



Indiana University of Pennsylvania

IUP PhD in Nursing Program Handbook

Department of Nursing & Allied Health Professions



Handbook Updated 2019--2020

PhD in Nursing

Department of Nursing & Allied Health Professions
1010 Oakland Avenue, 210 Johnson Hall
724-357-2557 – Main Telephone
724-357-3267 - Fax

Program Website: www.iup.edu/rn-alliedhealth/

TABLE OF CONTENTS

Welcome.....	5
Indiana University of Pennsylvania	5
IUP's Civility Statement	5
Department of Nursing & Allied Health Professions	6
Mission Statement and Program Objectives	6
Faculty and Staff.....	7
Admission	8
Financial Assistance.....	9
Academic Advisement.....	9
Campus Resources & Student Support	10
IUP Email	10
Graduate Student Assembly	11
Programs and Degrees	11
Doctoral Program in Nursing.....	11
Course Descriptions.....	12
Evaluation of Students	15
Candidacy Examination.....	15
Degree Completion	16
Academic Good Standing.....	16
Application for Graduation	16
Dissertation Completion.....	17
Dissertation Committee	17
Dissertation Proposal and Evaluation.....	17
Dissertation Credits	19
Evaluation Outcome for Dissertation	19
Nursing Doctoral Program Progression.....	20
University Policy and Procedure (See Graduate Catalog www.iup.edu/graduatestudies/catalog/).....	23
Academic Calendar.....	23
Academic Grade Appeal Policy.....	23
Academic Integrity	23
Academic Status and Satisfactory Academic Progress.....	23
Affirmative Action	23
Bereavement-Related Class Absences	23
Continuous Graduate Registration for Dissertation and Thesis	23
Graduate Fresh Start Policy	25

Graduation Graduate Residency Requirement Policy	26
Program Level Exams Appeal Policy	26
Reexamination Policy: Candidacy/Comprehensive Examination	27
Registration.....	27
Social Equity.....	27
Student Conduct.....	27
Time Limitation.....	27
Time-to-Degree Doctoral Dismissal Appeal Policy.....	28
Title IX Reporting Requirement	28
Transfer of Credits	28
Research	29
Student Rights and Responsibility	29
Appendices.....	30
Signature Page	32

WELCOME

Welcome to IUP, The College of Health & Human Services, the Department of Nursing & Allied Health Professions, and the PhD program in nursing. We are excited to have you be part of this program. The 60 credit PhD in nursing program and the 33 credit DNP-PhD program are designed to meet your needs as a nursing professional. We welcome you to this challenging program that will prepare you as a researcher, leader and expert nurse educator. You will join classmates in your cohort at either Indiana or the Dixon University Center in Harrisburg as you progress through our course offerings. We hope you find this student handbook a valuable resource as your progress through the program. Feel free to contact the School of Graduate Studies and Research (SGSR), the Department of Nursing & Allied Health Professions, or myself if you need assistance. We wish you success at IUP and hope you have a great experience.

Dr. Teresa Shellenbarger
Doctoral Nursing Program Coordinator

Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college.

Almost 13,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Nursing & Allied Health Professions

IUP's Nursing Department first opened the doors to undergraduate students in 1968, received initial accreditation from the National League for Nursing in 1977. Currently, the baccalaureate degree program in nursing and master's degree program in nursing at Indiana University of Pennsylvania are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

In response to a recognized need for increasing the accessibility to graduate nursing education, work began on the development of the Masters program in the late 1970's. The University Senate and Board of Trustees granted approval of the new Masters program in 1982 and IUP awarded the Master of Science Degrees in Nursing to the first graduates in the summer of 1983. The program received initial accreditation from the National League for Nursing in 1991, and 10-year accreditations by the Commission on Collegiate Nursing Education in 1999 and 2009.

Recognizing the national and regional demand for nurse educators, the department submitted a proposal for a PhD in Nursing program. It was approved by the Pennsylvania State System Board of Governors in January 2008. The first cohort began with the Fall 2008 term.

Mission Statement and Program Objectives:

Department of Nursing and Allied Health Professions

The Department of Nursing and Allied Health Professions is strongly committed to quality undergraduate and graduate education in the health professions.

- We strive to meet the diverse needs of students.
- Partnerships and teamwork are key elements in our education, scholarship and service.
- We prepare students for leadership in the health professions.

PhD Program

The PhD in Nursing is designed to develop nurse-scholars who are experts in nursing pedagogy and are prepared to conduct advanced research. Graduates will synthesize knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments.

The PhD program, designed for nurses interested in pursuing a career in academia with a research focus on nursing education, provides students with nursing core courses, research courses, and supportive courses.

Upon completion of the PhD in Nursing program, the graduate is prepared to:

- Assume leadership in diverse educational environments.
- Synthesize knowledge from nursing and related disciplines to facilitate learning and foster development of students and educators.
- Conduct advanced nursing research that contributes to the generation of knowledge within nursing education.
- Model the role of nurse-scholars and effective nurse-educator.

The PhD in Nursing for those with a Doctorate of Nursing Practice (DNP) is designed to develop nurse scholars who are prepared to conduct advanced research in nursing education. Graduates will synthesize

knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments. The program is designed for nurses interested in pursuing a career in academia with a research focus on nursing education. This accelerated PhD program pathway awards advanced standing based on prior work completed in a doctorate of nursing practice (DNP) program. Twenty-seven credits from the DNP program will fulfill the requirements of the PhD program. A minimum of 33 credits of doctoral coursework taken at IUP will be required.

