

Doctor of Philosophy in Nursing

# STUDENT HANDBOOK



**PennState**

Ross and Carol Nese  
College of Nursing

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## GREETINGS FROM THE DEAN

Congratulations and welcome to the graduate program of the Penn State Ross and Carol Nese College of Nursing! We hope that your studies will be personally rewarding and professionally challenging. This handbook was created to assist with your transition to graduate studies and provides you with a quick source of useful information.

Choosing to seek graduate study is a significant commitment and we applaud you for embarking on a journey to further your learning. We hope that you will take advantage of all that the University has to offer. The potential for seeking and learning new knowledge surrounds you. It is our hope that you will seek learning from many sources including mentors, classmates, as well as those in other disciplines across the university. Your faculty adviser stands ready to assist you with academic planning and career advice; however, all of our faculty and staff are here to serve you.

We wish you a successful journey in your program of study in our Ross and Carol Nese College of Nursing. Let us know how we can best help you.



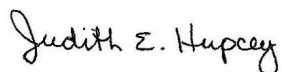
Laurie Badzek, LL.M., JD, MS, RN, FNAP, FAAN  
Dean and Professor, Ross and Carol Nese College of Nursing

## MESSAGE FROM THE ASSOCIATE DEAN FOR GRADUATE EDUCATION

On behalf of the graduate faculty, welcome to the Ph.D. program of the Penn State Ross and Carol Nese College of Nursing! We are delighted you have chosen to attend our program. This is an exciting time for the Ph.D. program. We continue to have a strong Ph.D. program, an increasing number of B.S.N. to Ph.D. students, and two exciting dual-title Ph.D. degrees: one in nursing and bioethics and the other in nursing and clinical and translational sciences.

This handbook has been compiled to assist you as you progress through the Ph.D. program. Please become familiar with its content, as it contains answers to frequently asked questions and provides information about policies and links to help you navigate our system of graduate education. The guidelines in this handbook are valid for the length of a full-time program of study, which is five academic years post-qualifying examination.

The graduate faculty are prepared to help you excel in your academic program. Please feel free to contact them or me if you have any questions or concerns.



Judith Hupcey, Ed.D., CRNP, FAAN  
Interim Associate Dean for Graduate Education

## ROSS AND CAROL NESE COLLEGE OF NURSING GENERAL INFORMATION

The Ross and Carol Nese College of Nursing Graduate Program provides advanced study in human health and development throughout the life span and in nursing's role in providing health services to individuals, families, and communities. The program emphasizes the development of nursing knowledge and the translation of knowledge into practice.

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## ROSS AND CAROL NESE COLLEGE OF NURSING MISSION

WE ARE creating nurse leaders to transform lives and health around the world.

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## ROSS AND CAROL NESE COLLEGE OF NURSING VISION

WE WILL redesign the landscape of health and nursing science through education, research, innovation, practice, and service.

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## ROSS AND CAROL NESE COLLEGE OF NURSING VALUES

The Ross and Carol Nese College of Nursing values align with the Penn State Values and are our shared ideals about how people should act toward one another, the standards to which we hold ourselves, and those beliefs we find important. While aspirational in nature, the Penn State Values articulate nursing's ethical principles and should guide our actions and decisions as members of the Penn State community.

**Integrity:** We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

**Respect:** We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

**Responsibility:** We act responsibly, and we are accountable for our decisions, actions, and their consequences.

**Discovery:** We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

**Excellence:** We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.

**Community:** We work together for the betterment of our university, the communities we serve, and the world.

Revised: Summer 2020

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## BELIEFS ABOUT LEARNING/NURSING EDUCATION

**Learning.** Learning is a continuous, life-long process of self-discovery, knowledge development, evaluation, and growth. It is individualistic and proceeds in a simple to complex manner from the level of development, interests, and motivations of the learner. The teaching-learning process is reciprocal and interactive with faculty and students sharing the cooperative enterprise of learning, inquiry, teaching, and evaluation. The learner is an active participant who assumes responsibility for his/her own learning, and independent learning is fostered by encouragement and support of the learner's self-directed inquiry. The role of the faculty is to support critical thinking, facilitate the learning process, and provide and foster opportunities for life-long learning.

**Nursing Education.** Nursing is primarily an intellectual endeavor and requires that its practitioners develop critical thinking, intellectual curiosity, and disciplined modes of inquiry that are used in the practice of nursing. Nurses and nursing students should develop an understanding of the humanities, learn the fundamentals of the natural and social sciences, and acquire skills and perspectives unique to the field of nursing. One of the faculty's major responsibilities is to develop and implement a nursing curriculum that draws from other disciplines; that organizes content around the fundamental concepts of health, humankind, and environment; and develops full appreciation of nursing's special obligation to teach. The faculty is equally aware of the responsibility to students and nurses to engage actively and continuously in opportunities that will enhance nursing competence and personal awareness. Furthermore, the faculty is sensitive to variations among students that may influence how rapidly and expertly they may be able to assume adequate nursing knowledge and related responsibilities. They encourage personal expressions of interest and preferences within the academic traditions of the University.

The faculty support the concept of educational mobility to provide opportunities for qualified students to enter new careers. The faculty recognize that students learn in many ways and their competencies may be validated by a variety of internal and external evaluative measures. Continuing education is a part of nursing education and supportive to the concept of lifelong learning.

The focus of baccalaureate education in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the health care system to provide comprehensive service to individuals, families, groups, and communities. The graduate of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of working collaboratively with other health professionals, and (4) practice in a variety of health care settings.

The focus of master's education in nursing is to prepare beginning nursing scholars, leaders, and advanced practice nurses with a specialty focus in clinical nursing. The master's degree



specialties include nurse educator, nurse administrator, clinical nurse specialists, and acute and primary care nurse practitioners who serve individuals, families, and aggregate groups within diverse populations and settings.

The focus of the practice doctoral degree in nursing is on the translation of research into practice, transformational leadership, and advanced nursing practice across health care settings.

The focus of research doctoral education in nursing is to develop nurse scientists who are expert research scholars who are able to provide leadership in nursing practice, policy, research, and education.

Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and health care. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate School and graduate education at Penn State.

Revised and Approved April 13, 2015

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#### DIVERSITY STATEMENT

The faculty and staff of the Ross and Carol Nese College of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment; improve the practice and profession of Nursing; and enhance personal creativity and professional growth.

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#### PURPOSE AND OUTCOMES OF THE PH.D. PROGRAM

The purpose of the Ph.D. program in nursing is to develop clinical scholars, faculty, and researchers who can teach and provide leadership through scientific inquiry and innovative practice. Nursing science encompasses the body of knowledge related to the personal experience of health and illness in individuals, families, groups, and communities. As a practice discipline, nurse scientists are in a unique position to assess health needs and design evidence-based interventions to improve the health of groups made vulnerable by complex life circumstances. Research emphasis includes health-related needs and responses of targeted populations, dynamics of the nurse-patient interface, evidence-based solutions for complex nursing problems, and the design and testing of innovative models of nursing care. The faculty of the Ross and Carol Nese College of Nursing believe that significant learning at the doctoral level occurs best within a mentor-type model. Highly

individualized plans of study through which each student can develop depth of expertise and research capability within a specialized area will promote his/her career goals.

The purpose of the Ph.D. program is:

1. To prepare a cadre of highly qualified nurse scientists to advance the art and science of nursing in order to improve the health of the state, nation and the world
2. To prepare nursing faculty with doctorates to teach in baccalaureate and higher degree nursing programs in the state, nation, and other countries
3. To fulfill the research mission of the Ross and Carol Nese College of Nursing as a unit within a major research university

The program outcomes for the Ph.D. in Nursing include the ability to:

1. Demonstrate appropriate breadth and depth of scientific knowledge, and comprehension of the major issues of the discipline of nursing
2. Design and conduct research according to scientific principles to create new knowledge
3. Demonstrate effective teaching and communication skills for dissemination of scientific knowledge to appropriate stakeholders
4. Advance science through interdisciplinary collaboration to improve the health of individuals, families, and communities
5. Lead the discipline of nursing to influence change and practice, education, policy, and research in accordance with the highest ethical standards.

Approved by the Ross and Carol Nese College of Nursing Graduate Affairs Committee  
January 27,2020

#### **B.S.N. TO PH.D.**

This program enables highly qualified students to pursue doctoral study directly from a bachelor's degree program in nursing.

#### **M.S./M.S.N. TO PH.D.**

This program is for students who have already earned a master's degree in nursing or a related field.

#### **DUAL-TITLE PH.D. NURSING & BIOETHICS**

In addition to the above, the purpose of this dual-title degree is to provide Nursing Ph.D. students with the skills and knowledge necessary to conduct research and the perspective necessary to fully engage ethical issues within the discipline of nursing, to conduct original bioethics research, and produce bioethics-related scholarship.

In addition to the above outcomes for the Ph.D. in Nursing, the program outcomes of the Dual-Title Ph.D. Degree in Nursing and Bioethics include the ability to:

1. Produce graduates who have the breadth of knowledge, skills, and experience necessary to engage fully with scholarship from the full range of disciplines related to the

interdisciplinary fields of nursing and bioethics.

2. Enhance employment opportunities for dual-title degree graduates with bioethics training that will prepare them to contribute research and analysis to a broad range of academic and policy programs.
3. Enhance interdisciplinary research and education in bioethics at Penn State.

### DUAL-TITLE PH.D. NURSING & CLINICAL AND TRANSLATIONAL SCIENCES

In addition to the purpose and outcomes of the Ph.D. program in Nursing, the purpose of the dual-title Ph.D. program in Nursing and Clinical and Translational Sciences (CTS) is to provide Nursing Ph.D. students with the skills and knowledge necessary to pursue career paths that involve clinical trials or clinical research programs.

In addition to the above outcomes for the Ph.D. in Nursing, the program outcomes of the Dual-Title Ph.D. Degree in Nursing and CTS include the ability to:

1. Provide value-added training and scholarship for current and future Ph.D. students in the Ross and Carol Nese College of Nursing.
2. Add novel coursework and training not prescribed in an existing (major) graduate degree program.
3. Integrate clinical/translational research training into dissertation work (i.e., Qualifying Examination Exam, Comprehensive Exam, Final Oral Exam, and Dissertation).
4. Enhance methodological/analytical skills and training.
5. Expand employment and career opportunities within the nursing and health sciences arenas.

### ACCREDITATION

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post graduate APRN certificate program at The Pennsylvania State University are accredited by the Commission on Collegiate Nursing Education 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

<http://www.ccneaccreditation.org> The Nurse Practitioner options also are approved by the Pennsylvania State Board of Nursing.

### UNIVERSITY ACCREDITATION

The Pennsylvania State University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education (MSCHE) is a regional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

### TRESSA NESE AND HELEN DISKEVICH CENTER OF GERIATRIC NURSING EXCELLENCE (CGNE)

The Tressa Nese and Helen Diskevich Center of Geriatric Nursing Excellence (CGNE) at Penn State believes every older adult deserves the highest quality of evidenced-based care and well-being that respects their individual goals and preferences. We are an interdisciplinary community of leaders and scholars with expertise in aging, geriatrics, and gerontology. Together with our renowned Ross and Carol Nese College of Nursing research faculty and instructors, we are positioned to lead the next generation of nurse clinicians, educators, and scientists while enhancing the health of all people through quality care and education. CGNE accomplishes its mission through four strategic pillars:

- Educational Excellence
- Scientific Research
- Translation of Best Practice
- Service and Strategic Partnerships

To learn more about the CGNE, visit: <http://www.nursing.psu.edu/cgne/>.

### PROGRAM FOR PERSON-CENTERED LIVING SYSTEMS OF CARE

The Program for Person-Centered Living Systems of Care is an academic initiative within the Center at Penn State that seeks to: develop an interprofessional theory and model for the new field of person-centered living systems of care; conduct research on topics related to person-centered care (PCC); infuse PCC health care service delivery across the spectrum of services (acute to post-acute to community based).

The goals are to:

1. Develop a new integrative model of person-centered living systems of care
2. Develop infrastructure and methodologies for conducting PCC research
3. Conduct applied research on PCC topics
4. Apply best practices to innovative health delivery systems
5. Inform curriculum to educate an interprofessional workforce of future and current care providers
6. Influence policy around delivery of health care services in rural/urban, acute, post-acute, and community-based care settings.

To learn more about the program, visit: <http://www.nursing.psu.edu/cgne/programs/>.

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## CENTER FOR NURSING RESEARCH

Nursing Ph.D. students are key constituents of the Center for Nursing Research (CNR). Students are encouraged to seek support in their research endeavors from the CNR. The CNR provides support in developing and conducting externally funded research projects including but not limited to funding sources, proposal preparation, and managing research awards, particularly National Research Service Awards (NRSA). Please contact Jenifer Hoffman ([gzh2@psu.edu](mailto:gzh2@psu.edu) or 814-865-9337), CNR Director, for further information.

### SEMINARS

Attendance at seminars and workshops offered through the Ross and Carol Nese College of Nursing provides relevant information for doctoral nursing students and valuable networking contacts with professional colleagues.

### MOCK REVIEWS

The CNR also facilitates Mock Reviews of grant proposals prepared by nursing faculty and students prior to submission to the funding agency. All student NRSA proposals receive a Mock Review. During these reviews, senior faculty and consultants provide invaluable feedback to the writer. This critique is critical to enhance the quality and strength of the proposal. Attendance by doctoral students at Mock Review sessions is highly encouraged. Announcements for CNR events are advertised throughout the Ross and Carol Nese College of Nursing and emailed to you through the student listserv.

### CONFERENCES

Ph.D. student attendance at regional or national conferences related to their research is strongly encouraged. The CNR provides supplemental support for registration as well as poster and presentation preparation for graduate students attending conferences. A [Student Research Travel Request](#) should be completed (including mentor approval) and submitted to the Center for Nursing Research at least thirty (30) days before the travel date. Students whose travel is sponsored by the CNR are required to submit a one page [Student Conference Summary](#) and a picture of their presentation or poster before requesting travel reimbursement. The report should reflect on what you learned at the conference, talk about your presentation, your impressions, etc.

## PENN STATE UNIVERSITY AND GRADUATE SCHOOL POLICIES

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### DISABILITY STATEMENT

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources (SDR) website provides contact information for every Penn State campus: <http://equity.psu.edu/sdr/campus-contacts>. For further information, please visit Student Disability Resources: <http://equity.psu.edu/sdr>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/sdr/guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

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## GRADUATE DEGREE PROGRAMS BULLETIN

The Graduate Degree Programs Bulletin contains a wealth of information about University rules, regulations, and policies. Liberal use of this invaluable resource will save many phone calls for information. It is also considered your contract with the University. The Graduate Bulletin can be found on the following web site: <http://www.psu.edu/bulletins/whitebook>.

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## TRANSFER OF CREDIT

Subject to the limitations given below, a maximum of 10 credits of high-quality graduate work done at an accredited institution may be applied toward the requirements for the Ph.D. degree. However, credits earned to complete a previous graduate degree, whether at Penn State or elsewhere, may not be applied to a second graduate degree program at Penn State.

The student should distinguish carefully between the transferability of credit and its applicability in a particular degree program. Approval to apply any transferred credits toward a degree program must be granted by the student's academic adviser or Director of the Ph.D. program in conjunction with the Associate Dean for Graduate Education, and the Graduate School. Transferred academic work must have been completed within five years prior to the date of first-degree registration at the Graduate School of Penn State, must be of at least B quality (grades of B- are not transferable), and must appear on an official graduate transcript of an accredited university.

Pass/fail grades are not transferable to an advanced degree program unless the "Pass" can be substantiated by the former institution as having at least B quality.

Forms for transfer of credit can be obtained from the Office of Graduate Enrollment Services: <https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-309-transfer-credit/>.

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## ACADEMIC CALENDAR

The University academic calendar can be found at <http://student.worldcampus.psu.edu/your-courses-how-to-guide/academic-calendar>. Please refer to this calendar for important course deadlines.

The registration timetable can be found at:  
<https://www.registrar.psu.edu/registration/registration-timetable.cfm>.

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## LIONPATH

LionPATH is the system for student information that is used to register for classes and pay bills. For complete information and directions, go to the registrar's website <http://registrar.psu.edu/lionpath/knowledge-center.cfm>.

Here are some general training videos to help you navigate the new LionPATH system for graduate students: <http://lionpathsupport.psu.edu/student-help/>.

You should be able to schedule all of your courses using LionPATH. If you have any trouble scheduling World Campus courses, please contact World Campus Registration at [registration@outreach.psu.edu](mailto:registration@outreach.psu.edu), 814-863-5256 or (800) 252-3592. Students can search for classes within the LionPATH Student Center via the Class Search or by using Schedule Builder.

First time students logging in to LionPATH, must sign the Consent to Do Business Electronically agreement in order to use the system. While not technically a part of enrollment, this screen will prevent all other actions until students have clicked the box to indicate their agreement. If they do not agree, students will have to conduct LionPATH business outside of the system.

Students will not be eligible to enroll in classes until they have completed their Pre-Registration Activity Guide each semester, which includes verification of emergency contact information and the new Financial Responsibility Agreement (FRA). A graduate student who is in residence at the University is expected to be properly registered. In residence means that the student (whether full- or part-time, whether commuting to campus or other instructional site or living nearby or on campus) is pursuing graduate credits and/or an advanced degree by (a) attending classes or seminars for credit or audit; (b) doing a term project, independent study, or similar research or scholarly work in a University laboratory or other research facility; (c) consulting in person or by other means of communication with one or more faculty members on scholarly matters, or projects (d) using the library, Computer Center, or other University information resources; or (e) using other University facilities provided for graduate study. The responsibility for being properly registered rests first with the student and secondarily with the student's adviser. A student may register for course

work or research or a combination of the two. In the later stages of the program, the situation will determine the requirements for the student's registration.

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## REGISTRATION STATUS

A graduate student who is in residence at the University is expected to be properly registered. In residence means that the student (whether full- or part-time, whether commuting to campus or other instructional site or living nearby or on campus) is pursuing graduate credits and/or an advanced degree by (a) attending classes or seminars for credit or audit; (b) doing a term project, independent study, or similar research or scholarly work in a University laboratory or other research facility; (c) consulting in person or by other means of communication with one or more faculty members on scholarly matters, or projects (d) using the library, Computer Center, or other University information resources; or (e) using other University facilities provided for graduate study. The responsibility for being properly registered rests first with the student and secondarily with the student's adviser. A student may register for course work or research or a combination of the two. In the later stages of the program, the situation will determine the requirements for the student's registration.

The Penn State registration process is not complete until tuition and fees are paid. After students schedule their courses, the [Bursar's Office](#) will send an e-mail message to the student's official University e-mail account announcing that the eBills are available. Regardless of the amount due, action is required to complete the registration process. For detailed information concerning your tuition bill please contact the Bursar's office.

## CONSEQUENCES OF INCOMPLETE REGISTRATION

1. Students will not receive grades for courses attended.
2. Once classes begin, students cannot add, late add, or late drop courses for the current semester.
3. Students are ineligible to register for future semesters.
4. If receiving student loans, the student may enter a repayment status with lender.
5. If receiving student aid, some aid sources may be cancelled and unable to be reinstated at a later date.
6. If receiving a Federal Work Study award, the student cannot be hired.
7. The University reserves the right to cancel an incomplete registration for failure to pay tuition and fees.

