



University of Windsor
Faculty of Nursing

PhD Nursing Student Handbook

2019-2020

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Contents

Research Priorities	3
PhD Faculty Advisor: Role and Responsibility.....	4
PhD Supervisor: Role and Responsibility	4
Program Course Sequence.....	5
Course Descriptions	6
Guideline for PhD Dissertations.....	8
Expectations of Graduate Students	14
Frequently Asked Questions (FAQs)	17
Contacts	21

Research Priorities

Faculty of Nursing research focuses on “Health Outcomes” and “Health Services” as two primary pillars and strategic priorities. These two research priorities are well served by a rich mix of enthusiastic established and rising faculty scholars with expertise in qualitative and quantitative research approaches and methods.

Health Outcomes Research: This research priority encompasses research and scholarly activities that directly relates to the holistic psycho-social, spiritual, and physical health outcomes of individuals, families, and communities. The main objective of this research pillar is to inform direct nursing care. It also includes quality improvement and quality assurance focused projects. Collective research expertise under this priority includes, but is not limited to, primary care & disease prevention, patient safety, gerontology & vulnerable populations, oncology and chronic disease, and infection control.

Health Services Research: This research priority comprises research and scholarly activities that relate to the processes and regulations of health care delivery, health systems, and program evaluation. The main focus of this priority is research and scholarly activities that improve health care delivery and inform policy makers about the impact of health systems initiatives. Specific projects on this priority are often informed by need assessment of local partners and the ESC LHIN. Such projects include, but are not limited to, research on cross-border nursing, NP outreach programs, ED use, and other program evaluation projects.

PhD Faculty Advisor: Role and Responsibility

All PhD students will have a faculty academic advisor assigned in the fall of their first program year, by the Admissions Committee/Graduate Committee.

The faculty advisor's responsibilities to students will include:

- i. Course selection and plan guidance for degree completion. This plan should include a preliminary discussion on plan for the choice of a graduate level course, comprehensive exam and dissertation.
- ii. Counselling regarding proposed course plan changes
- iii. Appraisal of progress in program
- iv. The Faculty Advisor may transition to become supervisor or support student in finding an appropriate supervisor.

PhD Supervisor: Role and Responsibility

All PhD students will have a supervisor identified as soon as possible in the fall of the first program year.

The supervisor's responsibilities to students will include:

- i. Course selection and plan guidance for degree completion
- ii. Counselling regarding course plan changes
- iii. Appraisal of progress in program
- iv. Guidance concerning choice of a graduate level course, comprehensive exam and dissertation.

Program Course Sequence

PhD Courses	PhD Courses
<p>Milestone—Professional development activities</p> <p>NURS-9100 Philosophy of Science in Nursing (Fall)</p> <p>NURS-9200 Advanced Perspectives in Quantitative Research Methods and Analyses (Fall)</p> <p>NURS-9300 Advanced Perspectives in Qualitative Research (Winter)</p>	<p>NURS-9410 Comprehensive Exam (Winter)</p> <p>NURS-9980 Dissertation (Spring/Summer, Fall and Winter)</p> <p>One graduate level course (Nursing or another faculty) (Spring/Summer)</p>

	Fall	Winter	Spring/Summer
Year 1	NURS-9100 Philosophy of Science in Nursing Milestone—Professional development activities	NURS-9300 Advanced Perspectives in Qualitative Research Milestone—Professional development activities	Graduate level course (Nursing or another faculty)
Year 2	NURS-9200 Advanced Perspectives in Quantitative Research Methods and Analyses	NURS-9410 Comprehensive Exam	NURS-9980 Dissertation
Year 3	NURS-9980 Dissertation	NURS-9980 Dissertation	NURS-9980 Dissertation
Year 4	NURS-9980 Dissertation	NURS-9980 Dissertation	NURS-9980 Dissertation
	Convocation October or June session		

Course Descriptions

NURS-9100 Philosophy of Science in Nursing

This course introduces students to the philosophical assumptions concerning knowledge and knowledge development that inform the conduct of research in the discipline of nursing. Students will explore key concepts in relation to a variety of paradigm/perspectives within the philosophy of science, ranging from positivism to post-modernism and critical theory. Major topics to be debated will include the notion of nursing as a science and what constitutes nursing knowledge. Individual seminars will enable in-depth analysis of selected philosophers (as representative of such paradigms) in their respective socio-political and historical contexts. This course will enable students to articulate and defend their own philosophical assumptions of the paradigm that informs their dissertation topic.

