



# **GRADUATE STUDENT HANDBOOK**

SUPPLEMENTAL MODULE FOR MS in CIPCT

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2022 – 2023 ACADEMIC YEAR

**SCHOOL OF NURSING**  
UNIVERSITY *of* WASHINGTON



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## **A | ABOUT THE SUPPLEMENTAL MODULE FOR MS in CIPCT**

The School of Nursing's [Graduate Student Handbook](#) is designed to help you navigate your graduate degree or certificate from program start to completion.

This supplemental module for the Master of Science (MS) in Clinical Informatics and Patient-Centered Technologies (CIPCT) program is designed to answer questions specifically related to this program, prepare students for their time in the CIPCT program, and offer an overview of graduation requirements. It is a living document and is reviewed annually.



## **B | PROGRAM LEARNING GOALS**

1. Create and/or evaluate technology-based tools to improve all aspects of patient care, including safety, management of illness, communication, and efficiency of care delivery.
2. Efficiently use information systems and computing tools and professional practices in the context of health care organizations and services.
3. Design and analyze team leadership strategies for clinical informatics.
4. Design and implement a scholarly project and evaluate findings according to standard research methods.
5. Demonstrate critical interrogation of positionality, recognition of implicit biases, as well as knowledge and application of anti-racism principles to promote health equity.

## **C| PROGRAM CURRICULUM**

### COURSE DESCRIPTIONS

The field of clinical informatics encompasses many disciplines, and you'll study a range of topics, including nursing informatics, informatics leadership, telehealth and patient-centered technology. You'll learn how to use information technology to support, evaluate and improve clinical work and patient care.

#### **NMETH 520: Scholarly Inquiry for Clinical Informatics Practice (4CR)**

This course prepares students to evaluate completed research for scientific adequacy and applicability to clinical informatics practice. You'll learn how to apply conceptual, theoretical, ethical and empirical knowledge as a basis for posing clinical informatics research questions, identifying research designs, selecting sampling and data collection strategies and proposing analytic methods to answer a research question.

#### **NMETH 523: Project Management & Systems Analysis for Health Informatics (3CR)**

This course focuses on the application of health information technology project management tools and techniques through group discussion and health care-related project focused assignments. You'll select the health care-related project and apply the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) framework.

#### **NMETH 524: Health Care Information Systems & the Electronic Health Record (EHR) (3CR)**

This course provides an overview and analysis of health care informatics issues, including patient safety and information technology, infrastructure, clinical systems, definitions and functions of EHR systems, IT leadership in health care organizations, and informatics change management, with an emphasis on key user roles evaluating EHR and workflow changes.

#### **NMETH 526: Patient-Centered Technologies (3CR)**

This web-based course offers an overview of current and emerging consumer-centric eHealth technologies. It emphasizes theories and principles of health, communication, information, cognitive processing and human-technology interaction. Experts from multiple disciplines and patients/consumers will lead seminar presentations and discussions on select topics. This course also addresses the ethical implications of eHealth

technologies, including health disparities.

**NMETH 527: Introduction to Clinical Informatics (3CR)**

This course provides an overview of the history, current efforts and future challenges in designing, developing and implementing health care information and communication technologies. We'll examine these technologies with the goal of fulfilling the quadruple aim: enhancing the patient experience, improving population health, reducing the overall cost of care and improving the work life of health care providers.

**NMETH 528: Computing Fundamentals for Health Professionals (3CR)**

This course provides a survey of applied computing concepts, including computer algorithms, operating systems, networking, databases, digital privacy and security, applied programming principles to enhance productivity, and data science opportunities and pitfalls in health care.

**NMETH 529: Database Concepts & Application in Clinical Informatics (3CR)**

This course provides an introduction to relational database theory and technology from a clinical informatics perspective. Content focuses on transactional database theory, architecture and implementation in a socio-technical context and analyzes database applications used in clinical environments. You'll be introduced to knowledge bases and data warehouses.

**NMETH 530: Scholarly Proposal Development (4CR)**

This course focuses on the application of methods of inquiry to develop a scholarly proposal through faculty-guided individual composition. You'll select the project topic and complete the conceptual phase of proposal development to fulfill their project plan.