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## TUITION SCHEDULES/BILLS

Students can get information about pay their Tuition Bill from the [Bursar's](#) website.

To view current Tuition Rates and schedules please visit Penn State's [Tuition](#) website.



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## ACADEMIC INTEGRITY STATEMENT

The Ross and Carol Nese College of Nursing Graduate Program (<http://www.nursing.psu.edu/undergraduate/academic-integrity>) follows the guidelines and procedures stated in Faculty Senate Policy 49-20, <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#49-20> as follows:

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments (Senate Policy 44-40: Proctoring of Examinations). At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and College academic integrity policies to that course.

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## PLAGIARISM

Talking over your ideas and/or soliciting comments on your papers from faculty and students are not examples of plagiarism. Taking someone's published or unpublished work or ideas and using them or calling them your own is plagiarism (this includes work done by individuals who have previously completed a course in which you are enrolled).

Referencing others' works is extremely important. Direct quotes need to be placed in quotation marks and the page from where the quote was taken documented. All other works used in the development of the paper need to be cited in the reference list. It is considered plagiarism if these procedures are not followed.

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## CODE OF CONDUCT

All graduate students are expected to adhere to the Code of Conduct and Academic Standards as clarified by Graduate Council in the Graduate Degree Bulletin, at the Graduate

School web site: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-801-conduct/>.

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## GRADING SYSTEM

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. The following grading system applies to graduate students:

A (EXCELLENT) indicates exceptional achievement

B (GOOD) indicates substantial achievement

C (SATISFACTORY) indicates acceptable but substandard achievement

D (POOR) indicates inadequate achievement and is a failing grade for a graduate student. A course in which a D has been obtained cannot be used to meet graduate degree requirements and will not count toward total credits earned.

F (FAILURE) indicates work unworthy of any credit and suggests that the student may not be capable of succeeding in graduate study.

The grade-point equivalents for the above marks are A, 4.00; B, 3.00; C, 2.00; D, 1.00; F, 0. A +/- grading system is also in effect which includes A-, B+, B-, and C+. The grade-point equivalents are A-, 3.67; B+, 3.33; B-, 2.67; and C+, 2.33.

In addition to the quality grades listed above, three additional grade designations, DF (Deferred), NG (No Grade), and R (Research), may appear on a student's transcript.

DF (Deferred): If work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place of a grade, which will appear temporarily on the student's record.

It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade.

Required work should be completed and the DF resolved as soon as possible once assigned, but must be resolved (i.e., the course must be completed) no later than 12 weeks after the course end date as noted on the Registrar's Schedule of Courses, unless an extension of a specific duration to a specified date is agreed upon by the instructor and student and approved by the Graduate School that allows for a completion deadline longer than 12 weeks.

A DF grade that is not resolved before the end of this period automatically converts to an F and cannot be changed without approval by the Graduate School.

No DF grades may remain on the record when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's completed for a student continuing through for a doctoral degree) and the doctoral qualifying and comprehensive examinations, and final oral examination/final performances. Graduate programs may add additional benchmarks.

NG (No Grade): If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within 12 weeks following the posting of the NG automatically becomes an F.

An NG that has converted to an F may not be changed without approval from the Graduate School.

No NG grades may remain on the record when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's completed for a student continuing through for a doctoral degree) and the doctoral qualifying and comprehensive examinations, and final oral examination/final performances (See [GCAC-401](#)).

## DEFINITION OF GRADES

University Faculty Senate Policy 47-60 applies to all grading in the Ross and Carol Nese College of Nursing Graduate Program as follows:

Grade	Grade-Point Equivalent	Percentage Equivalent
A	4.0	94—100
A-	3.67	90—93
B+	3.33	87—89
B	3.00	83—86
B-	2.67	80—82
C+	2.33	77—79
C	2.00	75—76
D	1.00	68—74
F	0	Below 68

Alternatives to letter grades are applied as defined in University Faculty Senate Policies 49-60; 42-50.2; 48-40; 48-80 and 49-40. Students are responsible for following course requirements and notifying faculty and the Graduate School Office when there is some reason, they will not be able to complete a course. Grade changes and corrections are more difficult to accomplish after the course has been completed and the semester has ended.

A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program will be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major or by the chair of the student's doctoral committee (See [GCAC-803](#)).

No deferred or missing grade may remain on the record at those times when a student reaches an academic benchmark. Benchmarks include completion of the doctoral qualifying examination, comprehensive examination, and final oral presentation.

There are only three circumstances under which a course grade, once assigned, can be changed:

1. If there was a calculation or recording error on the instructor's part in the original grade assignment.
2. If it is a course for which an R grade has been approved and in which an initial R can be assigned and changed within one semester to a quality grade.
3. If, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

In the case of certain courses (e.g., N596, N600) approved by the Graduate Council, the instructor may report the symbol R in place of a grade. An R does not influence the grade-point average. It indicates that the student has devoted adequate effort to the work scheduled but gives no indication of its quality. The symbol may be used, for instance, in courses that are officially designed to extend over more than one semester or in courses for which a quality grade is not appropriate. An R in an approved course need not be changed later to a quality grade but may be changed if the instructor deems it appropriate when the course work has been completed. A quality grade must be reported no later than the end of the following semester. A course with an unresolved R grade may remain on the transcript after graduation but may not be used to fulfill graduation requirements.

#### [SENATE POLICY 34-89 \(COURSE DROP\)](#)

A student may drop a course without academic penalty during the Course Drop period. If the duration of the course is equal to the duration of the semester, this period is the first six (6) calendar days of either the fall or spring semester, beginning midnight on the first day of class. For all other courses (those not equal in duration to a semester of which they are part

and all courses offered in the summer), the duration of the Drop Period is calculated by multiplying six (6) days by the duration of the course (in weeks) divided by fifteen (15) weeks, and then rounding up to the next higher whole number of days. For example, a 6-week course would have a drop period of 3 calendar days ( $6 \text{ days} * 6 \text{ weeks} / 15 \text{ weeks}$  equals 2.4 days, rounded up to 3 days).

There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student's academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period, the student may drop a course (Late Drop), and a notation (Policy 48-20) will be entered on the student's academic record.

#### SENATE POLICY 48-20 FAILURE TO COMPLETE A COURSE

1. When a student officially drops a course within the course drop period, no symbol or grade of any kind is to be reported.
2. When a student officially drops a course after the course drop period, a symbol of LD, according to the policies of Sections 34-89, is to be reported.
3. When a student registers for a course but ceases to attend class without officially dropping the course, the student is to be given a grade of F in the course.
4. When a student officially withdraws from the University in accordance with Section 56-30, the symbol W shall be reported for each course, unless an accusation of academic dishonesty has been made against the withdrawing student. In such a case, Section 49-20 supersedes the assignment of the symbol W in that course.
5. A symbol of AUU shall be recorded for unsatisfactory attendance in an audited course in accordance with Section 48-80.

#### SENATE POLICY 48-50 NO GRADE (NG)

If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within five weeks following the posting, the NG automatically becomes an F. A NG grade that is automatically converted to an F can later be corrected in accordance with Senate Policy 48-30. Students with NG on their transcripts will not be allowed to graduate.

## SENATE POLICY 48-80 COURSE AUDIT

When a student is registered in a course as an auditor, no final grade is to be given, but the symbol AU shall be used if attendance has been regular, the symbol W if attendance has been unsatisfactory.

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## PROCEDURE FOR RESOLUTION OF STUDENT CONCERNS

Formal mechanisms are in place to resolve student problems in the classroom, outside the classroom, and regarding grade disputes. Concerns about course grades and grading should be handled between the student and his or her instructor as outlined in the University Faculty Senate Policies 47-00, 48-00, and 49-00. To view the policies, visit the University Faculty Senate home page at <http://senate.psu.edu/>.

Procedures for resolution of problems can be found in the Graduate Degree Programs Bulletin: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-802-procedures-for-resolution-of-problems/>.

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## DEFINITION OF ACADEMIC STATUS

### FULL-TIME

Students holding fellowships, traineeships, or other awards based on academic excellence are required to carry 9 or more credits each semester. Students carrying 5 credits in summer session are considered full-time.

### PART-TIME

A student who in any semester or summer session is registered for study but who does not meet the criteria for full-time status is considered to be engaged in part-time academic work for that semester.

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## CONTINUOUS ENROLLMENT

It is expected that all graduate students will be properly registered at a credit level appropriate to their degree of activity. **After a Ph.D. candidate has passed the comprehensive examination, the student must register continuously for each fall and spring semester until the dissertation is accepted and approved by the doctoral committee.**

If a Ph.D. student will not be in residence for an extended period for compelling reasons, the Dean of the Graduate School will consider a petition for a waiver of the continuous registration requirement. The petition must come from the doctoral committee chair and carry the endorsement of the Associate Dean for Graduate Education.

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## GRADUATION DEADLINES

It is the responsibility of students to notify the University of their intention to graduate. Students will be able to apply for graduation in the LionPATH system. Once application is

completed within LionPATH, students should confirm with the Ross and Carol Nese College of Nursing Graduate Program office that they are appropriately scheduled for graduation within the system.

After the activation period expires, graduate students must contact the Ross and Carol Nese College of Nursing Graduate Program Office if they wish to activate or remove their intent to graduate.

Graduating students must then fill out the necessary forms for attending commencement.

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## GRADUATE STUDENT POLICY FOR SAFE TRAVEL

For information regarding international travel please see <https://policy.psu.edu/policies/tr01>.

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## RECOMMENDED PRACTICES IN GRADUATE EDUCATION

*Fostering successful interactions among faculty, administrators, and graduate students.*

This document suggests examples of recommended practices in each of three core areas for all of the key participants in graduate student education. Programs use these as a set of recommended practices that meet the needs of their students. More information can be found on: <http://gradschool.psu.edu/faculty-and-staff/faculty/recommended-practices/>.

## SCHOLARSHIP AND RESEARCH INTEGRITY (SARI)

The SARI program at Penn State is designed to offer graduate students comprehensive multilevel training in the responsible conduct of research in a way that is tailored to address the issues faced by individual disciplines. The program is implemented by Penn State colleges and graduate programs in a way that meets the particular needs of students in each unit. The SARI program has two parts:

All Graduate students are required to complete an online Institutional Review Board (IRB) training program provided by the Collaborative Institutional Training Initiative (CITI).

Graduate students will also be required to engage in an additional 5 hours of discussion-based Responsible Conduct of Research (RCR) education. These discussions will encompass both universal and discipline-specific material. The Ross and Carol Nese College of Nursing will incorporate the additional 5 hours of RCR education within NURS 587, Ethics in Health Research, for doctoral students.

## ACCESS THE CITI PORTAL

1. To access the CITI courses, go to: <http://citi.psu.edu>.
2. Choose “**University Park, Commonwealth, and other non-Hershey personnel**” log in button. Log in with your Penn State credentials.

## CHOOSING THE APPROPRIATE CURRICULUM/TRAINING MODULES

1. Click “**View Courses**” beside “**Pennsylvania State University.**” Click on “**Add a Course.**”  
NOTE: ALL students will access these courses by choosing “**Pennsylvania State University**” (second option), do not use the “**Pennsylvania State Univ-Hershey**” option, even if you are a student at the Hershey campus.
2. From the list of choices, select “**Institutional Review Board (IRB) training for Human Subjects Research.**” Then click the Next button.
3. Select “**NO, I have Not completed the Human Subjects Research (IRB) Course through CITI. I need to complete the Human Subjects Research (IRB) Course.**” Click Next.
4. Select “**Social Science Research.**” Click Next.
5. A list of several topics will appear; these are your elective choices. Choose the course of most interest to you. Click Next.
6. You should then see a list of 2 courses: 1) your **IRB Course** (Social Science) and 2) your **elective course**. Click on “Start Now” to get started.
7. Once you have registered, you may enter and leave the course at any time while completing the modules.

Once the CITI courses are complete, it is the student’s responsibility to upload a copy of the completion certificate to American Data Bank for review. **All Graduate students are required to complete the online training and any refresher courses necessary throughout the program to keep IRB training current. Students may not graduate if these courses are not completed.**

## ROSS AND CAROL NESE COLLEGE OF NURSING POLICIES

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### DEFERRAL OF ADMISSION

Students may defer enrollment (admission) into the Ph.D. program for up to three continuous semesters (including the summer) after the semester of admission. Any student wishing to defer enrollment should contact the Graduate Adviser with their intent to defer and their proposed semester of return.

If the student wishes to return after two continuous semesters have passed from the initial semester of admission, the student must submit a new application by the prescribed application deadlines of February 1 for Fall re-admission and October 1 for Spring re-admission.

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### WITHDRAWAL POLICY

Withdrawal from the University is defined as dropping all registered courses for the current semester or session or non-registration for one or more semesters. Officially withdrawing from the University will also cause a cancellation of scheduled and registered courses for any future semester. In the case of a “summer-only” withdrawal, fall registration will be maintained and re-enrollment/readmission is not necessary. Anyone who has withdrawn



from the University and now plans to register for coursework is required to apply for re-enrollment (see resume study information: <https://gradschool.psu.edu/graduate-admissions/how-to-apply/current-students/>).

Matriculated students who need to drop all courses and wish to register in future semesters or who plan to take a semester off from graduate studies, are required to discuss their plans for withdrawal with their Ph.D. Advising Team at least four weeks prior to the semester in which they intend to withdraw. Following this discussion, the Associate Dean for Graduate Education will be notified, and a letter placed into the student's academic file.

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## RE-ENROLLMENT POLICY

The process of re-enrollment is required of all students who have withdrawn from the University. Withdrawn status is defined as a graduate student dropping all registered courses during the fall or spring semester or not registering for more than one semester with plans to enroll in a subsequent semester. If space is available, approval for re-enrollment will normally be given to students who were in good academic standing in the Ross and Carol Nese College of Nursing prior to their withdrawal. Students initiate this procedure by completing the graduate resume study form (<https://gradschool.psu.edu/graduate-admissions/how-to-apply/current-students/>) and submitting it to Office of Graduate Enrollment Services; The Pennsylvania State University; 114 Kern Building, University Park, PA 16802-3396.

Only students in degree status and in good academic standing are eligible for re-enrollment in the Ross and Carol Nese College of Nursing. Re-enrollment is a two-step process in which the student submits a formal request to the Associate Dean for Graduate Education in the Ross and Carol Nese College of Nursing and completes the Graduate School's resume study form. The Associate Dean for Graduate Education must approve the resume study prior to re-enrolling.

The Graduate Program in the Ross and Carol Nese College of Nursing requires the student to have had a 3.0 GPA when last enrolled. Students who resume study in the Graduate Program must meet with their Ph.D. Advising Team to determine the plan of study. Additional coursework may be required for students who have withdrawn from graduate studies. This will be determined based on the period of time the student has been away from the University and prior course work completed. The plan of study may include a requirement of demonstrating continued competence.

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## ACADEMIC PROGRESSION GUIDELINES

Progression in the Ph.D. program is based on satisfactory scholarship in required and support courses as well as adequate progress in the project. The policy related to academic progression in the doctoral program in nursing is based on the Graduate School's policy stating that one or more failing grades or a cumulative grade point average below 3.0 for

any semester or combination of semesters may be considered as evidence of failure to maintain satisfactory scholarship and may result in the student being dropped from the University. Beyond a failing grade and/or the cumulative/semester GPA, the Ross and Carol Nese College of Nursing considers all quality grades (including grades in required core courses and other courses) as indicators of satisfactory academic progress in the Ph.D. program in Nursing. When a student drops a course after the regular drop/add period, it is considered a late drop. This action will be reflected on his/her record with the symbol LD.

## REQUIRED CORE COURSES

Required core courses include prescribed courses in the Nursing Science and Research Methodology/Statistics cores (as defined by the Ph.D. Program Curriculum). The academic standards adopted by the Ross and Carol Nese College of Nursing for all students apply to students enrolled in the Ph.D. program:

1. Successful completion of prerequisite courses is defined as a grade of “B” (83%) or better according to the University grading scale.
2. Successful completion of required nursing courses is defined as a grade of “B” (83%) or better according to the Ross and Carol Nese College of Nursing grading scale.
3. All prerequisite courses and required nursing courses may only be repeated one time.
4. A student who earns a “B-” or lower in any two required nursing courses will be dismissed from the nursing program.
5. Ph.D. students are limited throughout their degree program to 6 credits of late drop that occur while the student is in academic jeopardy and/or after 50% of the semester has been completed.
6. A combination of 6 credits of late drop that occur while the student is in academic jeopardy and/or after 50% of the semester has been completed and one “B-” will result in dismissal from the nursing program.
7. Students who wish to return to the University after a leave of absence or to re-enroll after withdrawing will apply to resume study, and if accepted, re-enter under the curricular requirements at the time of re-enrollment. If a significant amount of time has lapsed, additional coursework may be required. Scheduling may depend on availability of space.

Approved by Graduate Affairs Committee September 26, 2016

## OTHER COURSES

All other courses included in a doctoral student’s program of study contribute evidence of successful academic progression. The designation of “other courses” includes statistics courses that are allocated to the core requirements, support courses, and any other course in the program of study (typically designated as electives). Evidence of successful progression in these courses is evidenced by a quality grade of B or higher. Achievement of

a B- or lower in any course is considered unsatisfactory and results in a formal review of academic progress (regardless of cumulative/semester GPA).

## REVIEW OF ACADEMIC PROGRESS

Advisers complete a formal annual review of academic progress. Students are required to update their Individual Development Plan (IDP) annually in conjunction with their academic adviser. The adviser determines whether adequate progress has been made and makes recommendations to the Director of the Ph.D. Program. A student who fails to make satisfactory progress toward program completion will receive a letter from the Director of the Ph.D. Program with these recommendations. If the student does not follow the recommendations, the student may be dismissed from the program.

A formal review is also initiated when a student fails to meet The Graduate School's GPA requirements or achieves a quality grade of B- or lower in any course. In these cases, the academic adviser or the Director of the Ph.D. Program counsels the student, and a remediation plan is developed with guidance of the Graduate Standards Committee, if needed. The remediation plan will be addressed in subsequent annual IDP review meetings to describe the student's progress until the remediation has been successfully addressed.

Updated by the Graduate Affairs Committee April 6, 2009

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## EXPECTATION FOR EXCELLENT WRITING AT THE GRADUATE LEVEL

All written work will be graded based on assignment content criteria. However, all writing assignments are expected to demonstrate excellent graduate level writing, which includes writing that is free of typographical errors, misspellings, and punctuation errors. Excellent writing also contains proper grammar and correct APA formatting (when applicable). Writing should be concise, include relevant content and support, as well as meet assignment requirements in a well presented, easy to read format. No points will be assigned for completing these requirements, but up to 10% of your assignment total grade may be deducted for not demonstrating excellent writing skills. We strongly encourage you utilize the various resources available through The Graduate Writing Center at <https://gwc.psu.edu/>.

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## INCLEMENT WEATHER POLICY

### RESIDENTIAL COURSE (ON CAMPUS) CANCELLATION POLICY

In case of inclement weather, faculty will notify students in the event of class cancellation. Please check your Penn State email for cancellation notices. At times, faculty may determine to deliver the course online when they are not able to attend class. Students may also check their campus website for cancellations and closures or sign up for PSU Alert (<https://psualert.psu.edu/psualert/>)

Because weather conditions will vary among campuses, do not assume that class is cancelled at all campuses if your local campus is closed.

