



**PhD Handbook**

**2020-2021**

**1/4/21**

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# Introduction

Welcome to the MSU College of Nursing PhD Handbook. This Handbook will be your guide for your journey to earn a PhD. The College of Nursing also has a Core Handbook that covers all of its programs – thus you may find it useful to review it for further policies and guidelines. The Core Handbook can be found at <https://nursing.msu.edu/student-resources/handbooks>.

In addition to this PhD Handbook, all graduate students are responsible for the regulations listed in the Michigan State University Graduate Schools collection of policies that relate to student life at Michigan State, a full list of policies can be found on their website at <https://grad.msu.edu/policies-and-procedures>.

# 2020-2021 Academic Year

The 2020-2021 academic year will be different from any other year at MSU due to the COVID19 pandemic. The MSU Community Compact applies to everyone on the MSU campus. It asks all of us to take personal responsibility and follow certain standards and procedures as part of the MSU community to keep everyone healthy. The Compact defines [expectations](http://click.cabs.msu.edu/t/gcH1AAibaCOIvQAISq3V50CpaUI8CKOPlaaaaUI8BPSBGQuaa?l=9_u8zEy~amp;l=d2UsamV~25Csuk2.Wlm~amp;t=Y~amp;5=) for face coverings, physical distancing, personal hygiene, adherence to signage and health guidance, self-monitoring and what to do if faculty, staff or students are exposed to COVID-19. The compact also outlines the compliance measures put in place.

## Michigan State University Community Compact

The Michigan State University Community Compact applies to MSU students, faculty, staff, alumni, contractors, vendors and visitors. In return for being part of the MSU community, by this Compact, I am taking personal responsibility in order to protect the health and safety of myself and others. My actions will impact everyone.

The novel coronavirus, which causes the disease COVID-19, has been declared a worldwide pandemic. The COVID-19 virus is extremely contagious and is believed to spread mainly from person-to-person contact. There is no guarantee that I or others on campus will not become infected by COVID-19. I acknowledge the risks of COVID-19 and returning to campus, and I acknowledge that I will do my part to protect myself and others.

Accordingly, as a member of the MSU community, I agree that I will follow these requirements until MSU instructs me otherwise while on the property owned or governed by MSU and while participating in MSU-related or sponsored activities, wherever they may occur:

### Requirements

#### Face Coverings

I will wear an appropriate face covering over my nose and mouth while I am on MSU property, both indoors and outdoors, unless I am unable to tolerate a face covering for medical reasons.

#### Physical Distancing

I will maintain 6 feet of distance between myself and others with whom I do not live, to the maximum extent possible.

#### Personal Hygiene

I will maintain proper hygiene and health practices, including:

* Washing my hands frequently with soap and water or, if soap is unavailable, using hand sanitizer with at least 60% alcohol
* Routinely cleaning and sanitizing my living space and/or workspace
* Using the bend of my elbow or shoulder to shield a cough or sneeze
* Refraining from shaking hands
* Adherence to Signage and Instructions

To protect myself and others, I will (a) look for instructional signs posted by MSU or public health authorities, (b) observe instructions from MSU or public health authorities that are emailed to my “msu.edu” account, and (c) follow those instructions.

#### Self-Monitoring

I will monitor myself for flu-like symptoms (for example, cough, shortness of breath, difficulty breathing, fever, sore throat or loss of taste or smell). If I experience any flu-like symptoms, I will stay at my place of residence and contact a health care provider to determine what steps should be taken.

#### Exposure to COVID-19

If I have been exposed to someone who is ill or has tested positive for the COVID-19 virus, I will stay at my place of residence, contact a health care provider and follow all public health recommendations.

#### Adherence to Public Health Guidance and Cooperation with Public Health Authorities

I will follow all applicable state and public health guidance, and I will cooperate with public health authorities, including, but not limited to, contact tracing. Further, I have been encouraged by MSU to (a) participate in COVID-19 surveillance and screening, (b) participate in COVID-19 testing, and (c) receive a flu vaccination this fall.

Additional information on these requirements can be found at <https://msu.edu/together-we-will/msu-community-compact/directives.html>.

### Compact Compliance

Protecting the health and safety of MSU students, faculty, staff and visitors requires the cooperation of all members of the community, not only through personal compliance with the Compact, but to encourage others to comply.

Concerns about noncompliance can be made anonymously to the MSU Misconduct Hotline at 800-763-0764 or online at [misconduct.msu.edu](http://misconduct.msu.edu/).

Persons who violate the Compact will be subject to disciplinary action in the same manner and magnitude as violations of other university policies.

#### Students

Residence Education and Housing Services staff and Student Life staff are expected to educate students regarding the Compact and to promote compliance with it.

#### Faculty and Staff

University leaders, managers, supervisors and facilities managers are expected to educate employees regarding the Compact and to promote compliance in their areas of responsibility as well as on the larger campus.

Additional information on compact compliance can be found at <https://msu.edu/together-we-will/msu-community-compact/directives.html>.

# Philosophy of Nursing Education

The College of Nursing (CON), as an integral part of Michigan State University, subscribes to the land-grant philosophy and its tripartite mission including outreach that bridges the areas of teaching, research, and service. The CON provides leadership for the education of nurses at the undergraduate, master’s, and doctoral levels who practice within an integrated, dynamic, and diverse health care system. All faculty members are committed to scholarship in teaching, research, service, and practice.

The goal of professional nursing education is to promote competence and leadership in evidence-based nursing practice, scholarship, and research spanning from the community to the international level. Nursing education is a lifelong process that applies the concepts and theories from 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 objective is best accomplished in an atmosphere that promotes educational access and respect for diversity.

The beginning practitioner of nursing, a caring professional, skilled clinician, effective communicator, and clinical scholar who promotes the well-being of individuals, families, and populations in health and illness, is awarded the Bachelor of Science in Nursing (BSN). The beginning advanced practice nurse, a specialist prepared in theory application, role development, evidence-based practice, application ethics, shaping policy/organizations, health promotion, and illness prevention/management to meet the diverse needs of specific populations, is awarded the Master of Science in Nursing (MSN); or with an expanded area of expertise in leadership involving these areas and quality improvement, the advanced practice nurse is awarded the Doctor of Nursing Practice (DNP). The nurse scientist who is awarded the Doctor of Philosophy (PhD) in Nursing is prepared to conduct an independent program of research with rigorous scientific inquiry that extends knowledge to advance nursing practice, steward the profession, shape health policy, and impact the health and well-being of populations.

# 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 concentration areas of excellence and expand team science.

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

# 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.

# Objectives

## Program Objectives

The purpose of the PhD program is to prepare nurse scientists to address emerging health challenges locally, nationally, and globally by applying and developing knowledge in nursing and related disciplines. A major program emphasis is to prepare graduates for careers in intervention and translation science in the areas of wellness behaviors/risk reduction and self/symptom management with chronic conditions.

Graduates of the program will be well positioned to:

1. Conduct original research using appropriate designs, measures, and methodologies.
2. Apply relevant concepts and theories/frameworks to develop the science related to wellness, risk reduction and symptom science for chronic conditions.
3. Improve health outcomes through nursing interventions and translation of science.
4. Lead interdisciplinary teams to advance team science in nursing.

## Student’s Individual Objectives

Student objectives, assessed at the end of the program, should be individualized to the student’s program of study. The objectives must be measurable, and a minimum of 4 objectives are required that address each of the following areas:

1. Research/dissertation topic.
2. Required elective courses.
3. Concentration of practicum.
4. Career goals post-PhD completion.

# Degree Requirements

The program of study is planned by the student in consultation with the Faculty Advisor and Guidance Committee. Components will include core nursing and selected courses relevant to the student's chosen research concentration. Each student will meet University and CON graduation requirements including:

1. Complete courses as defined in the student's Program Plan and approved by the Guidance Committee, totaling a minimum of 64 credits.
2. Earn a grade of 3.0 or higher in each NUR course and have an overall GPA of 3.0 at graduation.
3. Satisfy Responsible Conduct of Research and Scholarship (RCR) requirements. (Go to <https://grad.msu.edu/researchintegrity> for more information.)
4. Maintain all University and CON compliance requirements.
5. Submit one or more peer-reviewed external grant for funding that is approved through the CON process.
6. Submit an abstract for a poster presentation at regional and/or national level.
7. Submit an abstract for a podium presentation at regional and/or national level.
8. Submit a first-authored, peer-reviewed manuscript approved through the college process.
9. Pass the preliminary examination.
10. Deliver a peer-reviewed Poster and Podium presentation at regional and/or national level.
11. Pass written and oral components of the Comprehensive Examination.
12. Pass written and oral defense of the Dissertation.
13. Possess a current, unrestricted professional nursing license in Michigan or home jurisdiction.
14. Satisfactorily pass NUR 998 (Clinical Practicum) required for BSN to PhD students for those without clinical experience post-BSN.
15. Complete all Benchmarks.

## Benchmarks

Benchmarks are an important component of the PhD program as they are requirements, in addition to coursework, for completion of the program. Benchmarks for PhD students are intended to prepare students for the broad range of competencies needed to become a successful scientist. In part, they were formulated in response to the report from the American Association of Colleges of Nursing (AACN) Task Force on the Research-Concentration Doctorate in Nursing, and other studies of U.S. doctoral programs.

NOTE: When working on Benchmarks such as the manuscript or grant application, students must provide a two-week minimum turnaround time for the Guidance Committee to review materials. The [Benchmark Planning Approval form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8764730/View) (found on D2L) is to be filled out by the student and attached to the material when it is presented to the Guidance Committee for review. Although the Guidance Committee is responsible and accountable for the review, it is the student’s responsibility to adhere to this policy timeframe if they wish to submit material to complete a Benchmark. When materials for Benchmarks are submitted, the Guidance Committee will review and sign the [Benchmark Completion Approval form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8764707/View) if the material is accepted.

In addition to the University and CON requirements, the CON PhD students are expected to complete the following Benchmarks prior to graduation.

### Abstract for Poster Presentation and Poster Benchmark

This Benchmark has two components. It requires that the student: 1) write an abstract during Year 1, and 2) present it as a poster during Year 2 at a peer-reviewed regional or national conference.

* During Year 1, students will be guided in abstract and poster formatting. This will occur in NUR 950 and NUR 951, with guidance from the Faculty Advisor and Guidance Committee.
* Generally, the format for Midwest Nursing Research Society (MNRS) is used. The student will then write an abstract based on their literature review manuscript.
* The abstract will be submitted to the Research Committee, once approved by their Faculty Advisor, by the end of Spring Semester of the Year 1.
* The Research Committee will evaluate student abstracts early in Fall Semester of Year 2 and select those abstracts to be sponsored by the CON at MNRS in Spring of Year 2.
* If a student’s abstract is not selected by the Research Committee, the Faculty Advisor should work with that student to improve the abstract and submit it to the general call for MNRS abstracts OR AS A GENERAL ABSTRACT TO A COMPARABLE PROFESSIONAL MEETING.
* This Benchmark is achieved once the student submits an abstract to a peer-reviewed conference and presents it as a poster at a regional or national conference.

### Abstract for Podium Presentation and Podium Benchmark

This benchmark has two components. It requires that the student: 1) write an abstract during Year 3, and 2) present it as a podium presentation during Year 3 at a peer-reviewed regional, national or international conference.

* During the Fall of Year 3, students will write an abstract for a podium presentation at a peer-reviewed conference. The Faculty Advisor and Guidance Committee will guide the student. The abstract format will be determined by the selected conference guidelines. The student and Faculty Advisor will determine the topic for the abstract. Once accepted by the conference, the student will deliver a podium presentation at the conference. The conference can be in the student’s specialty area or MNRS.
* This benchmark is achieved once the student submits an abstract to a peer-reviewed conference and presents it as a podium presentation at a regional, national, or international conference.

### Submitting a Manuscript for Publication Benchmark

All PhD students are expected to write and submit a manuscript suitable for publication in a top-tiered, peer-reviewed journal. Please see the Authorship Guidelines Policy section under College of Nursing Policies and Procedures of this Handbook for information on the definition of an author and their responsibilities.

* 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 student should begin by reading [CON Author Guidelines](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8608490/View?ou=1135810) located on D2L and the specific journal’s guidelines to where they wish to submit the manuscript.
* The manuscript may be a theoretical or conceptual article, a synthesis article or a data-based research article. Evidence of contribution to nursing knowledge is essential.
* 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 receives the manuscripts to review, the CON Author Guidelines should be considered.
* The Guidance Committee must review and approve the final manuscript. The PhD Office will obtain editing, if needed, and review before submission.
* All manuscripts must have one external reviewer, selected by the Associate Dean for Research and PhD Program, prior to external submission.
* Final manuscripts are submitted to the PhD office after approval by the Faculty Advisor and for approval by the Associate Dean for Research and PhD Program.
* Final approval by the Associate Dean for Research and PhD Program is needed prior to submission to the journal.
* If this is a dissertation manuscript, the Dissertation Committee, not the Guidance Committee serve as the review group prior to submission to the Associate Dean for Research and PhD Program. If the student selects the three-manuscript dissertation option, one of those can count as this Benchmark. (See Dissertation Guidelines).
* 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
* Journal of Cardiovascular Nursing
* Psycho Oncology
* Patient Education and Counseling
* Geriatric Nursing
* Research in Gerontological Nursing
* Computers, Informatics, Nursing
* Cancer Nursing
* A copy of the manuscript, as submitted, should be given to the Associate Dean for Research and PhD Program to be filed in the student’s file along with the journal receipt of the article.
* A copy of the published paper submission must be submitted to the Associate Dean for Research and PhD Program, for CON productivity
* Status reports on manuscripts submitted and accepted must be included in [Student’s Annual Review](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8604452/View) (instructions found on D2L at https://d2l.msu.edu/d2l/le/content/950106/viewContent/8604452/View).

### Submission for External Funding Benchmark

All PhD students are expected to write and submit a grant proposal for research funding. The grant must be equivalent in level to an NRSA proposal and contain the following elements:

* Research Aims
* Research Strategy
* Significance
* Model – either conceptual model or theory
* Innovation
* Approach/Design/Methods
* Data Collection
* Procedures/Measures/Outcomes
* Analysis
* Implications for nursing
* Human Subjects

For external funding proposals to meet CON Benchmark criteria, additional steps listed below must be taken, and the application must be submitted to a funding agency that has a peer-review process (e.g., the American Nurses Foundation, Sigma Theta Tau, Oncology Nursing Society, Critical Care Nurses, American Heart Association, American Lung Association, American Cancer Society, American Nurses Foundation, and Midwest Nursing Research Society).

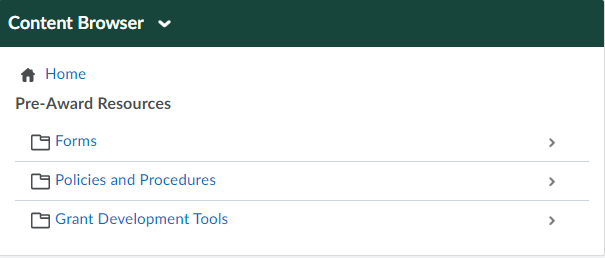
#### Steps involved in the grant submission process

1. Develop Specific Aims: Specific aims must be agreed upon with the Faculty Advisor and the full committee before continued development of the application.
2. Identify a Funding Agency: When both the student and the Faculty Advisor feel the student is ready to develop a grant application, the student, in conjunction with his/her Faculty Advisor, should identify an appropriate funding agency.
3. Note: Once proposal development is in process, the student is responsible for preparing the application according to the funding agency’s guidelines. This includes typing information onto required forms.
4. Students who need assistance completing such forms should consult the CON Research Administrator.
5. If submitting to an NIH Institute, students must have an eRA Commons account. The CON Research Administrator will obtain data to request an account during the pre-award.
6. If the student is not a citizen of the United States, the student and Faculty Advisor must review eligibility criteria to ensure applications are accepted from non-United States citizens.
7. Review and comply with IRB policy found on the MSU Human Research Protection Program website at <https://hrpp.msu.edu/help/manual/index.html>
8. Identify a Target Submission Date: For assistance in determining appropriate milestone dates for the planned submission, review the funding agency’s due dates and consider the estimated 5-6-month timeline.
9. Notify the Center for Nursing Research, Scholarship, and Innovation (CNRSI) of Your Intent to Submit a Proposal: When the Faculty Advisor determines that the student is ready to begin the process of writing and submitting a grant (approximately six months prior to the due date), the student should complete the online form located in PhD D2L site or go to <https://app.smartsheet.com/b/form/4fbd4cf5523e459fa21ecac7329d6eff>.
10. Once the Notice of Intent to Submit a Research Proposal form and accompanying documentation is received, the PhD Secretary will schedule a proposal planning meeting with the student, Faculty Advisor, and Research Administrator to review funding agency guidelines and finalize the submission time frame.
11. The proposal planning meeting should take place approximately four to five months prior to the proposal due date.
12. During this meeting, the CON Research Administrator will review the Proposal Planning Timeline by discussing the following matters:
13. CON resources available to students.
14. Funding agency guidelines, required templates, and required formatting.
15. Proposal submission timeline
16. Proposal budget.
17. Internal reviews and processes.
18. External reviews and processes.
19. Associate Dean for Research and PhD program must approve before the application is sent to the editor.
20. Editing services provided by the CON.

The CON’s Center for Nursing Research, Scholarship, and Innovation (CNRSI) is responsible for processing all PhD students’ pre- and post-award applications for external research funding. These guidelines apply to all PhD students who are submitting proposals/applications for research funding where funds are to be received and administered by MSU. The PhD Secretary will work with the CNRSI on all PhD student grant submissions and awards.

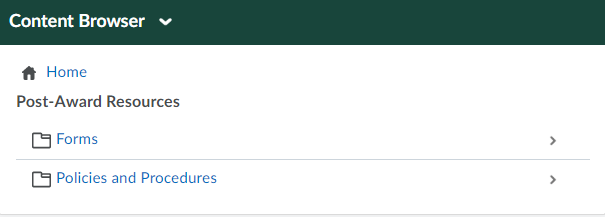
#### Pre-Award Administration

The forms, policies and procedures, grant development tools that you will need for writing your grant can be found on D2L at <https://d2l.msu.edu/d2l/le/content/1135810/Home>.



