West Virginia University
School of Nursing

PhD in Nursing
Student and Advisor Handbook
2015-2016

Policies not addressed in the PhD in Nursing Student and Advisor Handbook will be controlled by guidelines set forth in the current WVU Graduate Catalog.

Revised 8/10/2015
Welcome

Welcome to the PhD Program at the West Virginia University School of Nursing! This is an exciting time in your life as you embark on a research career. The PhD Program Director, PhD faculty, and PhD Program Assistant are here to support you in every aspect of the program and together facilitate your successful completion. We look forward to sharing a stimulating and productive experience with you.

About the Handbook

This handbook is a valuable resource, and it is important to read this document carefully. For your reference, it is electronically available at http://nursing.hsc.wvu.edu/academics/graduate-programs/phd/. All underlined phrases in the electronic document are clickable links that will take you to websites containing the corresponding resources and forms. The URLs are listed in Appendix A. Be sure to address any questions you have to the PhD Program Director.
I acknowledge that it is my responsibility to read and clarify my understanding of the contents of the WVU PhD in Nursing Student and Advisor Handbook and to access my WVU email account at least weekly while I am a student at WVU. The PhD Handbook is updated annually and emails are distributed regularly by the PhD Program Office. These documents represent formal means of communication between PhD students and the University/School of Nursing. Receiving information distributed to students through these mechanisms is the responsibility of the student.

I have received and read the 2015-2016 PhD in Nursing Student and Advisor Handbook.

Please sign, date, and submit to the PhD Program Assistant at PO Box 9600, Morgantown, WV 26506.

Print Name: ________________________________________________________________

Signature: ________________________________________________________________

Date: _____________________________________________________________________
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I. West Virginia University School of Nursing

The West Virginia University School of Nursing offers innovative baccalaureate through doctoral educational programs. Students are prepared at the WVU School of Nursing for the roles of skilled practitioner, educator, and researcher in a rich scholarly environment. These roles are aimed at facilitating learning, providing health services, and generating new knowledge to directly benefit the residents of West Virginia and advance the discipline of nursing.

Research in the School of Nursing focuses on improving health, including reducing disparities among rural populations, in order to reach the overarching goal of improving the lives of West Virginians. It is consistent with the WVU Health Sciences Center strategic plan and the West Virginia Clinical and Translational Science Institute. The Office of Nursing Research at the WVU School of Nursing provides resources and support for the conduct and dissemination of research, including scholarly activities conducted by PhD students.

It is expected that research will be conducted in line with the stated values, vision, and mission of the WVU School of Nursing:

- **Values**
  At the West Virginia University School of Nursing, we are committed to the values of integrity, excellence, and inclusiveness. These values, together with vision, transparency and strategic leadership, enable us to create an organization in which teaching, learning, scholarship, service, and practice can flourish.

- **Vision**
  West Virginia University School of Nursing envisions optimal health, enhanced quality of life, and excellent health care for the people of West Virginia and the global community.

- **Mission**
  The mission of the WVU School of Nursing is to lead in improving health in West Virginia and the broader society through excellence in student-centered educational programs, research and scholarship, the compassionate practice of nursing, and service to the public and the profession.

II. PhD Program Description and Goals

The PhD in Nursing at WVU is a part-time blended program composed of on-campus classroom and distance learning components. Three years of coursework, delivered online during Fall and Spring and on campus during Summer, are followed by a qualifying examination. Students then complete the research and dissertation phase, culminating in a written and oral dissertation defense. The purpose of the PhD program is to educate nurse scholar-scientists for roles in research, teaching, and service. The program prepares graduates who will contribute to the body of nursing knowledge; educate the next generation; and assume collaborative leadership roles in shaping health policy, improving health, and reducing disparity. The goals of the program are to:

1. Rigorously test, generate, and extend knowledge to inform nursing science, practice, and policy.
2. Contribute to the development of knowledge and interventions to address health disparity and
promote or improve health.
3. Assume collaborative leadership roles in academia, healthcare organizations, research teams, and scholarly networks.
4. Demonstrate expertise within an area of study that incorporates nursing and transdisciplinary perspectives.

III. Degree Requirements

The PhD program requires students to take at a minimum: nursing core courses, cognate courses, and research courses comprising 55 credits of post-master’s coursework. The PhD coursework provides content in scholarly processes, nursing science, and an area of concentration that supports the student’s chosen area of scholarship. Students and faculty advisors determine what other coursework and experiences are needed to support dissertation research. Special Topics course (T793) is only offered Summer 2015 for 1 credit for new PhD students to bring total credits for Nursing Science Theory/Philosophy to 4.

**PhD Program of Study:**

<table>
<thead>
<tr>
<th>Core</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar in Nursing Scholarship</td>
<td>2</td>
</tr>
<tr>
<td>Nursing Science Theory/Phil</td>
<td>3</td>
</tr>
<tr>
<td>Special Topics</td>
<td>1</td>
</tr>
<tr>
<td>Contemporary Nursing Science</td>
<td>2</td>
</tr>
<tr>
<td>Principles: Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td>Health Care Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Health Policy and Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cognates</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>Health Research Statistics 1</td>
<td>3</td>
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<tr>
<td>Quantitative Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>Health Research Statistics 2</td>
<td>3</td>
</tr>
<tr>
<td>Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Use of Data</td>
<td>3</td>
</tr>
<tr>
<td>Research Grant Development</td>
<td>2</td>
</tr>
<tr>
<td>Research Mentorship</td>
<td>3</td>
</tr>
<tr>
<td>Independent Study</td>
<td>1</td>
</tr>
<tr>
<td>Dissertation Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Research</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>55</strong></td>
</tr>
</tbody>
</table>

*To meet WVU residency requirements, students must participate in an online journal club every other month and attend scholarly events at the Morgantown campus for two days during the Fall and Spring semesters, and 6 weeks and/or 2 week intensive over Summer semester.

