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 3/12/2018
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 2017-2018 PhD in Nursing Student and Advisor Handbook.

Please sign, date, and submit to the PhD Program Director.

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 are delivered online during Fall, Spring, and Summer semesters, 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:

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.

PhD Program of Study:*

<table>
<thead>
<tr>
<th>Core</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Seminar in Nursing Scholarship</td>
<td>2</td>
</tr>
<tr>
<td>Nursing Science Theory/Phil</td>
<td>4</td>
</tr>
<tr>
<td>Contemporary Nursing Science</td>
<td>3</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>6</td>
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<tr>
<td><strong>Research</strong>*</td>
<td></td>
</tr>
<tr>
<td>Health Research Statistics 1</td>
<td>3</td>
</tr>
<tr>
<td>Quantitative Research Methods</td>
<td>3</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>
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<tr>
<td>Research Mentorship</td>
<td>3</td>
</tr>
<tr>
<td>Independent Study</td>
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<tr>
<td>Dissertation Seminar</td>
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<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>55</td>
</tr>
</tbody>
</table>

*To meet WVU residency requirements, students must participate in 4 journal club activities over Fall and Spring semesters and attend scholarly events at the Morgantown campus for one day during the Fall and Spring semesters.

**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. It is the student’s responsibility to provide the certificate of completion to the PhD Program Director prior to the start of fall classes and to keep the CITI training certification current while attending the program.
  3. An Individual Progression Plan. The PhD Program Director will serve as advisor to all new students for their first year and/or until a dissertation chair is identified. 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 PhD Program Director, the student refines his or her research interest over the course of the program. By the Spring of the second year, the student and PhD Program Director work together to identify a dissertation chair, who then assumes the role of academic advisor. To be a 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 PhD Program Director.

- The student is eligible to take the Qualifying Exam (QE) when two conditions are met. First, all courses, except one cognate and N781 Research Mentorship, must be completed up to and including those in the third Summer of the PhD Progression Plan. Second, the student must have submitted a first-authored manuscript to a peer-reviewed journal for publication. 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 10—11 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 four 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. Once the committee is identified, the dissertation chair obtains signatures from the dissertation committee on the Committee Approval Form, the Plan of Study Form, and the Memorandum of Understanding (MOU) of Dissertation Process Form. All signs forms must be submitted to the PhD Program Director.

- 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 Candidacy Examination Form and submits it to the PhD Program Director.

- 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 graduate application form located at http://registrar.wvu.edu/degree-certification-diplomas/graduation 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 to allow 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 Form by all committee members to the PhD Program Director. To assist the review of the dissertation by committee members, they are encouraged to use the Dissertation Committee Defense Worksheet. Once the form is completed, it should be returned to the chair so he/she can communicate to the student what needs to be addressed.

- 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 Director for copying and scanning to PDF. The PhD Program Director 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. Courses are only applicable for graduation credit if they have been taken within the last eight years.

2. Achieve an overall academic GPA of 3.0 in all course work. The following guidelines apply to grades in the PhD program:
   - 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.

- Students can only have one “W” (class withdraw) while in the PhD program.
- If students earn an unsatisfactory or “U” in N797 Research, the chair and student must devise a plan to rectify deficiencies in the next semester. If the student receives another “U”, they will be dismissed from the program.

3. Successfully complete the QE prior to beginning the dissertation. The QE may be repeated once as outlined in the QE section, pages 10-11. If the student passes the 5 year limit and has not successfully completed the QE, they will be removed from the PhD program and their status changed to non-degree at the university level.

4. Adhere to the residency and graduation requirements. This includes active participation in the journal club, attendance at scholarly events as part of residency, and publication of one peer-reviewed paper.

5. Meet with his or her advisor at least once a year to review and submit documentation of progression. Following spring advisement, student will complete an online mentor evaluation survey.

6. Generate a syllabus each time an independent study course (N795) and/or a research course (N797) is taken. Working with the chair or instructor, the student will identify course objectives. Before the course is released for enrollment, the syllabus must be signed by both the student and chair and a copy provided to the PhD Program Director.