#### Post Award Administration

The forms, policies and procedures that you will need for administrating your grant can be found on D2L at <https://d2l.msu.edu/d2l/le/content/1135810/Home>



Below is the Benchmarks form for students admitted to the PhD program starting Fall 2020. It can be found on D2L at <https://d2l.msu.edu/d2l/le/content/950106/viewContent/9101672/View>

Year 1 Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Identify Guidance Committee by end of fall semester |
|  | Working draft of program objectives by end of fall semester |
|  | Guidance Committee formed/form signed and on file by February of Year 1 |
|  | Program Plan complete (including elective courses) – signed and on file before Annual Review in Year 1 |
|  | Attend Responsible Conduct of Research Seminars (Graduate School) (attach form) |
|  | If student admitted provisionally, indicate requirements met for removal of provision |
|  | Maintenance of academic standards, i.e., a minimum of a 3.0 on a 4.0 scale in each course in the Program Plan |
|  | Documentation of all compliance, e.g., Health Insurance Portability and Accountability Act (HIPAA), Good Clinical Practice (GCP), and Human Research Protection (HRPP/IRB) |
|  | Attend College of Nursing research presentations and seminars (attach list) |
|  | Annual Review of PhD Student complete and on file, including goals for year 2; one of which addresses funding proposal development |
|  | Attend regional research conference |
|  | Update GradPlan |
|  | Grid comparing measures for primary outcome variable (939) |
|  | Define concept and select conceptual model (921) |
|  | Operational model developed from conceptual model (939) |
|  | Complete draft of required manuscript |
|  | Intervention Fidelity plan (924) |
|  | Complete draft of grant application (930) |
|  | Submit abstract for poster presentation at regional/national conference (summer; 950/951) |
|  | Work with Faculty Advisor and Committee to prepare for Preliminary Exam |

Year 2 Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Present a poster presentation at a regional/national conference in Year 2 |
|  | Pass Preliminary Exam (Fall) |
|  | Annual Review of PhD Student completed and on files, including Year 3 goals addressing benchmarks |
|  | Satisfactory completion of two statistic and two elective courses |
|  | Maintenance of academic standards, i.e., a minimum of a 3.0 on a 4.0 scale in each course in the Program Plan |
|  | Part of research practicum credits completed (by Summer) |
|  | Maintain certification compliance (HIPAA, GCP, IRB) |
|  | Attend Responsible Conduct of Research Seminars (Graduate School) (attach form) |
|  | Attend College of Nursing research presentations and seminars (attach list) |
|  | Progression towards NRSA or similar grant application by spring of Year 2 Follow CON Guidelines and Timeline |
|  | Update GradPlan |
|  | Teaching Certificate work started (if applicable) |
|  | Work with Faculty Advisor and Committee to prepare for Comprehensive Exam (i.e., portfolio and oral defense) |
|  | Submit first authored manuscript (Fall) |

Year 3 Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Completion of courses in Program Plan |
|  | Annual Review of PhD Student completed and on file |
|  | Maintenance of academic standards, i.e.; a minimum of a 3.0 on a 4.0 scale in each course in the Program Plan |
|  | Dissertation proposal defense approved by Guidance Committee (Spring) |
|  | Additional Research Practicum credits completed |
|  | Maintain certification compliance (HIPAA, GCP, IRB) |
|  | Attend Responsible Conduct of Research Seminars (Graduate School) (attach form) |
|  | Attend College of Nursing research presentations and seminars (attach list) |
|  | Update GradPlan |
|  | Teaching certificate work completed (if applicable) |
|  | Submit a peer reviewed abstract for podium presentation at regional/national conference in Year 3 (Fall) |
|  | Deliver a podium presentation at a regional/nation conference in year 3 (Spring) |
|  | Comprehensive Exam completed with approval of portfolio and oral defense (Fall) |

Year 4-5 Academic Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Maintenance of academic standards, i.e., a minimum of a 3.0 on a 4.0 scale in each course in the Program Plan |
|  | Annual Review of PhD Student completed and on file |
|  | Attend Responsible Conduct of Research Seminars (Graduate School) (attach form) |
|  | Maintain certification compliance (HIPAA, GCP, IRB) |
|  | Complete research practicum credits |
|  | Update GradPlan |
|  | Integrated summary of benchmarks (3 pages) |
|  | Current CV |
|  | Teaching certificate work completed (if applicable) |
|  | Apply for graduation (deadline: the first week of the semester in which you plan to graduate) |
|  | Dissertation defense passes and revisions approved by Guidance Committee |
|  | Dissertation turned into the College of Nursing and the Graduate School |
|  | All documents on file with the Graduate School |
|  | Attend College of Nursing research seminars and presentations (attach list) |
|  | Certify course completion with OSS |
|  | Graduation! |

**NOTE: students are responsible for maintaining documentation showing that they have completed the Benchmarks and complied with all University and CON requirements. These documents will also be required for your Comprehensive Portfolio.**

# Academic Guidelines

The Faculty Advisor and the Guidance Committee monitor students’ progression through the PhD program. The student must maintain an overall GPA of 3.0 or higher at all times in the program in order to progress. If any NUR Core course earns less than a 3.0, this course must be repeated before the student can progress with additional NUR Core courses in the program. When a student earns less than a 3.0 in a NUR Core course, this cannot be compensated for through an independent study or deferral. Related issues such as a grade of incomplete or deferral will only be given according to university policy. Grading due to medical leave will also follow university policy.

Successful progression is dependent on meeting the following guidelines:

1. Students must attain at least a 3.0 in all nursing courses [not elective courses].
2. Students must have a 3.0 or higher grade-point average to graduate.
3. The Faculty Advisor and Guidance Committee must establish and evaluate remedies if the student does not achieve a 3.0 grade in any course.
4. When a course is repeated on a credit basis, the most recent grade and credits earned replace the previous grade and credits earned in computing grade-point averages. However, all entries remain a part of the student’s permanent academic record.
5. All courses that contribute to PhD program requirements must be taken at the graduate level.
6. Core Nursing courses need to be taken at MSU. Approval by the Associate Dean for Research and PhD Program, Faculty Advisor, and Guidance Committee is needed in advance to take a non-MSU course.
7. When a course is completed at another institution, the student is responsible for requesting that official transcript of the grade(s) be sent to the following address: Michigan State University College of Nursing, Office of Student Affairs, 1355 Bogue Street, C120 Bott Building, East Lansing, Michigan 48824-1317.
8. Prior to enrollment, course transfer credits must be approved by the Guidance Committee and the Associate Dean for Research and PhD Program. Following approval, the student must upload in GradPlan. Additional information regarding transfer credits is available at the [Registrar's Office website](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s404).

# Guidance Committees

## Cohort Advising

Faculty advisement of students during the first year will be conducted in a cohort format for the first semester led by the Associate Dean of Research and PhD Program and one senior Faculty Advisor. All tenure system faculty are to attend. This format will be in place until such time as a Faculty Advisor and Guidance Committee is selected near the end of the first semester.

## Faculty Advisor

During the course of the PhD program, the assigned Faculty Advisor may be changed by the student in consultation with the Associate Dean of Research and PhD Program. Faculty Advisors must be tenured or tenure-earning CON faculty member. A tenure-earning faculty member can serve as a Faculty Advisor once they have graduated a PhD student under the supervision of a tenured faculty member.

University guidelines require that students enter their Faculty Advisor and Guidance Committee into GradPlan by the time of their first annual review. If a student changes their Faculty Advisor, the former Advisor needs to be notified in writing by the student, and GradPlan must be updated.  
  
The Faculty Advisor serves as the student’s mentor and meets regularly throughout the program. The Faculty Advisor is responsible for attending the student committee meetings, conducting annual reviews, and ensuring that the student meets all annual benchmarks and graduation requirements.

### Role of Faculty Advisor

1. Socialize student to the role of a PhD nurse scientist:
   1. Expectations of PhD students at MSU.
   2. Resources in CON and MSU to assist PhD students.
   3. Meet at least every two weeks as needed during the first year.
   4. Socialize student to role of clinical researcher and ensure that student is engaged in research activities.
   5. Socialization to life in the PhD program.
2. Assist student in selection of their Guidance Committee members:
   1. Acquaint student with expertise of faculty members, including their own.
   2. Guide the student in combining expertise of multiple faculty to form a research team (Guidance Committee).
   3. Guide student in selection of the interdisciplinary committee member, outside the College of Nursing.
3. Chair of the Guidance Committee (Faculty Advisor) assists student to:
   1. Identify strengths and weaknesses in knowledge and skills.
   2. Develop Program Plan to convert weaknesses into strengths.
   3. Determine what elective courses are needed and make recommendations.
   4. Assist student in the preparation plan for the comprehensive examination.
   5. Assist student with development of Program Plan for approval by Guidance Committee.
   6. Develop plan for grant application submission.
   7. Coordinate annual review report of student.
   8. Assist student in preparation and submission of manuscript to peer-reviewed journal.
   9. Be available to answer questions and e‐mail in a timely fashion.
   10. Assists student to develop peer-reviewed poster and podium presentation.
   11. Ensure that the student completes the Responsible Conduct areas required by the College and University.
4. Guide student in development of their research concentration and assist them to constitute a dissertation committee:
   1. Refinement of researchable ideas.
   2. Guidance in how to match research ideas to funding initiatives and priorities.
   3. Writing the research proposal.
   4. Review and critique drafts of proposal and dissertation.
5. Serve as researcher role model:
   1. Guides student to select appropriate practicum to achieve needed skills.
   2. Review student’s materials prior to submission, monitor the IRB for students for practicum, independent studies, and if the Dissertation Committee Chair, the Dissertation.
   3. Remind students to maintain current IRB and all required compliance documentation with the PhD Secretary.
6. Encourage professional development of student:
   1. Join professional research organizations.
   2. Ensure that students attend CON research seminars and development sessions.
   3. Attendance at professional research meetings.
   4. Meet other researchers and networking.
   5. Presentation of research findings at professional meetings.
   6. Assist student to find consultants for grants and or manuscripts.
   7. Publishing.
7. The Faculty Advisor is the Guidance Committee Chair.
   1. The Guidance Committee must be formed and entered in GradPlan completed by the annual review, which occurs during the second semester of PhD study.
   2. A student who fails to form a Guidance Committee will be prevented from further enrollment in courses.
   3. The Guidance Committee will meet in person at least annually and review the Annual Review materials prior to the annual review meeting.
   4. The Faculty Advisor will ensure that when members leave the Committee or university that replacements are found.
   5. The Chair will ensure that the student replaces members who leave the Committee in a timely (within that same semester) and appropriate way.

## Composition of Guidance Committee

The Guidance Committee shall be formed by the end of fall semester the first year. It is made up of the following.

1. The Chair/Faculty Advisor must be a tenured faculty member or tenure-earning who has graduated one PhD Student under the supervision of a tenured faculty member in the College of Nursing and is a nurse.
2. At least four Michigan State University tenure system faculty.
3. At least two members of the four above from the College of Nursing who are nurses and are MSU tenure system faculty.
4. At least one MSU tenured system interdisciplinary member from outside of the College of Nursing.
5. At least three members, including the advisor, must possess an earned PhD degree, preferably a PhD in Nursing.
6. Exceptions to the above must be approved by the Associate Dean of Research and PhD Program and granted by the Dean of the Graduate School. For more information, please see the [Graduate Education, Doctoral Programs, Planning a Doctoral Program and Appointment of a Guidance Committee](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=394) section of the Academics Programs Catalog found at <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=394>

Any desired or required changes in the Committee membership will be made by the PhD student with the approval of the Guidance Committee and the Associate Dean of Research and PhD Program. The student must complete the [Change Form Faculty Advisor/Guidance/Dissertation Committee Member](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766293/View) which can be found on D2L, and submit it to the PhD Secretary. Once approved, the student must enter the changes into GradPlan.

Should the Committee Chair be unavailable, leave or retire, another College of Nursing faculty member on the Committee will assume chair responsibilities, if eligible based on chairing guidelines.

### Functions of the Guidance Committee

1. 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.
2. The Program Plan is entered into GradPlan by the student and routed to all Guidance Committee members and the Associate Dean of Research and PhD Program for approval. This plan will be reviewed at the Annual Review each year.
3. The Program Plan must be in place prior to the first Annual Review of the student, which occurs during March of the second semester of study.
4. The Guidance Committee has the responsibility to meet together at least annually prior to the due date of the Annual Review, 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.
5. The Guidance Committee reviews the Annual Review materials and ensures that the student is progressing to meet the program Benchmarks.
6. The Guidance Committee is involved in reviewing student abstracts for poster and paper presentation, and drafts of manuscripts.
7. The Guidance or Dissertation Committee must approve grants, abstracts, and manuscripts before they are submitted externally to the College of Nursing. This process will be strictly enforced and may lead to denial of the productivity being used toward graduation Benchmarks.
8. All Benchmarks must be completed during the PhD Program, including accessing/collecting data.
9. If changes in the PhD Program Plan are required, the student must enter the changes in GradPlan and the new plan will be routed to the Guidance Committee members and the Associate Dean of Research and PhD Program for approval.

# Program Plans of Study

## Curriculum Overview

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 phases of the clinical and research process. Skills are best developed across a sequential series of experiences over time, as opposed to discrete, disconnected periods of intensive activity. Opportunities to develop research knowledge and skills are integrated throughout the course of PhD study. The course work, seminars, independent study, and practicum experiences planned by the student in consultation with the Program Guidance Committee should provide a solid grounding and on-going practical experiences working with expert clinicians and researchers in the context of teams.

Taping Class Sessions: Instructor permission must be obtained prior to taping any class sessions.

## PhD Program Plan

The PhD Program Plan includes required and selected courses. Required courses develop the student’s understanding of research principles and methodologies. Concentration courses allow students to build upon their educational and experiential backgrounds and further their depth of knowledge in a selected research area. The program culminates with the student designing, carrying out, and defending an original research study that contributes to nursing knowledge.

| COURSE NUMBER | COURSE TITLE | CREDIT(S) |
| --- | --- | --- |
| EPI 808  or  CEP 932  (or comparable stats course determined by Guidance Committee) | Biostatistics I  or  Quantitative Methods in Educational Research I | 3 |
| EPI 809  or  CEP 933  (or comparable stats course determined by Guidance Committee) | Biostatistics II  or  Quantitative Methods in Educational Research II | 3 |
| NUR 920 | Translation of Research and Scientific Knowledge to a Community Setting | 3 |
| NUR 921 | Scientific Foundations of Nursing Knowledge Development | 3 |
| NUR 939 | Improving Health Outcomes: Scientific Foundations | 4 |
| NUR 924 | Designing Interventions for Improving Health Outcomes | 3 |
| NUR 930 | Methods in Clinical Research | 3 |
| NUR 940 | Research Practicum | 4-6 |
| NUR 950 | Nursing Research Seminar I | 1 |
| NUR 951 | Nursing Research Seminar II | 1 |
| NUR 998 | Clinical Research Practicum | VAR (4-6) |
| NUR 999 | Nursing Dissertation | 24 |
| VAR | Advanced research analysis, as approved by the student's Guidance Committee. | Minimum of 6 |
| VAR | Qualitative Research course as approved by committee | 1-3 |
| VAR | At least two courses in area of concentration, as approved by committee, need to be taken before dissertation | 6 |

TOTAL = 69 credits minimum (depending on course selection)

GradPlan  
GradPlan is the web-interactive MSU system for PhD students to create and store their PhD Program Plans (program objectives and course plan) and subsequent graduate program activities. Access the MSU GradPlan at [https://gradplan.msu.edu/index.jsp](https://gradplan.msu.edu/)

In accordance with MSU Graduate School requirements, students must complete a preliminary plan in the online GradPlan system by March 1 of their first academic year. The Program Plan is tailored to the student’s academic and experiential background. Additional coursework can be recommended with approval of the Faculty Advisor and Guidance Committee. Once the student enters their Guidance Committee and Program Plan information into GradPlan it is electronically routed for approval to the Faculty Advisor, each Guidance Committee member, and the Associate Dean for Research and PhD Program. More information is available in the [GradPlan Plan in Process Video Tutorial](https://gradplan.msu.edu/studentDetails.action).

## 4-Year PhD Curriculum Model

Following is a model curriculum for the PhD program.

**Year 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall** | | **Spring** | | **Summer** | |
| NUR 950 Nursing Research Seminar I | 1 | NUR 951 Nursing Research Seminar II | 1 | NUR 940 Research Practicum | 2-3 |
| NUR 921 Scientific Foundations of Nursing Knowledge Development | 3 | NUR 939  Improving Health Outcomes: Scientific Foundations | 4 | NUR 998  Optional Clinical Practicum | VAR |
| NUR 804 Statistics for the Healthcare OR EPI 808 OR CEP 932\* For non-BSN Methods in Educational Research | 3 | NUR 924 Designing Interventions for Improving Health Outcomes | 3 | NUR 930 Methods in Clinical Research | 3 |
|  |  |  |  | EPI 809 OR CEP 933\* Biostatics OR Quantitative Methods in Educational Research | 3 |
| Semester Credits: 7 | | Semester Credits: 8 | | Semester Credits: 6-9 | |

Take either EPI 808 and EPI 809 (6 credits) or CEP 933 (3 credits, but may require pre-requisite based on individual past courses work)

**Year 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall** | | **Spring** | | **Summer** | |
| Interdisciplinary Elective OR Qualitative Course | 3 | Interdisciplinary Elective in Concentration OR Qualitative Course | 3 | NUR 940 Research Practicum | 2-3 |
| NUR 920 Translation of Research and Scientific Knowledge to a Community Setting | 3 | Statistics Elective | 3 | NUR 998  Optional Clinical Practicum | VAR |
|  | 3 | NUR 999 Dissertation Research | 4 | NUR 999 Dissertation Research | 4 |
|  |  |  |  | Interdisciplinary Elective OR Qualitative Course | 3 |
|  |  |  |  | Comprehensive Examination |  |
| Semester Credits: 6-9 | | Semester Credits: 4-6 | | Semester Credits: 6-9 | |

**Year 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall** | | **Spring** | | **Summer** | |
| NUR 999 Dissertation Research | VAR | NUR 999 Dissertation Research | VAR | NUR 999 Dissertation Research | VAR |
| Statistics Elective | 3 | Practicum Electives |  |  |  |
| Practicum Electives |  | Teaching Certificate |  |  |  |
| Comprehensive Exam  (portfolio & oral defense of portfolio) |  |  |  |  |  |
| Semester Credits: 6 | | Semester Credits: VARYING | | Semester Credits: VARYING | |

**Year 4**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall** | | **Spring** | | **Summer** | |
| NUR 999 Dissertation Research |  | NUR 999 Dissertation Research |  | NUR 999 Dissertation Research |  |
| Semester Credits: | | Semester Credits: | | Semester Credits: | |

TOTAL = 69 credits minimum

Notes:

1. A total of 24 credits of NUR 999 are required
2. Student’s Guidance Committee can determine the length of their program within the college and university guidelines.
3. Preliminary Exam can be taken no earlier than Fall semester of year 2.
4. Comprehensive Exam is taken approximately Fall semester of year 3.