**Cognates must include one advanced methodology course (3 credits) and at least one of two courses (3 credits) taken outside the School of Nursing.

***Students must submit one first-authored manuscript to a peer-reviewed journal for publication prior to taking the Qualifying Examination and must have one first-authored, peer-reviewed manuscript accepted for publication prior to the dissertation defense.
IV. Overview of Student Progression

Student progression through the program from admission to graduation is as follows:

- During the first summer session, all incoming PhD students will complete:
  1. On-site orientation program
  2. CITI Training in Human Subjects Research and provide the certificate of completion to the PhD Program Assistant prior to the start of fall classes. Throughout this program it is the student’s responsibility to keep CITI training certification current.
  3. An Individual Progression Plan with the PhD Program Director. The PhD Program Director will serve as advisor to all new students for their first year. The academic advisor will be assigned once study topic becomes clearer so the student can be guided in the selection of cognate courses that enhance understanding of the student’s area of research. In addition, the advisor maintains the student’s academic record and completes the Yearly Evaluation of Graduate Student Performance with the student each Spring semester.

- Through coursework, journal club, interaction with research faculty, and the guidance of the Program Director and advisor, the student refines his or her research interest over the course of the program. By the Fall of the third year, the student and academic advisor work together to identify a dissertation chair, who then assumes the role of academic advisor. To be the dissertation chair, a faculty member must be a Regular member of the Graduate Faculty. A current list of faculty members with regular status can be obtained from the Chair of the Graduate Faculty Committee.

- The student is eligible to take the Qualifying Exam (QE) when all courses are completed up to and including those in the third Summer of the PhD Progression Plan and a first-authored manuscript to a peer-reviewed journal for publication is submitted. The QE must be successfully completed no later than the Fall of the fifth year. An in-depth discussion of the QE process can be found on pages 6-8 of this handbook.

- After successful completion of the QE, the student and dissertation chair work together to establish a dissertation committee composed of a minimum of five members, including the dissertation chair. The committee must include: a majority of Regular members of the WVU Graduate Faculty; a majority of faculty members from the WVU School of Nursing; and one member from outside the WVU School of Nursing. The dissertation chair may request the most current list of Regular members of the Graduate Faculty in the School of Nursing from the Chair of the Graduate Faculty Committee. Once the committee is identified, the dissertation chair obtains signatures from the dissertation committee on the Committee Approval Form and the Plan of Study and submits them to the PhD Program Assistant.

- After formation of the dissertation committee, the student, with the assistance of the chair and committee members, writes and orally defends a dissertation proposal. Once the defense is completed, the dissertation chair obtains signatures from the dissertation committee on the Doctoral Research Proposal Defense Form and submits it to the PhD Program Assistant.

- To be able to conduct the research outlined in the defended proposal, the chair (PI) and the
student (Co-I) must work together to write/submit a protocol to the WVU Institutional Review Board (IRB) via the KC system. It is the chair’s responsibility to review the protocol prior to IRB submission. In some cases, the student may be required to obtain additional written approval from specific clinical/research sites to be able to conduct human subjects research. Once an IRB approval letter to conduct research is obtained, the student can begin the dissertation research. While doing the research, the student must be enrolled in N797, Research.

- Under the guidance of the dissertation committee, the student carries out the research and writes the dissertation. The student must complete the Graduation Application form at the beginning of the semester in which he or she intends to defend the dissertation. Note: The student is required to have one first-authored, peer-reviewed journal publication (published or in press) at least three weeks prior to the dissertation defense.

- The student presents the research and responds to questions at the oral dissertation defense. The dissertation defense date must be finalized at least three weeks before the defense to allow for paperwork processing in the HSC Office of Research and Graduate Education and for timely public notification. Three weeks prior to defense, the dissertation chair/committee must have an approved dissertation draft and submit a signed Shuttle Sheet Request Form by all committee members to the PhD Program Assistant.

- After successful completion of the dissertation defense, the student must also obtain signatures from the dissertation committee on the Electronic Thesis and Dissertation Signature Form. The student then takes the completed form to the PhD Program Assistant for copying and scanning to PDF. The PhD Program Assistant retains the original. The student submits the PDF copy with the dissertation electronically. Prior to graduation, the student must electronically submit the final version of the dissertation through the WVU Electronic Thesis and Dissertation (ETD) program. All information needed for this process can be found in the ETD Submission Information Packet. The ETD submission deadline each semester is strictly enforced by the WVU Office of Graduate Education. The student should schedule the defense at least one month prior to the deadline.

