This handbook is intended to be used in conjunction with Michigan State University Resources for Graduate Study. The faculty reserve the right to revise this handbook.

*Last updated 9/3/15*
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Introduction

College of Nursing Mission Statement

The mission of Michigan State University's College of Nursing is to enhance the health of the community by providing excellence in nursing education, nursing research and nursing practice. We will advance the profession of nursing and serve as an advocate for optimal health care for all people. The mission will be accomplished through our strategic priorities:

Education: Provide a balanced array of educational programs to prepare nurse leaders for practice, research, and education.

Research: Increase research activity in focused areas of excellence and expand team science.

Practice: Lead nursing practice partnerships that translate nursing science into practice to improve health outcomes.

For more information about our mission statement, please click here.

Approved 5/10/2011 Faculty Meeting

College of Nursing Vision

The Michigan State University College of Nursing is a leader in creating positive change in healthcare outcomes locally, nationally, and globally through excellence in nursing education, research, and practice.

For more information about our mission statement, please click here.

Approved 9/16/2011 Faculty Meeting

Program Objectives

The purpose of the PhD Program is to prepare clinical nurse researchers. The major emphasis of this program matches the research strengths of the faculty, management of chronic conditions, and healthy families and children.

It is expected that graduates of the program will be able to:

1) Evaluate, implement and use appropriate research designs, measures and statistical analysis in the study of the processes and effectiveness of patterns of nursing and health care as they relate to the health status and health outcomes for individuals, families and community-based primary health care.
2) Evaluate and test current and developing middle-range theories relevant to nursing for their usefulness for understanding health status and health outcomes for individuals, families and community-based primary health care.

3) Translate and integrate scientific knowledge to inform clinical practice, policy, and delivery system change.

4) Conduct original research using appropriate methods from nursing and other disciplines.

*Please note: due to current pending curriculum updates, the aforementioned program objectives are subject to change in 2016*

**Program Components**

The program of study is planned by the student in consultation with the Major Professor and the guidance committee and is to be consistent with the concentrations of faculty research. Components of the program of study will include required core nursing courses, and selected courses in other disciplines considered to be relevant to the student’s chosen research area. Areas of study may also be provided through independent study. During the course of the program of study leading to the completion of the PhD degree, each student will meet University and College graduation requirements including:

1) Completion of required courses and courses in related fields delineated in the student's individual Program Plan.

2) Maintenance of academic standards, including a minimum of a 3.0 on a 4.0 scale in each course in the program plan.

3) Participation in research seminars (NUR 950 and NUR 951).

4) In order to acculturate into the role of a nurse scientist, students are expected to spend approximately 10 hours/week engaged with a MSU faculty research project (their major professor's research would be the ideal arrangement).

5) Maintenance of current IRB training.

6) Completion of the HIPAA tutorial (basic and research)

7) Completion of the Responsible Conduct of Research (RCR) seminar series through the Graduate School (Students are responsible for entering and maintaining record of seminar attendance in the online RCR Tracking System.) The PhD Program Secretary will periodically review a student’s record and report to the Director of the PhD Program. Attendance is reported at the annual review meeting and is evaluated as part of the student’s progress. Student must meet the requirements of the College and Graduate School.
8) Completion of a Research Practicum on a federally funded interdisciplinary research grant that includes skill development in keeping with the skills listed and expected by the AACN indicators (see policy on Research Practicum for detailed information). Skills obtained are documented on the skills checklist. (See the online PhD Program Forms Appendix).

9) Attendance is expected at research seminars, presentations, and visiting scholar presentations. Attendance is recorded and reviewed annually as part of the students' development. Camtasia recordings are available for some sessions.

10) Successful completion of a PhD comprehensive examination covering the designated core nursing courses.

11) Presentation of work completed in PhD program as first author of a peer reviewed poster at a regional or national conference.

12) Presentation of an oral, peer reviewed paper completed as a part of the PhD program as senior author to a National level professional group.

13) Submission of a manuscript completed as a part of the PhD program as senior author to a top tiered peer reviewed journal.

14) Submission of a grant proposal to NIH (or a comparable national level funding agency that provides the same level of peer review feedback.) (See policy on submitting for External Research Funding for detailed information about this requirement.)

15) Preparation of a dissertation that is approved by the guidance/dissertation committee and is based on original research that makes a significant contribution to nursing science. Proposal defended to Dissertation Committee. (See Dissertation policy for detailed information).

16) Successful completion of a final oral examination in defense of the completed dissertation. (See Dissertation policy for detailed information).

17) Completion of 72 credits approved by the program or guidance committee in the PhD curriculum.

Policies and Procedures of the Program

Program Plan Overview

The Program Plan includes required and selected courses. Required courses develop the student’s understanding of the research principles and methodologies. Courses in the selected area of focus offer students the opportunity to build upon their educational and experiential backgrounds to further build their depth of knowledge in a selected research
area. The student, Major Professor, and guidance committee plan the program of study. Students are required to gain an understanding of the dynamics related to the translation of research to the practice setting. The students will gain practicum experience with an externally funded functioning interdisciplinary team. The culmination of the program will be with the student designing, carrying out, and defending an original research study that contributes to nursing knowledge.

Course Requirements (72 credits at the doctoral level)

CEP 920 (3) Basic Concepts in Educational and Social Science Measurement  
CEP 921 (3) Psychometric Theory I  
CEP 933 (3)* Quantitative Methods in Educational Research II  
NUR 901 (3) Knowledge Development in Nursing  
NUR 910 (3) H Health Status Outcomes: The Individual and Family  
NUR 911 (3) Health Status Outcomes: Community/Primary Care  
NUR 920 (3) H Translation of Research and Scientific Knowledge to a Community Setting  
NUR 930 (3) Methods in Clinical Research  
NUR 940 (4-6) Research Practicum  
NUR 950 (1) Nursing Research Seminar I  
NUR 951 (1) Nursing Research Seminar II  
NUR 960 (3) H Scientific Foundations of Nursing  
NUR 999 (24) Nursing Dissertation  
Minimum (6) Advanced research methodology and analysis, as approved by committee  
Minimum (9) At least one course in area of focus, as approved by committee  
H indicates Hybrid course.  
*Courses such as EPI 808 and EPI 809 combination may be used as an alternative to CEP 933.

The program of study is planned by the student in consultation with the Major Professor and the student’s guidance committee. It will be individualized based upon student academic and experiential background.

A program plan is developed during the first year of the program and must be in place by March of the first year of study. For all PhD students, the program plan will be based on the individual student’s academic and experiential background. For course descriptions, please click here.

Some courses that are not a part of the PhD program plan trajectory, but are often recommended to students include those listed below:

NUR 802 (3) Theory Foundations and Role (Web Course)  
NUR 804 (3) Statistics for the Healthcare Professional (Web Course)  
NUR 806 (3) Research for the Advanced Practice Nurses (Web Course)  
NUR 814 (3) Health Care Policy and Politics (Web Course)

Additional coursework can be recommended based upon a student’s academic and experiential background.
**Student’s Individual Objectives**

The student will work with the Major Professor and the Guidance Committee in developing the program plan and objectives for the program. The objectives should be individualized to the student’s program of study, measurable and assessed at the end of the program, and address each of the following areas:

- research topic/dissertation topic
- elective courses
- research practicum and skills needed
- career goal after completion of the PhD

Courses specified on the Program Plan form must be completed to meet degree requirements. The Program Plan should be reviewed annually during the review of the graduate student’s progress and changes should be made accordingly and submitted to GradPlan. A formal meeting of the guidance committee to review the Annual Review materials should be documented.
# PHD PROGRAM

## Nursing Core

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<tr>
<td>NUR 940 Scientific Foundations of Nursing</td>
<td>NUR 901 Knowledge Development in Nursing</td>
<td>NUR 930 Methods in Clinical Research</td>
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<td>CEP 933* Quantitative Methods in Educational Research II</td>
<td>NUR 910 Health Status Outcomes: The Individual and Family</td>
<td>NUR 940 Research Practicum</td>
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<td>NUR 950 Nursing Research Seminar I</td>
<td>NUR 951 Nursing Research Seminar II</td>
<td>Elective or Focus Area Course</td>
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<td><strong>Semester Credits 7</strong></td>
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<tr>
<td>NUR 911 Health Status Outcomes: Community/Primary Care</td>
<td>CEP 920 Basic Concepts in Educational and Social Science Measurement</td>
<td>CEP 921 Psychometric Theory I</td>
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<td>NUR 920 Translation of Research and Scientific Knowledge to a Community Setting</td>
<td>An advanced research methodology and analysis course</td>
<td>Elective or Focus Area Course</td>
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* Courses such as EPI 808 (Biostatistics I) and EPI 809 (Biostatistics II) may be used as a substitute

Doctoral study begins with the Nursing Core emphasizing nursing theory, health outcomes, and nursing research methods. This Core is completed in sequence. For students to attend on a full-time basis, Core courses are supplemented with Additional Course Requirements.

### Additional Course Requirements

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<td>NUR 999 Nursing Dissertation</td>
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Updated Fall 2015

Minimum Credits Required 72
GradPlan

In accordance with the Graduate School, students are required to complete a preliminary program plan in the online GradPlan system. This should happen after the student has met with his or her Major Professor and Guidance Committee to discuss the details of the student’s program plan and has received approval. Once the student enters information regarding their Guidance Committee and Program Plan into GradPlan, it will automatically be electronically routed for approval to: the student’s Major Professor, each member of the student’s Guidance Committee, and the Director of the PhD Program. For a comprehensive guide to using GradPlan, please click here.

Student Progress

In order to facilitate academic review of students’ progression through the major, the following procedures are outlined: At midpoint of each semester, Student Progress Reports are generated by the major professor or faculty member involved teaching a specific course for the two categories of students listed below:

1. Those students who are having difficulty meeting, or are not meeting, course objectives (grade point below 3.0).
2. Those students who were reviewed by the committee previously and continued follow-up was recommended by the faculty or the director of the PhD Program.

The Student Progress Report is to be completed in discussion with the major professor and signed by the faculty member(s) involved and discussed with the student. The student is to sign or respond with an email the report to indicate that he/she has read it. Any student having difficulty meeting course objectives MUST write specific plans for improvement on the report and submit to course faculty and Director of PhD Program. Student Progress Reports are reviewed by the Director of the PhD Program coming from the course faculty in order to provide for a systematic process of:

2. Evaluating continued progress to make recommendations for:
   A. Assistance
   B. Progression/Retention
   C. Dismissal

The Student Progress Reports and recommendations made by the Director of the PhD Program will be sent to the Graduate Program Committee. All reports are retained in the student’s file in the Office of Student Support Services. After a Student Progress Report is reviewed, the Director of the PhD program may request a follow-up report or meeting with the student and their Major Professor if deemed necessary.
**Course Withdrawal**

Prior to withdrawing from a course, PhD students are required to discuss the course withdrawal with their major professor. The student needs to complete the PhD Course/Program Withdrawal form (located here). The signed form must be submitted to the PhD Program Office. The PhD Program Office will retain a copy, send copies to the student, the faculty teaching the course and the major professor. The original is sent to the Office of Student Support Services. The student can then drop the course if prior to the course drop deadline. If after the deadline, OSSS will assist the student with the dropping of the course. For more information regarding MSU policies and procedures related to course withdrawal, please click here.

**Program Withdrawal**

Prior to withdrawing from the program it is expected that PhD students will talk with their major professor and with the Director of the PhD Program. Students should complete the PhD Course/Program Withdrawal form (located here). The signed form should be given to the PhD Program Office. The original is to be sent to the Office of Student Support Services. A copy will be kept in the PhD Program Office for program review data. The Director of the PhD Program will inform the major professor, who will in turn notify the student’s committee. For more information regarding MSU policies and procedures related to withdrawal from the University, please click here.

**Dismissal from the Program**

When determination is made that a graduate student’s progress, status in the program or performance is unsatisfactory, the student shall be notified in writing in a timely matter, and a copy of the notice shall be placed in the student’s academic file.

Graduate (PhD) students may be dismissed from the College of Nursing when the following occurs:

- Students earn a final grade below 3.0 in any required course.
- Students engage in any act which is a serious violation of the Criminal Code of Michigan or which seriously compromises the welfare or integrity of another person.
- Students who experience physical, behavioral, psychological or other difficulties which interfere with his or her ability to meet academic objectives and/or professional standards.

The Graduate Program Committee is responsible for monitoring the academic and professional development of students as described in the MSU College of Nursing Faculty Bylaws. It is the responsibility of the Director of the PhD Program to inform the Major Professor and Graduate Program Committee of students deemed ineligible to continue in the PhD program. Names of students deemed ineligible to continue in the PhD program due
Students that are dismissed from the program will receive a dismissal letter from the Dean of the College of Nursing and the Associate Dean for Research.

Revised by the Graduate Program Committee, November 7, 2008.

**CON Certificate in College Teaching Program (CCTP)**

The College of Nursing Certificate in College Teaching Program (CCTP) transforms the way graduate students are prepared to assume academic careers. The program provides doctoral students with the opportunity to develop teaching competencies and experience a broad range of faculty roles and responsibilities in preparation for an academic career. Students will complete graduate level coursework in college teaching, participate in a mentored teaching experience, and document achievement of core teaching competencies. The Graduate School will award a certificate of college teaching upon successful completion of the program which will be noted on the student’s transcript. For more information regarding the College of Nursing Certificate in College Teaching Program, please click [here](#). For additional guidance, please utilize the Graduate School’s webpage by clicking [here](#).

**Admission Requirements**

For information regarding admission requirements to the PhD Program, please click [here](#).

**Applicants from Chinese Universities**

For information regarding the application process for students who are applying from Chinese Universities, please click [here](#).

**Concurrent Application to Two Graduate Programs & Dual Degree**

For information about applying concurrently to two graduate programs, please click [here](#). For information regarding the pursuit of dual doctoral degrees, please click [here](#).

**Major Professor**

**Appointment of Major Professor**

Advisors/Major Professors will be assigned to students in the first year of their program. The Major Professor must be a tenured faculty in the College of Nursing. As per University guidelines, students must officially select their Major Professor along with the other members of their guidance committee by the end of their first year of study and complete a program plan. This advisor may or may not be the same advisor as originally assigned to the student. Students may change their Major Professor by completing the “Change Form: Major Professor/Guidance/Dissertation Committee Member Form” (found [here](#)) with approval of the Director of the PhD Program. Student must have the agreement and signature of faculty members to be the major professor listed on that form. If a student
changes their Major Professor, the existing professor needs to be notified in writing by the student.

The major professor serves as the mentor for the student and meets regularly with the student at least two times per month during the first year of the program. The major professor is responsible for convening the guidance committee, conducting the annual review and for ensuring that benchmarks and requirements for graduation are met.

**Role of Major Professor/Advisor**

1. Socialize student to PhD Education:
   a) Expectations of PhD students at MSU.
   b) Resources in CON and MSU to assist PhD students.
   c) Meet at least every two weeks as needed during the first year.
   d) Socialize student to role of clinical researcher and ensuring that student has research activities.
   e) Socialization to life in the PhD program.

2. Assist student in selection of their guidance committee members:
   a) Acquaint student with expertise of faculty members, including your own.
   b) Guide the student in combining expertise of multiple faculty to form a research team.
   c) Guide students to select the person outside the College of Nursing.

3. Chair of the guidance committee assists student to:
   a) Identify strengths and weaknesses in knowledge and skills.
   b) Develop program plan to convert weaknesses into strengths.
   c) Determine what elective courses are needed and make recommendations.
   d) Assist student in the preparation plan for the comprehensive and with the consequences that result.
   e) Assist student with development of program plan for approval of guidance committee.
   f) Develop plan for grant submission.
   g) Coordinate annual review report of student.
   h) Assist student in preparation and submission of manuscript to peer reviewed journal.
   i) Be available to answer questions and answer e-mail or questions in a timely fashion.
   j) Assists student to develop paper for oral presentation and submission of abstract for peer review and subsequent poster development.
   k) Ensure that the student completes the Responsible Conduct areas required by the College and University.

4. Guide student in development of their research focus and assist them to constitute a dissertation committee:
   a) Refinement of researchable ideas.
   b) Guidance in how to match research ideas to funding initiatives and priorities.
   c) Writing the research proposal.
   d) Review and critique drafts of proposal and dissertation.
5. Serve as researcher role model:
   a) Guides student to select appropriate practicum to achieve needed skills.
   b) Review prior to submission and once approved, monitor the IRB for students for practicum, independent studies, and if the dissertation chair, the dissertation.
   c) As related to their students, maintain current IRB and all compliance factors as required by the College and the University.

6. Encourage professional development of student:
   a) Join professional research organizations.
   b) Ensure that students attend CON research seminars and development sessions
   c) Attendance at professional research meetings.
   d) Meet other researchers and networking.
   e) Presentation of research findings at professional meetings.
   f) Assist student to find consultants for grants and or manuscripts.
   g) Publishing.

Approved, PhD Committee 10/06/2000; Updated 08/22/2011, 05/2013

Guidance Committee

The guidance committee shall be formed no later than the second semester of doctoral study, or within two semesters beyond the master’s degree or its equivalent. Within one semester after the committee has met, the chairperson of the guidance committee shall file a guidance committee report with the dean of the college, listing all degree requirements.

- The Major Professor will assist the student in identifying potential members of the Guidance Committee consistent with the intended program plan.
- The Major Professor is the Guidance Committee Chair.
- The Major Professor will ensure that when members leave the committee or university that replacements are found.
- The chair will ensure that the student replaces members who leave the committee in a timely (within that same semester) and appropriate way.
- The Guidance Committee must be formed and paperwork completed by March of the second semester of PhD study. (Proposed Committee composition should be approved by the Director of the PhD Program prior to obtaining all Guidance Committee signatures).
- A student who fails to form a guidance committee will be prevented from further enrollment in courses.
- The student needs to input the members of their Guidance Committee into GradPlan.
- The proposed Guidance Committee will then be routed to all proposed members and the Director of the Doctoral Program for approval.
- The Guidance Committee should meet in person at least annually and review the Annual Review materials.
Composition of Guidance Committee

- The Chair/Major Professor must be a tenured faculty member in the College of Nursing and be a nurse.
- At least four Michigan State University tenure system faculty.
- At least two members of the four above from the College of Nursing who are nurses and are MSU tenure system faculty.
- At least one tenured system interdisciplinary member from outside of the College of Nursing.
- At least three members, including the chair, must possess an earned PhD degree, preferably a PhD in Nursing and be in the tenure stream.
- Exceptions to the above must be approved by the Director of the PhD Program and granted by the Dean of The Graduate School.

Any desired or required changes in the membership will be made by the graduate student with the approval of the Guidance Committee and the Director of the PhD Program. Completion of the “Change Form: Major Professor/Guidance/Dissertation Committee Member” (found [here](#)) must be completed. Once approved, the student must enter the changes into GradPlan.

Should the Committee Chair be unavailable, leave or retire, another College of Nursing faculty member on the committee will resume chair responsibilities, but be eligible based on these guidelines.

Functions of the Guidance Committee

- The Guidance Committee, along with the student, will develop the PhD Program Plan for the student’s entire PhD program including all degree requirements and examinations.
- The Program Plan is inputted into GradPlan and routed to all Guidance Committee members and the Director of the Doctoral Program for approval. This plan will be reviewed at the annual review each year.
- The Program Plan must be in place prior to the annual review of the student at the end of the first year of the program.
- The committee has the responsibility to meet together at least annually, to oversee and review the PhD student’s progress according to the approved PhD Program Plan, and facilitate the student completing the degree as indicated in the plan, prior to the due date of the annual review.
- The Guidance Committee reviews the Annual Review materials and ensures that the student is progressing to meet the programmatic benchmarks.
- The Guidance Committee is involved in reviewing student abstracts for poster and paper presentation, and drafts of manuscripts before being submitted to the Research Committee for final approval prior to submission. The Guidance or Dissertation Committee must approve and review grants submitted. This process will be strictly enforced and may lead to denial of the productivity being used toward graduation requirements.
• If changes in the PhD Program Plan are required, the student must enter the changes into GradPlan and the new plan will be routed to the Guidance Committee members and the Director of the PhD Program for approval.

Approved, PhD Committee 10/06/2000; Updated 08/19/2011, 05/2013

**Academic Standards**

The Major Professor and the guidance committee monitor progression through the PhD program. Progression is dependent on the following guidelines:

• A 3.0 is the minimum grade point average required for graduation.
• In addition, a 3.0 must be attained in each course in the program plan.
• A student who fails or does not receive a 3.0 grade in any course in the program plan may be dismissed from the program and reapply for admission.
• The Major Professor and guidance committee will make a recommendation to the Director of the PhD Program and the Dean regarding the student’s status in the program. If the student who fails or does not achieve a 3.0 grade in any course is allowed to continue in the program, the student will be limited to repeating the course once and, if approved, limited to repeating no more than two courses.
• A graduate student who receives a grade of 3.0 or above, or CR in a course, may not repeat the course on a credit basis.
• When a course is repeated on a credit basis, the last grade and credits earned replace the previous grade in computing grade-point averages. However, all entries remain a part of the student’s permanent academic record.
• All courses that contribute to requirements for the PhD program need to be taken at the graduate level.
• Core courses need to be taken at MSU. With exception, if approved in advance (ie. if courses will not be offered in the semester of the student’s program plan).