## Course Numbers

MSU Courses below 500 level will not count toward a PhD in the CON unless special permission is granted before the course it taken. All electives must be at 500 level or greater.

### 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.

### 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 (doctoral research). Admission to a doctoral degree program is a prerequisite of all courses numbered 999.

Further information regarding MSU's course numbering system is available on the [Registrar's Office website](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s502) at [https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112 - s502](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s502)

## NUR Arranged Courses

### NUR 940: Research Practicum

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, e.g., K’s and mentored grants are not eligible. With the guidance of their Faculty Advisor, 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. 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 research methods that are to be developed. Skills obtained are to be recorded in measurable deliverables and noted on the skills checklist of the PhD program.

NUR 940 is a variable credit course and 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.

Components of the Research Practicum  
The components of the research practicum need to be discussed with the responsible faculty and succinctly outlined on the NUR 940 application. Some combination of items on the skills checklist must compose each objective. Suggested research processes that may be examined through a combination of skills development include:

1. Defining a research question
2. Research design selection
3. Target population identification and sampling design
4. Selection of deliverables
5. Data collection procedures
6. Interventions
7. Manual development
8. Protocol development
9. Data management
10. Data entry
11. Data quality checks and recordings
12. Data analysis and data analysis memos
13. Results dissemination/use of study findings
14. Participate in researcher team meetings

#### Suggested Placement

Summer between first and second year for first experience.

#### The Application Procedure

Prior to enrolling, the student must:

1. Have an approved Program Plan in place.
2. Student will generate a set of objectives and deliverables for the practicum, which will be approved by the faculty supervising the practicum and the Faculty Advisor. The deliverables expected are to be specified and must relate to the objectives. Deliverables or products must be consistent with the number of credits. Deliverables will be the criteria used to assign a grade to the student’s performance at the end of the experience.
3. Complete the “[Application for NUR 940](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766445/View)” form and “[NUR940 Letter of Agreement](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766454/View)” which can be found on D2L **by mid‐term of the semester prior to the planned practicum**.
4. Turn the application into the PhD Secretary for the Associate Dean for Research and PhD Program’s signature.
5. Once signed, the forms will be placed in student’s file in the Office of Student Affairs and PhD Program Office.
6. Be added to the responsible faculty’s IRB approval so the student can legally access data.
7. Students enrolled in NUR 940 are expected to be a functioning member of a federally funded interdisciplinary research team. Students are expected to attend and fully participate in team meetings, publications, and paper or poster presentations.
8. The student may develop a practicum experience with a research team that does not include their Faculty Advisor but must be with a tenured faculty who has federal funding or current federal data.

#### Evaluation and Grading

1. The student will submit an outcomes report to the PhD Office at the end of the semester that describes the experience and deliverables.
2. The student will submit an updated Skills Checklist at completion of NUR 940.
3. The Faculty Advisor is responsible for submitting a pass or fail grade at the end of semester. This grade should be derived in consultation with the research mentor regarding the student’s performance.

Key Content Elements  
The student, Faculty Advisor, 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.

### NUR 998: Clinical Practicum

This practicum is required for BSN to PhD students who do not have clinical experience post-BSN.

The Clinical Practicum provides an opportunity for a substantial “hands on” immersion in the clinical setting, within the context of the student’s overall research‐related Program Plan. It is required that this practicum be conducted with a qualified and approved clinician and interdisciplinary practice team. With guidance of the NUR 998 Faculty and Faculty Advisor, the student will identify a clinician in an area of interest to the student so that the student may develop essential clinical knowledge and expertise in the area of their research interest and participate fully as a team member. Students must be on campus or at the clinical site for a time consistent with credits taken. The student is expected to: 1) interact with the clinician and practice-oriented team and not work in isolation in the clinical setting; 2) identify critical needs for research to improve health outcomes of the population of interest; 3) apply knowledge in prior PhD courses to clinical experiences; 4) analyze the state of the science with citations of a clinical phenomenon based on observations and experiences in the clinical setting; and 5) maintain a journal of their activity covering the prior four points and submit it as their final outcome report of course experience.

NUR 998 is a variable credit course for which students will take 4-6 credits over a couple of semesters, so that increased clinical expertise for at least 15 weeks can be acquired. For graduate students, 1 credit = 3 hours of activity per week over the semester. It is expected that these credits will be earned over the semester, to allow the student a sufficient opportunity to immerse in the selected clinical experience.

The successful Clinical Practicum experience will provide the student with a meaningful immersion experience in which the clinical 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 clinical experience as related to the student’s research area of interest.

#### Components of the Clinical Practicum

The components of the clinical practicum need to be discussed with the responsible faculty member(s) and succinctly outlined in the NUR 998 application with the objectives for the semester. Suggested processes that may be examined through immersion in the experience include:

1. Defining a researchable question, and supporting it with current literature.
2. Applying theoretical/conceptual framework selection.
3. Identifying target population.
4. Creating an observational guide for clinical experiences.
5. Examining measurable clinical outcome of interest.

#### Suggested Placement

Second or third semester or summer between first and second year.

•[NUR 998 Application](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767698/View)

•[NUR 998 Letter of Agreement](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8932394/View)

•[NUR 998 Outcome Report Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8932401/View)

#### The Application Procedure

Prior to enrolling, the student must:

1. Have an approved Program Plan in place.
2. Generate a set of objectives and deliverables for this practicum, which will be approved by the faculty supervising the clinical practicum and the student’s Faculty Advisor.
3. Complete the [NUR 998 Application form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767698/View) and the [NUR 998 Letter of Agreement](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8932394/View), both can be found on D2L, by mid-term of the semester prior to planned practicum.
4. Submit the application into the PhD Secretary for the Associate Dean for Research and PhD Program’s approval.
5. Outline the objectives for the semester based on the number of credits chosen. The deliverables expected are to be specified and must relate to the objectives. Deliverables or outcomes must be consistent with the number of credits. These objectives and deliverables will be the criteria used to assign a grade of pass or fail to the student’s performance at the end of the experience.

Students enrolled in NUR 998 are expected to be a functioning member of a practice‐oriented team in the clinical setting. Students are expected to attend and fully participate in meetings involving the clinician and practice-oriented team.

Students are expected to meet for at least one hour every other week with the supervising faculty (faculty of record).

#### Evaluation and Grading

1. An outcomes journal and report is submitted to the PhD Office at the end of the semester that describes the experience and deliverables/accomplishments.
2. The NUR 998 Faculty member is responsible for submitting a pass or fail grade at the end of the semester. This grade should be derived in consultation with the supervising Clinician regarding the student’s performance and based on the outcomes report. Specifically, the achievement of practicum objectives.

#### Key Content Elements

The PhD student, Faculty Advisor, NUR 998 Faculty, and Clinician will collaborate to select the best set of experiences, in consideration of the student’s learning needs and the opportunities within the clinical setting. These activities are to be outlined on the NUR 998 application and letter of agreement.

The NUR 998 Faculty and the Clinician will meet at mid-semester and the end of semester to evaluate the student. If any disagreement cannot be resolved, the student’s Faculty Advisor and/or Associate Dean for Research and PhD Program will be consulted. The NUR 998 Faculty will be responsible for meeting with the student at both mid-semester and the end of semester to discuss the progress report and final evaluations reporting.

The selected Clinician should hold a graduate degree in nursing (DNP or PhD in nursing is preferred) and have at least two years of experience in the clinical setting of interest to the student.

### Independent Study (NUR 990)

Independent Study permits a student or a small group of students to develop competencies through individualized experiences 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 in selecting a topic, issue, or problem, and assumes the majority of the responsibility for the associated planning, implementation, and evaluation of the project. NUR 990 is a variable credit course, in which the number of credits is based on the scope of the topic, issue, or problem, the associated objectives, and expected outcomes. For graduate students, 1 credit = three hours of activity per week over the semester.

#### NUR 990 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 [NUR 990 Application form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767680/View), which can be found on D2L, by mid‐semester of the semester prior to the planned Independent Study.
3. Turn the application in to the PhD Secretary for approval by the Associate Dean for Research and PhD Program.
4. Outcomes of the experience should be specified. Objectives must be clear with learning activities. A report is due at the end of the semester to Faculty Advisor and Associate Dean for Research and PhD Program.
5. Be added to the responsible faculty’s IRB approval so the student can legally access data, if applicable.
6. Definition of the study is clear and appropriate, i.e., the purpose, the scope, objective and learning activities.
7. Objectives reflect measurable deliverables, with a clear product or description of the outcomes. Outcomes may be revised as necessary, if consistent with the topic, issue or problem selected, and are attainable within the pre-determined time for the project.
8. Time student is to spend on the project and activities should be clearly outlined.
9. The approaches to be used to achieve the project deliverables must be clearly stated.

Evaluation and Grading of NUR 990  
The **Application for 990** 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. The conduct of the study reflects self-direction and self-evaluation.
2. Specific measurable outcomes and/or deliverables.
3. Specific measurable deliverables must be evaluated. If planning to achieve skills on the checklist, this should be noted and the appropriate form submitted.
4. An outcome report and the [NUR 940/990 Outcome Report Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767682/View) is to be completed and submitted to the Faculty Advisor and PhD Secretary by the end of finals week.

### CON Certification in College Teaching Program (CCTP)

The CON Certification in College Teaching Program (CCTP) helps PhD students develop teaching competencies and experience a broad range of faculty roles and responsibilities in preparation for an academic career. Students complete graduate level coursework in college teaching, participate in a mentored teaching experience, and document achievement of core teaching competencies. Upon successful program completion, the Graduate School will award a Certification of College Teaching, which will be noted on the student’s transcript.

More information is available on the CON web site [Graduate Certificates: Teaching in Nursing](https://nursing.msu.edu/graduate/teaching-nursing) page at <https://nursing.msu.edu/graduate/teaching-nursing>

and  [Graduate Certificate - Teaching in Nursing - Graduate Certificate Office of the Register's website](https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=4053) at <https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=4053>.

#### Procedures

If students choose to earn this certification, they must:

1. Complete an approval form that is signed by their Faculty Advisor and submitted to the PhD Secretary and the CON Coordinator of the College Teaching Program.
2. The plan for the experience must be a part of the Guidance Committee meeting discussions and must be approved by the approved by the Guidance Committee.
3. It must be a part of the student’s GradPlan.
4. Students must include the Coordinator of the College Teaching Program in their annual Guidance Committee meeting held in January or February of each year.

The rationale is to facilitate a clear understanding of the student’s plan related to certification and how this coordinates with the required PhD Program Plan.

#### Options for the College Teaching Certification

1. The CON coordinates MSU Certification in College Teaching in Nursing. This program is designed to prepare a novice teacher with a college teaching certification. It includes six credits of course work (NUR 861 and NUR 866), an internship and portfolio. This certification will appear on the student’s MSU transcript.
2. The CON offers a College of Nursing Teaching Certificate. This option is designed to prepare novice teachers with a college teaching certification on their MSU transcript and prepares them to sit for the National Certification as a Nurse Educator (CNE). This option requires nine credits (NUR 861, NUR 868, and NUR 866), an internship and portfolio. The National certification must be renewed every 5 years.

# Examinations

## Preliminary Examination (effective August 2020)

### Policy Statement

A Preliminary Examination will occur at the end of NUR core courses during the second half of Fall Semester Year 2. The preliminary examination is a test of knowledge, the ability to synthesize the content from core courses and to apply knowledge to the students’ proposed and upcoming research and scholarship. The Preliminary Examination will consist of questions covering the required nursing courses, with application to the student’s upcoming research project. Passing of the Preliminary Examination is necessary for students to proceed in the program. The grade for this written Preliminary Examination will be: pass, remediation, or fail; if remediation is needed, the student will not proceed in the program until the remediation is completed. Rigorous guidelines will be set to ensure that well-prepared students go forward and others who are not prepared have the opportunity to receive remediation or to discontinue the PhD program.

### Rationale

The Preliminary Examination is designed to determine if a student has integrated Year 1 course work content and met Deliverables and Benchmarks in order to provide evidence that the student is well-prepared to proceed in the program.

### Scope

These procedures apply to all PhD students in the College of Nursing, covering all required NUR courses. The Preliminary Examination will occur during the second half of Fall Semester during Year 2.

### Formatting

Consistent formatting is required. This criterion includes being no more than 30 double-spaced pages (excluding references), using 12-point Arial or Times New Roman font, using APA-7 format for citations, and having one-inch margins. If the length is exceeded, only the first 30 pages will be read and used to determine the grade for the examination.

### Responsibilities

Students are responsible for: 1) ensuring they have met necessary criteria for taking the Preliminary Examination by the time they begin NUR 920 (Fall of Year 2); and 2) presenting the Approval Form to their Guidance Committee.

* The student’s Guidance Committee is responsible for approving the student’s readiness to take the Preliminary Examination.
* The student’s entire Guidance Committee will take responsibility for student readiness by signing the Approval to Take Exam Form, after which the faculty advisor will submit the signed form to the PhD Secretary by October 1 of the year the student plans to take the Preliminary Examination.

### Procedures

#### Readiness

For all NUR courses, there must be no deferred or incompletes on their course record and all NUR courses must be passed with a 3.0 or higher grade. All responsibilities listed above must be met. Further, readiness should be discussed with the student at the Year 1 Guidance Committee meeting.

#### Components

There are five components to the Preliminary Examination. Each component is worth 20% of the total grade determination (pass, remediation, or fail). The components are: 1) Significance of the problem or clinical issue, addressing the concept of interest and applicable conceptual model; 2) Model development from conceptual to operational, addressing specific aims and measurable outcome; 3) Selected intervention with fidelity components, demonstrating fit with selected model; 4) Evaluation of aims, methods and analysis for each aim; and 5) Principles of translation as they apply to the proposed intervention.

#### Completion

Students will be given their exam at week 8 of Fall semester. The exam must be completed and submitted by 5 pm Friday of week 12 to the PhD Secretary.

#### Grading

An Examination Committee will be established at the beginning of Fall Semester when it is anticipated a student will take the Preliminary Examination during this same semester. The Examination Committee will consist of an odd number (three or more) of tenured faculty who have taught in the PhD Program. The Examination Committee will grade the exam independently during week 13 of Fall Semester and submit a review grid (description of strengths and limitations in the five areas) and a grade for each of the five questions by 5 pm Friday of week 15 to the PhD Secretary. Further, each member of the Examination Committee will sign the Preliminary Exam Outcomes Form, which will indicate pass, remediation, or fail for each of the five questions, and submit the form to the PhD Secretary.

Once the PhD Secretary receives the Preliminary Exam review grids and signed Outcomes Form from the Examination Committee members, the review grids outlining strengths and limitations will be collated along with the grade provided by each Examination Committee member. These documents will be sent to the Associate Dean for Research (ADR) and the student’s Guidance Committee.

The Faculty Advisor will meet with the student to review the comments and share the grade. Based on the Examination Committee’s Grade, one of three actions will be taken.

1. **Pass:** If the grade is *pass*, the student will receive a letter to this effect.
2. **Remediation:** If the grade is *remediation*, the guidance committee will develop a plan and timeline with the student with specific deliverables and due dates. The remediation plan will be a formal set of requirements and may include taking a course, an independent study or other related activities to make up for the deficit. The student may be asked to re-take the exam. The Guidance Committee will also help the student adjust the student’s Program Plan for the PhD program to accommodate the remediation.
   * Once remediation is completed according to the established timeline, the Examination Committee will determine if the student has passed or failed.
   * If the remediation grade is *fail* by two or more of the Examination Committee, the faculty advisor and ADR will inform the student and review comments from the Examination Committee with the student.
3. **Failure:** If the grade is *fail* by two or more of the Examination Committee, the faculty advisor and ADR will inform the student and review comments from the Examination Committee with the student.

#### Progression in the Program

* For students passing the exam, they will continue with their program.
* For students needing remediation, the Examination Committee will review the deliverables and determine if the remediation plan has been adequately fulfilled. If so, a pass will be granted to the student, who can then continue in the program. If the remediation is deemed insufficient by two or more members of the Examination Committee, the student will have failed the remediation*.* The remediation failure will next go to the ADR & PhD Program Committee where a final determination will be made regarding dismissal from the program or a review of options if the student is allowed to continue in the program.
* For students who fail the exam, the exam failure will go to the ADR & PhD Program Committee where a final determination will be made regarding dismissal from the program or a review of options if the student is allowed to continue in the program.

### Forms or Tools

* [Preliminary Exam Approval to Take Exam Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934807/View)
* [Preliminary Exam Outcome Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934813/View)
* [Preliminary Exam Procedure Full](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8993986/View)

## Comprehensive Examination (effective August 2020)

### Policy Statement

The purpose of Comprehensive Examination (written and oral) is to determine if the student is prepared to proceed to their dissertation.

### Rationale

Completion of both components of the Comprehensive Examination will determine the student’s eligibility for candidacy. Once the entire Comprehensive Examination is successfully completed, the student can proceed to their dissertation.

### Scope

These procedures apply to all PhD students in the College of Nursing during Fall Semester of Year 3, or when all Benchmarks are completed.

### Responsibilities

* Students are responsible for ensuring they have met necessary criteria for taking the Comprehensive Exam and presenting the Approval Form to their Guidance Committee.
* The student’s Guidance Committee is responsible for approving the student’s readiness to take the Comprehensive Exam.
* The student’s Faculty Advisor is responsible for signing and submitting the completed Approval Form to the PhD Secretary.
* The Faculty Advisor will facilitate the oral examination.
* An objective faculty member will attend as appointed by the Associate Dean for Research and PhD Program.