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 the PhD Program Director regarding a leave of absence (LOA). If the student is at the candidate level (has successfully completed the QE) and cannot maintain continual course enrollment, they must take an LOA to retain their candidacy. A LOA most often is granted for one year or less. To request an LOA, the student accesses the LOA form at [http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/](http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/), fills out all required sections, then forwards the completed document to the PhD Program Director and Dean for signature. Once all signatures are obtained, the PhD Program Director submits the request for LOA to the Health Sciences Office of Research and Graduate Education. 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](http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/).

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 chair 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.
VI. Residency Requirements

Residency applies to consecutive terms on campus. To meet residency requirements new PhD students must be on campus during the first Summer semester for 2 three day course intensive meetings. All PhD students must attend one day 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 the Graduate Credit Transfer Form prior to registering for the cognate. 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. The student can participate in the QE if they have accomplished the following: (1) finished all courses up to and including those in the third Summer of the PhD Progression Plan, (2) completed a minimum of one cognate prior to the QE, and (3) submitted a first authored manuscript to a peer-reviewed journal for publication. Note, N781, Research Mentorship and one cognate may be completed after the QE. The student/committee must complete and submit to the PhD Program Director the Request to Take the Qualifying Examination form the semester before 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 provided by the QE Committee Chair. The written QE document provides 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. The page limit will be strictly adhered to and only required documents are to be posted as appendices. Each QE committee member will separately review the paper and score the written exam. 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 requirements, the student will be immediately notified by the QE Committee Chair and a time will be scheduled to meet with his/her dissertation chair and PhD Program Director to identify the next course of action. The student may repeat the written QE once within one year of the initial date of the QE. The student cannot progress to the oral exam until the written QE is successfully completed.

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 to 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 prior 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. The committee meets immediately following the oral examination to determine whether the student has passed the oral QE. If the student does not pass the oral exam, he/she will be notified immediately by the QE Committee Chair and meet with his/her chair and PhD Program Director to identify the next course of action. The student may retake the oral exam within 6 months of the date of the original oral exam.

C. Scoring of the Doctoral Qualifying Examination: When the QE is finished, the QE Committee Chair must obtain signatures on the Doctoral Qualifying (Preliminary) Exam Form and submit the completed forms to the PhD Program Director. All elements of the QE, both written and oral, 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 by email from the QE Committee Chair 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. The QE Committee meets within that week to discuss the outcomes of the paper and to identify questions for the oral exam. The student will be notified by the QE Committee Chair if he/she has passed the written portion of the QE immediately following this meeting.

Week 10 On the date specified in Week 1 and if the student successfully passes the written QE, the QE Committee meets with the student for an oral examination. The student is informed of the oral examination results immediately following that meeting.

Week 11 When the student passes each part of the QE, he or she meets with his or her dissertation chair within 5 working days of the oral examination to discuss his/her next steps in the program. If the student fails either part of the QE exam, he or she meets with his or her
advisor and the PhD Program Director within in one week of notification of failure to 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. Many drafts are often required until a workable proposal is developed.
- At least 3 weeks prior to the desired proposal defense date, the student sends the written proposal to all dissertation committee members for review. The dissertation committee is encouraged to use the Dissertation Committee Defense Worksheet to document areas needing improvement and to provide written feedback to the student.
- With the assistance of the PhD Program Director, 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 Candidacy Examination Form on the date of the proposal defense and submits it to the PhD Program Director.
- If the student passes the proposal defense but the proposal requires revisions, the dissertation committee has two options: 1) Sign the Doctoral Candidacy Examination 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 Candidacy Examination 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 Director 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. Distribution of the dissertation to the dissertation committee is scheduled by the dissertation chair, but must be 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 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 Director for copying and scanning to PDF. The PhD Program Director 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 Responsibilities

All members of the dissertation committee, to include the student, the chair, and the committee members have specific responsibilities. Based on the PhD Curriculum Committee approved MOU of Dissertation Process Responsibilities Form, each member is expected to do the following:

Student:
1. Be prepared and knowledgeable in a specific area of interest
2. Formally select a dissertation chair by end of 2nd year, spring semester
3. Identify committee members by 3rd year, spring semester
4. Define and carry out the research protocol approved by dissertation committee.
5. Actively request feedback/ask questions from the chair and committee members before, during, and after completion of research and as the thesis is written.
6. Respond to and act on feedback from the chair and committee within established time limits.
7. Apply and maintain ethical standards in the conduct of research and in the completion of the dissertation
8. Develop research protocol in KC system with chair oversight
9. Disseminate knowledge/expertise/research via podium/poster presentations and articles in peer reviewed journals.

