_\_

(Title)



**LOMA LINDA UNIVERSITY  
PhD IN NURSING  
FORMATION (CHANGE) OF  
SUPERVISORY COMMITTEE**

*Complete the relevant sections of this form and turn in the original and two photocopies to the Associate Dean's Office. It will be kept in your permanent record and copies will be given to your academic advisor and supervisory committee chair.*

**Part I.**

Name (please print) \_\_\_\_\_ ID# \_\_\_\_\_

**Part II. Verification Signatures: Supervisory Committee**

Supervisory Committee:

Chair:	_____	_____
FGS member: Y <input type="checkbox"/> N <input type="checkbox"/>	(Name)	(Signature)
Dept. Member:	_____	_____
FGS member: Y <input type="checkbox"/> N <input type="checkbox"/>	(Name)	(Signature)
Dept. Member/		
Outside Member:	_____	_____
FGS member: Y <input type="checkbox"/> N <input type="checkbox"/>	(Name)	(Signature)
Dept. Member/		
Outside Member:	_____	_____
FGS member: Y <input type="checkbox"/> N <input type="checkbox"/>	(Name)	(Signature)
(optional)		

Change in Supervisory Committee.

*In the space below, provide a brief description of the change and the reason for it. If you are changing a member of your Committee, you must obtain that person's signature. If you are changing the Chair of your Committee, you must also obtain the former Chairperson's signature below.*

*Former Research Committee Person (Signature):* \_\_\_\_\_

**Part III. Department Signature:**

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Associate Dean)

**LOMA LINDA UNIVERSITY  
PhD IN NURSING****DEFENSE OF RESEARCH PROPOSAL**

*Complete all sections of this form and turn in the original and two photocopies to the Associate Dean's office. It will be kept in your permanent record and copies will be given to your academic advisor and supervisory committee chair.*

---

**Part I.**

Name (please print) \_\_\_\_\_

ID# \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Date of Defense: \_\_\_\_\_ Outcome: PASSED      FAILED

---

**Part II. Verification Signatures**

Student:	_____	_____
	(Name)	(Signature)

Supervisory Committee:

Chair:	_____	_____
	(Name)	(Signature)

Member:	_____	_____
	(Name)	(Signature)

Member:	_____	_____
	(Name)	(Signature)

Member:	_____	_____
	(Name)	(Signature)

---

**Part III. DEPARTMENT SIGNATURE:**

Administrative Approval: _____	Date: _____
(Associate Dean)	

LOMA LINDA UNIVERSITY  
PhD IN NURSING

## NOTICE OF THE DEFENSE OF A DISSERTATION

Complete all sections of this form and turn **in the original and two photocopies** to the Associate Dean's office. Copies will be kept in your permanent record and given to your academic advisor and research committee chair.

**You must complete this form in order to post the public notice of your defense. Failure to complete this form at least one full week (7 days) prior to the defense may result in your having to reschedule your defense and could affect the date of your program completion.**

---

**Part I.**

Name (please print) \_\_\_\_\_

ID# \_\_\_\_\_

Title of Project: \_\_\_\_\_

Date of Defense: \_\_\_\_\_ Time: \_\_\_\_\_ Location of Defense: \_\_\_\_\_

---

**Part II. Verification Signatures** (signatures are required only for the student and the committee chair).Student: \_\_\_\_\_  
(Name) (please print) (Signature)

Research Committee:

Chair: \_\_\_\_\_  
(Name) (please print) (Signature)

In the space below, please print the names of the other members of your supervisory committee.

\_\_\_\_\_  
\_\_\_\_\_

---

**Part III. DEPARTMENT SIGNATURE:**Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Associate Dean)