Faculty and Staff

Nursing Faculty with Doctoral Eligibility

Faculty Member	Office Location	Phone Number	E-mail Address
Dr. Johanna Boothby	253 Johnson Hall	724-357-3421	J.E.Uncapher@iup.edu
Dr. Theresa Calderone	225 Johnson Hall	724-357-3251	theresa.calderone@iup.edu
Dr. Kristy Chunta	233 Johnson Hall	724-357-2408	kchunta@iup.edu
Dr. Taylor Edwards	226 Johnson Hall	724-357-7988	T.Edwards@iup.edu
Dr. Michele Gerwick	217 Johnson Hall	724-357-3090	mgerwick@iup.edu
Dr. Julie Greenawalt	222 Johnson Hall	724-357-3256	jgreen@iup.edu
Dr. Theresa Gropelli	211 Johnson Hall	724-357-2279	tgropell@iup.edu
Dr. Riah Hoffman	214 Johnson Hall	724-357-3265	R.L.Skavang@iup.edu
Dr. Lora Hromadik	229 Johnson Hall	724-357-3261	lkott@iup.edu
Dr. Pamela O’Harra	260 Johnson Hall	724-357-3428	P.S.Oharra@iup.edu
Dr. Lisa Palmer	221 Johnson Hall	724-357-3260	lpalmer@iup.edu
Dr. Dianna Rupert	255 Johnson Hall	724-357-3423	D.L.Rupert@iup.edu
Dr. Joyce Shanty	243 Johnson Hall	724-357-3257	Joyce.Shanty@iup.edu
Dr. Teresa Shellenbarger	246 Johnson Hall	724-357-2559	tshell@iup.edu
Dr. Edie West	231 Johnson Hall	724-357-3263	edie.west@iup.edu
Dr. Nashat Zuraikat	236 Johnson Hall	724-357-3262	zuraikat@iup.edu

PhD in Nursing Program Secretary: Michelle Lybarger 215 Johnson Hall, 1010 Oakland Avenue, Indiana, PA 15705. Phone number: 724-357-3250.

Admission

PhD admission

Applicants should have a master's degree in nursing or a related field. To be considered for admission, the following items must be submitted to IUP's Admission Office:

- Application form: Apply online at www.iup.edu/admissions/graduate/howto
- Nonrefundable \$50 application fee
- Two letters of recommendation
- Signed and dated statement of career and academic goals: Identify your professional goals and research area of interest, a summation of your achievements within the field of practice, and a summary of your research abilities.
- Official transcripts from all colleges and universities attended, including those institutions from which a degree was not earned.
- Nursing license
- Current Curriculum Vitae

DNP-PhD admission

Applicants must have a DNP degree when applying to this program. To be considered for admission, the following items must be submitted to IUP's Office of Admissions:

- Application form: Apply online at www.iup.edu/admissions/graduate/howto
- Nonrefundable \$50 application fee
- Two letters of recommendation
- Signed and dated statement of career and academic goals: Identify your professional goals and research area of interest, a summation of your achievements within the field of practice, and a summary of your research abilities.
- Official transcripts from all colleges and universities attended, including those institutions from which a degree was not earned.
- Nursing license
- Current Curriculum Vitae

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Financial Assistance

For information about financial aid contact the Office of Financial Aid.

Office of Financial Aid: www.iup.edu/financialaid/

Additional information may also be found at:

<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

Graduate Assistantships (GA)

Each year the Department of Nursing and Allied Health Professions is allocated a limited number of Graduate Assistantships. Assistantship awards are based upon academic achievement. To be considered for a graduate assistantship, the following requirements must be met:

- Admitted to the School of Graduate Studies and Research following the procedures outlined in the Catalog.
- Newly admitted students can indicate their interest in a GA position on their admission application. Returning students should contact the program coordinator.
- Successful completion of the Departmental Review Process.

Purpose of the Graduate Assistantship Program

The purpose of the graduate assistantship program is to provide mutual professional development opportunities for the graduate student and the faculty mentor. The graduate assistant program is one important way in which the School of Graduate Studies and Research supports research and scholarship at IUP.

GA Employment

Graduate assistant position awards will include a stipend and a tuition dollar award. To qualify for a 10-hour graduate assistant (GA) position, students must be registered for 6 credits in the fall and spring semesters. Upon completion of a GA award processing and approval, an awards letter and agreement will be sent to the student via IUP email. The student should review the agreement, sign it and return it by the stated deadlines. This is viewed as a binding work commitment. The student will need to complete payroll forms and background clearances before the GA can begin.

Teaching Associate (TA)

A limited number of teaching associate positions are available. Please contact the program coordinator for information about these positions, job responsibilities, payment, and the application process.

Academic Advisement

Students are assigned an academic advisor within the Nursing and Allied Health Professions Department at the time of admission. The advisor is responsible for assisting the student with the development and implementation of the Program of Studies Plan.

The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests. The Doctoral Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements.

It is very important that students meet with their faculty advisor each semester prior to registration to plan their semester schedule and receive their Time Appointment Letter which contains their four-digit Alternate PIN which is needed every time you access the web registration system. The Alternate PIN changes each semester. Detailed registration instructions are printed on the Time Appointment Letter.