## ONLINE COURSE CANCELLATION POLICY

Classes delivered online will not be cancelled due to inclement weather. If a student is unable to access the internet due to weather conditions (e.g., power outage), please contact your instructor as soon as possible.

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## SOCIAL MEDIA POLICY

The Social Media policy provides Penn State Ross and Carol Nese College of Nursing (CON) students with rules to participate in social media, including Penn State Ross and Carol Nese College of Nursing social media and in non-Penn State CON social media.

Definition: Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality. As a nursing student, it is important to represent Penn State Ross and Carol Nese College of Nursing in a fair, accurate and legal manner while protecting the College's reputation.

1. Students may be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, mentors, nurses, Penn State faculty and staff, employers and co-workers included. Sanction will be determined by the University Office of Student Conduct, the Ross and Carol Nese College of Nursing Academic Integrity Committee, or the appropriate Ross and Carol Nese College of Nursing Academic Administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses and /or other nursing students.
7. Students must be knowledgeable of hospital and health care institution policies, relevant state and federal laws and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.

8. The Ross and Carol Nese College of Nursing may take action to dismiss any student from the Nursing program who violates the Social Media Policy.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

University Policy; Approved by Administration June 2013

**References:**

ANA, (2011). Principles for social networking and the nurse.

ANA (2011). Six tips for nurses using social media.

Carlow University College of Nursing, Social Media Policy (with permission)

National Council State Board of Nursing (2011). White paper: A nurse's guide to the use of social media.

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## GRADUATE PROGRAM FORMS

For a complete listing of Graduate Program Forms, please visit the Forms page at the Ross and Carol Nese College of Nursing website: <https://www.nursing.psu.edu/student-forms/>. You will need the free [Adobe Acrobat Reader](#) program to view these forms.

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## ROSS AND CAROL NESE COLLEGE OF NURSING LOGO

Use of the official Penn State (University Park) and/or Ross and Carol Nese Ross and Carol Nese College of Nursing logo is restricted to Ross and Carol Nese College of Nursing faculty and students. All students who use official logos for posters and oral presentations must have their presentation approved by their academic adviser. Once a student has graduated, official Penn State logos may only be used when a Penn State faculty person is listed as a co-presenter and has approved the presentation.

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## ROSS AND CAROL NESE COLLEGE OF NURSING BUSINESS CARDS

A Ph.D. student wishing to purchase business cards will do so at their own financial responsibility. Business cards can be ordered by contacting Kori Johnsonbaugh at 814-863-0245 or [kkj10@psu.edu](mailto:kkj10@psu.edu). The University offers a variety of styles; however, the following example is the information that is required by the Ross and Carol Nese College of Nursing.

Credentials: You may not use Ph.D.(c), but instead should use the highest degree that you have earned to date after your name. You may add: Ph.D. Student, Ross and Carol Nese College of Nursing. Cell Number: Please make certain voicemail message is professional.

<b>Student Name, Credentials</b>	
203 Nursing Sciences Building	<b>Cell Number:</b>
The Pennsylvania State University	
University Park, PA 16802-6509	<b>Email Address:</b>
<a href="http://www.nursing.psu.edu">www.nursing.psu.edu</a>	
Official PSU logo to appear here	

## PROFESSIONAL COMPLIANCES

All graduate nursing students are required to meet minimum compliance requirements. These requirements ensure the safety of both you as a student and the various populations that you may encounter during your educational experience at The Pennsylvania State University. This is a requirement that you must fulfill annually while enrolled in the program, by August 1 of each year. You must use your @psu.edu email for this process. As a graduate student, you represent the Ross and Carol Nese College of Nursing and The Pennsylvania State University. Incomplete compliances may result in an inability to register for the upcoming semester. Students may not attend any courses unless all requirements are completed and approved.

The Ross and Carol Nese College of Nursing utilizes a third-party service called American DataBank (<http://psucompliance.com/>) to monitor and track your compliances. You will be charged a fee to utilize this service. This does not include fees paid to the Department of Public Welfare for your Child Abuse History Clearance and FBI Fingerprints. Students will receive notification via email from the Ross and Carol Nese College of Nursing about the process to register with American DataBank. Compliance documents can be uploaded to American DataBank electronically. It is the student's responsibility to upload documents. The Ross and Carol Nese College of Nursing cannot accept or maintain any hard copies of compliance records. Please note that certain background clearances may take at least four weeks for processing, so please plan ahead and allow a sufficient amount of time. Required Compliances are outlined below.

## STUDENT COMPLIANCE REQUIREMENTS

Ph.D. students will have basic requirements open at the time of purchase of American DataBank.

<u>In-State Student</u>	<u>Out-of-State/Out-of-Country Student</u>
1. PA Nursing License	1. Nursing License

2. Collaborative Institutional Training Initiative (CITI) Training	2. Collaborative Institutional Training Initiative (CITI) Training
3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB)	3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB)

## COMPLIANCE DUE DATES

All compliances are due on August 1<sup>st</sup> each academic year. This ensures that the student is compliant throughout the entire academic year.

## EVIDENCE OF CURRENT NURSING LICENSE

All students are required to present a valid RN license in their home state or country.

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## UNSUCCESSFUL CLEARANCE PROCEDURES

Any unsuccessful compliance requirement will be addressed by the Program Director.

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## POLICY FOR NON-COMPLIANT STUDENTS

All students are expected to meet compliance requirements by their assigned due date. Students who fail to complete their compliances by their assigned due date will not be permitted to begin or resume their coursework. It is the student's responsibility to monitor and upload any compliances before they expire so that there is no interruption.

## PH.D. PROGRAM IN NURSING

The Ph.D. is a research doctoral degree that prepares nurse scientists. Traditional options include the B.S.N. to Ph.D. and M.S./M.S.N. to Ph.D. Each program is described below. Sample Plans of Study can be found later in this section.

Students interested in the Dual-Title Ph.D. programs in Nursing & Bioethics or Nursing & Clinical and Translational Science must first matriculate in the Ross and Carol Nese College of Nursing Ph.D. program. An additional application is required for the Dual-Title programs. Further information is in a later section of this handbook.

In order to build an interdisciplinary perspective, a *minimum of 6 individual specialty credits* from other disciplines (non-nursing) are required throughout the Ph.D. program.

The Ph.D. curriculum is composed of 3 components:

1. Nursing Science Core: minimum of 15 credits, consisting of NURS 579 (1), NURS 580 (3), NURS 582 (3), NURS 583 (1), NURS 584 (3), NURS 587 (1), and NURS 589 (3). In addition, NURS 596 (3) will be required of students who are not research assistants on an active faculty research study.

2. Research Methodology and Statistics: minimum of 18 credits, consisting of NURS 585 (3), NURS 586 (3), NURS 578 (3), STAT 500 (3) or PHS 520 (3), NURS 851 (4) or PHS 521 (3), and at least one additional research methods or statistics 3 credit course approved by the student's adviser and/or doctoral committee.
3. Courses for Individual Specialty: minimum of 12 credits (15 credits for a Minor).

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### B.S.N. TO PH.D.

The B.S.N. to Ph.D. program enables highly qualified students to pursue doctoral study directly from their B.S.N. program in nursing. Students will complete a minimum of 71 credits. The estimated program completion time for a full-time student is five years. Plans of study are individually developed in consultation with the Director of the Ph.D. Program and/or the academic adviser.

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### M.S./M.S.N. TO PH.D.

Students entering with a M.S./M.S.N. degree will complete a minimum of 47 credits. The estimated program completion time for a full-time student is four years. Plans of study are individually developed in consultation with the Director of the Ph.D. Program and/or the academic adviser.

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## GRADUATE NURSING COURSE DESCRIPTIONS

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### NURSING SCIENCE CORE

The Nursing Science Core includes a minimum of 15 credits, all prescribed. The core of required nursing courses is designed to address the philosophical base and the essence of nursing science to provide students with the requisite knowledge to conceptualize and operationalize nursing science and practice. Courses are designed to develop skill in critical thinking, synthesis, technical writing, and mastery of nursing science.

**NURS 579**     *Overview of Nursing Scholarship (1 credit).* In this course, students will develop foundational skills for engaging in nursing, research, and scholarship.

**NURS 580**     *Theoretical and Philosophical Basis of Nursing (3 credits).* This course gives students an overview of the process of intellectual inquiry, exploring the foundations of scholarly disciplines in general and the discipline of nursing in particular.

**NURS 582**     *Literature Synthesis for Nursing Science (3 credits).* In this course, the scientific basis of nursing will be critically and systematically appraised. Students will focus their inquiry on a self-selected area of research with the goal of developing the foundation of the literature review for their dissertation.



- NURS 583** *Advanced Seminar in Nursing Science (1 credit, repeatable)*. Interactive seminar for developing a dissertation and discussing dissertation-related issues. Through a seminar format, this course will review the components part of a dissertation through the lens of giving and receiving both peer and faculty feedback.
- NURS 584** *Roles and Responsibilities of the Nurse Scientist (3 credits)* This course provides students with an overview of career opportunities and responsibilities related to nursing science.
- NURS 587** *Ethics in Health Research (1 credit)*. This course provides the theoretical and practical knowledge needed to design and conduct ethically responsible behavioral and health sciences research.
- NURS 589** *Grant Writing in Health Sciences (3 credits)*. This seminar provides a foundation for students to identify appropriate funding mechanisms and prepare research type grant applications for the National Institutes of Health (NIH) as the focal point of submission; however, knowledge and skills gained in this seminar will be relevant to other funding sources and mechanisms.
- NURS 596** *Independent Study: Research with Faculty (variable credit; 3 credit minimum for students who are not research assistants on an active faculty research study, 1 credit = minimum of 45 hours)*. Students work on a faculty-mentored research project in order to gain a deeper understanding of how to plan, manage, and disseminate nursing research. **Note:** *This requirement may be met through coursework completed with a faculty researcher in a related discipline; however, such an approach should be coordinated with the academic adviser.*

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## RESEARCH METHODOLOGY AND STATISTICS CORE

The Research Methodology and Statistics Core includes a minimum of 18 credits. The research methods component is designed to enable graduates to critically evaluate published research reports and to conduct independent research within a well-defined specialty area. Competency is expected in qualitative and quantitative research methods, as well as in-depth knowledge about specific research methods that are most relevant for pursuing the student's selected research program. A minimum of 18 credits approved by the student's adviser and/or doctoral committee is required to meet this component.

- NURS 578** *Mixed Methods in Health Research (3 credits)*. This core PhD nursing research course gives an overview of the design and conduct of mixed methods research, in which both qualitative and quantitative data are collected, analyzed, and integrated within a single study, enabling a multi-faceted understanding of nursing phenomena.

**NURS 585** *Qualitative Methods in Health Research (3 credits)*. Provides an overview of qualitative research methodologies useful in the conduct of social and behavioral health research.

**NURS 586** *Quantitative Methods in Health Research (3 credits)*. An overview of methodological considerations specific to quantitative health research.

**STAT 500:** Applied Statistics (3 credits) AND

**NURS 851:** **General Linear Modeling in Health Research (4 credits)**. An overview of the process of developing and testing hypotheses including hypotheses testing mediation and moderation. Prerequisite: Stat 500 or PHS 520 or HDFS 519 or EDPSY 406

or **STAT 501:** Regression Methods (3 credits)

-OR-

**PHS 520:** Principles of Biostatistics (3 - 4 credits) AND **PHS 521:** Applied Biostatistics (3 credits)

**Research Methods or Statistics Elective** (3 credit minimum)

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#### COURSES FOR INDIVIDUAL SPECIALTY

The courses for individual specialty are intended to build the student's knowledge base about the specific domain that they will study. These must include a minimum of 12 credits (15 credits for a minor). The student is expected to develop in-depth knowledge of the area of specialization through relevant course work and independent study in nursing and/or other Colleges of the University. A minimum of 6 individual specialty credits must be from other disciplines (non-nursing).

In order to satisfy this requirement, students have two options:

**Complete an interdisciplinary graduate minor** (e.g., gerontology). A minor is not required by the Ross and Carol Nese College of Nursing. Students choosing to complete a graduate minor should carefully adhere to programmatic requirements and required documentation with the sponsoring unit. When a graduate minor is completed, one doctoral committee member must represent the minor area. The committee member representing the minor may serve as the outside member if his or her budgetary appointment satisfies the criteria set by the Graduate School. The Chair of the dissertation committee *cannot* serve as the student's minor adviser.

[<https://bulletins.psu.edu/graduate/programs/minors/> for a listing of approved graduate minors; and <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-600/gcac-602-Ph.D.-committee-formation/> for committee specifications.]

**Select courses from a mix of interdisciplinary areas** to build a coherent program of study in support of the planned dissertation work. It is not necessary to include nursing courses in the mix; all 12 credits may be taken from academic units other than nursing.

It is critical to note that courses designated as *Courses for Individual Specialty Area* on the plan of study must be meaningfully integrated into a coherent program of study; this is not a simple credit count. All course selections should be discussed with the academic adviser. Once a dissertation chair is named, the chair assumes responsibility for ensuring that the plan of study for individual specialty courses is appropriate and adequately supports the dissertation plan. The Chair (in collaboration with the Doctoral Committee) may recommend additional courses prior to dissertation.

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## DISSERTATION

The Graduate School defines the dissertation as *“the ability to do independent research and competence in scholarly exposition must be demonstrated by the preparation of a dissertation on some topic related to the major subject. It should represent a significant contribution to knowledge, be presented in a scholarly manner, reveal an ability on the part of the candidate to do independent research of high quality, and indicate considerable experience in using a variety of research techniques. The contents and conclusions of the theses must be defended at the time of the final oral examination.”*

<https://bulletins.psu.edu/graduate/programs/majors/nursing/>.

The dissertation focuses on a well-defined, researchable problem relevant to the knowledge domain of nursing. The research topic originates from the student who writes a research proposal and presents it to the doctoral committee in a formal hearing. The doctoral committee also designs and grades the oral and written comprehensive examination and evaluates the oral defense and the written doctoral dissertation.

A minimum of 2 credits in dissertation are required, but in special circumstances, may be completed by post-comprehensive by registering for non-credit NURS 601. It is anticipated that most students will take additional credits to become well-grounded in their research area prior to completing the doctoral dissertation.

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## SUPERVISED EXPERIENCE IN COLLEGE TEACHING

Students who do not have teaching experience in the United States are required to take a minimum of 3 credits in NURS 602. The NURS 602 has the following restrictions:

1. NURS 602 will not be counted in fulfilling any specific credit requirement for an advanced degree.
2. NURS 602 will be graded (A, B, C, D, F). The grade will appear on the student's transcript.
3. NURS 602 will not be used in calculating grade-point averages.

Students are also encouraged to pursue a Graduate School Teaching Certificate or a Certificate in Online Teaching (information about these certificates are listed in the section, University Resources, in this handbook).

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#### GRADUATE PH.D. NURSING COURSES

- NURS 578 *Mixed Methods in Health Research* (3 credits)
- NURS 579 *Overview of Nursing Scholarship* (1 credit)
- NURS 580 *Theoretical and Philosophical Basis of Nursing* (3 credits)
- NURS 582 *Literature Synthesis for Nursing Science* (3 credits) Prerequisite: N580
- NURS 583 *Advanced Seminar in Nursing Science 1 SH Repeatable* (1 credit; Repeatable) Prerequisites: N580, N582, N585, N586, N578
- NURS 584 *Roles and Responsibilities of the Nurse Scientist* (3 credits)
- NURS 585 *Qualitative Methods in Health Research* (3 credits)
- NURS 586 *Quantitative Methods in Health Research* (3 credits)
- NURS 587 *Ethics in Health Research* (1 credit)
- NURS 589 *Grant Writing in Health Sciences* (3 credits)
- NURS 590 *Colloquium* (Variable credit, 1-3 credits).
- NURS 594 *Research Topics* (Variable credit, 1-18 credits).
- NURS 596 *Individual Studies and Research with Faculty* (Variable credit, 1-9 credits).
- NURS 597 *Special Topics* (Variable credit, 1-9 credits).
- NURS 602 *Supervised Experience in College Teaching* (Variable credit, 1-3 per semester, does not count toward degree requirement).
- NURS 600 (on campus) or NURS 610 (off campus) **Dissertation Research** (variable credit).
- NURS 601 (full-time) or NURS 611 (part-time) **Dissertation Preparation** (non-credit; special registration for dissertation preparation; special fees apply).
- NURS 851 *General Linear Modeling in Health Research* (4 credits)

For more information see: <https://bulletins.psu.edu/graduate/programs/majors/nursing/>

PHD PLANS OF STUDY

Sample plans of study for the PhD Program follow:

<b>Doctor of Philosophy in Nursing   M.S./M.S.N. to Ph.D.   Full-Time Study</b> 47 Credits (minimum) + NURS 602		
Year 1		
<p><b>Fall</b></p> <p><b>NURS 579:</b> Overview of Nursing Scholarship (1 credit)</p> <p><b>NURS 580:</b> Theoretical and Philosophical Basis of Nursing (3 credits)</p> <p><b>NURS 586:</b> Quantitative Methods in Health Research (3 credits)</p> <p><b>STAT 500:</b> Applied Statistics (3 credits)  <b>or PHS 520:</b> Principles of Biostatistics (3 credits)</p> <p><b>Total: 10 credits</b></p>	<p><b>Spring</b></p> <p><b>NURS 585:</b> Qualitative Methods in Health Research (3 credits)</p> <p><b>NURS 587:</b> Ethics in Health Research (1 credit)</p> <p><b>NURS 851:</b> General Linear Modeling in Health Research (4 credits) <b>or PHS 521:</b> Applied Biostatistics (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 10-11 credits</b></p>	<p><b>Summer (Optional)</b></p> <p><b>NURS 596:</b> Individual Studies/Research with Faculty (3 credits)</p> <p><b>Total: 0-3 credits</b></p>
Year 2		
<p><b>Fall</b></p> <p><b>NURS 582:</b> Literature Synthesis for Nursing Science (3 credits)</p> <p><b>NURS 578:</b> Mixed Methods in Health Research (3 credits)</p> <p><b>Research Methods or Statistics Elective</b> (3 credits)</p> <p><b>[Qualifying Exam]</b></p> <p><b>Total: 9 credits</b></p>	<p><b>Spring</b></p> <p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>NURS 584:</b> Roles and Responsibilities of the Nurse Scientist (3 credits)</p> <p><b>NURS 589:</b> Grant Writing in Health Sciences (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 10 credits</b></p>	<p><b>Summer (Optional)</b></p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 0-3 credits</b></p>
Year 3		
<p><b>Fall</b></p> <p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>NURS 602:</b> Supervised College Teaching (3 credits)</p> <p><b>[Comprehensive Exam/Proposal Defense]</b></p> <p><b>Total: 10 credits</b></p>	<p><b>Spring</b></p> <p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or NURS 601:</b> Dissertation Preparation (1 credit)</p> <p><b>Total: 1 credit</b></p>	<p><b>Summer</b></p>
Year 4 (IF NEEDED)		
<p><b>Fall</b></p>	<p><b>Spring</b></p>	<p><b>Summer</b></p>