### Procedures

#### Purpose

The purpose of Comprehensive Examination is to:

1. Determine readiness for candidacy
2. Provide a foundation on which to conduct dissertation work
3. Demonstrate written and oral ability to engage in scholarly discourse

#### Overview

The Comprehensive Examination consists of two components: written portfolio and an oral exam. Through the approved portfolio and the oral exam, the students will demonstrate their:

1. Comprehensive knowledge of the state of the science related to a selected topic
2. Ability to critically evaluate, synthesize and apply theory and research methods
3. Logical development of ideas reflecting intellectual creativity and ability to reason conceptually
4. Integration of knowledge from NUR required courses, electives, and scholarly experiences
5. Ability to support, defend, compare and contrast perspectives supported by the literature
6. **Ability to engage in scholarly discourse**
7. Evidence of scholarly writing skills

#### Format

The Comprehensive Examination will consist of a portfolio (outlined below), and an oral defense. Consistent formatting is encouraged. Since journal requirements will vary for some documents in the portfolio, it is suggested that 12-point Arial or Times New Roman font, and one-inch margins be used when possible.

#### Timing

The Comprehensive Examination will occur during Fall Semester of Year 3, or when Benchmarks are completed. All Benchmarks and portfolio must be completed before a student can take more than six credits of NUR 999.

#### Readiness

Readiness requires that all coursework and benchmarks are completed. No courses can have a deferred or incomplete remaining.

#### Grading for Candidacy

Students must have formal guidance committee approval of their portfolio and pass the comprehensive oral defense covering their area of research to become a candidate in the PhD Program.

#### Evaluation Criteria - Written Portfolio

The portfolio must be approved by the Guidance Committee and the Associate Dean for Research and PhD Program prior to proceeding to the comprehensive oral defense.

The portfolio will consist of:

* Written integrative summary of Benchmarks (approximately 3 pages)
* Current CV
* Operational model indicating variables and intervention
* Research questions (Aims)
* Statement of intervention mechanism of action (1 page)
* Required manuscript formatted for journal on literature review
* Any additional manuscripts submitted or published
* Comparison of measures for primary and secondary variables in grid format (1 page)
* Intervention with 5-point fidelity plan in grid format (1 page)
* Analyses plan by research questions (Aims) in grid format (1 page)
* Grant that was submitted Spring of Year 2
* Required abstract submitted and presented for poster (Year 2)
* Required abstract submitted for podium (Year 3)
* Complete record of posters delivered, including abstracts
* Complete record of podium presentations delivered, including abstracts
* Research Practicum credits completed - outcomes report
* Clinical Practicum credits completed - outcomes report
* Completed Preliminary Examination results
* Report of any independent studies completed
* Timeline for completion of dissertation
* Evidence of six credits of concentration area
* Evidence of Statistical electives including the number of credits

#### Evaluation Criteria - Portfolio Content

The portfolio must be completed in all areas for the student to pass the first component of the Comprehensive Examination. If it is incomplete, it will be returned to the student. The Guidance Committee will determine the course of action for the student.

#### Evaluation Criteria - Oral Defense

The oral defense will be the presentation of a coherent and in-depth program of scholarship.

#### Comprehensive Examination Process- Oral Defense

1. Once the written portfolio is approved, the student will be instructed by his/her Faculty Advisor to schedule the oral defense (preferably in the same semester).
2. The oral defense will span no longer than two hours.
3. Upon completion of the oral defense, the student will be excused from the room. The Guidance Committee will discuss and evaluate the student’s scholarly presentation and determine a pass, remediation or failure for the entire Comprehensive Examination.
4. The student will be invited back into the room and will learn the determination of the Guidance Committee (pass or fail) from the Faculty Advisor.
5. If the student passes the oral defense, the Faculty Advisor will submit a report of completion to the Associate Dean for Research and PhD Program indicating the date of the Comprehensive Examination and the recommended action (pass and move to candidacy).
6. If at least two Guidance Committee member(s) deem(s) the oral defense a failure, the student will receive a failure for the oral component.

#### Failure Procedures - Oral Defense

1. **If a student fails the oral defense, each member of the Guidance Committee will provide written feedback regarding the deficiencies in the oral presentation within two weeks to the PhD Secretary for collation.**
2. **The PhD Secretary will collate the Guidance Committee feedback on the oral defense within one week and send it to the Faculty Advisor for review with the student.**
3. If this is a first failure, the Guidance Committee may recommend a remediation plan or request additional information, work, courses, etc. However, t**he Examination Committee retains the right to designate a failure of the total** Comprehensive Examination **without the option of remediation.**
4. If the student fails the oral defense, they will not proceed in the program and the case may be referred to a meeting between the Guidance Committee and the Associate Dean for Research and PhD Program for final determination, which can include dismissal from the program.

#### Remediation Procedures – Oral Defense

1. If remediation is recommended, the Guidance Committee will determine the planned recourse. The plan will **address methods to correct limitations and may include further course work or scholarly experiences. If the remediation plan does not include a formal course, the student must enroll in NUR 990 to complete the remediation.**
2. **The Guidance Committee will determine if the student needs to retake the oral defense or if the remediation plan serves as completion of the oral defense.**
3. **Following development of the remediation plan, the Faculty Advisor will send an official memo to the student with a copy to the Associate Dean for Research and PhD Program.**
4. **Following remediation, if the Guidance Committee agrees that the student has passed the oral defense, the student will receive a passing grade for the entire Comprehensive Examination.**
5. **T**he Faculty Advisor will inform the student and submit a report of completion to the Associate Dean for Research and PhD Program indicating the date of the Comprehensive Examination and the recommended action (pass and proceed to candidacy).
6. **If at least two members of the Guidance Committee do not pass the student after remediation, t**he student will not progress in the program and the case may be referred to a meeting between the Guidance Committee and the Associate Dean for Research and PhD Program for final determination, which may include dismissal from the program.

### Forms or Tools

* [Comprehensive Exam Approval to Take Exam Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934792/View)
* [Comprehensive Exam Portfolio Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934799/View)
* [Comprehensive Exam Outcome Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934797/View)

## Dissertation (NUR 999)

The dissertation is the culminating experience of the PhD program. The dissertation is a demonstration of the student’s ability to conceptualize, conduct, and communicate independent research based on program objectives. It also adds new knowledge to the discipline.

Prior to graduation, students must complete a minimum of 24 but no more than 36 dissertation credits (NUR 999). If additional NUR 999 credits are needed for program completion, the student must work with their Faculty Advisor to request an override through the Office of the Registrar. The Request for RNR Override form is available on the [Registrar’s Online Forms Menu](https://reg.msu.edu/Forms/FormsMenu.aspx) at https://reg.msu.edu/Forms/FormsMenu.aspx.

By mid-semester prior to enrolling in NUR 999, the student must complete the [NUR 999 Application form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767886/View). The application will be turned into the PhD Secretary to obtain the signature of the Associate Dean for Research and PhD Program. An electronic copy will be kept with the CON OSA.

The student must be enrolled for at least one credit during the semester in which the final oral examination is taken. At the beginning of the semester the student is planning to complete the dissertation, the student and committee should meet with the Associate Dean for Research and PhD Program and PhD Secretary to discuss plans and timelines. Be sure to review and comply with IRB policy found on the MSU Human Research Protection Program website at <https://hrpp.msu.edu/help/manual/index.html>

### Process

The process for dissertation completion includes the steps described below:

1. When the Dissertation Committee Chair indicates the dissertation is acceptable for examination, it is submitted to the Dissertation Committee, who is given two weeks to review the product.
2. Upon approval from the Committee, the student and Dissertation Committee Chair will contact the PhD Secretary to schedule the defense as early in the semester as possible in order to fit Committee member’s calendars. All committee members are expected to attend (in person or virtually) the defense. The CON Dean and Associate Dean for Research and PhD Program should be invited but are not required to attend. If the committee has an even number of members, an objective faculty member (not on the Dissertation Committee) should be invited in order to have an odd number present.
3. The student will complete the [Announcement of Oral Dissertation Defense form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768060/View)with appropriate signatures and submit it to the PhD Secretary. This form must be turned in a minimum of two weeks before the defense date. If this form is not submitted two weeks in advance of the selected date, the defense will need to be rescheduled. The PhD Secretary is required to announce the defense two weeks prior to the defense date.
4. The Associate Dean of Research and PhD Program should receive the [Report of Completion of Oral Dissertation form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768064/View) from the Dissertation Committee Chair immediately following the oral defense (signed by the entire Committee and marked pass or fail). This form will ultimately be given to the PhD Secretary.
5. The student must review and adhere to all guidelines and deadlines included on the Theses and Dissertation Submissions page of the [Graduate School Website](https://grad.msu.edu/etd) at https://grad.msu.edu/etd. The student should submit their dissertation to ProQuest at least two weeks before the deadline, leaving time for potential formatting corrections from the Graduate School.
6. A copy of the finalized, approved dissertation is distributed to each Committee member.
7. The student will submit a softbound copy of the dissertation along with an electronic copy on a flash drive to the PhD Secretary for filing in the PhD Program office.

### Dissertation Committee Composition and Appointment

After successfully passing the Comprehensive Examination, the Dissertation Committee is formed and the dissertation proposal defense occurs. Typically, in the CON the Dissertation Committee is composed of the Dissertation Committee Chair and three to four additional members. The Dissertation Committee Chair and Committee members should have expertise in the research substantive content area, theoretical perspective(s), population to be studied, methodology, and the statistical techniques to be used in the student’s dissertation. The Faculty Advisor(s) and Guidance Committee members may or may not serve on the Dissertation Committee. The Dissertation Committee must meet the requirements detailed below.

1. The Chair of the Dissertation Committee must be a tenured CON Nurse faculty member or a Nurse tenure-earning faculty member who has served as a Dissertation Committee co-chair through to a student’s graduation with a tenured CON Nurse faculty.
2. All members must possess an earned doctoral degree.
3. At least four of the members should be MSU tenure system faculty.
4. At least two members in addition to the Chair (see above for Chair requirements) must be tenured or tenured-earning faculty from the CON.
5. At least one of the members should be external to the CON (such as a statistician or content expert), who has been pre-approved by the Faculty Advisor and Associate Dean for Research and PhD Program.

Any exceptions to these requirements should be approved by the Associate Dean for Research and PhD Program and PhD Guidance Committee and may require permission of the Graduate School Dean. Additional information is available on the [Graduate School website](https://grad.msu.edu/non-regular-faculty-committees) at https://grad.msu.edu/non-regular-faculty-committees.

The Chair takes primary responsibility for supervising the student’s research, and enlisting the assistance of other Dissertation Committee members as needed. A Chair who expects to be absent from the University for an extended period is expected to arrange for ongoing supervision of the PhD student.

The student must propose the planned dissertation type to the Committee and receive approval prior to completing the dissertation proposal defense.

### Dissertation Options

The two options for the PhD program are described below.

Traditional Dissertation Option  
Traditional dissertation content should include the following seven components:

1. Introduction
2. Background and significance
3. Conceptual framework
4. Literature synthesis and integration
5. Methods
6. Results and interpretation
7. Conclusions, impact, nursing research policy and practice implications, and contributions to science.

Multiple Manuscript Dissertation Option  
For the multiple manuscript option, the student produces at least three separate, publishable manuscripts. These three papers (chapters) are bookended by an Introduction chapter that presents the general theme, conceptual model and overview of the dissertation, and a Conclusion chapter that integrates the major findings of the three individual manuscripts. While the three publishable manuscripts need to be related (e.g., a common theme, qualitative and quantitative reports from the same study, different variables sets from the same study, same general population group, etc.), each must be able to stand on its own. Students should select the journal in which they wish to submit their manuscript prior to writing to insure they are in compliance with the guidelines of the journal in which they selected. Other requirements of the multiple manuscript option are listed below:

1. The overall dissertation must have an abstract that covers the five chapters.
2. The introductory chapter is an overview of the work to be presented and be supported by a conceptual model.
3. The concluding chapter summarizes the content of the combined manuscripts, implications for research, practice, and/or policy with an emphasis on the work’s overall contribution to science.
4. One of the three manuscripts can be a critical review of the literature (conceptual, systematic, or integrative review such as a state-of-the-science article).
5. One of the two remaining articles must be data based, and report on the student’s outcomes. The third article can report on methods or other areas related to the research for the dissertation.
6. The student must specify which journal the manuscript (chapter) is being prepared in accordance with the journal’s author guidelines.
7. If one of the papers has already been published in order to meet a program Benchmark, the chapter should be introduced with the list of all authors, the publication citation, and include a copy or notation of written permission from the publisher (who generally holds the copyright) to reprint the article. Please note that formatting needs to be consistent throughout the document (i.e., all chapters should be formatted in the same way). Even if a chapter was previously published elsewhere using different formatting, it needs to be reformatted to match the other chapters in the dissertation. The Formatting Guide is available on the [Graduate School website](https://grad.msu.edu/etd/formatting-guide) at https://grad.msu.edu/etd/formatting-guide.

Co-authored articles may be a part of the multiple manuscript dissertations if the doctoral student is first author and clearly took the lead and completed the work on the article. Manuscripts should be prepared for indexed, peer-reviewed journals. All contributors who meet authorship guidelines should be included as authors.

### Human Research Protection (HRPP/IRB)

Federal and University regulations and policies require that all research involving human subjects be reviewed and approved by the Institutional Review Board (IRB) before initiation in order to protect the rights and welfare of those human subjects.

As set forth in its [Assurance (section 1.1-1.4](https://hrpp.msu.edu/help/manual/1-1.html)) found at <https://hrpp.msu.edu/help/manual/1-1.html>) the IRB reviews applications for research based on the four ethical principles for the protection of human subjects of research described below.

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.
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.
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.
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).

Students must be familiar with the ethical principles outlined in the MSU Guidelines for Integrity in Research and Creative Activities. These guidelines include the following key principles: honesty in proposing, performing and reporting research; recognition of prior work; confidentiality in peer-review; disclosure of potential conflicts of interest; compliance with institutional and sponsor requirements; protection of human subjects and humane care of animals in the conduct of research; collegiality in scholarly interactions and sharing of resources; and adherence to fair and open relationships between senior scholars and their coworkers. The full text of these guidelines are available at the [Graduate School website](https://grad.msu.edu/researchintegrity) https://grad.msu.edu/researchintegrity.

The MSU Contract and Grant Administration (CGA) will not open an account for any project involving human subjects that has not been reviewed and approved by the IRB. Furthermore, the Graduate School will not accept PhD dissertations containing research involving human subjects that have not been reviewed and approved by the IRB. The maximum IRB approval period is one year. Therefore, project investigators who wish to continue collecting 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, it is strongly recommended that the investigator request renewal at least one month before approval expires. Regarding record retention, project investigators must retain copies of signed consent forms for at least three years after the completion of their research activities, longer if the study sponsor requires. Project investigators also must make these signed consent forms available to the IRB upon request.

Review Categories and Review Time Guidelines  
Based on the perceived level of risk to subjects, the IRB assigns each application to one of three review categories:

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, the review is normally completed in ten to fifteen working days.

Student Research in Courses  
While some courses require students to collect data from human subjects using professional research methods, such work generally is not expected to contribute to generalizable knowledge. If such activities meet the definition of human subject research or a clinical investigation, the activity must be reviewed and approved by the IRB prior to initiation of the activity. Visit [HRPP Manual Section 6-9-A](https://hrpp.msu.edu/help/manual/6-9-A.html), Special Considerations: Student Classroom Research, at <https://hrpp.msu.edu/help/manual/6-9-A.html> for more information. For student classroom activities that do not meet the federal definition of research because they are not designed to develop or contribute to generalizable knowledge, 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 educate students about 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 the instructor or student is aware at the beginning of a student classroom activity that the data gathered by the student likely will be used in the future to develop or contribute to generalizable knowledge (e.g., the data being used for future theses, dissertations), the activity must be reviewed and approved by MSU IRB prior to initiation. Failure to obtain IRB approval for such research is considered noncompliance. Such noncompliance will be reviewed pursuant to [HRPP Manual 9-2 Noncompliance](http://hrpp.msu.edu/help/manual/9-2.html) at http://hrpp.msu.edu/help/manual/9-2.html.

If a student collects data for non-research purposes and subsequently decides 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, visit the [Human Research Protection Project website](http://hrpp.msu.edu/) at http://hrpp.msu.edu.

#### Student IRB Process

For student research, the Faculty Advisor or Dissertation Committee Chair assumes responsibility for determining whether an IRB approval is required and ensuring that IRB approval is received when necessary prior to initiation of work. More information on the process can be found on the [Human Research Protection Project website](https://hrpp.msu.edu/help/graduate-student.html) at https://hrpp.msu.edu/help/graduate-student.html.

1. IRB approval may be required for student work in the scenarios described below.
   1. The student is joining an existing faculty project as key personnel (Conversely, IRB approval is NOT required if the student is joining a research team in a non-key personnel role and completing work described in the existing project’s IRB application).
   2. The student is contributing to a faculty member’s existing research project by collecting and/or analyzing data to answer a new research question.
   3. The student is collecting and/or analyzing data to answer a student-initiated research question not associated with an existing research project.
   4. Note: Research with de-identified human subject data may be exempt from IRB approval. An initial application may be prepared and submitted to 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 in item 1 above using the steps described below.
   1. The PI of an 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 the student from research team when the student graduates or no longer works on the team.
   2. The PI of an existing research project may take one of the following steps.
      1. Prepare and submit an IRB revision application adding the student’s work to their existing IRB application. Note: If the PI adds the student’s work to their existing research project, the PI must report on the student’s work in all renewal applications and, if applicable, submit consent forms for the student’s work with each renewal application. The PI is responsible for submitting all required revision applications. When the student work is completed and active IRB approval is no longer required by the University Human Research Protection Program (HRPP), the PI must submit a revision to remove the student from their existing research project’s IRB application and provide a final progress report on the student’s work.
      2. Ask the student to prepare an IRB initial application to cover the student’s work. However, all student research must be submitted to the IRB by a faculty member and the research must list the faculty member (PI, Faculty Advisor, or Dissertation Committee Chair) as the Responsible Project Investigator and the student as the Secondary Investigator. Note: The Responsible Project Investigator is responsible for ensuring that all IRB renewals, revisions, and closures are submitted per HRPP requirements.
   3. The student will prepare an IRB initial application for approval and submission by the faculty responsible for supervising the student’s work. Again, all student research must be submitted by a faculty member and the research must list the faculty member as the Responsible Project Investigator and the student as the Secondary Investigator.
   4. Some agencies will require their own IRB committee approval or a reliance agreement with MSU.
   5. Some agencies such as Sparrow will also require study approval by their nursing research committee.
3. The following documentation regarding IRB approvals should be sent to the PhD Secretary:
   1. Student approval letter;
   2. IRB approval letter when the student, as key personnel, is removed from the project or the project closes; and
   3. IRB approval letter and correspondence when the project is closed.