NURS-9300 Advanced Perspectives in Qualitative Research

This course provides advanced philosophical and theoretical knowledge required to conduct qualitative research. Students are challenged to critically appraise the scholarship of published studies and to explore arising issues with qualitative inquiry. Issues may include, but are not limited to the importance and integration of philosophical underpinnings, researcher positioning, methodological congruence/consistency, ethical issues (anonymity, confidentiality of participation, privacy), challenges inherent in data collection and analysis, metasynthesis, rigour, and the usefulness of qualitative health research for nursing practice and healthcare policy. The relationship between qualitative and mixed methods health research will be examined. Students will defend their application of knowledge about these issues in relation to their own dissertation research interests. (Pre-requisite: NURS 9100)

NURS 9200 Advanced Perspectives in Quantitative Research Methods and Analyses

This advanced course is designed to enhance students' knowledge of the design and analysis of selected observational (prevalence, ecologic, cohort, and case-control) and experimental (controlled trials) quantitative research designs. The course will also address principles and issues pertaining to the development, evaluation, and use of psychometric measures. Emphasis will be focused on the understanding and decision making pertaining to (a) the selection of the right research design, (b) the identification of issues associated with various research methodologies, (c) the use of psychometric measurement, and (d) multivariate statistical procedure such as linear regression analysis, Binary and multinomial logistic regression analysis, and survival analysis. Approaches to evaluation of the quality of evidence in published research will also be addressed. (Pre-requisites: NURS 9100; NURS 9300; Grad level course)

NURS 9410 Comprehensive Exam

This course allows students to demonstrate, in writing and orally, their ability to complete an extensive review and critical analysis of the literature to synthesize current knowledge and theoretical underpinnings pertaining to their research area. The critical review will also examine potential methodological and analytical approaches that are relevant to their research. The examination includes a written paper and an oral defense of the work. (Pre-requisites:

NURS 9100; NURS 9200; NURS 9300, one Graduate Level course).

NURS 9980 Dissertation

This course provides doctoral students with the opportunity to demonstrate their role as mature scholars through the development and implementation of a research dissertation project that will address an original question/hypothesis relevant to advancing nursing science. Students will integrate knowledge gained from previous courses to inform the literature review, conceptual framework, methodology and data analysis pertaining to this project. (Prerequisites: NURS 9100; NURS 9200; NURS 9300; NURS 9410; one graduate level course (Nursing or another faculty) (Offered on a Pass/Non-Pass basis.)

**Guideline for PhD Dissertations
University of Windsor
Faculty of Nursing**

University of Windsor Faculty of Graduate Studies (FGS) recommends two formats for a dissertation they are as follows:

(1) Traditional format

This format organizes chapters around a central problem and is normally used when no part of the thesis has been published or submitted for publication. There are typically separate chapters for the introduction, review of the literature, methodology, results/findings, and discussion/conclusions. A reference list for the entire dissertation follows the discussion/conclusions chapter.

(2) Manuscript format (also referred to as a Sandwich format)

The manuscript format comprises the text of one or more papers/manuscripts that will be prepared or submitted for publication or published in peer reviewed journals. These texts must follow the guidelines for format given elsewhere with respect to font size, line spacing and margin sizes. The document must be more than a collection of manuscripts, however, in that all the components must be brought together into one cohesive unit, with logical progression from one chapter to the next and following one consistent style throughout the document in each chapter, e.g. chapter headings, sub-headings, heading levels, style for references, etc. Unlike the traditional format, the References must appear after each chapter within the dissertation body.

Dissertations completed in The Faculty of Nursing (FoN) may be completed in either format.

Regardless of which format is selected for the body of the dissertation, general FGS guidelines for content and formatting must be followed in preparing the dissertation for examination. Students are encouraged to consult the FGS formatting specifications (a copy may be downloaded from <http://www.uwindsor.ca/graduate-studies/385/format-requirements>). These guidelines provide information about type-setting (e.g., font size, page numbering), as well as the content and sequencing of required material (e.g., title page, table of content, list of tables, use of copyrighted material, and coauthored material etc.).

In general, all dissertations in the FoN will be prepared in APA style (most current edition). Some of the APA guidelines are not appropriate for the preparation of dissertations (see FGS guidelines at <http://www.uwindsor.ca/graduate-studies/385/format-requirements>). Policies related to the content and format of the dissertation set by FGS override those described in the APA manual.