<p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)</p> <p><b>Total: 1 credit</b></p>	<p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)</p> <p><b>Total: 1 credit</b> [Graduate with Ph.D.]</p>	
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<b>Doctor of Philosophy in Nursing   M.S./M.S.N. to Ph.D.   <u>Part-Time Study</u></b> 47 Credits (minimum) + NURS 602		
Year 1		
<p><b>Fall</b></p> <p><b>NURS 579:</b> Overview of Nursing Scholarship (1 credit)</p> <p><b>NURS 580:</b> Theoretical and Philosophical Basis of Nursing (3 credits)</p> <p><b>STAT 500:</b> Applied Statistics (3 credits) <b>or</b> <b>PHS 520:</b> Principles of Biostatistics (3 credits)</p> <p><b>Total: 7 credits</b></p>	<p><b>Spring</b></p> <p><b>NURS 585:</b> Qualitative Methods in Health Research (3 credits)</p> <p><b>NURS 587:</b> Ethics in Health Research (1 credit)</p> <p><b>NURS 851:</b> General Linear Modeling in Health Research (4 credits) <b>or</b> <b>PHS 521:</b> Applied Biostatistics (3 credits)</p> <p><b>Total: 7-8 credits</b></p>	<p><b>Summer (Optional)</b></p> <p><b>NURS 596:</b> Individual Studies/Research with Faculty (3 credits)</p> <p><b>Total: 0-3 credits</b></p>
Year 2		
<p><b>Fall [Residency]</b></p> <p><b>NURS 582:</b> Literature Synthesis for Nursing Science (3 credits)</p> <p><b>NURS 586:</b> Quantitative Methods in Health Research (3 credits)</p> <p><b>NURS 578:</b> Mixed Methods in Health Research (3 credits)</p> <p><b>[Qualifying Exam]</b></p> <p><b>Total: 9 credits</b></p>	<p><b>Spring [Residency]</b></p> <p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>NURS 584:</b> Roles and Responsibilities of the Nurse Scientist (3 credits)</p> <p><b>NURS 589:</b> Grant Writing in Health Sciences (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 10 credits</b></p>	<p><b>Summer (Optional)</b></p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 0-3 credits</b></p>
Year 3		
<p><b>Fall</b></p> <p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>Research Methods or Statistics Elective</b> (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 7 credits</b></p>	<p><b>Spring</b></p> <p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>[Comprehensive Exam/Proposal Defense]</b></p> <p><b>Total: 7 credits</b></p>	<p><b>Summer (Optional)</b></p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p><b>Total: 0-3 credits</b></p>
Year 4		

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
NURS 600: Dissertation Research (1 credit) <b>or</b> NURS 601: Dissertation Preparation (1 credit) NURS 602: Supervised College Teaching (3 credits) <b>Total: 4 credits</b>	NURS 600: Dissertation Research (1 credit) <b>or</b> NURS 601: Dissertation Preparation (1 credit)  <b>Total: 1 credit</b>	
<b>Year 5 (IF NEEDED)</b>		
<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
NURS 600: Dissertation Research (1 credit) <b>or</b> NURS 601: Dissertation Preparation (1 credit)  <b>Total: 1 credit</b>	NURS 600: Dissertation Research (1 credit) <b>or</b> NURS 601: Dissertation Preparation (1 credit)  <b>Total: 1 credit</b> <a href="#">[Graduate with Ph.D.]</a>	

**Doctor of Philosophy in Nursing | B.S.N. to Ph.D. | Full-Time Study**

71 Credits (minimum) + NURS 602

**Year 1**

<u>Fall</u>	<u>Spring</u>	<u>Summer (Optional)</u>
<p><b>NURS 579:</b> Overview of Nursing Scholarship (1 credit)</p> <p><b>STAT 500:</b> Applied Statistics (3 credits) <b>or PHS 520:</b> Principles of Biostatistics (3 credits)</p> <p><b>Support/Individual Specialty Courses</b> (6 credits; e.g., NURS 510, NURS 808, NURS 830, or course for individual specialty)</p> <p align="center"><b>Total: 10 credits</b></p>	<p><b>NURS 585:</b> Qualitative Methods in Health Research (3 credits)</p> <p><b>NURS 587:</b> Ethics in Health Research (1 credit)</p> <p><b>NURS 851:</b> General Linear Modeling in Health Research (4 credits) <b>or PHS 521:</b> Applied Biostatistics (3 credits)</p> <p><b>Support/Individual Specialty Course</b> (3 credits)</p> <p align="center"><b>Total: 10-11 credits</b></p>	<p><b>NURS 596:</b> Individual Studies/Research with Faculty (3 credits)</p> <p align="center"><b>Total: 0-3 credits</b></p>

**Year 2**

<u>Fall</u>	<u>Spring</u>	<u>Summer (Optional)</u>
<p><b>NURS 580:</b> Theoretical and Philosophical Basis of Nursing (3 credits)</p> <p><b>NURS 586:</b> Quantitative Methods in Health Research (3 credits)</p> <p><b>Support/Individual Specialty Course</b> (3 credits)</p> <p align="center">[Qualifying Exam]</p> <p align="center"><b>Total: 9 credits</b></p>	<p><b>NURS 584:</b> Roles and Responsibilities of the Nurse Scientist (3 credits)</p> <p><b>Support/Individual Specialty Course</b> (3 credits)</p> <p><b>Research Methods or Statistics Elective</b> (3 credits)</p> <p align="center"><b>Total: 9 credits</b></p>	<p><b>Individual Specialty Course or NURS 596:</b> Individual Studies/Research with Faculty (3 credits)</p> <p align="center"><b>Total: 0-3 credits</b></p>

**Year 3**

<u>Fall</u>	<u>Spring</u>	<u>Summer (Optional)</u>
<p><b>NURS 582:</b> Literature Synthesis for Nursing Science (3 credits)</p> <p><b>NURS 578:</b> Mixed Methods in Health Research (3 credits)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p align="center"><b>Total: 9 credits</b></p>	<p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>NURS 589:</b> Grant Writing in Health Sciences (3 credits)</p> <p><b>Individual Specialty Courses</b> (6 credits)</p> <p align="center"><b>Total: 10 credits</b></p>	<p><b>Individual Specialty Course</b> (3 credits)</p> <p align="center"><b>Total: 0-3 credits</b></p>

**Year 4**

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
<p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>Individual Specialty Course</b> (6 credits)</p> <p><b>NURS 602:</b> Supervised College Teaching (3 credits)</p> <p align="center">[Comprehensive Exam/Proposal Defense]</p>	<p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or NURS 601:</b> Dissertation Preparation (1 credit)</p>	



Total: 10 credits	Total: 1 credit	
<b>Doctor of Philosophy in Nursing   B.S.N. to Ph.D.   Full-Time Study</b> 71 Credits (minimum) + NURS 602		
<b>Year 5 (IF NEEDED)</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
NURS 600: Dissertation Research (1 credit) <b>or</b> NURS 601: Dissertation Preparation (1 credit)	NURS 600: Dissertation Research (1 credit) <b>or</b> NURS 601: Dissertation Preparation (1 credit)	
Total: 1 credit	Total: 1 credit <b>[Graduate with Ph.D.]</b>	

## GENERALS REQUIREMENTS OF DOCTORAL DEGREE

Requirements listed here are in addition to Graduate School requirements stated in the *Graduate Bulletin*. <https://bulletins.psu.edu/graduate/programs/majors/nursing/>.

### ENGLISH COMPETENCE

Candidates for all doctoral degrees are required to demonstrate high-level competence in the use of the English language, including reading, writing, and speaking, as part of the language and communication requirements for the doctorate. In addition, all students are required to be computer literate in word processing and in the use of statistical packages as determined by their dissertation committee. Students will be assessed for communication skills during core nursing courses.

Assessments should include pieces of original writing. Programs and **advisers should identify any deficiencies prior to their qualifying examination and direct students into appropriate remedial activities.** The program must formally attest competence before the doctoral comprehensive examination is scheduled. (International students should note that passage of the minimal TOEFL/IELTS requirement do not demonstrate the level of competence expected of a Ph.D. from Penn State.)

### MINIMUM CREDITS REQUIRED

The Ph.D. degree in Nursing requires a minimum of 47 semester credits beyond the M.S./M.S.N. degree or minimum 71 credits beyond the B.S.N. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the doctoral degree in nursing. The Director of the Ph.D. Program evaluates courses offered for transfer credit individually relative to the program requirements and the student's plan of study.

### TIME LIMITATIONS

The Graduate Faculty of the Ross and Carol Nese College of Nursing adopted a policy to ensure that doctoral studies are based on current science and are completed in a timely

fashion (Graduate Affairs; May 19, 2008). Under this policy, a doctoral student is required to complete the program, including acceptance of the doctoral dissertation, within five years from the date of successful completion of the qualifying examination. All coursework must be completed within eight years of admission to the doctoral program. Students must carefully monitor progression in order to meet this limitation.

Annual reviews provide ongoing assessment of the student's progress. In order to assure compliance with policy, the Dissertation Committee will review the candidate's transcripts, noting the dates of course completion, at the time of proposal defense. The Dissertation Chair will summarize the course audit/recommendations for updating course work prior to graduation and will forward the summary to the Director of the Ph.D. Program. Since this review is based on a projected timeline for completion of degree requirements, a final audit of the transcript will be conducted by the Dissertation Chair prior to scheduling the Final Oral Examination. Should any coursework exceed the maximum time for completion (8 years), the Chair will consult with the Director of the Ph.D. Program and Dissertation Committee to clarify requirements for graduation prior to scheduling the final defense.

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## RESIDENCY REQUIREMENTS

Each doctoral candidate must spend **at least two semesters registered as a full-time student** engaged in academic work either **at the University Park or Hershey campus** over a twelve-month period, excluding summer sessions, during the interval between admission to the Ph.D. program and completion of the Ph.D. program.

Full-time University employees enrolled in a Ph.D. program must be registered for 6 credits or more in each semester in which residency is declared and must be certified as full-time employees by their unit.

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## DESCRIPTION OF BENCHMARKS

A series of examinations are required in the doctoral program: Qualifying Exam; Comprehensive Exam (written and oral components); Dissertation Proposal Defense; and Final Oral Examination. The over-arching criteria for these benchmarks of progression are set by the Graduate School. The procedures are devised and implemented by the graduate faculty in the Ross and Carol Nese College of Nursing. (Please refer to the Course Sequence tables to note the timing of the examinations within the program of study.) For the additional requirement for the Dual-title degree in Nursing and Bioethics, see the section below.

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## QUALIFYING EXAMINATION

A student who has been admitted to the Graduate School and has been accepted by the department or committee in charge of a major program in which the doctorate is offered may begin working toward a doctoral degree. The qualifying examination is administered by the major department or graduate program and is given early in the student's program. The

dissertation committee must be formed by the academic year semester following the Qualifying Examination.

Successful completion of the Qualifying Examination indicates the student's potential for successfully completing Ph.D. study, though it does not ensure that a Doctor of Philosophy degree will be granted.

Criteria set by the Graduate School:

[http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-700/gcac-700-d-qualifying-examination-professional-doctorates/.](http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-700/gcac-700-d-qualifying-examination-professional-doctorates/)

1. All students must complete the Qualifying Examination administered by the Graduate Faculty in the graduate major program.
2. The purpose of the Qualifying Examination is to: assess whether the student is capable of conducting doctoral work based on evidence of critical thinking or other measures that the graduate faculty of the program view as important to a successful doctoral student.
3. The decision to pass the student on the Qualifying Examination must be made by the graduate faculty or a designated committee of graduate faculty in the program.
4. The Qualifying Examination must be taken within three semesters (summer sessions do not count) of entry into the doctoral program.
5. The student must be registered as a full-time or part-time degree student for the semester (excluding summer session) in which the Qualifying Examination is taken.

## ROSS AND CAROL NESE COLLEGE OF NURSING PROCEDURE: QUALIFYING EXAMINATION

### Overview and Purpose

All PhD students who enter the program take the Qualifying Exam, consistent with the University Graduate School Qualifying Examination Policy. Required examinations, including the Qualifying Exam, should not be scheduled during University holidays, including Fall, Winter, or Spring Break.

The Qualifying Examination determines the student's potential for completing doctoral study. Successful completion of the examination signifies the student's potential and the faculty's commitment, based upon that potential, to provide scholarly resources needed to complete continuing course work and the dissertation. Students who do not take the Qualifying Examination and those who do not successfully pass the Qualifying Examination may not continue in the doctoral program.

### Eligibility and Scheduling

To be eligible to take the Qualifying Exam, students must have successfully acquired (with a grade of B or above) 18 course credits (usually two full semesters, maximum of three semesters), with a grade point average of 3.00 or greater in the PhD program and be in good standing. These courses must include the nursing core courses: NURS 579, NURS

580, NURS 585, NURS 586, NURS 587. The exam cannot be taken if there is an incomplete or deferred grade in any course.

Students in dual-title degrees should complete the Qualifying Exam in consultation with their Adviser and the PhD Program Director. The exam must be completed within four semesters.

The deadline for the oral portion of the Qualifying Examination is Week 8 of the semester in which it is being taken unless the student obtains written permission of the PhD Program Director. This mid-semester deadline is to allow time for any possible remediation within the same semester. Should remediation be needed, the second Qualifying Examination must be completed prior to the last withdrawal date in the semester during the semester in which the original exam was taken. For the exact date of this deadline, refer to the University's Academic Calendar.

### Content

The Qualifying Examination consists of written and oral components. The focus of both elements of the examination is a substantive discussion of a concept with relevance to the student's phenomenon of interest, within the perspective afforded by the discipline of nursing. Alternatively, the student may produce a substantive exposition of the state of the science in an area of inquiry and research of relevance to the discipline of nursing. Although there is no requirement that the Qualifying Examination be publishable, students are encouraged to think about transforming this examination into a scholarly publication.

1. **Written Component** - The written component of the examination is constituted by a scholarly paper. The written component may not exceed 20 double-spaced, typed pages of text (references not included) and should be prepared in keeping with the current American Psychological Association standards unless permission has been received from the Adviser for a different citation format.
2. **Oral Component** - The oral component of the examination is constituted by an oral defense of that paper by the student for the Qualifying Examination Committee. The oral component is scheduled for one hour and should consist of a brief introduction of how and why the student chose the topic and a brief summary of the paper, not to exceed 10 minutes, followed by questions posed by the committee, and discussion.

### Evaluation

All four members of the Qualifying Examination Committee evaluate the written and oral components. The evaluation system for the Qualifying Examination is Pass/Fail, with a minimum of three out of the four Committee members in agreement.

The criteria for evaluating both the written and the oral components are:

1. Form and organization of the written component.
2. Relevance, critique, and integration of the supporting literature, and the student's synthesis and conclusion.
3. The student's ability to communicate both in writing and orally on an abstract level.

4. The student's ability to translate specifics to a higher level of generalization and develop ideas for future direction.

If the student Fails either or both parts of the examination, both portions of the Qualifying Examination must be retaken and a grade of Pass must be achieved, with at least three of the four Committee members in agreement. During this re-testing time, students must consult with their Adviser and the PhD Program Director for approval prior to enrolling in further courses. The examination must be retaken with the same Committee unless a substitute member is approved by the PhD Program Director. The examination may be retaken only once with no extension of the deadlines mentioned above. Failure to pass both parts of the examination on the second attempt will result in the student being withdrawn from the PhD program.

### Qualifying Examination Committee

Committee Composition:

1. The Qualifying Examination Committee is a standing committee of the PhD Council consisting of three R level faculty one of which is an appointed Chair.
2. Additionally, each student will select a faculty member to serve on their Committee as a content expert.
  - a. The selected faculty member must be R level with an appointment in the Ross and Carol Nese College of Nursing, with the exception of dual-title students. Dual-title students' content expert must be faculty who are affiliated with the Department in which their dual-title is housed and may be R level faculty in that Department.
  - b. Students should consult with their chosen content expert and complete the Qualifying Exam Content Expert Form to confirm their willingness to participate.
  - c. Questions about faculty eligibility to serve on committees should be addressed to the PhD Program Director as soon as possible to avoid delays in examination.
3. The total number of committee members will be four. If a student's selected content expert is already a standing committee member, the PhD Program Director will appoint another ad hoc faculty member to serve on the committee.
4. Students are also encouraged to include their Adviser in the oral component of the exam even when they are not the content expert. In this case, the Adviser would not be a voting Committee member, but could be in the room to witness the oral exam.

### Examination Procedures

1. The Qualifying Examinations Committee Chair will meet with all first year PhD students and review the exam process during as part of standing orientation processes.

2. After discussion with their Adviser, the student selects the topic to be addressed. The topic usually will be a concept that contributes to the student's understanding of a particular area of interest that will likely be pursued further in the dissertation. The student must identify the body of literature that will help explain, describe, and analyze the topic, and then focus the analysis on a deconstruction of the literature. This process, again negotiated with the Adviser, could be in the form of a formal concept analysis, an examination of the state of the science for that topic, or various other methods of concept deconstruction appropriate for their area of interest.
3. The Adviser guides the student in the preparation of the written component by discussing the relevant literature as well as the general structure and specific content of the paper. The Adviser will review and comment on no more than one complete draft of the written component. This review is at the discretion of the Adviser; no other person will read the paper prior to formal submission of the examination to the Adviser. With the Adviser's approval, students may receive writing assistance from one of the Penn State writing centers for structure but not content of the examination. The Adviser may also help the student to prepare for the oral examination.
4. Examination materials will be submitted via CANVAS. Final papers will also be submitted through the Turnitin software integrated into CANVAS. Papers that are not submitted by the specified deadline will not be accepted for review by the Qualifying Examination committee. In this case, the student will fail the written component of the exam and will have the opportunity to retake the full exam as specified above as their second and final attempt.
5. Scheduling for the exam will be completed by the Graduate Program Administrative Support in conjunction with the Committee and students. Dates and times of examinations and deadlines for written material submission will be communicated at least four weeks prior to the initial examination, and two weeks prior to re-examinations.
6. The student may bring a copy of the written examination and related notes to the oral examination.

### Reporting Examination Outcome

1. Students will be notified of their examination results by the committee immediately following their oral examination, after committee deliberation. All students will also receive a written notification sharing the results of their examination and in the case of an unsuccessful examination, rationale for the student's lack of success on the examination. A copy of this letter will also be sent to the student's Adviser.
2. Within 30 days of examination completion, the PhD Program Director will provide appropriate documentation to the Graduate School.

Approved by the Ross and Carol Nese College of Nursing Graduate Affairs Committee June 8, 2020

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## COMPREHENSIVE EXAMINATION

A doctoral student becomes a doctoral candidate upon successful completion of the comprehensive examination. Successful completion of the comprehensive examination marks the candidate's progression into dissertation research after the completion of course work. The format of the examination is determined by the doctoral committee with respect to the Graduate School criteria.

