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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.
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INTRODUCTION

COLLEGE OF NURSING PHILOSOPHY

The College of Nursing as an integral part of Michigan State University subscribes to the land-grant philosophy and its tripartite mission. The College provides leadership for the education of nurses at the undergraduate, master’s, and doctoral levels who practice in a global community and in an integrated, dynamic, and diverse health care system. The faculty is committed to scholarship in teaching, research, service and practice.

The goal of professional nursing education is to promote competence and leadership in nursing practice and research. Nursing education is a lifelong process that applies the concepts and theories of nursing, the humanities, and the natural and behavioral sciences. Learning is most effective when individual learner needs are considered and active learner participation is facilitated. This is best accomplished in an atmosphere which promotes educational access and diversity in multiple dimensions locally, nationally and internationally.

The graduate of the Baccalaureate Program at Michigan State University is a caring professional, a skilled beginning practitioner, an effective communicator, and a novice clinical scholar who promotes the well-being of individuals, families, and populations in health and illness. The graduate of the Master’s Program is a specialist with advanced skills in theory application, role development, ethics, policy/organization, research and health promotion/disease prevention. The graduate of the Doctoral Program is a clinical researcher prepared to advance nursing knowledge through the study of health status and health outcomes for individuals and families within the context of community-based primary care.

Accepted by MSU CON faculty: May 11, 1994
Amended by faculty vote: November 16, 2001
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.

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.

Approved 9/16/2011 Faculty Meeting
PHD IN NURSING PROGRAMS

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. The Fast Track allows nurses who are interested in clinical nursing research to progress directly from the baccalaureate degree to the PhD.

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.

PROGRAM COMPONENTS

The program of study is planned by the student in consultation with the Major Professor and the guidance committee. 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 interests and 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) for at least the first year of the program. (Fast track students also complete NUR
945 & NUR 946 in year one as well as NUR 950-51 the second year). Attendance at Grant Writing Boot Camp Seminars is an expectation.

4) Maintenance of current IRB training.

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

6) Completion and maintenance of currency of the Responsible Conduct of Research (RCR) seminar series through the Graduate School (The seminar on research with animals is not required) (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.

7) 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).

8) 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.

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

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

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

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

13) 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.)

14) 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).
15) Successful completion of a final oral examination in defense of the completed dissertation. (See Dissertation policy for detailed information).

16) Completion of 72 credits approved by the program or guidance committee in the PhD curriculum. (Fast-track students must also complete the MSN core curriculum courses, which are not a part of the 72 credits.)
CURRICULUM AND DEGREE REQUIREMENTS

PHD 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) Instrument Construction in Psychology and Education
- 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) Two Statistics Courses
- Minimum (3) One Qualitative Research Methods Course
- Minimum (6) Electives: Selected by Student and Guidance Committee

H indicates Hybrid course.
FAST TRACK OPTION

The Fast Track is designed for individuals who want to become clinical nurse researchers and do not have a master’s degree in nursing. Students should plan on one year of course work before entering the PhD program curriculum. 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.

Those students entering the PhD program without a master’s degree in nursing will be required to take master’s level course work prior to or concurrent with PhD courses. As with all PhD students, the program plan will be based on the individual student's academic and experiential background. For course descriptions, see University Academic Programs Catalogue at http://www.reg.msu.edu/ucc/ucc.asp.

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)
NUR 945 (1)  PhD Seminar for Fast Track (On Campus)
NUR 946 (1)  PhD Seminar for Fast Track Students II (On Campus)
**PhD Program**

**Fast Track**

**BSN-PhD Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall Credits</th>
<th>Spring Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 802 Theory Foundations &amp; Role</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR 804 Statistics for the Healthcare Professional</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 945 Doctoral Seminar I</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

| Semester Credits | 7 | 7 |

**Nursing Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall Credits</th>
<th>Spring Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 960 Scientific Foundations of Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR 901 Knowledge Development in Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CEP 933* Quantitative Methods in Educational Research II</td>
<td>3</td>
<td>(Additional Courses)</td>
</tr>
<tr>
<td>NUR 950 Nursing Research Seminar I</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

| Semester Credits | 7 | 7 | 7 | 7 |

**Additional Course Requirements**

* 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEP 920 Instrument Construction in Psychology and Education</td>
<td>3</td>
</tr>
<tr>
<td>CEP 921 Psychometric Theory I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 940 Research Practicum</td>
<td>4-6</td>
</tr>
<tr>
<td>NUR 999 Nursing Dissertation</td>
<td>24</td>
</tr>
<tr>
<td>NUR 930 Methods in Clinical Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 911 Health Status Outcomes: Community/Primary Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 920 Translation of Research and Scientific Knowledge to a Community Setting</td>
<td>3</td>
</tr>
<tr>
<td>2 Additional Advanced Statistics Courses</td>
<td>Variable</td>
</tr>
<tr>
<td>1 Qualitative Research Methods Course</td>
<td>Variable</td>
</tr>
<tr>
<td>Additional Electives (selected by student and Guidance Committee)</td>
<td>Variable</td>
</tr>
</tbody>
</table>

Additional Course Requirements are completed as part of each student's individual program plan and chosen in consultation with the student’s major professor and guidance committee. These courses are required for all students enrolled in the PhD in Nursing Program.

Minimum Credits Required: 72

Updated Fall 2013
COURSE NUMBERS

100-299 Undergraduate Courses
Courses with these numbers are for undergraduate students. They carry no graduate credit, although graduate students may be admitted to such courses in order to make up prerequisites or to gain a foundation for advanced courses. For information about remedial-developmental-preparatory courses, consult the Undergraduate Education section of this catalog.

300-499 Advanced Undergraduate Courses
Courses with these numbers are for advanced undergraduate students. They constitute the advanced portion of an undergraduate program leading to the bachelor’s degree. A graduate student may carry 400-level courses for credit upon approval of the student’s major department or school. In exceptional cases, a graduate student may petition the dean of his or her college, in writing, for approval of a 300-level course for graduate credit.

These courses at this level (100 to 499) will not count toward the credits needed for the PhD Program in the College of Nursing.

500-699 Graduate-Professional Courses
Courses with these numbers are courses in the graduate-professional programs. A graduate student may carry these courses for credit with approval of the major department or school.

800-899 Graduate Courses
Courses with these numbers are for graduate students. Advanced undergraduates with Honors College status or a grade-point average in their total programs equal to or greater than the minimum requirement for graduation with honors may be admitted to 800-899 courses. The student must obtain approval of the relevant department. More than half of the credits of the total required for a master’s degree shall be taken at the 800-and 900-level except as specifically exempted by the dean of the college.

900-999 Advanced Graduate Courses
Courses with these numbers are exclusively for graduate students and primarily for advanced graduate students. A master’s degree student may take these courses with the approval of the major department or school, with the exception of courses numbered 999 (PhD dissertation research). Admission to a PhD degree program is a prerequisite of all courses numbered 999.

http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s502
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 receive approval and “PhD Program Plan Approval Form” and “Program Plan Checklist” have been completed. This online plan will also be electronically viewed and approved by the PhD Professional Advisor, Major Professor, Guidance Committee, Director of the PhD Program.

grad.msu.edu/gradplan/

RESIDENCY REQUIREMENT

Michigan State University requires one year of residence on the campus after enrollment for PhD degree credit to permit the student to work with and under the direction of the faculty, and to engage in independent and cooperative research utilizing university facilities. A year of residence is made up of two consecutive semesters, involving the completion of a least six credits of graduate work each semester.

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, see the Academic Programs Catalogue at

http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=528.
http://www.reg.msu.edu/read/pdf/I_Agreement.pdf

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.**

Students who withdraw from the University follow the University guidelines for readmission.
DUAL ENROLLMENT

Dual enrollment provides an opportunity for academically talented undergraduate students to enroll in graduate courses and conduct research towards a graduate degree while completing the last two years of their bachelor’s degree(s) programs.

To be considered for dual enrollment, the student must first file an Application for Admission to Graduate Study, as indicated under Application Procedure in this section of the catalog and be admitted into a graduate program. Subsequent to admission to a graduate program, in regular status, the student must complete a Request for Dual Enrollment Status form, available from the Office of the Registrar. A student who is accepted for dual enrollment can be admitted to both the undergraduate and graduate degree program upon reaching junior standing.

Within the first semester of dual enrollment, the student’s graduate degree program adviser must be identified and the appropriate graduate degree guidance committee established. The adviser and committee assist the student in developing a program of study for the graduate degree. Admission to graduate study must be approved before work to apply toward a graduate degree program is undertaken. Credits completed prior to admission to graduate study cannot be applied toward a graduate degree program.

A student will be classified as an undergraduate until the minimum number of credits required for a first bachelor’s degree is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students.

A student pays undergraduate tuition up to the total number of credits required for a first bachelor’s degree(s) in his/her major(s), at which point graduate tuition is applicable and students are eligible for graduate fellowships and assistantships. If approved by the graduate program, a maximum of nine credits, at the 400-level or higher, from the undergraduate degree program can be applied toward the requirements for the graduate degree program for credits completed after admission to graduate study.

In semesters when the student is dually enrolled, federal financial aid designated for the first bachelor’s degree (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)) will be determined based upon the number of undergraduate credits only. Awards will be manually adjusted as necessary once the student is registered. Students are not eligible for financial aid as a graduate student until the semester after the minimum number of credits required for the first bachelor’s degree has been earned.
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 (from his/her account) the report to indicated 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, 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 student and Major Professor.

STUDENT SATISFACTORY ACADEMIC PROGRESS

Students who fail to complete 67% percent of their attempted courses and received an assigned grade in a semester will be placed on probation for one semester minimum.
COURSE WITHDRAWAL FORM

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 Course Withdrawal form and obtain the signatures of the major professor, faculty member teaching the course and the Director of the PhD program. The signed form must be submitted to the PhD Program Office. The PhD Program Office will retain a copy, provide a copy of the signed form to the student, send a copy to the faculty member teaching the course and the major professor, and send the original to the Office of Student Support Services to be placed in the student’s folder. 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.

The MSU policies and procedures regarding course withdrawal are found online at: http://www.reg.msu.edu/ROInfo/EnrReg/Lateadds.asp.

WITHDRAWAL FROM THE PROGRAM

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 Withdrawal from the Program form and obtain the needed signatures. The signed form should be given to the PhD Program Office. A copy of this form is available on the PhD forms website. The original is to be sent to the Office of Student Support Services to be placed in the student’s folder. 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.

Students who are not enrolled in the College of Nursing for 3 consecutive semesters including summer semester must apply for readmission to the College of Nursing. Students who withdraw from the University must follow the University Guidelines for readmission.
http://www.reg.msu.edu/StuForms/ReAdmission/ReAdmission.asp

The MSU policies and procedures regarding withdrawal from the University can be found online at:
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 interferes 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 to academic or professional dismissal will be forwarded to the Office of the Dean. PhD students will be referred to their Major Professor and Guidance Committee for clarification of professional options.