The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc. Students must meet with their advisor each semester prior to registering for course work. All changes in the student's Program of Studies Plan must be approved by the advisor before the student registers for classes. Students are referred to the University Catalog for additional policy information.

Campus Resources & Student Support

The following resources are available to assist you.

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arlab/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: <https://www.iup.edu/veterans/>
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center <http://www.iup.edu/career/>
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724-357-2141
Crisis Intervention <http://www.iup.edu/supportingstudents/where-to-turn-for-help>
24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-

specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Doctoral Program in Nursing PhD Required Courses

Nursing Core Courses

(21 semester hours)

Seminar in Nursing Theory

Faculty Development in Nursing
Education

Pedagogical Practices in Nursing
Education

Curriculum Evaluation in Nursing

Evaluation in Nursing Education

Technology in Nursing Education

Nursing Professoriate Practicum **OR**
Nursing Colloquium

Research Core Courses

(15 semester hours)

Statistical Methods II

Quantitative Nursing Research

Qualitative Nursing Research

Research Seminar I

Research Seminar II

Support Courses

(12 semester hours)

Student Issues in Nursing Education

Leadership in Nursing: A Case Study
Approach

Electives

Dissertation

(12 semester hours)

Dissertation Seminar

Dissertation

DNP-PhD Required Courses

Nursing Core Courses

(6 semester hours)

Curriculum Evaluation in Nursing

Evaluation in Nursing Education

Research Core Courses

(15 semester hours)

Statistical Methods II

Quantitative Nursing Research

Qualitative Nursing Research

Research Seminar I

Research Seminar II

Dissertation

(12 semester hours)

Dissertation Seminar

Dissertation

Course Descriptions

GSR 517: Statistical Methods II

3c-01-3cr

Course Description: Using computer programs, a wide array of statistical procedures for research workers are explored. Basic concepts of statistical inference and prediction are reviewed, including regression analysis and prediction, hypothesis testing, analysis of variance and covariance, and partial and multiple correlation. Emphasis is placed on use of computers and interpretation of computer printouts along with understanding techniques employed. No computer knowledge is necessary. **Prerequisite:** GSR 516 or equivalent. Note: GSR516 is offered as needed

NURS 801: Doctoral Colloquium in Nursing

Variable 1-3 cr

Course Description: Provides an academic setting for graduate students to present research and theoretical papers for group discussion. Special topics in nursing will be selected each semester.

Prerequisite: by permission.

NURS 802 Leadership in Nursing: A Case Study Approach

3c-01-3cr

Course Description: Focus on analysis of leadership theory. Examines cases of exemplary leaders and organizations in nursing to gain insight into both the psychological and sociological aspects of successful leadership in a changing field. The student will apply case study methodology to the analysis of leaders and leadership styles.

NURS 820: Seminar in Nursing Theory

3c-01-3cr

Course Description: Provides an overview of major nurse scholars' contributions to theoretical development in nursing. The student will examine scholarly works regarding the history of nursing theory, philosophical underpinnings of nursing theory, and the relationship of nursing theory, practice, and research. The student will explore concept and statement development and its relationship to overall theory development in nursing and the linkage with nursing research.

NURS 860: Faculty Development in Nursing Education

3c-01-3cr

Course Description: Provides students with an opportunity to explore the complexity of the role and issues facing nursing faculty in higher education outside the classroom setting. The student will appraise the skills necessary to succeed in the nursing education environment and develop a plan for professional growth and scholarly achievement. Research related to nursing faculty development and success in academia will be analyzed.

NURS 861 Pedagogical Practices in Nursing Education

3c-01-3cr

Course Description: Application of educational theories to the nurse educator role in higher education will be explored. A critical review of the role of the teacher in the clinical and classroom setting, teaching strategies, and student-centered learning outcomes will be conducted. The student will apply the art of reflection to the practice of teaching

NURS 862 Curriculum Evaluation in Nursing

3c-01-3cr

Course Description: Examines various curriculum designs in nursing. The student will critique the qualities of effective nursing curricula at the undergraduate and graduate level. The student will analyze current accreditation standards in nursing education and their relationship to curriculum evaluation. Methods for conducting ongoing curriculum revision based on a quality outcomes assessment plan will be explored.

NURS 863 Evaluation in Nursing Education

3c-01-3cr

Course Description: Application of measurement theory to nursing education. Presents various strategies to assess and evaluate classroom and clinical performance in nursing education. Evidence-based assessment and evaluation practices, including test construction, are proposed and critiqued. Social, ethical and legal issues related to evaluation are analyzed.

NURS 864: Technology in Nursing Education

3c-01-3cr

Course Description: Provides a foundation for educators to incorporate technology into nursing programs. Strategies for the use of technology in nursing education will be explored. The student will apply knowledge of distance education technology to the practice of teaching in nursing and evaluate the effectiveness of distance education teaching strategies.

NURS 865: Student Issues in Nursing Education

3c-01-3cr

Course Description: Provides students with an opportunity to critically review and analyze the social, economic, cultural, political and educational issues impacting nursing students. After a comprehensive analysis of issues, policies and practices the student will develop a best practice model for nursing student success.