*Criteria set by the Graduate School: (excerpted from: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-700/gcac-700-f-comprehensive-examination-professional-doctorates/>)*

1. The examination is intended to evaluate the candidate's mastery of the major (and if appropriate, minor) field.
2. The exam is administered when the student "has substantially completed coursework."
3. A candidate for a doctoral degree must have satisfied the English competence and the communication and foreign language requirement before taking the comprehensive examination.
4. All candidates are required to have a minimum grade-point average of 3.00 for work done at the University at the time the comprehensive examination is given and may not have deferred or missing grades.
5. The student must be registered as a full-time or part-time student for the semester in which the comprehensive examination is taken.
6. The examination is scheduled and announced officially by the Office of Graduate Enrollment Services upon recommendation of the department or program head. Two weeks' notice is required by the Office of Graduate Enrollment Services for scheduling this examination.
7. A favorable vote of at least two-thirds of the members of the committee is required to pass. In case of failure, it is the responsibility of the doctoral committee to determine whether the candidate may take another examination. Students who are provided an opportunity to take the examination a second time but who fail the examination on the second attempt are terminated from the program.
8. The results are reported to the Office of Graduate Enrollment Services.
9. At least three members of the doctoral committee (including the adviser or chair) must be physically present at the comprehensive examination. The graduate student must also be physically present at the exam. No more than one member may participate via Videoconference. (Requests for exceptions must be submitted to the director of

Graduate Enrollment Services for approval at least two weeks prior to the date of the exam.)

10. Special arrangements, i.e., requirements for meeting participation via distance, should be communicated to the student and the doctoral committee members well in advance of the examination.

## ROSS AND CAROL NESE COLLEGE OF NURSING PROCEDURE: COMPREHENSIVE EXAMINATION

In the Ross and Carol Nese College of Nursing, the purpose of Comprehensive Examination is to evaluate the student's:

1. Mastery of knowledge of their specialty within the doctoral program.
2. Knowledge and competency essential for conducting scholarly, scientific inquiry in nursing.
3. Ability to integrate nursing and interdisciplinary knowledge within their specialty area.
4. Ability to appropriately select, apply, and evaluate the tools of scientific inquiry in nursing.

### Policy

1. The Comprehensive Examination is designed, administered, and evaluated for each individual by the student's doctoral committee.
2. The Comprehensive Examination is taken at the completion of a substantial portion of coursework and may be taken before or concurrent with the dissertation proposal.
3. The student's doctoral committee must adhere to all policies of the Graduate School (See Graduate Bulletin at: <https://bulletins.psu.edu/graduate/programs/majors/nursing/>)
4. The Comprehensive Examination is developed for the student by their doctoral committee and consists of both written and oral components.
5. The Comprehensive Examination consists of oral and written components that address broad areas of study, methodologies and the phenomena of interest. The student is provided with a set of questions generated by the committee. The student has 14 days in which to provide written answers to the questions. The exam is typically written off-site with full access to reference resources.
6. Following submission of written responses, the student and committee members meet to conduct an oral defense (at least 14 days after the submission date) during which time the student is provided the opportunity to respond to questions. Oral examination may include follow-up to the written work or other areas (at the discretion of the committee). Oral examinations are generally scheduled for two hours.

### Outcome

1. The examination process results in a pass or fail determination.



2. The examination results must be approved by a two-thirds vote of the doctoral committee.
3. Students who fail the examination on the first attempt may repeat it once.
4. Students who fail the examination the second time are terminated from the PhD program.

The Chair (or Adviser) of the Dissertation Committee will be responsible for completing and sending the scanned copy of the signed Comprehensive Examination form to the Director of the Ph.D. Program and the Associate Dean for Graduate Education so that they are aware of the outcome of the examination.

Approved by the Ross and Carol Nese College of Nursing Graduate Faculty: April 2021

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## DISSERTATION PROPOSAL DEFENSE

In the Ross and Carol Nese College of Nursing, each student is required to conduct an original and independent research project, which adds to nursing's body of knowledge, and to communicate the research report in a written dissertation. A written dissertation proposal is required and must be approved at a proposal hearing by a two-thirds vote of the student's dissertation committee. This hearing is called the Dissertation Proposal Defense (The defense is required for both the traditional and alternate dissertation format).

The purpose of the dissertation proposal defense is to structure a time during which the candidate may address questions raised by committee members in response to their research plan. The coming together of the student and committee members provides an ideal opportunity for scholarly dialogue and clarification of the candidate's dissertation.

**Timing of the defense:** The Dissertation Proposal Defense occurs after the student has successfully passed his or her Comprehensive Examination. The defense is scheduled at the discretion of the Dissertation Committee and may occur immediately following the oral comprehensive examination or at a later date.

**Procedure for the scheduling the defense:** The following activities are closely coordinated with the Dissertation Chair:

1. Submit a copy of a well-developed proposal to the dissertation chairperson, and to the other members of the committee.
2. Schedule an approval meeting (approximate time 2 hours). Allow at least two weeks from submission of the proposal to date of approval meeting.
3. There are no Graduate School forms to complete; however, a Ross and Carol Nese College of Nursing Dissertation Proposal Defense form should be completed. (See the Staff Assistant for the Graduate Programs.)

**Evaluation:** The defense is graded by the committee as pass or fail. It is not uncommon to pass with specified major or minor revisions. In the event of failure, the committee (under the guidance of the Chair) determines the appropriate course of action for re-writing and defending a revised proposal.

Approved by the Ross and Carol Nese College of Nursing Graduate Faculty: April 2002

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## FINAL ORAL EXAMINATION

*(Defense of Completed Dissertation)*

The Final Oral Examination marks the student's completion of the program and is administered and evaluated by the doctoral committee. It consists of an oral presentation of the dissertation by the candidate and a period of questions and responses. These questions will relate in large part to the dissertation, but may cover the candidate's whole program of study, since one of the purposes of the examination is to assess the general scholarly attainments of the candidate. The portion of the examination in which the dissertation is presented is open to the public; an additional closed session (including only the candidate and committee) may be held at the discretion of the chair/committee. A two-thirds vote is also required for approval of the final oral defense. The written dissertation must also receive final approval from the committee and the Director of the Ph.D. Program (see doctoral approval page: <http://www.gradsch.psu.edu/current/thesis.html>).

The Graduate School notes that: Both the dissertation adviser and the student are responsible for ensuring the completion of a draft of the dissertation and for adequate consultation with members of the dissertation committee well in advance of the oral examination. Major revisions to the dissertation should be completed before this examination. The dissertation should be in its final draft, with appropriate notes, bibliography, tables, etc., at the time of the oral examination; both the content and style should be correct and polished by the time this final draft of the dissertation is in the hands of the committee.

The dissertation adviser, as well as the chair of the doctoral committee (if not the same individual as the dissertation adviser), along with additional members of the committee to total a minimum of three (3), must be physically present at the final oral examination. The graduate student must also be physically present at the exam. (Thus, for a five-person committee, two members are eligible to participate via distance.) No more than one member may participate via telephone; a second member could participate via videoconference.

The student must be registered as a full-time or part-time degree student for the semester in which the final oral examination is taken. **Students should allow at least 2 weeks for the committee to read and comment on the dissertation whenever it is sent out for review.**

Completion of the requirements of a doctoral degree program entails acceptance of the dissertation, as indicated by the signatures of at least two-thirds of the doctoral committee, including the dissertation adviser, committee chair and the Associate Dean for Graduate Education on the doctoral approval page. The dissertation must also satisfy the editorial standards of the Graduate School, so that it constitutes a suitable archival document for inclusion in the University Libraries. **Thus, it is to be noted that passage of the final oral examination is necessary but not sufficient for award of the degree; the dissertation must be accepted, as the ultimate step.** The student is required to download the doctoral approval form and secure signatures from the committee and Associate Dean for Graduate Education. The Graduate School requires the form with original signatures to be submitted with the approved dissertation.

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## DISSERTATION

All candidates for the Ph.D. in Nursing are required to complete a dissertation. Development of the dissertation proposal is augmented by coursework; however, students should work closely with the dissertation adviser throughout the process.

The Graduate School, the University Libraries, and the graduate faculty of Penn State have established format standards that a dissertation must meet before receiving final approval as fulfillment of a graduate requirement. The Thesis Office is the unit of the Graduate School responsible for certifying that theses and dissertations have been prepared in accordance with these established regulations. Every dissertation must be reviewed for format only and is not edited for spelling, grammar, or punctuation.

When a dissertation is submitted to the Thesis Office, it must meet the formatting and deadline requirements set forth in the latest edition of the Thesis Guide. All doctoral dissertations must be submitted electronically. For more information on electronic theses and dissertations (eTDs), visit the eTD Web site.

Thesis Information can be found at <http://www.gradschool.psu.edu/current-students/etd/>.

The following Thesis Office forms and information are available online:

[How to Submit a Doctoral Dissertation](#)

[Format Review Instructions](#)

[Doctoral Approval Page \(PDF\)](#) [Doctoral Approval Page \(WORD\)](#)

[Survey of Earned Doctorates \(PDF\)](#)

[ProQuest/UMI Agreement \(PDF\)](#)

[ProQuest/UMI Instructions \(PDF\)](#)

[Pay dissertation fee \(\\$95\) here](#)

ALTERNATE DISSERTATION FORMAT

Students, in consultation with the chair of their dissertation committee, may opt for the manuscript format of the dissertation. The student completes the first three chapters in the traditional format. The traditional fourth chapter is replaced by three manuscripts suitable for publication, the content of which will be approved by the committee. Chapter 5 will consist of a brief summary of the research. This includes a discussion of findings, conclusions, and implications for practice and future research. These manuscripts should come from the implementation of the methodology, or the theoretical framework supported with findings from the research. The manuscripts are to be submitted for publication in peer reviewed research journals agreed to by all authors. Evidence of submission is to be presented to the chair of the dissertation committee before approval for graduation.

Approved by the Ross and Carol Nese College of Nursing Graduate Faculty December 16, 2014

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## REVIEW FOR THE PROTECTION OF HUMAN RESEARCH SUBJECTS

Any use of human subjects, animals, biohazardous materials, or radioisotopes for research purposes must be reviewed and approved by the Office for Research Protections before the research is conducted. **This approval cannot be obtained retroactively and cannot be granted by dissertation advisers or doctoral committees.**

This review is part of the University's policy on ethics in research. It provides legal assurance for the commitment that the University has made to the federal government regarding the protection of human and animal subjects. Violations of the University's policies on these matters are a serious breach of the trust placed in researchers by the scholarly community and society.

If you have questions regarding this requirement or how to obtain the necessary approvals, please contact:

### **Office for Research Protections**

212 Kern Building

University Park, PA 16802

Tel #: 814.865.1775

Fax #: 814.863.8699

E-Mail: [ORProtections@psu.edu](mailto:ORProtections@psu.edu)

## HUMAN SUBJECTS REVIEW

According to Title 45 Code of Federal Regulations (CFR) Part 46.102(d), research is defined as a systematic investigation designed to develop or contribute to generalizable knowledge (*Federal Register*, 56, p. 28013). All research proposals involving human subjects, including the secondary use of previously collected data, must be submitted to the Office for Research Protections (ORP), via CATS (Centralized Application Tracking System) for review. See <https://www.research.psu.edu/irb/sirb> for complete instructions.

Dissemination of findings to a scientific audience is a sufficient, but not a necessary, criterion for defining research. Dissemination includes, but is not limited to, doctoral theses; paper or poster presentation at a scientific meeting, conference, or competition; submission to or publication, paper or electronic, in a scientific journal; and Internet postings. If the proposed project falls under this definition of research, review and approval of a human subject's research protocol by ORP is required. Information about human subjects proposal submissions is available at: <http://www.research.psu.edu/orp>.

The materials to be submitted for review to the ORP committee should be prepared according to established University guidelines. The application requires the approval of the dissertation committee chair and the Associate Dean for Graduate Programs and Research in the Ross and Carol Nese College of Nursing. When approval has been granted by the ORP, the student may commence gathering data or conducting the project. A copy of the approval letter received from the Office for Research Protections should be forwarded to the Chair of the student's committee.

Research involving utilization of other facilities may require approval from that institution as well as PSU. **Please be sure to obtain approval from all institutions involved before proceeding with any aspect of your research or project.**

## DUAL-TITLE PH.D. PROGRAMS IN NURSING

### DUAL-TITLE PH.D. IN NURSING AND BIOETHICS

To qualify for a dual-title degree, students must satisfy the requirements of the Ph.D. program in Nursing. In addition, they must satisfy the requirements described below, as established by the Bioethics program committee. Some courses may satisfy both the Nursing and Bioethics requirements. Within this framework, final course selection is determined by the student, their Nursing adviser and their Bioethics adviser. The dual-title Ph.D. in Nursing and Bioethics requires a minimum of additional 2 credit hours to 11 credit hours of course work depending on the student's area of specialization. Additional information can be found on the Bioethics website <https://bioethics.psu.edu/graduate>.

Nursing Ph.D. Coursework	Bioethics Program Dual-title Ph.D. Additional Coursework
<p>Nursing Science Core: minimum of 15 credits: NURS 579, NURS 580, NURS 582, NURS 583, NURS 584, NURS 587, and NURS 589. In addition, NURS 596 will be required of students who are not research assistants on an active faculty research study.</p> <p>Research Methodology and Statistics:</p>	<p>18 credits total, minimum</p> <p>Seven required credits (BIOET 501, BIOET 502, and BIOET 590), and at least three additional BIOET credits at the 500 level (10 credits total).</p> <p>Eight additional credits from a list of</p>

<p>minimum of 18 credits, consisting of NURS 585, NURS 586, NURS 578, STAT 500 or PHS 520, NURS 851 or PHS 521, and at least one additional research methods or statistics 3 credit course approved by the student's adviser and/or doctoral committee.</p> <p>Courses for Individual Specialty: minimum of 12 credits (9 of these may come from the bioethics required courses, if appropriate to the course of study).</p>	<p>approved electives at the 400 or 500 level, at least two of which must be at the 500 level.</p> <p>(NURS 580, 582, and 587, required core courses in nursing, will contribute 7 credits of the 8 credits toward the elective course requirements for Bioethics.)</p>
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### QUALIFYING EXAMINATION

Students in the dual-title degree program must meet the Ph.D. Qualifying Examination requirements specified by Nursing; a single Qualifying Examination will be administered that includes assessment of both Nursing and Bioethics. At least one member of the Qualifying Examination committee must have a graduate faculty appointment in Bioethics. Because students must first be admitted to a graduate major program of study before they may apply to and be considered for admission into a dual-title graduate degree program, dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the Qualifying Examination may be delayed one semester beyond the normal period allowable.

### COMMITTEE COMPOSITION

In accordance with the Graduate Council's requirements, the doctoral committee shall contain at least four members. At least one of the committee members must be a faculty member affiliated with the Bioethics Program who is not a member of the Nursing faculty. If the committee chair is not affiliated with the Bioethics Program, the faculty member representing the Bioethics Program must be designated as co-chair of the committee. The Bioethics program representative(s) will be expected to participate in constructing and grading comprehensive examination questions that cover the secondary area of study. The Bioethics program faculty member may serve the joint position of out of the unit and out of field member, in accordance with the Graduate School's Graduate Student Committee Procedures.

### COMPREHENSIVE EXAMINATION

The faculty member (or members) affiliated with the Bioethics Program will be responsible for administering a portion of the comprehensive exam that will require the student to demonstrate an understanding of various theoretical and methodological approaches to bioethics, and an ability to apply them to issues and problems (including, where appropriate, practical problems) in their primary discipline of nursing.

### DISSERTATION AND DISSERTATION DEFENSE

A dissertation on a bioethics-related topic or with a substantial bioethics component is required of students in the dual-title Ph.D. program. The bioethics-related topic of the dissertation or the bioethics component will be approved by the student's committee.

#### COURSES TO FULFILL REQUIREMENTS

Information on required and elective courses to fulfill Bioethics Program requirements can be found on the Bioethics website <https://bioethics.psu.edu/dual-title-ph-d-in-bioethics-course-list/>.

**Dual-Title Doctor of Philosophy in Nursing & Bioethics | Full-Time Study**

49 Credits (minimum) + NURS 602

**Year 1**

<u>Fall</u>	<u>Spring</u>	<u>Summer (Optional)</u>
<p><b>NURS 579:</b> Overview of Nursing Scholarship (1 credit)</p> <p><b>NURS 580:</b> Theoretical and Philosophical Basis of Nursing (3 credits)</p> <p><b>NURS 586:</b> Quantitative Methods in Health Research (3 credits)</p> <p><b>STAT 500:</b> Applied Statistics (3 credits) <b>or PHS 520:</b> Principles of Biostatistics (3 credits)</p> <p align="center"><b>Total: 10 credits</b></p>	<p><b>NURS 585:</b> Qualitative Methods in Health Research (3 credits)</p> <p><b>NURS 587:</b> Ethics in Health Research (1 credit)</p> <p><b>NURS 851:</b> General Linear Modeling in Health Research (4 credits) <b>or PHS 521:</b> Applied Biostatistics (3 credits)</p> <p><b>BIOET 501:</b> Perspectives and Methods in Bioethics (3 credits)</p> <p align="center"><b>Total: 10-11 credits</b></p>	<p><b>NURS 596:</b> Individual Studies/Research with Faculty (3 credits)</p> <p align="center"><b>Total: 0-3 credits</b></p>

**Year 2**

<u>Fall</u>	<u>Spring</u>	<u>Summer (Optional)</u>
<p><b>NURS 582:</b> Literature Synthesis for Nursing Science (3 credits)</p> <p><b>NURS 578:</b> Mixed Methods in Health Research (3 credits)</p> <p><b>BIOET 590:</b> Bioethics Colloquium (1 credit)</p> <p align="center">[Qualifying Exam]</p> <p align="center"><b>Total: 10 credits</b></p>	<p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>NURS 584:</b> Roles and Responsibilities of the Nurse Scientist (3 credits)</p> <p><b>NURS 589:</b> Grant Writing in Health Sciences (3 credits)</p> <p><b>BIOET 590:</b> Bioethics Colloquium (1 credit)</p> <p><b>Individual Specialty Course</b> (3 credits)</p> <p align="center"><b>Total: 11 credits</b></p>	<p><b>Individual Specialty Course</b> (3 credits)</p> <p align="center"><b>Total: 0-3 credits</b></p>

**Year 3**

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
<p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>BIOET 503:</b> Ethics and the Responsible Conduct of Biomedical Research (3 credits)</p> <p><b>Research Methods or Statistics Elective</b> (3 credits)</p> <p><b>NURS 602:</b> Supervised College Teaching (3 credits)</p> <p align="center">[Comprehensive Exam/Proposal Defense]</p> <p align="center"><b>Total: 10 credits</b></p>	<p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or NURS 601:</b> Dissertation Preparation (1 credit)</p> <p align="center"><b>Total: 1 credit</b></p>	

**Year 4 (IF NEEDED)**

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
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<p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)</p> <p><b>Total: 1 credit</b></p>	<p><b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)</p> <p><b>Total: 1 credit</b> [Graduate with Ph.D.]</p>	
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**DUAL-TITLE PH.D. IN NURSING AND CLINICAL AND TRANSLATIONAL SCIENCES (CTS)**

To qualify for a dual-title degree, students must satisfy the requirements of the Ph.D. program in Nursing. In addition, they must satisfy the requirements described below, as established by the CTS program committee. Some courses may satisfy both the Nursing and CTS requirements. The dual-title Ph.D. in Nursing and Clinical and Transitional Sciences requires a minimum of an additional 2-11 credit hours of course work depending on the student's area of specialization. Additional information can be found on the Clinical and Translational Science Institute website: <https://ctsi.psu.edu/education/dual-title-phd/>.