Chair:
1. Determine feasibility of the student’s research proposal/dissertation plan
2. With student assistance, identify potential committee members. It is the student’s responsibility to meet with potential members and to secure their involvement.
3. Clearly define in writing to the student and committee members, expectations for the protocol defense, IRB submission, conduct of research, and writing of the thesis.
4. Maintain documentation of student’s plan of study, to include cognates via N795 syllabi (as needed) and completion of research via N797 syllabi each semester.
5. Confirm no conflicts of interest in research with committee/chair concerning student’s area of study and department/research responsibilities.
6. Be available to the student by establishing a time schedule that will include committee meetings for each semester the student is engaged in dissertation related work.
7. Chair all meetings of the dissertation committee and thesis defense.
8. Review/approve/submit the student’s research protocol to the IRB.
9. Facilitate networking, funding, and publishing/presentation opportunities for the student to promote development of their expertise in their area of study.
10. Follow SoN Research Authorship policy.
11. Provide constructive feedback to the student and committee members as needed.
12. Complete all paperwork within deadlines as required by the graduate office. Review in PhD handbook under “Dissertation Committee Chair Responsibilities” what specific program forms need to be completed and when they are due.
14. Review proposal defense and thesis prior to sending out to committee members.
15. With distribution of the dissertation drafts to the committee, include the Dissertation Committee Defense Rubric to document readiness for oral defense.
16. Oversee dissertation revisions as requested by the committee.
17. Resolve faculty conflict without involving the student in a timely manner so as not to impede the student’s research progression.
18. If a committee member needs to be replaced, the chair will notify the PhD Program Director as soon as possible. It is the chair and students responsibility to identify a replacement and notify the PhD director the name of replacement with a confirmatory email from the new member. The “Change of PhD Committee Membership” form will be completed by the PhD Program Director at that time.

Committee Member:
2. Critically read/comment on the student’s proposal defense and thesis.
3. Provide constructive feedback to the student and chair within deadlines specified by the chair.
4. Identify learning opportunities for the student to assist them in developing expertise in their research area.
5. Be available and respond to the student in person, by email, or by phone throughout the dissertation process.
7. Follow SoN Research Authorship Policy.
8. Work directly with chair to resolve any conflicts in a timely manner, without involving the student.
9. Notify the chair of need to be replaced in a timely manner and assist in identifying the new member.
10. Sign all documents related to the doctoral program as required by HSC graduate office/PhD Program Director/Committee Chair.

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.
XVI. Integrity in Research, Scholarship, and Education

The School of Nursing follows the [WVU Campus Student Code](http://catalog.wvu.edu/), 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 Appeal of Academic Penalties or Sanctions

**General Information about the Student Appeals Process**

The primary purpose of the appeal procedure is to allow review of a penalty or sanction in cases in which a student believes that due process was not followed or that the penalty or sanction was imposed unfairly or inconsistently with regard to course requirements and policies or with program and university standards and regulations. Students have the right to appeal a final grade, charge of academic dishonesty, or academic penalty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, gender, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. Additional grounds for appeal may include: unreasonable severity of the penalty, demonstrable prejudice in the decision-making process, a belief that the evidence does not support the finding of responsibility (in the case of academic dishonesty) or the choice of penalty, or additional evidence or new information that was not considered in determining the penalty.

If a student does not appeal an academic penalty or fails to follow the appeal procedures described below, the academic penalty will be upheld. Penalties imposed for academic dishonesty must be reported on the WVU online academic dishonesty form. The complete policy and general procedures concerning academic standards and appeals is available in both the Undergraduate and Graduate/Professional Catalogs ([http://catalog.wvu.edu/](http://catalog.wvu.edu/)).