Guidelines for Manuscript Dissertation:

- I. *Introductory chapter:* sets the context for the entire dissertation, addressing the significance of the issue for Nursing and/or health care; where appropriate, this section may include an overview of methodology used in the study (typically 10-20 pages).
- II. *Review of Literature:* may be included either as chapter 2 or as one of the manuscripts described below (required for all dissertations; typically, 25-30 pages)
- III. *Articles/Manuscripts:* 3-5 manuscripts that will be prepared or submitted for publication/published in peer reviewed journals (i.e. manuscripts must be of "publication quality.") The manuscripts must have a common theme and may be of 5 types: Review of Literature; Methodological Paper; Philosophical/Theoretical Analysis; Research Report; Application of Research Findings (see descriptions below).
- IV. Each manuscript should not normally exceed 25 pages (excluding tables, figures and references). All dissertations must include at least 1 Research Report.
- V. *Final chapter:* general discussion and conclusion that relates the manuscripts to each other and to a relevant discipline or field of study (typically 10-20 pages)
- VI. *Appendices* – details of analysis, study measures or interview guide, letter of information and consent, ethics approval or other information that supports understanding of the work undertaken but is not essential to include in a manuscript.

Sample Types of Dissertation Articles/Manuscripts (not limited to only these formats):

- I. **Review of Literature:** a critical analysis of current and classic theoretical and empirical literature that provides a foundation for the dissertation research.
- II. **Methodological Paper:** an analysis of one or more methodological issue(s) relevant to the study population and/or purpose, including approaches for responding to such issues. Examples of types of methodological manuscripts include:
 - a. revisions to an existing instrument(s), including results of subsequent testing, psychometrics, etc.
 - b. a critical analysis of existing measures of a specific variable (e.g., related to reliability, validity, sensitivity, specificity, format, prior use and/or fit with a particular population)
 - c. analysis of a critical methodological issue as it applies to the study population (e.g., safety; informed consent; risks of participation; issue of power and participation)
 - d. novel application of a new/existing quantitative or qualitative data collection or analytic approach
- III. **Philosophical/Theoretical Analysis:** an analysis of a theoretical or philosophical issue(s) or concept(s) that is/are central to the dissertation research; the analysis critiques,

refines, and/or extends current knowledge or understanding about the issue/topic. Examples of philosophical/theoretical manuscripts include:

- a. a concept analysis and/or refinement
- b. a critique, refinement and and/or expansion of existing theory
- c. a philosophical analysis of an issue that is central to the dissertation topic or population

IV. **Research Report:** an integrated presentation of the purpose, scientific rationale, methods, results/findings, and interpretation of these findings for a single study or part of that study.

When more than 1 Research Report is included, these reports may reflect:

- a) results/findings from a single study that address different aspects of the findings such as those that: a) address different questions or hypotheses, b) use different types of data (e.g., individual interviews versus policy analysis), or c) are analyzed in different ways
- b) results/findings from 2 separate studies that address different aspects of the same issue or phenomenon
- c) results/findings from 2 different phases of the same study (e.g., pilot work and full study)

V. **Application of Research Results/Findings:** addresses the implications for practice, health service delivery and/or policy that arise from the study findings.

Decisions about the Composition and Mix of Dissertation Articles/Manuscripts

Decisions about the number, type and substance of dissertation manuscripts must be undertaken with the advisory committee, bearing in mind Faculty of Nursing requirements (i.e. a review of literature and at least 1 research report are required). Manuscripts should be ordered in a way that makes sense in the light of the scholarly work undertaken.

Publication, or acceptance for publication, of any of the chapters prior to the presentation of the dissertation does not supersede the evaluation of the work by the examination committee (i.e. that the dissertation will be found acceptable). Examiners may specify revisions regardless of the publication status.

This work was adapted from previous work produced by McMaster University, Western University and University of Manitoba.

April 8, 2019, lf, kp, ke

Graduate Assistantships

Graduate assistantships are allocated by the student's academic department, to assist with teaching-related duties.

