

PhD Program Eligibility for Graduation

Subject: PhD Program Eligibility for Graduation	Effective Date: 12/1999
Scope: This policy applies to PhD program students.	Date Reviewed/Revised: 04/2025
Responsible Office: Department of Research	Next Scheduled Review Date: 04/2028
	Responsible Executive: • PhD Program Director • Associate Dean for Research, Chair, Department of Research

I. POLICY AND GENERAL STATEMENT

This policy outlines the requirements for students in the PhD in Nursing program to be eligible for graduation. To successfully graduate, students must fulfill specific academic, administrative, and procedural requirements within the established deadlines. It is the student's responsibility to meet these criteria and adhere to deadlines in order to be considered for graduation.

The PhD in Nursing program at The University of Texas Health Science Center at Houston, Cizik School of Nursing, has established specific graduation requirements that ensure students have completed the necessary academic coursework, examinations, and dissertation requirements. Graduation eligibility also requires administrative processes, including filing applications and paying fees, to be fulfilled in a timely manner. Students must also ensure that all transcripts and documents are submitted as required.

II. DEFINITIONS

- **Credit Hours:** The units of academic credit earned for successfully completing courses in the PhD program. A minimum number of credit hours must be completed to qualify for graduation.
- **Cognate Courses:** Courses outside the core nursing curriculum that complement the student's main area of study, chosen in consultation with the academic advisor.
- **Elective Course(s):** Additional course(s) selected by the student to fulfill their academic interests, chosen with advisor's approval.

- **Candidacy Exam:** A formal examination required for progression to doctoral candidacy, assessing the student's readiness to conduct independent research.
- **Dissertation:** A significant research project that the student must complete and successfully defend to demonstrate their ability to conduct scholarly research and contribute to the field.
- **Application for Degree:** A formal application submitted by the student to request consideration for graduation.
- **Notice of PhD Transfer Courses (Electives/Cognates):** A form submitted by the student to report any courses taken outside the School of Nursing that are intended to fulfill elective or cognate requirements.
- **Dissertation Manual:** A guide outlining the steps and format required for preparing and submitting the doctoral dissertation.

III. PROCEDURE

To be eligible for graduation a PhD student must:

- Complete a minimum of 66 credit hours, with at least 34 credit hours earned at The University of Texas Health Science Center at Houston, Cizik School of Nursing;
- Earn passing grades in all required, cognate, and elective courses as outlined in the PhD program curriculum. All cognates and electives must be approved by the Advisor;
- Successfully complete candidacy exam requirements;
- Be enrolled during the term of graduation;
- File an "Application for Degree" before the established deadline for the relevant term;
- Successfully complete all dissertation requirements before the deadline each term and submit the dissertation title to the Student Affairs Office;
- Successfully defend their dissertation and submit the final version for archival according to the Dissertation Manual's guidelines;
- Complete the "Notice of PhD Transfer Courses (Electives/Cognates)" form and provide official transcripts for any coursework taken outside the School of Nursing;
- Pay all necessary graduation fees;
- Clear through all designated services as outlined on the graduation clearance form;

IV. CONTACTS

Contact	Telephone	Email/Web Address
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Meagan Whisenant, PhD Program Director	713-500-2279	meagan.whisenant@uth.tmc.edu
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V. EXHIBITS