V. Academic Progression Standards

To progress in the PhD program, a student must:

1. Take nursing courses in the sequence stated in the WVU School of Nursing PhD Progression Plan (Appendix B). All prerequisites from preceding semesters must be completed prior to registration for new courses.
2. Achieve an overall academic GPA of 3.0 in all course work. Students may carry forward one C grade in any course. However, a second C will result in dismissal from the program. Students with a grade of D or F in any course will be dismissed from the program. The grade of I (incomplete) is given only when the instructor believes that the coursework is unavoidably incomplete or that a supplementary examination is justifiable. Resolution of the grade of I will occur in the semester following its issuance and before any graduate degree can be awarded. If the I grade is not removed within the following semester, the grade of I is treated as an IF (incomplete failure). A grade of IF will result in dismissal from the program. When the I grade is replaced, the grade point average is recalculated on the basis of the new grade.
3. Take all courses for a letter grade except for 1 credit of Independent Study (NSG 795 is
Pass/Fail) and at minimum 9 credits of Research (NSG 797 is S/U).
4. Successfully complete the QE prior to beginning the dissertation
5. Adhere to the residency and graduation requirements. This includes active participation in journal club every other month during Fall and Spring semesters, attendance at scholarly events as part of residency, and publication of one peer-reviewed paper.
6. Meet with his or her advisor at least once a year to review and submit documentation of progression.

VI. Registration Requirements

To maintain active status, graduate students must register every term during which coursework is required in the progression plan (summer, fall, and spring). A student with extenuating circumstances may consult with his or her advisor and the PhD Program Director regarding a leave of absence (LOA). A request for a LOA will be sent to the PhD Admissions, Progressions, and Retention Committee for approval. If approval is granted, the student may be offered a LOA for at most one year. To remain in the program, all coursework must resume immediately following the approved LOA. Additional information regarding leaves of absence may be found in the WVU Graduate Catalog.

Students receiving financial aid from the University or other agencies, international students with certain types of visas, and students who wish to use various University services and facilities may have specific registration requirements. These students are responsible for obtaining information about such requirements from the appropriate offices.

A student who needs to completely withdraw from the PhD program must contact his or her advisor and the PhD Program Director and provide in writing: student name, WVU ID number, a statement requesting withdrawal from the PhD program, and reason(s) for withdrawal.

VII. Residency Requirements

Residency applies to consecutive terms on campus. To meet residency requirements students must be on campus for the six-week Summer sessions and/or for the initial 2 week summer intensive program and for two days in both Fall and Spring semesters. The Fall and Spring residency days are usually held in conjunction with the School of Nursing Visiting Scholar Lectures, the Sigma Theta Tau Research Day, and/or the Health Sciences Center E.J. Van Liere Convocation and Research Day. The dates for these residency days will be announced to students as soon as they are available.

VIII. Transfer of Graduate Credit to West Virginia University

Graduate courses may be transferred to the WVU School of Nursing. In consultation with the academic advisor, the PhD Program Director will evaluate all requests to transfer a graduate course and will make the final determination about whether the course meets the requirements of the PhD program. A maximum of 12 transfer credits may be counted toward the degree. Cognate courses not taken at WVU must be taken at accredited institutions and must be graduate level. The student must obtain the signature of the PhD Program Director on the Application for Transfer of Graduate Credit prior to registering for the cognate and submit the form to the PhD Program Assistant. Upon completion of the course, the student is responsible for having an official transcript sent to the Office of Admissions and Records.
IX. Doctoral Qualifying Examination

The Qualifying Exam (QE) allows students to demonstrate the ability to synthesize knowledge gained in coursework in order to be able to progress to dissertation. The QE often occurs during the Fall semester of the third year and is comprised of two parts, written and oral. To be able to complete the QE the student must have finished all courses up to and including those in the third Summer of the PhD Progression Plan and requires documentation of submission of a first-authored manuscript to a peer-reviewed journal for publication. The student/chair must complete and submit to the PhD Program Assistant the Request to Take the Qualifying Examination form during the semester before the semester in which the exam will be taken.

The PhD Program Director will appoint a three-member Qualifying Examination Committee for each student and designate the committee chair. One member of this committee will be the student’s dissertation committee chair but that member cannot be the QE Committee chair. The student’s dissertation committee chair will apprise the student of the QE expectations and evaluation criteria. During the semester in which the QE will be taken, the student must register for one credit of NSG 795 Independent Study with the QE Committee chair. A three-week period during this semester (weeks 8 – 10) is designated for the written and oral components of the examination.

A. Written Component of the QE: The written component is the first part of the QE. The student writes a paper in response to questions that provide evidence of the student’s breadth and depth of knowledge and understanding gained during the program. It is expected that the paper be prepared in APA format and be approximately 15 pages, double spaced. Each QE committee member reviews and scores the written exam independently. Within 1 week of receipt of the paper, the committee will meet to discuss the outcome. If the written examination scores meet the requirement to proceed to the oral examination, the QE Committee develops targeted questions to address areas in the paper that need to be clarified, amplified, and verified in the oral examination. If the written examination scores do not meet the requirement, the student does not proceed to the oral examination and does not pass the QE.

B. Oral Component of the QE: The QE Committee will conduct an oral examination to clarify, amplify, and verify responses to questions on the written exam and further assess the student’s ability to synthesize knowledge gained in coursework. All QE Committee members and the student need to be physically present in the same location for this oral examination. In rare circumstances and with the approval of the PhD Program Director, at most one committee member may attend by telephone. During the oral examination, the QE Committee members independently score responses to the predetermined questions and may ask additional questions as necessary. The oral examination should not exceed 60 minutes.