Nursing Ph.D. Coursework	CTS Program Dual-title Ph.D. Proposed Additional Coursework
<p>Nursing Science Core: minimum of 15 credits: NURS 579, NURS 580, NURS 582, NURS 583, NURS 584, NURS 587, and NURS 589. In addition, NURS 596 will be required of students who are not research assistants on an active faculty research study.</p> <p>Research Methodology and Statistics: minimum of 18 credits, consisting of NURS 585, NURS 586, NURS 578, STAT 500 or PHS 520, NURS 851 or PHS 521, and at least one additional research methods or statistics 3 credit course approved by the student's adviser and/or doctoral committee.</p> <p>Courses for Individual Specialty: minimum of 12 credits.</p>	<p>26 credits total, minimum, including: 18 credits of electives; 2 credits of seminar; and 6 credits of internship.</p> <p>18 credits of Basic and Clinical Science elective course work from a list of approved electives at the 400 or 500 level (at least half of which must be at the 500 level or above) in each of the following areas are required: *</p> <ul style="list-style-type: none"> <li>• Statistics (3 credits)</li> <li>• Epidemiology (3 credits)</li> <li>• Bioinformatics (3 credits)</li> <li>• Experimental design and interpretation (3 credits)</li> <li>• The regulatory environment (3 credits)</li> <li>• Scientific communication (3 credits)</li> </ul> <p>Two semesters of CTS 590 Seminar in Clinical and Translational Sciences [1-2 credits/semester] must be completed.</p> <p>6 credits of clinical or translational internship, laboratory rotation, or practicum that is approved by the Directors of the CTS Graduate Program (CTS 595 A/B or BMS 571)</p>

\*Substitutions and additions will be considered by the CTS Pre-doctoral Program Co-Directors on a case-by-case basis, which allows for some flexibility as graduate course offerings evolve. The CTS program maintains a list of approved electives and plans biennial updates to its list of elective courses.

### QUALIFYING EXAMINATION

Typically, candidates to the program will be accepted during their first year of study. In some circumstances candidates may be considered during the second year. Students in the CTS dual-title graduate degree program must meet the Ph.D. Qualifying Examination requirements in both their major area of study and the dual-title area. The Qualifying Exam will include both elements. The written and oral components of the Qualifying Exam will use the same format as described above, but the content will be expanded to include at least one clinical or translational element relevant to the student's topic addressed in the scholarly paper. For example, this may take the form of a critical evaluation of a pertinent clinical trial or translational study in the published literature, development of a new clinical or translational hypothesis accompanied by a brief description of a study design to test the hypothesis, or identification of a potential barrier to translation of a novel discovery and a proposed solution to overcome the barrier.

Dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the Qualifying Examination may be delayed one semester beyond the normal period allowable.

The qualifying examination committee for the dual-title Ph.D. degree must include at least one Graduate Faculty member from the CTS program. Faculty members who hold appointments in both programs' Graduate Faculty may serve in a combined role.

### COMMITTEE COMPOSITION

In addition to the general Graduate Council requirements for doctoral committees, the doctoral committee of a CTS dual-title doctoral degree student must include at least one member of the CTS Graduate Faculty. Faculty members who hold appointments in both programs' Graduate Faculty may serve in a combined role. If the chair of the doctoral committee is not also a member of the Graduate Faculty in CTS, the member of the committee representing CTS must be appointed as co-chair.

### COMPREHENSIVE EXAM

The CTS representative on the student's doctoral committee will develop questions for and participate in the evaluation of the comprehensive examination. The comprehensive exam will require the student to demonstrate an understanding of the methods of translational sciences and an ability to apply them to problems in the student's major field of study. When appropriate, the student will be expected to demonstrate a working knowledge of methods to evaluate and compare the outcomes of his/her research to related approaches already in existence.

## DISSERTATION AND DISSERTATION DEFENSE

Students in the dual-title program are required to write and orally defend a dissertation on a topic that is approved in advance by their doctoral committee and reflects their original research and education in both their primary graduate program and CTS. Upon completion of the doctoral dissertation, the candidate must pass a final oral examination (the dissertation defense) to earn the Ph.D. degree. The dissertation must be accepted by the doctoral committee, the head of the graduate program, and the Graduate School.

## ELECTIVE COURSES TO FULFILL REQUIREMENTS

Elective courses to fulfill requirements can be found on the CTS website:

<https://ctsi.psu.edu/education/dual-title-phd/handbook/>.

Dual-Title Doctor of Philosophy in Nursing & CTS   <u>Full-Time Study</u>		
55 Credits (minimum) + NURS 602		
Year 1		
Fall	Spring	Summer
<p><b>NURS 579:</b> Overview of Nursing Scholarship (1 credit)</p> <p><b>NURS 580:</b> Theoretical and Philosophical Basis of Nursing (3 credits)</p> <p><b>NURS 586:</b> Quantitative Methods in Health Research (3 credits)</p> <p><b>STAT 500:</b> Applied Statistics (3 credits) <b>or PHS 520:</b> Principles of Biostatistics (3 credits)</p> <p><b>Total: 10 credits</b></p>	<p><b>NURS 585:</b> Qualitative Methods in Health Research (3 credits)</p> <p><b>NURS 587:</b> Ethics in Health Research (1 credit)</p> <p><b>NURS 851:</b> General Linear Modeling in Health Research (4 credits) <b>or PHS 521:</b> Applied Biostatistics (3 credits)</p> <p><b>CTS Regulatory Environment Group 5 Elective</b> (3 credits)</p> <p><b>CTS 590:</b> CTS Colloquium (1 credit)</p> <p><b>Total: 11-12 credits</b></p>	<p><b>CTS 595A:</b> Clinical Research Internship (3 credits)</p> <p><b>Total: 3 credits</b></p>
Year 2		
Fall	Spring	Summer
<p><b>NURS 582:</b> Literature Synthesis for Nursing Science (3 credits)</p> <p><b>NURS 578:</b> Mixed Methods in Health Research (3 credits)</p> <p><b>CTS Statistics Elective Group 1</b> (3 credits)</p> <p><b>CTS Epidemiology Elective Group 2</b> (3 credits)</p> <p><b>CTS 590:</b> CTS Colloquium (1 credit)</p> <p><b>[Qualifying Exam]</b></p> <p><b>Total: 13 credits</b></p>	<p><b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit)</p> <p><b>NURS 584:</b> Roles and Responsibilities of the Nurse Scientist (3 credits)</p> <p><b>NURS 589:</b> Grant Writing in Health Sciences (3 credits)</p> <p><b>CTS Scientific Writing Group 6 Elective</b> (3 credits)</p> <p><b>Total: 10 credits</b></p>	<p><b>CTS 595B:</b> Clinical Research Internship (3 credits)</p> <p><b>Total: 3 credits</b></p>
Year 3		

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>NURS 583:</b> Advanced Seminar in Nursing Science (1 credit) <b>CTS Bioinformatics Group 3 Elective</b> (3 credits) <b>CTS Experimental Design &amp; Interpretation Group 4 Elective</b> (3 credits) <b>NURS 602:</b> Supervised College Teaching (3 credits)  <b>[Comprehensive Exam/Proposal Defense]</b>  <b>Total: 10 credits</b>	<b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)    <b>Total: 1 credit</b>	
<b>Year 4 (IF NEEDED)</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)    <b>Total: 1 credit</b>	<b>NURS 600:</b> Dissertation Research (1 credit) <b>or</b> <b>NURS 601:</b> Dissertation Preparation (1 credit)    <b>Total: 1 credit</b> <b>[Graduate with Ph.D.]</b>	

## ADVISEMENT

The decision to pursue doctoral study is a serious one. It is important for the student to know what to expect from the program and for the Ross and Carol Nese College of Nursing to know as much as possible about the prospective student. At the start of the doctoral program, the Director of the Ph.D. Program assigns students to a faculty member who assumes the traditional responsibilities of an academic adviser. These early advising assignments are treated by both students and faculty as temporary arrangements. This relationship helps get a student started in his or her studies, but there is no reason for either party to assume that this temporary advising connection will become permanent.

Once students start taking courses, meeting faculty, and exploring their interests, it is normal that they begin developing relationships with a variety of faculty members. As soon as students find someone with whom they would like to work with in developing their program plan, they initiate a formal change of adviser. This change merely formalizes a shift in advising roles that has already taken place. For a student to make such a choice is neither surprising nor insulting to the temporary academic adviser, because the assumption from the start is that students are likely to move on once they become more familiar with the program faculty. To make the change official, the student needs to have both old and new advisers sign a change-of-adviser form.

Students are ultimately responsible for learning about and planning to fulfill degree requirements, but an adviser can help. Academic advisers provide information about the academic requirements of the program, choice of electives, development of a balanced program, and availability of university resources. Students are urged to talk with an adviser each semester about program plans. Students are free to change advisers whenever such a change leads to a better match between the student's interest and the expertise of the adviser.

As soon as possible (usually before the end of the first year or early in the second full year of study) the student selects a research adviser who will replace the academic adviser. In some cases, the academic adviser may simply assume the new role. A good match of skills, interests, and personality between the student and the research adviser is critical to a successful performance of the research. A well-informed student is more likely to make a good decision. Discussions with individual faculty, careful review of recent publications, participation in research seminars, advice from the academic adviser and the Director of the Ph.D. Program are several avenues for information about choosing a research adviser. The research adviser will ultimately chair the dissertation committee.

## DEVELOPING A PROGRAM PLAN

The student and the academic adviser/research adviser share the responsibility for planning a program of coursework that provides the student appropriate academic knowledge, scholarly perspectives, skills, and satisfies the curricular requirements of the program. The plan, also known as the Ph.D. program progress record, should be organized to conform to the requirements of the program. The program plan is always subject to future additions, deletions, or substitutions, as long as the revisions satisfy program requirements. The earliest course on the plan can be no more than eight years old; all courses, therefore, must be taken within the eight-year period of time.

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## ADVISERS

Qualifications of faculty who may serve as advisers are specified by the Graduate School and doctoral program policy.

### ACADEMIC ADVISER

Academic advisers must be Ross and Carol Nese College of Nursing faculty who are members of the Graduate School faculty. They usually have expertise in the general area of the student's anticipated research interests. The Academic Adviser is assigned to the student by Director of the Ph.D. Program in collaboration with the Ross and Carol Nese College of Nursing faculty who make admission decisions.

### RESEARCH ADVISERS

Research advisers must be Ross and Carol Nese College of Nursing faculty who hold membership on the Graduate School faculty. The Research Adviser must have sufficient expertise to guide the student's proposed area of research. The Research Adviser is selected by the student with input from the Academic Adviser. Ideally, the student makes this choice following discussion with several qualified faculty members. Ordinarily the student will choose a Research Adviser by the end of the second semester of full-time study (or the equivalent). The Academic Adviser, if qualified, may serve as the Research Adviser as well. The choice of a Research Adviser is based on mutual agreement between faculty member and student. The Director of the Ph.D. Program is informed of the student's selection in writing. **The Research Adviser chairs the Dissertation Committee.**

#### CHANGING ADVISERS:

1. All requests should be forwarded to the Director of the Ph.D. Program who coordinates the reassignment.
2. A change in Research Adviser (and if appropriate, Committee membership) is indicated if the substantive area of the student's research changes remarkably.
3. A change of adviser may be initiated by the Adviser or the Advisee without prejudice to himself or herself.
4. A change of membership on the Dissertation Committee must be recommended by the student's Research Adviser, subject to approval by the student, the Associate Dean for Graduate Education, and (following approval of the original Committee) to the Dean of the Graduate School.

#### DISSERTATION COMMITTEE

This committee, selected based on expertise relevant to the dissertation research, serves in an advisory capacity to the student and assures that the dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent researcher. The Graduate Student Committee Procedures & Doctoral Committee Appointment Signature Form is obtained from the Ross and Carol Nese College of Nursing Graduate Program office.

General guidance of a doctoral candidate is the responsibility of a doctoral committee consisting of four or more active members of the Graduate Faculty, which includes at least two faculty members in the major field. The dissertation/performance adviser must be a member of the doctoral committee. The dissertation/performance adviser usually serves as chair, but this is not required. If the candidate is also pursuing a dual-title field of study, a co-chair representing the dual-title field must be appointed. In most cases, the same individual (e.g., dissertation/performance adviser) is a member of the Graduate Faculty in both the major and dual-title fields, and in such cases may serve as sole chair.

At least one regular member of the doctoral committee must represent a field outside the candidate's major field of study in order to provide a broader range of disciplinary perspectives and expertise. This committee member is referred to as the "Outside Field Member." In cases where the candidate is also pursuing a dual-title field of study, the dual-title representative to the committee may serve as the Outside Field Member. Additionally, in order to avoid potential conflicts of interest, the primary appointment of at least one regular member of the doctoral committee must be in an administrative unit that is outside the unit in which the dissertation/performance adviser's primary appointment is held (i.e., the adviser's administrative home; in the case of tenure-line faculty, this is the individual's tenure home). This committee member is referred to as the "Outside Unit Member."

In the case of co-advisers, the Outside Unit Member must be from outside the administrative home(s) of both co-advisers. In some cases, an individual may have a primary appointment outside the administrative home of the student's dissertation/performance adviser and represent a field outside the student's major field of study; in such cases, the same individual may serve as both the Outside Field Member and the Outside Unit Member. If the candidate has a minor, that field must be represented on the committee by a "Minor Field Member."

The doctoral committee is appointed by the director of Graduate Enrollment Services, upon recommendation of the head of the major program, soon after the student passes the qualifying examination. The dean of the Graduate School may, on occasion, appoint one or more members of the committee in addition to those recommended by the head of the program.

A person who is not a member of the Graduate Faculty (and may not be affiliated with Penn State) who is otherwise qualified and has particular expertise in the candidate's research area may be added as a "Special Member," upon recommendation by the head of the program and approval of the director of Graduate Enrollment Services. A Special Member is expected to participate fully in the functions of the doctoral committee. If the Special Member is asked only to read and approve the doctoral dissertation or to evaluate the final performance, that person is designated a Special Signatory. Occasionally, Special Signatories may be drawn from within the Penn State faculty in particular situations.

Graduate Faculty officially appointed by the Graduate School to a doctoral committee who then leave Penn State may maintain that committee appointment for up to one year if the student's graduate program and the dean of the Graduate School, through the Office of Graduate Enrollment Services, approve the request for this exception. A retired or emeritus faculty member may serve as a doctoral committee chair if, and only if, he/she was officially appointed and began chairing the committee prior to retirement and has the continuing approval of the program head and the dean of the Graduate School, through the Office of Graduate Enrollment Services. Requests must be sent by the program head to the director of Graduate Enrollment Services. Otherwise, the committee must be revised to either

remove the faculty member from the committee or change the individual's appointment to a Special Member.

**Chair** – The chair or at least one co-chair must be a member of the specific graduate faculty of the doctoral program in which the candidate is enrolled. A retired or emeritus faculty member may chair a doctoral committee if he/she began chairing the committee prior to retirement and has the continuing approval of the department head or program chair. The primary duties of the chair are: (1) to maintain the academic standards of the doctoral program and the Graduate School, (2) to ensure that the comprehensive and final examinations are conducted in a timely fashion, (3) to arrange and conduct all meetings, and (4) to ensure that requirements set forth by the committee are implemented in the final version of the dissertation.

The membership of doctoral committees should be periodically reviewed by the program chair to ensure that its members continue to qualify for service on the committee in their designated roles. For example, if budgetary appointments, employment at the University, etc., have changed since initial appointment to the committee, changes to the committee membership may be necessary. If changes are warranted, they should be made as soon as possible to prevent future problems that may delay academic progress for the student (e.g., ability to conduct the comprehensive or final examinations).

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## STUDENT RESPONSIBILITIES

1. Communicating regularly with his/her adviser regarding programs, goals and plans.
2. Initiating contact with faculty members whom she/he is considering as Research Adviser.
3. Selecting a Research Adviser, in consultation with the Academic Adviser.
4. Registering for the Qualifying examination following consultation with Adviser and Director of the Ph.D. Program
5. Initiating contact with faculty members being considered as members of the Dissertation Committee/comprehensive examination committee.
6. Selecting in collaboration with the Research Adviser and subject to approval by the Director of the Ph.D. Program or members of his/her Dissertation Committee prior to registering for elective/specialty courses.
7. Communicating with Dissertation Committee members on a regular basis regarding progress, scheduling meetings, including proposal hearing, comprehensives and dissertations.
8. Communicating to the Adviser and the Director of the Ph.D. Program a desire to change advisers.
9. Becoming familiar with and complying with all relevant policies and



procedures as set forth by the Graduate School and Graduate Program of the Ross and Carol Nese College of Nursing.

10. Reporting problems that delay progress in completing the degree requirements to the Associate Dean for Graduate Education, and when appropriate, the Dean of the Graduate School.

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## ADVISER RESPONSIBILITIES

### GENERAL

Typical advisers:

1. Make themselves familiar with the curriculum and courses necessary to meet the program requirements within the college.
2. Become acquainted with the various resources available under Student Services and elsewhere within the University organizations.
3. Maintain and post reasonable office hours during which students may meet with them, as and when required, discussing any aspect of their scholastic career, especially issues related to the student's progress and plans for subsequent work.
4. Familiarize themselves with administrative, University, and departmental regulations, procedures, and scheduled activities relating to the advising process.

### ACADEMIC ADVISER

The Academic Adviser represents a vital linkage between the entering student and the doctoral program. The Academic Adviser plays an important role in orienting the student to the College and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience and monitoring the student's progress in and adjustment to doctoral study. The specific responsibilities of the Academic Adviser are to:

1. Interpret the doctoral program design, requirements and policies to the student.
2. Assist the student in planning objectives for doctoral study and clarifying career goals.
3. Assist the student in completing the Program Plan in accordance with program requirements, individual research interests and career goals.
4. Assist the student with registration procedures.
5. Approve and sign all registration materials, drop-add forms and other records.
6. Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, checking grades and meeting with the student.

7. Assist student in meeting deadline for qualifying examination.
8. Evaluation of the student's academic progress by completing the Annual Evaluation in collaboration with the student.
9. Maintain student record to include:
  - a. Program plan
  - b. Annual evaluation of student progress
  - c. Notation of special advisement consultations, phone calls, etc.
10. Assist the student in selecting a dissertation research topic (general area for the research) and Research Adviser.
11. Assist the student in completion of a Predoctoral HRSA Fellowship application to NINR, if appropriate or refer for assistance to Research Adviser.
12. Forward the student's file to the Research Adviser.

## RESEARCH ADVISER

The Research Adviser (Chair of Dissertation committee) assumes the responsibilities of academic advisement of the student as soon as the student has made the selection. In addition, the Research Adviser has the following responsibilities:

1. Assist the student with the selection of specialty and elective courses for pursuing a unified program of study supportive of the student's interests and career goals.
2. Ensure the plan of study has been completed and submitted to the Director of the Ph.D. Program for approval before the student registers for elective/specialty credits.
3. Assist the student in completion of a Predoctoral HRSA Fellowship application to NINR.
4. Serve as Chairperson of the student's Dissertation and Comprehensive Committees.
5. Assist the student in selecting a Dissertation Committee.
6. Assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, to include assistance with:
  - a. Selecting and delimiting a research topic
  - b. Developing a written proposal for the research project
  - c. Carrying out the research as proposed (and approved)
  - d. Developing the dissertation
7. Notify the Director of the Ph.D. Program and the Associate Dean for Graduate Education in writing of the proposed dissertation topic and proposed Dissertation Committee membership so approval can be obtained from the Graduate School Dean prior to the student's defense of the research proposal.