**NSG 540: Telehealth Systems & Applications (4CR)**

This course is designed to develop the abilities of managers, leaders and researchers of telehealth systems through exploration into systems components by introducing challenges for designers and managers of telehealth and remote health care networks. You'll participate in activities ranging from research to implementation of system design for applications that bridge geographic distance to the development of practical applications.

**NURS 524: Conceptual Foundations for Health Care Systems: Organizational Structure & Effectiveness (4CR)**



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This course examines broad health care delivery systems and included systems of care, as well a detailed analysis of key drivers and enablers of organizational effectiveness. The course will define and describe care systems, and you'll study key system components. You'll also evaluate and analyze innovations in care system design, along with enablers and barriers.

**NURS 525: Managing Quality Improvement, Access & Utilization (5CR)**

This course covers care system practices for managing quality improvement, access and utilization within health care systems. The course emphasizes using quality improvement and process improvement practices, with a particular focus on leadership, to manage clinical effectiveness and efficiency within care systems. This course will address impacts of these issues on health care delivery from policy, leadership and practical perspectives.

COURSE PLANNING

You can attend full-time and complete your master's degree in as little as 15 months or attend part-time and finish in two years. Most of our students attend part-time while working at their current jobs. Full-time students take the same courses, with a heavier load each quarter.



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PART-TIME COURSE SCHEDULE

PART-TIME COURSE SCHEDULE: YEAR 1

Table with 4 columns: AUTUMN, WINTER, SPRING, SUMMER. Courses include NMETH 527, 524, 520, 530, NURS 524, 525, NMETH 526, and NSG 540. Includes total credits for each quarter.

PART-TIME COURSE SCHEDULE: YEAR 2

Table with 4 columns: AUTUMN, WINTER, SPRING, SUMMER. Courses include NMETH 523, 528, 529, and Scholarly Project/Thesis. Includes total credits for each quarter.

\*May be completed in one or more quarters. Length of time varies based on project topic. Curriculum and scheduling are subject to change.

\*Note: You can also take one course per quarter. Discuss your course plans with your advisor.



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FULL-TIME COURSE SCHEDULE

FULL-TIME COURSE SCHEDULE: YEAR 1

Table with 4 columns: AUTUMN, WINTER, SPRING, SUMMER. Rows include course details like NMETH 527, NURS 524, NMETH 523, NMETH 524, NURS 525, NMETH 528, NMETH 520, NMETH 526, NMETH 529, NMETH 530, and NSG 540. Total credits are listed at the bottom of each column.

FULL-TIME COURSE SCHEDULE: YEAR 2

Table with 1 column: AUTUMN. Row includes Scholarly Project (3)\* OR Thesis (9)\*.

\*May be completed in one or more quarters. Length of time varies based on project topic. Curriculum and scheduling are subject to change.



## **D | PROGRAM TIME LIMITS**

You have six (6) years to complete the degree requirements for the MS in CIPCT degree.

- Your timeframe begins at the start of the quarter you take your first CIPCT course.
- This includes courses taken as a Graduate Non-Matriculated (GNM) student if you plan to use them to satisfy the degree requirements.
- Quarters spent On-Leave and out of status are counted in the six years.

## **E| PROGRAM ADVISING**

### FACULTY ADVISING

You will be assigned a faculty advisor to advise you throughout the programs. The faculty advisor assures the student's progress in the curriculum.

Within your first quarter of study, we recommend you make an appointment with your faculty advisor to begin initial discussions about your goals, including developing either a thesis or a scholarly project.

### **ROLE OF THE MASTER'S FACULTY ADVISOR**

- Serves as your academic program advisor until you select the Chair of your supervisory committee.
  - Or, at the discretion of the track, throughout your program of study.
- Responds promptly to emails and engages in meetings/discussions with you to help clarify professional goals and expected outcomes of your academic experience.
- Discusses potential faculty who may be appropriate guides for your Thesis or Scholarly Project.
- Submits a note to your file in Student and Academic Services following each advising session, including the date, description of the session, comments, and signature.