**Reinstatement to the College of Nursing for Graduate Study**

Graduate students who have been dismissed from the program or had a lapse in enrollment (students who have failed to enroll for three consecutive semesters, including summer session) must request readmission in a letter to the Director of the PhD Program and his/her major professor by February 1 for Fall semester, August 1 for Spring semester or December 1 for Summer semester addressing the following:

1. Reason for seeking readmission.
2. Reason for withdrawal/dismissal.
3. How his/her situation has changed in the interim.
4. Which semester the student wishes to return.
5. Response to any recommendations that may have been made at the time of withdrawal/dismissal.
6. Detailed plan (with specific dates) for progression through the program.

Requests for readmission will be reviewed by the Director of the PhD Program and the Graduate Program Committee. The final decision for readmission will be determined by the Dean, who will notify the student in writing of the final decision.
PhD Courses Transferred

Course credits for transfer must be a part of the student’s program plan and approved by the student’s guidance committee and the PhD Program Office through GradPlan. When a course is completed at another institution, the student is responsible for requesting that official transcript of the grade(s) be sent to: College of Nursing, Office of Student Support Services, 1355 Bogue Street, Room #C120, Michigan State University, East Lansing, Michigan 48824-1317.

When requesting credit for transfer courses completed without prior approval, students must first submit the course syllabi and an official transcript for review and approval by the student’s guidance committee and the Director of the PhD Program. Following review and approval by the guidance committee and the Director of the PhD Program, the materials should be submitted to: College of Nursing, Office of Student Support Services, 1355 Bogue Street, Room #C120, Michigan State University, East Lansing, Michigan 48824-1317.

For additional information regarding transfer of credits, please click here. Core courses must be taken at Michigan State University

Approved, DPC and Faculty 12/2007; Updated 08/01/08 and 08/22/2011

Student Guidelines for Research Practicum (NUR 940)

Suggested Placement: Summer between 1st and 2nd year for first experience.
Suggested Minimum Credit: 1 (Should be 4-6 credits over a 2-3 semester time period).

The overall goal of the PhD Program in Nursing is the preparation of clinical nurse researchers who have had a progressive, substantial and systematic immersion in all phases of the research process. Research skills are best developed over a sequentially-building series of experiences over time, as opposed to discrete, disconnected periods of intensive activity. Opportunities to develop research knowledge and skills have been integrated throughout the course of PhD study. The course work, seminars, independent study and practicum planned by the student in consultation with the Program Guidance Committee should provide a solid grounding and on-going practical work experience working with tenured researchers in the context of funded interdisciplinary research teams.

NUR 940 Research Practicum provides an opportunity for a substantial “hands on” immersion in the research process, within the context of the student’s overall program plan. It is required that this practicum be conducted within a peer-reviewed, NIH federally funded interdisciplinary research team (R-type mechanism). Training grants in K’s and mentored grants are not eligible. With the guidance of their Major Professor, the student will identify an interdisciplinary team in which the student can develop their research skills, and obtain the experience of participating as a full research team member. (See grid that follows). Students must be on campus or in the field with the research team consistent
with credits taken. The student is expected to interact with the team and not work in isolation. It is the research methods that are to be developed. Skills obtained are to be recorded in outcomes and noted on the skills checklist of the PhD program.

NUR 940 is a variable credit course which students will take 4-6 credits, which should occur over several semesters so that increased skills and depth of the research process can be experienced. For graduate students, 1 credit = 3 hours of activity per week over the semester. It is expected that these credits will be earned over 3-4 semesters (minimum of 2 semesters), to allow the student a sufficient opportunity to immerse in their selected research team experience. The successful Research Practicum experience will provide the student with a meaningful immersion practicum experience in which research skills can be obtained and outcomes are measurable. The expected learning includes growth in the student’s skills in both the content and process elements of the research experience.

The Application Procedure
Prior to enrolling, the student must:

1. Have an approved program plan in place. Approval must occur by midterm prior to term of enrollment.
2. Have a set of objectives and goals for this practicum.
3. Complete the “Application for NUR940, 990, 999” and “NUR940 Research Practicum Letter of Agreement” (found here) by mid-term of the term prior to the planned practicum.
4. Turn the application into the PhD Program Secretary for the Director of the PhD Program's signature.
5. Copies filed in student’s file in Student Support Services and PhD Program Office.
6. Be added to the responsible faculty’s IRB approval so they can legitimately access data.

Evaluation and Grading
The NUR 940 Letter of Agreement, a written contract, is completed by the student and research mentor (tenured faculty) prior to the semester the practicum will be completed. The information needed includes:

1. Succinct practicum objectives. Objectives reflect measureable outcomes, with a clear product or description of the outcome.
2. Time student is to spend working with the research team.
3. Succinct activities and the rationale for how the activity extends the student’s knowledge and/or skills. (A list of skills should be developed).
4. Specific measureable outcomes and deliverables.
5. An outcomes report is submitted to the PhD Office at the end of the semester that describes the experience and accomplishments.

Key Process Elements
The bullets below highlight process elements to be addressed in practicum:
• Students enrolled in NUR 940 are expected to be a functioning member (present with the team) of a federally funded interdisciplinary research team. Students are expected to attend and fully participate in team meetings, publications, paper or poster presentations as well as dissemination activities.
• The selected funded research team must include at least 2 disciplines in addition to nursing. The experience should allow the student to observe tenured faculty in the context of an interdisciplinary team.
• Credit allocation for NUR 940 should be determined on the basis of the amount of direct involvement of the student on the research team.
• Before enrolling in the NUR 940 Practicum, the student is to outline the objectives for the semester based on the number of credits chosen. The outcomes expected are to be specified and must relate to the objectives. Outcomes or products must be consistent with the number of credits. These will be the criteria used to assign a grade to the student’s performance at the end of the experience.
• The student may develop a practicum experience with a research team that does not include their Major Professor, but must be with tenured faculty.
• The Major Professor is responsible for recording the grade based on discussion and agreement with the practicum mentor and the final pass/fail grade for the practicum work. If the practicum experience is not with the Major Professor’s research team, the Major Professor is responsible for contacting the PI of the research team to ensure that the objectives can be achieved. The Major Professor works with the research mentor to assign a pass/fail grade which is arrived at consensus with the PI and team evaluation of the student’s performance.
• A student-faculty team meeting at the end of the experience will allow an opportunity for the team to provide their input about the student’s level of accomplishment of work to the Major Professor in assigning the final grade for the practicum experience. Feedback related to performance should be requested of the team by the student on an ongoing basis throughout the semester.

Key Content Elements
On the following pages are some selected examples of the types of activities that can be incorporated into a practicum experience. The student, Major Professor, and the research team will collaborate to select the best set of experiences, in consideration of the students learning needs, and the opportunities within the research team. These activities are to be outlined on the NUR 940 application and letter of agreement.

Components of the Research Practicum
The components of the research practicum need to be discussed with the responsible faculty and succinctly outlined on the NUR 940 application. Some examples of steps in the research process that may be examined include:
• Defining the question and using existing literature
• Theoretical/conceptual framework selection (as appropriate)
• Research design selection
• Target population identification and sampling design
• Selection of measures
• Data collection procedures (PI)
• Interventions (PI)
• Data management (PI)
• Data entry (PI)
• Data quality checks and recoding (PI)
• Data analysis (PI)
• Results dissemination/use of study findings (PI)

Approved 11/2003; Updated 08/01/2008, 08/01/2013

Student Guidelines for Independent Study (NUR 990)

Independent Study permits a student or a small group of students, to develop personal competencies through individualized experiences and student interest in a particular area. It allows exploration of an area in greater depth and/or from a different perspective than possible within the limits of required courses (the content must not be available through an existing course). The student takes initiative for selection of a topic, issue or problem, and assumes major responsibility for the associated planning, implementation and evaluation. The student seeks consultation and guidance from a faculty advisor. NUR 990 is a variable credit course, in which the number of credits is based upon the scope of the topic, issue or problem, the associated objectives, and expected outcomes. For graduate students, 1 credit = 3 hours of activity per week over the semester.

The Application Procedure
Prior to enrolling, the student must:
1. Have an approved program plan in place that includes this independent study with objectives available.
2. Complete the “Application for NUR940, 990, 999” (found here) by mid-term of the term prior to the planned practicum.
3. Turn the application in to the PhD Program Secretary for approval of the Director of the PhD Program.
4. Outcomes of the experience should be specified. Objectives must be clear with learning activities. A report is due at the end of the semester to Major Professor and Director of the PhD Program.
5. Be added to the responsible faculty’s IRB approval so they can legitimately access data.

Evaluation and Grading
The “Application for NUR940, 990, 999” form, a written contract, is completed by the student and faculty advisor prior to the semester the independent study will be taken. The information needed includes:
1. Definition of the study is clear and appropriate, i.e., the purpose, the scope, objective and learning activities.
2. Objectives reflect measurable outcomes, with a clear product or description of the outcome are revised as necessary, are consistent with the topic, issue or problem selected, and are attainable within the predetermined time for the study.
3. Time student is to spend on the project and activities should be clearly outlined.
4. The approaches to be used to achieve the study outcomes are clearly stated.
5. The conduct of the study reflects self-direction and self-evaluation. The parameters for grading are provided in the Application for Independent Study.
6. Specific measurable outcomes and/or deliverables (If this includes achieved skills on the checklist this should be noted and the appropriate form submitted). Specific measureable outcomes must be evaluated at the end.
7. An outcomes report with cover sheet (found [here](#)) is to be completed and submitted to the Major Professor and Doctoral office at the end of semester.

*Approved, PhD Committee 12/08/2000; Updated 08/01/08*

**Annual Review of PhD Students**

**Procedure for Annual Review of Ph.D. Students**

1. The Director of the PhD Program will inform students and Major Professors of the due date for the Annual Review, by spring semester each year. The Annual Review will occur during April.
2. All new students must have established the guidance committee and completed program plan by March 1st of the first year.
3. An Annual Review form is to be completed by the student each year in the PhD program. The annual review form can be found by clicking [here](#).
4. All students should meet in person with Guidance Committee annually. Date should be recorded on annual review report.
5. The Major Professor will work with the PhD student regarding the timelines for completion of the student portion of the Annual Review. The Major Professor will also meet and discuss the completed review form with the student. The Guidance Committee needs to be aware of the content and a meeting of the committee is expected each year prior to the Annual Review Submission.
6. The Major Professor will complete the appropriate portion of the Annual Review in consultation with the Guidance Committee, and as needed from faculty with whom the student has worked in the classroom or on research (e.g., practicum, independent study, dissertation credits).
7. The Major Professor and student will meet in person to discuss the student’s progress, update the program of study (with the guidance committee, as appropriate) and develop goals for the upcoming academic year.
8. The student and Major Professor are to complete the “PhD Student Annual Benchmarks Checklist” and the “PhD Research Activities and Skills form” (located [here](#)) in evaluating the student’s progress and in setting the goals for the coming year. Any deficits in the benchmarks or expected research skills needs to be identified by the student and major professor and clearly reported in writing in the Annual Review. Failure to meet benchmarks may influence financial support. This includes status of IRB approval and all college compliance requirements.
9. Attached to the annual review form should be the Benchmark Checklist, the student’s goals for the upcoming year, skills checklist, Certificate of IRB training,
HIPAA training and, if needed, an updated Program Plan, and/or an IRB, HIPAA certificate & Research Integrity.

10. Annual reviews are to be reviewed and are to be signed by the student and Major Professor and submitted to the PhD Program office. Committee members should have reviewed these reviews prior to submission.

11. Annual Reviews will be filed in the Office of Student Support Services, with a copy in the PhD Program Office, following the Annual Review meeting. Copies of the completed Annual Review, with recommendations, will be given to the student and Major Professor.
   a. Copies of the letter sent to students about annual review will be filed in the Office of Student Support Services and PhD Program office.
   b. In response to any remediation or benchmarks not met will be stipulated in the summary letter, a written plan for remediation steps and timeline will need to be developed by the student, Guidance Committee and Major Professor and approved by the Director of the PhD Program and filed in the PhD Program office by recommended date.

Approved, PhD Committee 10/06/2000; Revised 04/2006, 05/2007; Updated 01/2008, 08/01/08, 06/29/2010, 07/01/2015

Comprehensive Examination Guidelines

The comprehensive examination consists of a written paper and an oral examination. The oral examination component is a discussion and defense of the written paper. The comprehensive examination, while focused on the student’s phenomenon (topic) of interest, demonstrates integration and synthesis of knowledge obtained from core course content, cognate coursework, clinical application and theory, and published research. The purposes of the examination are: 1) to determine the student’s readiness for candidacy; 2) provide a foundation on which to begin dissertation work; and 3) showcase the student’s written and oral ability to engage in scholarly discourse. The comprehensive examination tests the student’s ability to integrate experience and knowledge gained in the PhD program. The student must demonstrate adequate expertise on the theoretical and methodological concerns related to the phenomenon (topic) of interest as a foundation for pursuing a program of inquiry.

The written paper component must include details of the phenomenon (topic) of interest that the student wants to address in his/her dissertation, the conceptual/theoretical gaps that the student will target in his/her program of research, and how he/she will design his/her program of research based on the critical analysis and synthesis of the empirical, theoretical, and methodological literature.

The comprehensive examination committee** (guidance committee) must be formally approved by the PhD Program Director or Associate Dean for Research and PhD Program with written documentation. The four-member committee should consist of three members of the College of Nursing Tenured and Tenure-stream Faculty, and one member from outside the College of Nursing with expertise that will contribute to the student’s area of interest.
The student must complete the required core courses and be in good academic standing prior to taking the comprehensive examination.

All students are required to complete their comprehensive examination within one calendar year following completion of required core courses in order to progress in the program.

**Please note: The examination committee is the student's guidance committee. See PhD program handbook for description of guidance committee.**

**Role of the Major Professor**
The major professor is responsible for the following:

1. Assure completion of core courses required to take the comprehensive exam.
2. Determine that the student is ready to take the examination.
3. Assist the student in formulating and developing the examination topic.
4. Assist the student in forming the examination committee (guidance committee).
5. Review an outline for the written examination paper and assure that the outline addresses all required elements prior to submittal to the examination committee (guidance committee) for review. The major professor must sign and date the approved outline.
6. Assume responsibility for assuring the final written examination meets the established criteria and is of acceptable quality prior to submittal to the examination committee (guidance committee) for review.
7. The major professor will inform the student that he/she can set up the time for the oral examination.
8. Facilitate the oral examination.
9. Report the result to the PhD Program Director or Associate Dean for Research and the PhD Program.

**Criteria for Students to Meet the Competencies of Examination**
The criteria listed below are expected to be met upon completion of the written and oral components of the examination. Students must be able to show competencies in nursing science within a defined area of study by demonstrating:

1. A comprehensive knowledge of the state of the science related to a selected topic of interest.
2. Knowledge of the relationships among basic, behavioral, and social sciences, and the topic of interest.
3. An ability to critically evaluate, synthesize and apply theory and research.
4. Integration of knowledge from doctoral courses especially nursing core courses, and from various related disciplines.
5. Ability to support, defend, compare and contrast personal perspectives and arguments from the literature.
6. Logical development of ideas reflecting intellectual creativity and ability to think conceptually.
7. Evidence of scholarly writing skills.
**Evaluation Criteria for Comprehensive Written Examination**

The written material must include the following components:

1. **Significance of the topic of interest (~8-10 pages)**
   a. Significance of the problem to society and critical barriers to progress in the field
   b. Significance to healthcare
   c. Explain how work in this field will improve nursing scientific knowledge, technical capability and/or clinical practice
   d. Explain the conceptual and theoretical approaches to the topic of interest, including any gaps or adaptations in theories/frameworks
   e. Discuss the history of the topic
   f. Identify and define key concepts related to the topic
   g. Identify gaps in knowledge relative to significance of the topic based on a synthesis of scientific literature

2. **Approach (~10-12 pages)**
   a. Describe the design, methods, at least two measurement tools with rational and statistical analyses to be used to accomplish the aims (research question and/or hypotheses) of your project.
   b. Discuss advantages and disadvantages of designs, methods, measures and analytic techniques used to study the topic. Include analytic and statistical advantages and disadvantages.
   c. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
   d. Discuss the contribution to science

3. **Innovation (~1-2 pages)**
   a. Explain how your work challenges and seeks to shift current research or clinical practice paradigms.
   b. Describe the use of novel theoretical concepts, approaches or methods, instruments or interventions.

4. **Impact (~1-2 pages)**
   a. Discuss the overall impact of the scientific knowledge expanded or uncovered by your work in your selected topic area.
   b. Discuss which institutes at NIH might be interested in this field of work and why based on institute priorities and program announcements.

*Optional: Although not required, if student is planning on submitting an NIH/NRSA or NRSA-like grant for funding their dissertation, the guidance committee may wish to ask the student to include study aims, research questions and/or hypotheses as part of the Approach section of the Comprehensive Examination. The guidance committee may also wish to ask the student to include sections related to Innovation and Impact.

**Grading and Evaluation of the Comprehensive Examination**

The student will receive a pass/fail for the comprehensive examination. While the examination has both written and oral components; it is possible for the student to fail the examination based on the written component only and/or oral component only. Students, who successfully fulfill the requirements for the written component, will then move onto the oral component. Evaluation procedures for each component are outlined in the
following sections.

Evaluation Process of the Written Component:
1. The student will discuss the timeline of his/her comprehensive examination with his/her guidance committee and submit to the major professor no earlier than January of the calendar year in which he/she intends to take the comprehensive exam. The timeline will cover the period between when the approved timeline is submitted to the committee and when the final written exam is due. It is also recommended that additional time be projected in case any portion of the exam needs to be retaken. Once the timeline is approved, all dates will be considered final. If deadlines established on the timeline are not met, it will result in a comprehensive examination failure. Students who fail the examination two times will not proceed in the program.
2. Draft content outlines will be exchanged between student and committee prior to the due date for the final outline for the written examination component. Committee members will provide comments to the student for the content outline. After the student receives the combined feedback from the committee members, he/she will provide the major professor with a grid of committee comments and a revised outline that incorporates committee suggestions.
3. The due date for the final content outline will be within 6 weeks of the approved timeline.
4. Although the focus of evaluation is content driven, consistent formatting of the final paper is expected, and include being no longer than 30 double spaced pages (excluding reference), 12 point Arial or Times New Roman font, and 1 inch margins.
5. The student will submit his/her final completed examination paper to his/her committee on the specified due date on the established timeline, and no later than 4 weeks after receiving the final approved content outline.
6. The committee will have 2 weeks from the time of submission of the final examination paper to evaluate and provide feedback. If the final paper is due between May 15th and August 15th, the committee can choose to provide feedback the 1st day of the fall semester, according to the established timeline with the committee.
7. Whether the written examination is evaluated within 2 weeks of submission or 2 weeks after August 15th, each committee member will provide feedback to the major professor as to whether the entire produce is a pass or fail.
8. The major professor will meet with the student and review the committee’s feedback.
9. If the written examination component is deemed acceptable, the major professor will inform the student to schedule the oral examination component.
10. If the written examination component is deemed unacceptable, the major professor will inform the student.
11. A failure will be determined when more than one committee member declares the written exam a failure.
12. If the written examination component is deemed unacceptable, this will be considered the first failure and the student will not progress to the oral examination component.
Criteria for a Retake of the Written Examination:
If a student fails the written examination on the first submission, he/she will be provided
the opportunity to retake the examination. A student who receives a second failure on the
retake of the written examination may not proceed in the program.

Process if student fails the initial written component of the examination:
1. The student will meet with his/her major professor to discuss the limitations of the
   paper.
2. The student will develop an improvement plan of how he/she will address and
correct these limitations. This improvement plan will be submitted and approved by
   his/her major professor within two weeks prior to the student being able to retake
   the written examination.
3. Once the major professor approves the improvement plan and the student
   completes the improvement plan, the student will have two weeks to revise and
   resubmit the paper to the major professor and the committee for review.
4. A committee meeting will be scheduled within two weeks to discuss evaluation of
   the revised paper if occurring during the academic year. Otherwise, the committee
   meeting will occur within two weeks following the approved resubmission of the
   written exam.
5. If more than one committee member deems that the written exam remains
   unacceptable, the student will receive a failure for the examination, will not proceed
to the oral component, and will be dismissed from the program.

Purpose of Comprehensive Oral Examination:
The purpose of the oral examination is to articulate their knowledge and address any
deficiencies identified in the written paper to demonstrate the student’s ability to engage in
scholarly discourse, and to have the opportunity to discuss and defend the written paper.

Evaluation Process of the Oral Component:
1. The major professor will provide the student with a summary of committee
   comments on the written paper two weeks prior to the oral examination.
2. The oral examination will span no longer than two hours and will be scheduled
   approximately two weeks after the student reviews the committee’s written
   examination summary with the major professor.
3. Upon completion of the oral examination, the student will be excused from the
   room. The committee will discuss and evaluate the student’s scholarly work and
determine a pass or fail grade for the comprehensive examination.
4. A pass is determined when members of the committee recommend advancement to
   candidacy.
5. A failure is determined when more than one committee member recommends
   failure.
6. If the student passes the examination (both written and oral), the major professor
   will submit a letter to the director of the PhD Program Director or Associate Dean
   for Research and PhD Program indicating the date of the examination, the
   recommended action (pass), and a summary of the committee’s evaluation of the
   written and oral examination.
7. If the student fails the oral examination, the oral retake criteria will be followed.