- **GAs:** full-time doctoral and Master's students may be offered a Graduate Assistantship (GA) for up to 140 hours per term. Under the current GA/TA collective agreement, a doctoral student who is offered a GA position will receive GA support for a total of seven terms. One additional GA term may be provided depending on availability. The value of a full 140-hour doctoral GA is \$5,969.40 per term (rates as of Sept. 2018).
- Notices of available GA positions are posted on the department website before the beginning of the term.
- Graduate and Teaching Assistants are unionized and governed by [a Collective Agreement \(CUPE 4580\)](#).
- Graduate and Teaching Assistantships are paid as a salary and considered employment—see [information on University employment of full-time graduate students](#)
- [Deadlines for receiving the notices of appointment \(contract\) in the Graduate Studies office from the departments.](#)

For Your Information: Important Websites

Faculty of Nursing

<http://www.uwindsor.ca/nursing/>

Awards and scholarships

Please review the awards and scholarships. Some require applications; others are awarded.

<http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards>

<http://www.uwindsor.ca/nursing/322/our-programs>

Nursing Graduate Course Descriptions

<http://cronus.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/57888741085b5a4085257edf0050f667!OpenDocument>

Faculty of Graduate Studies for Current Students

<http://www.uwindsor.ca/graduate-studies/356/important-dates>

Frequently Asked Questions for Graduate Students

<http://www.uwindsor.ca/graduate-studies/363/current-students-faq>

Bylaw 31: Academic Integrity

[Bylaw 31](#)

Graduate Studies Policy on Plagiarism and Authorship

http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/graduate_studies_policy_on_plagiarism.pdf

Examination and Grading Procedures

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/SubCategoryFlyOut/F31B5F3934DA20CE852572C0004FCE5C>

Bylaw 55: Graduate Academic Evaluation Procedures

[Bylaw 55](#)

Academic Integrity Office

<http://www.uwindsor.ca/academic-integrity/>

Services and Support

Personal Counselling Services

The Student Counselling Centre staff offer personal counselling to currently registered students in the form of crisis intervention, brief therapy, groups, case management, and workshops. Ms. Shannon Mercer is the Clinical Therapist for the Faculty of Nursing. Appointments can be made through the Student Counselling Center 519-253-3000 ext. 4616. Further information can be found at <http://www.uwindsor.ca/studentcounselling/>

Ms. Shannon Mercer, Clinical Therapist

Room 201A – ext. 4388

Shannon.Mercer@uwindsor.ca

Wellness Outreach Office

Ask.uwindsor.ca

Information Technology (IT Services)

Information Technology (IT) Services Computer Help Desk (ITS) ext. 4440

Information Technology Services Help and Support available at

<http://www.uwindsor.ca/itservices/support>

UWinsite

Software Distribution

IT Services uses the **Software Depot** for Software Distribution. By logging into the Software Depot with your UWin ID and password, all software that is available to you can be ordered. After ordering the desired software, there are multiple options for delivery, including downloads, when appropriate, pick up at the Operations Desk in the University Computer Centre, free delivery on campus via inter-campus mail, or mailed off campus for a nominal fee.

Quiet spaces to work while on campus

- Graduate Lounge and Computer Resources Room 107 Toldo Health Education Centre
- The lounge access code can be obtained from the Faculty of Nursing Graduate Secretary

Leddy Library Graduate Study Carrels

- Only for full-time graduate students
- Those interested must have their name put on the waiting list at the Leddy Library [Circulation Desk](#)

Leddy Library Services for Graduate Students

<http://leddy.uwindsor.ca/services-graduate-students>

Writing Support Desk

<http://www.uwindsor.ca/success/writingsupportdesk>

Mr. Roger Reka, Nursing Librarian, and Science Data Librarian

- Email: Roger.Reka@uwindsor.ca Office: Room 109W Leddy Library; Telephone: (519) 253-3000 Ext. 3181

Expectations of Graduate Students

Graduate Student Professionalism Expectations

1. Students of the Faculty of Nursing are expected to adhere to all College of Nurses of Ontario practice standards including but not limited to the *Code of Conduct, Ethics, and Professional Standards, Revised 2002* in all interactions with peers, community partners, faculty, and staff. Failure of any nursing student to conform to the principles of these documents may result in dismissal from any of the Faculty of Nursing programs at the University of Windsor.
2. To compliment your professional development, a variety of scholarly activities are held each year. Your attendance and participation is considered integral to both the program and your preparation for advanced nursing practice. The dates and times of these scholarly activities will be emailed to you from the nursing office.
3. Only your Uwindsor email address must be used when corresponding with faculty and staff.