Students that are dismissed from the program will receive a dismissal letter from the Director of the PhD Program.

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 PhD 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 College of Nursing will award a certificate of college teaching upon successful completion of the program which will be noted on the student’s transcript.

ELIGIBILITY
A student enrolled in a College of Nursing PhD program of study, who demonstrates satisfactory progression, is in good standing, and indicates a desire to develop teaching competencies in preparation for an academic career.

APPLICATION PROCESS
Graduate students need to consult with their major professor and Program Director to discuss career goals and CCTP program requirements.

1. Complete the College of Nursing Certificate for College Teaching Application.
2. Write a Statement of Interest and commitment to the program.
3. Obtain support from the student’s major professor and approval of the student’s guidance committee to incorporate into the program of study.
4. Consult with Teaching Assistant Program (TAP) Director; Kevin Johnson kmj@msu.edu. Review the Certificate in College Teaching Guidebook.

ACCEPTANCE
Students will be notified in writing of their acceptance into the College Teaching Certificate Program. A final approved plan of study will be signed by the Program Director and the student’s major professor and placed in the student’s academic file. A copy of the program plan and acceptance letter will be sent to the college CCTP and University TAP director.

CERTIFICATE IN COLLEGE TEACHING PROGRAM REQUIREMENTS
- Mentored Teaching Experience
- Teaching project
- Academic course work (6 credits, 800 level) related to teaching in nursing
- Portfolio
- Five (5) Workshops (seminar, or conference), one in each of the 5 core teaching competencies.
- Reflection papers for each of the workshops attended (minimum of 5).
- Philosophy of Teaching Statement

ACADEMIC COURSEWORK (6 CREDITS):
1) NUR 866 (3 credits): Academic and Clinical Teaching in Nursing Education: Spring Semester. Description: Guided field internship within an academic and health care setting. Synthesis and application of concepts to facilitate development of the advanced practice nurse as
scholar, teacher, and collaborator. Course activities include:

a. *90 Hours Mentored Teaching Experience
b. *Portfolio Development
c. Reflective Journals (3)
d. *Philosophy of Teaching Statement
e. Test Analysis and Design paper
f. *Teaching Project
   i. Teaching Plan
   ii. Lesson Objectives
   iii. Teaching Strategies
   iv. Student Learning Activities
   v. Assessment of Student Learning
   vi. Assessment of Teaching

2) NUR 861 (3 credits): Curriculum Design (Recommended) offered fall semester. Description: Analysis and application of theories, principles, and concepts associated with curriculum development, design, and evaluation. Course activities include:

   a. *Curriculum Development group project
   b. Course Design
c. Objectives
d. Lesson Plan
e. Assessment
f. *Teaching Philosophy Statement

3) Optional Alternate Course related to Academic Teaching in area of interest: Requires approval of major professor and Program Director.

ADDITIONAL ESSENTIAL ELEMENTS: 5 CORE COMPETENCIES
Demonstrated competency in the five core areas described below are the responsibility of the student. Participation in a Lilly or similar workshop, seminar, specific courses, professional conferences or other activities are required to fulfill requirements in each core areas. Approval of the student’s major professor or CCTP director is encouraged to assure the activity meets criteria. A minimum of participating in one activity in each of the 5 core competency areas is required (in addition to course work).

* Documentation of workshop participation, agenda, and completion of a 2 – 3 page reflective paper will be required for each activity.

- Adult Students as Learners
- Teaching Strategies In Your Discipline
- Assessment of Learning,
- Use of Technology in the Classroom,
- Understanding the Academy

* Students who are enrolled in the CON PhD program may attend workshops in any of the 5 core teaching competencies prior to formal acceptance into the CCTP.

PORTFOLIO
Students must develop a formal, high quality teaching portfolio that will provide evidence of accomplishments and growth as a result of participation in the College of
Nursing College Teaching Certificate. The portfolio must contain reflection papers in each of the five competency areas, teaching project, teaching philosophy statement, workshop activities, faculty or preceptor evaluations, certificate checklist, and other supporting material. The portfolio will be submitted to the major professor and the Program Director for final approval prior to submitting to the TAP coordinator.

PROGRAM COMPLETION PROCESS
A student will complete the Teaching Certification Required Checklist and submit it along with the student portfolio to the Associate Dean for Review. Once approved, all materials will be turned in to the TAP program. The TAP director will be responsible for contacting the Graduate School and requesting a certification acknowledgement be added to the student’s transcript.

RESOURCES
- Certificate in College Teaching website: http://grad.msu.edu/collegeteaching/
- Certificate in College Teaching Guidebook: http://grad.msu.edu/collegeteaching/
- Application: College of Nursing Teaching Certificate:
- NUR861 and NUR866 course syllabi:
- Teaching Portfolio (p. 34)
  - Electronic portfolio: Contact Kevin at kmj@msu.edu
- Lilly Workshops
- Teaching Certificate Checklist can be found in the Forms Appendix
POLICIES AND PROCEDURES OF THE PHD PROGRAM

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has established policies governing privacy and release of student records. The University has designated certain personally identifiable information as directory information, which may be released at the discretion of the University to anyone who makes a request. Directory information has been defined as name, local address and telephone number, MSU Net ID, permanent address and telephone number, current enrollment status or dates of attendance, program level, class, major, current term candidacy for degree and/or teacher certification, information pertaining to awards and honors achievements, MSU degree(s) earned and dates, recommendation to the State of Michigan for teaching certificate and effective dates, participation in officially recognized MSU activities and sports—including weight and height of athletic team members, recognition documents of student organizations, employment status as a graduate teaching assistant or research assistant, office address, and office phone number.

A student may restrict the release of directory information by notifying the Office of the Registrar, 150 Administration Building.

Students have the right to inspect and review their education records; seek amendment of the records they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights; consent to disclosures of personally identifiable information contained in their records, except to the extent that the law authorizes disclosure without consent; and file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the law.

ADMISSION REQUIREMENTS

Students are admitted to the Phd program after completing a baccalaureate (fast track students) or a Master of Science Degree in Nursing. All incoming students must meet the admission requirements of the University and the admission requirements of the College of Nursing. Applicant must submit the following materials to the College of Nursing, Office of Student Support Services:

1) Applications for admission (College of Nursing and Michigan State University Graduate School).
2) Personal statement of research interests and goals.
3) Curriculum Vitae
4) Transcripts of previous academic work (including appropriate level statistics course or satisfactory completion of masters level statistical pre-test). 
   A GPA of 3.5 is expected.
5) Three recommendation forms. Recommendations must have first hand
knowledge about potential for PhD studies and research competencies in nursing.

6) Masters degree in Nursing is recommended, however admission to the program without a Masters degree in Nursing will require additional course work as specified by the College of Nursing.

7) Graduate Record Examination (GRE) scores completed within the last 5 years. Verbal, Quantitative, and Analytical Writing Assessment. Scores should be at or above 500 on Quantitative and Verbal portion of the exam if taken July 31, 2011 or earlier. For exams taken on or after August 1, 2011, minimum score guidelines are 153 for Verbal Reasoning and 144 for Quantitative Reasoning.

8) International students who do not have English as their native language must successfully complete the Test of English as a Foreign Language (TOEFL) with a total score of 550.

9) Personal interview with faculty

Acceptance of applicants begins on October 1 and continues until the class is full for the coming fall semester. Those with complete materials and meeting minimum requirements are invited for an interview with faculty. Students are admitted to the program on a rolling basis until the class is full.

PREREQUISITE COURSES

MSN prepared students are expected to have knowledge of statistics at the Masters level upon entry to the program. BSN prepared students are expected to have knowledge of statistics at the undergraduate level upon entry to the program. Based on academic and experiential background, a student may be required to take courses to enhance and/or update their knowledge to facilitate success in the required courses of the PhD program. Credits earned in prerequisite courses do not count toward the credit requirements for the PhD degree.

Approved, PhD Committee 11/17/2001
Updated 06/06/2008; 09/25/2012
APPLICANTS FROM CHINESE UNIVERSITIES

Applicants from Chinese Universities: Please arrange for a verification report of your university academic records with the China Academic Degree and Graduate Education Development Center (CDGDC). The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party.

China Academic Degree and Graduate Education Development Center
Verification Division
B-17, Tongfang Scientific Plaza
No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China
Tel: +86-10-82379480
Fax: +86-10-82378718 (24 hours)
Email: cqv@cdgdc.edu.cn
Website: www.chinadegrees.cn

CONCURRENT APPLICATION TO TWO GRADUATE PROGRAMS

Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee. This option will be available for applications for Fall 2014 admissions.
COMPUTER TECHNOLOGY REQUIREMENTS

REQUIRED INTERNET CONNECTION

High speed Internet connection: DSL or Cable

RECOMMENDED BROWSERS

<table>
<thead>
<tr>
<th>Windows</th>
<th>Macintosh</th>
<th>UNIX/Linux</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 9.X or higher</td>
<td>Firefox 10.X or higher</td>
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<td>Safari</td>
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</table>

REQUIRED TOOLS

**Microsoft Office 2007/2010** 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 http://cstore.msu.edu/.


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)

Go to http://help.angel.msu.edu or http://d2l.msu.edu to test your computer now... (Scroll down the screen to the Browser Test section and see if your computer meets the minimum technology requirements)

For everything you need to know about computing at MSU http://tech.msu.edu

For technical assistance contact the 24/7 MSU Helpdesk at 517-355-2345 (or toll free at 1-800-500-1554)
LAAPTOP 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 (see Computer Technology Requirements on p.35).

Learning Management Systems (Desire2Learn (D2L) and ANGEL)

Until May 2015 when ANGEL will no longer be used, all CON courses will utilize either ANGEL or 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

ANGEL HELP documents—this source provides detailed instructions for using ANGEL tools, diagnosing your computer and obtaining plug-ins (link URL: http://help.angel.msu.edu).

D2L HELP documents—this source provides detailed instructions for using D2L tools, diagnosing your computer and obtaining plug-ins (link URL: http://help.d2l.msu.edu).

For all questions related to ANGEL or 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.

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 written 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 of Major Professor Form 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) Assist 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.
Each PhD student has the responsibility to form a guidance committee before the end of their first academic year (end of 2nd semester), in order to remain eligible to enroll in PhD courses in the College of Nursing.

- 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 obtain and complete the Appointment of Guidance Committee form, and obtain the signatures of the Guidance Committee members.
- The student must also provide a brief narrative indicating the rationale for choosing each person and submit the rationale with the Appointment of Guidance Committee form.
- Individual goals for each student must be included as well as the program plan.
- The form signed by the Committee members and the narrative rationale should be submitted to the Director of the PhD Program for approval and signature. The PhD program office maintains the CON copy.
- A signed and dated copy is sent to all committee members.
- 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. (Refer to the MSU Catalog on Academic Programs and the Graduate School Guidelines for further information at: http://www.reg.msu.edu/UCC/AcademicPrograms.asp or http://grad.msu.edu/index.htm)

- 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 and the completion of a written committee adjustment form. (This form can be found under the PhD forms on the College of Nursing website.)