Criteria for a Retake of the Oral Examination:
If a student fails the oral examination on the first attempt, he/she will be provided the opportunity to retake the oral component one time. A student who receives a failure on the retake of the oral examination may not proceed in the program.

Process if student fails the initial oral component of the examination:
1. The student will meet with his/her major professor to discuss the limitations of his/her responses.
2. The student will develop an improvement plan of how he/she will address and correct these limitations. This improvement plan will be submitted and approved by his/her major professor within two weeks prior to the student being able to retake the oral examination.
3. The student will have two weeks to prepare for the oral retake.
4. The committee will meet immediately following the oral retake to evaluate student performance.
5. If the committee concurs that the oral retake is acceptable, the student will receive communication from his/her major professor that he/she has passed the entire comprehensive examination.
6. A failure is determined when more than one committee member recommends failure and the student may be dismissed from the program.
7. Once the outcome of the examination (both written and oral) is determined, the major professor will submit a letter to the PhD Program Director or the Associate Dean for Research and PhD Program with the date of the examination, the recommended action (pass or fail), and a summary of the committee’s evaluation of the written and oral examination.

Submitting a Manuscript for Publication

If the student selects the three manuscript dissertation option, one of those can count as this benchmark. (See Dissertation Guidelines). The student should begin by reading author guidelines.

All PhD students are expected to write and submit a manuscript suitable for publication in a top-tiered, peer-reviewed journal. This is a requirement for graduation from the program and must be based on work completed as a part of the PhD program. The student must be sole or first author (senior) of the manuscript and be responsible for the work within the manuscript. The Guidance Committee must read and approve the manuscript as being of sufficient quality to be submitted for publication to a top-tiered, peer-reviewed journal. Journal impact and citations must be considered. When the Guidance Committee gets the manuscripts to review, Author Guidelines should be considered. The guidance committee must review and approve the final manuscripts. The PhD Office will obtain editing, if needed, and review before submission. (If this is a dissertation manuscript, the Dissertation
Committee, not the Guidance Committee, serve as the review group prior to submission to the Director."

All manuscripts must have one external reviewer, selected by the Director of PhD Program, prior to external submission. Final manuscripts are submitted to the PhD office after approval by the Major Professor for approval by the Director of the PhD Program prior to submission.

The manuscript may be a theoretical or conceptual article, a synthesis article or data based research article. Evidence of contribution to nursing knowledge is essential.

Journals that are recommended may include: Nursing Research, Research in Nursing & Health, Advances in Nursing Science, Journal of Nursing Scholarship, Journal of Nursing Measurement, Heart & Lung, Oncology Nursing Forum, Quality of Life, Western Journal of Nursing Research, Biological Research for Nursing, Nursing Outlook and Journal of the Association of Nurses in AIDS Care.

A copy of the manuscript, as submitted, should be given to the Director of the PhD Program to be filed in the student’s file along with the journal receipt of the article. A copy (acceptance OR not accepted) of the publication submission should be provided to the Director of the PhD Program, and included in the student’s file. Status reports are included in Annual Reports.

Approved, DPC 03/17/2006; Updated 06/06/2008, 08/01/2008, 08/01/2013, 07/01/2015

Authorship Guidelines

This document is designed to provide faculty and students in the College of Nursing with guidelines to assist in determining authorship credit. These guidelines are based on those of a variety of organizations, including CSE, Toronto, American Psychological Association and Michigan State University authorship guidelines (for more information, please click here). If students or post-PhD fellows are involved in the manuscript, faculty are expected to act as mentors for the student, as outlined in the Research Mentoring Task Force Report (to see the full report, please click here). The intent is to outline criteria for authorship credit and to identify a process to be used for the negotiation of authorship credit. While the Research Committee developed these guidelines for use with researchers, they are to be used for all joint-authored manuscripts.

It is expected that faculty and students planning to write a manuscript will discuss authorship on the manuscript at the outset of the planning. A written agreement is strongly recommended according to the criteria outlined below (see Authorship Responsibility Form, located under the “College Resources” tab here).

Changes in contribution over the time of publication process, such as when revisions are required, are expected to result in a renegotiation of authorship credit and the formulation of a new agreement. Cooperation, collaboration and good communication are expected of
all faculty and students and are essential to the smooth and equitable allocation of authorship credit.

- Criteria for Being Listed as an Author
  - To be listed as an author on a manuscript an individual must make a significant contribution to the manuscript, regardless of the academic rank or student/fellow status of the individual involved. Examples of a significant contribution include the following:
    - Formulation of the problem and hypothesis;
    - Conceptualization, design;
    - Organization and conduct of statistical analysis;
    - Interpretation of results;
    - Writing a portion of the paper; or
    - Principal investigator of grant that generated data being used in manuscript.
  - The order in which the authors are listed should reflect each individual’s level of contribution to the manuscript preparation (see tool in Attachment 1, if assistance is needed to determine level of contribution)
  - Individuals who provide minor and general support may be acknowledged in a footnote. Paid staff are rarely acknowledged. Journal policies may prohibit acknowledgement of those offering minor support for a manuscript.
    - Technical support;
    - Data collection and entry;
    - Recruitment of study participants;
    - Financial and material assistance;
    - Advising regarding statistical analysis; or
    - Proofreading/technical editing.
  - The general distinction between “significant contributions” and “minor or general support” is in terms of the quantity and scholarly contribution to the work.
  - If a manuscript uses data obtained during the course of a research grant, sources of funding must be acknowledged in every publication, and should include the following information:
    - Funding agency (ies) supporting the manuscript preparation, and/or research upon which the manuscript is based.
    - Support for data collection, analysis, manuscript preparation, and any other aspect of the project.
    - Grant title and number (as appropriate to journal guidelines).
    - Principal investigator.
    - Period of funding (as appropriate to journal guidelines).
  - Discussions of manuscripts that result from data or ideas generated from a funded research study, should involve the principal investigator in the initial planning. The principal investigator is responsible to the funding agency and is charged with following their guidelines for publication. The principal investigator is also to read and approve the final manuscript before it is
submitted for publication. Authorship credit for the principal investigator should follow the same guidelines, as indicated above.

- **Formal Authorship Agreement**
  For all jointly authored manuscripts, the contributing members should establish a formal written agreement for writing contributions, starting at the inception phase of the project. If the involvement of the authors changes, such as if a faculty or student accepts another position and is not able to meet his/her obligations on the manuscript, or when revisions to the manuscript are extensive, requiring a difference in the distribution of effort among the authors, the agreement is expected to be renegotiated and may or may not involve an alteration in the order of authorship. Revised agreements must follow the same guidelines as below and when agreed to by all authors will replace the original agreement.
  
  - The written agreement should include the following:
    - Identification of the individual who will have primary responsibility for manuscript preparation.
    - If first author is a graduate student who is writing a first manuscript, it is suggested that a mentor be designated to guide him/her through the manuscript preparation process. The mentor should be identified in the agreement.
    - Specific tasks to be completed.
    - Each individual's responsibility for tasks.
    - Timelines for completion of tasks.
  
  - By "formal agreement," it is meant that the first author should write a summary of the agreements among authors and above contributions to a proposed manuscript. The written documentation should be clear and specific regarding authorship order and contributions. An e-mail summary sent to all authors, or documentation in research team meeting minutes revised by all proposed authors is usually sufficient for this purpose. All authors must confirm their agreement with the formal agreement either in the form of an e-mail reply or a written signed agreement. The first author should save all documentation of the agreed-to authorship and contributions either in e-mail form or written signed agreement.
  
  - Any of the authors who are preparing a manuscript may ask for a renegotiation of the authorship order and/or manuscript contributions at any time. The person(s) who are proposing a change should provide specific rationale to the other authors for the requested change(s). For a change to be completed, all authors must agree to any adjustments to authorship and/or contributions that are proposed. Agreements for revised authorship and/or contributions should be documented in writing, with confirmation by all authors.

- **Authorship responsibilities and accountability**
  Any manuscript that counts as a dissertation manuscript or the manuscript for the benchmark, the student must be lead author and take primary responsibility for the quality of the manuscript.
First Author. The first author takes primary responsibility for manuscript preparation and makes a substantial contribution to the project from the beginning to end. A graduate student may be designated as first author if he/she fulfills the associated responsibilities. Responsibilities include the following:

- Consult with the principal investigator (including if the principal investigator is a PhD student or post-PhD fellow) regarding the intent of the manuscript before writing begins.
- Monitor and maintain established timelines for completion of the manuscript, informing all involved parties in a timely fashion if there may be needed adjustments to the timelines, substantive content of the manuscript, etc.
- Decide to which journal the manuscript will be submitted, incorporating the suggestions of other authors as relevant.
- Serve as the primary communicator with the journal editor as appropriate.
- Prepare the manuscript according to the author guidelines of the chosen journal.
- Complete the first draft of the manuscript, including order of authors, and circulate it to all contributing authors. This includes writing the first full draft of the manuscript, as well as incorporating contributing authors’ portions into the draft.
- Revise all drafts of the manuscript based on feedback and circulate to all contributing authors.
- Circulate the final draft of the manuscript to all authors and receive their approval before submitting to journal.
- Act as the corresponding author as appropriate.
- Inform contributing authors of decision of the journal regarding publication status.
- If accepted for publication, complete a plan for revisions and coordinate them so revisions are completed in a timely manner. Resubmit with assistance of other authors as needed.

All Authors. The following are responsibilities of all authors:

- Accept responsibility for all of the contents of the manuscript.
- Make a significant contribution for the manuscript (See Section IA. Criteria for Being Listed as an Author).
- Meet established deadlines and notify first author if unable to do so provide feedback on all drafts of the manuscript.
- Read the final draft of the manuscript prior to submission.
- Sign authorship disclosure statements.
- Sign copyright agreement.

Advisor for student or fellow. Advisors who make significant contributions (past or present) to a student or fellow’s manuscript should be considered for authorship versus acknowledgement per the above guidelines. The same criteria differentiating significant versus minor support contributions, as used for other types of manuscripts apply in this instance, as well. This
includes significant contributions of the advisor to manuscripts originally submitted as course papers, which the student is revising for submission for publication and which focus substantively on the same conceptual content as the original course paper. The student/fellow, similar to other authors, is fully responsible for knowing and observing all relevant guidelines included in this document, as well as applicable University policies.

- **IV. Resolving Conflicts**
  Conflicts may arise for a variety of reasons, such as a disagreement over what constitutes major and minor contributions, unwillingness or inability of authors to meet their obligations as outlined in the original agreement, manuscript revisions that impact authors differentially thereby changing the relative contribution of authors to the manuscript, and the like. It is expected that the outcome will be a renegotiation of the original agreement and it replaces the original agreement, or that the people involved will agree that no change is needed.
    - The first step in resolving a conflict is to speak to the first author of the manuscript and identify your concern.
    - The next step is to have all parties involved meet to discuss and resolve the issue.
    - Senior faculty who are experienced in joint-authored papers may be consulted to assist in interpreting guidelines and make recommendations for resolution.
    - If the above steps do not result in an agreement being reached, the Associate Dean for Research & PhD Program or Associate Deans (if other schools are involved) is (are) asked to meet the authors to interpret the guidelines and make suggestions for resolution. The Dean of the College may also be consulted to negotiate a dispute.
    - Michigan State University has an ombudsman in the Graduate School, who can assist with conflicts involving students. For conflicts involving intellectual property, Michigan State University’s Office of Intellectual Property should be consulted. If there is concern regarding research integrity, the Michigan State University Office of Research Integrity should be contacted.

**Presenting Posters & Podium Papers**

Submission of a poster and a podium presentation as outlined below is a requirement for graduation. All PhD students are expected to present as lead author a poster at a regional or national level conference based on work completed in the PhD program. Papers are to be presented at a national conference based on work from the PhD program.

**Abstract Preparation and Submission**

The student must be the sole author or first author and is responsible for abstract development, in consultation with their major professor and guidance committee. One poster must be data based as required for the program. The student’s Guidance Committee must read and approve the abstract as being of sufficient quality. A copy of the final,
approved, submitted abstract should be provided to the PhD program office for inclusion in the student’s file. When the student receives acknowledgement that the abstract has been received, a copy of the acknowledgement should be submitted to the PhD Office.

Abstract Acceptance
When you are notified of abstract acceptance for either poster or paper, contact the PhD program secretary for available poster or presentation templates. All presentations must utilize an approved CON template. The student is responsible for development of the poster or presentation in consultation with their major professor. The final poster or presentation should be reviewed and approved by the student’s guidance committee. For posters, the PhD program secretary will make arrangements for printing following Guidance Committee approval. Travel funds may be available through the Graduate School. The Director of the PhD Program has the final authority on what expenses will be paid by the College of Nursing consistent with the CON travel policy.

Presentation
Prior to leaving for the conference, a University travel authorization is required. The “Pre-Trip Authorization” form is available here. Completed forms should be submitted to the PhD program secretary for signature. Upon completion of travel, the student must submit itemized receipts to the PhD program secretary for processing and reimbursement (up to the limit approved for reimbursement). If travel support is provided on a grant account, it is the student’s responsibility to provide the PhD program secretary with appropriate account numbers to be reimbursed funds. Funding preference is given to paper presentations and only for work completed as a part of the PhD Program.

Guidelines for Students Seeking External Research Funding

The Research Center of the College of Nursing is responsible for the pre-award processing of all PhD student applications for external funding. These guidelines apply to all PhD students who are submitting proposals/applications for research funding where funds will be received and administered by Michigan State University.

Grant Submission Process

Step 1

1. Identify a funding agency. When both the student and the major professor/sponsor feel the student is ready to develop a grant application, the student, in conjunction with his/her Major Professor/sponsor, should identify an appropriate funding agency.
   a. If submitting to an Institute of NIH, student must have an eRA Commons account. The CON Research Administrator will obtain data to request an account during the pre-award meeting (see eRA Commons Account Access).
   b. If a corporate or private foundation is identified as the potential funding agency, approval to submit must be obtained from University Development prior to submission (see Corporate/Foundation Funding Request). This process will be discussed during the pre-award meeting.
   c. If student is not a citizen of the United States, see International Funding.
2. Identify a Target Submission Date. Review the funding agency’s due dates and consider the estimated timeline below for assistance in determining an appropriate due date for the planned submission. In most cases the timeline below represents a minimum timeframe.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-award planning meeting</td>
<td>18 weeks prior to due date</td>
</tr>
<tr>
<td>Identify External Reviewers</td>
<td>16 weeks prior to due date</td>
</tr>
<tr>
<td>Distribute for internal/committee review</td>
<td>16 weeks prior to due date</td>
</tr>
<tr>
<td>Receive internal/committee review feedback</td>
<td>14 weeks prior to due date</td>
</tr>
<tr>
<td>Contact External Reviewers</td>
<td>14 weeks prior to due date</td>
</tr>
<tr>
<td>Submit to CON Research Administrator to distribute for external review</td>
<td>11 weeks prior to due date</td>
</tr>
<tr>
<td>Start budget development with CON Research Administrator</td>
<td>10 weeks prior to due date</td>
</tr>
<tr>
<td>Receive external review feedback</td>
<td>9 weeks prior to due date</td>
</tr>
<tr>
<td>Distribute to major professor/sponsor/committee/Director of PhD program for final review</td>
<td>3 weeks prior to due date</td>
</tr>
<tr>
<td>Receive major professor/sponsor/committee/Director of PhD program approval to submit</td>
<td>3 weeks prior to due date</td>
</tr>
<tr>
<td>Submit to CON Research Administrator to send to Editor</td>
<td>4 weeks prior to due date</td>
</tr>
<tr>
<td>Finalize budget with CON Research Administrator</td>
<td>3 weeks prior to due date</td>
</tr>
<tr>
<td>Submit final documents to CON Research Administrator</td>
<td>2 weeks prior to due date</td>
</tr>
<tr>
<td>CON Research Administrator will submit to OSP for submission to funding agency</td>
<td>1 week prior to due date</td>
</tr>
</tbody>
</table>

3. Develop Specific Aims. The student should proceed to develop specific aims. Specific aims must be agreed upon with the major professor/sponsor and full committee before continued development of the application.

4. Develop Application. Once specific aims are agreed upon, student should continue to develop the full application. Scholarship of the work is the student’s responsibility. Assistance with formatting tables, charts, or graphs may be obtained from the PhD secretary.

Step 2

5. Notify the Research Center. When major professor determines that student is “on target” for the submission (approximately 16-18 weeks prior to due date), Student should complete and submit an “Intent to Submit” form. The CON Research Administrator will schedule a pre-award meeting with the student and major professor to review funding agency guidelines and finalize the submission timeframe. The Pre-Award Checklist will be completed during this meeting. Depending on the funding agency, templates may be available, such as a description of the University and College resources, as well as a description of the PhD program. The CON Research Administrator will provide applicable templates following the
pre-award meeting, as well as institutional data needed on the cover sheet (face page) of the application.

6. Identify External Reviewers. Prior to the pre-award meeting, the student and major professor/sponsor should identify 2* nationally known, NIH funded researchers who are actively doing research in the student’s field of interest. * Note: for resubmissions, only 1 external review may be required.

7. Contact External Reviewer(s). Student and/or major professor/sponsor should contact the external reviewer(s) to determine their availability. Based on the timeline table above, provide the external reviewer(s) with a target date for sending the proposal for review. Indicate that the CON offers a $250 honorarium for their help.

8. Sponsors. If sections of the proposal need to be completed by the major professor or sponsors, arrangements need to be made in advance (no closer than 4 weeks prior to the due date).

Step 3:

9. Internal Review. An internal review must be completed by the guidance or dissertation committee.

Once internal reviews are received it is recommended, the student prepare an “Internal Review Summary Grid” of comments and work with their major professor/sponsor to revise the application. The revised application should be redistributed to the committee by the student for review. Each committee member must sign off approving distribution for external review (see “Internal Review Approval Form” by clicking here). A copy of the following must be submitted to the CON Research Administrator, along with an electronic version of the full proposal, when ready for distribution to external reviewers:
- Approval of Internal Revisions Form
- Contact information for External Reviewers

Step 4

10. External Review. Upon receipt of items listed above, the CON Research Administrator will distribute the full proposal to approved External Reviewers along with a Proposal Review Cover Sheet. The CON Research Administrator will coordinate the review and process payment once completed. External reviewers will be asked to respond within 2 weeks. Upon receipt of external reviewer comments it is recommended, the student prepare an External Review Summary Grid and discuss comments with their major professor. A revised application should be distributed to the committee by the student for review along with the External Review Summary Grid. Each committee member must sign off approving submission to funding agency (see “External Review Approval Form” by clicking here). A copy of the following must be submitted to the CON Research Administrator, along with electronic versions of all required proposal components, when ready for submission to the funding agency:
- Approval of External Revisions Form (located here)

11. Budget Development. Following distribution of the proposal to External Reviewers, the student should schedule time with the CON Research Administrator to begin budget development. The CON Research Administrator will assist with budget
development, however, the student will be responsible for drafting the budget justification. Student should obtain commitment from key personnel, sponsors, and consultants prior to this meeting.

**Step 5**

12. Submit to Editor: The CON Research Administrator will submit the final proposal to the editor (allow 1 week for editing). Comments will be returned to the student using Word track changes for acceptance or rejection.

13. Finalize Budget. Approximately 3 weeks prior to submission, the student should finalize the budget with the CON Research Administrator. For NRSA applications, the CON Research Administrator will provide budget information on tuition, fees and stipends.

14. Submit Final Documents. No later than 2 weeks prior to due date, final documents of all components must be submitted to the CON Research Administrator. Note: Committee members must approve all components of the final application prior to submission to the CON Research Administrator (see step 4, section 10). It is the student’s responsibility to prepare the application per the funding agency guidelines. This includes typing information onto required forms. If assistance is needed with forms, the CON Research Administrator can be consulted. The CON Research Administrator will begin routing internal paperwork to receive University approval to submit. A University transmittal form is needed for any grant involving research that MSU will administer. The CON Research Administrator completes the transmittal form. The budget, budget justification, conflict of interest form, and transmittal are needed to route the proposal through the University.

15. Grant Submission. The CON Research Administrator will submit electronic applications. The proposal will be submitted or uploaded by the CON Research Administrator provided he/she is given the materials, as specified on the proposal timeline (developed during the proposal planning meeting). Submission of electronic applications to corporate or foundation agencies with electronic submission programs will be discussed and agreed upon during the pre-award meeting as these agencies vary on whether they wish the applicant to submit or the institution. For mailed applications, it is the student’s responsibility to see that the proposal is mailed on time, to the proper address, with the appropriate number of copies and forms or submitted online. A copy of the entire proposal, guidelines for funding, and signed transmittal will be needed for:
   - Student’s file in PhD Program Office
   - NRC proposal submission file,
   - Student’s Major Professor/Sponsor

**Other Guidelines**

1. Statistical consultation is available to PhD students on campus. The Major Professor/sponsor should assist the student to obtain statistical assistance as needed.

