PhD Admissions Selection
Policy and Procedure
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PhD Admissions Selection
Policy and Procedure

**Policy:** Admission to the OUCN PhD program requires adherence to the PhD Admissions Selection process.

**Purpose:** The PhD Admissions Selection policy and procedure are intended to:

- Ensure OUCN consistently selects and enrolls high quality applicants

**Scope:** PhD Program Faculty
PhD Admissions Selection Procedure

1. The OUCN PhD program utilizes a standard admission deadline of March 1st of each year to ensure all seats are filled with qualified candidates. Once the March 1st deadline passes, the PhD Faculty Committee reviews complete applications and schedules interviews with applicants.

2. Applications received after the March 1st deadline – will be considered on a space available basis. The PhD Program admits students to begin their studies every Fall Semester. Applicants are notified by Admissions and Records within approximately three to four weeks after admission decisions are made. When the maximum number for admission (predetermined by the Associate Dean and PhD Program Director) is reached, the application cycle is closed and applications will only be accepted for future cycles.

3. Minimum Application Materials:
   a) University application
   b) OUCN PhD Supplemental application
   c) Official transcripts from all previously attended universities and colleges
   d) Official GRE scores
   e) CV using OUCN template
   f) Three Letters of Recommendation
   g) Official TOEFL scores (if applicable)

Criteria

1. Faculty Research Match is required. If no faculty research match is identified, the application will be denied with no further admission consideration.

2. Grade Point Average: MS to PhD Option 3.5 is desired; BSN to PhD Option 3.5 in the last 60 hours towards the earned Bachelor’s degree is desired

3. Competitive Graduate Record Exam (GRE): Desired scores are at the 50th percentile or higher for the Verbal exam [550 or above for old scoring system] and the Quantitative exam [550 or above for old scoring system] and 4 or above for the Writing exam. Test scores over 5 years old are not accepted.

4. Publications, Grants, Awards; Supporting evidence of scholarship

5. Written Supplemental Questions used to evaluate applicant’s writing ability

6. Interview[s]

7. References (minimum 3)

The Interview

1. All applicants will be interviewed by multiple members of the PhD faculty. Prior to interviewing the applicants, faculty will complete a review the application materials.
These materials will be available to the PhD faculty one week before the scheduled interview via a secure, password protected folder on the OUCN secure drive or as a hard copy available in the PhD Program Office.

2. Questions used during the interview will be similar to those answered in the Supplemental application. Additional questions may be posed from the applicant’s statements of interests and motivation for entering the PhD program. Questions involving marital status, financial status, age, or religious affiliation, will never be asked during the interviews.

3. **After the interview has finished, each faculty member is required to fill out the interview summary and submit it to the PhD Program Office so that it may be added to the applicant’s file. Comments from the interviewers are strongly encouraged.** Faculty are asked to make a recommendation regarding admission to the program and the rationale for the recommendation. Were there negative characteristics that you noted? Did something emerge during the interview that you felt was a particularly strong characteristic of the applicant?

**Conflict of Interest**

1. If a member of the interview panel has reasonable belief that his or her past or current experience with a candidate could potentially lead to bias or give that candidate an advantage or disadvantage during the interview, s/he should notify the PhD Program Office as soon as possible so that other faculty members may be assigned.

**Decision Making Process**

1. After all interviews have been completed, the PhD Program Faculty will schedule a meeting to review and discuss all applicants with **COMPLETED** application files. Following the discussion of all completed applications, an electronic ballot will be sent out to the PhD Program Faculty. Each faculty member will be asked to indicate either “Recommend Admission” or “Do not Recommend Admission” and the rationale for the decision. Once the deadline has passed for the electronic ballot, the PhD Program Director will assemble a summary report to include: the number of faculty who voted, the votes and the rationale provided.

2. The Graduate Education Committee will meet to review the results of the PhD Program Faculty ballot, prioritize the admissions, and develop a final set of recommendations along with rationale. The Program Director will prepare the Admissions Recommendation Report following the Graduate Education Committee Meeting and submit the report to the Student Affairs Office for presentation to the Associate Dean for Academic Programs.

3. The Associate Dean for Academic Programs will review the Admissions Recommendation Report and contact the PhD Program Director with any questions. After the review has been completed, the Admissions Recommendation Report is submitted to the Dean for final review and approval.

4. Once the Dean has reviewed and approved the Admissions Recommendation Report, the report is returned to the Student Affairs Office.

5. The Student Affairs Office will provide the PhD Program Director a copy of the Dean’s approval notice and enter decisions in to the OUHSC Student Administration System for the Dean of the Graduate College review and approval. If students are recommended for...
admissions, a copy of the Graduate Education Committee report is also sent to the Dean of the Graduate College. The Graduate College notifies Admissions and Records of the admissions decisions. Admissions and Records sends out the letters to the applicants, notifying them of the admissions decision.

6. Student Affairs is responsible for obtaining completed application materials from Admissions and Records and forwarding the materials in a timely manner to the PhD Program Director. Student Affairs will monitor the progression through Graduate College approval and Admissions and Records sending out admissions decisions letters. Student Affairs will provide regular updates to the PhD Program Director as confirmations of acceptance are received.

Revision History

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<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>3/8/2013</td>
<td>Initial Release</td>
<td>Graduate Education Committee for Nursing</td>
<td>Associate Dean for Academic Programs</td>
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<tr>
<td>2.0</td>
<td>6/10/2013</td>
<td>Modified criteria and process</td>
<td>Graduate Education Committee for Nursing</td>
<td>Associate Dean for Academic Programs</td>
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<td>2.1</td>
<td>6/24/2013</td>
<td>Standardization to include SA as vehicle to move decisions through admission processing</td>
<td>Assistant Dean for Student Affairs</td>
<td>PhD Program Director and Associate Dean for Academic Programs</td>
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