8. Notify the Director of the Ph.D. Program and the Associate Dean for Graduate Education in writing when the student has successfully passed the comprehensive examinations and defended the dissertation research proposal.
9. Forward a copy of the approved dissertation proposal form to the Director of the Ph.D. Program and Associate Dean for Graduate Education.
10. In conjunction with the student, determine his/her readiness to take the comprehensive examinations, subject to approval by the Associate Dean for Graduate Education.
11. Serve as a member of the committee, which administers the comprehensive examination to the student.
12. Recommend to the Dean of the Graduate School via the Associate Dean for Graduate Education, the membership for the student's Dissertation Committee.
13. Once the dissertation has been approved for defense by the student's Dissertation Committee, notify the Director of the Ph.D. Program and send the appropriate forms to the Associate Dean for Graduate Education for signature and forwarding to the Graduate School. A minimum of three weeks is required for Graduate School scheduling.
14. Serve as the chairperson of the student's Final Oral Examination Committee.
15. Complete and forward to the Graduate School via the Associate Dean for Graduate Education, the results of the examination.
16. Approve and sign the final version of the dissertation.

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## RESPONSIBILITIES OF DOCTORAL COMMITTEES

To advise and ultimately approve (when appropriate) the dissertation research plans and the written dissertation proposal. Approval must be based upon two-thirds positive vote.

1. To be available to the student for consultation regarding the research and the dissertation.
2. To serve on the student's comprehensive committee (developing and selecting questions; grading written and oral component).
3. To read the dissertation and, when appropriate, to designate the dissertation as complete and acceptable (must be based on two-thirds positive vote).
4. To communicate all committee decisions in writing to the student and the Director of the Ph.D. Program (Chairperson is responsible for this activity).
5. Conduct the final oral defense of the dissertation and determine acceptability of written dissertation for graduation. The entire committee must participate in the final oral defense. If a member is unable to attend, a replacement must be appointed. At least three members must be physically present for comprehensive, proposal hearing and final defense. (A maximum of two of five members may participate via distance, but only

one by telephone). The student must be physically present.

Doctoral Examination – The (entire) committee will prepare and administer the examination and evaluate the candidate's performance on the examination. If a committee member is unable to attend the final oral defense, the member may sign as a special signatory. A revised committee appointment form will need to be sent to the Office of Graduate Enrollment Services, 114 Kern Building, removing the faculty member as a regular committee member and moving the member to a special signatory. If there are then not enough members serving on the committee (i.e., four or more active members of the Graduate Faculty) another Penn State faculty member will need to replace that member to constitute a legitimate doctoral committee. (Substitutes are not permitted.) These changes and approvals shall occur before the actual examination takes place. The department or program head will notify the Office of Graduate Enrollment Services when the candidate is ready to have the comprehensive and the final oral examinations scheduled and will report the results of these examinations to that office.

It is expected that doctoral examinations will take place at the campus location of the graduate center offering the program (University Park or the Hershey Medical Center), and the graduate student must be physically present at any doctoral examination.

The dissertation adviser, as well as the chair of the doctoral committee (if not the same individual as the dissertation adviser), along with additional members of the committee to total a minimum of three, also must be physically present at the comprehensive/final examinations. (Thus, for a five-person committee, two members could participate via distance.) Requests for exceptions to allow participation of any committee member via distance must accompany the Examination Request Form and must be submitted to the director of Graduate Enrollment Services for approval at least two weeks prior to the date of the examination. Of those approved to participate via distance, no more than one member may participate via telephone; any or all of those approved to participate via distance may participate via interactive videoconferencing. Special arrangements, i.e., requirements for meeting participation via distance, must be communicated to the student and all doctoral committee members well in advance of the examination.

A favorable vote of at least two-thirds of the members of the committee is required for passing a comprehensive or a final oral examination. If a candidate fails an examination, it is the responsibility of the doctoral committee to determine whether another examination may be taken.

The committee examines the dissertation, administers the final oral examination, and signs the doctoral approval. At least two-thirds of the committee and the Associate Dean for Graduate

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## ANNUAL STUDENT EVALUATION: INDIVIDUAL DEVELOPMENT PLANS (IDP)

The individual development plan (IDP) is used for both planning and evaluative purposes. The initial IDP is completed during the first doctoral intensive (NURS 579). In this phase, the student sets both short term and long terms educational and career goals, using the Ph.D. end-of-program outcomes as a guide. Once the initial plan is developed, the student and academic adviser review and update the plan. At the end of each academic year, the student provides an update of accomplishments, achievement of goals, plans to meet unachieved goals and new goals for the upcoming year.

Academic advisers are responsible for evaluating the progress of their advisees each spring. This evaluation provides an opportunity for students to communicate their accomplishments, express concerns about their growth and development, and discuss potential opportunities for teaching, research, and other professional activities that the adviser and student believe are important to pursue. Director of the Ph.D. Program will send a list of advisees and the IDP form to each adviser and to each student in the program.

The annual evaluation process must be completed prior to April 30 of each academic year. All Ph.D. students should complete an updated IDP form, submit the form to their adviser, and make an appointment to discuss their progress. Advisers should complete the adviser's section of the form prior to meeting with the student. At the end of the conference, both student and adviser should receive a copy of the updated IDP form. The adviser will keep a copy of the IDP in the Advising Folder in Box.

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## UNIVERSITY RESOURCES

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### GRADUATE SCHOOL TEACHING CERTIFICATE

Penn State graduate students wanting recognition of their commitment to college teaching may now earn the Graduate School Teaching Certificate. The Graduate School Teaching Certificate was developed to provide graduate students with an avenue to enhance their teaching skills. The certificate is self-directed and available to all Penn State graduate students who fulfill the following requirements:

Attend the [Schreyer Institute New Instructor Orientation](#) or an equivalent teaching orientation that includes lesson planning, teaching methods and strategies to encourage student participation.

Complete one semester of NURS 602 Supervised Experience in College Teaching under the direction of a mentor. A grade of B or higher is required.

Complete the Schreyer Institute Penn State [Course in College Teaching](#) or HI ED 546 College Teaching.

Complete another semester of NURS 602, to include either a block of lectures prepared and presented by the student, or total responsibility for a lab or recitation section. A grade of B or higher is required.

Develop a Web site that includes a statement of teaching philosophy and demonstration of the ability to develop a PowerPoint presentation. To help students complete this requirement, Quick Skills courses are available through [Information Technology Services' Web-Based Training Web site](#). These free courses are not required for the Teaching Certificate but are available if needed.

It is recommended that the Penn State [Course in College Teaching](#) precede the second semester of NURS 602.

In order for the certificate to be issued, the program chair or department head, in consultation with the student's adviser, must verify completion of the requirements in a letter, [along with a completed checklist](#). Please send documents to the Dean's Office, Graduate School, 114 Kern. Notice of completion of the Graduate School Teaching Certificate will not appear on the student's transcript.

Graduate students wanting recognition of their commitment to college teaching are encouraged to speak to their advisers about this opportunity. Questions about the program should be directed to Dr. Suzanne Adair, at [sca917@psu.edu](mailto:sca917@psu.edu). Please note that this is not a teacher certification program.

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## CERTIFICATE FOR ONLINE TEACHING

The Certificate for Online Teaching is a professional development program to prepare for online teaching success. This five, fully online course, series provides faculty an “online student experience” while exploring a rich variety of critical topics necessary for mastery in the online classroom. Anyone interested in learning more about excellence in online teaching and learning are welcome to participate in the certificate. The Certificate for Online Teaching is comprised of both self-directed and instructor led online courses.

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## LIBRARIES

All Penn State campuses provide full service libraries on site. The Penn State ID card serves as the library card and provides access to the electronic and print media needed to support your graduate studies.

Complete information on all University Library locations may be found at:  
<http://www.libraries.psu.edu/psul/home.html>.

A series of FAQ's and useful “how to” instructions may be found at:  
<https://psu.libanswers.com/search/>.

Campus-specific libraries often host basic seminars to help navigate the system. Please consult the campus library for further information.

Most importantly, if you have difficulty locating or retrieving information, please discuss the issue with your course instructor *as soon as possible* so that you may be guided toward appropriate resources.

Important Notes regarding the Library include:

1. All changes to your postal and/or email address must be reported directly to the University Libraries. The Libraries are not notified of any address changes reported to the Registrar, Bursar, or any other Penn State office.
2. Notices for materials on hold, recalled and overdue materials, overdue and replacement fees, will be sent by email, unless requested otherwise.
3. The University Libraries remain open through all semester breaks and intersessions, with the exception of official University holidays. Please consult <http://www.libraries.psu.edu/psul/hours.html> for the Libraries schedule during these times.
4. Librarians are available to assist you in navigating the system or in locating specific materials. Use the ASK! Page to contact a librarian in real time or via email: <http://ask.libraries.psu.edu/?stream=8>.

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## CANVAS

Penn State uses a cloud-based learning management system called [Canvas](#). Faculty use the course management system to distribute course information and provide opportunities for students to engage with the material. You will use your Penn State Access Account to access Canvas and log in by the first day of class.

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## INFORMATION TECHNOLOGY SERVICES

In order to access the necessary information technology services needed in graduate studies, students must first secure a Penn State ID (questions should be directed to the Graduate Staff Assistant at UP or Hershey).

[Information Technology Services \(ITS\)](#) located at 2 Willard Building, 814.863.1035, Toll-free 1.888.778.4010 (within PA) ensures that faculty, students, and staff have the information technology tools and infrastructure necessary to carry out the University's mission. ITS provides the infrastructure that enables members of the Penn State family to make maximum use of the appropriate information technology tools in their learning, teaching, research, outreach, administration, and support activities, and the cost-effective information

technology resources required to support continuous improvement in the University's ability to fulfill its diverse mission. For more information on ITS go to <http://its.psu.edu>.

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## PENN STATE ACCESS ACCOUNT

It is required that all students activate their access account. An [Access Account](#) is a user ID (xxx123) and password that enables Penn State students, faculty, and staff to use the full range of Internet services on or off campus, at computer labs or on personal computers. In order to access the necessary information technology services needed in for your graduate studies, students must first activate their [Penn State Access Account](#).

To activate your Access account, you can activate electronically or in person. You will receive an email, addressed to the email you used to apply for graduate school, with links and directions on Access account activation. If you did not receive this email, check your spam or junk mail folders to make sure it wasn't filtered. If you are on campus you can activate your account at a signature station. If you need support in getting your access account working, refer to this webpage for appropriate location for help: <https://security.psu.edu/services/2fa/>.

When you applied to our program, you also applied for a Friends of Penn State account. This is the account you used to fill out and check on the application. Your access account may look similar to your Friends of Penn State account but is not linked in any way. **MAKE SURE TO USE A COMPLETELY NEW PASSWORD** when setting up access account to ensure you do not have any trouble with login.

Also, when verifying your information to complete the Access account process, you will be asked your birthday and zip code. **USE THE ZIP CODE YOU USED WHEN FILLING OUT YOUR APPLICATION.**

Please make sure you have read and understand Penn State Policies regarding computer and network security: <https://policy.psu.edu/policies/ad95>. This includes important information such as not sharing your account and/or password with anyone.

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## PENN STATE EMAIL (OFFICE365)

All students should check their Penn State email accounts regularly for bursar account notifications, course information, campus events and more. Once your Penn State Access Account has been activated, use [Penn State Office365 \(http://office365.psu.edu/\)](http://office365.psu.edu/) to login and view your email. Students can also find a link to Office365 at the top. You can set up preferences to have your Penn State email forwarded to a personal email account. Faculty and Staff will use the Penn State (@psu.edu) email account address for communications to students throughout the academic program. It is the student responsibility to routinely monitor this account and not use personal email accounts for communications related to academic activities.



You can find more information about your Penn State email accounts by visiting the IT electronic mail website. (<https://ais.its.psu.edu/services/email/>).

Email in Canvas can be created in Canvas using the Inbox, but responded to with your PSU email. You can also receive notifications as a text message. Refer to the Canvas Support page for students (<http://canvas.psu.edu>) for more information and setting up your devices.

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## PENN STATE ID+ CARD

The [Penn State ID+ Card](#) is the official University identification card. It provides easy access to Penn State resources including student discounts and library materials. All students should obtain an id+ card. Hours and office locations vary by [campus](#).

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## PARKING

### *University Park*

All graduate students *must* register their motor vehicle with the University Parking Office. Information on parking permits and student lots at UP is available at <http://www.fleet.psu.edu/transportation/parking/students/student-permits.cfm>.

There are several city-owned parking lots and garages within walking distance of the University:

1. Beaver Avenue, just West of Allen Street
2. Frazer Street, 3/4 of a block South of College Avenue
3. Garner Street, 1/2 block South of College Avenue
4. McAllister Street, 1/2 block South of College Avenue

**Hershey Medical Center and other campuses:** consult Ross and Carol Nese College of Nursing office staff.

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## CONSULTATIVE RESOURCES

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### RESOURCES FOR WRITING SUPPORT

Several types of resources are available to develop and strengthen the writing skills of graduate students.

1. Credit Courses: Each semester two courses in writing are offered specifically for graduate students – no undergraduates can enroll in these courses. In order to enroll, a student must be working on current projects, such as summaries, critiques, and proposals required in class.
  - English 497G - Thesis and Dissertation Writing Workshop - is a three-credit graduate course designed for students whose native language is English.

- SpCom 497G - Thesis and Dissertation Writing for Non-Native Speakers of English - is a three- credit graduate course designed for non-native English students.
2. In both of these courses, you will receive individual help throughout the semester with your nursing program writing assignments. For the times and registration numbers of these courses each semester, check the listing of courses on the Web at <http://www.registrar.psu.edu/>.
  3. Non-credit Workshops: The Graduate School offers a number of workshops each semester on aspects of writing, such as developing effective sentence structure, reducing wordiness, organizing ideas, understanding grammar, and using documentation. Most of these workshops are offered in the evening or on Saturdays; some are on one day and others include several sessions. Flyers on fall and spring workshops will be sent to the various graduate programs.
  4. Writing Centers: Some support is available through the writing centers on the University Park campus in 219 Boucke Building. The center is staffed primarily by undergraduates who have been trained in basic grammar and style concepts.
  5. Graduate Writing Center: The Graduate Communication Enhancement Program, in cooperation with the Graduate Student Association, provides a Graduate Writing Center in the Graduate Commons, 111-L Kern Building. The Graduate Writing Center provides trained, friendly, and free peer consulting for graduate students of all disciplines and all levels of writing ability.
  6. Writers are invited to schedule appointments for one-to-one collaborative discussions about theses, dissertations, seminar papers, proposal, or whatever writing projects students are currently undertaking. These discussions of writing seek both to generate productive feedback about specific projects and to improve students' writing and critical thinking abilities in general.
  7. The CON uses the APA Manual for writing. Students are responsible for applying the most recent publication of the manual of the American Psychological Association.

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## UNIVERSITY STATISTICAL CONSULTING CENTER

The Statistical Consulting Center (SCC) is a team of faculty, staff and graduate students in the Department of Statistics at Penn State. The Statistical Consulting Center was created to offer the University a statistical support service for new research in various disciplines. Their consultants are statistical graduate students, professors and professionals trained in classical and new statistical techniques that will guide you in developing strong hypotheses and sound decisions. The SCC invites you to visit their web site <http://stat.psu.edu/consulting/statistical-consulting-center> to learn more about the SCC's activities in research collaboration, training and short-term consulting.

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## CENTER FOR NURSING RESEARCH STATISTICAL CONSULTATION

Dr. Diane Berish is available to provide consultative services on quantitative design and analytic approaches. This service is available to faculty, graduate students, and honors students in the Ross and Carol Nese College of Nursing. For example, think of Dr. Berish if you need assistance with:

1. Initial design and/or analytic plan for project proposal for submission to funding agency
2. Design and/or analysis plan of preliminary studies with intent to pursue subsequent funding
3. Tutorial assistance in quantitative methods/statistics
4. Thesis: proposal development/analysis plan/reporting results

Request service via [https://pennstate.qualtrics.com/jfe/form/SV\\_6M7hQBldGsiP5C5](https://pennstate.qualtrics.com/jfe/form/SV_6M7hQBldGsiP5C5).

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## GRADUATE STUDENT RESEARCH SERVICES

During fall and spring semesters, the SCC can provide 2 FREE consulting sessions to students working on Ph.D. research. You will meet with a statistics graduate student who is taking a practicum in statistical consulting.

There is no charge for this assistance and the sessions are supervised.

NOTE: They do not offer consulting services for classroom assignments.

For all of the above services, a Request for Statistical Consulting form must be filled out and submitted to the SCC. To obtain a Request for Statistical Consulting form, you may do any of the following:

1. Telephone the SCC at 814.863.0281 and they will mail or FAX a form to you.
2. Go to the SCC at 326 Thomas Building anytime Monday through Friday, 9:00 a.m. - 4:00 p.m. and pick up a form.
3. Visit their web site (<http://www.stat.psu.edu/~scc/>) and download a form. E-mail: [scc@stat.psu.edu](mailto:scc@stat.psu.edu).

## FUNDING RESOURCES

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## FINANCIAL AID DEADLINES AND INFORMATION

Students who are registered for at least 5 credits per semester may be eligible for graduate financial aid. Graduate federal aid includes Stafford loans and the Graduate PLUS loan program. Additionally, students are encouraged to seek outside scholarships or tuition assistance through their employer.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year that they would like to receive graduate financial aid. For adequate time to prepare students' aid, Penn State recommends that students complete their FAFSA by March 1 for the following fall and spring semesters. Each financial aid year runs from July 1 to June 30. Penn State's federal school code for the FAFSA is 003329.

For more information on loans and long-term funding, go to <http://studentaid.psu.edu/>. Notices of special funding opportunities will be emailed directly to your Penn State account. It is your responsibility to follow-up within the deadlines.

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## VETERANS' FINANCIAL AID

Penn State is a proud supporter of our active duty, Guard, and Reserve military members and veteran students. The Penn State World Campus participates in several financial aid programs to help currently serving military members and veterans. First, it honors the G.I. Bill, Post-9/11 G.I. Bill, and it is a Yellow Ribbon Program participant. Penn State also accepts several types of military tuition assistance benefits. To receive all of the financial aid that you have earned military members and veterans should contact a *Veterans Financial Aid Counselor* to explore all possible options.

Although the graduate certificates offered are not eligible for federal financial aid, the G.I. Bill and other military financial aid programs are accepted as payment for these programs. Certificate students are also encouraged to speak with a *Veterans Financial Aid Counselor* to explore options. For additional information on *military education benefits*, students should refer to the Penn State World Campus website.

<http://www.worldcampus.psu.edu/paying-for-your-education/military-education-benefits>

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## UNIVERSITY ASSISTANTSHIPS

A limited number of assistantships are available through the University. Assistantships cover tuition and pay a monthly stipend. In return, the recipient assists an assigned faculty mentor in various capacities for up to 20 hours per week. For additional information refer to the Graduate Degree Programs Bulletins <http://bulletins.psu.edu/bulletins/whitebook/index.cfm> or contact the graduate program staff assistant.