2. IRB Approval. Most Federal agencies require IRB approval prior to award but not prior to submission, however, some agencies require IRB approval prior to submission. Check the funding agency guidelines. Any IRB submission must be reviewed and approved by the Major Professor/sponsor prior to submission.
3. MSU requires that the principal investigator position be held by a regular MSU faculty member. Therefore, the major professor should be listed as the Principal Investigator and the student as the co-Investigator on the IRB application. It is the student’s responsibility to prepare the IRB application. Both the major professor and student will need to be current on their human subjects training prior to submission of the IRB application. The major professor is responsible for assuring that human subjects guidelines are adhered to in the research, and that initial, revision and renewal applications are submitted, as required. All materials should be reviewed by the faculty prior to submission. For additional information pertaining to IRB approval, including application forms, instructions and due dates please click here.

4. If subjects will be accrued from multiple sites, the student (and major professor/sponsor) will probably be required to submit an IRB application to each site. MSU has reliance agreements with both Sparrow Hospital and Ingham Regional Medical Center, which allow an investigator to submit a protocol to the MSU IRB and these institutions. Contact the IRB office for updated information on reliance agreements.

5. Access to Subjects. It is the student’s responsibility to negotiate access to research subjects at each participating site utilizing HIPAA compliant processes. Health care agencies often differ in their specific interpretation of the HIPAA federal guidelines and restrictions they will consequently impose on investigators. For additional information pertaining to HIPAA, please click here.

6. Data Safety & Monitoring. For NIH applications/proposals which involve any kind of intervention, even one of minimal risk, a Data Safety & Monitoring Plan must be included with the application. The College has implemented an internal Data Safety and Monitoring procedure to assist in meeting this requirement. The CON Research Administrator can provide template text for inclusion in the proposal and additional information on the process once funding is obtained.

7. Questions about Research Proposal Development/Submission. All process questions should be directed to the major professor/sponsor first. If the major professor/sponsor is not able to answer the question, the CON Research Administrator should be consulted. Under no circumstances is the student or the major professor/sponsor to contact the MSU Office of Sponsored Programs (OSP) department directly.

8. Requirements for Submission to Count Towards Degree. For the proposal to meet the criteria designed in the benchmarks for the college, the grant application must be to a funding agency that has a strong peer review process (some of these agencies include Neurological Nurses, Sigma Theta Tau, Oncology Nursing Society, Critical Care Nurses, American Heart Association, American Lung Association, Rehab Nurses, American Cancer Society, American Nurses Foundation, Midwest Nursing Research Society).

Helpful Research Web Sites
- The graduate school web page may be useful in assisting the student with seminars related to grant writing. To access that website, please click here.
- The web page for MSU researchers may also be helpful. To access that website, please click here.
- The website for NRSA, including program announcement, and instructions can be found by clicking here.

Corporate/Foundation Funding Request
The College’s Office of Development encourages contacts and relationships with private external organizational sponsors. The desired result, of course, is to submit more funded proposals and increase the number of funded requests in the college. The objectives of the Faculty Corporate and Foundation Clearance Funding Request Clearance Process are to:
- Enable faculty with cultivating and soliciting corporate and foundation prospects.
- Increase the quantity and quality of contacts and relationships between CON faculty and corporate or philanthropic foundations.
- Conduct all interactions and relationships in a coordinated fashion.

If a faculty/staff member is interested in approaching a corporation or foundation, he/she should complete a D&ER Corporate and Foundation Funding Request for Assistance form and submit to PhD Program Secretary to submit to Director of Development and Alumni Relations.

eRA Common Account Access – for NIH Submissions Only
NIH has developed a system to facilitate the discrete exchange of essential information between NIH and applicant organizations. The “Commons” is a Web interface where NIH and the grantee community are able to conduct their extramural research administration business electronically. Prior to submission of an NIH grant application, each PI must have an eRA Commons account. Once your account is set up, you will be able to view your applications, print notice of awards, submit annual reports, etc., via your eRA Commons account.

Within “Commons”, the electronic Research Administration (eRA) is the NIH infrastructure that provides for the secure receipt, review and administration of electronic grants. eRA provides full grant life-cycle systems: from initiative management through receipt, referral to proper reviewers, electronically assisted review, flexible award processing, post-award program management and oversight, fiscal administration, reporting and closeout.

A Principal Investigator (PI) is designated by the grantee organization to direct the project or activity being supported by the grant. The PI is responsible and accountable to the grantee for the proper conduct of the project or activity. The role of the PI within the NIH eRA Commons is to complete the grant process, either by completing the required forms via the NIH eRA Commons or by delegating this responsibility to another individual. A PI can access information for those grants for which they are designated the PI.

To facilitate delegation of certain responsibilities by the PI, the NIH has added an Assistant (ASST) role within Commons. This ASST role allows PIs to delegate certain responsibilities for data entry of grant information and upkeep of their personal profiles. The ASST does not have any other functions in the system.
In order to actively assist faculty members with administration of their award and serve as a liaison between the faculty member and the MSU Contract & Grant Administration, CON faculty members are encouraged to provide delegate access to the CON Research Administrator. Delegate status allows NRC Administrative staff the ability to view the status of an application, as well as to print notice of awards and check on due dates for annual reports.

**International Funding Sources**

A number of resources are available in the PhD Program Office to assist international students with identifying funding sources for this research requirement. The Major Professor/sponsor should review this resource with the student to select appropriate sources. If international students cannot find a funding agency for their grant, then the college will set up a peer review mechanism (internal and external.) The NRSA guidelines should be followed. Students will receive written feedback on their grant. With written approval from the Associate Dean for Research and PhD Program, this process may be used.

**External Research Funding Administration**

For funded projects, the CON Research Administrator will coordinate stipend/tuition coverage and provide monthly expenditure reports to assist students with budget monitoring. The PhD Program Secretary can assist with reimbursement and purchases. If students will be collecting data, file space is available through the PhD Program Secretary. Secure file cabinets are provided in the Secure File Rooms located on the 2nd and 3rd floor of the Bott Building. Students collecting identifiable data, e.g., consent forms, paper enrollment data, will be assigned secure file space. Shared space is available in the 2nd and 3rd floor secure file rooms for non-identifiable data.

**Research Records/Data Storage**

Adequate research data storage procedures are an essential element of good science practices in the responsible conduct of research. The University Research Council, in February, 2001, approved a set of “best practices” to assure that research data are appropriately recorded, archived for a reasonable period of time, and available for review under appropriate circumstances. To access this document, please click here. Michigan State University’s responsibilities in this regard include, but are not limited to:

- Complying with terms of sponsored project agreements;
- Ensuring the appropriate use of animals, human subjects, recombinant DNA, etiological agents, radioactive materials, and the like;
- Protecting the rights of faculty, students, post PhD scholars, and staff, including but not limited to, their rights to access data from research in which they participated;
- Securing intellectual property rights;
- Facilitating the investigation of charges, such as misconduct in research and financial conflict of interest; and
- Responding to legal actions involving the University related to research carried out under its auspices.
Principal Investigators (PIs) of research projects are expected to develop, record, implement, and monitor formal procedures to assure the adequacy of data storage, as consistent with applicable federal and University guidelines for research. Per MSU policy, the PI is the custodian of the primary data unless agreed upon otherwise in writing, and is responsible for collecting, managing, and retaining the research data.

**Dissertation & Dissertation Procedures**

The dissertation is the culminating experience of the PhD program. In the dissertation, the student is expected to demonstrate the achievement of the overall program objectives. The dissertation is a demonstration of the student’s ability to conceptualize, conduct, and communicate independent, original research focused on health status and health outcomes. Original research is research that adds new knowledge to the discipline of nursing.

NUR 999 will comprise a minimum of 24 credits and a maximum of 36. For graduate students, 1 credit = 3 hours minimum of activity per week over the semester. If additional 999 course credits are needed for program completion and the student is at or over the limit of allowed credits, the student must work with their major professor to request an override through the Office of the Registrar. To access the “Request for RNR Override” form on the Registrar’s Online Forms Menu, please click [here](#). Select the RN override and fill in the requested information. Submit the form and the Registrar’s Office will process.

**The Application Procedure**

Prior to enrolling, the student must:

1. Complete the “Application for NUR 940, 990, 999” form (located [here](#)) by mid-term of the term prior to planned activity.
2. Application for Dissertation Credit goes to the PhD Program Secretary for the Director of the PhD Program’s approval.
3. Copy filed in student’s file in Student Support Services and PhD Program Office. Appropriate IRB approval must be obtained. A copy of the IRB approval letter must be submitted to the PhD program office. It is the student’s responsibility to remain current, according to the terms of this policy. It is also the student’s responsibility to work with their Dissertation Chair, as the Dissertation Chair is the person who submits the IRB application and renewal.

**Key Process Elements**

Dissertation Committee Composition and Appointment:

The Comprehensive Exam must be successfully passed before the dissertation committee is formed and the dissertation proposal defense occurs. Dissertation credits must be taken after all nursing required courses are completed, so that students have requisite knowledge to do dissertation work. It is not required that the membership and chairperson of the guidance committee serve as the dissertation committee. The student, with assistance from their guidance committee and the approval of the Director of the Doctoral Program, forms a dissertation committee. The committee membership as a whole must represent expertise in the research substantive content area, theoretical perspective(s), population to be studied, methodology, and the statistical techniques anticipated to be used in the student’s
research. Committee members are expected to have expertise to supervise and guide the student in his/her research.

- The chair of the committee must be a tenured CON nurse faculty.
- All members must possess an earned doctoral degree, preferably a PhD.
- At least three of the members must be Michigan State University tenure system faculty.
- At least two of the members must be tenured faculty from the College of Nursing.
- At least one of the members must be from outside the College of Nursing (such as a statistician), who has been pre-approved by the Major Professor and Director of the PhD Program prior to the constitution of the Committee.
- Exceptions to the above must be approved by the Director of the PhD Program and Associate Dean for Research and the Doctoral Program, Dean of the College of Nursing, and granted by the Dean of the Graduate School. For additional information, please click here.

The membership of the planned dissertation committee must be discussed, with preliminary approval, signed by the student’s dissertation chair and Director of the PhD program prior to the actual dissertation proposal defense. This discussion and meeting with the student occurs prior to the proposal defense meeting.

The Chairperson of the Dissertation Committee takes primary responsibility for supervising the student’s research, with the assistance of other dissertation committee members, as needed. When on leave, the chairperson is expected to make arrangements for continued, regular supervision of the PhD student, whose dissertations they are sponsoring (by mail, telephone, facsimile, or through regular meetings). When this arrangement is not possible, the Dissertation Chair has the responsibility for ensuring that during his/her absence, the tenured nursing faculty Committee member will take on the primary responsibility for such supervision. If for any reason there is not a committee member willing or able to assume this responsibility, the Director of the PhD Program should be contacted. Students may change their major professor or committee members.

The student needs to complete the "Appointment of Dissertation Committee & Approval of Dissertation Proposal Forms" (located here). This is completed at the point of the successful proposal defense. The student then submits the signed form to the PhD Program Secretary in order to obtain the Director of the PhD Program’s approval and signature.

After the Director of the PhD Program signs the form, the office will have it copied and distributed to the Dissertation Committee members and the student. The original form will be placed in the student's file in the Office of Student Support Services and the PhD Program Office. If members are added or removed, a “Change form: Major Professor/Guidance/Dissertation Committee Member form” (located here) is to be completed, along with rationale for members and the form submitted to the PhD Program Secretary in order to obtain the Director of the PhD Program's approval and signature.

**Dissertation Proposal Defense**

Prior to the proposal defense, the student works closely with the major professor or chair
of the dissertation committee, in drafting the proposal. The proposal should be a complete
draft of the proposed dissertation, including the introduction, theoretical/conceptual
framework, review of the literature (synthesis & integration), and methods. The methods
section (for each paper, if the 3 manuscript option is chosen) should include the proposed
design, sampling techniques, intervention, if appropriate, measures, and data analysis plan.

When the student and dissertation chair deem the proposal sufficiently developed and
revised, the proposal is then sent to the members of the dissertation committee allowing at
least 2 weeks for review. The Dissertation Committee reviews and determines if the
proposal is ready for defense or needs further revision.

The dissertation proposal defense is a formal meeting of the dissertation committee. The
student is to submit a copy of the proposal to the committee members at least two weeks
prior to the meeting. The student must be enrolled for at least 1 credit during the
semester(s) in which they defend his or her dissertation proposal. It is expected that all
members of the dissertation committee will be present at the proposal defense. If special
arrangements are needed, approval is needed from the Director of the PhD Program. Please
refer to the dissertation rubrics provided by major professor or chair as a guide for quality
expectations.

The Director of the PhD Program is to approve the date of the defense, which needs to be
scheduled by the PhD Program Secretary. The Director of the PhD Program or Associate
Dean for Research and the PhD Program will attend and participate in the dissertation
proposal defense, therefore, their calendars must be considered when scheduling the final
defense date.

During the proposal defense, the student is examined about the proposal and an agreement
is reached that the proposed research, once completed, would meet the dissertation
requirements for the PhD program. The student may be asked to answer questions about
and defend any aspect of the proposal, including the choice of problem to be studied, the
theoretical and empirical background for the study, methodology chosen (including
instrumentation, design, data analysis, etc.), and anticipated difficulties and ways to handle
them. Implications for nursing should be discussed. Because the proposed research reflects
the student’s understanding of the area of specialization and the integration of knowledge
of various aspects of nursing science, as well as knowledge from disciplines relevant to the
research topic, the proposal defense provides an opportunity for the dissertation
committee to assess mastery of these areas. In addition, the proposal defense includes
assessment of the quality and feasibility of the proposed research and formal action to
approve and/or recommend changes in the proposal. This is a defense of knowledge and a
detailed plan for the final dissertation.

The Dissertation Committee is to review the IRB application that goes with the dissertation
proposal at the time of the defense. The chair must review it and when the Dissertation
Committee signs the University IRB application, they are signifying that it has been
reviewed by the committee and that it is ready to be submitted. Students are not to call the
IRB directly with questions, unless advised by Major Professor or chair of the Dissertation Committee.

Ordinarily, the dissertation proposal defense will not exceed two hours in length. The committee confers to determine if the proposal is acceptable. If acceptable, the student may proceed with the conduct of the dissertation.

The “Appointment of Dissertation Committee & Approval of Dissertation Proposal” (located [here](link)) form must be completed. When the proposal has been officially approved by the Dissertation Committee and the approval signed by the Director of the PhD Program, it shall constitute an agreement to carry out this research leading toward PhD program completion.

**Research Involving Human Subjects**
The completed and signed Approval of Dissertation Proposal form, must be on file in the PhD Program Office prior to submission of materials to the Biomedical and Health Institutional Review Board (BIRB) and any other Institutional Review Boards, whose approval is needed. Please refer to the "other" section of the "guidelines for students seeking external research funding". Only after IRB approval has been received can the student begin recruitment and data collection for the dissertation or have any contact with subjects. Students must comply with all Federal and University regulations regarding Human Subjects Research and clinical regulations, such as HIPAA.

**Access to Subjects/Research Data**
The student is to negotiate with the Dissertation Committee an agreed upon manner in which to inform the agency of the study results.

**Statistical Analysis**
The dissertation is a learning experience, and students are expected to participate fully in preparing and analyzing all data employed in the study. These activities require knowledge of statistical and/or other appropriate software for data handling and analysis. Preparation for this process is to be obtained in the coursework taken by the student. The process of data analysis carried out in the dissertation research is to be made clear to the committee members. The student is to complete the statistical analysis. The use of any outside assistance is to be identified ahead of time and approved by the committee. It is the responsibility of the Major Professor and Chair of the Dissertation Committee to assist the student to find statistical assistance. A statistical member of the Dissertation Committee can be considered.

**Ethical Conduct of Research**
Students are expected to adhere to the Intellectual Integrity Policies of the College of Nursing, the Guidelines for Integrity in Research and Creative Activities of Michigan State University, and the ethical guidelines for research of the Federal Government.
Data Management
Please also note that data collected to meet the requirements of the PhD are the property of Michigan State University. Students are expected to adhere to Data Management Guidelines of the College of Nursing and MSU, as well as Data Storage Guidelines. (Please also refer to the section CON Data Archive Rules & Regulations). In addition, if there are plans to take the data to another institution after completion of the dissertation, a Material Transfer Agreement must be completed and on file. Data Safety and Monitoring Guidelines are also to be followed for Intervention Trials.

Preparation for Oral Defense of Dissertation
The student must be enrolled for at least 1 credit during the semester in which the final oral examination is taken. At the beginning of the semester the student is planning on completing the dissertation, the student and Committee must meet with the Director of the PhD Program to discuss plans and timeline.

When the Chairperson of the Dissertation Committee indicates the dissertation is acceptable for examination, it must be submitted to the total committee for any additional, necessary revisions before it is acceptable for examination and prior to announcing the final defense date. The Committee has two weeks to review the product. Prior to final defense and when the entire dissertation is complete, the student should have a meeting with the Dissertation Committee to ensure that everything is ready.

Once the committee members have agreed that the student is ready, the student and dissertation chair are to schedule the defense at a time convenient for all committee members, including the Director of the PhD Program, the College of Nursing Dean and the Associate Dean for Research and the PhD Program. Once approved by the Director of the PhD Program, the PhD Program Secretary will schedule the event and room. Unless agreed otherwise by all members of the committee, it is expected to occur during the academic calendar months.

A final draft with all acknowledgements, table of contents, appendices and references must be to the Committee at least two weeks prior to the defense. Directions for Thesis and Dissertation submissions is electronic and can be found on the grad school website by clicking here. Submissions are rendered electronically by ProQuest by clicking here.

The student must make the corrections recommended by the committee members and submit copies of the dissertation in completed form in the format and with all the components recommended by the Graduate School, including an abstract, table of contents, diagrams, etc. to all committee members at least two weeks before the final oral defense. The student should be aware of the final dates the university will accept dissertations published in the University calendar for graduation each year.

• The student and chair of the dissertation committee are to complete the Announcement of Oral Dissertation Defense form (found here) that includes the...
date, time, and location of the defense, as well as a brief abstract of the dissertation and a list of the committee members. This form is to be submitted to the PhD Office, so that it can be announced to the faculty and other students, along with the completed dissertation paperwork at least two weeks prior to the defense date. The dissertation must be ready for distribution to the committee at that time for the defense to be scheduled.

- The student is to complete the top portion of the Report of Completion of Oral Dissertation Defense form (found here) and give it to the committee chairperson at the time of the oral defense.
- It is strongly recommended that a pre-defense meeting be held with all in attendance 2 or so weeks before the final dissertation defense.

**Final Oral Dissertation Defense**

The dissertation oral defense is a formal meeting during which the student is examined about the content and process of the dissertation and an agreement is reached that the student has successfully completed the research in accordance with the prior approved proposal. The examination is chaired by the Dissertation Committee Chair and conducted by the Dissertation Committee.

The final oral examination in defense of the dissertation is conducted and evaluated by the Dissertation Committee. One CON faculty member, appointed by the Dean of the College to serve on the Dissertation Committee, is responsible for assuring a fair and due process. This person is a voting member and participates fully in the defense with voice and vote. Other interested faculty members may attend the examination without vote. The dissertation and the student’s performance on the final oral examination must be approved by a positive vote by at least three–fourths of the voting examiners and with not more than one dissenting vote from among the Michigan State University regular faculty members of the Guidance Committee.

The final oral examination must be scheduled for a date not earlier than two weeks after the dissertation and abstract have been submitted to the Chairperson of the Dissertation Committee, other committee members, and appointed examiner.

The oral defense consists of two parts. The first is a presentation open to faculty and guests without a vote. The second is the defense (examination portion) with the dissertation committee only. The first 20-25 minutes of the defense includes the Dissertation Chair introducing the student and committee members and outlining the process for the defense. The student then gives a formal oral presentation of their work. PowerPoint or other visual aids may be used, as appropriate. There must be a period of open questions from the audience, either during the presentation or afterward, at the discretion of the student and major professor. The next one hour will be devoted to the committee’s questions for the student. The student may be asked to answer questions about and defend any aspect of the research, including the analysis, results, and discussion.

**Data Storage**

The data storage form and data must be brought to the PhD office before the final
certification for graduation will be made. (Please also refer to the section CON Data Archive Rules & Regulations).

**Grading**

Dissertations judged by the committee’s vote to be INCOMPLETE may not be considered final until after the committee accepts the dissertation. For dissertations judged incomplete, the chair of the Dissertation Committee appoints a revisions committee of one to three faculty members whose names must be entered upon the voting sheet. Usually, the major advisor of the dissertation is chair of the small group, and the other two should be the members of the examination committee who have made the most extensive objections to the text, as it stands. When the student has finished the major revisions, they must be submitted to each of the members of the Dissertation Committee and each must state, in writing, that the new document is satisfactory.