- 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 and the Program Plan Approval forms are signed by the student and the guidance committee. The forms are then submitted to the Director of the PhD Program for approval, after which it is regarded as the statement of the program requirements. This plan will be reviewed at the annual review each year.

- The Program Plan and Program Plan Approval forms 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 complete a new PhD Program Plan form or a PhD Program Adjustment Form and obtain the approval of the major professor, the guidance committee and the Director of the PhD Program.

Students may change their Guidance Committee members by submitting a revised Appointment of PhD Guidance Committee Form after meeting and discussion with Major Professor and with approval of the Director of the PhD Program.
PROGRAM PLAN

STUDENT'S INDIVIDUAL OBJECTIVES

The student will work with the Major Professor and the Guidance Committee in developing the program plan, objectives for the program, and completing the PhD Program Plan Approval Form (see Guidance Committee). See Program Plan Approval form.

- 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:
  1) research topic/dissertation topic
  2) elective courses
  3) research practicum and skills needed
  4) career goal after completion of the PhD
- Courses specified on the Program Plan form must be completed to meet degree requirements.
- The Program Plan form should be reviewed annually during the review of the graduate student’s progress and changes should be submitted to the Director of the PhD Program using the Program Adjustment form.
- Any changes in the original PhD Program Plan require the completion of a Program Plan Adjustment Form with the signatures indicated. It is the student’s responsibility to keep the guidance committee informed and obtain the signatures and submit the form to the Director of the PhD Program.
- This must be completed by April 1st during the first year of the program for all students. A formal meeting of the guidance committee to review the Annual Review materials should be documented.

ACADEMIC STANDARDS

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

1) A 3.0 is the minimum grade point average required for graduation.
2) In addition, a 3.0 must be attained in each course in the program plan.
3) 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.
4) 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 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.

READMISSION TO THE UNIVERSITY

Prospective students are not required to complete prerequisite coursework at Michigan State University. (If you wish to enroll in a prerequisite course at MSU, you should submit a MSU Lifelong Education application for study.) Former MSU students should submit a readmission application to the MSU Registrar’s Office http://www.reg.msu.edu/ROInfo/EnrReg/ReadmissionProcedure.asp

Students who have failed to enroll for three consecutive semesters, including summer session must also complete and submit a University Application for Readmission (available on-line at www.reg.msu.edu, click on Readmissions). The student will be notified of this decision by the University.
PHD COURSES TRANSFERRED

Graduate credits may be transferred from other accredited institutions of comparable academic standards, provided they are appropriate to a student’s program, and provided they are completed within the time limits approved for the earning of the degree sought at Michigan State University. Only graduate-level courses in which at least a 3.0 (B) grade was received will be considered for transfer. No more than 45% of coursework credits (excluding dissertation credits) from other institutions will be allowed for transfer credit. It is preferable that not more than 1/3 of program coursework credits come from other institutions (21 total credits). Please review the PhD Handbook sections on Transfer Credits and Course Level for additional information on credits.

The transfer of course credits from other institutions may be completed through the following procedure:

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 once approved in the PhD Program Office. The Program Plan, including these courses with the required signatures, should be on file in the College of Nursing, Office of Student Support Services, A117 Life Sciences.

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, A117 Life Science, 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 the Office of Student Support Services, 1355 Bogue Street, C130 Bott Building for Nursing Education and Research, College of Nursing, Michigan State University, East Lansing, MI 48824-1317.

Refer to the Current MSU Academic Programs Catalog for additional information. See the MSU website at: http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s404. Additionally, see Academic Programs Catalog for information regarding CIC Courseshare and CIC Traveling Scholar guidelines www.grad.msu.edu/cic.htm.

Core courses must be taken at Michigan State University

Approved, DPC and Faculty 12/2007
Updated 08/01/08
Updated 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 5-7 credits over a 2-3 semester time period)

NUR 940 RESEARCH PRACTICUM

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 Michigan State University College of Nursing Application for Research Practicum and Letter of Agreement by mid-term of the term prior to the planned practicum.
4) Obtain the required signatures, i.e., the faculty guiding/evaluating the practicum, the Major Professor, and the Director of the PhD Program.
5) Application for Research Practicum goes to the Director of the PhD Programs for processing.
6) Copy filed in student’s file in Student Support Services and PhD Program Office.

Appropriate IRB approval must be obtained prior to the start of NUR 940. A copy of the IRB approval letter must be submitted to the PhD program office (see College of Nursing Policy on IRB Compliance and Monitoring).

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.
2) Objectives reflect measureable outcomes, with a clear product or description of the outcome.
3) Time student is to spend working with the research team.
4) Succinct activities and the rationale for how the activity extends the student’s knowledge and/or skills. (A list of skills should be developed).
5) Specific measureable outcomes and deliverables.
6) 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. See key elements table for example of activities and skills checklist for expected skills to be obtained. Students are expected to attend and fully participate in team meetings, as well as in publications or presentations. This includes dissemination activities, such as papers and poster presentations.
• 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. (See the NUR 940 registration form). This form is to be completed and approved by the Director of the PhD Program by mid-
term the semester prior to enrollment. Specific actions need to be outlined. 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 application procedures apply.
- 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. The evaluation by the major mentor should be filed in the student’s record in the Office of Student Support Services and the PhD Program Office.
- 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

<table>
<thead>
<tr>
<th>Step in the Research Process</th>
<th>Key Activities</th>
<th>Specific Examples of Incorporation in NUR 940, Including Student Outcomes/Products</th>
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</thead>
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<td>Defining the Question and Using Existing Literature</td>
<td>Variable definition</td>
<td>*Individual contributions to sampling design in grant proposal&lt;br&gt;*Description of target population with relevant national and regional data and eligibility criteria with identification of limitations of sampling criteria and how to deal with in the study&lt;br&gt;*Individual contributions to grant proposal sections on inclusion of minorities, women and children.</td>
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<td>Theoretical/Conceptual Framework Selection (as appropriate)</td>
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<td>Research Design Selection</td>
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<td>Target Population Identification and Sampling Design</td>
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<tr>
<th>Selection of Measures</th>
<th>Instrument construction. Develop measurement description, psychometric critique and measurement issues with instrument(s) selected</th>
<th>*Develop questionnaire items based on literature and consultation appropriate to audience, reading level, level of measurement, which makes conceptual sense. Obtain content validity with team and externally. *Write up methods section to describe instrumentation/measures used in study from literature describing reliability/validity and strengths and limitations of instrument/appropriateness with population.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Collection Procedures (PI)</td>
<td>Questionnaire construction Protocol development Subject recruitment Data collection (Need to list some different types here like medical record audits.) Manual development for interviewers, recruiters and other staff.</td>
<td>*Develop questionnaire and format based on appropriateness to concept being measured, audience, level of measurement—work with consultant; obtain content validity with team, possible pilot work in testing questionnaire. *Write protocol section describing step by step procedures for conduction of study. *Assist in subject recruitment—either in providing training sessions, development of training manual and protocol, to recruiters, participate in recruitment process and track # eligible, # enrolled, # recruited, # participated, # dropped. *Write data collection section and identify various sources of data collection methods—strengths/limitations of each and appropriateness with sample, need for various types and fit with design, feasibility, cost factors in decision-making *Participate in the development of telephone interview and focus group protocols and the implementation of the protocols. *Participate in development of training manuals for data collection protocols, recruitment, instrumentation and in provision of training.</td>
</tr>
<tr>
<td>Interventions (PI)</td>
<td>Design Protocol development Training of intervenors QA of intervention</td>
<td>*Individual contributions to research design in grant proposal *Development of drafts of protocols for use by intervenors *Co-leading or leading protocol training sessions for intervenors *Monitoring intervention fidelity – generation of quality audit reports, retraining of intervenors</td>
</tr>
<tr>
<td>Data Management (PI)</td>
<td>Human subjects activity Tracking systems for study participants, interviews, etc.</td>
<td>*Completion of IRB applications and reports *Draft of criteria for relevant ‘adverse events’ and how they will be managed. *Project coordination activities that the student does not have extensive previous experience with, such as developing and maintaining logbooks, records of study participants, developing filing systems for optimal organization and storage of data *Intensive training experiences in research ethics and HIPAA privacy issues as applied to specific practicum activities</td>
</tr>
<tr>
<td>Data Entry (PI)</td>
<td>Data entry and data verification</td>
<td>*Development and refinement of data codebooks. Description of rationale for coding decisions and organization of data for entry with the relationship of these to data analysis. *Data entry, coding, outlier checks, development familiarity with NIH standards for double data entry or equivalent. *Development and testing of data coding schemes for qualitative data.</td>
</tr>
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</tr>
<tr>
<td>Data Quality Checks and Recoding (PI)</td>
<td>Data cleaning, Handling missing values, Quality assurance, Data safety/monitoring plans (DSMP) and boards (DSMB) and activities.</td>
<td>*Participation in discussions of handling missing data. Written description of approach to be used including strengths and limitations. *Development of QA protocols and procedures with individual contribution to manuals. *Participate in data safety/monitoring with provision of documentation to research team.</td>
</tr>
<tr>
<td>Data Analysis (PI)</td>
<td>Data analysis, Analysis memos, Data interpretation, Selection of analytic technique including relationship to research questions and type of data.</td>
<td>*Perform data analysis for an identified research question and write up data analysis and results sections. *Written rationale for choice of analytic techniques and the strengths and limitations of the chosen techniques. *Individual contribution to interpretation of results in discussion section for manuscript, grant proposal, or paper presentation.</td>
</tr>
<tr>
<td>Results Dissemination/Use of Study Findings (PI)</td>
<td>Data summary, Policy statement, Report writing (lay and professional), Use of findings to plan next proposal.</td>
<td>*Description of relevance of findings for policy. Participation in policy statement development through making an individual contribution to the statement. *Develop drafts of reports for lay and professional audiences. *Based on findings the student has participated in, develop a presentation for the research team on how those findings might be used in the next proposal.</td>
</tr>
</tbody>
</table>

*Approved 11/2003
*Updated 08/01/2008, 08/01/2013
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. (fast track and regular)

3. An Annual Review form is to be completed by the student each year in the PhD program. http://www.nursing.msu.edu/PhD%20Program/Handbooks/PhdProgramFormsAppendix.htm

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 examine and complete the “Student Annual Benchmarks” and “Skills Checklist” 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. This includes status of IRB approval and all college compliance factors.

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. Benchmark Deficits should be identified in writing.

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.

12. Students who wish to appeal any part of the Major Professor’s evaluation, may do so in writing to the Director of the PhD Program by July 1st of each year.