C. Scoring of the Doctoral Qualifying Examination: The committee meets immediately following the oral examination to determine whether the student has passed the QE. When the QE is finished, the chair must obtain signatures on the Doctoral Qualifying Examination Form and submit the form to the PhD Program Assistant. The QE may be taken at most two times. Withdrawal from NSG 795 during the semester in which the QE is taken will count as one of those times. The QE must be successfully completed no later than the Fall of the fifth year.
D. Weekly Structure of the Doctoral Qualifying Examination: The schedule for the QE is as follows:

Week 1  QE Committee chair sets a date for the oral examination during Week 10.

Week 8  Student receives the questions for the written component of the examination.

Week 9  Student electronically submits a paper with responses to the questions on the written component of the examination to the chair of the QE Committee by 9 a.m. on Monday. Committee meets within that week to identify questions for oral exam.

Week 10 On the date specified in Week 1, the QE Committee meets with the student for an oral examination. The student is informed of the decision immediately following that meeting.

Week 11 When the student passes the exam, he or she meets with his or her advisor within 5 working days of the oral examination to discuss next steps in the program. If the student fails the exam, he or she meets with his or her advisor and the PhD Program Director during this week to discuss the outcome of the exam and make an appropriate action plan.

X. Policy on Credentials Following Candidacy

There is no degree credential for doctoral candidacy therefore the PhD (c) designation cannot be used following successful completion of the QE. A doctoral candidate should continue to use the degree initials that have been earned. The PhD can only be used after successful completion of all courses and defense of the doctoral dissertation.

XI. Dissertation Proposal Defense

The dissertation proposal defense is a 20-minute presentation of the student’s proposed research followed by questions of clarification from the dissertation committee. In consultation with the dissertation committee, the student writes a dissertation proposal that adheres to APA format and contains the following components:

1. Describes a problem of significance to nursing and health care.
2. Clearly delineates measurable study aims.
3. Clearly states feasible research questions and/or hypotheses.
4. Addresses the suitability of a conceptual framework to the problem of significance, the study aims, and approach.
5. Synthesizes relevant literature or state of the science supporting the study, including evaluation of the level of existing knowledge, identification of gaps, and rationale for the study.
6. Selects a research design that fits the proposed research aims and hypotheses.
7. Specifies the type of design, the advantages and limitations of the design, rationale for choice of design, and sampling methods appropriate to the design.
8. Theoretically and operationally defines all study variables.
9. Clearly articulates the procedures for data collection, including rationale, strengths, limitations, and logical progression.
10. Specifically describes an appropriate analysis plan.
11. Details the ethical considerations related to study implementation.
12. Describes the feasibility of the proposed research, provides a study timeline, and documents written approval from the study site.
13. Describes expected outcomes, including future clinical, educational, research, administrative, and policy implications (as appropriate).

The process of developing/reviewing the dissertation proposal by the dissertation committee is as follows:

- Under the guidance of the dissertation chair and members of the dissertation committee, the student develops the written proposal.
- At least 3 weeks prior to the desired proposal defense date, the student sends the written proposal to all dissertation committee members for review.
- With the assistance of the PhD Program Assistant, the dissertation committee chair coordinates a time for the oral dissertation proposal defense and communicates it to the student and committee members.
- All dissertation committee members are to be present for the proposal defense. One committee member (but not the chair) may attend by audio or videoconference, but should be available electronically during the entire time of the proposal defense.
- Immediately following the proposal defense, the committee meets privately to determine whether the student has passed the proposal defense and then immediately informs the student.
- If the student passes the proposal defense with no revisions required or if the student fails the exam, the dissertation chair obtains signatures from the dissertation committee on the Doctoral Research Proposal Defense Form on the date of the proposal defense and submits it to the PhD Program Assistant.
- If the student passes the proposal defense but the proposal requires revisions, the dissertation committee has two options: 1) Sign the Doctoral Research Proposal Defense Form that day and authorize the dissertation committee chair to oversee the revisions, or 2) Wait to sign the form and instruct the student to revise the written proposal and send the revised proposal to the entire committee for approval. Each committee member signs the Doctoral Research Proposal Form after individually approving the revisions.
- Written notification of the completion of required revisions or, in the case of revisions requiring more than 30 days to complete, an action plan for the completion of the revisions must be provided to the PhD Program Assistant by the dissertation committee chair within 30 days of the proposal defense date.

XII. Dissertation Defense

Under the guidance of the dissertation chair and with input from the dissertation committee, the student conducts the research and writes a dissertation. The dissertation must be distributed to the dissertation committee at least one month prior to the oral dissertation defense. Students are encouraged to meet with committee members to discuss comments, questions, and recommended revisions regarding the final version of the dissertation before the oral dissertation defense.

Three weeks prior to defense, the following must occur:

- The dissertation defense date must be finalized to allow for paperwork processing in the HSC Office of Research and Graduate Education and for timely public notification.
- Students must provide their full name, including credentials; dissertation title and abstract; and a list of committee members to the PhD Program Assistant for the production of a dissertation defense announcement.
• The Shuttle Sheet Request Form must be signed by all committee members and submitted to the PhD Program Assistant before the defense.