A grade of fail on the dissertation defense indicates that the candidate has not completed the research in a manner agreed upon in the proposal, does not have the knowledge sufficient to describe their research methods in a manner demonstrating depth of knowledge, or has violated the intellectual integrity policy. A grade of fail will result in the student having to begin again with a new proposal defense or being dismissed from the university, depending on the reason for the failing grade. This is expected to be a rare event, but those with questions are suggested to review the guidelines of the Graduate School [here](#).

The Committee then decides the student’s grade, signs the Report of Completion of Oral Dissertation Defense form ([found here](#)), and then invites the student back into the room to receive the Committee’s decision and feedback regarding editorial changes that may be needed.

The grade for the oral defense of dissertation may be pass, incomplete, or fail. At least three fourths of the committee must approve of the dissertation for a grade of pass. A Committee awarding a grade of pass may have recommended changes or corrections in the document, but those changes are deemed by the committee to be minor and able to be supervised by the Dissertation Chair.

A passing grade is a time for celebration. Planning of receptions following the defense is the responsibility of the Dissertation Committee.

**Completion of Program**

The revised dissertation needs to be brought to the PhD office for final approval prior to being taken to the Graduate School.

The student is responsible for making any changes that were recommended. The signed paperwork is to be submitted to the Director of the PhD. An official copy of the dissertation is submitted to the Graduate School, as per their guidelines ([found here](#)). Students are advised to have their dissertation reviewed by staff in the Graduate Office ahead of time to be sure it is in the correct format well ahead of the deadline for submission. A copy of the
completed dissertation is also submitted to all the committee members and one electronic copy to the PhD Program Office. The student is responsible for meeting all deadlines for graduation. Paper work for completion of the program will be issued when the electronic copy of the dissertation is received and all benchmarks of the program met including MSU’s data must be prepared and provided before certification for graduation will occur.

Approved, DPC 01/23/2003; Revised 02/25/2005, 07/16/2009, 08/01/2013

Traditional Dissertation Option
Dissertation Content Must Include:

- Introduction – includes contribution to science and gaps in knowledge
- Background and Significance (general impact and for nursing contribution to science)
- Conceptual Framework Chapter
- Literature Synthesis and Integration-gaps in the knowledge that guides this work should be clear (needs to be a synthesis)
- Methodology, in detail, to include all components outlined above in Research proposals
- Measures, human subjects protection, instruments, IRB application, and consent forms should be included
- Results & Interpretation
- Conclusions, Impact, Nursing Research Policy & Practice Implications – contributions to science

Dissertation chairs need to inform all committee members of policy and rubric to be used to judge quality of work.

Multiple Manuscript Dissertation Option

Multiple Manuscript Dissertation involves the production of multiple papers, ie., at least three separate publishable manuscripts which are the three center chapters of the dissertation. These three papers (chapters) follow chapter one entitled, “Introduction” that introduces the general theme and overview of the dissertation, and are followed by a chapter entitled, “Conclusion” that should integrate the major findings of the individual three chapters (manuscripts). As with the traditional dissertation plan, the doctoral student must propose this type of dissertation to her/his committee to ascertain whether the Dissertation Chair and committee members agree that this is a good approach for the student’s topic and research plan. The three publishable manuscripts need to be related (some relationship, e.g., a common theme, qualitative and quantitative reports from the same study, different sets of variables from the same study, the same general population group, etc.).

Each of the manuscripts stands on its own, thus producing three separate articles for the author. Each article can refer to the other as one would when publishing different works that refer to prior methods, findings, etc., but the articles are discrete and must each have their own abstract, literature review, methods section, findings, discussion, tables, figures, and references, as appropriate.
• One of the three manuscripts can be a concept analysis, a critical review of the literature (a systematic or integrative review) that is broader than the literature review provided for each research article, i.e., a state-of-the-science type of article.
• The remaining two articles (or in some instances, all three) must each report on the research conducted for the dissertation. They may be quantitative or qualitative in nature, or employ mixed methods.
• The student must specify which journal the manuscript (chapter) is being prepared for and include the journal’s guidelines for authors.
• The introductory chapter can be brief, but should provide an overview of the work to be presented.
• In addition, the dissertation must have an overall abstract.
• The concluding chapter can also be brief, however, it should provide a broader summary than is presented in each article, and discuss what has been learned as a result of this body of work, and what the implications are for nursing education, research, practice, and/or policy, as relevant. Finally, the overall contribution to science should be discussed.
• At least one of the manuscripts must have been submitted for publication at the time of defending the dissertation.
• If a chapter (paper) has already been published, the chapter must be introduced with the list of all authors, citation for the publication, and include a copy or notation of written permission from the publisher (who generally holds the copyright) to reprint the article.

PhD students may publish a piece of their dissertations with their chairs or other committee members. With committee approval, co-authored articles may be a part of the multiple manuscript dissertations if the doctoral student is first author and clearly took the lead on the article.

Manuscripts should be prepared for nursing and/or related peer-reviewed journals that are indexed. Selection should be with approval of the dissertation committee and suggestions include: Nursing Research; Research in Nursing and Health; Western Journal of Nursing Research; Advances in Nursing Science; Image: Journal of Nursing Scholarships; Oncology Nursing Forum, Biological Research for Nursing; Nursing Outlook; Journal of the Association of Nurses in AIDS Care; Journal of Family Nursing.

SAMPLE OUTLINE FOR A MULTIPLE MANUSCRIPT DISSERTATION
• Chapter 1: Introduction to the overall topic and theme of the dissertation, include a very brief discussion of the chapters that follow and how they relate to the topic and an overview of the approach to be used.
• Chapter 2: Paper #1 – can be a concept analysis, systematic review or integrated review paper of the overall topic area that includes:
  The literature review paper should follow the methods required in a systematic review, a meta-analysis or an integrative review. The search format to be used and approach should be described and follow a recommended format (e.g., Institute of Medicine, PRISMA, Cochrane) including question/s, protocol, search, data extraction, quality appraisal, analysis and results, interpretation.
• Chapter 3: Paper #2 – a research project/study reported/pilot work/focus group findings
  a. Introduction
  b. Background and significance
  c. Conceptual framework or model guiding the work
  d. Method, measures, human subject protection, consent, etc.
  e. Results and Interpretation
  f. Discussion conclusions and impact
• Chapter 4: Paper #3 – a research project/study reported/methods paper/ fidelity paper
  a. Introduction
  b. Background and significance
  c. Conceptual framework or model guiding the work
  d. Method, measures, human subject protection, consent, etc.
  e. Results and Interpretation
  f. Discussion conclusions and impact
• Chapter 5: Conclusions/summaries for the dissertation across all three papers

Approved, Major Professors 2/27/2015; Approved, GPC 4/3/2015
Flow Chart for Dissertation Completion

Discuss topic/chair with Major Professor

Consult with additional faculty about topic
Select Chair of Dissertation Committee
Select Committee Members with approval of Director of PhD Program
Develop proposal as determined by chair/committee
Policy & Rubric to Committee
Proposal Defense held; proposal approved at meeting
Submit to IRB, MSU and other settings
Carry out dissertation plan
After approval, conduct data collection and perform analysis; prepare final dissertation draft
Meet with committee 2-3 weeks prior to final defense
Develop final draft as determined by chair/dissertation committee
Final draft submitted to committee at least two weeks prior to defense
ORAL DEFENSE
Make final revisions based on defense and submit to chair/committee for approval
Submit copy to Director of PhD Program
Electronically submit approved dissertation to Graduate School
Submit CD & soft bound copy to Director or PhD Program; copy submitted to committee members (CD or Softbound)

Complete appointment of committee form and submit to PhD Program Secretary
Complete approval of dissertation proposal form, submit to director of PhD Program

Must have completed core courses and have permission of Guidance Committee and Director of PhD Program to register for NUR 999 credits.

All drafts must be received a minimum of 2 weeks prior.
Graduation Procedure

1) Student completes all coursework in program plan, including necessary transfer credits.
2) Student has completed all program benchmarks including providing MSU (via the PhD Office) with MSU Data according to guidelines.
3) Student successfully completes comprehensive exam. Student must be registered the semester in which the exam is taken.
4) Student submits the final draft of dissertation to each member of committee at least two weeks prior to oral defense.
5) Student fills out Announcement of Dissertation Defense form with appropriate signatures and submits to the College of Nursing Office of Student Support Services.
6) Student must adhere to the timelines in the University calendar:
   a. Formally apply for graduation through the Office of the Registrar.
   b. Final date for degree candidates to submit Graduation Information Sheets in order for his/her name to appear in Commencement Program.
   c. Deadline for final written examinations.
   d. Final date for submitting graduate dissertation to the Dean of Graduate School, if applicable.
7) Student must contact the Office of Student Support Services at least two (2) months prior to commencement if they plan to graduate or participate in graduation exercises.
8) The Director of the PhD Program must receive the Report of Oral Dissertation Defense for the Doctor of Philosophy Degree form from the dissertation chairperson immediately following the oral defense (signed by the entire committee and marked “pass/fail”).
9) Upon submission of final copy to the Graduate School via ProQuest (http://grad.msu.edu/etd/), the student must turn in the Completion of Dissertation Requirements form to the Director of the PhD Program. This is to be signed by the chairperson and should be accompanied by the receipt from the Graduate School. Student must then submit the final CD and a softbound copy of the dissertation to the Office of Director of the PhD Program. (Dissertations submitted may be softbound copies.) After this final step is completed, the Director of the PhD Program will send the Certification Form to the University Degree and Certification Office after Data in the proper form is brought to the PhD Office.
10) Student receives formal Degree and copy of transcript from the Graduate School following completion of all requirements.
Degree Completion Flowchart

Responsibility of the Student
- Complete and submit application for Graduation
- Check deadline dates
- Completion of program requirements
- Submit thesis or dissertation to the Graduate School, by clicking here
- Student must review exit check list with advisor
- Student will complete data storage and bring data to PhD office
- Student will complete the Theses/Dissertation Approval form, by clicking here

Responsibility of the Graduate School
- Final acceptance of thesis or dissertation
- Submit title page to Office of the Registrar

Responsibility of the Department
- Submit final certification form to the Office of the Registrar certifying student to graduate

Office of the Registrar
- Verify approval of final certification form
- Issue diploma

DEGREE COMPLETED
Timelines for Coursework and Degree Requirements

- All comprehensive examinations must be passed within 5 years of when the student begins the first course in the PhD Program Plan that appears on the transcript.
- All remaining degree requirements must be passed within 8 years of the time the student begins the first course in the PhD Program Plan.
- Applications for extension of the 8 year period must be submitted by the Major Professor to the Director of the PhD Program, Dean of the College of Nursing, and Dean of The Graduate School for approval. A timeline with progress indicators and expected date of completion is to accompany the application for extension. See The Graduate School Guidelines concerning extensions.

Time Extensions for Coursework
If a student is unable to complete course requirements within the 5-year limit, the procedure is as follows:

1. Student submits request to Major Professor and requests meeting of guidance committee to explain rational for the request and specify courses in jeopardy.
2. Major Professor prepares memorandum to student with committee’s recommendations and sends to the Director of the PhD Program for approval/denial.
3. A copy of this action will be retained in the student’s folder.
4. Students are required to comply with the recommendation.

Time Extensions for Dissertation
The student who is unable to complete the dissertation within the 8-year limit may submit a written request for a time extension to the Major Professor. The request must include the time frame for completion of the dissertation that is approved by the dissertation committee. Application for extensions of the eight-year period of time toward degree must be submitted by the department/school for approval by the dean of the college and the Dean of the Graduate School. Upon approval of the extension, PhD comprehensive examinations must be passed again.

The student must schedule a meeting with the dissertation chairperson to discuss the request. The chairperson prepares a memorandum to the student with recommendation and sends it to the Director of the PhD Program for approval/denial. If the request is approved, the student will sign a contract that designates a deadline for completion of requirements. The contract will be retained in the student’s folder in the Office of Student Support Services.

Prior to the dissertation defense, an additional comprehensive examination, covering content from current program objectives and program course requirements may be required, and must be passed in order to validate the student’s current knowledge base. Retake of core courses may also be required.

Approved, PhD Committee 10/06/2000; Updated 05/04/2007
Policies and Procedures of the College
Computer Technology Requirements

Required Internet Connection
High speed Internet connection: DSL or Cable

System/Browser Compatibility

<table>
<thead>
<tr>
<th></th>
<th>Minimum Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Systems</strong></td>
<td>Windows 7, Windows 8, MAC OS X v10.6</td>
<td>Windows 7, MAC OS X v10.9</td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>Resolution of 1024 x 600</td>
<td>Resolution of 1024 x 768 or greater</td>
</tr>
<tr>
<td><strong>Internet Speed</strong></td>
<td>Cable modem, DSL</td>
<td>Cable modem, DSL</td>
</tr>
<tr>
<td><strong>Browser</strong></td>
<td>Mozilla FireFox, Internet Explorer, Safari</td>
<td>Mozilla FireFox</td>
</tr>
</tbody>
</table>

*NOTE: Students cannot rely on iPads, Chromebooks, or tablets as their primary computer.

Required Tools
Microsoft Office 2007 or greater or compatible word processing program—check with your instructor. (Mac compatible versions available.) The MSU Computer Store offers special pricing for hardware and software purchased by MSU students (click here). Adobe Reader for viewing PDF files with Windows. For a free software download, click here. Adobe (Macromedia) Flash Player for video and audio. For a free software download, click here. NOTE: Other tools (speakers and sound card) and plug-ins (Real Player, QuickTime, and Windows Media Player) are required in some courses—check with your instructor.

Recommended Peripherals
Web Cam for Web conferencing (not used in all courses)
Microphone and Speakers for Web conferencing (not used in all courses)
Anti-Virus/Anti-Spyware for security
Warranty Coverage for devices
USB Flash Drive for transferring data

For everything you need to know about computing at MSU, please click here. For technical assistance contact the 24/7 MSU Helpdesk at 517-355-2345 (or toll free at 1-800-500-1554)

Laptop Requirement

Nursing students admitted to undergraduate and graduate nursing programs at the MSU College of Nursing are required to have a laptop computer for all on-site classes. The laptop is the primary computer for all computerized classroom activities at the College. NOTE: the screen size must be large enough so images/pictures can be easily viewed (i.e., no Smartphone, i-Pad, or iPod) and screen size must be small enough to avoid crowding table space in the classroom. In addition, students’ laptops must be capable of operating in class without dependence on a power cord or Ethernet cable. Students will be responsible for having a sufficiently charged laptop battery and a working wireless card for assigned classroom activities. Additional online testing software may be required.
Learning Technologies

MSU’s College of Nursing uses a variety of technologies to enhance and support student learning and assessment activities. Whether your class is in a physical space, online or both, you can access readings, PowerPoint presentations, discussions, quizzes and exams through the internet. NOTE: A high speed internet is required, as well as certain hardware and software specifications.

Learning Management Systems (Desire2Learn - D2L)
CON courses will utilize a D2L course space. You access online course spaces via the internet. A MSU NetID and password are required to log in. Some common online course space tools include:

1. Discussion Forums—Instructors often post discussion scenarios for students. Much like you share verbal information in a classroom discussion, you share written information in a discussion forum by writing your thoughts and posting them to a discussion thread for all students to read and respond.
2. Drop Box—Many times assignments are submitted electronically using a drop box tool. Most file types, such as Microsoft Office, Macintosh, and graphics files are supported.
3. Quizzes and Exams—Whether a class is in-person or online, quizzes and exams are usually given electronically; either with ExamSoft software or placed in the online course site for you to complete on your own or in a CON computer lab.

Other Technologies

Besides having access to the online course site, course activities require special helper software called plug-ins. These include:

- Adobe Flash Player plug-in to listen to a class lecture and view the accompanying PowerPoint slides
- Multimedia plug-in (Adobe Flash Player, RealPlayer, Windows Media Player, QuickTime, etc. depending on the video file type—check with your instructor) to view videos online
- Adobe Acrobat Reader plug-in to view special files, such as PDF documents

Sources of Help

D2L HELP documents—this source provides detailed instructions for using D2L tools, diagnosing your computer and obtaining plug-ins. To utilize this D2L help function, please click here.

For all questions related to D2L contact the MSU Helpdesk—this source is available 24 hours a day, seven days a week at 517-355-2345 (on campus X 5-2345) or toll free at 1-800-500-1554.
CON Data Archive Rules & Regulations

The University is accountable for the proper maintenance and availability of all primary research data created or collected by university personnel. University ‘personnel’ does not only include employees of the university, but also all students who, as part of faculty supervised research (i.e., theses and dissertations), gather and analyze research data. Sponsors of university research, federal and state oversight agencies, or journals and other colleagues in the field may need or be legally entitled to review primary research data well after publication or dissemination of results.

At Michigan State University, research data are normally retained in the unit where they are produced, e.g., departments and colleges. Research records must be retained on the Michigan State University campus or in facilities under the auspices of Michigan State University unless the Vice President for Research and Graduate Studies grants specific permission to do otherwise. In order to comply with these efforts, the CON has set up a data warehouse, which is to retain all primary research data collected by CON-affiliated researchers. This includes (a) all primary research data from projects of funded grants for which a CON member is the PI; (b) all primary research data collected as part of an unfunded project, e.g., a dissertation, thesis or unfunded faculty research for which a CON member is the PI or supervising faculty. (Note: for dissertation or thesis data, the major professor/supervising faculty is the PI of the project.)

Following NIH rules, Michigan State University requires that research data must be archived for not less than three years after the submission of the final project report or publication, whichever occurs last, with original data retained wherever possible. Personal identifiers must be destroyed. This should include prudent provision of off-site back up of electronic and hard-copy data. In addition, any of the following circumstances may justify longer periods of retention:

- Data must be kept for as long as may be necessary to protect any intellectual property resulting from the work
- If any charges regarding the research arise, such as allegations of misconduct in research or financial conflict of interest, data must be retained until such charges are fully resolved
- If a student is involved, data must be retained at least until the degree is awarded or it is clear that the student has abandoned the work.

Information to be Housed in the CON Data Archive

In addition to fulfilling the legal minimum requirements for sound data archives, the purpose of the CON Data Archive is to house data sets that can be used by new investigators for secondary analysis. This necessitates certain standards of documentation that all archived data sets should follow. The primary data should be accompanied by:

- Analytic Guidelines, which provide the following information:
  - An outline of the original study’s aim and research hypothesis (can be taken from the original proposal);
• A short description of all data files and data sources containing data collected in the study, e.g., numerically coded information for statistical analysis purposes, audio and video files, biological specimen and results from laboratory tests, etc.

• Information on original target population, recruitment strategies and study sample, including, if applicable the sampling design (e.g., convenience, purposive or probability sampling) and the units of analysis (e.g., individuals, households, care organizations, etc.)

• A short description of the research design (e.g., cross-sectional, longitudinal, experimental/intervention, observational, focus groups, qualitative interviews, etc.)

b. A codebook for numerical files listing all variables and pertinent value labels; if already established, transcriptions of audio and video files; a codebook and documentation for numerical files containing laboratory results other physiological data, and a copy of all the instruments that are included.

c. Primary data files containing numerical information from interview data, laboratory tests, biometrics, etc. as well as transcriptions of qualitative interviews or observational notes; all of these files must be de-identified, containing no information about study subjects that would allow a new investigator to obtain the identities of study subjects involved. Given that it is impossible to guarantee confidentiality of original video- and audio-files, they should generally not be kept past the time, when they are essential for the research, i.e., they should be kept only as long as it takes to review, interpret and code these files. In most cases, this means that the CON will not house video and audio files of faculty research, but only the codes and transcriptions from these types of files. The exception would be video and audio files generated during a dissertation project: these must be archived with the CON as soon as they are generated, and must be labeled with a de-identified study code. Before submitting data to the CON archive, researchers should inquire about acceptable software formats, e.g. SPSS, STATA, SAS, EXCEL, for numerical data or NUDIST, ATLAS for qualitative data. (Note: primary data include the information as originally collected and coded, before any data/variable transformations have been undertaken and before missing value algorithms have been applied).

d. If applicable, the data should include analytical files, which include imputed missing values, transformed and newly created variables on the basis of primary data. Analytical files must be accompanied by the commands that incorporate the data transformations (recoding, scale computations, missing value imputations, etc.)

e. List of references to publications, which are based on the data in the archive.

Rules of Engagement

Faculty Data: Studies of CON faculty PIs would typically be housed in the CON warehouse shortly after the end of the funding period and must meet all the storage requirements of the funding agency. Individual faculty retain the right to determine, if they want to make their data available to secondary analysts and may devise an appropriate application process for data requests that meets MSU IRB requirements.
Student Data: Research data collected by students must always be accessible to the major professor and appropriate members of the thesis/dissertation committee, in addition to the student him- or herself. If student-collected data are obtained exclusively under the auspices of the CON, the supervising major professor or thesis/dissertation committee must devise a policy specifying regular periods of data back-up, as appropriate during the data collection phase of the study. Since student data are intermittently archived as data collection proceeds, the supervising major professor or thesis/dissertation committee must specify, how often these data updates occur, must insure that only de-identified data are stored on the CON share drive for student projects, and must retain a key (to be kept in a secure CON location, but not the CON share drive) that allows for identifying study subjects as long as the data collection process is ongoing. Student data of completed studies follow the same archiving rules as those for faculty data, except that it is the major professor, who must give consent before archived student data are made available to new investigators, which can only occur after the completion of all data collection. If student-collected data are housed in an off-campus organization (e.g., hospital, nursing home, public health agency, etc.), the student, in conjunction with the major professor, must make arrangements with the relevant agency about transferring copies of the data to the designated drive on a CON server after the data collection is complete. Appropriate forms will be developed.