#### Click Compliance System

Click is MSU's research and compliance system it is located at [*https://hrpp.msu.edu/click/index.html*](https://hrpp.msu.edu/click/index.html). Use Click to submit all new applications to the IRB. New submissions include:

* Initial review of exempt, expedited, and full board studies
* Continuing review (renewals)
* Modifications (revisions)
* Human subject research determination
* 45 CFR 46.118 determinations
* Requests to use an external IRB
* Requests to use a Single IRB for U.S. National Institutes of Health proposals
* Unanticipated problems involving risks to subjects or others
* Protocol deviations
* Other reportable events
* Closures

Visit the [Templates webpage](https://hrpp.msu.edu/templates/index.html) at <https://hrpp.msu.edu/templates/index.html> for templates to be completed and included with the Click submissions.

For assistance with Click please contact the IRB office at 517-355-2180 or email them at [irb@msu.edu](mailto:irb@msu.edu); if you experience a technical issue like problems logging into Click, please contact the Click Help Desk at 517-355-2000 or [clickhelpdesk@msu.edu.](mailto:clickhelpdesk@msu.edu)

Dissertation Proposal Defense  
The Dissertation Proposal Defense is a formal meeting of the Dissertation Committee in which the student defends their knowledge of the chosen research topic and provides a detailed plan for the final dissertation. During the Proposal Defense, the student may be asked to answer questions about and defend any aspect of the proposal. Because the proposed research reflects the student’s understanding of their area of specialization and their ability to integrate knowledge from various aspects of nursing science and other relevant disciplines, the proposal defense allows the Dissertation Committee to assess the student’s mastery of these areas. During the Proposal Defense, the Dissertation Committee members also assess the quality and feasibility of the proposed research in order to approve and/or recommend changes to the proposal.

Prior to the Proposal Defense, the student works closely with the Dissertation Committee Chair to draft the proposal. The proposal should be a complete draft of the planned dissertation, including the introduction, theoretical/conceptual framework, review of the literature (synthesis and integration), and methods. The methods section (which is included in each paper of the three-manuscript option) should include the proposed design, sampling techniques, intervention (if applicable), measures, and data analysis plan.

When the student and Dissertation Committee Chair deem the proposal sufficiently developed and revised, it is then sent to the Dissertation Committee members who are given two weeks to review it. The Dissertation Committee reviews the proposal to determine if it is ready for defense or needs further revision. Students must be enrolled for at least one credit during the semester(s) in which they defend their dissertation proposal. All Dissertation Committee members are expected to be present at the Dissertation Proposal Defense.

After receiving notification from the student and Dissertation Committee Chair, the PhD Secretary schedules the Dissertation Proposal Defense. The Associate Dean for Research and PhD Program may choose to attend and participate in the Dissertation Proposal Defense but is not required to do so. Ordinarily, this meeting will not exceed two hours.

The student should bring the [Appointment of Dissertation Committee and Approval of Dissertation Proposal Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768061/View), which is available on D2L, to the Dissertation Proposal Defense. The Committee confers to determine if the proposal is acceptable. If the proposal is accepted, the aforementioned form is completed, and the student may proceed with preparing the dissertation. The student submits the signed form to the PhD Secretary in order to obtain the Associate Dean for Research and PhD Program’s approval and signature. The PhD Secretary will distribute a copy via e-mail to the student and all Dissertation Committee members. A copy will be kept in the student’s electronic file with the CON OSA.

Final Oral Dissertation Defense  
The Oral Defense is a two-part formal meeting that lasts about two hours. During the first 20 minutes, the student presents his/her completed work to the general audience, using visual aids as appropriate (such as PowerPoint slides). After the presentation, the student answers audience questions for a brief period. All audience and non-committee members will leave directly following the question-and-answer session, and the student will be examined by the Dissertation Committee. The student may be asked to answer questions about and defend any aspect of the research, including the conceptual underpinnings analysis, results, and discussion.

The Associate Dean for Research and PhD Program may choose to attend and participate in the dissertation defense.

The final oral examination is conducted and evaluated by the Dissertation Committee. One CON faculty member is appointed by the CON Associate Dean for Research and PhD Program to serve on the Dissertation Committee. This person is responsible for assuring a fair and due process is achieved. This person participates fully in the defense with voice and vote.

#### Grading Procedures

The grade for the Oral Defense of the dissertation may be pass, incomplete, or fail. At least three-fourths of the Committee must approve the dissertation for it to receive a passing grade. A Committee awarding a passing grade may still have recommended changes or corrections but have deemed those changes minor enough to be supervised by the Dissertation Committee Chair or selected members of the Committee.

Dissertations judged by the Committee’s vote to be incomplete may not be considered final until after the Committee accepts the dissertation. Required revisions are determined by the Dissertation Committee and will be clearly communicated to the student. When the student has finished the major revisions, they must be submitted to the Dissertation Committee Chair for final approval.

A grade of fail on the Oral Defense of the dissertation indicates that the student did not complete the research in the manner agreed upon in the proposal, was unable to describe their research, their conceptual models, methods, did not demonstrate the appropriate depth of knowledge, or violated the intellectual integrity policy. Depending on the reason for the failing grade, the student will have to begin again with a new proposal defense or be dismissed from the university. A failing grade on a dissertation defense is a rare event. Students with questions about this process should discuss this with their Faculty Advisor and the Associate Dean for Research and PhD Program.

### Data Archive Retention and Data Use Agreement Policy

Appropriate research data storage procedures are an essential element of best science practices in the responsible conduct of research. In February 2001, the University 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. These best practices are available on the [Research Integrity Officer website](https://rio.msu.edu/research-data) at <https://rio.msu.edu/research-data>

The CON has set up a data warehouse to retain all primary research data collected by CON-affiliated researchers. This includes all primary data from projects of funded grants for which a CON member is the PI, and all primary 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 Faculty Advisor or supervising faculty is the PI of the research project.

In addition to fulfilling the minimum legal requirements for sound data archives, the CON Data Archive also houses data sets that can be used by new investigators or PhD students for secondary analysis.

The complete Michigan State University College of Nursing (CON) [Data Archive Retention and Data Use Agreement Policy](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8524781/View) can be found on D2L at <https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8524781/View>.

### Student Data

Student-collected research data must be accessible to the Faculty Advisor, appropriate members of the Dissertation Committee, and the student. For intervention studies, a Data Safety and Monitoring Plan or Committee should be completed and/or formed. If student-collected data are obtained exclusively under the auspices of the CON, the supervising Faculty Advisor or thesis/Dissertation Committee must devise a policy specifying regular back-ups of the data as appropriate during the study’s data collection phase. Since student data are intermittently archived as data collection proceeds, the supervising Faculty Advisor or thesis/Dissertation Committee chair must specify how often these data updates occur, ensure that only de-identified data are stored on the CON archive for student projects, and retain a key (to be kept in a secure CON location, but not in the CON archive) that allows for study subjects to be identified as long as the data collection process is ongoing.

Student data from completed studies must follow the same archiving rules as those for faculty data, except that the Faculty Advisor is the person who must give consent before archived student data are made available to new investigators. Such requests can be considered only after data collection is complete. 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 Faculty Advisor, must make arrangements with the relevant agency to transfer copies of the data to the designated drive on a CON server after data collection is complete.

If a student plans to take the data to another institution after completion of the dissertation, a Material Transfer Agreement (MTA) must be completed and on file. For more information, please contact the Associate Dean for Research and PhD Program.

Dissertation Completion Funds

During the semester the dissertation is defended, students may receive Dissertation Completion funds. These Dissertation Completion funds are not guaranteed but must be applied for by midsemester of the semester prior to the planned defense.

More information regarding the Dissertation Completion Fellowship including eligibility and submission process can be found on D2L at <https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768063/View>.

Submittal deadlines are: June 10 for a Fall nomination, October 14 for a Spring nomination, and February 10 for a Summer nomination.

### University Policy About Dissemination of Graduate Students’ Research

In keeping with MSU’s public mission, the University requires that theses, dissertations and abstracts will become public after the conferral of the degree; embargoes can only be pursued for a limited period (see 1 below). Results that are subject to restrictions for dissemination by funding agencies (see 2 below) cannot be part of any document submitted as a thesis or dissertation to the Graduate School.

1. **Hold/embargo on publication of documents submitted to ProQuest:** Students submitting a thesis/dissertation to ProQuest now can request a hold/embargo of publication by ProQuest by contacting the Graduate School at msuetds.approval@grd.msu.edu. In response to the request, the Graduate School will send directly to the student a form that needs to be completed and turned to the Graduate School prior to submission of the document to ProQuest. The form needs to be signed by the student’s major professor and by the Associate Dean of the student’s college. The request for the hold/embargo may be for six months, one year or two years. Requests for a period longer than six months must include a written justification for the length of the hold/embargo.
2. **Graduate students' participating in University Research Organization (URO;** [**https://uro.egr.msu.edu/**](https://uro.egr.msu.edu/)**):** Graduate students involved in a URO project will receive both written documentation and a verbal explanation of any limitations or implications to their current or future academic progress prior to participating on the project. Students engaging in work for a URO project undergo a 2-step approval process before hiring: a consultation with a representative of the URO’s office to explain the restrictions on the project, and an interview with the Graduate School Dean or Dean’s designee to discuss the relationship, if any, between their work as graduate students and their participation in the project. Students must be informed that results that are subject to restrictions for dissemination cannot be part of any document submitted as a thesis or dissertation. As part of their degree program, all graduate students must have research options to ensure the generation of appropriate results to fulfill the degree requirements, and to have data for professional development activities that are integral to their graduate education (e.g., presentations at conferences and research seminars).

# Grading

## Student Progress Reports

At the midpoint of each semester, Faculty Advisors and faculty members will generate Student Progress Reports for any student who is/was:

1. not meeting course objectives (i.e., a grade point average below 3.0);
2. not meeting program Benchmarks or completing other program components;
3. reviewed previously and recommended for continued follow-up.

The Student Progress Report is to be completed and signed by the faculty member(s) teaching the course and the Faculty Advisor and discussed with the student. The student is to sign the report or respond with an e-mail indicating that he/she has read the report. Any student having difficulty meeting course objectives, program Benchmarks, and/or completing other program components MUST write specific plans for improvement and submit them to: the course faculty, the Faculty Advisor, and the Associate Dean of Research and the PhD Program.

Student Progress Reports are reviewed by the Associate Dean of Research and PhD Program to provide a systematic process for:

1. Evaluating and summarizing students’ academic performance; and
2. Evaluating continued progress in order to make recommendations for:
   1. Assistance
   2. Progression/Retention
   3. Dismissal

Student Progress Reports and the Associate Dean of Research and PhD Program recommendations are sent to the College of Nursing PhD Guidance Committee. All reports are retained in the student’s electronic file in the CON Office of Student Affairs (OSA). After a Student Progress Report is reviewed, the Associate Dean of Research and PhD Program may, if deemed necessary, request a follow-up report or a meeting with the student and the Faculty Advisor.

## Annual Review of PhD Students

Each year, students are to meet with their Guidance Committee during January-February of spring semester to discuss annual review materials and the student’s Program Plan. All new students must have established their Guidance Committee and completed GradPlan during their first year, preferably by end of their first semester.

An annual review form is to be completed by the student and the Faculty Advisor each year the student is in the PhD program. The [Annual Review of PhD Students form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8604452/View), available on D2L, needs to be completed. Students will also need to provide a copy of their GradPlan course listing ("View Plan in Progress" section of GradPlan).

The completed forms will be reviewed by the student’s Guidance Committee.

Annual review materials need to be submitted to the PhD Secretary by March 1 each year.

The review will be completed by the Associate Dean for Research and PhD Program, the Faculty Advisor, and a designated member of the PhD Committee.

After the review, the Associate Dean for Research and PhD Program will write a letter outlining the student’s accomplishments and issues to be addressed.

Copies of the annual review documents and letters sent to students will be filed electronically with the CON OSA and PhD office.

If applicable, a written plan for remedial steps and a timeline will be developed by the student, Faculty Advisor, and Guidance Committee that is approved by the Associate Dean for Research and PhD Program.

## Special Grade Markers

### DF-Deferred

A DF-Deferred grade is reserved for graduate students who are passing a course but for reasons acceptable to their instructors cannot complete the course during the regularly scheduled course period. Students who request and receive a DF-Deferred grade marker must complete the course work and instructors must report the grade, within six months (190 calendar days) after the last class day of the particular semester of instruction. Students may request a six-month extension of this deadline from their instructor. To grant the request, instructors should go to the [Office of the Registrar's forms page](https://www.reg.msu.edu/Forms/AAForms/AAMenu.aspx) at <https://reg.msu.edu/Forms/AAForms/AAMenu.aspx>.

If a student fails to complete the required work by the announced deadline, the DF-Deferred grade marker will automatically be changed to DF/U-Unfinished. To receive credit in the course, the student must re-enroll in the course. This policy does not apply to thesis or dissertation courses. A DF/U does not affect a student's overall GPA.

In requesting a DF-Deferred grade marker, students must obtain from their instructors the assignments and or tests they are required to complete and the deadline(s) for submitting this course work to their instructors.

The initial DF-Deferred grade marker will remain on a student's transcript for the term of instruction for which it was issued, even after the student has completed and submitted the required work and the instructor has reported a student's final grade in the course. If for any reason an instructor issues a DF-Deferred to a student who did not request the grade marker, the student may request the grade marker be removed from their transcript.

### I-Incomplete

To qualify for an I-Incomplete, a student must:

1. have completed 12 weeks of the semester but cannot complete the semester and/or take the final exam for a compelling reason;
2. be passing the course;
3. in the instructor's opinion, be able to complete the course without repeating the course.

NOTE: University policy prohibits instructors from giving an incomplete grade marker to a student who requests permission to do additional course work to improve their grade in the course.

Instructors who issue an I-Incomplete must file, at the time final grades are due, an Agreement for Completion of I-Incomplete form, detailing the course work the student must complete and citing the deadline for submitting this work. The department then sends a copy of the form to the student. In most, but not all, situations (see "NOTE" directly above) the instructor's deadline for removing the I-Incomplete and reporting the student's grade is the middle of the student's next semester on campus. That means the student's deadline for submitting the missing course work will be before the instructor's deadline, if only to allow the instructor time to evaluate the course work. If the administrative action form fails to arrive in the Registrar's Office on time, your grade will automatically change to a 0.0. Contact your instructor immediately if this should occur.

Students who do not return to school the semester following the semester in which they were given an I-Incomplete have one calendar year to complete and submit the course work. They should immediately notify their instructor of any delays in continuing their education.

If a catastrophic event or serious illness prevents a student from meeting the instructor's deadline for removing an I-Incomplete, the student can request an extension of the I-Incomplete from the instructor. This request will require documentation.

Students who receive an I-Incomplete on their transcripts and do not understand, should contact the faculty who submitted the grade.

Students who fail to meet their deadline will automatically receive a failing grade in the course. Again, they should contact their instructor if they have a compelling reason for their inability to complete the course.

Both the I-Incomplete and DF-Deferred grade markers will remain on a student's transcript, even after the instructor records the student's grade in the course. If your instructor gives you either of these grade markers for reasons other than the criteria cited above, you may request that the grade marker be removed.

### NGR-No Grade Reported

Special circumstances may prevent an instructor from submitting grades on time. If this occurs, the records system will insert an No Grade Reported (NGR) marker for each student in the section. As soon as the instructor submits the grades and they are recorded, the NGR markers are erased and do not appear in the updated student record or on printed transcripts. For information regarding time limits for program completion, visit the [Registrar's Office website](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s406).

Time Extensions for Coursework  
If a student is unable to finish course requirements within the five-year limit they may request a time extension using the following procedures.

1. Student submits a request to their Faculty Advisor asking for a meeting of the Guidance Committee to explain their rationale and specify the courses in jeopardy.
2. The Faculty Advisor or Dissertation Committee Chair prepares a memorandum to the student that includes the Committee’s recommendations and sends it to the Associate Dean for Research and PhD Program for approval or denial.
3. The final memorandum is sent to the student and a copy is retained in their electronic folder within the CON OSA.
4. Students are required to comply with the final recommendation.

Dissertation Time Extensions  
Students who wish to complete their dissertation after the eight-year limit must submit a written request for a time extension to the Dissertation Committee Chair. The request must include a planned time frame for dissertation completion that has been approved by the Dissertation Committee.

The student should schedule a meeting with the Dissertation Committee Chair to discuss their request. The Chair then prepares a memorandum for the student (that includes their recommendations) and sends it to the Associate Dean for Research and PhD Program for approval/denial. If the request is approved, the student will sign a contract designating a deadline for completion of requirements. The contract will be retained in the student’s electronic file with the CON OSA. Students are required to comply with the final recommendation.

# Graduation

In order for a student to graduate, all of the following steps must be completed and documented. Therefore, students must be sure to notify the PhD Secretary, Dissertation Committee Chair, and Associate Dean for Research and PhD Program as soon as possible after each step is completed.

1. Student has completed all coursework in GradPlan, including any necessary transfer credits. This step is verified by the Faculty Advisor, Associate Dean for Research and PhD Program, and PhD Academic Specialist in the CON OSA.
2. Student had completed all program Benchmarks and provided MSU (via the PhD Office) with MSU data used for their dissertation, according to applicable guidelines. This step is verified by the Dissertation Committee Chair and Associate Dean for Research and PhD Program.
3. Student applied for graduation (using the application available on the [Registrar's Office website](https://reg.msu.edu/StuForms/GradApp/gradapp.aspx) at [https://reg.msu.edu/StuForms/GradApp/gradapp.aspx)](https://reg.msu.edu/StuForms/GradApp/gradapp.aspx) after adhering to all graduation guidelines and deadlines.
4. At least two months prior to commencement, student notified the CON OSA that they plan to graduate and participate in graduation exercises.
5. Student completed all dissertation requirements by required deadlines. Refer to the Dissertation (NUR 999) section of this Handbook for further instruction. A copy of the dissertation is provided to the PhD Secretary prior to graduation certification submission.
6. The data and the completed [Data Archive Checklist](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8524778/View) available on D2L must be sent to the PhD Secretary before the final certification for graduation is made.
7. Once all previous steps are completed and verified, an electronic degree certification form is generated through the CON OSA. The PhD Program Academic Specialist and the CON OSA Director both approve this form before it is sent electronically to the Registrar’s Office.