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## PREDOCTORAL FELLOWSHIPS

During the first year of full-time study (or equivalent) students are encouraged to develop an individual application for a Pre-doctoral Fellowship. These fellowships cover tuition, research expenses and stipend during doctoral study. Please consult with your adviser.

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## GRANTS FOR CONDUCTING DISSERTATION RESEARCH

Small grants are available through Sigma Theta Tau, Beta Sigma Chapter, and the College to help defray costs of conducting research for theses. The graduate program office frequently receives announcements from other agencies regarding grants; contact the graduate program staff assistant for information.

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#### CENTER FOR NURSING RESEARCH TRAVEL GRANTS

The CNR provides supplemental support for registration and travel costs as well as poster and presentation preparation for graduate students attending conferences. A [Student Research Travel Request](#) should be completed (including mentor approval) and submitted to the Center for Nursing Research at least thirty (30) days before the travel date. Students, whose travel is sponsored by the Center for Nursing Research, are required to submit a one page [Student Conference Summary](#) before requesting travel reimbursement. The report should reflect on what you learned at the conference, talk about your presentation, your impressions, etc.

#### STUDENT ASSOCIATIONS/COMMITTEES

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#### SERVICE ON ROSS AND CAROL NESE COLLEGE OF NURSING AND UNIVERSITY COMMITTEES

Graduate students are needed on Ross and Carol Nese College of Nursing committees to represent graduate student concerns. Please e-mail the Associate Dean for Graduate Education to volunteer for service on Ross and Carol Nese College of Nursing or University Committees.

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#### THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

The primary goals of the Graduate and Professional Student Association are to represent and support the interests of the University's current and future graduate and professional student community. GPSA accomplishes this goal by:

1. Providing unified and informed voice representing graduate and professional students to the University's administration, Board of Trustees, academic units, and other external organizations that make decisions on behalf of students
2. Creating a forum to address the ideas and concerns of graduate and professional students
3. Supporting scholarship activities and professional development
4. Promoting leadership, social, and service opportunities to the graduate and professional student body
5. Planning events and activities to promote a sense of community among graduate and professional students and their families

The GPSA is officially recognized by the University as the collective voice of the graduate and professional student body under the Standing Orders of the Board of Trustees 7(4).

The Graduate and Professional Student Association is available to help you with any questions you may have. Members and officers of GPSA can help you become more involved (academically or socially) in university life. If you need help finding resources around campus or connecting with other organizations, we can help you. The GPSA also welcomes volunteers to help with various GPSA projects and we look forward to your suggestions to help us better serve Penn State graduate and professional students. If you would like to get involved in GPSA, please send an email to [gpsaoffice@gmail.com](mailto:gpsaoffice@gmail.com), and feel free to provide any details about any specific projects or initiatives you want to participate in. Take a look at <http://gpsa.psu.edu> for further information on the GSA.

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#### BETA SIGMA CHAPTER, SIGMA THETA TAU INTERNATIONAL

Sigma is the international honor society for nursing. The purposes of Sigma are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

The Pennsylvania State University's Beta Sigma Chapter was chartered in 1974. For acceptance of into Beta Sigma Chapter, graduate students must have a 3.5 GPA and demonstrate superior scholastic achievement and potential for professional leadership. Invitations for membership are given out during the year of graduation. The induction ceremony into Sigma is held during the Spring Semester.

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#### PH.D. DOCTORAL STUDENT ORGANIZATION IN THE ROSS AND CAROL NESE COLLEGE OF NURSING

The purpose of the Ross and Carol Nese College of Nursing Doctoral Student Organization (DSO) is to support and enhance the academic and personal achievement of doctoral nursing students throughout their enrollment at The Pennsylvania State University. This purpose is operationalized by the goals of the organization:

1. To provide educational and professional developmental opportunities which enhance the academic experiences and professional trajectories of doctoral students.
2. To provide a forum for doctoral students to provide feedback about their respective doctoral programs.
3. To engage doctoral students in regular dialogue about their scholarly experiences, academic progression, professional development, and programmatic evaluation.
4. To provide doctoral students with an outlet for collegial support with scholarly peers and promote collegial relationships among doctoral students across cohort groups.

## CO-AUTHORSHIP OF SCHOLARLY REPORTS, PAPERS, & PUBLICATIONS

It is the policy of The Pennsylvania State University that proper credit is given to those individuals who make material contributions to activities, which lead to scholarly reports, papers and publications.

### GUIDELINES

Rigid prescriptive requirements in this area are considered unwise because the situation with respect to co-authorship varies from one discipline to another and from one publication to another. Nevertheless, it is recommended that the authors of scholarly reports, papers and publications abide by the following principles regarding co-authorship.

Co-authorship should be offered to anyone who has clearly made a material contribution to the work. Moreover, each coauthor should be furnished with a copy of the manuscript before it is submitted and allowed an opportunity to review it prior to submission. An author submitting a paper, report or publication should never include the name of a coauthor without the person's consent. Exceptional circumstances, such as death or inability to locate a coauthor, should be handled on a case-by-case basis. In cases where the contribution may have been marginal, an acknowledgment of the contribution in the public action might be more appropriate than co-authorship.

In the case of theses for advanced degrees, if the dissertation or paper based upon it is not published with the degree recipient as sole author, then that person should normally be listed as the first author. In no instance should theses, or papers based upon them, be published under the sole authorship of the dissertation adviser.

Anyone accepting co-authorship of a paper must realize that this action implies a responsibility as well as a privilege. As a rule, each coauthor should understand the content of the publication well enough to be able to take responsibility for all of it; otherwise, the publication should clearly indicate the parts of which each coauthor has responsibility. If a potential coauthor has doubts concerning the correctness of the content or conclusions of a publication, and if these doubts cannot be dispelled by consultation with the other coauthors, the individual should decline co-authorship.

Reference: Penn State Research Administration <https://guru.psu.edu/policies/IP02.html>.

## ROSS AND CAROL NESE COLLEGE OF NURSING RESEARCH FACULTY

### [RACHEL ALLEN, PH.D., RN, PMHNP-BC](#)

- Assistant Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University

- B.S.N., Thomas Jefferson University; M.S.N., University of Pennsylvania; Ph.D., University of Massachusetts – Dartmouth Jonas Scholar; Lillian Sholtis Brunner Fellowship, University of Pennsylvania, Barbara Bates Center for the Study of the History of Nursing
- Research Interests: psychiatric nursing, mental health policy; the history of nursing; serious and persistent mental illness; chronic illness; community health
- Contact Information: 717.531.0003 x 320561; Email: [rba8@psu.edu](mailto:rba8@psu.edu)

#### JOCELYN C ANDERSON, PH.D., RN, SANE-A

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- Assistant Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., Bachelor of Science, Nursing, St. Cloud State University; M.S.N., Clinical Nurse Specialist – Forensic Nursing, Johns Hopkins University School of Nursing; Ph.D., Johns Hopkins University School of Nursing; Postdoctoral Fellowship, University of Pittsburgh School of Medicine
- Research Interests: sexual violence, forensic nursing, drug and alcohol use, intimate partner violence, mental health, technology-delivered interventions
- Contact Information: 814.867.5999; Email: [jocelyna711@psu.edu](mailto:jocelyna711@psu.edu)

#### SUNDAY AZAGBA, PH.D.

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- Associate Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.A., Ambrose Alli University, Nigeria; M.A. in Economics, University of Lagos, Nigeria; M.A. in Finance, University of Skovde, Sweden; Ph.D., Concordia University, Canada; Post-Doctorate Fellow, Dalhousie University, Canada
- Research Interests: tobacco, substance use, and mental health
- Contact Information: 814.863.0245; Email: [spa5695@psu.edu](mailto:spa5695@psu.edu)

#### LIZA BEHRENS, PH.D., RN

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- Assistant Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- Associate of Science in Nursing, and Bachelor of Science in Biology, Norwich University, B.S.N., Cedar Crest College; M.S.N., The George Washington University; Ph.D., The Pennsylvania State University; Post-doctoral Research Fellow, University of Pennsylvania
- Research Interests: the implementation of preference-based, person-centered care in nursing homes to improve the physical and psychological well-being of residents living with dementia.
- Contact Information: 814.863.0245; Email: [LLB237@psu.edu](mailto:LLB237@psu.edu)

#### DIANE BERISH, PH.D.

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- Assistant Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.A., University of Notre Dame; M.A., University of Virginia; Ph.D., Miami University
- Research Interests: Long-Term Services and Supports, Aging and Health Care Policy, Health Care Quality
- Contact Information: 814.863.2211; Email: [deb460@psu.edu](mailto:deb460@psu.edu)

#### BARBARA A BIRRIEL, PH.D., ACNP-BC, FCCM

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- Director of MSN Nurse Practitioner Options, Assistant Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., Bloomsburg University; M.S.N., Thomas Jefferson University; Post-Graduate ACNP, University of Pennsylvania; Ph.D. in Nursing and Bioethics, The Pennsylvania State University
- Research Interests: surrogate decision-making, heart disease, critical care, bioethics
- Contact Information: 717.531.8764; E-mail: [bab44@psu.edu](mailto:bab44@psu.edu)

#### MARIE BOLTZ, PH.D., CRNP, GNP-BC, FGSA, FAAN

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- Elouise Ross Eberly and Robert Eberly Professor in Nursing, Ross and Carol Nese College of Nursing, The Pennsylvania State University



- Diploma in Nursing, Lankenau Hospital School of Nursing; B.S.N., LaSalle University; M.S.N., University of Pennsylvania; Ph.D., New York University; Post-doctoral Training, University of Maryland
- Research Interests: Interventions to promote functional health and cognition in older adults; caregiving efficacy and coping with dementia and delirium; complex aging related care issues; transitional and health services research
- Contact Information: 814-863-3495; Email: [mpb40@psu.edu](mailto:mpb40@psu.edu)

#### LORAH DORN, PH.D., CPNP

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- Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., Oregon Health Sciences University; M.S.N., Catholic University of America; Ph.D., The Pennsylvania State University; Post-doctoral fellowship; National Institute of Mental Health (Clinical Neuroendocrinology)
- Research Interests: behavioral endocrinology, puberty, reproductive and stress hormones, vulnerability of adolescence for physical health (bone density, menstrual cycles) and mental health problems
- Contact information: 814.867.1917; E-mail: [dun@psu.edu](mailto:dun@psu.edu)

#### CHRISTOPHER G. ENGLAND, PH.D.

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- Associate Professor of Biobehavioral Health & Nursing, The Pennsylvania State University
- B.S.N., & M.S.N., Carleton University of Canada; Ph.D., University of Western Ontario; Post-Doctoral Fellowship, University of Illinois at Chicago
- Research Interests: effects of stress, age, and sex on wound healing & inflammation (human, animal), stress, inflammation, and cognitive aging (human), influence of sex hormones and menopause on wound healing & inflammation (human), corticosteroid regulation of dermal and mucosal tissue healing (human), mucosal vs. dermal tissue repair: comparison via microarray analysis (human), effects of chronic stress, morphine and oxytocin on wound healing (animal), biomarkers as predictors of preterm birth (human), stress, inflammation and sickle cell disease (human), salivary diagnostics (human)
- Contact information: 814.865.4694; E-mail: [cge2@psu.edu](mailto:cge2@psu.edu)

#### CARA EXTEN, PH.D., MPH, BS

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- Assistant Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S., East Tennessee State University; M.P.H., Emory University; Ph.D., The Ohio State University
- Research Interests: HIV, sexually transmitted infections, health disparities affecting sexual and gender minority populations
- Contact information: 814.863.9724; E-mail: [cer5374@psu.edu](mailto:cer5374@psu.edu)

#### DONNA FICK, PH.D., APRN-BC, FGSA, FAAN

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- Eberly Professor in Nursing, Penn State Ross and Carol Nese College of Nursing; Professor of Psychiatry, Penn State College of Medicine; Co-Director, Center of Geriatric Nursing Excellence, Faculty Affiliate: Center for Health Care Policy and Research, Center for Healthy Aging, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., Berea College; M.S.N., University of Cincinnati; Ph.D., University of California, San Francisco
- Research Interests: delirium in persons with dementia; inappropriate medication use; non-drug interventions for persons with delirium and dementia
- Contact Information: 814.865.9325; E-mail: [dmf21@psu.edu](mailto:dmf21@psu.edu)

#### SHELDON D. FIELDS, PHD, RN, CRNP, FNP-BC, AACRN, FAANP, FNAP, FAAN

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- Associate Dean for Equity and Inclusion; Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S., Binghamton University; M.S., Binghamton University; Ph.D., University of Pennsylvania
- Research Interests: developing HIV prevention strategies/programs for communities of color with a special emphasis on young men of color
- Contact information: E-mail: [seg118@psu.edu](mailto:seg118@psu.edu)

### KELLY GALLAGHER, PHD, CNM

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- Assistant Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.A., The Evergreen State College; B.S.N., University of Minnesota; M.S., University of California; Ph.D., University of North Dakota
- Research Interests: the placenta; weight status and pregnancy outcomes; maternal nutrition and pregnancy outcomes in low- and middle-income countries
- Contact Information: 814.865.8499; E-mail: [kfg5272@psu.edu](mailto:kfg5272@psu.edu)

### NIKKI HILL, PHD, RN, FAAN

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- Associate Professor, Associate Director, Center for Geriatric Nursing Excellence, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S., M.S., & Ph.D., The Pennsylvania State University
- Research Interests: cognitive impairment in older adults; prevention of cognitive decline; person-centered cognitive interventions; personality and cognition; everyday function in older adults; mobile technology
- Contact Information: 814.867.3265; E-mail: [nikki.hill@psu.edu](mailto:nikki.hill@psu.edu)

### SHARILEE HRABOVSKY, D. ED., M.S.N., FNP-BC

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- Assistant Research Professor, Ross and Carol Nese College of Nursing, & Tobacco Treatment Specialist, College of Medicine, The Pennsylvania State University
- B.S.N., Thomas Jefferson University; M.S.N., Villanova University; Post Master's Nurse Practitioner Certification, Widener University; D.Ed., The Pennsylvania State University
- Research Interests: Tobacco use, treatment, and regulation, Behavior change, Qualitative and mixed methods research
- Contact Information: 717.531.4212; E-mail: [smh36@psu.edu](mailto:smh36@psu.edu)

### JUDITH E. HUPCEY, EDD, CRNP, FAAN

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- Associate Dean for Research and Innovation, Professor, Ross and Carol Nese College of Nursing; Professor of Medicine, College of Medicine; Professor of Bioethics; Faculty Affiliate: Center for Health Care Policy and Research, Center for Healthy Aging, The Pennsylvania State University
- B.S., M.S., Ed.M., & Ed.D., Columbia University; Post-Doctoral Fellowship (NRSA), The Pennsylvania State University
- Research Interests: family support/caregivers, palliative care and heart disease/critical care, qualitative methodology, concept advancement/analysis
- Contact Information: 717.531.4211 or 814.863.2211; E-mail: [jhupcey@psu.edu](mailto:jhupcey@psu.edu)

### YING-LING JAO, PH.D., RN

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- Associate Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., National Taipei University of Nursing and Health Science, Taiwan; M.S.N., University of Iowa; Ph.D., University of Iowa
- Research Interest: assessment, care environments, and non-pharmacological interventions for neurobehavioral symptoms in dementia; apathy in dementia; measures of physical activity
- Contact Information: 814.865.5634; E-mail: [yuj15@psu.edu](mailto:yuj15@psu.edu)

### ERIN KITT-LEWIS, PH.D., RN

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- Associate Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., The Pennsylvania State University M.S.N., The Pennsylvania State University Ph.D.,

The Pennsylvania State University

- Research Interests: End-of-life and geriatric care community, nursing homes and prison
- Form and Informal Caregiver Support
- Community-based Research
- Contact Information: 814.867.2393; Email: [eak114@psu.edu](mailto:eak114@psu.edu)

#### SOLIM LEE, PH.D.

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- Assistant Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., Seoul National University, South Korea; M.S.N., Seoul National University, South Korea; Ph.D., University of Pennsylvania
- Research Interest: Cardiovascular Health, Self-Care of Chronic conditions, Symptom Science, Health Disparities
- Contact Information: 814.865.5634; E-mail: [solimlee@psu.edu](mailto:solimlee@psu.edu)

#### SUSAN LEIGHT, EDD, APRN-BC, NP-C, ANP-BC, FAANP, FAAN

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- Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., State University of New York at Buffalo; M.S.N., and Ed.D., West Virginia University; Research Fellow, University of Pennsylvania, Postdoctoral Fellow, University of Pennsylvania
- Research Interest:
- Contact Information: 814.863.0245; E-mail: [slx6189@psu.edu](mailto:slx6189@psu.edu)

#### SUSAN J. LOEB, PH.D., RN, FGSA, FAAN

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- Professor, Ross and Carol Nese College of Nursing; Professor of Medicine, College of Medicine; Faculty Affiliate: Center for Health Care Policy and Research, and Center for Healthy Aging, The Pennsylvania State University
- B.S., M.S., & Ph.D., The Pennsylvania State University
- Research Interests: enhancing end-of-life care in complex organizations such as prisons, health attitudes, beliefs, and behaviors of community-dwelling and incarcerated older men, older adults coping with multiple chronic health conditions
- Contact Information: 814.863.2236; E-mail: [svl100@psu.edu](mailto:svl100@psu.edu)

#### PAUL LOGAN, PH.D., CRNP, ACNP-BC

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- Assistant Research Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., Messiah College; M.S.N., University of Pennsylvania; Ph.D., The Pennsylvania State University
- Research Interest: outcomes, quality, and value in healthcare, particularly the quality of care provided by nurse practitioners, Acute care, critical care and cardiovascular disease
- Contact Information: 717.531.3695; E-mail: [pul12@psu.edu](mailto:pul12@psu.edu)

#### SHERIDAN MIYAMOTO, PH.D., FNP, RN

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- Associate Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University; Network on Child Protection and Well-Being
- B.A., University of California; M.S., Vanderbilt University; Ph.D., University of California
- Research Interests: Utilizing administrative databases to improve predictive risk tools to identify families at risk of recurrent subsequent serious maltreatment; use of telehealth to improve forensic care for children in rural communities; development of tools to support positive parent-child relationships and the promotion of healthy dating relationship choices using mobile health and gaming interventions.
- Contact Information: 814.863.4141; E-mail: [sjm6101@psu.edu](mailto:sjm6101@psu.edu)

#### ANJU PAUDEL, PH.D., M.G.S., RN

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- Assistant Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University

- B.S.N., Manmohan Memorial Institute of Health Sciences, Nepal; M.G.S., Miami University; Ph.D., University of Maryland
- Research Interest: Finding ways to optimize the care of older adults and further improve their well-being
- Contact Information: 814.863.2211; E-mail: [aqp6003@psu.edu](mailto:aqp6003@psu.edu)

#### ANDREA SILLNER, PH.D., GCNS-BC, RN

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- Assistant Professor, Ross and Carol Nese College of Nursing, The Pennsylvania State University
- B.S.N., M.S.N., & Ph.D., The Pennsylvania State University
- Research Interests: Person-centered, preference-based interventions focused on improving communication among health care providers, patients, and family members, technology-based communication strategies, and communication and care transitions for persons with delirium and delirium superimposed on dementia.
- Contact Information: 814.863.4294; E-mail: [amy139@psu.edu](mailto:amy139@psu.edu)

#### KIMBERLY S. VAN HAITSMAN, PH.D.

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