Consent Form Paragraph
All studies conducted under the auspices of the Michigan State University College of Nursing need to contain the following passage (with appropriate modifications for the individual study):

Sample of Section on Data Use to be included in future Consent Forms (please note that the italic text below should be modified to reflect the data collection process in your specific study)

Research records will be kept confidential to the extent provided by law. If the results of this study are used for publication in scientific journals, presentations at meetings or for educational purposes, your identity will not be released. The (Grant Agency: fill in names), the Institutional Review Board (IRB) at Michigan State University (and other institutions and agencies, if applicable) have the ability to review and audit the research records for as long as they are stored.

Every effort will be made to maintain the confidentiality of the study data. Your records will be kept securely at the Michigan State University College of Nursing (and/or other institutions or agencies as provided by the grant) for the entirety of the study and for a minimum of 3 years after the study has concluded. Study records are generally kept in computerized form using only a study number rather than your name or other identifying information. These records are password protected and follow generally accepted state-of-the-art safety procedures for electronic records. During the data collection phase, paper records linking study data to your name and identifying information are kept in a locked cabinet in a secure room at Michigan State University for the duration of the study. These
paper records will be destroyed at the end of the study or as soon as the Institutional Review Board permits.

Data generated from this study may be kept for future researchers, who may want to perform additional analyses. Future researchers engaging in such “secondary data analysis” will never have access to any identifying information about the study subjects and will only receive electronic data copies in de-identified formats.

**Intellectual Integrity Policies**

Students engaged in scholarly activities (e.g. dissertation, scholarly projects) should follow the guidelines of scholarly writing as outlined in the Publication Manual of the American Psychological Association (most recent edition). Ethical principles ensure the accuracy of scientific and scholarly knowledge and protect intellectual rights. Principles include reporting of results, plagiarism, publication credit, sharing data, and copyright.

The number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. Consider including, as part of the orientation materials or graduate program handbook, information on “Ithenticate”, the anti-plagiarism software that is available on Desire 2 Learn (located [here](#)) as part of the “Turn-It-In” package. Ithenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them. For more information, please click [here](#).

Research Misconduct and Questionable Research Practices within the college are defined consistently with the Interim University Document on Intellectual Integrity approved by the President of Michigan State University on August 5, 1994, and revised June 29, 1995, and include:

Research Misconduct – Misconduct in scientific or scholarly activities means fabrication (e.g., making up data or results), falsification (e.g., changing data or results), plagiarism (e.g., using the ideas or words of another person without giving appropriate credit), or other practices that seriously deviate from those that are commonly accepted within the scientific community proposing, conducting, or reporting research (see below). It does not include honest error or honest differences in interpretations or judgments of data or results.

Serious deviations from accepted practice involve intent and consist of:

1. Intentionally misrepresenting data that might lead to serious error in practice or other critical applications.
2. Intentionally destroying or altering (raw or analyzed) data or results of a research project.
3. Intentionally sequestering or otherwise preventing access to data by other qualified members or a research project team.
4. Intentional abuse of confidentiality (e.g., unauthorized dissemination of ideas or data gained from access to privileged information, for example, in the review of manuscripts or proposals).
5. Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who had acted in good faith.

Questionable Research Practices – Actions that violate traditional values of the research enterprise and that may prove detrimental to the research process.

Examples of questionable research practices include:
1. Failing to keep adequate research records, especially for results that are published and/or are relied upon by others.
2. Failing to retain significant research data or results for a reasonable period.
3. Refusing to give peers (who are not of the project team) reasonable access to unique research materials or data that support published papers.

Michigan State University’s policy on Integrity of Scholarships and Grades addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct. For more information related to MSU’s Integrity of Scholarships and Grades policy, please click here. For information related to Michigan State University’s Guidelines on Authorship, please click here.

Code of Professional Standards
All graduate students at Michigan State University should be fully familiar with the Graduate Student Rights and Responsibilities Articles (published by the Graduate School; located here); University guidelines for ethical research (published by the University Committee on Research Involving Human Subjects [IRB]; located here); The MSU Guidelines for Integrity in Research and Creative Activities (located here) and specific principles for informal conflict management, in the Graduate Student Resource Guide (published by the Graduate School; located here).

The Graduate Student Rights and Responsibilities (GSRR) Articles address professional standards for graduate students as follows: “Each department/school and college shall communicate to graduate students, at the time of their first enrollment in a degree program or course in the unit, any specific codes of professional and academic standards covering the conduct expected of them.” (Article 2.4.7). “The graduate student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards” (Article 2.3.8).

In addition to meeting academic standards included in the Academic Progression Guidelines, students and faculty teaching in the PhD Program in Nursing have shared responsibility for adherence to the following professional standards:
1. Integrity in interpersonal relations and communication with faculty, peers, research participants, and other personnel/staff who are interacted with during activities in the graduate student role;
2. Responsible fulfillment of all academic obligations, including ethical conduct in the research setting; and,
Honesty and integrity in all academic and professional conduct. These standards of professional conduct are central to the PhD Program in Nursing. Satisfactory academic progress includes adherence to these professional standards.

Professional expectations are rooted in the maintenance of high quality working relationships with faculty, peers, research participants, staff, and all others with whom the graduate student interacts. Aspects of high quality working relationships that are addressed in the GSSR as shared faculty-student responsibilities include: mutual respect, understanding, and dedication to the education process (2.1.2); maintenance of a collegial atmosphere (2.3.7); and, mutual trust and civility (2.3.1.2).

Effective conflict management/negotiation skills are essential for navigating the graduate school experience and maintaining high quality working relationships. Specific principles for conflict management/negotiation are addressed in the Graduate Student Resource Guide. PhD students are responsible for making concerted good faith efforts to resolve conflicts with others in a constructive and informal fashion, prior to proceeding to formal conflict resolution options, as consistent with the GSRR statement on informal conflict resolution (Article 5.3.2). PhD students who have specific questions or concerns about professional standards or conflict resolution issues should consult with their Major Professor, the Director of the PhD Program, and/or the University Ombudsman for guidance, as appropriate.

**College Of Nursing Technical Standard**

It is inherent that a candidate for a nursing degree possesses certain abilities and skills. The technical standards set forth below establish the essential qualities that are considered necessary for students at the Michigan State University College of Nursing (CON) to achieve the knowledge, skills, and levels of competency necessary for both nursing education and practice. Reasonable technical accommodation can be made in certain areas. However, the student must be able to perform in a reasonably independent manner with such accommodation. The use of a trained intermediary is not acceptable in many clinical situations, as a student’s judgment is then mediated by someone else’s power of selection and observation.

1. **OBSERVATION SKILLS:**
   a. A student in CON must be able to accurately:
      i. Observe a patient, both at a distance and close at hand;
      ii. Acquire information from written documents;
      iii. Visualize information as presented in images from paper, films, slides, or video;
      iv. Interpret graphic images as well as digital or analog representations of physiologic phenomenon.

Such observation and information acquisition requires the functional use of visual, auditory, and somatic senses, enhanced by the functional use of other sensory modalities. In any case where a nursing student’s ability to observe or acquire information through these sensory modalities is compromised, the student must
demonstrate alternative means and/or abilities to acquire the essential information conveyed in this fashion.

2. COMMUNICATION SKILLS:
   a. A student in CON must be able to accurately:
      i. Communicate in English, both verbally and in written form;
      ii. Speak, hear, and observe patients by sight to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications;
      iii. Communicate effectively and sensitively with patients both orally and in writing;
      iv. Communicate effectively and efficiently, in oral and written form, with all members of the health care team.

Such communication requires the functional use of visual, auditory, and somatic senses, enhanced by the functional use of other sensory modalities. In any case where a nursing student’s ability to communicate through these sensory modalities is compromised, the student must demonstrate alternative means and/or abilities to meet communication standards.

3. MOTOR SKILLS:
   a. A student in CON must possess the motor skills to accurately:
      i. Perform palpation, percussion, auscultation, and other assessment techniques;
      ii. Perform clinical procedures;
      iii. Execute motor movements reasonably required to provide general and emergency care, such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and application of pressure to control bleeding.

Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

4. SOCIAL AND BEHAVIORAL ABILITIES:
   a. A student in CON must possess the coping skills and intellectual abilities to:
      i. Exercise sound clinical judgment;
      ii. Recognize knowledge and skill limitation and seek appropriate guidance;
      iii. Complete all assigned responsibilities for the care of patients in a timely fashion;
      iv. Develop mature and effective relationships with patients, health team members, and faculty;
      v. Function effectively in stressful situations in the health care setting;
      vi. Maintain a physically and emotionally safe environment for patients;
      vii. Adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical setting;
      viii. Communicate with and care for, in a nonjudgmental way, all persons including those whose culture, spiritual beliefs, race, ethnicity, socioeconomic status, gender, gender-identity, sexual orientation, and/or age are different from their own.

5. INTELLECTUAL-CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE ABILITIES:
a. A student in CON must be able to solve problems. Effective problem solving, a critical skill demanded of nurses, requires all of the abilities above. In addition to the above, a nursing student must be able to:
   i. Remain awake and alert while in clinical assignments;
   ii. Perform these problem-solving skills in a timely fashion;
   iii. Measure, calculate, analyze, integrate, and synthesize data from clinical and other sources;
   iv. Integrate didactic knowledge into clinical practice to analyze data, determine outcomes for care and provided interventions, and timely assessment of the effectiveness of those interventions.

Adapted from College of Human Medicine Technical Standards 4-2009; Reviewed by the Office of the General Counsel 4-2009

Writing Standards for the College of Nursing

The College of Nursing requires that students refer to a style manual when writing required papers and bibliographies. The reference format adopted by the College of Nursing is Publication of the American Psychological Association (most recent edition). Any student who has difficulty with the process of writing a paper should contact his/her course instructor or the major professor for assistance. Assistance is also available at the Writing Center, 300 Bessey Hall. The University Writing Center is an important resource for all students.

Health and Immunization Policy

In order to help you protect yourselves and to protect, as much as possible, the patients you will be serving, students are required to provide documentation of vaccinations or immunity to various infectious agents. College of Nursing students are required to supply some health maintenance information prior to enrollment in the program and keep health maintenance records current until graduation from Michigan State University, College of Nursing.

Compliance

The following requirements and procedures apply to current students and those admitted to start Fall 2015. New requirements from the University Physician for January 2016 are pending. All College of Nursing students must submit and comply with Centers for Disease Control and Prevention Guidelines for Health-care workers and meet the College of Nursing Compliance requirements found here. Student compliance is monitored and maintained in a joint effort between the Office of the University Physician and the College of Nursing Office of Student Support Services. All medical documentation related to immunizations must be submitted directly to the University Physician. All remaining documentation is submitted to the CON OSSS. Contact Information: HCP Student Immunizations, Office of the University Physician, Olin Health Center, 463 East Circle Drove, Room 346, East Lansing, MI 48824-1037
Titer/Immunization Information
For students who are unable to provide proof of immunity, the Olin Health Center will offer an inexpensive 5-titer draw. The titer includes measles, mumps, rubella, varicella and hepatitis B for $34.00. Titers are not required for students who have proof of all required immunizations. The Medical/Nursing Immune Status is available on campus at Olin Health Center’s Allergy and Immunization Clinic by appointments (517)353-4660, Monday through Friday from 9am to 4:30pm or by appointment through MSU Occupational Health (517) 353-9137.

For those unable to complete all three of the Hepatitis B vaccine doses and titer prior to enrollment in the program, there will be an opportunity to receive vaccine and/or titer during the Fall semester at Michigan State University. We encourage you to begin the Hepatitis B series as soon as possible. There will also be an opportunity to receive TB monitoring (either TB test or symptom monitor) and the Nursing Immune Status during the Fall Semester. The cost of all immunizations, titers and TB monitoring are the responsibility of the student.

In cases where vaccines are medically contraindicated a student must submit documentation to the University Physicians Office for review. Students should be aware that medical institutions (hospitals and medical clinics) retain the right to deny patient contact with students who have refused immunization.

HIPAA (Health Insurance Portability and Accountability Act)
HIPAA privacy rules became effective in April, 2003. MSU is considered a covered entity and as such, all individuals who work in health care professions and individuals with access to protected health information (medical records, patient data, etc.), including health professions students, are required to receive training. HIPAA training may also be required at each healthcare system. The Office of Student Support Services will update the student’s Compliance record as evidence that the training has been completed.

Providing Evidence of Compliance
Students should download and print a copy of their individual Immunization and CON Compliance information (located here) as evidence that they have completed the Immunization Record and other Compliance requirements. This evidence must be presented to the faculty member at the first on campus course in the semester in which they are admitted. Enrollment is contingent upon successful completion of these requirements.

Responsible and Ethical Conduct of Research (RCR) Training
The MSU College of Nursing aims to foster a scholarly environment that promotes responsible and ethical research conduct. MSU CON will not tolerate research misconduct;
and deals promptly with allegations or evidence of possible research misconduct. All PhD students will complete training through a carefully monitored curriculum appropriate for their program. Required training is provided across 9 broad topic areas as illustrated below. Additional training in each topic area is available through CON research seminars, presentations, visiting scholar presentations or meetings, practicum, independent study courses and Graduate School training opportunities. Please find a complete schedule of seminars and directions for how to register, by clicking here.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Total per Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Integrity and Research Misconduct</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Authorship and Publication</td>
<td>5 hrs</td>
</tr>
<tr>
<td>Collaborative Research</td>
<td>2 hrs</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>75 hrs</td>
</tr>
<tr>
<td>Responsible Management of Research Data</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Mentor/Trainee Relationships</td>
<td>2 hrs</td>
</tr>
<tr>
<td>Peer Review</td>
<td>2 hrs</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>1.25 hrs</td>
</tr>
<tr>
<td>Protection of Human Subjects</td>
<td>5.5 hrs</td>
</tr>
<tr>
<td>Protection of Intellectual Property</td>
<td>25 hrs</td>
</tr>
<tr>
<td>Use of Animals in Research</td>
<td>0 hrs</td>
</tr>
<tr>
<td><strong>Total per year</strong></td>
<td>24.75 hrs</td>
</tr>
</tbody>
</table>

**Summary**

Light yellow shaded courses indicate that there is currently no RCR content in the course.

Content not covered in coursework: Use of animals

PhD students also obtain RCR content through the IRB Office Human Subjects training module, the HIPAA training module, and by attending the Graduate College Responsible Conduct of Research Seminar series. Therefore, prior to comprehensive exams, our PhD students obtain interactive content on the responsible conduct of research well in excess of the policy requirements. Following comprehensive exams, students will be advised to meet the annual 3 hour requirement through the following methods: human subjects training recertification, qualifying CON research seminars, and by independent study of the MSU Research Integrity Council training modules (note: an assessment/certificate is not yet issued). Students are responsible for tracking and reporting their completion of content to the Doctoral Program Office.

Five hours training must be completed within the first year of appointment to graduate study followed by three hours of training in each subsequent year. Training completion is tracked through the online RTTS (Research Training Tracking System). (Note: Students will be required to set up a new record in the RTTS system each academic year.)

To access the RTTS system:

1. Click [here](#)
2. Logon using your MSUNetID.
3. Select “Create/Edit Trainee Account”
4. Select College of Nursing from the list to create your account. (Note: A new account will need to be created for each academic year.)
5. Select Trainee Type = Graduate Student
6. Select Trainee Primary Department = PhD Program
7. Enter your Major Professor’s MSUNetID

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8. Click Save
9. On the Add/Edit page, select “Add course from primary department”
10. Select training from the training description drop down list, enter # of hours if prompted, and enter the date training was completed.
11. Click Save
12. If applicable, complete steps 9 – 11 to add each additional training that has been completed.

Evidence of the successful completion of training must be submitted by the student to the PhD program secretary. Prior to the student’s annual review in April, the PhD program secretary will print a list of completed training from the RTTS and verify that evidence is on file in the program office to confirm completion. Evidence of completion will be determined as follows:

- NUR Course Completion (excluding NUR940/NUR990) = a course grade of 3.0 or higher
- NUR940 or NUR990 = an outcomes report indicating hours expended by RCR topic area and a course grade of 3.0 or higher. (Note: Not all NUR940 and NUR990 experiences will apply for credit. Eligibility will vary depending on the experience and course goals.)
- Research Seminars/Presentations/Scholars Presentations = signature on the attendance sheet (Note: Not all Research Seminars/Presentations/Visiting Scholars activities are eligible for RCR training. Check the Program Schedule to determine which offerings are designated for RCR training.)
- Human Subjects, HIPAA, or Grad School Training = a copy of your certificate

Student training will be reported to the Graduate school by the PhD program secretary through the Grad Info system. Students who fail to demonstrate successful completion of annual training requirements are considered in academic jeopardy. The CON Graduate Program Committee will review and evaluate opportunities for Responsible Conduct of Research training on an annual basis.

Additional Responsible Conduct of Research training:

- NUR 990 Independent Study may be eligible for a variable number of hours depending on the experience and goals (talk with your major professor).
- Graduate School Responsible Conduct of Research Workshop Series (located here) If a student is unable to attend these sessions, arrangements MUST be made. Options include viewing the session on Camtasia for credit or finding some form of replacement. This must be approved prior to participation and method of verification determined.
- Nursing Research Center (NRC) research presentations, seminars and visiting scholar presentations

**IRB Compliance and Monitoring**

For student research, the major professor will assume responsibility for evaluation of whether IRB approval is required and for ensuring that IRB approval is received when necessary prior to initiation of work.

1. IRB approval may be required for student work if:
a. The student is joining an existing faculty project as key personnel (IRB approval is NOT required if the student will be joining the research team in a non-key personnel role and completing work described in the existing project IRB application.)

b. The student is contributing to a faculty member’s existing research project by collecting and/or analyzing data to answer a new research question.

c. The student is collecting and/or analyzing data to answer a student initiated research question not associated with an existing research project.

Note: Research with de-identified human subject data may be exempt from IRB approval. An initial application must be prepared and submitted for the IRB prior to initiation of work or receipt of data in order for the IRB to make a determination concerning exemption.

2. Appropriate IRB applications will be completed and submitted for each scenario presented above as follows:

   a. Principal Investigator of existing research project will prepare and submit an IRB revision application to add the student to their research team. (Note: An IRB revision application must be submitted to remove student from research team when student graduates.)

   b. Principal Investigator of an existing research project may:

      i. Prepare and submit an IRB revision application adding the student’s work to their existing IRB. (Note: If the PI adds the student work to their existing research project, the PI must report on the student’s work in all renewal applications and submit consent forms for the student work, if applicable, with each renewal application. The PI will be responsible for submission of all revision applications, if needed. When the student work is completed and active IRB approval is no longer required by the University HRPP, the PI must submit a revision to remove the student from their existing research project IRB and provide a final progress report on the student’s work.

      ii. Ask that the student prepare an IRB initial application to cover the student’s work. Either the PI or the Major Professor may serve as the Responsible Project Investigator on the student’s study. The student will serve as a Secondary Investigator. (Note: The Responsible Project Investigator is responsible to ensure that IRB renewals, revisions and closures are submitted per University HRPP requirements.)

   c. The student will prepare an IRB initial application for approval and submission by the faculty responsible for supervising the student’s work. (Note: All student research must be submitted by a faculty member listing the faculty member as the Responsible Project Investigator and the student as the Secondary Investigator.)

3. The student and/or Major Professor will submit a copy of the IRB application (new or revised) covering the student’s work and the associated IRB approval letter to the PhD Program Secretary. (Note: If the student or student work is being added to an existing project, the PhD Program Secretary does not need the IRB application and
approval letter for the existing study. Only the IRB revision application and IRB approval letter for the student’s work is needed.

4. The following documentation will be required by the PhD Program Secretary.
   a. Student added to an existing project as key personnel – a current IRB approval letter to add the student is required (an approval letter to remove the student at the end of the work is also required).
   b. Students contributing to a faculty member’s existing research project - a copy of the IRB revision application (or new application) to add the student’s work and a copy of the revision (or new) IRB approval letter is required (an approval to remove the student at the end of the work (or close the project) will also be required).
   c. Student research not associated with an existing research project – a copy of the IRB renewal application and current IRB approval letter is required (a copy of the IRB closure application and closure approval letter will also be required).

5. The PhD Program Secretary will maintain a database to monitor and manage IRB approvals, renewals and closures as well as exempt determinations.

6. The PhD Program Secretary will follow up with student approximately 1 month prior to the IRB expiration date to remind student that evidence of IRB renewal or closure will be required or their research must stop on the IRB expiration date.

**Student Parking Policy**

Students may register their vehicle and obtain a commuter lot parking permit application from the Department of Police and Public Safety. For more information, please click [here](#).