NURS 951: Quantitative Nursing Research

3c-01-3cr

Course Description: Provides students with advanced knowledge and skill in quantitative research methodology and design related to nursing education. The student will analyze, evaluate, and critique relevant study designs and methods used in experimental, quasi experimental, and non-experimental research. Evaluative issues regarding power analysis, sampling, and data collection techniques will be addressed. Strategies for enhancing the scientific and methodological rigor will be explored.

Prerequisite: GSR 517.

NURS 952 Qualitative Nursing Research

3c-01-3cr

Course Description: Qualitative research methods used in nursing will be critiqued. The use of case study, phenomenology, grounded theory, hermeneutics, historical research, and ethnography will be appraised for their use in nursing education research. Techniques for conducting qualitative research and data analysis will be practiced. Issues related to rigor and confirmability of the data will be evaluated.

NURS 953: Research Seminar I

3c-01-3cr

Course Description: Provides students with the opportunity to participate in nursing education research tool development for quantitative or qualitative research. The student will participate in tool development, testing, and evaluation. The course will also explore sampling issues and development of a recruitment plan for use in nursing education research. Opportunities for peer critique will be an integral component of this course. **Prerequisite:** NURS 951 and 952.

NURS 954: Research Seminar II

3c-01-3cr

Course Description: This course builds upon prior knowledge of qualitative and quantitative research methods and provides opportunities to participate in research activities in collaboration with mentors. The course focuses on various approaches to data analysis, development of Institutional Review Board (IRB) proposals and grant writing. Opportunities for peer critique will be an integral component of this course. **Prerequisite:** NURS 951 and NURS 952.

NURS 993 Nursing Professoriate Practicum

1c-21-3cr

Course Description: Designed to provide the student with an opportunity to select and operationalize aspects of the nurse educator role. The student will apply an understanding of the nursing faculty role to teaching and learning and develop one or more aspects of a plan for professional development. **Prerequisite:** NURS 860, 861, 862, 863, and 864.

NURS 994: Dissertation Seminar

3c-01-3cr

Course Description: Provides the student with an opportunity to develop a dissertation proposal focusing on nursing education. Students will have opportunities for peer review and critique of their work. The course will culminate in an oral presentation of the proposal that will prepare students for dissertation defense. **Prerequisite:** NURS 820 or by permission for DNP students. **Pre-or Co-requisite:** NURS 954

NURS 995 Dissertation

1-9 cr

Course Description: A culminating research project requiring mastery of an area of interest relevant to nursing education. Requires a comprehensive literature review and the collection and analysis of data. A successful oral defense of the finished project is required. The student must complete a minimum of 9 credits of dissertation to satisfy graduation requirements. **Prerequisite:** By permission

The doctoral nursing program is approved for immersive face-to-face course delivery; therefore, students are expected to attend class in person on scheduled class days. Occasionally health concerns or other emergent personal situations arise that may necessitate students being unable to attend class in person. Interactive video or other delivery methods may be used to allow the student to participate in class from a distance but will require appropriate written documentation of the health concern. The

student and course instructor will need to collaboratively plan in advance for alternative course delivery (i.e. zoom, audiotaping, phone conferencing, videotaping etc.) for these extenuating circumstances.

Evaluation of Students

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Candidacy Examination

The candidacy examination provides students with an opportunity to demonstrate breadth and mastery of knowledge of nursing education and theory, synthesize relevant literature, and apply critical thinking skills in nursing education situations. The examination also helps faculty and students to identify progress in meeting program outcomes. Successful completion of the candidacy examination indicates the student's potential for successfully completing doctoral study though it does not ensure a doctoral degree will be granted. Initial candidacy examinations will be scheduled at the end of 12 credits of doctoral coursework for PhD students. DNP to PhD students do not complete a candidacy exam.

Students are notified of candidacy topic areas, format, and scheduling of the examination prior to the examination. The examination consists of a written and an oral component. Students will complete a written component of the examination with the cohort of enrolled students at a predetermined time. After completing the written portion of the exam, the doctoral program committee will schedule an individual appointment for each oral examination. Students will be asked questions to clarify content or elaborate on information in the written examination. The oral examination will be conducted by a panel (minimum of two) nursing faculty members. A scoring rubric will be used by faculty evaluators to assess student performance on both the oral and written components. The rubric along with any additional faculty comments/suggestions will be provided to students after the evaluation is complete.

The committee will render a pass or fail decision based upon performance on the written and oral portion of the examination. After a student receives a pass for both the written and oral components of the exam, the department will consider the student a degree candidate and he/she may continue in coursework.

Students who fail the candidacy examination may retake the failed component one time. They may enroll in classes for the following semester and must complete that semester before retaking the candidacy examination. A similar format for testing, defense, evaluation, and feedback will be used for a repeat examination. Students who successfully pass a retake may continue in the program. Students may not progress in the program beyond this point without passing both the oral and written candidacy examination. Any student who is unsuccessful on any component of the retake candidacy exam will be dismissed from the program.

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a “third” examination without a recommendation to that effect from the degree program’s sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Further information about scheduling and preparing for the candidacy exam will be provided prior to the exam.

Degree Completion

Academic Good Standing

PhD doctoral students must maintain a minimum of 3.0 (“B”) cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

Application for Graduation

Early in the final semester of a student’s program, s/he must complete and submit an application for graduation. The submission of the application, by the published deadline, will initiate many processes related to the anticipated graduation of the student.