The oral dissertation defense is a public event to which the scholarly community is invited. All dissertation committee members are to be present for the oral dissertation defense. One committee member (but not the chair) may attend by audio or videoconference, but should be available electronically during the entire time of the defense. During the dissertation defense, the student presents the research to the dissertation committee and scholarly community and responds to questions. The defense is limited to the PhD candidate’s research subject and relevant areas and should not exceed two hours.

Immediately after the defense, the candidate and the public are excused from the room, and the dissertation committee discusses whether the student has passed the dissertation defense. After the discussion, a vote is taken. To be recommended for the award of the doctoral degree, candidates must receive a vote with no more than one dissenting member of the total dissertation committee. The committee then informs the candidate of the result.

Students who successfully complete the dissertation defense must obtain signatures from the dissertation committee on the Electronic Thesis and Dissertation Signature Form and take it to the PhD Program Assistant for copying and scanning to PDF. The PhD Program Assistant retains the original, the student keeps the copy, and the student provides the PDF when submitting the dissertation electronically. The dissertation chair is responsible for ensuring the inclusion of appropriate modifications and required revisions, if any, in the final version of the dissertation.

The dissertation defense must occur within five years of advancing to candidacy. Prior to the dissertation defense, the PhD candidate must complete all coursework in the Progression Plan, have met all WVU residency requirements, have at least one first-authored, peer-reviewed paper published or accepted for publication, and maintain active student enrollment status.

XIII. Dissertation Committee Chair Responsibilities

After successful completion of the QE, the dissertation committee chair:

1. Works together with the student to establish a dissertation committee composed of a minimum of five members, including the dissertation chair. The committee must include: a majority of Regular members of the WVU Graduate Faculty; a majority of faculty members from the WVU School of Nursing; and one member from outside the WVU School of Nursing. The dissertation chair obtains signatures from the dissertation committee on the Committee Approval Form and the Plan of Study and submits them to the PhD Program Assistant.
2. Guides the student toward funding available to support dissertation research and ensures the student is enrolled in N797, Research when involved in dissertation research.
3. Guides the student in writing the dissertation proposal.
5. Works closely with the student as the student makes revisions to the proposal based on the
recommendations of the committee and provides written notification of the completion of required revisions or, in the case of revisions requiring more than 30 days to complete, an action plan for the completion of the revisions to the PhD Program Assistant within 30 days of the proposal defense date.

6. Leads/guides the student through the Institutional Review Board (IRB) approval process.
7. Guides the student in gathering data, analyzing data, and writing the results and discussion.
8. Works with the student in preparation of the dissertation.
9. Reminds the student to apply for graduation at the beginning of the semester in which the student is anticipating graduation.
10. Reminds the student that registration is required in the semester of graduation.
11. Schedules the time and place of the dissertation defense and informs the PhD Program Assistant.
12. Instructs the student to send the final version of the dissertation to the dissertation committee members at least one month prior to the dissertation defense.
13. Completes the Shuttle Sheet Request Form and submits it to the PhD Program Assistant at least three weeks prior to dissertation defense.
14. Guides the student to meet with committee members to discuss comments, questions, and recommended revisions regarding the final version of the dissertation before the dissertation defense.
15. Obtains signatures on the Electronic Thesis and Dissertation Signature Form after successful completion of the dissertation defense and instructs the student to take it to the PhD Program Assistant for copying and scanning to PDF.
16. Works with student to incorporate recommendations for revisions given by the dissertation committee during the dissertation defense and confirms revisions are complete in a written communication to the PhD Program Director.
17. Reminds the student about the WVU Electronic Thesis and Dissertation (ETD) requirements and deadlines. Refers students to the ETD Submission Information Packet.

XIV. Writing Standards

The School of Nursing has adopted the writing standards from the American Psychological Association (APA). All written assignments must conform to the stylistic requirements outlined by the APA. Students in the School of Nursing are required to have an updated copy of the Publication Manual of the American Psychological Association.

XV. Expectations for Scholarship and Graduate Education

A major purpose of graduate education at West Virginia University is to cultivate an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Graduate education is a socialization process exposing the student to professional scholarship. Thus, graduate research and learning experiences offer opportunities to foster relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect. This shared responsibility between students and faculty extends to all of the endeavors of graduate students as students, employees, and members of the larger academic community. Faculty and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed. The
following principles illustrate what students should expect from the program and what the program should expect from students:

1. The PhD program provides coursework and other learning experiences that are structured to socialize students to the creative and independent scientist role and to prepare students to compete for leadership positions in academic, government, industry, and health care settings.
2. The PhD curriculum consists of rigorous coursework in: nursing science and theory; research methodology; and education, leadership, ethics, and health policy.
3. Students are selected for admission into the program based on evidence for academic success and the research match between each student’s interest and the faculty expertise.
4. The WVU School of Nursing Graduate Faculty are fully engaged as mentors with students throughout their program of study.
5. The PhD curriculum includes opportunities for interprofessional learning and research collaboration.
6. The PhD program is sufficiently flexible so that coursework can be tailored to students’ research interests and needs.

While enrolled at WVU SoN, students are strongly encouraged to present posters and papers at regional, national, and international meetings each year and record scholarly activities on the WVU SoN website. Instructions on how to submit this data is available from the PhD Director or PhD Assistant.