**Student Appeals Procedure**

All student appeals must be submitted in hard copy AND electronic form to Brenda Deane ([bdeane@hsc.wvu.edu](mailto:bdeane@hsc.wvu.edu)), Lisa Onega ([lisa.onega@hsc.wvu.edu](mailto:lisa.onega@hsc.wvu.edu)), and Billie Vance ([billie.vamce@hsc.wvu.edu](mailto:billie.vamce@hsc.wvu.edu)). These individuals will distribute appeals to the appropriate individuals and may serve as resources to assist students in navigating the appeals process. Provided below are separate descriptions of the procedures for appeals of a final grade, appeals involving a charge of academic dishonesty, and appeals of other academic penalties (such as program suspension or dismissal).

**Appeal of a Final Grade**

- Students are informed of final grades for courses at the end of each academic term through the [WVU Portal](http://www.wvu.edu/)
- Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual who reported the final grade to express their concerns and attempt to resolve the issue.

**Level 1 Appeal**

- The student may begin an appeal by submitting a written appeal via WVU e-mail to the School of Nursing Associate Dean of Academics within 10 class days* of the
receipt of the grade. The student’s appeal must include the documentation and evidence forming the basis of his or her appeal.

- The course instructor/coordinator must provide all relevant documentation and criteria for determining the student’s final grade to the School of Nursing Associate Dean of Academics upon his or her request.
- The School of Nursing Associate Dean of Academics assesses the available evidence and makes a decision about the appeal based on that evidence. Within 10 class days, the School of Nursing Associate Dean of Academics communicates the decision in writing via WVU e-mail to the student and the course instructor/coordinator.
- Depending on the outcome of the appeal, the School of Nursing Associate Dean of Academics submits a grade modification.
- If the student accepts the Level 1 appeal decision, the appeal is concluded.

**Level 2 Appeal**

- If the student does not accept the Level 1 appeal decision, the student may submit a written appeal via WVU e-mail to the School of Nursing Dean within 10 class days after the decision at Level 1.
- The School of Nursing Associate Dean of Academics forwards all materials included in the appeal to the School of Nursing Dean. Both the student and the course instructor/coordinator may provide additional information if they wish.
- The School of Nursing Dean assesses the available evidence and makes a decision about the appeal based on that evidence. Within 10 class days, the School of Nursing Dean communicates the decision in writing via WVU e-mail to the student, the course instructor/coordinator, and the School of Nursing Program Director.
- Depending on the outcome of the appeal, the Dean submits a grade modification.
- The appeal is concluded.

**Appeal of a Charge and/or Penalty Based on Academic Dishonesty**

- The individual or committee making a charge of academic dishonesty must notify the student in writing via WVU e-mail of the charge and/or penalty within 10 class days of discovering the infraction. If the student does not appeal the charge of academic dishonesty as outlined below, the individual or committee making the charge submits the Academic Dishonesty Form.
- Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual or committee that made the charge and/or imposed the penalty to express their concerns and attempt to resolve the issue.
- Students may appeal the charge, the penalty, or both.

**Level 1 Appeal**

- The student may begin an appeal by submitting a written appeal via WVU e-mail to the School of Nursing Committee on Academic and Professional Standards within 10 class days of notification of the charge and/or penalty. The student’s appeal must include the documentation and evidence forming the basis of his or her appeal.
- The individual or committee that made the charge and/or imposed the penalty must provide all relevant documentation concerning the charge and/or penalty to the School of Nursing Committee on Academic and Professional Standards upon their request.
- The School of Nursing Committee on Academic and Professional Standards assesses the available evidence and makes a decision about the appeal based on that evidence. Within 10 class days, the School of Nursing Committee on Academic and Professional Standards communicates the decision in writing via WVU e-mail to
the student and the individual or committee that made the charge and/or imposed the penalty.
  o If the charge and/or penalty are upheld, the School of Nursing Committee on Academic and Professional Standards completes and submits the Academic Dishonesty Form.
  o If the student accepts the Level 1 appeal decision, the appeal is concluded.