Students apply for graduation through [My IUP](#). Information about the application, deadlines, and commencement is located on [IUP’s Commencement website](#). The information must be completed accurately and completely.

The submission deadlines are:

May Graduation: May 1

August Graduation: August 1

December Graduation: December 1

January Graduation: January 1

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Dissertation Completion

A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of his/her research and reflect the results of an original investigation in the principal field of study. The goal should be to make an original contribution to knowledge in the field.

Dissertation Committee

The student will consult with potential faculty, the student's academic advisor, and the doctoral program coordinator to select a dissertation chairperson who will guide the student through the dissertation process. The chairperson of the dissertation committee must be a member of the Department of Nursing and Allied Health Professions and be approved by the School of Graduate Studies and Research to teach doctoral-level courses. The student and dissertation chairperson will collaborate in the selection of the other members of the committee. The dissertation committee will consist of at least three members, all of whom must hold an earned doctorate. In addition to the dissertation chairperson, at least one other member must be from the Department of Nursing and Allied Health Professions. Other dissertation committee members may be qualified individuals from within or outside of the university, subject to approval by the dissertation chairperson, the doctoral program committee, and the Graduate Dean and APSCUF meet and discuss (if appropriate). A curriculum vitae is required for all members from outside the university. The dissertation committee composition will require final approval by the doctoral program committee and the Graduate Dean.

Once approved, the dissertation committee will supervise and advise the student's degree program from the point at which he/she successfully completes the program requirements through defense of the dissertation. The committee is responsible for overseeing the research, the dissertation, and compliance with dissertation submission requirements.

Dissertation Proposal and Evaluation

After the candidate has completed the dissertation seminar (NURS 994) and completed a dissertation proposal (chapters 1-3) he/she must present and defend the dissertation proposal before the dissertation committee at a proposal defense meeting. A written copy of the proposal must be distributed to all committee members at least two weeks in advance of the scheduled dissertation proposal defense meeting. The dissertation committee will evaluate the quality of the proposal and render a decision of pass, revise, or fail.

If the proposal is passed and found satisfactory by all members of the committee then a Research Topic Approval Form (RTAF) must be completed. A fully signed RTAF must then be submitted. Approvals are required by the nursing dissertation committee, Program coordinator, college dean and by the School of Graduate Studies and Research, before the candidate may proceed with the dissertation and data collection. The Thesis/Dissertation Manual outlines this procedure and is available from the School of

Graduate Studies and Research and online at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>

- If the proposal is to be revised, then the candidate must make the necessary changes recommended by the committee and continue the process outlined above. The committee will render a decision of pass or fail on the revised proposal. If the proposal is passed the student will proceed with the dissertation steps as outlined above. If a failing decision is rendered the student will be dismissed from the program.
- If the candidate receives a decision of fail on the proposal defense he/she has one opportunity to revise the dissertation proposal and successfully pass both the written and oral components. Any student who fails the dissertation proposal may request a resubmission no earlier than one semester following the failure. Once written revisions are finished the student will complete an oral defense retake. If the candidate does not receive a pass on the repeat submission and oral defense he/she will be dismissed from the program.

Following approval of the dissertation proposal, but before data collection begins; the doctoral candidate must obtain permission from the Institutional Review Board at Indiana University of Pennsylvania, and other review boards as appropriate, following the procedures established for the protection of human subjects. Information related to the IRB may be found at <http://www.iup.edu/page.aspx?id=6587>.

Upon acceptance of the dissertation (chapters 1-5) by the dissertation chairperson, the candidate shall then request a formal meeting of the dissertation committee for a formal dissertation defense. The meeting will be scheduled at a time convenient to all members. A written copy of the final dissertation must be distributed to all committee members at least two weeks in advance of the scheduled dissertation defense. The student will be required to defend the completed dissertation during an oral examination conducted by the dissertation committee. The oral examination will begin with the student delivering a brief overview of the study. This will be followed by questioning by the dissertation committee members. The final defense is open to the university/public and public members will be permitted to ask questions of the candidate after the committee has completed their questioning. During the defense the candidate is expected to respond to substantive and methodological questions related to the dissertation. The dissertation defense will be open to the university/public community.

The dissertation committee will evaluate the quality of the work and will render one of three possible decisions (pass, pass with revisions, or fail):

- A decision of pass indicates there are no major substantive changes needed. There may be minor format or editing changes requested by the committee. The candidate will work with the chairperson to make the requested changes and submit a final version of the dissertation
- A decision of pass with revision indicates that there are some changes or additions needed. These changes may be related to content, format, and/or editing. The candidate will work with the chairperson and committee members to make the requested changes and submit a final dissertation.

- A decision of fail indicates major substantive concerns about the dissertation. The candidate will work with the chairperson and committee to rectify the work. The candidate has one opportunity to revise the work and complete another oral defense. Once the revisions are complete the candidate will submit a revised dissertation (chapters 1-5) and complete another oral defense retake. The decision of pass, pass with revision or fail will be rendered. If a pass or pass with revision decision is made the candidate will follow the steps outlined above for completing the submission. If a fail decision is rendered the student is dismissed from the program.

The dissertation must be approved in writing by each member of the committee, as well as by the Assistant Dean for Research, School of Graduate Studies and Research. Candidates must also follow all steps required for dissertation submission and graduation as outlined by the School of Graduate Studies and Research.