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

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 Michigan State University College of Nursing Application for Independent Study by mid-term of the term prior to planned independent study.
3) Obtain the required signatures, i.e., the faculty guiding/evaluating the independent study, the Major Professor, and the Director of the PhD Programs.
4) Application for Independent Study goes to the Director of the PhD Programs for processing and approval must occur by midterm prior to term of enrollment.
5) Copy filed in student's file in Student Support Services and PhD Program Office
6) Outcomes of the experience should be specified. Objectives must be clear with learning activities. A report is due to Major Professor and Director of the PhD Program.

Appropriate IRB approval must be obtained prior to the start of NUR 990. A copy of the IRB approval letter must be submitted to the PhD program office (see CON policy on IRB Compliance and Monitoring).

EVALUATION AND GRADING
The Application for Independent Study 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 measurable outcomes must be evaluated at the end.
7) The Outcomes of the Experience Report 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
GUIDELINES FOR COMPREHENSIVE EXAMINATION

In the Comprehensive Examination, students are expected to produce a synthesis of the knowledge gained in the core curriculum of the PhD program. To be eligible to take the comprehensive examination, students must have completed at least one semester of multivariate statistics, one semester of psychometrics, five core nursing courses in the PhD program (NUR 901, 910, 911, 920, 930) and have the consent of their major professor. The student must be enrolled for at least 1 credit during the semester(s) in which they take comprehensive examinations. The purpose of the comprehensive examination is a demonstration by the student that he/she has mastered the core knowledge and skills of a nurse researcher and can synthesize the knowledge in a written and oral manner.

Specifically the exam is to test the ability to meet the following program objectives:

- Evaluate research designs, measures, and statistical analyses used 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 care.

- Evaluate current and developing middle-range theories relevant to nursing for their usefulness in understanding health status and health outcomes for individuals, families, and community-based primary care.

- Translate and integrate scientific knowledge to inform clinical practice, health policy, and health care delivery system change.

THE EXAMINATION

The comprehensive exam consists of a written and an oral component.

Written Comprehensives

For the written portion, course faculty will develop 4 core questions based on the program objectives (1 question for methods and 1 question for measurement of health status, health outcomes and one core question for each of the other 2 program objectives, ie. theory and translation). If the student’s major professor is one of the core course faculty, an additional faculty member who is on the students guidance committee and from CON will be added to the exam committee for a total of five members.

A comprehensive examination committee consisting of the student’s major professor and 4 core course faculty will be established for each student.

Course faculty and major professor will work together to adapt the core questions to the individual student.

The PhD Subgroup of GPC will review the sets of written questions for consistency and equivalence across students prior to administration.

The Director of the PhD Program will schedule the written examination and arrange for location, set-up and proctoring. The PhD Program Office will notify the eligible
students of the date, time and location of the examination. The exam will be set and students will be notified. The examination will be administered to all eligible students simultaneously. There will be a time limit for the examination applicable to all students. Students with special needs must notify the Director of the PhD program the semester prior to the exam.

The written examination will take place over 2 days. There will be 2 questions per day with 2 1/2 hours allotted per question. The students will be given one question from 9:30-12:00, then a break 12:00-1:00, and the second question 1:00-3:30.

Oral Comprehensives
The oral exam will be given after the written exam. The Director of the PhD Program will set the date for the exam. The purpose of the oral exam is to allow the student the opportunity to clarify points of the written exam.

The PhD Program Office will schedule a time and location for each student to meet with his or her examination committee to complete the oral exam within two to three weeks after the written exam.

The purpose of the oral exam is to allow the student to clarify, articulate, be clear in area of lack of clarity, as deemed from the grading of the written exam. If there are no areas of concern, an oral exam may not be held.

The oral exam will be scheduled for 2 hours and will be facilitated by the Director of the PhD Program. At the end of the oral exam, the comprehensive examination committee will discuss the student's performance. Each faculty member will indicate his or her vote as pass or no pass and sign the Examination Report. A pass occurs if 4 of the 5 members (or the majority) vote to pass the student on each question.

EVALUATION OF THE COMPREHENSIVE EXAMINATION
The written and oral components are not graded separately. The written component is read by the comprehensive examination committee that consists of the student’s major professor and 4 core course faculty. There will be one faculty member from NUR 910 or 911 and one faculty member from each of the other core courses.

If a student receives a “no pass”, the student’s examination committee will prepare a summary statement outlining the rationale for a “no pass” grade and the specific conditions the student must meet to pass the examination. The conditions or the remediation plan must be discussed and determined by the student’s comprehensive examination committee. At a minimum, a student who receives a “no pass” must retake the part(s) of the examination that was/were not passed before the end of the following semester.

REMEDINATION
The summary statement including the remediation plan will be written and shared with the student after the oral exam with the major professor and the examination committee.

The examination may be repeated one time. Failure of the exam a second time will result in dismissal from the program, following academic counseling by the student’s Guidance Committee, and/or the Director of the PhD Program.
The Director of the PhD Program completes and submits the required forms to the Graduate School to admit the student into candidacy. Student Support Services receives copies of the forms submitted to the Graduate School.

Announcement of the student achieving candidacy is communicated to CON faculty and students by the secretary of the PhD Program.

Doctoral students who have passed their comprehensive exams only need to register for one credit to be considered full time students.

Approved, PhD Program Committee 11/09/2001

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 get 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.

All manuscripts must have one external reviewer, selected by the Director of PhD Program, prior to external submission. Final approval by the Director of the PhD Program is needed prior to submission.

Final manuscripts are submitted to the PhD office after approval by the Major Professor and for approval by the Director of the PhD Program.

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.

(If this is a dissertation manuscript, the Dissertation Committee, not the Guidance Committee, serve as the review group prior to submission to the Director.)

Submission of an article meeting these criteria is a requirement for graduation.
Journals that are recommended include:

- Nursing Research
- Research in Nursing & Health
- Advances in Nursing Science
- Image: 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
- 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. It is expected that any papers not accepted will be revised and resubmitted until acceptance occurs.

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

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 (http://vprgs.msu.edu/michigan-state-university-guidelines-authorship). 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 (https://www.msu.edu/unit/gradschl/staff/mentoring.htm). 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. A sample written agreement is attached (see Authorship Responsibility Form).

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.
I. Criteria for Being Listed as an Author

A. 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.

B. 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).

C. 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. Examples of minor support include the following:
   • Technical support;
   • Data collection and entry;
   • Recruitment of study participants;
   • Financial and material assistance;
   • Advising regarding statistical analysis; or
   • Proofreading/technical editing.

D. The general distinction between “significant contributions” and “minor or general support” is in terms of the quantity and scholarly contribution to the work.

E. 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).

F. 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.
II. 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.

A. 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.

B. 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.

C. 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.

III. 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.
A. 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.

B. 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.

C. 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 documents, 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.

A. The first step in resolving a conflict is to speak to the first author of the manuscript and identify your concern.

B. The next step is to have all parties involved meet to discuss and resolve the issue.

C. Senior faculty who are experienced in joint-authored papers may be consulted to assist in interpreting guidelines and make recommendations for resolution.

D. 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.

E. 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.
### Procedure:

<table>
<thead>
<tr>
<th>Responsible party</th>
<th>Task</th>
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| Faculty member(s) and student(s) jointly | Meet to plan manuscript, assign responsibilities, determine level of contribution (see Attachment 1 for tool to assist with determining level of contribution), and decide on order of authors.  
  
Complete formal authorship agreement (see Attachment 2 for sample authorship agreement)  
  
Draft and submit manuscript. |
| **If revisions are required, Faculty member(s) and/or student(s)** | Meet to discuss revisions, assign responsibilities, determine level of contribution and consider whether authorship order should be adjusted.  
  
If authorship order requires adjustment, complete a new formal authorship agreement.  
  
Revise and submit manuscript. |
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 and must be 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 to be submitted to the research committee where the final approval decision is made. If returned by the Research Committee, it should have a re-review. A copy of each abstract to be submitted should be sent to the PhD program Secretary for submission to the Research Committee. Research Committee reviews will be returned to the PhD program secretary for dissemination to the student and their major professor. 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. A copy of the poster or presentation should be provided to the PhD program office for the student’s file.

Travel funds may be available through the Graduate School (see PhD Student Travel Guidelines under the Policies and Procedures section). 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 and absence from the PhD program is required. The “Travel Authorization and Emergency Contact” form is available at http://www.ctlr.msu.edu/COTravel/Default.aspx. 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 stated under the PhD Student Travel Guidelines). 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 given to paper presentations and only for work done 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.
   - 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).
   - 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.
   - 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>
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<tbody>
<tr>
<td><strong>Step 2</strong></td>
<td></td>
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<tr>
<td>Pre-award planning meeting</td>
<td>18 weeks prior to due date</td>
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<tr>
<td>Identify External Reviewers; receive approval from the Director of the PhD Program</td>
<td>16 weeks prior to due date</td>
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<tr>
<td><strong>Step 3</strong></td>
<td></td>
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<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><strong>Step 4</strong></td>
<td></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>
</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.

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**Step 2**

5. **Notify the Research Center.** Student should proceed with development of grant application according to funding agency guidelines. 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 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. A CV and/or biosketch for each researcher should be forwarded to the Director of the PhD Program for approval to use as an external reviewer. * Note: for resubmissions, only 1 external review may...
be required.

7. **Contact External Reviewer(s).** Upon approval from the Director of the PhD Program, 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. The PhD student should distribute the full proposal (with all components) along with the **Proposal Review Cover Sheet** to committee members. Each committee member must complete this review cover sheet when comments are returned.

Once internal reviews are received, the student should 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, plus the Director of the PhD Program, by the student for review along with the Internal Review Summary Grid. Each committee member and the Director of the PhD program must sign off approving distribution for external review (see **Approval of Internal Revisions Form**).

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:

- Proposal Review Cover Sheet from each committee member
- Internal Review Summary Grid
- Approval of Internal Revisions Form
- Contact information for External Reviewers

**Step 4**

10. **External Review.** Upon receipt of items listed above from Internal Review, 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, the student should prepare an External Review Summary Grid and discuss comments with their major professor. A revised application should be distributed to the committee plus the Director of the PhD Program by the student for review along with the External Review Summary Grid. Each committee member and the Director of the PhD program must sign off approving
submission to funding agency (see Approval of External Revisions Form).

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:
- External Review Grid
- Approval of External Revisions Form

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.

The student is responsible for writing the corresponding budget justification, based on the final budget provided by the CON Research Administrator.

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 federal electronic and non-federal paper 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, along with the CON Research Administrator 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**

- **Statistical consultation** is available to PhD students on campus. The Major Professor/sponsor should assist the student to obtain statistical assistance as needed. The statistician in the CON can be used to guide the research projects. This work needs to be done through the PhD office and with consent of the major professor or sponsor.

- **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.

- 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 the student completes the necessary tutorial, 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. Additional information pertaining to IRB approval, including application forms, instructions and due dates can be found at http://www.humanresearch.msu.edu.