### **REQUESTING A CHANGE IN FACULTY ADVISOR**

Very rarely, students seek to change faculty advisors. If you wish to request a change in faculty advisor during the program, please make an appointment to discuss this with the program leads ([Dr. Donna Berry](#) or [Dr. Andrea Hartzler](#)). If your program lead is also your current advisor, and you do not feel comfortable discussing it with them, you are encouraged to reach out to the Graduate Student Academic Counselor ([Betsy Mau](#)).

### GRADUATE PROGRAM ADVISOR

The CIPCT program also has a dedicated Graduate Program Advisor to assist you further! The Graduate Program Advisor ([Mackenzie Klinker Hutchins](#)) can support you with the following:

- Course Planning and Registration
  - Paperwork
    - Including VA Certification Forms, Tuition Reimbursement letters, etc.
- Scholarly Project
  - Paperwork, Scheduling your Defense, etc.
- Applying for graduation and completing the final paperwork.
- And more!

## **F| POLICIES FOR COURSE EQUIVALENCY AND TRANSFER OF CREDIT TOWARD MS**

### COURSE EQUIVALENCY

A matriculated student in any School of Nursing master's program MS may pursue the process below whereby previous graduate level course work may be deemed equivalent to required course work at the UW. If a previous course is deemed equivalent to a core course, the total number of required credits is not automatically diminished. Rather, the student's program of study, including course equivalency, must be approved by student's academic advisor and his/her Master's Supervisory Committee. A previous course cannot fulfill a requirement for two degree programs.

Note that some courses are prerequisites to later courses. A course instructor has the right to deny enrollment in a course for which the student has not taken a prerequisite. Additionally, the student's Master's Supervisory Committee has authority to decide at any time that the student must take a required course, regardless of an earlier recommendation for course equivalency.

### **PROCESS IF NO MASTER'S SUPERVISORY COMMITTEE HAS BEEN ESTABLISHED**

Student submits information (formal description, number of credits, syllabus) to the faculty member scheduled to next teach the course the student has identified as being equivalent to his/her previous graduate course work. The instructor assesses the previous course information and submits a written justification for equivalency/lack of equivalency to the Master's Coordinating Committee (MCC).

MCC will 1) notify the student of the decision, including reference to the risks incurred by the student seeking core course equivalency outlined in the NOTE above after consultation

with the student's academic advisor, and 2) file the instructor's written justification in the student file to record either i) the course is considered equivalent to a required course, or ii) the course is not considered equivalent to a required course.

### **PROCESS IF A MASTER'S SUPERVISORY COMMITTEE HAS BEEN ESTABLISHED**

Student submits information (formal description, number of credits, syllabus) to the faculty member scheduled to next teach the course the student has identified as being equivalent to his/her previous graduate course work. The instructor assesses the previous course information and submits a written justification for equivalency/lack of equivalency to the Chair of the student's supervisory committee.

The student's supervisory committee will 1) decide if the instructor's justification is consistent with the Chair's assessment of student learning needs; 2) notify the student of the decision, including reference to the risks incurred by the student seeking core course equivalency outlined in the NOTE above after consultation with the student's academic advisor, and 3) file the instructor's written justification in the student file to record either i) the course is considered equivalent to a required course, or ii) the course is not considered equivalent to a required course.

A student may appeal the decision by requesting a meeting of the Associate Dean for Academic Affairs ([Dr. Tatiana Sadak](#)). The Associate Dean will make the final decision as to acceptance or denial of the instructors' justification.

### TRANSFER CREDIT

A student working toward the master's degree may petition the Dean of the Graduate School for permission to transfer to the University of Washington the equivalent of a maximum of 6 quarter credits of graduate level course work taken at another recognized academic institution. These credits may not have been used to satisfy requirements for another degree. The petition must include a recommendation from the graduate program coordinator and an official transcript indicating completion of the course work. Transfer credits are not entered on the UW transcript.

Approved transfer credits are applied toward total credit count only for the master's degree. (Transfer credits are not applicable toward a doctoral degree.) The 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above



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course work may not be reduced by transfer credit.

Credit taken as an undergraduate non-matriculated student or post-baccalaureate student at the University of Washington may not be transferred into a graduate program. Credit by either independent study through correspondence or advanced credit examinations is not transferable.