XVI. Integrity in Research, Scholarship, and Education

The School of Nursing follows the WVU Campus Student Code, including the ownership of ideas and protection of intellectual property. Students must consistently submit their own work, cite others when appropriate, including themselves, and obtain written permission when using copyrighted materials.

XVII. Appeals

School of Nursing Process for Final Course Grade Appeals

STEP 1

1. Student receives written notice of the final course grade. Within 20 business days of the receipt of the grade, the student meets with the instructor to resolve the issue. This may occur via exchange of emails or personal contact. If the Instructor agrees to change the grade, a grade modification is submitted by the instructor and the issue is resolved.
2. If the instructor does not respond within 10 business days or does not change the grade, the student has the right to proceed to Step 2.

STEP 2

1. Within 5 business days after the decision at step 1, the student may formally appeal the grade (in writing) to the Program Director (BSN, MSN/DNP, or PhD), in lieu of the department chair. In the appeal, the student must provide all documentation and evidence forming the basis of the appeal. The course instructor must provide all criteria for determining grades.
2. Within 5 business days of receiving the appeal, the Program Director reviews the appeal, makes a decision to uphold or change the grade, and informs the student and instructor.
3. If the appeal is resolved, the case is closed. If the student dissatisfied with the decision, he or she may proceed to Step 3.

**STEP 3**

1. Within 5 business days of the Program Director’s decision, the student may formally appeal the decision (in writing) to the Committee for Academic & Professional Standards (CAPS), through notification of the Associate Dean of Academics (Dean’s designee).
2. The Associate Dean of Academics appoints a representative committee from the CAPS of 3 or more faculty members to review the case and make a decision within 10 business days.
3. If the appeal is resolved, the case is closed. If the student dissatisfied with the decision, he or she may proceed to Step 4

**STEP 4**

1. Within 5 business days of the CAPS decision at step 3, the student may formally appeal the decision (in writing) to the Associate Dean of Academics (Dean’s designee).
2. The Associate Dean of Academics reviews the student appeal and any submitted information from the course instructor and makes a final decision, and notifies the student, instructor, and Program Director of the final decision within 10 business days. The case is then closed.

*** Note: Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal will be withdrawn from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

The student will be required to sign an acknowledgement form (available in Student Services and attached as Appendix C) indicating understanding of this policy prior to beginning the new semester while appealing a grade from the prior semester.

**School of Nursing Process for Appeal of Suspension/Probations**

**STEP 1**

1. The student receives written notice of suspension or probation from the program from the Associate Dean of Academics.
STEP 2

1. Within 30 days of notification of dismissal, the student may formally appeal the probation or suspension (in writing) to the Committee for Academic & Professional Standards (CAPS) through notification of the Associate Dean for Academics.
2. In the appeal, the student must provide all documentation and evidence forming the basis of the appeal. The CAPS may also request additional documentation from faculty or the Associate Dean for Academics that supports either the probation or suspension.
3. The CAPS will render a decision as to whether to uphold or dismiss the probation or suspension status of the student.
4. If the appeal is resolved, the case is closed. If the student is dissatisfied with the decision, he or she may proceed to Step 3.

STEP 3

1. Within 5 business days of the CAPS decision, the student may formally appeal the decision (in writing) to the School of Nursing Dean.
2. The School of Nursing Dean reviews the case, makes a final decision, and informs the student and the School of Nursing Dean in writing within 10 business days.
3. If the appeal is resolved, the case is closed. If the student is not satisfied with the Dean’s decision, he or she may proceed to Step 4.

STEP 4

1. The student may formally appeal the Dean’s decision to the Associate Vice President of Academic Affairs for the Health Sciences Center within 5 business days of the School of Nursing Dean’s decision.
2. The Associate Vice President of Academic Affairs for the Health Sciences Center reviews the case and makes a final decision within 30 business days of his/her receipt of the appeal. The Associate Vice President of Academics for the Health Sciences Center’s decision is final.

*** Note: Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal will be withdrawn from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

The student will be required to sign an acknowledgement form (available in Student Services and attached as Appendix C) indicating understanding of this policy prior to beginning the new semester while appealing a grade from the prior semester.
School of Nursing Process for Appeal of Program Dismissals

**STEP 1**

1. The student receives written notice of dismissal from the program from the Associate Dean of Academics.

**STEP 2**

1. Within 30 days of notification of dismissal, the student may formally appeal the dismissal (in writing) to the School of Nursing Dean. In the appeal, the student must provide all documentation and evidence forming the basis of the appeal. The Dean may also request additional documentation from faculty that supports either the appeal or the dismissal.

2. The Dean appoints a representative committee of 3 or more faculty members from the Academic Standards Committee to review the case and make a recommendation within 10 business days. The student may elect to meet with the committee to present his/her perspective related to the dismissal.

3. The Dean reviews the committee’s recommendation, makes a final decision, and notifies the student of the decision to uphold or overturn the dismissal within 10 business days.

4. If the appeal is resolved, the case is closed. If the student is dissatisfied with the decision, he or she may proceed to Step 3.

**STEP 3**

1. Within 5 business days of the Dean’s decision, the student may formally appeal the decision (in writing) to the Associate Vice President for Academic Affairs in Health Sciences.

2. The Associate Vice President reviews the case, makes a final decision, and informs the student and the School of Nursing Dean in writing within 10 business days.