Student will receive a formal degree and transcript copy from the Graduate School following completion of all requirements.

# D2L

The University and CON use a variety of technologies to enhance and support student learning and assessment activities. The main one is D2L (Desire2Learn). To access D2L go to <https://d2l.msu.edu/d2l/home>. An MSU NetID and password are required to log in. Select a course from the My Courses widget on the left or use Select a Course dropdown menu on the minibar at the top of the screen.

The [D2L HELP website](http://help.d2l.msu.edu/) at [http://help.d2l.msu.edu](http://help.d2l.msu.edu/) provides detailed instructions for using D2L tools, diagnosing your computer, and obtaining plug-ins.

For all questions related to D2L contact the MSU Helpdesk which is available 24 hours a day, seven days a week at 517-432-6200 (on campus X 5-2345) or toll free at 1-844-678-6200.

Some common online course space tools include:

* **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.
* **Assignments:** Many times assignments are submitted electronically using this tool.
* **Quizzes and Exams:** Whether a class is in-person or online, quizzes and exams are often given electronically; either with ExamSoft software or placed in D2L.

## CON Forms

D2L is where you will find PhD program specific forms and guidelines as well a Center for Nursing Research, Scholarship and Innovation’s (CNRSI) research related tools, forms, and policies and procedures. To access these resources you must self-enroll at the links below.

* PhD Program - <https://apps.d2l.msu.edu/selfenroll/course/950106?t=1595096660>
* CNRSI - [https://apps.d2l.msu.edu/selfenroll/course/1135810?t=1595097048as](https://apps.d2l.msu.edu/selfenroll/course/1135810?t=1595097048)

# Required Training

For information on IRB training as it relates to research studies see Human Research Protection (HRPP/IRB) section under Dissertation (NUR 999) in this Handbook.

## Good Clinical Practice (GCP)

The College of Nursing requires PhD students to complete Good Clinical Practice (GCP) training according to NIH policy. The NIH [Policy on Good Clinical Practice Training for NIH Awardees Involved in NIH-funded Clinical Trials](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-148.html) found at <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-148.html> establishes the expectation that all NIH-funded investigators and clinical trial staff who are involved in the conduct, oversight, or management of clinical trials should be trained in Good Clinical Practice (GCP), consistent with principles of the International Conference on Harmonisation (ICH) E6 (R2).

### Required Training

To complete the training, login to the Ability training system at [https://ora.msu.edu/train](https://ora.msu.edu/train/). You will find three options for meeting the GCP training requirement.

1. **NIH Good Clinical Practice for Social and Behavioral Research:** Complete all 9 NIH online courses.
2. **CITI Programs course GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus):** Complete all 10 of the CITI modules which requires following instructions for login to CITI with your NetID and adding the course group. Your MSU account will be updated approximately one week after you complete the 10 modules.
3. Alternative training review - [Submit a request](https://hrpp.msu.edu/training/gcp-alt-form.html) at <https://hrpp.msu.edu/training/gcp-alt-form.html> for acceptance of alternate GCP training in lieu of the options above and email documentation of past training.

### Refresher Training Requirement

The CITI Programs FDA Refresher must be completed at least every 3 years.

### More Information

Please see the HRPP Manual [Section 2-2-F-ii, U.S. Department of Health and Human Services National Institutes of Health Good Clinical Practice Training](https://hrpp.msu.edu/help/manual/2-2-F-ii.html) for requirements.

If you have any questions, please feel free to contact the Compliance office at hrl@ora.msu.edu or 517-355-2180.

## Health Insurance Portability and Accountability Act (HIPAA)

In compliance with federal guidelines, all PhD students must complete the Health Insurance Portability and Accountability Act (HIPAA) tutorial. The training is done via the Ability Training System at <https://ora.msu.edu/train/>. Instructions for completing HIPAA module are available on D2L at <https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8524274/View> ([available here](http://hrpp.msu.edu/hipaa). Copies of the certificate of completion must be provided to the PhD Secretary and the CNRSI Executive Assistant.

## Responsible Conduct of Research (RCR) Training

Training in the Responsible Conduct of Research, Scholarship and Creative Activities is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

Additional information on Responsible Conduct of Research is available on the Graduate School website at <https://grad.msu.edu/researchintegrity>.

The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

Students who are supported by NSF, NIH, or USDA grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. These modules may be completed as part of the training requirements below, or in addition to them, depending on the department/program or college plan.

All PhD students must complete the following training plan.





### Year 1 - Required CITI Modules

All new PhD students will complete the four CITI online modules listed below within the first year of enrollment.

1. CITI Introduction to the Responsible Conduct of Research
2. CITI Authorship
3. CITI Plagiarism
4. CITI Research Misconduct

To complete the CITI modules log in at <https://ora.msu.edu/train/programs/citi.html> using your MSU NetID and password.

Completion of this requirement will be tracked in the [Ability training system](https://ora.msu.edu/train/) at <https://ora.msu.edu/train/>.

### Year 1 and 2 – Required Discussion-Based Training

All PhD students must complete a minimum of six hours of discussion-based training by the end of spring semester of their second year. These hours can be completed at any point during the first two years (e.g., as part of a course), or as part of the ongoing training requirement.

Completion of this requirement will be recorded by the department in GradInfo as “Initial” training.

### Year 2 – Complete 3 Additional CITI Modules

Within the first 2 years of enrollment in their program, PhD students will complete three additional MSU online training modules, to be selected from the following list.

1. CITI Collaborative Research
2. CITI Conflicts of Interest
3. CITI Data Management
4. CITI Financial Responsibility
5. CITI Mentoring
6. CITI Peer Review
7. Human Research Protection/ IRB Certification (in [http://Train.ORA.msu.edu](http://train.ora.msu.edu/))
8. Rigor and Reproducibility Course (in production)

To complete the CITI modules log in at <https://ora.msu.edu/train/programs/citi.html> using your MSU NetID and password.

Completion of this requirement will be tracked in the [Ability training system](https://ora.msu.edu/train/) at <https://ora.msu.edu/train/>.

### Year 3 and Forward - Annual Refresher Training

Starting in year 3, all PhD students must complete three hours of annual refresher training; this can include discussion-based training and online courses beyond the seven required in basic training. This requirement can be met by:

* completing additional CITI modules (new or refresher modules, each module counts 45 min)
* attending additional face-to-face workshops
* specific unit RCRSCA activities
* one-on-one discussions with the PhD preceptor
* other activities.

Completion of the annual supplemental education  will be verified by the Graduate Program Director and documented by the student in GradPlan as “Annual” training (or the new student information system coming on-line in 2020).

# Financial Assistance

## 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 the cost of graduate education, visit the [Office of the Controller's website](http://www.ctlr.msu.edu/COStudentAccounts/SampleBudgets_MainMenu.aspx) at <http://www.ctlr.msu.edu/COStudentAccounts/SampleBudgets_MainMenu.aspx>.

Sources for funding your graduate education are available for PhD students from a variety of sources including University, and College of Nursing graduate assistantships, research assistantships, and other individual pre-PhD awards. There are also funds available to support PhD education based on the strength of student’s research plans and the match with their faculty mentors’ research. Students must be in good academic standings to receive funding.

**Funding is not the responsibility of the College of Nursing.**

Funding priority is given to full-time students, and some funding requires full-time status. All students in the CON PhD program are expected to apply for external funding for their research during their second year of coursework. Students are responsible for checking for additional funding opportunities each semester.

## CNRSI Travel, Scholarships and Fellowship List

The CNRSI keeps a list of funding opportunities for graduate students. This listing can be found at the CNRSI D2L site <https://d2l.msu.edu/d2l/le/news/1135810/381266/view> under [Opportunities for Grants, Scholarship & Awards](https://d2l.msu.edu/d2l/le/news/1135810/381266/view).

The deadlines for applying for these opportunities is listed. Use this deadline to calculate your time line for applying to them per the submission timeline below.

### PhD Student Scholarships/Fellowships Submission Timeline

|  |  |
| --- | --- |
| Notify PhD Secretary, Faculty Advisor, and ADR with intent to submit. | Minimum of 4-5 months prior to due date |
| PhD Secretary will schedule meeting with Faculty Advisor and student to go over all requirements of award, establish timeline and identify who will write letters of support, if needed. | 4 months prior to due date |
| Student will ask the people they identified to write letter(s) of support. Provide them with specifics, requirements, and ask them to provide letter(s) to you three weeks before due date. | 3 months prior to due date |
| Submit to Guidance Committee for review | 1 month prior to due date |
| * If Student receives the award - student will submit final documents to organization * If University receives the award - the PhD Secretary will submit final documents to organization | 2 weeks prior to due date |

NOTE: If the funds go directly to the student, the CNRSI will not submit the application but all other obligations must be made by the student.

## CON Support

Annual Scholarships  
Annually the CON awards scholarships. Applications are due March 1. For more information see the [CON Funding web page](https://nursing.msu.edu/graduate/funding) at <https://nursing.msu.edu/graduate/funding>. For a list of available scholarships email [CON.Nurse@msu.edu](mailto:CON.Nurse@msu.edu) and ask for the Scholarship List.

Nurse Faculty Loan Program (NFLP)  
The Nurse Faculty Loan Program (NFLP) is a grant funded by the Health Resources & Service Administration (HRSA). The NFLP is designed to increase the number of nursing faculty by offering educational loans to graduate students who intend to work as nurse faculty following graduation. Students must complete education courses during their nursing graduate program in order to prepare for the faculty role. For more information, please contact the Office of Student Assistance (OSA).

## University Wide Support

Graduate School Funding  
For information about Graduate School funding opportunities, visit the [Graduate School website](https://grad.msu.edu/funding/) at [https://grad.msu.edu/funding](https://grad.msu.edu/funding/).

Office of Financial Aid (OFA)  
The OFA is the main university 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 financial aid information is available at the [Office of Financial Aid](https://finaid.msu.edu/) at <https://finaid.msu.edu>. Students can access their own MSU financial aid data on StuInfo at [stuinfo.msu.edu](https://stuinfo.msu.edu/).

# Academic Policies and Procedures

## Absence from the University

While students are expected to attend all class sessions for which they are registered, certain situations require a student to miss classes.

### Absence Due to Illness or Emergency

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

### Grief Absence Policy

The complete University Grief Absence policy can be found at <https://reg.msu.edu/roinfo/notices/griefabsence.aspx>.

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in their classes or other academic work (e.g. research).

For PhD students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student’s initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty.

It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student’s return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence.   
  
The Associate Dean for Research and PhD program will follow up on all grief absence requests. Students who believe their rights under this policy have been violated should contact the [University Ombudsperson](https://ombud.msu.edu/schedule-appointment-contact). <https://ombud.msu.edu/schedule-appointment-contact>.

College of Nursing Leave of Absence  
Active students may submit a request for a leave of absence for no more than one year. The request must include their revised Program Plan signed by their Faculty Advisor. The decision to approve/disapprove leave requests is at the discretion of the Associate Dean for Research and PhD Program and Dean of the College. Students who leave for more than three semesters without an approved and current Program Plan are subject to dismissal. Reinstatement in the program is based on review and approval by the Associate Dean for Research and PhD Program.

### Religious Accommodation

Course schedules will not be altered due to religious holidays or observations. However, students must make arrangements ahead of time with the course instructor and their Faculty Advisor to miss class. In accordance with the [University Policy on Religious Observance](https://reg.msu.edu/ROInfo/Notices/ReligiousPolicy.aspx) available at <https://reg.msu.edu/ROInfo/Notices/ReligiousPolicy.aspx> reasonable accommodations will be made to observe those holidays set aside by a student’s chosen religious faith. However, please note that students who plan to miss class in excess of one course session may negatively impact their academic success.

The College of Nursing has a designated room for reflection. This Reflection Room is located in C243 Bott Building.

## Enrollment

### Attendance Policy

The CON PhD program is in-person. Students are expected to attend all classes in-person. **Class attendance will be consistent with the University policy.** The use of Zoom is reserved for rare pre-arranged circumstances, in emergencies, or in situations such as a global pandemic in which circumstances CON will follow University guidelines.

Class attendance is considered the responsibility of the students and is an essential and intrinsic element of the academic process. A student’s absence from class does not relieve them from responsibility for punctual fulfillment of any course requirement such as an examination or written assignment; nor are faculty under any obligation to repeat any information given, which was missed because of discretionary absence. Students are required to inform faculty members in advance of any absences.

International Students - Enrollment Requirements & Maintaining Immigration Status

The Office for International Students and Scholars website lists important information regarding international students maintaining their immigration status while at MSU including being enrolled as a full time student (and how that is defined per visa type), documents needed, employment, and travel. Please see their website at [https://oiss.isp.msu.edu/immigration1/visa-immigration/status](https://oiss.isp.msu.edu/immigration1/visa-immigration/status/).

### Continuous Enrollment

Students are expected to maintain continuous enrollment in the PhD program. Students who are not enrolled in the University for three consecutive semesters including summer sessions must apply for readmission to the University before enrolling in courses. MSU requires students to successfully complete comprehensive exams within five years of taking their first course in the program and complete all program requirements within eight years of beginning the PhD program.

### Maximum Semester Enrollment

A student may not enroll in classes totaling more than 20 credits without the recommendation of their Faculty Advisor, Dissertation Committee Chair, or Associate Dean for Research and the PhD Program. This policy can be found on the [Office of the Registrar's website](https://reg.msu.edu/ROInfo/Notices/MinimumRegistration.aspx) at <https://reg.msu.edu/ROInfo/Notices/MinimumRegistration.aspx>.

### Course Withdrawal

Prior to withdrawing from a course, PhD students are required to discuss the course withdrawal with their Faculty Advisor. To proceed with a course withdrawal, the student must complete the [PhD Course/Program Withdrawal Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766424/View?ou=950106) found on D2L. The signed form must be submitted to the PhD Secretary, who will send copies to the student, the faculty teaching the course, and the Faculty Advisor. A copy will be kept in the student’s electronic file with the CON OSA. The student can drop the course if the form is filed prior to the course drop deadline. If the form is filed after the deadline, the CON OSA will help the student drop the course. More information regarding MSU course withdrawal policies and procedures are [available on the Registrar's website](https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx) at <https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx>.

## Threats to Continuation in the PhD Program

When the determination is made that a graduate student’s progress, academic honesty is called into question, or performance is unsatisfactory, the student, the Faculty Advisor, ADR will be notified in writing in a timely matter, and a copy of the notice will be placed in the student’s academic record.

PhD students may be dismissed from the CON for the following reasons:

1. A final grade below 3.0 in any core courses is earned [not elective courses] or failure to maintain a 3.0 overall average by the time of graduation.
2. Any act that is a serious violation of the Criminal Code of Michigan or seriously compromises the welfare or integrity of another person is committed.
3. Physical, behavioral, psychological, or other difficulties are experienced that interfere with ability to meet academic objectives and/or professional standards.
4. Academic dishonesty as defined by the University (<https://ombud.msu.edu/resources-self-help/academic-integrity/what-is>)

The PhD Guidance Committee is responsible for monitoring students’ academic and professional development as described in the MSU CON Faculty Bylaws. The Associate Dean of Research and PhD Program is responsible for informing the Faculty Advisor when students are deemed ineligible to continue in the PhD program. The names of students deemed ineligible to continue in the PhD program due to academic, professional, or other circumstances will be forwarded to the Office of the Dean. PhD students will be referred to their Faculty Advisor and Guidance Committee for specificity of details regarding their lack of eligibility. Students who are dismissed from the program will receive a dismissal letter from the CON Dean and the Associate Dean for Research and PhD Program.

## Withdrawal from PhD Program

Prior to withdrawing from the program, it is expected that PhD students will talk with their Faculty Advisor, Guidance Committee, and the Associate Dean for Research and PhD Program. To proceed with program withdrawal, students should complete the [PhD Course/Program Withdrawal Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766424/View?ou=950106) found on D2L. The signed form must be submitted to the PhD Secretary. A copy will be kept in the student’s electronic file with the CON OSA. More information regarding MSU course withdrawal policies and procedures are [available on the Registrar's website](https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx) at <https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx>.

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

Graduate students who have been dismissed or had a lapse in enrollment (students who have failed to enroll for more than one academic year) must request readmission in a letter to the Associate Dean for Research and PhD Program 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 their 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 for progression through the program that includes specific dates.

Requests for reinstatement should be sent to the CON Office of Student Affairs and will be reviewed by the Associate Dean for Research and PhD Program and the PhD Committee. The final decision for readmission will be determined by the Associate Dean for Research and PhD Program, who will notify the student in writing of the final decision.

## Withdrawal from the University

### Withdrawal Prior to the Middle of the Term of Instruction

A withdrawal from the university occurs when students drop all of their courses within a semester. Students may drop all of their courses through the middle of the term of instruction using the online enrollment system or in person at the Office of the Registrar, 150 Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

Graduate students should consult with their Faculty Advisor and Associate Dean for Research and PhD program; this is especially important if appointed as a graduate assistant.

Additionally:

* Fees are subject to refund according to the refund policy.
* A graduate student appointed as graduate assistant forfeits his/her assistantship upon withdrawal from the university.

### Withdrawal After the Middle of the Term of Instruction

A student may drop a course or withdraw after the middle of the term of instruction only to correct errors in the enrollment or because of events of catastrophic impact, such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student’s academic record.

Graduate students should consult with their Faculty Advisor and the Associate Dean for Research and PhD Program; this is especially important if appointed as a graduate assistant.

There is no formal procedure for withdrawal at the end of a semester; however, a student living in university housing should notify the manager of the appropriate unit.

### Withdrawal from the University for Medical Reasons

The MSU Policy on Withdrawal for medical reasons can be found at <https://www.deanofstudents.msu.edu/medical-withdrawal>.

The University Medical Withdrawal and Readiness to Return Procedure can be found at [https://www.deanofstudents.msu.edu/sites/default/files/content/Medical Withdrawal Procedure, rev 10.2019 (2) (1).pdf](https://www.deanofstudents.msu.edu/sites/default/files/content/Medical%20Withdrawal%20Procedure%2C%20rev%2010.2019%20(2)%20(1).pdf).