- 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
will accept the MSU review. More information is available at http://www.humanresearch.msu.edu/relianceagreements.html.

- **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. Additional information pertaining to HIPAA is available at http://www.humanresearch.msu.edu/hipaa.html.

- **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 plan for data safety & monitoring can be found at http://nursing.msu.edu/Research/Resources%20for%20Researchers/default.htm, under Data Safety & Monitoring section. The CON Research Administrator can provide template text for inclusion in the proposal.

- **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.

- **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 that is NIH-like (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). The grant application requirements should include:
  - Specific Aim - (Research Questions)
  - Background and Significance
  - Conceptual Framework
  - Literature Review
  - Research approach design/methods
  - Data Management
  - Measures
  - Data Analysis
  - Human Subjects Protection
  - Budget
  - Timeline

**Helpful Research Web Sites**

- The graduate school web page may be useful in assisting the student with seminars related to grant writing, etc. http://www.msu.edu/user/gradschl.
- Also the web page for research at MSU may be helpful http://www.msu.edu/unit/vprgs/
- Website for NRSA (includes program announcement, and instructions): http://grants.nih.gov/training/nrsa.htm
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 a 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.

**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. This document is available on the VP for Research website at http://www.msu.edu/unit/vprgs/research_data.htm.

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 (available at http://www.msu.edu/unit/vprgs/research_data.htm), 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.
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 housed, 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

(A) Analytic Guidelines, which provide the following information:
   (1) An outline of the original study’s aim and research hypothesis (can be taken from the original proposal);
   (2) 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.

(3) 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.)

(4) 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.)

(F) 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:

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.

PROCESS FOR REQUESTING DATA
The CON provides web access to short descriptions of the studies and data sets housed in the CON and available for secondary data analysis, with contact
information of the relevant Principal Investigator (PI) or Major Professor (MP). Any person interested in secondary analysis of existing CON data sets must contact the PI or MP for further information about these data sets. Before an Author Agreement/Data Use Agreement Form can be signed, the potential applicant must submit an abstract and one-page significant aims paper, outlining the goals, purposes, and hypotheses to be tested or explored in the secondary data analysis. If accepted by the PI/MP, the CON Author Agreement/Data Use Agreement Form must be signed by both parties and submitted to the CON Research Center together with the application containing the abstract and significant aims of the analysis project.

DISSESSATION & 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.

THE APPLICATION PROCEDURE

Prior to enrolling, the student must:

1) Complete the Michigan State University College of Nursing Application for Dissertation Credits (NUR 999) by mid-term of the term prior to planned activity.
2) Obtain the required signatures, i.e., the Dissertation Chair, and the Director of the PhD Program.
3) Application for Dissertation Credit goes to the Director of the PhD Programs for processing and approval must occur by midterm prior to term of enrollment. If the credits are continuous from a previous semester, evidence of progress needs to be provided in the outcomes report from the previous semester.
4) 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 (see College of Nursing Policy on IRB Compliance and Monitoring). 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
The committee is formed. Dissertation proposal defense may not occur until all facets of the comprehensives have been successfully passed.

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 that is appropriate to the dissertation topic. 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. (Refer to the MSU Catalog on Academic Programs and the Graduate School Guidelines for further information at: http://www.reg.msu.edu/UCC/AcademicPrograms.asp or http://grad.msu.edu/thesisdissertation/)

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 student needs to complete the Appointment of Dissertation Committee form, and obtain the signatures of the Dissertation Committee. This is completed at the point of the successful proposal defense. The student then submits the signed form to the Director of the PhD Program for 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 new Appointment of Committee form is to be completed, along with rationale for members and the form submitted to the Director of the PhD Programs.

Dissertation completion funds, if available, will only be accessible the final two semesters of the work. Students are to request funds in writing. A timeline for completion must be in place for these funds to be received.
(Tenure “system” faculty may not serve as chairs of dissertation committees.)

**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 in person. If special arrangements are needed, approval is needed from the Director of the PhD Program. Please refer to the dissertation rubrics in the appendices as a guide for quality expectations. These are to be followed and shared with all committee members. The Director of the PhD Program is to approve the date of the defense, which needs to be scheduled by the PhD support staff.

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, as it is the responsibility of the committee to guide the student.
Ordinarily, the dissertation proposal defense will not exceed two hours in length. This is to be a defense following the meeting, the committee confers to determine if the proposal is acceptable. If acceptable, the student may proceed with the conduct of the dissertation. All members of the dissertation committee must be in attendance for this to constitute the formal defense.

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.

The Approval of Dissertation Proposal form must be completed and signed by all members of the Dissertation Committee. 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 Approval of Dissertation Proposal form signed by the Dissertation Committee and the Director of the PhD Program, 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. The student's and major professor's IRB training must be current before the BIRB will review the application. 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. (http://www.humanresearch.msu.edu/).

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 as indicated earlier (see sections on Major Professor and/or Guidance Committee).

Access to Subjects/Research Data
(Please also refer to the section CON Data Archive Rules & Regulations, pg 56). After receiving approval from MSU IRB, the student must obtain written administrative approval from the setting or agency (e.g. hospital, clinic, classroom, etc.), in which the research is to be conducted. This may necessitate the student submitting the proposal to the human subjects review board or committee of the agency. The student must discuss their plans with the appropriate personnel within the setting or agency to determine the requirements of the targeted agency or facility. Arrangements, which provide for anonymity or confidentiality to study subjects, and the way in which the study will be conducted, may also be discussed.
Contracts with clinical or other agencies must be coordinated through the Director of the PhD Program. Depending on the nature of the contract, contracts must be signed by the Contracts and Grants Office or the Office of General Council.

The student is responsible for establishing and maintaining a relationship with the agency that is respectful of their care delivery mission and is in a manner that meets federal requirements, (i.e. HIPAA). Scheduling of data collection and arrangements for informing the staff of the study findings is the responsibility of the student.

The student is to negotiate with the Dissertation Committee an agreed upon manner in which to inform the agency of the study results. The student will work closely with the Dissertation Committee Chairperson in writing the dissertation. Together the student and committee review the dissertation work on an ongoing basis.

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, either in the research proposal and/or guided by the committee member(s), who have the appropriate methodological expertise. The student is to do 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. The MSU Guidelines for Integrity in Research and Creative Activities identifies the key principles of: 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 see the web site http://grad.msu.edu/publications/docs/integrityresearch.pdf.

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, pg 56). 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.

Data Safety and Monitoring Guidelines are also to be followed for Intervention Trials.
Final 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.

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 support staff of the PhD Program 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 at http://grad.msu.edu/etd/. Students are also referred to other references, such as the dissertation writing support group, on the Graduate School Website at http://grad.msu.edu/. Submissions are rendered electronically by ProQuest at www.etdadmin.com/grad.msu.

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 (see final oral examination).

- The student and chair of the dissertation committee are to complete the Announcement of Oral Dissertation Defense form 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 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 student must be registered during the semester in which the final oral examination is taken. See Maximum and Minimum Credits in this section of the catalog. (excerpt from www.reg.msu.edu/Academic Programs)

The oral defense consists of two parts, one open to faculty and guests that presents
the dissertation with the opportunity for questions, and the other part is the defense with interaction with the 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. Faculty may continue to attend in the room, but may not participate in any way during the defense, family will be asked to leave.

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, pg 56).

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 MSU Graduate School website under conflict resolution, http://grad.msu.edu/.

The Committee then decides the student’s grade, signs the Report of Completion of Oral Dissertation Defense form, 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 total process should not exceed 2 hours.

**All members of the Dissertation Committee must be in attendance for this to constitute the formal defense.**
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.

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. Guidelines can be found at http://grad.msu.edu/etd/. 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. (excerpt below from site: http://www.psl.msu.edu/Pdfs/2009%20Degree%20Completion%20Checklist.pdf)

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

MULTIPLE MANUSCRIPT DISSERTATION OPTION

Multiple Manuscript Dissertation involves the production of multiple papers, i.e., at least three separate publishable manuscripts.

These three chapters follow a chapter entitled, “Introduction” that introduces the general theme and overview of the dissertation, and are completed 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 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 literature review, methods section, findings, discussion, tables, figures, and references, as appropriate.

- One of the three manuscripts can be a critical review of the literature (a systematic, or integrated review) that is broader than the literature review provided for each research article, i.e., a state of the field type of article.
- The remaining two articles (or 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 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.
- Each article must have its own abstract, as would be required for submission to a journal.
- In addition, the dissertation must have an overall abstract of the project.
- The concluding chapter can also be brief, but should provide a broader summary than is presented in each article, and should 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. 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 or dissertation.

PhD students may publish a piece off 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 respected, nursing peer-reviewed journals. Selection should be with approval of the dissertation committee and 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. Other options will be approved by the Director of the PhD Program.

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 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 or a meta-analysis or an integrative review. The search format, etc. to be used and approach should be described and follow the recommended format (Institute of Medicine, PRISMA, Cochrane) (will include question, protocol, search, data extraction, quality appraisal, analysis and results,
interpretation)

Chapter 3: Paper #2 – a research project/study reported

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

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

The dissertation committee and student together select the journals. They should be selected from the list prepared by the PhD program, (if others are selected there needs to be a rationale and they need to be prestigious journals in the topic area and the nursing profession).
FLOW CHART FOR DISSERTATION COMPLETION

1. Discuss topic/chair with Major Professor
2. Consult with additional faculty about topic
3. Select Chair of Dissertation Committee
4. Select Committee Members with approval of Director of PhD Program
5. Develop proposal as determined by chair/committee
6. Policy & Rubric to Committee
7. Proposal Defense held Proposal approved at meeting
8. Submit to IRB, MSU, and other settings
9. Carry out dissertation plan
10. After approval, conduct data collection and perform analysis; Prepare final dissertation draft
11. Meet with Committee 2-3 Weeks prior to final defense
12. Develop final draft as determined by chair/dissertation committee
13. Final draft submitted to committee at least two weeks prior to defense
14. ORAL DEFENSE
15. Make final revisions based on defense and submit to chair/committee for approval
16. Submit copy to Director of PhD Program
17. Electronically submit approved dissertation to Graduate School
18. Submit CD & soft bound copy to Director of PhD Program. Copy submitted to committee members (CD or Softbound)

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

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

Complete appointment of committee form and submit to Director of PhD Program.

Complete Approval of Dissertation Proposal Form, Submit to Director of PhD Program.

Formal announcement of oral defense form completed 2 weeks prior to defense date.

Chairperson completes approval of dissertation form; Submit to Director of PhD Program.

Chairperson must sign forms from Graduate School.