Dissertation Credits

Students must complete 3-credits of Dissertation Seminar (NURS 994) and a **minimum** of 9-credits of Dissertation (NURS 995). Please refer to Continuous Graduate Registration for Dissertation and Thesis for an explanation of mandatory dissertation credit registration every fall/spring term.

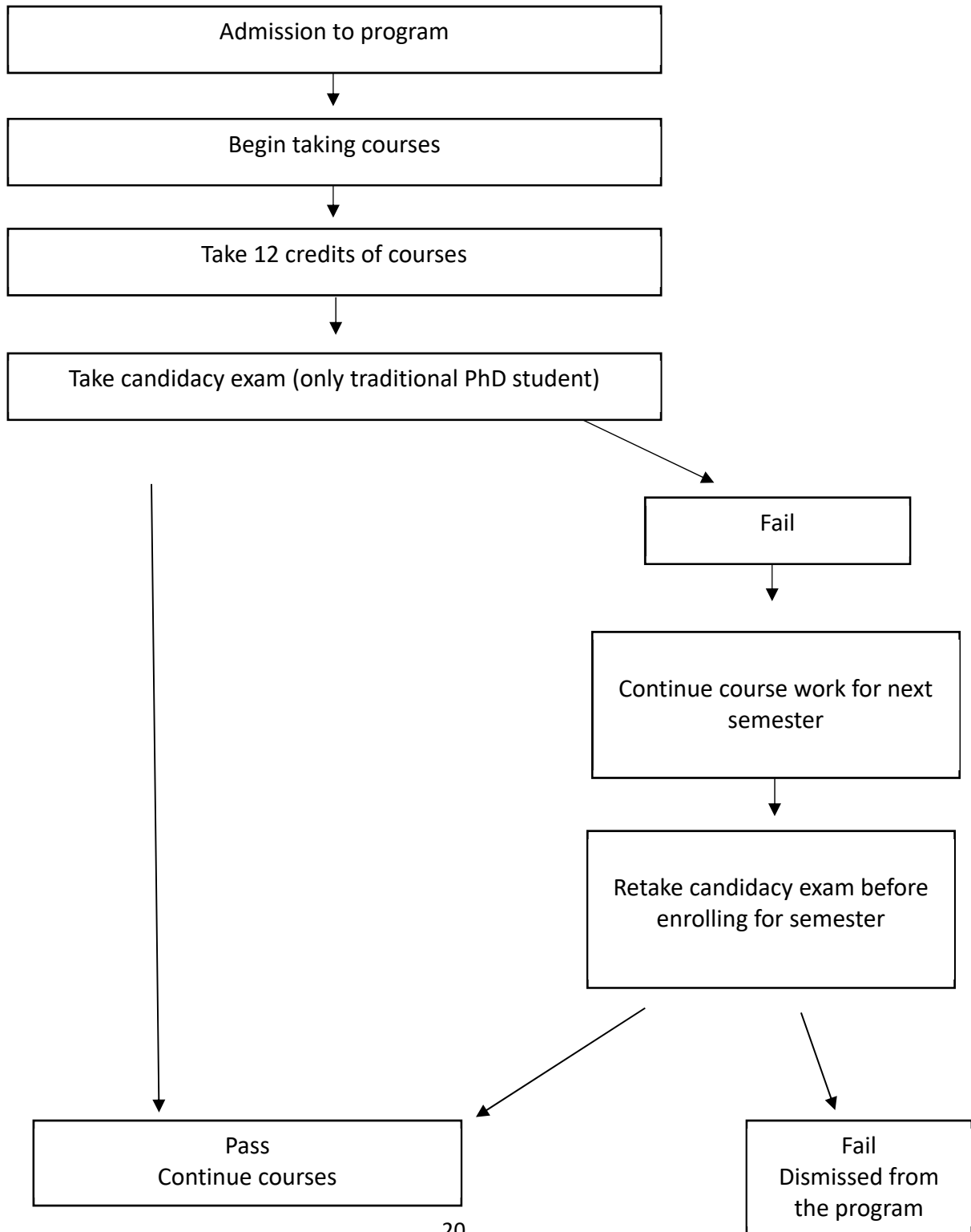
Evaluation Outcome for Dissertation