Level 2 Appeal
  o If the student does not accept the Level 1 appeal decision, the student may submit a written appeal via WVU e-mail to the School of Nursing Dean within 10 class days.
  o The School of Nursing Committee on Academic and Professional Standards forwards all materials included in the appeal to the School of Nursing Dean. Both the student and the individual or committee that made the charge and/or imposed the penalty may provide additional information if they wish.
  o The School of Nursing Dean assesses the available evidence and makes a decision about the appeal based on that evidence. Within 10 class days, the School of Nursing Dean communicates the decision in writing via WVU e-mail to the student, the individual or committee that made the charge and/or imposed the penalty, and the School of Nursing Committee on Academic and Professional Standards.
  o If the charge and/or penalty is upheld, the School of Nursing Dean completes and submits the Academic Dishonesty Form.
  o If the student accepts the Level 2 appeal decision, or the penalty does not include program suspension or dismissal, the appeal is concluded.

Level 3 Appeal
  o If the penalty is suspension or dismissal from a program, the student may continue his or her appeal by submitting a written appeal via WVU e-mail to the Associate Provost for Undergraduate Academic Affairs (for undergraduate students) or the Associate Provost for Graduate Academic Affairs (for graduate students) within 10 class days.
  o The School of Nursing Dean forwards all materials included in the appeal to the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs upon request. Both the student and the individual or committee that made the charge and/or imposed the penalty may provide additional information if they wish.
  o The Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
    ▪ Members are appointed to the SAHC at the discretion of the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student’s program; at least one should be from outside the program offering the course or the student’s program.
    ▪ The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, the meeting will proceed as scheduled.
    ▪ The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member,
academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings unless they are given specific permission to do so by the individual or committee conducting the appeal.

- The student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
- Witnesses may be called by any of the parties involved.
- A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

- The student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
- Witnesses may be called by any of the parties involved.
- A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

o The Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, and makes a decision about the appeal. The typical 10 class-day response period may be extended at the discretion of the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs. The Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the School of Nursing Committee on Academic and Professional Standards and the School of Nursing Dean.

- Regardless of the outcome of the appeal, the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs completes and submits the Academic Dishonesty Form.
- The appeal is concluded.

**Appeal of an Academic Penalty (Other Than a Final Grade and Not Based on Academic Dishonesty)**

- The individual or chair of the committee who imposed an academic penalty must notify the student in writing via WVU e-mail of the academic penalty.
- Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual or committee that imposed the penalty to express their concerns and attempt to resolve the issue.

**Level 1 Appeal**

- The student may begin an appeal by submitting a written appeal via WVU e-mail to the School of Nursing Committee on Academic and Professional Standards within 10 class days. The student’s appeal must include the documentation and evidence forming the basis of his or her appeal.
- The individual or committee that imposed the penalty must provide all relevant documentation concerning the penalty to the School of Nursing Committee on Academic and Professional Standards upon their request.
- The School of Nursing Committee on Academic and Professional Standards assesses the available evidence and makes a decision about the appeal. Within 10 class days, the School of Nursing Committee on Academic and Professional Standards communicates the decision in writing via WVU e-mail to the student and the individual or committee that imposed the penalty. The School of Nursing Committee on Academic and Professional Standards reports the outcome of the appeal via the University Academic Penalty and Appeal Repository.
- If the student accepts the Level 1 appeal decision, the appeal is concluded.

**Level 2 Appeal**
If the student does not accept the Level 1 appeal decision, the student may continue his or her appeal by submitting a written appeal via WVU e-mail to the School of Nursing Dean within 10 class days.

The School of Nursing Committee on Academic and Professional Standards forwards all materials included in the appeal to the School of Nursing Dean on request. Both the student and the individual or committee that imposed the penalty may provide additional information if they wish.

The School of Nursing Dean assesses the available evidence and makes a decision about the appeal based on that evidence. Within 10 class days, the School of Nursing Dean communicates the decision in writing via WVU e-mail to the student, the individual or committee that imposed the penalty, and the School of Nursing Committee on Academic and Professional Standards. The School of Nursing Dean reports the outcome of the appeal via the University Academic Penalty and Appeal Repository.

If the student accepts the Level 2 appeal decision, or the penalty is not program dismissal or suspension, the appeal is concluded.

**Level 3 Appeal**

If the penalty is suspension or dismissal from a program, the student may continue his or her appeal by submitting a written appeal via WVU e-mail to the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs within 10 class days.

The School of Nursing Dean forwards all materials included in the appeal to the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs on request. Both the student and the individual or committee that imposed the penalty may provide additional information if they wish.

The Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.