Withdrawal after the middle of the semester may be granted by the Medical Withdrawal Committee only in exceptional circumstances. Exceptional circumstances are generally unforeseen occurrences that significantly limit a student’s ability to withdraw prior to mid-term. A student’s request for withdrawal for medical reasons will apply to all enrolled courses in the term under review. Any exceptions must be justified by medical treatment records.

All requests for consideration of Withdrawal for Medical Reasons must be initiated in the Office of the appropriate Associate Dean (or designee), The CON will provide the necessary forms and initiate the appropriate request to the Medical Withdrawal Committee.

It is the student’s responsibility to contact medical treatment providers and to confirm that they have sent the relevant medical treatment records to the MSU University Physician’s Office. Students are responsible for any costs associated with copying medical treatment records. All completed and signed forms and relevant medical treatment records must be received by the University Physician’s Office at least two weeks prior to a scheduled committee meeting in order to appear on the agenda.

Students granted a withdrawal for medical reasons will likely be required to provide the University Physician with medical treatment records that demonstrate evidence of readiness to return prior to further enrollment. In cases where readiness to return documentation is required, generally at least one term must elapse before a readiness to return request is considered.

Students must contact the office of the Associate Dean of their college or the NSSC to initiate a request for readiness to return. The college will provide the necessary forms and initiate the readiness to return request to the Medical Withdrawal Committee. The student must provide to the University Physician’s Office medical treatment records indicating that the issues that necessitated medical withdrawal have been addressed and will no longer interfere with the student’s studies. Students generally receive only one withdrawal for medical reasons. Therefore, it is strongly recommended that students work closely with their treatment providers to assess their readiness to return prior to making the request to MSU.

NOTE: The Medical Withdrawal procedure does not pertain to students seeking medical release from quizzes, examinations, class assignments, other course-based activities, or program requirements. Nor does it pertain to students seeking readmission following an academic recess. Those requests remain at the discretion of the instructor of record, major professor/advisor/ Guidance Committee, and/or the office of the associate dean of the student’s college

Students can contact the Office of Institutional Equity (OIE) for support and accommodations or to seek a withdrawal from the University for issues related to pregnancy, parenting, or relationship violence or sexual misconduct.

Students who believe they have been discriminated against based upon their disability may file a claim with the Office of Institutional Equity (OIE): oie.msu.edu or (517) 353-3922. Students may also consult with the University’s American’s with Disabilities Act (ADA) Coordinator: civilrights.msu.edu or (517) 355-3960. OIE and the Office of the ADA Coordinator are within the Office for Civil Rights and Title IX Education and Compliance.

### Unauthorized Withdrawal

Students who leave the university during a semester or summer session without officially dropping their courses will be reported as having failed those courses and will forfeit any fees or deposits paid to the university. The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, or for interim or final suspension for disciplinary reasons, but must be initiated by the student. Fees are subject to refund according to the refund policy.

# College of Nursing Policies and Procedures

## Authorship Guidelines Policy

The College of Nursing Author Guidelines Policy outlines the criteria for being an author on manuscripts. It also includes the author’s responsibilities, accountability, and how to resolve conflicts between authors.

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 lined in this policy. Changes in contribution over the time of the 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.

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
* Principal investigator of grant that generated data being used in manuscript

The order in which the authors are listed should reflect each individual’s level of contribution to the manuscript preparation.

The full policy can be found on D2L at <https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8734142/View>.

## Compliance

For complete information regarding compliance and immunizations please visit the College of Nursing, Student Resources, Compliance web page at <https://nursing.msu.edu/student-resources/compliance>

### Annual Drug Screen

The College of Nursing requires an annual drug screen of all students. **Please be aware:**the annual drug screen requirement is temporarily on hold for the 2020-2021 academic school year.This requirement will resume beginning Fall 2021. The CON uses a 10 Panel Test (amphetamines, opiates, tetrahydrocannabinol (THC), Phencyclidine (PCP), cocaine, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone.

There is a 7-10 day processing period AFTER you submit your fingerprints and your specimen for drug screening. Please plan accordingly. NOTE: If you are assigned a screening location outside of your area, you are welcome to call CastleBranch to see if there is a site closer to you. Their customer service line is [(888) 723-4263](tel:8887234263).

The complete Criminal Background Check, Drug Screening, and Fingerprinting policy can be found in the CON Core Handbook on page 44. The Core Handbook can be downloaded at: <https://nursing.msu.edu/student-resources/handbooks>

### Basic Life Support (BLS)

Basic Life Support (BLS) requirements must be either the American Heart Association's HealthCare Provider (BLS Provider) or Professional Rescuer certifications. Certifications can be for either one or two years. CON also accepts the RQI BLS program certification offered by the AHA.

Training Sites:

* American Heart Association https://cpr.heart.org/en/courses/basic-life-support-course-options
* The Learning and Assessment Center at Michigan State University https://msu.enrollware.com/schedule

Submit a copy of your certificate of completion to the Office of Student Affairs located in C120 Bott Building.

### Blood Borne Pathogen (BBP) Training

The BBP training is an annual requirement that must be renewed every year. PhD students will complete the training through the Ability Training System. To complete the training, login to the [Ability training system](https://ora.msu.edu/train/) at <https://ora.msu.edu/train/>. The training should show up on the home screen. If it does not, please contact the CON Compliance Officer, Robert Crawley, to make sure that you are enrolled in the nursing compliance courses.

The Office of Student Affairs will retrieve training records and submit them to the University Physicians database. They recommend all students print and retain for their own records any training completion certificate / page provided by the training module.

### Immunizations

The following requirements and procedures apply to current students and those admitted as of Fall 2016.

All CON students must submit to and comply with the Centers for Disease Control and Prevention guidelines for healthcare workers, The list of required immunizations can be found on the CON Student Resources Immunizations web page found at <https://nursing.msu.edu/student-resources/compliance>.

Student compliance is monitored and maintained jointly by the [Office of the University Physician](https://uphys.msu.edu/contact) (<https://uphys.msu.edu/contact>) and the CON OSA. All medical documentation related to immunizations must be submitted directly to the University Physician. All remaining documentation is submitted to the CON OSA.

## Computer Technology Requirements

For everything you need to know about computing at MSU visit the Technology at MSU website <http://tech.msu.edu>.

For technical assistance contact the 24/7 MSU Helpdesk at 517-432-6200 (or toll free at 1-844-678-6200).

All students are REQUIRED to have a high-speed Internet connection.

### Laptop Requirement

Nursing students admitted to undergraduate and graduate nursing programs at the MSU CON are required to have a laptop computer for all 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, iPad, 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.
* Be able to connect to MSU’s campus network and the Internet using Wi-Fi without the use of an Ethernet cable.
* Additional testing software may be required.

Additional information, including Microsoft Office Pro Plus download, is available at the [MSU Laptop Computer Requirement web page](https://tech.msu.edu/about/guidelines-policies/computer-requirement/) of Technology at MSU at

<https://tech.msu.edu/about/guidelines-policies/computer-requirement/>

#### System/Browser Compatibility

|  |  |
| --- | --- |
|  | **Minimum Required** |
| Operating System | Windows 7 or greater, MAC OS X 10.9 or greater |
| Browser | Mozilla FireFox, Edge, Safari, Google Chrome |

**Note:** Students cannot rely on mobile devices, tablets, or Chromebooks as their primary computer.

#### Required Software (may vary by course)

**Students are required to have Microsoft Office 2010 or greater (**or compatible word processing program—check with your instructor); Mac compatible versions are available. All MSU students can receive a free version of the Microsoft Office Suite go to <https://tech.msu.edu/technology/hardware-software/microsoft-licenses/> and scroll down to the Graduate student, life-long student, faculty, researcher and staff download section.

The MSU Tech Store offers special pricing for hardware and software purchased by MSU students <http://cstore.msu.edu/>.

* **Adobe Reader** for viewing PDF ([Free software download](http://www.adobe.com/products/acrobat/readstep2.html))
* Zoom app ([Free software download](https://msu.zoom.us/support/download))
* **Adobe Flash** for video and audio ([Free software download](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash))
* Web Cam for Web conferencing (not used in all courses)
* Microphone and Speakers for Web conferencing (not used in all courses)

### Recommended Peripherals

* Anti-Virus/Anti-Spyware for security
* Warranty Coverage for devices
* USB Flash Drive for transferring data

### Mobile Apps

Skyscape Medical Resources  
An invaluable clinical decision-support tool that helps you find the right answers, right away. Skyscape is available for iOS and Android mobile devices. Available on the Skyscape Website at [https://www.skyscape.com/smartrain/smartraindb.aspx?data=pqnrVP2ElbZNxRjB3tEsetAzZdTFuU20OikqWLyRNQk2XKHchcITU6xc5PjogTGF&WT.mc\_id=33855.](https://tech.msu.edu/technology/hardware-software/microsoft-licenses/)

## Impaired Student Nurse Policy

No student may report to an academic site or engage in clinical activities while under the influence of or impaired by alcohol or drugs, to any degree. Clinical activities include those duties or activities required of MSU College of Nursing students, whether on campus or at an outside clinical agency, which involve direct patient care or interaction with a patient, clinical staff, or research subject for purposes of health care, or a CON academic program. This is a zero-tolerance policy.

This policy covers testing procedures if required and the appeal process. It also provides guidance for accessing resources for assistance with substance use problems.

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

The complete policy can be found in the CON Core Handbook. The [Core Handbook](https://nursing.msu.edu/student-resources/handbooks) can be downloaded at: <https://nursing.msu.edu/student-resources/handbooks>

## Intellectual Integrity Policies

PhD Students are obligated to hold themselves and their peers responsible for maintaining academic integrity in written work and in-patient care situations and to abide by the regulations governing academic integrity set forth by Michigan State University and published in Spartan Life.

Students engaged in scholarly activities (e.g., manuscripts) should follow the guidelines of scholarly writing as outlined in the latest edition of the Publication Manual of the American Psychological Association and the MSU College of Nursing Guidelines for Authorship. 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.

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. It does not include honest error or honest differences in interpretations or judgments of data or results.

The complete policy can be found in the CON Core Handbook. The [Core Handbook](https://nursing.msu.edu/student-resources/handbooks) can be downloaded at: <https://nursing.msu.edu/student-resources/handbooks>

## Occurrence Reporting

Any occurrence (including injuries to student, faculty, or patient; threat of legal action or accusation of wrong doing; or any other occurrence deemed atypical or serious by individuals involved) shall be documented on the appropriate form and reported to the CON Office of Academic Affairs and the Associate Dean for Research.

The complete policy can be found in the CON Core Handbook. The [Core Handbook](https://nursing.msu.edu/student-resources/handbooks) can be downloaded at: <https://nursing.msu.edu/student-resources/handbooks>

Reporting the Student Injury/Exposure   
It is the responsibility of the supervising faculty to report any injury involving students. An [Injury/Property Damage Report](https://rmi.msu.edu/_assets/rmidocuments/InjuryPropertyDamageReport.pdf) form, available at <https://rmi.msu.edu/_assets/rmidocuments/InjuryPropertyDamageReport.pdf>, should be used to report student accidents occurring while the student is engaged in classroom, laboratory or other types of academic activities.

A [Health Professions Students Exposure Report](http://www.uphys.msu.edu/files/attachment/12/original/report_z.pdf) form, found at <https://www.uphys.msu.edu/files/attachment/12/original/report_z.pdf>, should be used to report student exposure to Tuberculosis, Blood Borne Pathogens and Zoonotic Disease. More information on what you should do if you are exposed is available at <https://uphys.msu.edu/resources/healthcare-professional-student-information-f>

### Patient Injury/Incident Involving Patients

Reporting of any patient occurrence, involving a student or faculty supervising student experiences, requires completion of the [Health Care Occurrence Report Involving Student](https://d2l.msu.edu/d2l/le/content/950106/viewContent/9165202/View?ou=950106n) form is available on D2L at <https://d2l.msu.edu/d2l/le/content/950106/viewContent/9165202/View?ou=950106n>. If the occurrence takes place at a hospital or other clinical setting, also report according to agency policy. (Faculty may sign form as supervising faculty).

The Health Care Occurrence Report Involving Student form must be completed and submitted to the Office of Academic Affairs within 24 hours. Faculty will notify the Associate Dean for Research immediately. The Office of Academic Affairs will notify appropriate offices including the Office of Student Affairs, College of Nursing Dean’s Office and the Office of Risk Management and Insurance.

## Research Assistants - Work Related Policies

### Mandatory Training

All Research Assistants (RA) and Teaching Assistants (TA) must complete the on-line training about the [Relationship Violence and Sexual Misconduct (RVSM) Policy](https://oie.msu.edu/policies/rvsm.html) available at <https://oie.msu.edu/policies/rvsm.html>. To complete the training, login to the Ability training system at [https://ora.msu.edu/train](https://ora.msu.edu/train/). Click “Login,” login with your NetID and password, and then click "Find Training". Search for Relationship Violence and Sexual Misconduct, and click LAUNCH underneath the (RVSM) Policy Training to begin. For students who have already registered, select In Progress Training, then Launch. Reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or [train@ora.msu.edu](mailto:train@ora.msu.edu).

Employment Levels for Research Assistants  
Article 19 of the Graduate Employees Union Teaching Assistant Contract defines three employment levels for Research Assistants (RA). The CON requires employees to complete six semesters to move to Level 3.

### University Graduate Assistant Policies

Information about MSU Graduate Assistant policies can be found at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111> (you will need to scroll down until you reach the sections on Graduate Assistants) and <https://hr.msu.edu/graduate-assistants.html>.

## 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.

Composition of the College of Nursing Hearing Board:

1. The College shall constitute a College Hearing Board pool no later than the end of the tenth week of the spring semester. College Hearing Board members shall be selected from the PhD Guidance Committee (PPC). PPC members are selected in accordance with the College bylaws. PPC 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 PPC; 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 (See AFR 6.II.B, C, and D).
2. For hearings involving PhD students, the College Hearing Board shall include the Chair of the PhD Guidance Committee (PPC), or a designee, two faculty, and two designated students.
3. 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 AFR 6.II.C.).
4. The College will train hearing board members about these procedures and the applicable sections of the AFR. (See AFR 7.IV.C.).

GSRR Article 5 - Adjudication of Cases Involving Graduate Student Rights and Responsibilities:

<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities>

AFR Article 6 - Academic Hearing Board Structures:

<http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-6-academic-hearing-board-structures>

AFR Article 7 - Adjudication of Academic Cases:

<http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-7-adjudication-of-academic-cases>

*Pending approval of the PhD Guidance Committee in Fall 2020.*

## Travel Guidelines - Student

At times the College of Nursing may have funds available for student travel to professional meetings. PhD student travel in support of education and/or research is reimbursed consistent with University travel policies and according to CON guidelines.

CON travel funding requests are considered for presentations at professional meetings occurring at regional, national, or international research, educational, or practice conferences that support CON Benchmarks. Each year, the Associate Dean for Research and the PhD Program allocates a sum, depending on the CON budget for student travel. **CON funds may be requested, but are not guaranteed, when a paper or poster is accepted and travel is necessary**. Funding approval will depend on the College budget that is available, if other existing funds are available (see following section Funding for Travel – External below) such as fellowships or grants. Funding requests cannot include conference registration. If funded by the CON, students must attend all conference sessions/workshops. Students may be asked to present their findings from these sessions/workshops at the CON, following the conference.

For more information regarding travel and travel funding, please contact the PhD Secretary.

Funding for Travel - External  
The CNRSI keeps a list of funding opportunities for graduate students. This listing can be found on the CNRSI D2L site under [Opportunities for Grants, Scholarship & Awards](https://d2l.msu.edu/d2l/le/news/1135810/381266/view) at <https://d2l.msu.edu/d2l/le/news/1135810/381266/view>. For the timeline on submitting a request please see the CNRSI Travel, Scholarships and Fellowship List section under Financial Assistance in this Handbook.

Graduate students may request travel funds from the Graduate School. For more information on travel funding visit the [Graduate School website](https://grad.msu.edu/travel) at <https://grad.msu.edu/travel>.

### International Student Guidelines

International students holding an F-1 or J-1 Visa have many things to consider prior to traveling (ex. visits to their home country) including informing their Faculty Advisor and the Associate Dean for Research and PhD Program of their plans. For assistance, international students should consult with an advisor in the Office for International Students and Scholars (OISS) and [check the OISS website](http://oiss.isp.msu.edu/) at <https://oiss.isp.msu.edu>.

### International Travel

Graduate students traveling internationally for MSU-related work (research data collection, international professional conferences, courses, or other academic business) must use the MSU International Travelers Database even if they are not being reimbursed for travel. This database is the best way for MSU to reach students in an emergency. More information can be found at the [International Studies and Programs website](http://www.isp.msu.edu/information-resources/international-travel/travel-database/) at <https://www.isp.msu.edu/archived/travel-registry/>.

Prior to Travel  
Visa holders should also read the above section International Students Guidelines in this Handbook

MSU uses Concur to handle travel planning and reimbursement. For information on MSU Travel policies and Concur visit the [Travel @ State website](http://ctlr.msu.edu/COTravelNew/ConcurEmpowersTravelCommunity.aspx) at <http://ctlr.msu.edu/COTravelNew/ConcurEmpowersTravelCommunity.aspx>. As a graduate student you are not able to directly submit your Request to Travel form and reimbursement request to Concur; the PhD Secretary will do this for you.

**Approval for travel must be obtained in advance of the proposed trip, this is regardless of whether or not CON is reimbursing you for your travel**. Students traveling on behalf of or related to university activity or business are required to complete the following:

* You will work with the PhD Secretary to ensure your Concur Request to Travel form within Concur is completed and submitted at least two weeks prior to travel
* [PhD Student Absence from the University form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767904/View) available on D2L
* [PhD Student Travel form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767905/View) available on D2L

The Request to Travel form requires students to identify how they will be paying for the trip. As noted above, CON only considers paying for travel that is related to completion of a Benchmark, and when travel funds are available in the budget. CON will not reimburse for conference registration. If airfare funding is approved, students are encouraged to ask the PhD Secretary for details about direct bill airfare.

To ensure reimbursement and adequate processing and preparation time, these forms must be submitted to the PhD Secretary at least three weeks prior to domestic travel, and at least four weeks prior to international travel.

The student is responsible for informing appropriate faculty in writing in advance relative to their planned absence, and for making up any assignments/classwork missed during the trip.