3. If the appeal is resolved, the case is closed. If the student is not satisfied with the Dean’s decision, he or she may proceed to Step 4.

**STEP 4**

1. The student may formally appeal in writing to the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs, as the Designee of the University Provost, the Associate Vice President’s decision within 5 business days.

2. The Provost’s Designee reviews the case and makes a final decision within 30 business days of his/her receipt of the appeal. The Provost’s decision is final.

*** Note: Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal will be withdrawn from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive,
you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

The student will be required to sign an acknowledgement form (available in Student Services and attached as Appendix C) indicating understanding of this policy prior to beginning the new semester while appealing a grade from the prior semester.

Complete information on the appeals process can be found in the Health Sciences catalog online at http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/

XVIII. Responsible Conduct of Research

Students are required to conform to the WVU Human Research Protections Policy, including compliance with the WVU Office of Sponsored Programs Standard Operating Procedures. According to these policies, students are required to obtain written approval from the IRB to conduct human subjects research PRIOR TO conducting ANY research throughout the program, including pilot studies and course-related projects using human subject data. Advisors are responsible for facilitating this process. In addition, students are accountable for declaring conflicts of interest; respecting the culture and heritage of research subjects; honoring research subjects’ confidentiality; and safeguarding and ensuring the accuracy of all research data.

PhD students are accountable for their professional publications, presentations, and posters. As such, scholarly products must be based on sound scientific principles and conform to ethical best practice guidelines that include transparency on sources of funding, attribution of proper authorship, acknowledgement of mentorship, and limited redundancy (or “salami slicing”) in publications. The PhD program has adopted the following guidelines on authorship (International Committee of Medical Journal Editors, 2013, 2014):

- Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.
- All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
- Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
- All authors should meet all of the following four conditions for authorship credit:
  1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data.
  2. Drafting the article or revising it critically for important intellectual content.
  3. Final approval of the version to be published.
  4. Agreement to be accountable for investigating any questions of accuracy or integrity of the work.

References

International Committee of Medical Journal Editors. (2013). Recommendations for the Conduct,

XIX. Course Descriptions

704. **Health Care Leadership.** 3 Hrs. Critical analysis of leadership in the health care and academic setting, with development of skills needed to organize care and lead change.

724. **Health Research Statistics 1.** 3 Hrs. This course provides development of statistical knowledge and skills needed for quantitative health research using SPSS. Topics include descriptive statistics, probability, hypothesis testing, analysis of variance, chi-squared testing, linear regression, and logistic regression.

725. **Health Research Statistics 2.** 3 Hrs. This course continues the development of statistical knowledge and skills needed for quantitative health research using SPSS, including nonparametric testing, advanced regression topics and diagnostics, ANCOVA, SPSS syntax, classification, and factor, survival, and power analyses.

727. **Contemporary Nursing Science.** 2 Hrs. (PR: NSG 728 and PR/CONC NSG 729). Focus is on an analysis of the state of the science for a phenomenon for study. Emphasis is placed on the application of the particular phenomenon to a population of interest.

728. **Theoretical Basis of Nursing.** 3 Hrs. This course builds on the philosophical basis of nursing. Discovery and verification of scientific knowledge are addressed by focusing on theory development. Methodologies include concept analysis and evaluation of middle range theories of nursing and related sciences.

729. **Quantitative Research Methods.** 4 Hrs. (PR: NSG 724 and NSG 725). Quantitative methods and measurement relevant to conducting research in nursing are studied.

731. **Qualitative Research Methods.** 3 Hrs. (PR: NSG 727 and NSG 728). An exploration of the philosophical foundations and methods of qualitative inquiry. Research designs, ethical issues, rigor, integrity, data collection, interpretation, and representation are studied.

732. **Seminar in Nursing Scholarship.** 2 Hrs. (PR: Admission to the PhD Program). This course socializes students to clinical scholarship in preparation for the conduct of independent research and for future roles as nurse scholars and nurse scientists.

733. **Research Grant Development.** 2 Hrs. (PR: NSG 781) Analysis of the grant-writing process in the context of current federal application guidelines.

734. **Use of Data.** 3 Hrs. (PR: NSG 729). This course focuses on the use of the following data bases: clinical, financial, health services, nursing, local, state and national. The uses of existing data in clinical and policy decisions and in research will be explored.

735. **Principles: Nursing Education.** 3 Hrs. This course examines the research base of educational strategies in nursing education in classroom and clinical settings. The course also examines external determinants on nursing curriculum, accreditation issues, and evaluation of nursing programs.

736. **Advanced Health Policy and Ethics.** 3 Hrs. (PR: NSG 728, NSG 724, NSG 732, NSG 735, NSG 725, and NSG 704). Examination of ethical issues of research and current health policy.

781. **Research Mentorship.** 1-3 Hrs. (PR: NSG 729 and NSG 731). In this guided practicum, the student’s research skills are developed and cultivated through participation in the mentorship process with an experienced researcher (the chairperson or his/her designee)

783. **Dissertation Seminar.** 1 Hr. (PR: NSG 729 and NSG 731). This seminar provides an opportunity for discussion of the dissertation process. Students will participate in proposal presentation and critique.

795. **Independent Study.** 1 -9 Hrs. Faculty supervised study of topics not available through regular course offerings.