## **G | MS SCHOLARLY PROJECT AND THESIS**

All Master of Science students are required to engage in an independent scholarly inquiry activity resulting in either a scholarly project or a thesis. The distinction between a scholarly project and a thesis option is neither the quality nor the quantity of effort; they are different forms of scholarly inquiry.

### **SCHOLARLY PROJECT**

A student's scholarly project may address program needs, issues of quality assurance, policy analysis, or clinical problem analysis.

Scholarly Projects may involve:

- research dissemination.
- research utilization.
- exploration of issues in quality assurance.
- a research practicum, including participation in a study team, or work with an individual researcher or research facilitator.
- clinical problem analysis.
- a demonstration project.
- the development of a scholarly paper, evaluation tool, film or proposal for submission to an external funding agency.
- participation in a public policy process.

### **THESIS**

The Thesis is an independent piece of research on a topic of particular interest to the student that involves the application of a research methodology.

### SCHOLARLY PROJECT AND THESIS REQUIREMENTS

1. Demonstration of scholarship, including mastery of a focused area of knowledge. This focused area of knowledge must be relevant to the discipline or the advancement of nursing within the context of advanced and specialized nursing practice.
2. Completion of scholarly inquiry coursework:
  - [NMETH 520](#) Scholarly Inquiry for Clinical Informatics Practice



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- [NMETH 530](#) Scholarly Proposal Development
- [NMETH 598](#) Special Projects (minimum of 3 credits) \*  
*\*May be completed in one or more quarters. Length of time varies based on the project topic.*

**OR**

- [NMETH 700](#) Master's Thesis (minimum of 9 credits) \*  
*\*Will be completed across multiple quarters. Length of time varies based on the thesis topic.*

3. Guidance by a Supervisory Committee who must approve a written plan. The Supervisory Committee must approve this plan before students begin [NMETH 598](#) or [NMETH 700](#).
  - For thesis students, the plan is the Thesis Proposal.
  - For scholarly project students, the plan is the [Master of Nursing Scholarly Project Plan and Final Product Report form](#).
4. Completion and submission of the [Use of Human and Animal Subjects Form](#).
5. Completion of [The Final Examination](#).

### STEPS IN THE DEVELOPMENT OF A SCHOLARLY PROJECT

1. **Consider topics of interest.** Read about your topic and prepare to discuss it in [NMETH 520](#).
2. **Select a topic of interest.** Propose your plan for conducting the scholarly project in [NMETH 530](#).
3. **Select a Supervisory Committee Chair.** The Chair must be a [graduate faculty member](#) with expertise in the topic of interest. The student works closely with the Chair to develop, conduct, and present the scholarly project.
  - Students initiate the selection of their Supervisory Committee Chair.
  - Students should set an appointment with the faculty member to discuss the topic, form an acquaintance, and explore a possible Chair agreement.
4. **Form the remainder of your [Supervisory Committee](#).**



5. **Develop your initial project plan.** With your Chair:
  - Establish a timeline for your work.
  - Establish a schedule of regular appointments to enhance progression according to your identified time frame for completion.
  - Use the [Master's Project Initial Plan & Final Report form](#) guidelines to develop your plan.
  - Determine when to share a plan draft with the committee's other member(s).
    - Committee members do not expect to get materials from the student unless the Chair agrees that this should occur.
    - If a committee member has expertise in specific topics or methods, you may wish to share a plan draft in the early stages of its development.
  - Notify committee members (other than the Chair) that they are to expect materials from you about two weeks before its arrival so they can plan for it in their workload.
    - Expect a one-week turnaround time.
    - Committee members send their responses directly to your Chair, who will arrange for an appointment with you to go over the comments.
    - In the event of disagreement by committee members, the members themselves work this out, and the Chair has binding decision power.
  
6. **Finalize your initial paperwork.** Once your committee has been formed and your project plan is approved, three documents must be completed and signed electronically:
  - [Faculty Agreement to Serve on Supervisory Committee form](#)
  - [Master's Project Initial Plan & Final Report form](#)
  - [Use of Human and Animal Subjects for Theses Form](#).
  - Students will email the following to [uwcipct@uw.edu](mailto:uwcipct@uw.edu):
    - The names and emails of the Supervisory Committee.
  - CIPCT Program Staff will gather electronic signatures from the student, Supervisory Committee, and faculty advisor.
  - CIPCT Program Staff will file initial paperwork with Student and Academic Services (SAS).
  