Graduate Student Academic Integrity Expectations

The University of Windsor Faculty of Nursing highly values student demonstration of intellectual honesty that is integral to academic integrity (Senate Bylaw 31 Academic Integrity, n.d.; Graduate Studies Policy on Plagiarism and Authorship [GSPPA], n.d.). Academic integrity links to the Faculty of Nursing Mission and Vision (through emphasis on scholarship) and embodies faculty values (professionalism and respect). All students enrolled in all University of Windsor Faculty of Nursing graduate programs are expected to adhere to *Senate Bylaw 31 Academic Integrity* and the *Graduate Studies Policy on Plagiarism and Authorship*.

“Graduate students often have to use the ideas of others as expressed in written or published work in preparing essays, papers, reports, theses and publications. It is imperative that both the data and ideas obtained from any and all published or unpublished material be properly acknowledged and their sources disclosed. Failure to follow this practice constitutes plagiarism and is considered to be a serious offence by the University. Thus, anyone who knowingly or recklessly uses the work of another person and creates an impression that it is his or her own is guilty of plagiarism” (Graduate Studies Policy on Plagiarism and Authorship [GSPPA], para 4, n.d.).

Also, “it is expected that all graduate students will be evaluated and graded on their individual merit, and all work submitted at any stage of the research and review process (including drafts) or submitted for evaluation will clearly differentiate the student's own contribution from that of other scholars by means of rigorous and honest academic citation practices” (GSPPA, para 3, n.d.).

Further, “It is not permissible for an essay or other paper to be submitted twice. It is expected that a thesis, essay, paper or report has not been, and is not concurrently being, submitted to any other Faculty or University for credit toward any degree, or to this University for any other course” (GSPPA, para 5, n.d.). Please note that your course assignments may be submitted to a plagiarism detection software program (e.g. SafeAssign).

You are expected to know and correctly demonstrate “multiple information use strategies” (Association of American Colleges and Universities [AACU], 2009) that constitute academic integrity, including: “(use of citations and references; choice of paraphrasing, summary, or quoting; using information in ways that are true to original context; distinguishing between common knowledge and ideas requiring attribution) and demonstrating a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information” (AACU, 2009).

This is important because anyone demonstrating dishonesty, cheating, or plagiarism in relation to any aspect of courses offered in the Faculty of Nursing graduate programs will receive a failing grade.

In order to meet these expectations, you are strongly encouraged to review the aforementioned by-law [University of Windsor. \(n.d.\). Bylaw 31: Academic Integrity.](#)

Retrieved from

http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_academic_integrity_amended_181214.pdf

and

policy (http://www.uwindsor.ca/research-innovation-services/sites/uwindsor.ca.research-innovation-services/files/policy_p5_graduate_studies_authorship_and_plagiarism_policy1.pdf)

and

use the academic integrity learning resources available through the Office of Academic Integrity, located at <http://www.uwindsor.ca/academic-integrity/>

The Leddy Library Writing Support Desk is a great support for assisting with learning about the information use strategies described above. Online information about this service is located <http://www.uwindsor.ca/success/writingsupportdesk>

References

Association of American Colleges and Universities (AAC&U). (2009). *Information literacy VALUE rubric*. Retrieved from <https://www.aacu.org/value/rubrics/inquiry-analysis>

Bylaw 31: Academic integrity. (n.d.). Retrieved from
http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_academic_integrity_amended_181214.pdf

Graduate studies policy on plagiarism and authorship. (n.d.). Retrieved from
http://www.uwindsor.ca/research-innovation-services/sites/uwindsor.ca.research-innovation-services/files/policy_p5_graduate_studies_authorship_and_plagiarism_policy1.pdf

Graduate Student Coursework Expectations

Instructional and Evaluation Methods

During your graduate studies you can expect to engage in a variety of different instructional and evaluation methods in order to meet the particular learning outcomes of courses in which you are registered. Some examples of diverse instructional methods include but are not limited to individual work, work in pairs and/or teams, synchronous and/or asynchronous online class work, face-to-face class work, work outside of class, in-class work, readings assigned in advance of class, student presentations, student seminar facilitation, and boot camps held outside of regular class hours. These instructional methods often include activities requiring active class participation. Some examples of diverse evaluation methods include but are not limited to instructor graded written assignments (paper, annotated bibliography, professional quality assurance report), take home assignments, in-class tests, take home exams, graded presentations, and graded seminar facilitation. Some evaluation methods also include a peer evaluation component.