797. **Research.** 1-9 Hrs. Research activities leading to thesis, problem report, research paper, or equivalent scholarly project, or a dissertation.
Appendix A: URLs for Resources and Forms

The following are School of Nursing forms and can be found at the website below:

Individual Progression Plan
Yearly Evaluation of Graduate Student Performance
Request to Take the Qualifying Examination
Application for Doctoral Student Support Funds

http://nursing.hsc.wvu.edu/academics/graduate-programs/phd/forms-and-resources/

The following are Health Sciences Center Office of Research and Graduate Education forms and can be found at the website below:

Application for Transfer of Graduate Credit
Committee Approval Form
Plan of Study
Doctoral Qualifying Examination Form
Nursing Doctoral Research Proposal Defense Form
Shuttle Sheet Request Form
Graduation application
Change of PhD Committee Membership Form

http://www.hsc.wvu.edu/ResOff/PhDPrograms/Biomedical-Sciences/pages/Polices

The following are WVU resources and their corresponding links:

WVU Graduate Catalog
http://catalog.wvu.edu/graduate/

Electronic Thesis and Dissertation Form (found in ETD Submission Information Packet)
http://thesis.wvu.edu/

WVU Campus Student Code
http://campuslife.wvu.edu/office_of_student_conduct

WVU Human Research Protections Policy
http://oric.research.wvu.edu/human-research-protections-program-and-the-irb/irb_policies

Graduation Application Instructions http://registrar.wvu.edu/academic_information/doctoralgrad_app

The following are external resources and their corresponding links:

CITI training https://www.citiprogram.org/

### Appendix B: West Virginia University School of Nursing PhD Progression Plan for 2015

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3 AND BEYOND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 1</td>
<td>Summer 2</td>
<td>Summer 3</td>
</tr>
<tr>
<td>Theoretical Basis for Nursing N728 (3 credits)</td>
<td>Qualitative Research Methods N731 (3 credits)</td>
<td>Research Grant Development N733 (2 credits)</td>
</tr>
<tr>
<td>T793 Special Topics (1 credit) ***</td>
<td>Advanced Health Policy and Ethics N736 (3 credits)</td>
<td>Use of Data N734 (3 credits)</td>
</tr>
<tr>
<td>Seminar in Nursing Scholarship N732 (2 credits)</td>
<td></td>
<td>Use of Data N734 (3 credits)</td>
</tr>
<tr>
<td>Fall 1</td>
<td>Fall 2</td>
<td>Fall 3</td>
</tr>
<tr>
<td>Health Research Statistics 1 N724 (3 credits)</td>
<td>Quantitative Research Methods N729 (4 credits)</td>
<td>Independent Study N795 (1 credit)</td>
</tr>
<tr>
<td>Principles: Nursing Education N735 (3 credits)</td>
<td>Contemporary Nursing Science N727 (2 credits)</td>
<td>Cognate (3 credits)**</td>
</tr>
<tr>
<td>Spring 1</td>
<td>Spring 2</td>
<td>Spring 3</td>
</tr>
<tr>
<td>Health Research Statistics 2 N725 (3 credits)</td>
<td>Research Mentorship N781 (1-3 credits)*</td>
<td>Research Mentorship N781 (1-3 credits)</td>
</tr>
<tr>
<td>Health Care Leadership N704 (3 credits)</td>
<td>Cognate (3 credits)**</td>
<td>Cognate (3 credits)** (if not already completed)</td>
</tr>
</tbody>
</table>

* Total number of Research Mentorship credits needed = 3
** Cognates = two courses (6 credits); planned with the approval of student’s advisor, that individually and collectively enhance understanding of the student’s area of research. One course must be an advanced methodology course (quantitative or qualitative, in support of the dissertation) and at least one of the 2 courses must be taken outside the School of Nursing.
*** T793 Special Topics applies to 2015 new students to add (1) credit to N728

### Summary of Course Requirements:
- Core = 17 credits: N728 (3 credits), N732 (2 credits), N735 (3 credits), N704 (3 credits), N736 (3 credits), N727 (2 credits), T793 (1 credit)
- Cognates = 6 credits
- Research = 32 credits: N724 (3 credits), N725 (3 credits), N731 (3 credits), N729 (4 credits), N781 (3 credits), N733 (2 credits), N734 (3 credits), N795 (1 credit), N783 (1 credit), N797 (9 credits)

**TOTAL = 55 post-master’s credits**

Note: Course abbreviations N = NSG = Nursing

### Graduation Requirements:
- Journal Club
- Scholarly Events/Residency
- One peer-reviewed publication
Appendix C:

Memorandum of Understanding Related to Course Progression During Appeal Process after the Dean has rendered an Academic Decision

Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal must withdraw from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

I ____________________ have elected to maintain enrollment and progression in the School of ___________________ according to my originally planned program progression plan for the upcoming ___________________ (term) while a decision related to my appeal of ________________________ is being finalized. I acknowledge that if my appeal is denied, I will not be able to continue my progression as planned. I agree to withdraw from the course(s) in which I am not able to progress, and I will immediately stop participating in these courses after the final decision to deny the appeal is made.

I also acknowledge that upon withdrawal from the course(s) in which I am enrolled, my tuition and fees as well as documentation of withdrawals will be consistent with the current University deadlines and policies in place at the time.

_________________________________
Student Signature

_________________________________
Student Services representative