Chairperson submits grade on completion form; Submit to Director of PhD Program.
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 (2) 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

**DEGREE COMPLETION FLOWCHART**

**THE SEMESTER OF INTENDED GRADUATION**

**Responsibility of Student**
- Complete and submit Application for Graduation
- Check deadline dates
- Completion of program requirements
- Submit thesis or dissertation to the Graduate School [www.etdadmin.com/grad.msu](http://www.etdadmin.com/grad.msu)
- 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 [http://grad.msu.edu/etd/docs/ApprovalForm.pdf](http://grad.msu.edu/etd/docs/ApprovalForm.pdf)

**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

**The 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
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 (https://d2l.msu.edu/) 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. Read more at: http://tech.msu.edu/ithenticate/

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 referred to as academic misconduct. For more information view MSU’s Integrity of Scholarships and Grades policy web page at https://www.msu.edu/unit/ombud/RegorsPolicies.html. See Michigan State University’s Guidelines on Authorship web page at: http://uioio.msu.edu/authorshipguidelines.htm.

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; available at http://www.vps.msu.edu/SpLife/default.pdf); University guidelines for ethical research (published by the University Committee on Research Involving Human Subjects [IRB]; available at http://www.humanresearch.msu.edu/; The MSU Guidelines for Integrity in Research and Creative Activities, http://grad.msu.edu/publications/docs/integrityresearch.pdf and specific principles for informal conflict management, in the Graduate Student Resource Guide (published by the Graduate School; available at http://grad.msu.edu/conflict.htm).

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,
3) 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.

I. OBSERVATION SKILLS:

A student in CON must be able to accurately:

- Observe a patient, both at a distance and close at hand;
- Acquire information from written documents;
- Visualize information as presented in images from paper, films, slides, or video;
- 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.
II. COMMUNICATION SKILLS:

A student in CON must be able to accurately:

- Communicate in English, both verbally and in written form;
- Speak, hear, and observe patients by sight to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications;
- Communicate effectively and sensitively with patients both orally and in writing;
- 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.

III. MOTOR SKILLS:

A student in CON must possess the motor skills to accurately:

- Perform palpation, percussion, auscultation, and other assessment techniques;
- Perform clinical procedures;
- 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.

IV. SOCIAL AND BEHAVIORAL ABILITIES:

A student in CON must possess the coping skills and intellectual abilities to:

- Exercise sound clinical judgment;
- Recognize knowledge and skill limitation and seek appropriate guidance;
- Complete all assigned responsibilities for the care of patients in a timely fashion;
- Develop mature and effective relationships with patients, health team members, and faculty;
- Function effectively in stressful situations in the health care setting;
- Maintain a physically and emotionally safe environment for patients;
- Adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical setting;
- 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.
V. INTELLECTUAL-CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE ABILITIES:

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:

- Remain awake and alert while in clinical assignments;
- Perform these problem-solving skills in a timely fashion;
- Measure, calculate, analyze, integrate, and synthesize data from clinical and other sources;
- 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

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 according to the chart below.

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. Multiple systems are used to collect and maintain compliance information: Certified Background, ACE MAPP, and the University Physician Veterinary and Healthcare Professional Student Immunization Site.

Compliance information and pertinent links can be found on the College of Nursing webpage for “Current Students”
http://www.nursing.msu.edu/Students/Who%20are%20you/Current%20Student.htm
Contact Information:
HCP Student Immunizations, Office of the University Physician, Olin Health Center, 463 East Circle Drive, Room 346, East Lansing, MI 48824-1037

Office of Student Support Services, College of Nursing, Bott Building for Nursing Education and Research, 1355 Bogue Street, Room C120, East Lansing, MI 48824 517-353-4827; fax: 517-432-8251

<table>
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<tr>
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<th>RN to BSN</th>
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* Depends on clinical placement site

**IMMUNIZATIONS**
Required: Annually - TB (Tuberculosis) Screen/Test
Required: When approaching expiration - Hepatitis B, TDAP (Tetanus/Diptheria/Pertussis), MMR (Measles/Mumps/Rubella), Varicella (Chicken Pox)

Students must submit their completed Student Immunization Record attaching copies of immunization documentation and other records as requested.

The Form and requirements are available online at: http://www.uphys.msu.edu/hcpimmunize/index.html

Submit the completed Form with supporting documentation to the Office of the University Physician.

Questions about immunization requirements or individual status of immunization records should be referred to:
Paula Guss, R.N. (guss@msu.edu)
MSU Occupational Health
University Physician’s Office 348 Olin Health Center
P: 517-353-8933; F: 517-355-0332
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. Titters 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, titters and TB monitoring are the responsibility of the student.

In cases where vaccines are medically contraindicated, or when students desire to abstain for religious reasons from some or all of the immunizations specified, an informed waiver statement must be signed prior to orientation. This waiver must be signed annually while enrolled in the College of Nursing. A copy of the waiver is available in the Office of Student Support Services. Students should be aware that although they have the right to waive immunizations, medical institutions (hospitals and medical clinics) retain the right to deny patient contact with students who have refused immunization.

SEASONAL INFLUENZA IMMUNIZATION
Required: Annually

The Seasonal Flu shot is required each Fall semester while enrolled in the Nursing program. Based on flu vaccine availability, students must comply by December 1. All students who are vaccinated at any location other than Flu Clinic's sponsored by the University Physicians office (including the Student Health Center in Olin) must obtain documentation of their immunization and submit to the University Physician's Office (scanned copy, fax or University mail to 517-355-0332 (fax) or 346 Olin Health Center). Please include your PID and state you are an MSU nursing student on the documentation.

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.

TBSN and AO students will complete HIPPAA training through ACE-MAPP*. The Office of Student Support Services will retrieve training records electronically and submit them to the University Physicians database.
All other College of Nursing Students will complete this training by viewing the online HIPAA Training PowerPoint. Submit the confirmation of completion form to the Office of Student Support Services.

* ACE-MAPP (ACE Matching and Placement Program): A web-based online learning system which will certify to educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placements. Specific ACE-MAPP system information will be provided to students at orientation.

**BBP (Blood Borne Pathogen Training)**

Required: Annually

TBSN and AO students will complete HIPAA training through ACE-Mapp*. All other College of Nursing Students will complete the EHS Bloodborne Pathogen Awareness Training online through Environmental, Health, and Safety (http://www.oeos.msu.edu/TRAIN/BPA/). The Office of Student Support Services will retrieve training records and submit them to the University Physicians database. Students are recommended to print and retain any confirmation pages provided by the training module for their own records.

GRMEP (Grand Rapids Medical Education Partners)

NP students with placement through the GRMEP system in Grand Rapids will have additional compliance requirements and fees. Notification on requirements will take place on an individual basis when assignment is made to these sites.

* ACE-MAP (ACE Matching and Placement Program): A web-based online learning system which will certify to educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placements. Specific ACE-MAPP system information will be provided to students at orientation.

**BLS (Basic Life Support for Healthcare Providers)**

BLS training for healthcare workers is required upon entry in the students’ College of Nursing program and renewed prior to expiration (Certifications can be for either 1 or 2 years). Certification at the “lay” rescuer level is not sufficient; BLS must be either HealthCare Provider or Professional Rescuer. Information about training sessions on campus are provided in new student information, at orientation, and as they become available.

Training sites include American Red Cross, American Heart Association, or the Learning and Assessment Center at Michigan State University.

Students must present the BLS card with expiration date to the CON OSSS when BLS is renewed, so the documentation can be entered in the student’s Compliance record. If you expire, agencies will require you to complete the entire course not just the renewal course.

**ACLS/PALS**

Advanced Cardiovascular Life Support (ACLS) and Pediatric Advanced Life Support (PALS) from the American Heart Association (preferred) or American Red Cross must be completed prior to the start of the Nurse Anesthesia Program and maintained throughout the duration of the program.
Students must present documentation with expiration date to the CON OSSS when ACLS/PALS is renewed, so the documentation can be entered in the student’s Compliance record.

Personal Medical/Health Insurance
Documentation of current Personal Medical/Health Insurance is submitted to the CON Office of Student Support Services annually or if insurance changes. This information will be entered into the student’s Immunization and Compliance record (University Physician Veterinary and Healthcare Professional Student Immunization Site).

Note: The University provides liability insurance for all enrolled students engaged in clinical activities under the auspices of the University.

RN License
Documentation of a current, unrestricted State Registered Nursing License is submitted annually (in March if a Michigan license) to the CON Office of Student Support Services by those students enrolled in the RN-BSN or any graduate clinical program. Student in the Nurse Anesthesia Program must have a Michigan RN License.

APRN Certification & Licensure
DNP students must submit documentation of a current, unrestricted (1) license as an advanced practice registered nurse and (2) national certification in their specialty to the CON Office of Student Support Services.

Criminal Background Check, Drug Screening, and Fingerprinting*
The MSU Drug and Alcohol Policy (published in the MSU Student Handbook and Resource Guide http://www.vps.msu.edu/SpLife/index.htm) prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on MSU property or as part of any of its activities.

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) guidelines have resulted in many practice sites opting to require background checks for nursing students working in clinical settings. Additionally, many clinical, non-JCAHO accredited sites affiliated with the university for educational purposes have adopted this requirement and also require drug screens. The clinical programs of Michigan State University College of Nursing require students to participate in the care of patients in various health care settings. Accordingly, passing a criminal background check and drug screen is a condition for participation in the clinical component of all Nursing (graduate and undergraduate) programs.

A Background Check, Drug Screening and Fingerprinting* are required upon acceptance into the College of Nursing. Refusal to comply or falsification of records will result in dismissal from the program. Information about how to complete the Background Check, Drug Screen and Fingerprinting requirements is forwarded to all students in the new student admission packet. Results must be received prior to the first day of the semester (start date of classes).

The College of Nursing uses a 10 Panel Test drug screen (amphetamines, opiates, tetrahydrocannabinol (THC), Phencyclidine (PCP), cocaine, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone.
* Fingerprinting is required for TBSN and AO Programs only.

PROVIDING EVIDENCE OF COMPLIANCE

Students should download and print a copy of their individual Immunization and CON Compliance information from http://www.uphus.msu.edu/forstudents/index.html as evidence that they have completed the Immunization Record and other Compliance requirements.

TBSN and AO
This evidence must be presented to the clinical faculty at course orientation or as directed by the course coordinator. If fully-compliant documentation is not submitted, the student will not be allowed in the clinical unit.

NA, NP, PhD, and DNP
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.