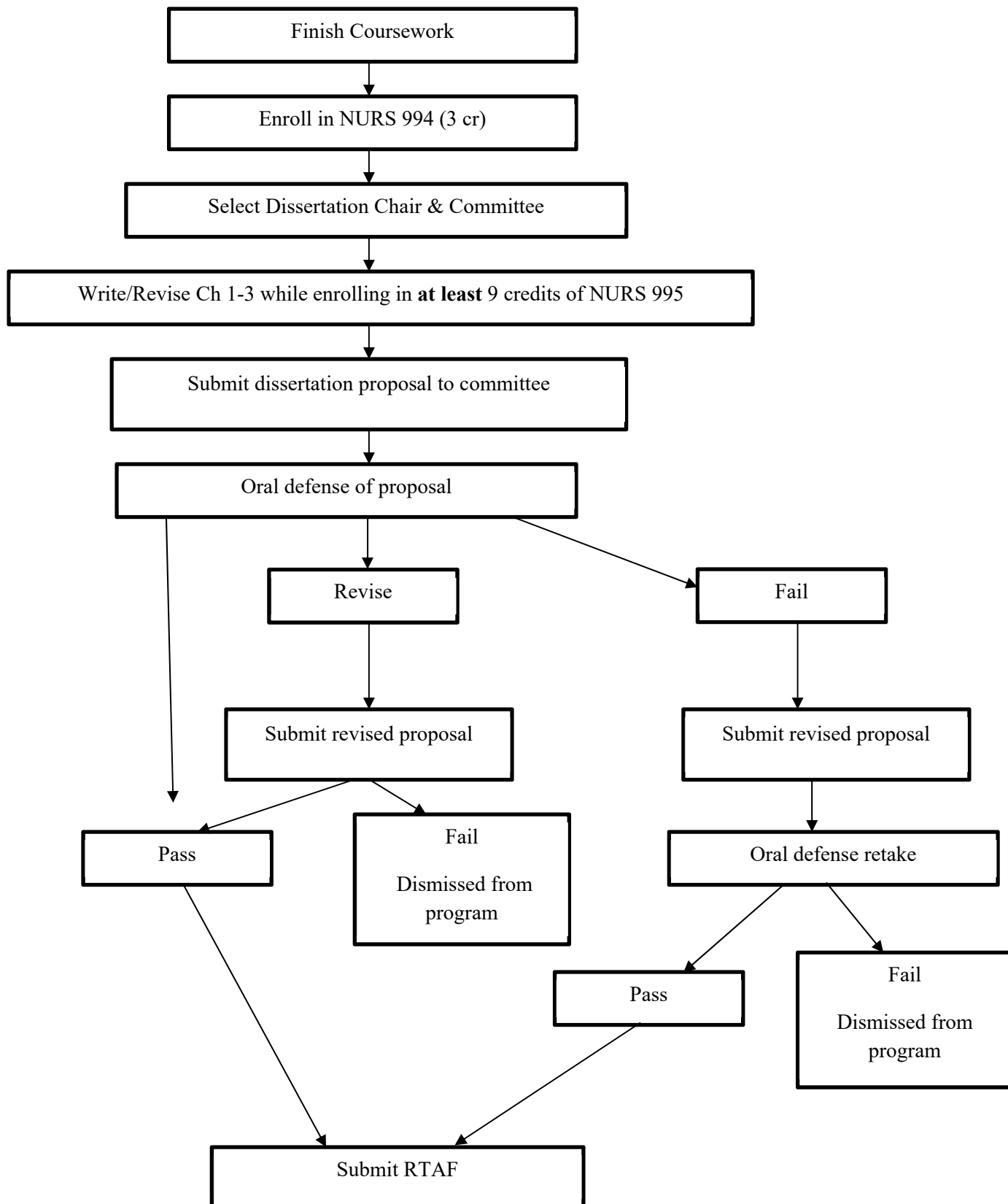
Effective fall 2017 for students admitted Fall 2017 and students admitted after -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

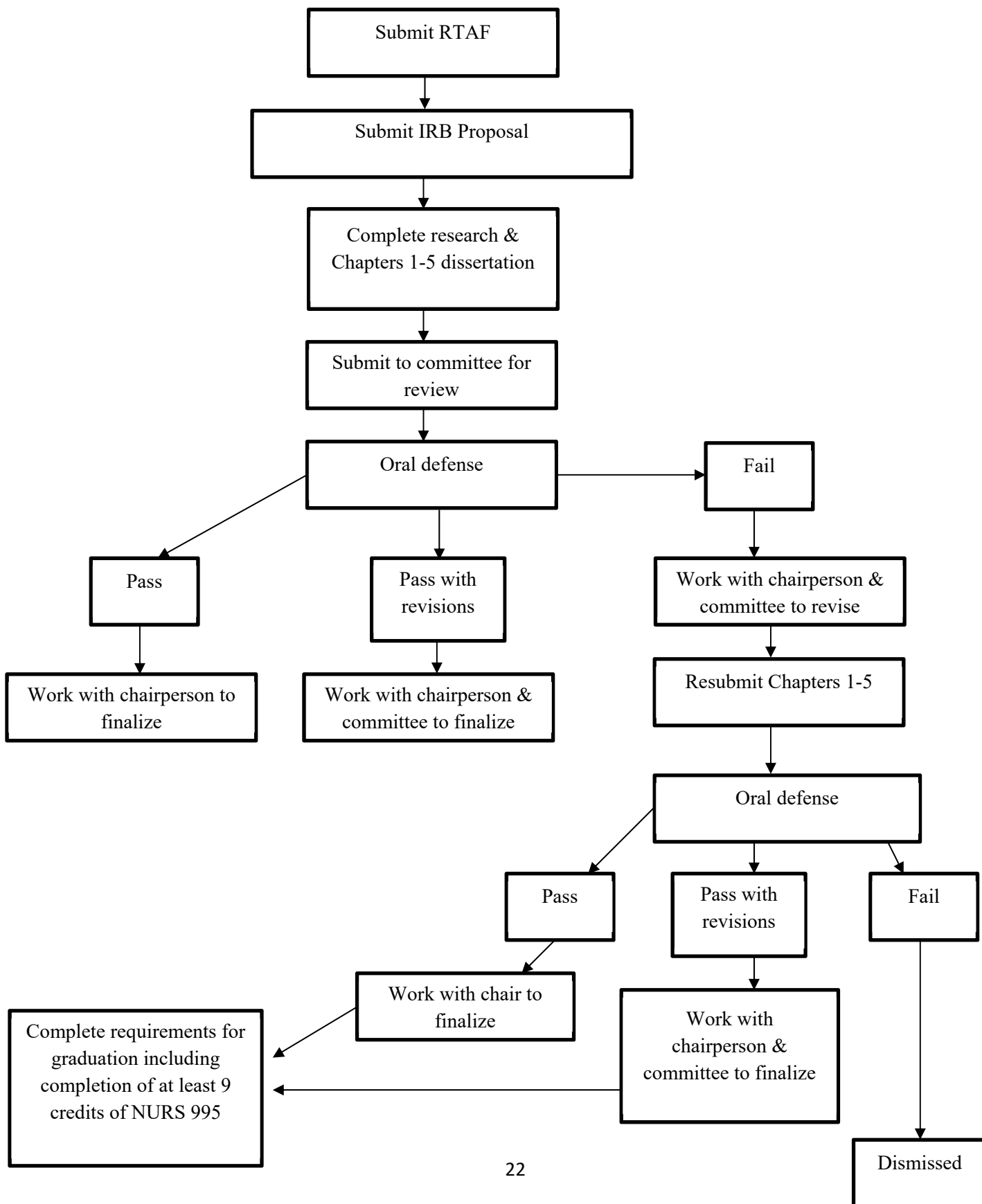
Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
[Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Nursing Doctoral Program Progression







