

## PhD Admission Policy

<b>Subject:</b> PhD Admission	<b>Effective Date:</b> 03/2019
<b>Scope:</b> PhD Program	<b>Date Reviewed/Revised:</b> 1/2023
<b>Responsible Office:</b> Department of Research PhD Program	<b>Next Scheduled Review Date:</b> 1/2026
	<b>Responsible Executive:</b> PhD Program Director

### I. POLICY AND GENERAL STATEMENT

Minimum admission requirements for the PhD program area established by the PhD Council for the University of Texas Health Science Center at Houston (UTHealth) Cizik School of Nursing. The PhD Council reviews each applicant on an individual basis according to admissions criteria. To reflect diversity within the school's educational environment, the PhD Council takes into account a multiplicity of factors in the admissions process. The Admission factors are not assigned a specific weight or point value. The PhD Council considers the totality of each application.

### II. DEFINITIONS

None.

### III. PROCEDURE

#### Criteria for Admission

Official transcript from each post-secondary institution is required. If the applicant attended any school within UTHealth, it is not necessary to request a transcript. Electronic submission is preferred. Official transcripts may be sent directly from post-secondary institutions to the Registrar's office at [student-admissions@uth.tmc.edu](mailto:student-admissions@uth.tmc.edu). Transcripts will not be accepted if emailed from the student. Transcripts submitted on paper must be printed within six months of receipt and sealed in an envelope from the issuing institution. The application packet must include the following:

- For those applying to the BSN to PhD program, applicants must have a baccalaureate degree in nursing earned from a CCNE accredited program with a GPA of 3.0 or higher.
- For those applying to the post-master's PhD program, applicants must have a master's degree, preferably in nursing, from a CCNE accredited school with a GPA of 3.0 or higher.
- All applicants must have an unencumbered registered nursing license to practice in Texas. Evidence of national certification in a nursing specialty is desired, but not required for admission.

- One letter of reference is required from an individual with a doctoral degree who can address the applicant's ability to conduct independent research and potential for success in a PhD program. The person providing a letter of reference should complete the specified Applicant Letter of Reference form and provide a written statement describing the applicant's suitability for a PhD program.
- International applicants must submit official TOEFL scores. TOEFL scores can be no more than two years old. A minimum score of 550 is required on the paper exam, 213 on the computer-based exam, and 86 on the internet-based exam.
- If applicable, previous college coursework from another country, must be evaluated by Educational Credential Evaluators (ECE).
- Applicants must review the list of PhD faculty and identify a potential faculty advisor in specified area of interest. The applicant must contact and meet with the proposed faculty match(es) to discuss whether they will be a strong match to guide the applicant through the program. After the meeting, the proposed faculty match(es) need to complete the specified Faculty Support Form and send it to UTHHealth Cizik School of Nursing PhD Admissions Committee at CSON-PhD-Admissions@uth.tmc.edu.
- A written essay identifying a specific area of research interest, research and professional goals, and how the proposed faculty match(es) will assist the applicant in attaining their professional goals. A provided Essay Template should be used to complete the essay. Completed essay should be sent to the Registrar's office at student-admissions@uth.tmc.edu.
- A professional curriculum vitae that documents practice and/or teaching expertise, scholarly activities, presentations, and publications.
- A completed online application for admission and the non-refundable specified application fee.

#### IV. CONTACTS

List the phone number and email/web address of the office and/or person who is the subject matter expert on this policy and can answer questions regarding application and interpretation of the policy.

Contact	Telephone	Email/Web Address
PhD Program Director		<a href="https://nursing.uth.edu/about/administration">https://nursing.uth.edu/about/administration</a>

#### V. EXHIBITS

List exhibits referenced in policy and provide links. Do not include section if no exhibits are referenced in the policy.

- Exhibit 1: Faculty Support Form
- Exhibit 2: Essay Template

**PHD APPLICATION  
FACULTY SUPPORT FORM**

All applicants to our PhD program are to meet with their proposed faculty match(es) when they are preparing their application. After meeting with an applicant, faculty are to complete this Faculty Support Form and then faculty are to email the completed form directly to the Cizik School of Nursing PhD Admissions Committee at [CSON-PhD-Admissions@uth.tmc.edu](mailto:CSON-PhD-Admissions@uth.tmc.edu).

**APPLICANT NAME:** \_\_\_\_\_

**FACULTY NAME:** \_\_\_\_\_

Have you met with the applicant on at least one occasion?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel that you are a good match to guide the applicant through the PhD program?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to serve as the applicant's advisor?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Based only on your interactions to date, do you think this applicant should be offered an interview for the PhD program?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments

**FACULTY SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

## PhD Application Essay

For your PhD Application Essay, please provide written responses to each of the following, using this form as a template. Once finished, email the completed essay directly to the UTHealth Registrar's Office at [Student-Admissions@uth.tmc.edu](mailto:Student-Admissions@uth.tmc.edu).

1. Describe Your Research Area of Interest and How this Interest Developed (minimum 200 words, maximum 500 words)

Click or tap here to enter text.

2. Outline Your Research and Professional Goals, including Your Reasons for Pursuing a PhD (minimum 200 words, maximum 500 words)

Click or tap here to enter text.

3. Identify Your Proposed Faculty Match(es), Reasons for their Selection, and Goals for Your Relationship (minimum 100 words, maximum 500 words)

Click or tap here to enter text.