Reimbursement  
**If MSU/CON funds were used to cover your travel expenses you will need to submit all your travel receipts to the PhD Secretary within 30 calendar days of completing travel. Receipts turned in after 30 days may not be reimbursed.** The PhD Secretary will complete your reimbursement request within Concur. Please check with the PhD Secretary to see what format and notations need to be added to your receipts.

## Writing Standards for the College of Nursing

The CON requires that students adhere to a style manual when writing required papers and bibliographies. The reference format adopted by the CON is that described in the most recent edition of the **Publication Manual of the American Psychological Association**. However, when submitting a manuscript for publication the student should adhere to the author guidelines of the journal to which they are submitting.

Any student having difficulty with the process of writing a paper should contact their course instructor or Faculty Advisor for assistance.

The CNRSI has an Academic Editor on staff. For more information regarding this resource see the Academic Editor section under Resources and Facilities of this Handbook.

Assistance is also available at the University Writing Center. Their website is located at <https://writing.msu.edu>. Contact information is below.

300 Ernst Bessey Hall

434 Farm Lane

East Lansing, MI 48824

(517) 432-3610‬

[writing@msu.edu](mailto:writing@msu.edu)

# University Policies

## Code of Professional Standards

All MSU graduate students should be familiar with the following information:

1. The [Graduate Student Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) (GSRR) articles available at <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>
2. [University guidelines for ethical research](https://hrpp.msu.edu/help/manual/index.html) (published by the Human Research Protection Program or HRPP) available at https://hrpp.msu.edu/help/manual/index.html
3. The MSU [Guidelines for Integrity in Research and Creative Activities](https://grad.msu.edu/researchintegrity) available at <https://grad.msu.edu/researchintegrity>
4. The informal conflict management principles in [Article 5.3.2](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities) of the GSRR available at <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities>

The Graduate Student Rights and Responsibilities Articles (GSRR) address professional standards for graduate students. The GSRR states, “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), and “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 the CON have shared responsibility for adhering to the following professional standards that are central to the CON PhD program:

* Integrity in interpersonal relations and communication with faculty, peers, research participants, and other personnel/staff that are interacted with during activities in the graduate student role.
* Responsible fulfillment of all academic obligations, including ethical conduct in the research setting.
* Honesty and integrity in all academic and professional conduct.

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. Such relations included in the GSSR as shared faculty-student responsibilities include mutual respect, understanding, and dedication to the education process (Article 2.1.2); maintenance of a collegial atmosphere (Article 2.3.7); and, mutual trust and civility (Article 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 Faculty Advisor, the Associate Dean of Research and PhD Program, and/or the University Ombudsperson, as appropriate.

## Disability and Reasonable Accommodation Policy

MSU has important details and protocols governing reasonable accommodations for students and employees with disability. Information can be found at the [Resource Center for Persons with Disabilities website](http://www.rcpd.msu.edu) at <https://www.rcpd.msu.edu/>.

## 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:

* Emergency Text Messaging Notification (this is a voluntary opt-in program for text messaging). To register, please visit <https://login.msu.edu/?App=Shibb-DPPS-Everbridge>
* Public Broadcast services
* Reverse 911 (this allows MSU to call phones numbers within the university to provide emergency alert and safety information, including instructions to stay in place)
* The MSU Homepage available at <https://msu.edu/>
* Building Emergency Action Teams via pager (these trained personnel advise and assist the university community in emergencies)

When MSU cancels classes due to inclement weather, all classes and clinicals are canceled as well. If students are participating in a clinical off campus when MSU cancels classes, please contact your clinical instructor for instructions.

## Student Parking Policy

Students must register their vehicle if they operate it on campus and obtain a parking permit from the [Department of Police and Public Safety (DPPS).](http://police.msu.edu/parking-services/permits/) Available at <http://police.msu.edu/parking-services/permits/>. Your permit privileges are not valid until your permit is properly affixed to your vehicle’s windshield.

## 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.

FERPA requires that the University, with certain exceptions, obtain the student’s written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the University may disclose appropriately designated “directory information” without written consent, unless the student has advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow the University to include this type of information from the student’s education records in certain school publications such as: MSU People Search (on-line directory); Dean’s list or other recognition lists; and Commencement programs. Directory information includes: name, local address and telephone number; a complete listing can be found at <https://reg.msu.edu/read/NotificationandDirectoryInformationNotice.pdf>

Currently enrolled students may restrict the release of directory information by notifying the Office of the Registrar or updating their directory restrictions online through the StuInfo web site at <https://stuinfo.msu.edu/>.

Students have the right: to inspect and review their education records; to seek amendment of the education records they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights; to written consent prior 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 any alleged violation of the student’s rights under FERPA.

MSU’s FERPA policy can be found on the Academic Programs website at: <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542>

Additional information on FERPA can be found on the Office of Register’s website at <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>

# Opportunities for Service

## Participation in CON Academic Governance

PhD students are entitled to participate in CON and/or University committees. Each student serving on such a committee is responsible for representing student views to these committees, and within the limits of confidentiality, keeping other students apprised of committee decisions and activities.

Below is a list of CON Committees that include PhD student representation.

* PhD Guidance Committee (PPC)
* Research Committee (RC)
* Student Advisory Council (SAC or “the Council”)

## Student Organization Involvement

For information about additional CON student organizations, visit the [CON Student Life webpage](http://nursing.msu.edu/Students/Student%20Involvement/default.htm) at <https://nursing.msu.edu/student-resources/student-life>.

### Council of Graduate Students (COGS)

The Council of Graduate Students is dedicated to advancing the well-being and professional interest of graduate and professional students at Michigan State University through advocacy, leadership, and unity. For more information about COGS visit their webpage at <https://cogs.msu.edu/>.

### [Doctoral Nurses Association](http://nursing.msu.edu/Students/Student%20Involvement/DoctoralNursesAssociation.htm) (DNA)

The Doctoral Nurses Association (DNA) provides academic and social support for doctoral students in the MSU College of Nursing. Membership is free; all PhD and DNP students are automatically members. The DNA holds monthly meetings throughout the academic year and organizes various social and academic events which foster interaction among doctoral students, encouraging productivity and scholarship. Participation and engagement with DNA is highly encouraged.

[Sigma Theta Tau](http://nursing.msu.edu/Students/Student%20Involvement/Sigma%20Theta%20Tau.htm) (STT)  
Sigma Theta Tau, the Honor Society of Nursing, supports the learning and professional development of members who strive to improve nursing care.

Membership is by invitation. For more information, please contact Dr. Marci Mechtel (President in 2020) at [mechtelm@msu.edu](mailto:mechtelm@msu.edu) or visit their website at <https://thecircle.sigmanursing.org/alphapsichapter/home>.

Benefits of Membership:

* Career assistance to help advance your career by utilizing online professional resources or partnering with a career advisor.
* Connect with other members and stay up-to-date with the latest research and nursing trends.
* Get products, services and partnerships developed to support you throughout your career.
* Get recognized for your successes and recognize those who have contributed to nursing.

# Resources and Facilities

## Building Hours

Health Complex Buildings (Bott Building [C], Life Sciences A, and Life Sciences B) hours are posted on the outer doors. Generally, all buildings are locked on weekends and after 6 pm.

## Academic Editor

The CON employs an Academic Editor, Sarah Jacobson, who is available to assist PhD students in writing manuscripts and grant proposals. She does work part time and supports all of CON so it is important that you plan ahead and submit your request for editing review at least two weeks before your deadline.

To request review of a manuscript or grant proposal you need to complete the [Academic Editor Work Request form](https://app.smartsheet.com/b/form/824d6f8680504a139ac60fb7018392b1) which can be found on D2L at <https://app.smartsheet.com/b/form/824d6f8680504a139ac60fb7018392b1>. Your request must first be approved by a faculty member – so be sure to submit the form at least two weeks before your deadline to allow for processing time, and the editor to do the review. The CNRSI Executive Assistant will facilitate your interactions with the Academic Editor.

## CNRSI Shared Equipment

The CNRSI has equipment and supplies that CON Faculty and PhD students can use for their research and scholarship. This equipment includes: Actigraphs, recorders, and lock boxes. To request use of a piece of equipment you must complete and submit the [CON Shared Equipment and Supplies Request form](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8700956/View) which can be found on D2L at <https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8700956/View>.

The CNRSI Shared Equipment and Supplies Policy, and Inventory Listing can be found on D2L at the links below.

* [CON Shared Equipment and Supplies Policy](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8608496/View) <https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8608496/View>
* [CON Shared Equipment Inventory](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8608497/View) <https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8608497/View>

## Emergency Contact Number

Incoming emergency calls may be routed through the CON Office of Student Affairs at (517) 353-4827. Please make sure you tell the person calling to leave your name and that you are a PhD student in the College of Nursing so that the OSA person will be able to get the message to you..

International Students  
Office for International Students and Scholars (OISS)  
The primary purpose of the Office for International Students and Scholars (OISS) is to serve as MSU’s resource on matters related to international students and scholars. It also serves as the University’s primary link to the federal government and other public and private agencies involved with international student exchange.

The contact person is:

Nicole Namy, Ed.D

427 N. Shaw Lane, Room 7

517-432-1899

[namynico@msu.edu](mailto:namynico@msu.edu)

OISS has limited financial resources to support international students’ education in the United States. 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. Information related to awards and scholarship materials is available through the [OISS website](http://nursing.msu.edu/PhD%20Handbook/oiss.isp.msu.edu/students/financial.htm) at <https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/oiss-funding/>.

## Mentoring and Advising

You can find guidelines regarding graduate student mentoring and advising on the [Graduate School’s website](https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising) at <https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising>. The guidelines are intended to foster faculty-graduate student relationships that are characterized by honesty, courtesy, and professionalism and that provide students with intellectual support and guidance.

## Office of the University Ombudsdperson

PhD students who have exhausted internal resources for resolving conflicts or disagreements within their program and need further assistance may contact the Office of the University Ombudsperson. More details and contact information is available on the [University Ombudsperson website](https://msu.edu/unit/ombud) at <https://ombud.msu.edu/>.

## Reflection Room

The College of Nursing has a designated room for reflection. This Reflection Room is located in C243 Bott Building.

## Statistical Consultation

CNRSI Statistician

The CNRSI has a statistician on staff that can assist PhD students with their academic and research projects. To request a consultation, please complete the [Statistician Work Request Form](https://app.smartsheet.com/b/form/50e665327f084fb79fbe917baf54f251) which can be found on D2L at <https://app.smartsheet.com/b/form/50e665327f084fb79fbe917baf54f251>. The form will route to your Faculty Advisor for approval. Once approved the CNRSI Executive Assistant will inform the statistician and the student that they may proceed with scheduling a time to meet.

### Center for Statistical Training and Consulting (CSTAT)

MSU’s Center for Statistical Training and Consulting (CSTAT) statisticians have expertise in multiple areas of statistics. They provide support in all phases of research projects including planning, analysis, and reporting. Complex projects can be handled by teams of experts with complementary skills.

Many graduate students approach CSTAT needing statistical help for their research projects and dissertations. For information see their website at <https://cstat.research.msu.edu/sites/default/files/2019-09/CSTATdissertations.pdf>

MSU graduate students can receive up to 3 hours per semester free statistical support for their dissertation research. Additional hours may be available depending sponsorships by colleges or departments. This time can encompass meetings to discuss the project; recommending methods, resources, or software; contact and communication time (in person, phone, or online), as well as time outside of meetings needed for data analysis, report writing, or other tasks deemed necessary. If you are interested in using CSTAT’s services you need to make sure that your Faculty Advisor or Guidance Committee agrees that you are contacting CSTAT for help. CSTAT prefers that your Faculty Advisor joins you and the statistician at least for the first meeting. This often helps to clarify misunderstandings before getting too far into the statistical work. To schedule a meeting go to the CSTAT website at <https://cstat.msu.edu>

## Student Commons

The Student Commons is located in C115 Bott Building. The Student Commons has microwaves, refrigerators, a coffee maker, a copy machine, and various other resources. Important and interesting announcements are also posted in this space.

## Technology

E-mail

Students are responsible for activating and regularly checking their MSU e-mail accounts. The MSU e-mail address is the only e-mail address that the University will centrally maintain and use for sending official communications to students.

Because the CON administration is increasing the use of e-mail for official communication, numerous important announcements and information are sent to students via e-mail. Students’ failure to read official University or CON communications sent to their official MSU e-mail addresses does not absolve them from knowing and complying with the content of those communications. For further information please see the MSU Student Email Communications Notice at <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>.

To activate your MSU e-mail account or for more information, visit the [NetID website](https://netid.msu.edu/). at <https://netid.msu.edu/>

### IT Service Desk

MSU’s Information Technology Service Desk is the primary computer and network support group for academic computing on campus. For additional information visit the [Technology at State website](https://tech.msu.edu/support/) at <https://tech.msu.edu/support/>.

If your MSU Identification Number is requested you should use your PID. Newly admitted students receive their PID with their admissions letter. It can also be found on your MSU ID.

### MSU NetID and Password

MSU NetID is a unique alphanumeric identifier auto-generated from the user’s name. Your NetID is your personal identifier at MSU and serves as your login to many university computing and networking services. Your NetID also determines your MSU email address which is netid@msu. For more information or to change your password visit the [MSU NetID website](https://netid.msu.edu/) at <https://netid.msu.edu/>.

### Touch Down Stations (PCs)

PhD Students can use the computers and desks, located just off the elevator on the second and third floors of the Bott Building. These pcs have specialized software that you may need for your course work and research. The software installed includes: SAS, SPSS, STATA, EndNote, Atlas.ti, Comprehensive Meta-Analysis, and Microsoft Office (there is a label on each pc that lists the software on it). Log into these computers using your MSU NetID and password. Do NOT store any files on the computer’s hard drive (c), or desktop; save files to either your personal serve space (p drive) or a thumb drive.

# Forms

Below is a list of PhD forms with Links to the forms located on D2L in the PhD program course and the CNRSI program course. You must self-enroll in these course to have access to the forms.

* PhD Program - <https://apps.d2l.msu.edu/selfenroll/course/950106?t=1595096660>
* CNRSI [https://apps.d2l.msu.edu/selfenroll/course/1135810?t=1595097048as](https://apps.d2l.msu.edu/selfenroll/course/1135810?t=1595097048)

## Benchmarks Forms

### •[PhD Student Annual Benchmarks List](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766260/View)

•[PhD Student Annual Benchmark Checklist for cohorts Fall 2020 and beyond](https://d2l.msu.edu/d2l/le/content/950106/viewContent/9101672/View) (Updated list for students starting Fall 2020 or later; current students will continue to use the Benchmark List above)

### •[Benchmark Planning Approval Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8764730/View)

### •[Benchmark Completion Approval Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8764707/View)

## Preliminary Examination Forms \*NEW Spring 2020\*

### •[Preliminary Exam Approval to Take Exam Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934807/View)

### •[Preliminary Exam Outcome Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934813/View)

## Comprehensive Examination Forms \*NEW Spring 2020\*

### •[Comprehensive Exam Approval to Take Exam Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934792/View)

### •[Comprehensive Exam Outcome Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934797/View)

### •[Comprehensive Exam Portfolio Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8934799/View)

## Dissertation Forms

### •[Announcement of Oral Dissertation Defense Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768060/View)

### •[Appointment of Dissertation Committee and Approval of Proposal Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768061/View)

### •[Dissertation Completion Fellowship Nomination](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768063/View)

### •[Dissertation Completion Fellowship Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768062/View)

### •[Report of Completion of Oral Dissertation Defense Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8768064/View)

## Grad Plan Related Forms

### •[Appointment of PhD Guidance Committee](https://gradplan.msu.edu/)

### •[PhD Program Plan Approval](https://gradplan.msu.edu/)

### •[PhD Program Plan Update](https://gradplan.msu.edu/)

## NURS 940 Class Related Forms

### •[NUR 940 Application](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766445/View)

### •[NUR 940 Letter of Agreement](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766454/View)

### •[NUR 940 Activities Log](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766511/View)

### •[NUR 940/990 Outcome Report Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766838/View)

## NUR 990 Class Related Forms

### •[NUR 990 Application](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767680/View)

### •[NUR 940/990 Outcome Report Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766838/View)

## NUR 998 Class Related Forms

### •[NUR 998 Application](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767698/View)

### •[NUR 998 Letter of Agreement](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8932394/View)

### •[NUR 998 Outcome Report Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8932401/View)

## NUR 999 Class Related Forms

### •[NUR 999 Application](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767886/View)

### •[NUR 999 Outcome Report Cover Sheet](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767899/View)

## Program Related Forms

•[Annual Review of PhD Students – Faculty Advisor](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766279/View) (Completed by Faculty Advisor)

•[Annual Review of PhD Students](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8604452/View) – Student (Completed by PhD Student)

•[Change Form - Faculty Advisor/Guidance or Dissertation Committee Member](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766293/View)

•[PhD Research Activity and Skills Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766422/View)

•[PhD Course Program Withdrawal Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8766424/View)

## Travel Forms

•[PhD Student Absence from the University Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767904/View)

•[PhD Student Travel Form](https://d2l.msu.edu/d2l/le/content/950106/viewContent/8767905/View)

## Center for Nursing Research, Scholarship, and Innovation Forms

### •[MSU's Authorship Guidelines](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8734142/View)

### •[Authorship Responsibility form](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8524437/View)

### •[Academic Editor Work Request form](https://app.smartsheet.com/b/form/824d6f8680504a139ac60fb7018392b1)

### •[Statistician Work Request](https://app.smartsheet.com/b/form/50e665327f084fb79fbe917baf54f251) form

### •[Notice of Intent to Submit a Grant Proposal](https://app.smartsheet.com/b/form/4fbd4cf5523e459fa21ecac7329d6eff)

### •[Proposal Timeline](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8660498/View)

### •[Pre Award and Post Award Grant forms, policies, resources](https://d2l.msu.edu/d2l/le/content/1135810/Home)

### •[Student External Funding List](https://d2l.msu.edu/content/COMMUNITIES/2020/courses/COMMUNITY-pondjoy-2020-CenterforNursingResearchSch/PhD%20External%20Grants%2002.5.20_lp.docx?_&d2lSessionVal=TF20KASCw0dJyMnBxHlrJFva5) (note this downloads a PDF of the list)

### •[CON Shared Equipment and Supplies Request form](https://d2l.msu.edu/d2l/le/content/1135810/viewContent/8700956/View)