The outlined instructional methods are likely significantly different than those you have experienced in your previous university education. You are responsible for your own learning. Specifically, graduate students in the Faculty of Nursing are expected to thoroughly prepare in advance of classes and actively participate during classes. Workload for graduate courses has historically been estimated at 2 to 3 hours per credit hour. ***This equates to 6 to 9 hours per week for a 3 credit course that you can expect to devote to advance class preparation and course assignments.***

Other Graduate Student Coursework Expectations

1. Course class attendance is the expectation. Out of respect for your professor and classmates, please notify your professor in advance if there is a class that you are unable to attend.

2. Course assignments may be submitted to a plagiarism detection software program (e.g. SafeAssign).
3. No supplemental examination or assignments will be offered.
4. Faculty of Nursing policy prevails for assignments submitted past deadline without approval (5 percent deduction per day).
5. The minimum grade for successful completion of all graduate courses is 70%. Please see **Bylaw 55: Graduate Academic Evaluation Procedures** located at:
[Senate Bylaw 55](#)
and
[Examination and Grading Procedures](#)
- 6.
7. Please participate in course evaluations during the final two weeks of class in accordance with Senate policy.

Graduate Student Class Time Expectations

1. Out of respect for the professor and your classmates, all electronic devices/phones must be silenced or turned off during class; texting and answering phone calls is not permitted; computers are permitted but only for use with in class focused activities; social networking activities on your computer (Facebook; twitter) are not permitted during class.
2. To support a learning environment, private conversations during class are not permitted. In addition, exiting and re-entering the classroom during lectures may interrupt others' concentration/learning. Please limit this activity.

Frequently Asked Questions (FAQs)

Further information can be found at <http://www.uwindsor.ca/graduate-studies/363/current-students-faq>

Registration

I AM A CURRENT STUDENT BUT I CANNOT REGISTER. WHO DO I CONTACT?

- Registration questions can be directed to the Graduate Secretary, Faculty of Nursing.

DO I HAVE TO REGISTER EVERY SEMESTER?

- Full-time students must be registered every semester i.e. Fall, Winter and Summer. If a full-time student does not register without requesting a leave of absence, they are considered out of the program and must re-apply at <http://www.uwindsor.ca/graduate-studies/354/apply>

Time Limit

HOW MUCH TIME DO I HAVE TO COMPLETE MY PhD? HOW CAN I REQUEST AN EXTENSION OF THE TIME LIMIT?

- The PhD program has been designed to be completed in 4 years
- The time limit for **full-time** students is **6 years for a PhD**.
- A student wishing an extension to a program must complete the [Time Limit Extension form](#) and submit it through UWinsite student.

WHAT DESIGNATION AM I PERMITTED TO USE AFTER NAME AS A PhD STUDENT?

- PhD(c) is not permitted at the University of Windsor.
- Students may use PhD student.

Graduate Assistantship (GA) Applications

HOW CAN I APPLY FOR A GRADUATE ASSISTANTSHIP (GA)?

- Before the beginning of the term each department will post notices of available assistantships – contact the Nursing Graduate Secretary for an application and deadlines.
- Only full-time, registered, eligible students can hold a graduate assistantship (GA) - [see more information about Graduate Assistantship regulations](#).
- Full-time graduate students are not permitted to work more than 10 hours per week on average on campus.
- Each September Graduate Studies holds an orientation workshop for GAs and Tas. The GA/TA Academy are workshops offered in the fall and winter semesters through the Centre for Teaching and Learning

Grade Appeals

HOW DO I APPEAL A GRADE?

- All students have the right of appeal under [Senate Bylaw 55](#) (see "section 1.12: Graduate Appeals"). In addition to appealing a grade informally (see [Bylaw 55, section 1.12.1](#)), if you feel you have been treated unfairly, you may submit a Formal Grade appeal (see [Bylaw 55, section 1.12.2](#)).
- A formal letter of appeal, including reasons for the appeal and any factual information bearing on the appeal, shall be addressed to the Dean of Graduate Studies. Appeals must be received no later than three weeks after the final mark has been released by the Office of the Registrar. Any formal grade appeal must

be accompanied by \$20.00 fee which will be refunded to the student if his/her grade is raised.

- [Appeal based on Health, bereavement or extenuating circumstances form.](#)

OTHER THAN GRADES, CAN I APPEAL ACADEMIC DECISION OF MY INSTRUCTOR/ADVISOR/THESIS COMMITTEE?