**Inclement Weather Policy**

In the event of inclement weather, the Vice President for Finance and Operations is designated as the official spokesperson for severe weather procedures and will make decisions and give out information as needed. Notification may be provided in one or more of the following formats:

1. Emergency Text Messaging Notification - (a voluntary opt in program for text messaging) To register, please click [here](#).
2. Public Broadcast services
3. Reverse 911 - (allows the university to call into phones numbers within the university to provide emergency alert and safety information, including instructions to stay in place.)
4. The MSU Homepage
5. Building Emergency Action Teams via pager - These trained personnel advise and assist the university community in emergency situations.

**PhD Program Policy**

The PhD Program follows directions given by the University and College. If there are no directions from the College, then the Director of the PhD program makes a decision by 6:30am - 7:00 am each day of bad weather. The PhD Program follows the weather at MSU, not in the home city of the student. The Director will contact the professors responsible for
class and the teaching faculty will be responsible to contact the students. If classes are held
the student is responsible for the content of that class. If the class is cancelled, then the
faculty is responsible to make up that content or ensure that it is covered, unless the
university is closed. Class may be conducted by phone, Adobe connect or a means chosen
by the faculty, in a circumstance where an individual student could not on one day get to
campus. This is not to be used for students as a regular option. Neither individual faculty
nor students make the decision about cancelling class. This is done centrally by College of
Nursing administration.

**PhD Student Travel Guidelines**

PhD student travel in support of the education, research missions of the College is
reimbursed consistent with University travel policies and according to the CON guidelines.
College funds are available when a paper or poster is accepted or travel necessary to meet a
CON request. Professional travel is a component of student development and, as such, is the
joint responsibility of faculty and the College. PhD student travel is supported only when in
connection with a PhD program activity. Professional travel on behalf of the university
requires the use of the “Pre-Trip Authorization” form, located here.

1. External Funding: Students traveling for a University or College of Nursing project
   that is supported by monies other than the CON general fund are reimbursed only if
   the project budget allows support for such travel.
2. Professional Meetings:
   a. Funding requests will be considered for presentations at professional
      meetings occurring at regional, national, or international research,
      educational or practice conferences that support College of Nursing strategic
      priorities. Because travel funds are limited, requests will be prioritized
      according to the type of student presentation with highest priority given to
      paper presentations followed by poster presentations. Travel reimbursement
      will be limited to the lowest cost carrier and lodging for the approved
      itinerary. Students will be personally responsible for the payment of
      registration fees, meals and other travel costs such as tips, ground
      transportation, and baggage fees in excess of one bag.
   i. Students are expected to request funds at the time materials (such
      as an abstract or other supporting material) are submitted for
      conference participation. (Please refer to the Presenting Posters and
      Podium Papers portion of the handbook). Students should also
      request travel funds from the Graduate School. For information
      regarding travel funds from the Graduate School, please click here.
      Travel authorization must be completed, submitted to the Director
      of the PhD Program and approved prior to conference registration.
      When conferences are offered at multiple sites, the student is
      expected to attend the most cost-effective alternative unless
      negotiated otherwise.
   ii. Students are encouraged to inquire about direct bill airfare services
      that are available, if airfare funding is approved. Please ask the PhD
      Program Secretary for more details.
iii. If travel is to take place during other activities (i.e., class time, research, presentations/seminars, etc.), the student is responsible for informing appropriate faculty of absence in writing. The student is also responsible for making up any missed assignments/classwork in advance of travel.

iv. When possible, requests for travel should be submitted 4-6 weeks in advance of the travel.

v. Approval for travel must be obtained in advance of travel. No exceptions.

3. Deadlines for Reimbursement: To be reimbursed for travel, all receipts must be submitted to the PhD Program Secretary within two weeks of returning from conference/function.

Graduate students traveling internationally for MSU-related work (research data collection, international professional conferences, courses, or other academic business, are strongly encouraged to sign up using the International Travelers Database (even if they are not being reimbursed for travel). This is the best way for MSU to stay in touch with our students if there is an emergency. For more information, please click [here](#).

### Travel & VISA Guidelines

International students holding an F-1 or J-1 VISA have many things to consider prior to traveling. Please consult with an advisor in the Office for International Students & Scholars (OISS) for assistance and the OISS website at oiss.isp.msu.edu. International students must also inform their major professor and Director of the PhD Program.

### Absence from the University

Students are expected to attend all class sessions for which they are registered. Certain situations do arise which require a student to miss class(es).

**Absence Due to Illness or Emergency**

All efforts should be made to notify faculty in advance of missing a class. In the event of an absence due to illness or emergency extending longer than two days, students are required to contact the PhD Program Secretary at 517-432-3872 and notify their major professor and faculty teaching courses.

**Absence Due to Curricular or Co-Curricular Activity**

Participation in events, such as professional conferences, is common. When these events conflict with College of Nursing responsibilities (such as, but not limited to class), notification to course faculty and Program Director is required. Students are expected to complete, the Pre-Trip Authorization. The completed form should be submitted to the PhD Program Secretary for the PhD Program Director's signature. While this process if not necessarily one of requesting permission, if the faculty member deems that the absences will interfere with the student’s ability to successfully complete the objectives of the course, the student may be asked to reduce the number of absences or consider a withdrawal from the course. If a student is a TA, RA, or hired by the College, the general
absence from the University and the general absence from the college forms need to be signed and submitted.

Impaired Student Nurse Policy

1. POLICY
   The purpose of this policy is to confirm that possessing or being under the influence of alcohol or illegal substances while engaged in clinical activities is strictly prohibited. This policy also provides guidance for accessing resources to provide assistance with substance use problems.

2. FOUNDATIONAL DOCUMENTS
   a. Michigan State University Policy approved by the MSU board of Trustees 1990 retrieved from Spartan Life May 20, 2014
   b. Substance Abuse Statement of the American Association of Colleges of Nursing 1998 retrieved from the website on May 20, 2014

3. DEFINITIONS
   a. “Alcohol” means: beer, wine, and all forms of distilled liquor containing ethyl alcohol.
   b. “Clinical Activities” shall refer to those duties or activities required of Michigan State University (MSU) College of Nursing (CON) students, whether on the campus of Michigan State University or at an outside clinical agency, which involve direct patient care or interaction with a patient, clinical staff, or research subject for purposes of health care, or a CON academic program.
   c. “Drug” means any substance that has known mind or function-altering effects on a human subject (i.e. psychoactive substances), including, but not limited to, substances controlled by State or Federal laws.
   d. “Drug Paraphernalia” means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling, or otherwise, introducing a drug into the human body. This includes, but is not limited to, all equipment, products, and materials prohibited or controlled by State or Federal laws, and this excludes equipment being used to complete assigned clinical activities.
   e. “Student” is an undergraduate or graduate student enrolled in the CON.
   f. “Supervisor” is the person assigned to oversee a student while engaged in performance of a clinical program and/or while engaged in clinical activities. This person may be a professor/instructor in the CON, or an employee of the facility at which a clinical experience takes place acting as the clinical preceptor/mentor.

4. DRUG AND ALCOHOL POSSESSION AND USE
a. Prohibitions. Except as provided in paragraph B below:
   i. No student engaged in clinical activities shall possess, use, consume,
      transport, promote, or sell alcohol, drugs, or drug paraphernalia at a
      clinical site or while engaged in clinical activities.
   ii. No student may report to a clinical site or engage in clinical activities
      while under the influence of or impaired by alcohol or drugs, to any
      degree. This is a zero tolerance policy.
   iii. This policy is not directly applicable to students who are in the
        traditional classroom/lecture situation; however, all students of the
        University are subject to the MSU Drug and Alcohol Policy.

b. Exceptions. The following circumstances constitute exceptions to this policy:
   i. Prescribed and over-the-counter drugs. The use or possession of
      prescribed or over-the-counter drugs and/or drug paraphernalia is
      not prohibited by this policy, if legally obtained, used for the purpose
      for which it was prescribed or manufactured, and if taken at the
      prescribed or authorized dosage; provided that use of the drug and/or
      drug paraphernalia does not interfere with the safe and efficient
      performance of the student’s clinical activities.
   ii. Distribution of legally ordered medications as a part of a clinical
       practice experience.

c. Students who participate in clinical activities at outside facilities may also be
   subject to the rules and regulations of the host facility. This may include drug
   and/or alcohol testing pursuant to host facility policies.

5. DRUG AND ALCOHOL TESTING PROCEDURES
   a. In order to assure compliance with the policy and as a condition of
      continuing to participate in clinical activities, students are required to
      cooperate with the procedures outlined herein, including drug and alcohol
      testing. Failure to cooperate with the procedures may result in termination of
      a student’s clinical activities, which will carry with it serious consequences
      for the student’s ability to complete the required objectives of his or her
      course of study in the CON.
   b. A student may be required to complete drug and/or alcohol testing if there is
      a finding of reasonable suspicion that the student has used drugs or alcohol
      while engaged in clinical activities. Reasonable suspicion shall be determined
      by the supervisor, based upon various factors, including but not limited to
      observation of signs or symptoms commonly associated with intoxication,
      such as: impaired mental ability, inability to maintain balance, odor of
      alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering,
      awkward movements or erratic behavior. In making a determination of
      reasonable suspicion, the supervisor may take into account observations of
      lay persons, other staff, or faculty of the CON and/or agency health care
      professionals.
   c. When finding of reasonable suspicion is made, the following steps will be
      implemented by the CON:
      i. The supervisor shall instruct the student to leave the clinical area and
         will address the student in private to discuss the behavior(s)
observed. The supervisor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use. The supervisor shall consult with the Associate Dean of Academic and Clinical Affairs (ADACA), and shall make a determination as to whether to refer the student for drug and alcohol testing.

ii. If the supervisor and/or ADACA decide to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. The CON will incur costs associated with the initial testing. A student who refuses to undergo testing shall be presumed to have violated this policy.

iii. Transportation to and from the location for testing will be arranged and paid for by the CON. The student will be accompanied by a CON representative at all times to the testing site.

iv. Tests shall be conducted pursuant to the testing protocols of the clinical agency or the Office of the University Physician and shall include collection of a urine sample. Samples shall be collected by the clinical agency or the designated screening clinic of the Office of the University Physician. Test results will be interpreted by the University Physician, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of drugs or alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken against the student. In the case of a positive test, the student shall be contacted by the University Physician, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the University Physician, he or she shall advise the ADACA of the CON of the testing results.

v. After testing is complete, the student will be counseled against driving. If the student is unable or unwilling to call a family member or friend to provide transportation home, transportation will be arranged and paid for by the CON.

vi. The supervisor will prepare a written report documenting the observed student behaviors on a college student occurrence form and submit same to the ADACA.

vii. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student drug and alcohol testing.

d. A student who has been sent for a drug and alcohol test shall be suspended from participation in clinical activities until the results are returned. Test results shall be provided by the University Physician to the ADACA. If the results are negative and the student also meets the technical standards for participation in clinical activity, the student shall be permitted to resume his or her regular clinical activities immediately with make-up time scheduled as needed to achieve course outcomes. If the test results are positive for the presence of drugs or alcohol, or if the student refuses to submit to testing, the following steps shall be followed.
i. A meeting will be held, within a reasonable period of time, with the student, the course faculty involved, and the program director to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all clinical programs, a failing grade for a given course, or dismissal from the CON.

ii. If the CON does not initiate dismissal proceedings, the student will be required to attend a substance abuse evaluation at the MSU Counseling Center or with a certified or licensed professional capable of providing this service. The student will sign a consent form to allow release of the evaluation results to be provided to the ADACA. The student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment will result in the student’s dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the student is fit to return to clinical activities, the student shall be permitted to resume full participation in the CON curriculum.

iii. Any student who holds an RN license and who has a positive drug screen confirmed must contact the Michigan Health Professional Recovery Program as part of the evaluation process. If the student is diagnosed with abuse of or dependence on a substance, the student must comply with a monitoring program. If a student who is a licensed nurse fails to participate in a MHPR program, the CON will notify the Board of Nursing.

iv. The College of Nursing will file a complaint with the student judicial process when a positive drug test result is received. The CON will be notified of the outcome of this process.

6. APPEALS
   a. Students disciplined as a result of this policy may use the student appeal process as outlined in the MSU College of Nursing Handbook and the MSU Student Rights and Responsibilities or Graduate Students Rights and Responsibilities document, as appropriate.

7. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES
   a. In order to apply for reinstatement to clinical activities after a suspension, a student must provide to the CON the findings, reports, and/or recommendations of any drug and alcohol counselors or health care providers related to the student’s violation of this policy and subsequent treatment. Relevant student judicial findings and sanctions must also be provided to the college.
   b. A student who has been removed from a clinical program for a violation of this policy shall be permitted to return to the clinical program upon fulfillment of the following conditions:
i. Expiration of any academic suspension or disciplinary suspension.

ii. Written documentation of successful completion of all recommended drug and alcohol services and compliance with any sanctions or requirements issued pursuant to the student judicial process.

iii. Agreement to voluntarily participate in random drug or alcohol screening for a designated period of time, the cost of which must be paid by the student.

c. A student’s return to any clinical experience will be contingent upon acceptance by the clinical partner/agency.

8. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS
   a. Students with drug or alcohol problems, whether or not engaged in clinical activities, are encouraged to voluntarily seek assistance through the MSU Counseling Center. Professors, instructors, and advisors in the CON will assist students with referrals, as requested.

   b. Any student in the College of Nursing who is convicted of a drug or alcohol related offense including Minor in Possession and DUI will report this occurrence to the ADACA within 7 days.

NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the College of Nursing, Office of the University Physician, Office of the Vice President for Student Affairs and Services, and University Risk Management.

Policies and Procedures of the University

Course Numbers

For information regarding the course numbering at Michigan State University, please click here.

Residency Requirement

For information regarding Michigan State University's residency requirement for doctoral students, please click here.

Incomplete and Deferred Grades

Students who are in satisfactory academic standing may be considered for Incomplete or Deferred grades for individual courses for which the student is achieving a passing grade but is unable, for reasons satisfactory to the course instructor, to complete all work for the course. For additional information about policies for Incomplete and Deferred grades, please click here.
Continuous Enrollment

Students are expected to maintain continuous enrollment in the PhD program. Students who are not enrolled in the University for 3 consecutive semesters including summer session must apply for readmission to the University before enrolling in courses. MSN prepared students must comply with University requirements of successfully completing comprehensive exams within five years of taking their first course in the program. All students must complete all program requirements within eight years of beginning the doctoral program.

Maximum Semester Enrollment

A student may not enroll for more than 20 credits without the recommendation of their advisor or Associate Dean. For more information regarding this policy, please click here.

Student Rights under the Family Educational Rights and Privacy ACT (FERPA)

For information regarding student rights under FERPA, please click here.

Protection of Human Subjects

Protection of Human Subjects and Materials of Human Origin
Federal and University regulations and policies require that all research involving human subjects or materials be reviewed and approved before initiation by the Institutional Review Board (IRB) to protect the rights and welfare of those human subjects.

Michigan State University’s IRBs are housed in the Office of Human Research Protection Programs. College of Nursing applications are submitted for review to the Biomedical and Health Institutional Review Board. Prescribed by the National Research Act of 1974 (PL 93-348) and endorsed by Academic Council, BIRB reviews applications for research involving human subjects in keeping with the U.S. Department of Health and Human Services (HHS) regulations for the Protection of Human Research Subjects (45 CFR 46, as amended) as codified and extended by the University’s formal Assurance to HHS: M-1239.

In addition, students must be familiar with the ethical principles outlined in the MSU Guidelines for Integrity in Research and Creative Activities The key principles include: 1) Honesty in proposing, performing and reporting research, 2) Recognition of prior work, 3) Confidentiality in peer review, 4) Disclosure of potential conflicts of interest, 5) compliance with institutional and sponsor requirements, 6) Protection of human subjects and humane care of animals in the conduct of research, 7) Collegiality in scholarly interactions and sharing of resources, and the 8) Adherence to fair and open relationships between senior scholars and their coworkers. For full text of these guidelines, please click here.
Ethical Principles for the Protection of Human Subjects
As set forth in its Assurance (section 1.1-1.4) IRB reviews applications for research on the basis of four Ethical Principles for the Protection of Human Subjects of Research:

1.1 Every person has the right to determine what shall be done to him or her, what activities he or she shall engage in, and what risks he or she will take. This requires that research on human subjects cannot be carried out without the subjects’ competent, voluntary, and informed consent.

1.2 No person should be placed at risk as a subject of research unless the risks are reasonable in relation to the anticipated benefits of the research.

1.3 The risks and burdens to subjects in research should not be unjustly distributed. The recruitment and selection of subjects should be reasonably related to the research and not impose inequitable risks and burdens on any segment of society.

1.4 Special consideration and protection should be given in research to persons who may lack full capacity to secure their own rights and interests, e.g. children, the mentally infirm, and those in involuntary custody.

Definitions
“Research” means “formal investigation designed to develop or contribute to generalizable knowledge.” “Human Subject” means “an individual about whom an investigator conducting research obtains: 1) data or materials (blood, tissue, etc.) through intervention or interaction with the person, or 2) identifiable information.” (Public officials, elected or in non-elected, in decision-making positions, are not considered human subjects under these regulations.)

Investigator’s Responsibility
It is the responsibility of the responsible project investigator to assure that all research involving human subjects is reviewed and approved by the IRB prior to initiation. If the investigator is uncertain whether a project requires IRB review, she or he should seek assistance from the chairperson of the IRB office. When review is required, the responsible project investigator should review the document, “IRB Information and Instructions for Applicants,” and then submit his or her project for review on an IRB application form. IRB instructions for applicants and application forms are available from the IRB Office and on their website.

Non-Compliance
Non-compliance means significant failure by an investigator to abide by the University and federal regulations protecting human subjects of research. Instances of non-compliance would include beginning research before securing the IRB approval, misuse or non-use of approved consent forms, failure to secure IRB approval before introducing changes in an on-going protocol, and continuing to gather data from subjects after the IRB approval expires. Regardless of investigator intent, unapproved research involving human subjects places those subjects at an unacceptable risk. Any incident of non-compliance with IRB guidelines must be reported to the Chair of IRB immediately. On receipt of information indicating possible non-compliance, the Chair advises the project investigator(s) that a non-compliance review has been initiated by the IRB. The IRB will promptly investigate reported instances of non-compliance, will offer investigators the opportunity to meet with
the Committee to discuss the apparent non-compliance and may require investigators to suspend research during the non-compliance review. IRB prefers to discuss non-compliance issues with the investigator, but will consider on a case-by-case basis requests that investigators be accompanied by, or represented by, faculty or legal counsel.

**Review Categories and Review Time Guidelines**
IRB assigns each application to one of three review categories, based on the perceived level of risk to subjects:
1. Full Review
2. Expedited Review
3. Exempt from Review

Investigators may submit a proposal for review at any time. The full review process typically requires a minimum of one month to complete, longer when revisions are necessary. If a proposal qualifies for the exempt from review category and the application is in order, then the review is normally completed in ten to fifteen working days.

**Reminders**
Investigators are reminded that the MSU Office of Sponsored Programs will not open an account for any project involving human subjects that has not been reviewed and approved by the IRB. Finally, student researchers and Major Professors should be reminded that the Graduate School will not accept masters theses or PhD dissertations containing research involving human subjects that has not had prior review and approval by the IRB. IRB approval is for a maximum of one year. Therefore, project investigators continuing to collect data from human subjects beyond one year must apply for updated certification prior to the expiration date. In order to allow time for the IRB to process such renewal requests, the Committee strongly recommends that the investigator request renewal one month before approval expires. With regard to retention of project records, project investigators must retain copies of signed consent forms for at least three years past completion of their research activities, longer if the study sponsor requires. Project investigators must also make these signed consent forms available to the IRB upon request.

**Student Research in Courses**
The federal regulations for the protection of human research subjects define “research” as a “systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 45 CFR 46.102(d). In some courses students collect data from human subjects by using professional research methods, even though the student’s work is not expected to contribute to generalizable knowledge. For those student classroom activities that do not meet the federal definition “research” because they are not designed to develop or contribute to generalizable knowledge, Institutional Review Board (IRB) review is not required. In these instances, the instructors are responsible for assuring that human subjects are protected. To fulfill this responsibility, it is recommended that instructors communicate to students the ethical principles for the protection of human subjects, review student 2 classroom activities involving humans, and monitor classroom activities and reports of findings to assure that human subjects are protected.
If at the conception of the student classroom activity the instructor or student is aware or expects that the data gathered by the student will be used to develop or contribute to generalizable knowledge (e.g., theses, dissertations), the activity must be reviewed and approved by an MSU IRB prior to initiation. Failure to obtain IRB approval is noncompliance. Such noncompliance will be reviewed pursuant to HRPP Manual 9-1 “Noncompliance.”

If a student collects data for non-research purposes and would subsequently like to use the data for research, IRB review may be required. The instructor or student should Contact the IRB to determine if IRB review is required. When an IRB application is required, it should include an explanation of how the data were collected and why IRB approval was not sought prior to data collection. When appropriate, the consent process should be explained and a consent form attached. For more information or consultation, please click here.