RN to BSN and CNS
This evidence may be submitted electronically via fax (517-353-9553) or scan to the faculty member during the first week of courses 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.
### Responsible Conduct of Research: PHD Course Content Inventory (Updated AY 2011-2012)

<table>
<thead>
<tr>
<th>Content Area</th>
<th>FT Year 1</th>
<th>Year 1 FT Year 2</th>
<th>Year 2 FT Year 3</th>
<th>Total per Topic</th>
</tr>
</thead>
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<tr>
<td></td>
<td>FT Year 1</td>
<td>Year 1 FT Year 2</td>
<td>Year 2 FT Year 3</td>
<td></td>
</tr>
<tr>
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<td>1 hr</td>
<td>1 hr</td>
<td>3</td>
</tr>
<tr>
<td>Authorship and Publication</td>
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<td>1 hr</td>
<td>3 hrs</td>
<td>5</td>
</tr>
<tr>
<td>Collaborative Research</td>
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<td>1 hr</td>
<td></td>
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</tr>
<tr>
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<td>.25 hr</td>
<td>.75 hr</td>
<td></td>
</tr>
<tr>
<td>Responsible Management of Research Data</td>
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<td>1 hr</td>
<td>1 hr</td>
<td>3</td>
</tr>
<tr>
<td>Mentor/Trainee Relationships</td>
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<td>1 hr</td>
<td>1 hr</td>
<td>2</td>
</tr>
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<td>1 hr</td>
<td>1 hr .5 hr 5.5</td>
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<tr>
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<tr>
<td>Use of Animals in Research</td>
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<td>13.25</td>
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### 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. Go to [https://www.egr.msu.edu/secureresearchcourses/](https://www.egr.msu.edu/secureresearchcourses/)
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
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 (see http://grad/msu/edu/researchintegrity/) 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 research presentations (see NRC Professional Development Schedule)
- Nursing Research Center research seminars (see NRC Professional Development Schedule)
- Nursing Research Center Visiting Scholars (see NRC Professional Development Schedule)
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 which can be found at www.police.msu.edu. Your permit privileges are not valid until your permit is properly affixed to your windshield. To register your vehicle you must present a current student ID, a valid driver's license and your vehicle registration. For additional questions, please refer to the DPPS office.

No student parking in the Clinical Center lot.

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 visit https://etext.msu.edu/
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.

So decisions will be made when possible about AM classes by 7, sooner if we can, and teaching faculty will be notified promptly.
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 must be on behalf of the university using the MSU Travel Voucher and Pre-Trip Authorization/Emergency Contact Form. See the University Forms website http://www.cotravel.msu.edu/. Also complete the Absence from the PhD Program Form and the PhD Student Travel Form.

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. Information regarding travel funds from the Graduate School can be found at http://grad.msu.edu/forms/docs/studenttravel.pdf.

   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 utilize MSU’s preferred travel agencies and to direct bill airfare after the travel request.
has been approved by the Director of the PhD Program. Information regarding these services is available at http://www.ctlr.msu.edu/cotravel/.

iii. Students applying for College of Nursing funds for professional travel should complete the Absence from the PhD Program form.

iv. If travel is to take place during other activities (i.e., classtime, 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. (Please refer to the Absence From the University portion of the handbook).

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

vi. 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 Office within two weeks of returning from conference/function.
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).

Absences 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 Absence from the PhD Program Form, the Pre-Trip Authorization, and PhD Student Travel Form, which is signed by the student’s major professor and the course faculty whose class the student will miss. The completed form should be submitted to the Director of the PhD Program.

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.

CON Policy and Form can be found on the PhD Program Forms Appendix.

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.
POLICIES AND PROCEDURES OF THE UNIVERSITY

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 see the web site http://grad.msu.edu/researchintegrity/

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 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
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.

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 for consultation, researchers are invited to contact the IRB office at 202 Olds Hall. Their phone number is 355-2180. To visit the IRB on the Web, see their home page: http://humanresearch.msu.edu/

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

Tutorial Website: http://www.humanresearch.msu.edu/requiredtraining.html
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 at: http://www.healthteam.msu.edu/healthproport.aspx. Please provide a certificate of completion to the Director of the PhD Program and the Research Center.

Updated 06/06/2008
FINANCIAL ASSISTANCE

ASSISTANCE FOR PHD STUDENTS

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.**

The following list outlines some of the financial assistance programs available at Michigan State University and/or in the College of Nursing:

**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 two of the graduate nursing programs at MSU: 1) Clinical Nurse Specialist-Education and 2) PhD in Nursing. During the course of the nursing graduate program, students must complete education courses to prepare for the faculty role.

**Professional Nurse Traineeships**

Federally funded traineeships provide grants for tuition and fees for selected full-time students who are U.S. citizens.

**Scholarships**

The College of Nursing administers several scholarships, which are established by the gifts and contributions of private donors and friends of the College. Scholarship amounts vary and include both merit-based and need-based criteria. Applications for general scholarships are available in the Office of Student Support Services and online at http://www.nursing.msu.edu/scholarships.asp.

Students must apply for funding. The deadline for all College of Nursing scholarships is March 1.

**Graduate Office Fellowship Funds**

Michigan State University and the College of Nursing award Graduate Fellowships to selected students. Check with the Office of Student Support Services for the award criteria. Awards are paid as a lump sum to be used toward the cost of tuition and fees.
Graduate Assistantships

More than 3,300 eligible graduate students hold assistantships in various fields. Graduate assistantships provide a waiver of nine credits for the Fall semester, nine credits for Spring semester, and five credits for Summer semester, waiver of matriculation fees, stipend and health insurance. Graduate assistants must be enrolled in graduate programs and be making satisfactory progress toward their degrees. A graduate assistant's responsibilities require about 10 hours per week for a quarter-time appointment, 20 hours per week for a half-time appointment, and 30 hours per week for a three-quarter time appointment, averaged over the length of the appointment. Most of the teaching and research assistantships are awarded through individual departments and schools.

Several academic units on campus, including the College of Nursing, hire Teaching Assistants to assist in the teaching mission of the University. For a listing of the other units that hire Teaching Assistants, see the MSU Graduate School web page http://grad.msu.edu/. MSU has a contract with the Graduate Employee Union for these employees. Terms of this contract can be viewed from a link on the Graduate School webpage http://geuatmsu.org/.

Faculty who are engaged in research often hire graduate students to assist them in their research. These positions are called Research Assistantships. They are available on an individual basis as faculty have their research funded. Contact funded faculty to see if research assistantships are available.

The Michigan State University Distinguished Fellowship Program

Awards are based on demonstrated academic excellence and evidence of leadership potential. This is strictly a recruiting fellowship.

PhD students receive four years of support. The first and fourth years are funded by the Graduate School, with no teaching or research service required of the student. During the second and third years of fellowship support, students receive a departmental assistantship that may require them to assist in research and/or teaching.

Distinguished Fellowship recipients beginning study in 2009-2010 will receive a 12-month stipend of $24,000 plus health insurance. In addition, tuition and related fees will be waived within some limits. Fellows must maintain strong academic performance and make normal progress toward their degrees. For more information, please go to the website https://www.msu.edu/unit/gradschl/ufellows.htm

University Enrichment Fellowships

This award recognizes academic achievement, research goals, contribution to a diverse educational community, and a record of overcoming obstacles. Fellowship recipients beginning in 2009-2010 will receive a 12-month stipend of $24,000 plus health insurance. In addition, tuition and related fees will be waived within prescribed limits. Stipends are reviewed annually and may be increased for future years. Fellows must maintain strong academic performance and make normal progress toward their degrees. For more information, please go to the website https://www.msu.edu/unit/
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 at the OFA website at http://www.finaid.msu.edu. E-mail service is available by sending inquiries to finaid@msu.edu. You may also call (517) 353-5940 or visit from 9 a.m. to 5 p.m. on weekdays at one of several campus locations, including 150 Administration Building, 252 Student Services Building, and G12 Holden Hall. Students can access their own MSU financial aid data on StuInfo at http://ntweb1.ais.msu.edu/StuInfo/.

The Graduate School Dissertation Completion Fellowships

Ten to twenty fellowships are available to allow students to devote full time to writing the dissertation with the goal that the dissertation will be completed during the tenure of the fellowship. The stipend will be $6,000 one time.

Other MSU financial support, held simultaneously with the fellowship, cannot exceed a one-quarter time assistantship or the equivalent.

Selection of fellowship winners will be made by a student’s college. The colleges will set the conditions and application procedures for the Graduate School Dissertation Completion Fellowships and will notify the Graduate School of the winners. The Fellowship awards will be dispensed by the Graduate School. Students should contact the Associate Dean’s Office or Director of the PhD Program of their college to find out their college’s procedure.

These funds are made available to PhD students with the goal that the dissertation will be completed within 2 semesters of receiving the award and the plan to do so must be in place.

King-Chavez-Parks Future Faculty Fellowship Program

The KCP Fellowship Program is intended to increase the number of underrepresented ALANA students 1) pursuing academic careers in postsecondary education, 2) pursuing doctorate degrees, and 3) employed as faculty in postsecondary education, in Michigan and Illinois. Awards will not exceed $35,000 over a four-year period, nine credits of tuition and fees for Fall and Spring semesters (up to three credits of tuition and fees for Summer semester), and a health care allowance.

Recipients must agree to obtain their doctorate degree within six years of receiving the fellowship, submit an annual progress report during the fellowship period, attend the Annual Joint Fellows Conference, and pursue a full-time faculty position and remain there for a period of three years. The award reverts to a loan and must be paid back if the recipient does not follow the former qualifications.

Applications are mailed to underrepresented ALANA students at MSU each spring or students may request application materials by contacting The Graduate School, 116 Linton Hall, 517-355-0301.
**Additional Graduate School Funding**

Graduate Student Research Enhancement  
Funds are available to support activities that enhance graduate students’ research projects. These funds are provided by the Office of the Vice President for Research and administered by the Graduate School and are available to support research activities including travel to participate in workshops, data collection, short courses and extramural laboratory rotations. Under special circumstances, funding requests to purchase supplies/materials relevant to the student’s research will be considered. Research enhancement funding is only for graduate students enrolled in a degree program. These funds are not available to purchase equipment. Criteria for applying for research enhancement funding may be obtained in 118 Linton Hall or by visiting the website at http://grad.msu.edu/forms/docs/researchaward.pdf.

Travel Funding  
Funds from the Graduate School are available for graduate students to travel to present their research at professional conferences. These funds are not available to support thesis/dissertation research projects or coursework. This funding is only for graduate students pursuing a degree program. Requests for funding to travel to international meetings will be considered jointly by the Graduate School and the Office of International Studies and Programs; therefore, you need to submit only one form to the Graduate School for consideration by both offices. Criteria for applying for travel funding may be obtained in 118 Linton Hall or by visiting the website http://grad.msu.edu/fellowships/travel.aspx.

Emergency Funding  
The Graduate School has limited funding available for graduate students for unusual or unforeseen emergency expenses. This funding is only for graduate students pursuing a degree program. Please be aware that emergency funds are provided on a one-time only basis. Criteria for applying for emergency funding may be obtained in 118 Linton Hall or by visiting the http://grad.msu.edu/fellowships/emergency.aspx.

ALANA* Discretionary Funding  
The ALANA emergency funds are available for ALANA graduate students for unusual or unforeseen emergency expenses. This funding is only for graduate students pursuing a degree program and making satisfactory progress. Please be aware that ALANA emergency funds are provided on a one-time only basis. Criteria for applying for ALANA funding may be obtained in 116 Linton Hall or by visiting the website https://www.msu.edu/unit/gradschl/pdf/emergencyfellowshipform.pdf.