- All students have the right of appeal under [Senate Bylaw 55](#). Refer to Other Appeals - Section 1.12.3. Appeals must be filed with the Office of Graduate Studies no later than two weeks after the official communication of an academic decision made by an Instructor, Research Advisor, or committee, concerning matters other than a grade.

Course requests outside of the Faculty of Nursing

HOW DO I REGISTER FOR GRADUATE COURSE OUTSIDE OF THE FACULTY OF NURSING?

- PhD students are required to take one graduate course. Students are encouraged to discuss the course choice with their supervisor. The course must be approved by the Nursing Graduate Coordinator.
- Make sure that the course is a graduate level course (8000 and above – eg. xxxx-8xxx)
- Inquire from the Professor teaching the course whether it is open to students from other disciplines and ask him/her for approval to take the course.
- Email the course number and course description to the Nursing Graduate Coordinator for approval. The course must meet the requirements of the Faculty of Nursing.
- Add the course into your cart through UWinsite Student. The instructor of the course will have to give you permission through UWinsite.
- Complete and submit the [Course Substitution form](#) through [UWinsite Student](#).

CAN I TAKE GRADUATE COURSES AT ANOTHER UNIVERSITY AS A VISITING STUDENT? (THIS APPLIES TO ONTARIO UNIVERSITIES).

- The [Ontario Visiting Graduate Student program](#) (OVGS) allows a graduate student at an Ontario University to take graduate courses at another Ontario University while remaining registered at his/her Home University.
- Refer to individual Universities to find out what electives are being offered.
- Make sure that the course is a graduate level course.
- Email the course description and the [OVGS application form](#) to the Nursing Graduate coordinator. If the course meets the requirement of the Faculty of Nursing, the application form will be forwarded to Graduate Studies.

* Important to note: Apply early as it takes time for both schools to process the forms and for the visiting school to send back confirmation.

CAN I TAKE COURSES AT ANOTHER UNIVERSITY AND HAVE THESE COURSES COUNT FOR CREDIT TOWARDS MY UWINDSOR DEGREE?

- Students who wish to take courses at other institutions outside of Ontario and have the course count as credit towards their program at Windsor must make a request in writing to the Nursing Graduate Coordinator (prior to the beginning of the course).
- Refer to individual Universities to find out what electives are being offered.
- Make sure the course is a graduate level course.
- Email the course number, University and course description and a request to take the course to the Graduate Coordinator.
- If approved, complete the [**Course Substitution form**](#) through the [**UWinsite system**](#).

* **Important to note:** Apply early.

Contacts

FACULTY OF NURSING

Toldo Health Education Centre
University of Windsor
Windsor, ON N9B 3P4

(519) 253-3000
Fax: (519) 973-7084

<http://www.uwindsor.ca/nursing/>

Dr. Linda Patrick, Dean Room 336A - ext. 2259

Dr. Lorna de Witt, Graduate Coordinator for Student Academic Affairs Room 302 - ext. 2286

ladewitt@uwindsor.ca

Dr. Jody Ralph
Graduate Coordinator for Graduate Student & Faculty Research Room 314 – ext. 2271

jody.ralph@uwindsor.ca Room 303 - ext. 2278

Dr. Laurie Freeman, Nurse Practitioner Graduate Coordinator Room 306 – ext. 4389
lfreeman@uwindsor.ca

Professor Sherry Morrell, Primary Health Care Nurse Practitioner Program Administrator

morrells@uwindsor.ca Room 306 – ext. 4389

Ms. Anne Dennahower, Graduate Secretary Room 336 - ext. 2260
adenna@uwindsor.ca

FACULTY OF GRADUATE STUDIES AND RESEARCH

Chrysler Hall Tower - Room 306
University of Windsor Fax: (519) 971-3667

Faculty of Graduate Studies for Current Students

<http://www.uwindsor.ca/graduate-studies/356/important-dates>

Dr. Patricia Weir, Dean (519) 253-3000 ext. 2107

Ms. Alison Samson, Assistant to the Dean ext. 2112

Ms. Christine Maitre, Secretary to the Dean ext. 2107

Graduate Student Society 484 Sunset, ext. 3915

Student Health Services CAW Centre, ext. 7002

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- Email: Roger.Reka@uwindsor.ca Office: Room 109W Leddy Library; Telephone: (519) 253-3000 Ext. 3181