- Members are appointed to the SAHC at the discretion of the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student’s program; at least one should be from outside the program offering the course or the student’s program.
- The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student’s scheduled classes; should the student choose not to appear, the meeting will proceed as scheduled.
- The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings unless they are given specific permission to do so by the individual or committee conducting the appeal.
- Witnesses may be called by any of the parties involved.
- A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
  - The Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal. The typical 10-day response period may be extended at the discretion of the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs. The Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the School of Nursing Committee on Academic and Professional Standards and the School of Nursing Dean.
  - The appeal is concluded.

*Class days are defined as days during which the University is open and classes are officially in session. If classes are canceled for the University as a whole for part or most of a day, the day will not be deemed a class day.

**Disciplinary Penalties for Academic Dishonesty**

The individual who charged the student with academic dishonesty, or any of the individuals or committees that reviewed an appeal at Levels 2 or 3 may determine, in their judgment, that in addition to the academic penalty already assigned, the academic dishonesty rises to a level of significance warranting a potential disciplinary penalty of University probation, suspension, or dismissal (expulsion). Based on this recommendation, the individual named in Level 3 may choose to refer the matter to the Office of Student Conduct. The Office of Student Conduct may also choose to pursue disciplinary penalties based on evidence of repeated instances of academic dishonesty by a student obtained from reports of academic dishonesty penalties. The Office of Student Conduct shall then undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code. These proceedings do not affect the academic penalty.

.XVIII. Responsible Conduct of Research

Students are required to conform to the WVU Human Research Protections Policy outlined at [http://oric.research.wvu.edu/services/human-subjects/irb-policies-guidelines/hrpp-policies](http://oric.research.wvu.edu/services/human-subjects/irb-policies-guidelines/hrpp-policies). 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


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.** 3 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.** 4 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.** 3 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
- NIH Bio-sketch Template and NIH Bio-sketch Instructions and Sample
- Funds to Present at Conferences
- Funds for Dissertation Research
- MOU of Dissertation Process Responsibilities
- Dissertation Committee Defense Worksheet

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 Candidacy Examination (proposal defense)
- Doctoral Qualifying (Preliminary) Exam
- Shuttle Sheet Request
- Graduation application
- Leave of Absence
- Change of PhD Committee Membership Form

http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/

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/services/human-subjects/irb-policies-guidelines/hrpp-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 2017

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<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3 AND BEYOND</th>
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<tbody>
<tr>
<td><strong>Summer 1</strong></td>
<td><strong>Summer 2</strong></td>
<td><strong>Summer 3</strong></td>
</tr>
<tr>
<td>Theoretical Basis for Nursing N728 (4 credits)</td>
<td>Quantitative Research Methods N729 (3 credits)</td>
<td>Research Grant Development N733 (2 credits)</td>
</tr>
<tr>
<td>Seminar in Nursing Scholarship N732 (2 credits)</td>
<td>Contemporary Nursing Science N727 (3 credits)</td>
<td>Advanced Health Policy and Ethics N736 (3 credits)</td>
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<th><strong>Fall 1</strong></th>
<th><strong>Fall 2</strong></th>
<th><strong>Fall 3</strong></th>
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<tbody>
<tr>
<td>Health Research Statistics 1 N724 (3 credits)</td>
<td>Qualitative Research Methods N731 (3 credits)</td>
<td>Independent Study N795 (1 credit)</td>
</tr>
<tr>
<td>Principles: Nursing Education N735 (3 credits)</td>
<td>Cognate (3 credits)**</td>
<td>Cognate (3 credits)**</td>
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<th><strong>Spring 1</strong></th>
<th><strong>Spring 2</strong></th>
<th><strong>Spring 3</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Research Statistics 2 N725 (3 credits)</td>
<td>Use of Data N734 (3 credits)</td>
<td>Dissertation Seminar N783 (1 credit)</td>
</tr>
<tr>
<td>Health Care Leadership N704 (3 credits)</td>
<td>Research Mentorship N781 (1-3 credits)*</td>
<td>Cognate (3 credits)** (if not already completed)</td>
</tr>
<tr>
<td></td>
<td>Cognate (3 credits)**</td>
<td>Research N797 (1-9 credits)</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.

### 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