*ALANA is African American, Latina(o)/Chicana(o), Asian American, and Native American.

**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.

Awards/Scholarship Materials include:

1) The Homer Higbee International Education Award annually recognizes U.S. and international students who make significant contributions in promoting international understanding at MSU.
2) The Thoman Fellow Program supported by the W.B. and Candace Thoman Foundation of Lansing offers a capstone learning experience for select international PhD students at MSU who show outstanding achievements and commitment to understanding and dealing with global problems of poverty, hunger, and food security. For more information, please call the ISP Dean's Office at 517-355-2350.
3) The Miriam J. Kelley African Scholarship Grant Program encourages MSU African students on temporary visas (women are strongly urged to apply) to study at MSU and in turn make a contribution to the development of their country. This scholarship makes at least two awards of $1,000 annually.

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, contact:
Jeffrey Riedinger, Director
209 International Center
(517) 355-2352

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 go to this website: http://ctlr.msu.edu/COStudentAccounts/Tuition_Fees.aspx

Funding Guide

The Funding Guide 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. The Funding Guide is available on the web at http://grad.msu.edu/funding/
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

A telephone is located on the first floor of the Life Sciences Building in the Student Lounge for outgoing 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 Collaboratory

PhD Students are eligible to use the computers and desks, located in Room C386 in the Bott Building.

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 Fee Hall.

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” online at http://www.lct.msu.edu/guidelines-policies/student-email-communications-notice.html

To activate your MSU e-mail account and for more information visit http://mail.msu.edu/.

**Terms to Know**

**Computing Service Centers**
MSU’s Computing Service Centers are the primary computer and network user support group for academic computing on campus. Walk-in help is provided in 306 Computer Center, 16 Union, and E26 Holmes. You may also call (517) 432-6200.

**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) at: https://netid.msu.edu/request-a-pin.php. 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.

Help and Assistance/More Information

If you have any questions, feel free to call Computing Consulting Services at (517) 432-6220 or visit the website at http://help.msu.edu. Assistance is also available by sending e-mail to help@msu.edu and on a walk-in basis at our Computing Help Centers. A list of locations and hours is available on our website.
**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

**SIGMA THETA TAU - ALPHA PSI CHAPTER**

Sigma Theta Tau, Inc. is the only National Honor Society of Nursing in the United States. Constituent chapters are established in collegiate schools of nursing accredited by the National League for Nursing. Sigma Theta Tau, Inc. is professional rather than social, and its purposes and functions may be compared to other honor societies, such as Alpha Omega Alpha in Medicine, Pi Lambda Theta in Education and Phi Beta Kappa in Liberal Arts.

An important project at the national and local level is the promotion of nursing research. This is carried on by the Research Committee, which also grants sums of money to finance research projects. Graduate Students are eligible for induction into the National Honor Society-Sigma Theta Tau.

**ALPHA PSI CHAPTER**

Plans for a Chapter at Michigan State University were started as early as 1962: a charter was granted and the Chapter was installed in 1970. Chapter activities have included educational meetings which are open to nurses, other health professionals and members of the general public; social meetings for its membership; and service projects. Alpha Psi recognizes student achievement with an annual graduate student award and participates in the annual Greater Lansing Area Research Day. Additional information can be found at http://www.nursingsociety.org/

**CRITERIA FOR MEMBERSHIP**

- have completed ¼ of the nursing curriculum;
- achieve academic excellence of a 3.5 or higher
- meet the expectation of academic integrity.

Membership is by invitation only. For more information about Sigma Theta Tau International, please visit http://thecircle.nursingsociety.org/AlphaPsiChapter/Home/
MSU RESOURCES

WEBSITES

Listed below are Michigan State University websites. Students are expected to know the information contained on these sites and to adhere to the policies and procedures listed on them.

Visit The Graduate School website at http://grad.msu.edu/

Find the Funding Guide online at https://www.msu.edu/unit/gradschl/funding.htm

Find the Career Guide online at http://grad.msu.edu/careerservices/

Visit the Office of the Vice President for Research and Graduate Studies online at http://www.vprgs.msu.edu/

Visit the University Committee on Research Involving Human Subjects online at http://www.humanresearch.msu.edu/

University Libraries http://www.lib.msu.edu/

MSU Computer Facilities and Resources http://computerlabs.msu.edu/

COGS http://www.msu.edu/~cogs

Grants and Contracts http://www.cga.msu.edu/

GSRR http://www.vps.msu.edu/SpLife/grr1.htm

Office of International Students & Scholars http://oiss.isp.msu.edu/
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._

A. 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.

B. 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) at http://www.vps.msu.edu/SpLife/default.pdf.

C. 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.

D. 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.

E. 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.

F. 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).
STUDENT GRIEVANCE AND HEARING PROCEDURES

The Academic Freedom for Students at Michigan State University (AFR) 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 AFR and the GSRR, the College of Nursing has established the following College Hearing Board procedures for adjudicating academic grievances and complaints. (See AFR Article 6 and 7; GSRR 5.4.1.)

I. JURISDICTION OF THE COLLEGE OF NURSING HEARING BOARD:

A. The College Hearing Board serves as the initial Hearing Board for:

1. academic grievance hearings for graduate students who seek redress for alleged violations of academic rights and professional standards, including the right to a “good faith judgment of performance.” (GSRR 2.2.4, 2.3.9 and 5.1.1.)

2. academic grievance hearings that originate in the College for graduate students who seek to contest allegations of academic misconduct (academic dishonesty, violations of professional standards or falsification of admission and academic records). (See GSRR 5.5.2.1. See also Integrity of Scholarship and Grades policy.)

3. 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 of the student’s college seeks to impose sanctions in addition to, or other than, a penalty grade. The students, after meeting with the Dean of The Graduate School, 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.)

4. cases in which the Dean of the Graduate School selects the Hearing Board to hear a case of ambiguous jurisdiction. (See 7.III.B; GSRR 5.5.7.)

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

II. COMPOSITION OF THE COLLEGE HEARING BOARD:

A. The College shall constitute a College Hearing Board no later than the end of the tenth week of the spring semester. College Hearing Board members shall be selected from the Graduate Program Committee (GPC). GPC members are selected in accordance with the College bylaws. GPC faculty members may serve a maximum of two
consecutive terms; student members serve one-year terms beginning fall semester. Faculty alternates to the College Hearing Board will be selected from the remaining members of GPC; student alternates will be selected according to the procedures established by the Student Advisory Council. If needed, additional alternates will be appointed by the faculty College Advisory Council. (GSRR 5.1.3 and 5.1.6.)

B. For hearings involving graduate students, the College Hearing Board shall include the Chair of the Graduate Program Committee (GPC), or a designee, and two faculty and two students serving on GPC.

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. (See 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. (See GSRR 5.1.3.)

III. REFERRAL TO COLLEGE HEARING BOARD:

A. Grievance Hearing

1. Graduate students who believe a member of the College has violated their academic rights should first attempt to resolve the dispute through informal discussions with the party. Students who are dissatisfied with the outcome should consult with the program director (Director of the Masters Program or Director of the PhD Program). Students who remain dissatisfied with the outcome should consult with the Dean of the College, or designee. At any time in the grievance process, students may consult with the University Ombudsman. (See GSRR 5.3.)

2. Students who remain dissatisfied with the results of these discussions may then file a written request for an academic grievance hearing with the Dean of the College, or designee. (See GSRR 5.3.2.)

3. The deadline for submitting the written request for a hearing is the middle of the semester following the alleged violation. 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. (See GSRR 5.3.6.1.)

4. 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. (See GSRR 2.2.1, 2.2.2, 5.3.2, 5.3.5 and 5.3.6.)

B. Disciplinary Hearings

1. 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. (See GSRR 5.5. See also Integrity of Scholarship and Grades policy.)

a. 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 Hearing Board decides for the instructor, the disciplinary hearing would proceed promptly, pending an appeal, if any, within 10 class days, by the student to the University Graduate Judiciary (UGJ). If the 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.)

C. Ambiguous Jurisdiction

In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. Anonymous grievances will not be accepted. (See GSRR 5.3.)

IV. PRE-HEARING PROCEDURES

A. After receiving a student’s written request for a hearing, the appropriate unit administrator will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)

B. Within 5 class days, the Chair of the Hearing Board will:

1. forward the request for a hearing to the respondent;

2. send the names of the pool of 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;

3. 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; and (See GSRR 5.1.7.)

4. send the Hearing Board members a copy of the request for a hearing and send all parties a copy of these procedures.

C. Within 5 class days of being established, the Hearing Board shall review the request, and after considering all submitted information, the Hearing Board will:

1. accept the request, in full or in part, and promptly schedule a hearing.

2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)

3. invite the two parties to meet with the College Hearing board in an informal session to try to resolve the matter. (Such a meeting does not preclude a later hearing.) (See GSRR 5.4.6.)

D. If the College Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date and schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary.

E. 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. An anonymous grievance will not be accepted. (GSRR 5.4.7.)

F. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the College Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The Chair may grant or deny the request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.71.)

G. 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.)
H. 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.)

I. 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.

J. 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 an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)

K. Members of the College Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4 and 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

1. 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 “preponderance of the evidence.”

(See GSRR 5.4.10.1. For various definitions, see GSRR Article 8.)
2. 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 5.4.9a.)

3. 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, hear the case in the respondent’s absence, or dismiss the case. (See GSRR 5.4.9-b.)

4. 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.)

5. 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.)

6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements 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.

7. Presentation by the Complainant’s Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement 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.

8. 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.

9. 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.

10. 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.
11. 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.

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

VI. 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:

1. In grievance (non-disciplinary) hearings involving graduate students, in which the College Hearing Board serves as the initial hearing body and, based on a “preponderance of the 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.)

2. 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 “preponderance of the 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 shall stand and the Academic Dishonesty Report regarding the allegation will remain on file.

3. 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 “preponderance of the 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 an appropriate sanction. If
the Hearing Board recommends no sanctions in addition to, or other than, are warranted, the Chair of the Hearing Board shall so inform the Dean, or designee.

C. Written Report:

The Chair of the College Hearing Board shall prepare a written report of the Hearing Board’s findings, including redress for the complainant, if applicable, or sanctions, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the College 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. The Chair shall forward copies to the parties involved, the responsible administrators, the University Ombudsman and, in hearings involving graduate students, the Dean of The Graduate School. 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.)

VII. APPEAL OF COLLEGE HEARING BOARD DECISION:

A. In hearings involving graduate students, either party may appeal a decision by the College 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 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 allege, in sufficient particularity to justify a hearing, that the Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the College Hearing Board, including the appropriateness of the sanctions, were not supported by the “preponderance of the evidence.” The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 1.5.8, 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the College Hearing Board to 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.)

Approved by Graduate Program Committee, 11/05/2010