7. **Complete the scholarly activities.** Students will register for [NMETH 598](#) Special Projects.
  - Contact [uwcipct@uw.edu](mailto:uwcipct@uw.edu) for the registration codes.
  - Working primarily with your Chair, collect your data and begin analysis.

8. **Complete final quarter requirements**, including applying for your degree.\*
9. **Take the Final Examination.** The Final Examination is the defense of the project.
  - Arrange your final examination with your committee during the quarter you expect to complete your project.
    - All members of the Supervisory Committee participate.
    - You will decide if you would like your defense to be public (open to students, faculty, and your guests) or private (you and your committee only).
    - You will decide if you would like to record your defense, which will be provided to future students as an example.
10. **Finalize your final paperwork.** When the final examination has concluded, and the student has been awarded a passing grade;
  - CIPCT Program Staff will gather electronic signatures from the student, supervisory committee, and faculty advisor on the following forms:
    - Application for degree (Committee Signature Form),\*
    - Verification of Degree form,\* and
    - Master's Project Initial Plan & Final Report form.
  - Students will email their Abstract to [uwcipct@uw.edu](mailto:uwcipct@uw.edu)
    - You will decide if you would like to share your final write-up with future students to be reviewed as an example.
  - CIPCT Program Staff will file final paperwork with Student and Academic Services (SAS) and send copies to the student.
  - Student and Academic Services (SAS) will send all final paperwork to the UW Graduate School.

*\*Final quarter requirements are completed during the student's graduation quarter. It is not required for the final examination to occur during the student's graduation quarter.*

## **STEPS IN THE DEVELOPMENT OF A THESIS**

1. **Consider topics of interest.** Read about your topic and prepare to discuss it in [NMETH 520](#).
2. **Select a topic of interest.** Propose your plan for conducting the Thesis in [NMETH 530](#).
3. **Select a Supervisory Committee Chair.** The Chair must be a [graduate faculty member](#)

with expertise in the topic of interest. The student works closely with the Chair to develop, conduct, and present the Thesis.

- Students initiate the selection of their Supervisory Committee Chair.
  - Students should set an appointment with the faculty member to discuss the topic, form an acquaintance, and explore a possible Chair agreement.
4. **With your thesis advisor, discuss competencies for evaluating your Thesis by the supervisory committee.** Identify the substantive content and methodology of your Thesis.
  5. **Form the remainder of your Supervisory Committee.**
  6. **Develop your Thesis Proposal.** With your Chair:
    - Establish a timeline for your work.
    - Establish a schedule of regular appointments with the Chair to enhance progression according to your identified time frame for completion.
    - Use the [Structural Outline of a Research Proposal](#) guidelines to develop your proposal.
    - Determine when to share a proposal draft with the committee's other member(s).
      - Committee members do not expect to get materials from the student unless the Chair agrees that this should occur.
      - If a committee member has expertise in specific topics or methods, you may wish to share a proposal draft in the early stages of its development.
    - Notify committee members (other than the Chair) that they are to expect something from you about two weeks before its arrival so they can plan for it in their workload.
      - Expect a one-week turnaround time.
      - Committee members send their responses directly to your Chair, who will arrange for an appointment with you to go over the comments.
      - In the event of disagreement by committee members, the members themselves work this out, and the Chair has binding decision power.
    - Edit and finalize your Thesis Proposal.
    - Prepare a [Thesis Proposal Title Page](#) according to the [ETD Formatting Guidelines](#).
  7. **Finalize your initial paperwork.** Once your committee has been formed and your Thesis Proposal is approved, three documents must be completed and signed

electronically:

- [Faculty Agreement to Serve on Supervisory Committee form](#)
  - [Thesis Proposal Title Page](#)
  - [Use of Human and Animal Subjects for Theses Form.](#)
  - Students will email the following to [uwcipct@uw.edu](mailto:uwcipct@uw.edu):
    - The names and emails of the Supervisory Committee.
    - The Thesis Proposal Title Page.
  - CIPCT Program Staff will gather electronic signatures from the student, Supervisory Committee, and faculty advisor.
  - CIPCT Program Staff will file initial paperwork with Student and Academic Services (SAS).
8. **Complete the scholarly activities.** Students will register for [NMETH 700](#) Master's Thesis.
- Contact [uwcipct@uw.edu](mailto:uwcipct@uw.edu) for the registration codes.
  - Working primarily with your Chair, collect your data and begin analysis.
9. **Complete [final quarter requirements](#),** including applying for your degree.\*
10. **Take the Final Examination.** [The Final Examination](#) is the defense of the Thesis.
- Arrange your final examination with your committee during the quarter you expect to complete your Thesis.
    - All members of the Supervisory Committee participate.
  - The final examination may be written or oral; this decision is negotiated between the student and the committee members.
    - If your examination is written, it will consist of a special examination written by the committee; the Thesis itself may not be considered the final examination.
    - If your examination is oral, you will present your research to your committee members and other interested persons. Questions will be addressed to you by those in attendance. The exam will last approximately one hour.
11. **Finalize your final paperwork.** When the final examination has concluded, and the student has been awarded a passing grade;
- CIPCT Program Staff will gather electronic signatures from the student, supervisory

committee, and faculty advisor on the following forms:

- [Master's Supervisory Committee Approval Form.](#)
- Application for degree (Committee Signature Form),\*
- Verification of Degree form,\* and
- Signature page for the Thesis.
- Students will email their Abstract to [uwcipct@uw.edu](mailto:uwcipct@uw.edu)
- CIPCT Program Staff will file final paperwork with Student and Academic Services (SAS) and send copies to the student.
- Student and Academic Services (SAS) will send all final paperwork to the UW Graduate School.

12. **Upload Documents to the [UW ETD Administrator Site.](#)** Thesis students must upload their documents before the quarterly deadline (the last day of the quarter at 11:59 p.m.).

- Abstract
- A PDF copy of your Thesis
- Signed [Master's Supervisory Committee Approval Form.](#)

*\*Final quarter requirements are completed during the student's graduation quarter. It is not required for the final examination to occur during the student's graduation quarter.*

## THE SUPERVISORY COMMITTEE

The MS student's supervisory committee:

- Signs the Faculty Agreement to Serve on Supervisory Committee form.
- Works together with the student to develop, conduct and present the Thesis or scholarly project, including planning coursework.
- Keeps a written log of student progress in the student file.
- Approves and signs, at onset and again at completion
  - The Master's Project Initial Plan and Final Report form
- OR**
- The Master's Supervisory Committee Approval form.
- Guides research for the Thesis or activities for completion of the scholarly project.
- Administers the master's final examination according to UW Graduate School procedures.
- Following the final examination, signs:
  - Application for Degree (Committee Signature Form)
  - Verification of Degree form

- The signature page for the Thesis
- OR**
- The Master's Project Initial Plan and Final Report.
- Following the final examination, the Chair completes the [Master of Science Scholarly Inquiry Scale \(SIS\)](#).

## COMPOSITION OF THE SUPERVISORY COMMITTEE

You must adhere to University of Washington [Graduate School Memorandum No. 13](#) in selecting faculty members to be recommended for the supervisory committee. The supervisory committee consists of a minimum of two and no more than four members.

### *THE COMMITTEE CHAIR*

The Chair must be a [member of the graduate faculty](#). Typically, the Chair is also the advisor for the student's Thesis or project work. Occasionally it is appropriate for the advisor to be selected from faculty other than graduate faculty. In such instances, the supervisory committee would consist of three members, with one of the members of graduate faculty serving as Chair. The Chair then has the added responsibility to act as a consultant for the advisor on matters pertaining to functions of the committee.

### *COMMITTEE MEMBERS*

At least half of the total supervisory committee must be [graduate faculty](#). Members should be chosen based on compatibility of interests between the topics on which the student wishes to work and the areas of inquiry on which faculty are focusing their efforts.