On-Line Documents Updated February 2002; Updated June 2007, 08/15/2013

**NIH Requirement for Education related to Human Subject Research**

Since October 1, 2000, the NIH has required education on the protection of human research participants for all investigators submitting NIH applications for grants or proposals for contracts or receiving new or non-competing awards for research involving human subjects. Before funds are awarded for competing applications or contract proposals involving human subjects, investigators must provide a description of education completed in the protection of human subjects for each individual as “key personnel” in the proposed research. Key personnel include all individuals responsible for the design and conduct of the study. The description of education will be submitted in a cover letter that accompanies the description of Other Support, IRB approval, and other information in accordance with Just-in Time procedures. The use of a cover letter is also acceptable for contract proposals. Investigators submitting non-competing renewal applications for grants or annual reports for research and development contracts that involves human subjects research must also include a description of such education in their annual progress reports.

**University Committee on Research Involving Human Subjects Web-Based Tutorial**

In compliance with the federal guidelines set by the National Institutes of Health, staff in The Office for Research Ethics and Standards has developed a web-based tutorial for MSU faculty and key personnel involved with NIH and PHS grants. The tutorial covers basic ethics issues for research involving human subjects, which researchers are required to know. In addition, the project investigator and key personnel taking the web-based tutorial will become certified in human subject ethics education as federally mandated. A copy of the certificate of completion needs to be provided to the Research Center of the College of Nursing and the Director of the PhD Program. For more information, please click here. Look for CITI, Online Course in the Protection of Human Research Subjects. In compliance with federal guidelines, all PhD students are to complete the Health Insurance Portability and Accountability Act tutorial (HIPAA). The tutorial can be accessed here. Please provide a certificate of completion to the Director of the PhD Program and the Research Center.
Grief Absence Policy

For complete information related to Michigan State University's Grief Absence Policy, please click [here](#).

Financial Assistance

Funding for students in the PhD program comes from a variety of sources that include federal nurse traineeships, University and College graduate assistantships, research assistantships, and other individual pre-PhD awards. There are funds available to support PhD education based on the strength of student research plans and the match with their faculty mentor’s research. Priority will be given to full-time students, and some funding requires full-time status. All students in the nursing PhD program will be expected to apply for external funding for their research by their second year of coursework. It is the student’s responsibility to check each semester for additional funding opportunities. For a comprehensive overview of potential available funding resources, please click [here](#).

Nurse Faculty Loan Program (NFLP)

Grant funded from the Health Resources & Service Administration (HRSA). The purpose of the program is to increase the number of nursing faculty by offering educational loans to graduate students who intend to work as nurse faculty following graduation. This loan program will be offered to interested students in three of the graduate nursing programs at MSU: 1) Clinical Nurse Specialist-Education, 2) PhD in Nursing, and 3) DNP. During the course of the nursing graduate program, students must complete education courses to prepare for the faculty role.

Office of Financial Aid

The Office of Financial Aid (OFA) is the main campus resource for Federal and State student financial aid programs and loans. The staff can help students with all aspects of need-based and non-need-based aid. General information is available [here](#). Students can access their own MSU financial aid data on StuInfo by clicking [here](#).

Additional Graduate School Funding

For information related to Graduate School funding opportunities, please click [here](#).

Office for International Students & Scholars

The primary purpose of the Office for International Students and Scholars (OISS) is to serve as Michigan State University’s resource center for information and consultation on matters related to international students and scholars. It serves as the University’s primary link to the federal government and other public and private agencies involved with international student exchange. OISS has limited financial resources to support international students’ education in the United States. Publications available for use only in the office include the following:

1. IIE (Institute of International Education) publication on funding sources for study in the United States.
2. UNESCO's publication Study Abroad on scholarships and courses in the United States.
3. List of programs for women students who intend to return to their home country upon completion of their degree program.
For information related to awards/scholarship materials available through OISS, please click here. A limited number of tuition awards are available to international students who are in the last semester of their degree program and have encountered an emergency financial situation. The average award is approximately $800. For more information, please call 517-353-1720.

General Information on Cost of Graduate Education
Fees are assessed on a credit-hour basis, except for graduate-professional student fees, which are assessed on a semester basis. For more information regarding cost of Graduate Education, please click here.

Funding Guide
The Funding Opportunities Database for Graduate Students and Graduate Professional Students is intended to help identify funding sources, such as grants, fellowships, scholarships, and awards. It lists a few hundred out of thousands of funding opportunities. Many funding opportunities are on-line or in CD-Rom databases. This guide also explains how to access these resources. To access the Funding Opportunities Database, please click here.

Approved 01/28/2002; Updated 08/01/08

Work Related Policies for RA/TA Appointments

Mandatory Training
All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. To Access the training, please click here. Click “Register,” “Complete Registration” and then “Launch” to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy - Faculty, Staff Training. (If it indicates that you have already registered, use “In Progress Training”, then “Launch.”).
You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or train@ora.msu.edu.

Grief Absence Policy
If employed as a RA or TA, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student’s responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18.

Employment Levels for TAs
Article 19 of the Graduate Employees Union Teaching Assistant Contract defines three (3) employment levels for TAs. The College of Nursing requires six (6) semesters to move to Level 3.
Resources and Facilities

**General Facilities**

Access to Health Complex Buildings: Hours for access to buildings are posted on the outer doors. Generally, all buildings are locked on weekends.

Telephone Calls: Incoming emergency calls may be routed through the College of Nursing (517-353-4827).

Taping of Class Sessions: Permission of the instructor must be obtained prior to taping any class sessions.

PhD Student Touch Down Stations: PhD Students are eligible to use the computers and desks, located just off the elevator on the 2nd and 3rd floors of the Bott Building.

Student Mailboxes: The College of Nursing PhD student mailboxes can be found near the PhD Program Secretary on the 3rd floor of the Bott Building. It is the student’s responsibility to remain appraised of critical information by regularly checking mailboxes and e-mail boxes.

Smoking Policy: Smoking is prohibited in the Life Sciences Building and Bott Building.

**Technology**

E-mail: Students are responsible for activating and regularly checking their MSU e-mail accounts. This is the only e-mail address that the University will centrally maintain for sending official communications to students, and the only e-mail address that the University will use for sending official communications to students after they enroll. The College is increasing the utilization of this means of communication and it will be the form for numerous important announcements and information. Failure to read official University communications sent to the students’ official MSU e-mail addresses does not absolve students from knowing and complying with the content of those communications. Please refer to Spartan Life Online (Information and Services/Technology Resources) and the "MSU Student E-mail Communications Notice" by clicking here. To activate your MSU e-mail account and for more information, please click here.

Computing Service Centers: MSU’s Computing Service Centers are the primary computer and network user support group for academic computing on campus. For additional information, please click here.

MSU Identification Number: MSU faculty and staff should use their Employee ID (ZPID). MSU students should use their PID. Newly admitted students will have received their PID with their admissions letter. For all other cases, this number is assigned when the E-mail account application is processed.

PIN: Faculty/Staff must request a PIN (Personal Identification Number) by clicking here. PINs are issued within 24 business hours of receiving the PIN request. Please allow additional time for campus mail or if faculty appointment papers have not been processed.
MSU Students use their PAN. Newly admitted students receive their PAN from the Registrar’s office, along with instructions for setting up an MSU email account. All others are assigned a PIN when their Pilot application is processed. If you lose your PIN, contact the Registrar’s Office.

MSUnet ID and Password: The MSUnet ID is created when the E-mail account is activated and the password is set. They are the authorization keys to many network functions, including e-mail and Internet access.

**Office of the University Ombudsperson**

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University. Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict. For contact information, please click [here](#).

**PhD Student Participation in CON Academic Governance**

PhD Students are entitled to participate in College and/or University Committees. Each student representative is responsible to represent student views as he/she participates on these committees and, in turn, within the limits of confidentiality, keep other students apprised of committee decisions and activities. The following College of Nursing Faculty Committees have PhD student representation:

1. Graduate Program Committee
2. Research Committee

**Student Organization Involvement**

For information regarding student organizations within the College of Nursing, please click [here](#).

**Student Academic Rights**

**Outline for Handling Allegations of Student Violations of Regulations**

Prohibiting Academic Dishonesty, Violations of Professional Standards, or Falsification of Admission or Academic Records.

1. The faculty or staff member discusses the alleged violation with the student and responds according to the facts of each case. When cases of academic dishonesty are
discovered, it is the faculty member's responsibility to take appropriate action including assigning a penalty grade for the assignment, exam or course. A penalty grade can include a reduced or failing score or grade for the assignment, exam or course.

2. Written notification of the details of the academic misconduct will be provided to the student and the Associate Dean for Academic and Clinical Affairs when a decision is made to assign a penalty grade; this notification will inform the student of her/his right to grieve the allegation. Students should refer to Section 5.5 of the “GSRR” (Graduate Student Rights and Responsibilities) by clicking here.

3. The Associate Dean for Academic and Clinical Affairs will add the written notification to the student's academic record, where it will remain, unless the student successfully grieves the allegation.

4. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Dean of the Graduate School.

5. When in the opinion of the faculty member or the Associate Dean for Academic and Clinical Affairs, action other than, or in addition to, a penalty grade is warranted, the Associate Dean may call for an academic disciplinary hearing. No student may be dismissed from a course or program of study without an academic disciplinary hearing.

6. In cases in which the Associate Dean for Academic and Clinical Affairs calls for an academic disciplinary hearing, the Associate Dean will refer the case to the Dean of the Graduate School. The Dean of the Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the Dean of the Graduate School or a disciplinary hearing conducted by the College of Nursing Hearing Board. In cases of ambiguous jurisdiction involving graduate students, the Dean of the Graduate School will select the appropriate judiciary (GSRR 5.5.2).

Graduate Student Academic Grievance Hearing Procedures

The Michigan State University Student Rights and Responsibilities (SRR) and the Graduate Student Rights and Responsibilities (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the College of Nursing has established the following College Hearing Board procedures for adjudicating academic grievances and complaints. (See GSRR 5.4.)

1. **JURISDICTION OF THE COLLEGE OF NURSING HEARING BOARD:**
   a. The College Hearing Board serves as:
      i. the appellate Board for academic grievance hearings initiated at the Department/School level by graduate students. (See GSRR 5.1.1. and 5.4.12.)
      ii. the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of student academic rights and graduate students seeking to contest an allegation of academic
misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) in the following situations:

- the Dean of the College concurs with a request by the Chair/Director of a Department/School to waive jurisdiction. (See GSRR 5.3.6.2.)
- the Dean of the College administers the course or program where the alleged violation took place.
- the Dean of The Graduate School selects the College Hearing Board to hear a case of ambiguous jurisdiction. (GSRR 5.5.7. See also Integrity of Scholarship and Grades policy, Sections 5, 8 and 9.)

iii. the initial Hearing Board for academic disciplinary hearings for graduate students in the College who are accused of academic misconduct (academic dishonesty, violating professional standards or falsifying admission and academic records) and the Dean, or designee, of the student’s college seeks to impose sanctions in addition to, or other than, a penalty grade. The students, after meeting with the Graduate School Dean, may opt for a hearing before the College Hearing Board. (See GSRR 5.5 and Integrity of Scholarship and Grades policy, Sections 5, 8 and 9.)

b. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (GSRR 2.2.2 and 2.2.4.)

2. COMPOSITION OF THE COLLEGE HEARING BOARD:

a. The College shall constitute a College Hearing Board pool no later than the end of the tenth week of the spring semester. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.3 and 5.1.6.)

b. The College Hearing Board shall include an equal number of graduate students and faculty. One of the faculty members should be the Chair of the College Graduate Committee, or designee. In addition, the Hearing Board will include a Hearing Board Chair, also drawn from the faculty pool.

c. The Chair of the College Hearing Board shall be a Hearing Board member with faculty rank. All members of the College Hearing Board shall have a vote, except the Chair, who shall vote only in the event of a tie. (GSRR 5.1.3, and 5.1.5.)

d. The College will train hearing board members about these procedures and the applicable sections of the GSRR.

3. REFERRAL TO COLLEGE HEARING BOARD:

a. Grievance Hearing

i. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic
records) may request an academic grievance hearing. The hearing will occur at the College level if one of the conditions outlined in 1.A.2 above exists. At any time in the grievance process, students may consult with the University Ombudsperson.

ii. The deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled, including summer. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the College Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may still proceed. (GSRR 5.3.6.1.)

iii. A written request for an academic grievance hearing must (1) specify the alleged violation(s) of academic rights in sufficient detail to justify a hearing, (2) identify the individual against whom the grievance is filed (the respondent), and (3) state the desired redress. Anonymous grievances will not be accepted.

b. Disciplinary Hearing

i. For complaints that involve allegations of academic misconduct (academic dishonesty, violations of professional standards, or falsifying academic and admission records), the complainant (instructor) or the Dean of the College, or designee, may request an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade. Graduate students may request an administrative hearing before the Dean of The Graduate School or a hearing before the College Hearing Board. However, if the student’s Dean, or designee, calls for an academic disciplinary hearing, the student has 10 class days to request an academic grievance hearing to contest the allegation in the unit in which the misconduct occurred. Disciplinary hearings are held in abeyance until the conclusion of the grievance hearing, including appeals. (GSRR 5.5. See also Integrity of Scholarship and Grades policy.)

ii. If a disciplinary hearing by either the Dean of The Graduate School or the College Hearing Board is pending the outcome of a grievance hearing by a graduate student to contest an allegation of academic misconduct, and the initial Hearing Board decides for the instructor, the disciplinary hearing would proceed promptly, pending an appeal, if any, within 5 class days by the student to the University Graduate Judiciary (UGJ). If the initial Hearing Board finds for the graduate student, the academic disciplinary hearing would be dismissed, pending an appeal, if any, by the instructor to the UGJ. (See GSRR 5.4.12.3.)

4. PRE-HEARING PROCEDURES
a. After receiving a student’s written request for a hearing, the Dean (or designee) will promptly refer the grievance to the Chair of the Hearing Board. (GSRR 5.4.3.)

b. Within 5 class days, the Chair of the Hearing Board will:
   i. forward the request for a hearing to the respondent and ask for a written response;
   ii. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);
   iii. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
   iv. send the Hearing Board members a copy of the request for a hearing and the respondent’s written response, and send all parties a copy of these procedures.

c. When serving as the initial Hearing Board and within 5 class days of being established, the Hearing Board shall review the request and all submitted information, and decide to:
   i. accept the request, in full or in part, and promptly schedule a hearing.
   ii. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
   iii. The GSRR allows the hearing board a third option: invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option should be rarely used. (See GSRR 5.4.6.)

d. When serving as the appellant board for graduate students and within 5 days of being established, the College Hearing Board will forward the request for a hearing to the respondent, and:
   i. decide that it does not have jurisdiction and allow the initial Hearing Board’s decision to stand; or
   ii. direct the initial Hearing Board to rehear the case or reconsider or clarify its decision; or
   iii. decide that sufficient reasons exist for an hearing, request a written response from the respondent, and schedule the hearing. (GSRR 5.4.12.4.)
e. If the College Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary after the initial hearing, and request a reply to the grievance from the respondent to be filed in a timely way.

f. At least 5 class days before the scheduled hearing, the Chair of the College Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent’s reply; and (4) the names of the College Hearing Board members after any challenges. (See GSRR 5.4.7.)

g. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the College Hearing Board of the names of their witnesses and advisor, if any, and, if necessary, request permission for the advisor to have voice at the hearing. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)

h. The Chair of the Hearing Board may accept written statements from either party’s witnesses at least 3 class days before the hearing, in lieu of a personal appearance. (See GSRR 5.4.10.3.)

i. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the College Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the College Hearing Board at least 3 class days before the scheduled hearing. (See GSRR 5.4.9c.)

j. Either party to the grievance hearing may request a postponement of the hearing. The College Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)

k. At its discretion, the College Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the College Hearing Board must inform the parties of such a time limit in the written notification of the hearing. (See Section IV.F. above.)

l. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The College Hearing Board may close a hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)

m. Members of the College Hearing Board are expected to respect the confidentiality of the hearing process. (GSRR 5.4.11.)

5. HEARING PROCEDURES:
   a. The Hearing will proceed as follows:
      i. Introductory remarks by the Chair of the College Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses and informs the parties if their advisors may have a voice in the hearings and if the
proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:

- In academic grievance hearings in which a student alleges a violation of academic rights, the student bears the burden of proof.
- In hearings involving graduate students seeking to contest allegations of academic misconduct, the instructor bears the burden of proof.
- In academic disciplinary hearings, the Hearing Board is asked only to determine if sanctions in addition to, or other than, a penalty grade are warranted.
- All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a “clear and convincing evidence.” (For various definitions, see GSRR Article 8.)

ii. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the College Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9.a.)

iii. If the respondent fails to appear, in person or via an electronic channel, at a scheduled hearing, the College Hearing Board may postpone the hearing or, only in unusual circumstances, hear the case in his or her absence. (See GSRR 5.4.9.b.)

iv. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)

v. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)

vi. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements directly relevant to the complainant’s case, including the redress sought. The Chair then recognizes questions directed at the complainant by the College Hearing Board, the respondent and the respondent’s advisor, if any.

vii. Presentation by the Complainant’s Witnesses: The Chair recognizes the complainant’s witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the College Hearing Board, the respondent and the respondent’s advisor, if any.

viii. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent’s case. The Chair then recognizes questions
directed at the respondent by the College Hearing Board, the complainant and the complainant’s advisor, if any.

ix. Presentation by the Respondent’s Witnesses: The Chair recognizes the respondent’s witnesses, if any, to present, without interruption, any statement relevant to the respondent’s case. The Chair then recognizes questions directed at the witnesses by the College Hearing Board, the complainant and the complainant’s advisor, if any.

x. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent’s witnesses and advisor, if any, and presents a final summary statement.

xi. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant’s witnesses and advisor, if any, and presents a final summary statement.

xii. Final questions by the Hearing Board: The College Hearing Board asks questions of any of the participants in the hearing.

6. POST-HEARING PROCEDURES
   a. Deliberation:
      After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting.
   b. Decision:
      i. In grievance (non-disciplinary) hearings involving graduate students in which the College Hearing Board serves as the initial hearing body and, based on a “clear and convincing evidence,” a majority of the Board finds that a violation of the student’s academic rights has occurred and that redress is possible, it shall direct the Dean, or designee, to implement an appropriate remedy, in consultation with the Hearing Board. If the College Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Dean, or designee. (See GSRR 5.4.11.)
      ii. In grievance (non-disciplinary) hearings involving graduate students in which the College Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a “clear and convincing evidence,” the Hearing Board finds for the student, the Hearing Board shall recommend to the Dean, or designee, that the penalty grade be removed, the Academic Dishonesty Report be removed from the student’s records and a “good faith judgment” of the student’s academic performance in the course take place. If the Hearing Board finds for the complainant (instructor), the penalty grade (if appropriate) shall stand and the Academic Dishonesty Report regarding the allegation will remain on file.
iii. In disciplinary hearings involving academic misconduct by graduate students in which the College Hearing Board serves as the initial hearing body and, based on a “clear and convincing evidence,” finds that disciplinary action in addition to, or other than, a penalty grade is warranted, the College Hearing Board shall recommend to the Dean, or designee, an appropriate sanction. The Dean, in consultation with the Hearing Board, would then implement an appropriate sanction. If the Hearing Board recommends that no sanctions in addition to, or other than, are warranted, the Chair of the Hearing Board shall so inform the Dean, or designee

iv. When acting as an appellant Board, the College Hearing Board may affirm, reverse, or modify the decision of the Department/School Hearing Board. It also may direct the Department/School Hearing Board to rehear the initial case or reconsider or clarify its decision. (See GSRR 5.4.12.4 and 5.4.12.4.1.)

c. Written Report:
   i. The Chair of the Hearing Board shall prepare a written report of the Hearing Board’s findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. (GSRR 5.4.11.)
   
   ii. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board’s decision. The report also should inform the parties of the right to appeal within 5 class days following notice of the decision. (See GSRR 5.4.11, 5.4.12.3.)
   
   iii. The Chair of the Hearing Board shall forward copies of the Hearing Board’s report and the administrator’s redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. (See GSRR 5.4.11.)
   
   iv. All recipients must respect the confidentiality of the report and of the hearing board’s deliberations resulting in a decision. (See GSRR 5.4.11.)
   
   v. At any time during this process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

7. APPEAL OF COLLEGE HEARING BOARD DECISION:
   a. In hearings involving graduate students, either party may appeal a decision by the College Hearing Board, when acting as the initial hearing board, to the University Graduate Judiciary for cases involving (1) academic grievances alleging violations of student rights heard initially by the College Hearing Board and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of
admission and academic records) that were referred initially to the College Hearing Board for disciplinary action. (See GSRR 5.4.12.)

b. All appeals must be in writing, signed and submitted to the Chair of either the University Academic Appeal Board or the University Graduate Judiciary within 5 class days following notification of the College Hearing Board’s decision. While under appeal, the original decision of the College Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

c. A request for an appeal of a College Hearing Board decision to the University Graduate Judiciary must cite the specific applicable procedure(s) the initial Hearing Board allegedly failed to follow or allege that findings of the College Hearing Board were not supported by the “clear and convincing evidence.” The request must state the alleged defects in sufficient detail to justify a hearing and also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

8. RECONSIDERATION:
   If new evidence should arise, either party to a hearing may request the College Hearing Board reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the College Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

9. FILE COPY:
   The Dean of the College shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

Approved by Graduate Program Committee, pending