University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the School of Graduate Studies and Research or the program coordinator.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

***Note: Admission effective fall 2017 and after:** Masters thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) **all** doctoral and masters thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

***Note: Admissions prior to fall 2017:** doctoral dissertation students and MFA thesis students beginning the program "prior" to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only.

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).

Once the student has registered for the number of dissertation credits required by their program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one extended credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or M.F.A. student.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

Note: The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the

doctoral or M.F.A. student's intent to "quit" the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University though the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

All degree candidates must complete their program's final six credits of graduate work in courses offered by IUP. Under unique circumstances, appropriate substitutions may be authorized by petitioning the dean of the School of Graduate Studies and Research after obtaining departmental approval.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration

For registration information view <http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Students will be assessed a *late registration fee* if their initial registration for courses occurs during the following time frame:

- \$100 will be assessed if the initial fall registration occurs after the last day of the spring semester
- \$200 will be assessed if the initial fall registration occurs on or after the first day of classes for the semester

New students, transfer students, and readmitted students are exempt from this fee their first term of readmission. Fee only applies to fall and spring semesters (not summer).

Social Equity

The Office of Social Equity: www.iup.edu/social-equity/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/

(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate

Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a “B” or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (**1/3**) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student’s program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student’s IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Research

For information about the Applied Research Lab visit: www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

The Institutional Review Board (IRB) for the Protection of the Human Subjects is the regulatory body of IUP that is responsible for the review of research that involves human participants. The purpose of the IRB is to protect participants in research as well as to protect researchers conducting research involving human participants. For more information about the IRB visit: <http://www.iup.edu/irb/>

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Appendices
PhD Graduation Checklist

Nursing Core Courses **21 credits**

_____	NURS 820: Seminar in Nursing Theory	3cr
_____	NURS 860: Faculty Development in Nursing Education	3cr
_____	NURS 861: Pedagogical Practices in Nursing Education	3cr
_____	NURS 862: Curriculum Evaluation in Nursing	3cr
_____	NURS 863: Evaluation in Nursing Education	3cr
_____	NURS 864: Technology in Nursing Education	3cr
_____	NURS 993: Nursing Professoriate Practicum OR	3cr
_____	NURS 801: Nursing Colloquium	

Research Core Courses **15 credits**

_____	GSR 517: Statistical Methods II	3cr
_____	NURS 951: Quantitative Nursing Research	3cr
_____	NURS 952: Qualitative Nursing Research	3cr
_____	NURS 953: Research Seminar I	3cr
_____	NURS 954: Research Seminar II	3cr

Support Courses **12credits**

_____	NURS 865: Student Issues in Nursing Education	3cr
_____	NURS 802: Leadership in Nursing: A Case Study Approach	3cr
_____	Elective 1^	3cr
_____	Elective 2^	3cr

Dissertation **12 credits**

_____	NURS 994: Dissertation Seminar	3cr
_____	NURS 995: Dissertation	9cr

^ Electives must be approved by Coordinator. If electives were accepted as transfer credits, indicate institution where courses were taken and year.

DNP-PhD Graduation Checklist

Nursing Core Courses **21 credits**

_____ NURS 862: Curriculum Evaluation in Nursing 3cr

_____ NURS 863: Evaluation in Nursing Education 3cr

Research Core Courses **15 credits**

_____ GSR 517: Statistical Methods II 3cr

_____ NURS 951: Quantitative Nursing Research 3cr

_____ NURS 952: Qualitative Nursing Research 3cr

_____ NURS 953: Research Seminar I 3cr

_____ NURS 954: Research Seminar II 3cr

Dissertation **12 credits**

_____ NURS 994: Dissertation Seminar 3cr

_____ NURS 995: Dissertation 9cr

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to Dr. Shellenbarger by the end of the first week of classes for fall semester

The nursing program will keep this signed document on file.