### *DYNAMICS*

Consider the ability of selected members to work together, as well as required expertise. The student and committee will develop approaches for working together that blend the individual student's needs, as well as academic scholarship guidance and evaluation expected of the committee by the University. Ongoing discussions, negotiations and clarifications of strategies and expectations are important processes between the student and committee to assure the meeting overall goals.

## **SELECTING YOUR SUPERVISORY COMMITTEE MEMBERS**

1. Students read [Graduate School Memorandum No. 13](#), as well as Considerations for Selecting Supervisory Committee Members and Chair.
2. During the first and second quarters of the master's program, students discuss with their faculty advisor any potential [members of the faculty](#) who may be an appropriate guide (supervisory committee chair) for the student's Thesis or scholarly project.
3. Students then interview [members of the School of Nursing graduate faculty](#) with compatible interests to consider who might be an appropriate chair of the supervisory committee. The prospective chairperson is selected first.
4. Once a faculty member and student have agreed to the chair/advisee relationship, the student and prospective chairperson identify the additional competencies desirable for representation on the committee and a likely candidate(s) to serve on the committee.
5. The student interviews the potential supervisory committee member(s) and confirms their willingness to serve as a member of the supervisory committee. The full supervisory committee should be appointed as early as possible and not later than the third quarter of the program. At this point, all of the required paperwork should be submitted to Student and Academic Services (see below.)
6. The student makes an agreement with the member(s) of the supervisory committee to work together to develop, conduct and present the Thesis or scholarly project. The student establishes a schedule of regular appointments with the supervisory Chair in order to enhance progression according to the student's identified time frame for completion.

## **FINAL EXAMINATION**

After completing the planned project or thesis activities, students will take the Final Examination. The Final Examination is the presentation of the project. Arrange your final examination with your committee during the quarter in which you expect to complete your project.

- The final examination must be written and oral.
- All members of the Supervisory Committee participate.

- The final examination is held over Zoom for CIPCT students.
- The examination will last approximately 90 minutes, allowing for the student's presentation, Q&A with the committee and guests, and committee deliberations.

## **H | FINAL QUARTER REQUIREMENTS AND DEGREE APPLICATION**

### SUBMIT YOUR DEGREE REQUEST

You must [submit your Master's Degree Request online to the Graduate School](#) by the end of the 9th week of the quarter in which you plan to complete your degree (end of the 8th week in Summer Quarter). Failure to file within this time frame will result in needing to pay a [Graduate Registration Waiver Fee](#).

**NOTE:** Although you can complete your thesis/project at any time in your course of study, your Master's Degree Request should not be made until your final quarter in the program. Presenting these materials to the Graduate School indicates to the Graduate School that you have completed your program of study.

### MEET WITH YOUR ADVISOR AND COMMITTEE CHAIR

Inform your advisor, if different from your supervisory committee chair, that you have submitted your request for a degree, and of your anticipated defense date. Verify that you have completed all of the course requirements for your program, as well as the [Graduate School's requirements](#).

Discuss any unfinished elements of your Thesis or project with your committee chair. Ensure that you have met all School of Nursing scholarly project requirements.

### FINAL QUARTER CHECKLIST

1. Confirm that your Graduate Program Advisor ([Mackenzie Klinker Hutchins](#)) has submitted your final paperwork to Student and Academic Services (emailed to Graduate Student Academic Counselor, [Betsy Mau](#)).
  - Faculty Agreement to Serve on Master's Degree Supervisory Committee
  - Use of Human and Animal Subjects
  - Scholarly Project Initial Plan and Final Product Report



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- Abstract attached
  - Committee Signature Form
  - Verification of Master's Degree Completed
  - Review of transcript/program requirements
2. Confirm that your Graduate Program Advisor ([Mackenzie Klinker Hutchins](#)) has recommended your graduation to the Graduate School.
  3. Complete the [Master's End of Program Evaluation](#).
  4. Confirm that your Chair has completed the [Master of Science Scholarly Inquiry Scale \(SIS\)](#).

**THE FINAL QUARTER CHECKLIST MUST BE COMPLETED BY 5 P.M. ON THE LAST DAY OF THE QUARTER, OR YOU WILL NOT GRADUATE.**