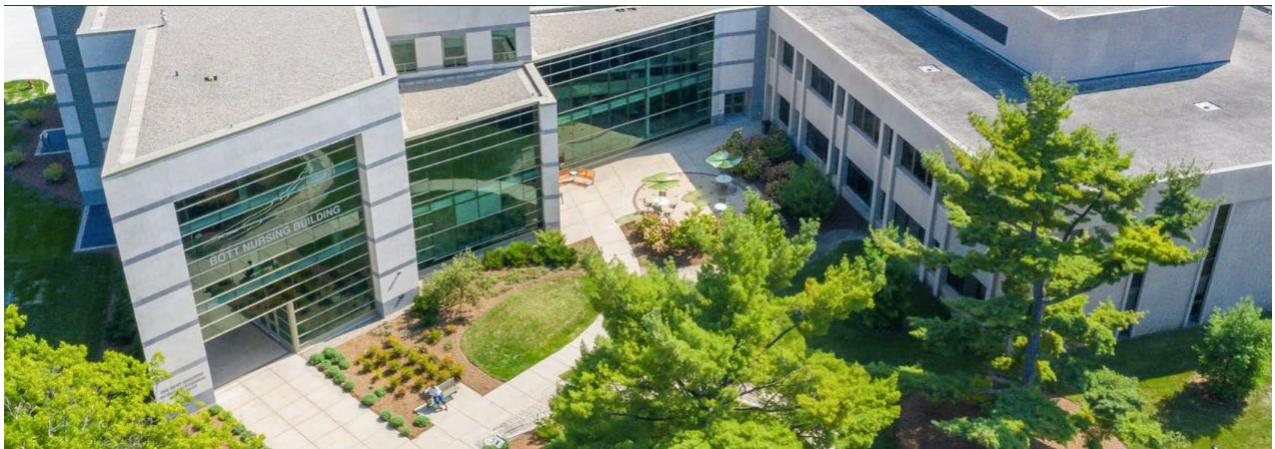




College of Nursing
MICHIGAN STATE UNIVERSITY



PhD Handbook
2025-2026

Updated 8/15/2025

Preamble

The Dean, faculty, and staff are delighted to welcome you as a spartan nurse to the Michigan State University (MSU) College of Nursing. Our nationally ranked programs will give you a solid foundation for your nursing career.

This version of the PhD Student Handbook gives you important information to guide you during your enrollment. Please read this handbook in detail. The information is designed to facilitate your success.

We wish you much success in your courses and academic activities.

Sincerely, the Dean, faculty, and staff.

Notices

This version of the student handbook replaces prior versions published or posted online prior to August 1, 2025. In the event of major programmatic changes, students should refer to the handbook for their respective cohort year and follow the guidance from that edition. All students are required to read the handbook and familiarize themselves with the MSU CON mission, vision, and values ([About The College | College of Nursing \(msu.edu\)](#)), policies and procedures.

The University prohibits sex and gender discrimination in all programs and activity it operates. Individuals may report concerns or ask questions by contacting the Title IX Coordinator. For more information, please review the [University's Notice of Non-Discrimination](#) on the Civil Rights website.

MSU is accredited by the Higher Learning Commission [Accreditation | Michigan State University \(msu.edu\)](#).

The Michigan State University College of Nursing baccalaureate, master's, and doctor-of-nursing practice programs are accredited by the Commission on Collegiate Nursing Education (CCNE) [CCNE Accreditation \(aacnnursing.org\)](#).

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Introduction

Welcome to the MSU College of Nursing PhD Handbook. This Handbook will be your guide on 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>.

Philosophy of Nursing Education

The College of Nursing (CON), as an integral part of Michigan State University (MSU), 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 advance the health of individuals and communities through inclusive and equitable nursing education, research, scholarship, and practice.

College of Nursing Vision

The Michigan State University College of Nursing vision is to be recognized as a premier nursing college and a transformative force in improving health disparities and social outcomes in Michigan and beyond.

College of Nursing Values

- Advocacy
- Collaboration
- Compassion
- Inclusive excellence
- Integrity
- Social Justice

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 symptom science and management, health promotion and illness prevention, and health services research.

Graduates of the program will be well positioned to:

- Conduct original research using appropriate designs, measures, and methodologies.
- Apply relevant concepts and theories/frameworks to develop the science related to wellness, risk reduction and symptom science for chronic conditions.
- Improve health outcomes through nursing interventions and translation of science.
- 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 66 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. If applicable, satisfactorily pass NUR 998 (Clinical Practicum).
4. Satisfy Responsible Conduct of Research and Scholarship (RECR) requirements. (Go to <https://grad.msu.edu/researchintegrity> for more information).
5. Maintain all University and CON compliance requirements.
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. Deliver a peer-reviewed Poster presentation at regional and/or national level.
9. Deliver a peer-reviewed Podium presentation at regional and/or national level.
10. Pass the Preliminary Examination.
11. Submit a first-authored, peer-reviewed manuscript (approved through the CON process).
12. Submit at least one peer-reviewed external grant for funding (approved through the CON process).
13. Pass the Comprehensive Exam.
14. Pass Dissertation Proposal Defense.
15. Pass written and oral defense of the Dissertation.

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.

For material to be eligible to count towards a benchmark it must meet the following criteria:

1. The student has worked on the material *during* their PhD program with guidance from their Faculty Advisor and/or Guidance Committee.
2. Material has gone through all necessary reviews as indicated by the proper benchmark process (i.e., different steps are required for Poster benchmarks compared to Grant Proposal benchmarks).
3. All necessary approvals have been obtained before submission of the material to the agency.
4. Material from prior work (either another program or professionally) is not eligible to fulfill benchmark requirements.

The Benchmarks Checklist is used for student and guidance committee reference as the student moves through the program. It is also to be included in the annual review packet. Completion of benchmarks is required prior to graduation. A recommended timeline for benchmark completion is outlined in the information below. Individual student timelines may vary based on individual need/progress.

The Benchmark Planning form is to be filled out by the student with appropriate material attached once it has been presented to the Guidance Committee for review. *This form is to be completed for manuscript and grant benchmarks.*

After the materials for Benchmarks have been presented (poster/podium) or submitted (manuscript/grant), the Guidance Committee will review and sign the Benchmark Completion form. Once this form has been signed by the PhD Program Director, the Benchmark is then considered to be complete. *This form is to be completed for all benchmarks.*

All benchmark forms can be found on the SharePoint Site under PhD Resources – Benchmarks.

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.

When working on Benchmarks, students must provide a two-week minimum turnaround time for each of the following to review materials: Guidance Committee, statistician, editor, and any external reviewers. 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. Materials that do not go through the required process will not count as a benchmark (approval is needed for extenuating circumstances that cannot meet the requirements).

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.

NOTE: Both MNRS 20x20 presentations and postcard presentations will be counted as meeting the podium presentation benchmark.

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.

1. 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 of the manuscript and be responsible for the work within the manuscript. The student should begin by reading the CON Author Guidelines and the specific journal’s guidelines to where they wish to submit the manuscript.
2. 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.
3. The student must complete the Benchmark Planning Form.
4. The Guidance Committee must conduct an internal review (read and provide feedback on) of the manuscript. 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 approve the manuscript as being of sufficient quality to be submitted for publication to a top-tiered, peer-reviewed journal. Approval should be conveyed to the Faculty Advisor via email prior to submission.
5. If the Guidance Committee feels it is necessary, they can require the manuscript be additionally reviewed by an external reviewer and/or editor.
6. If the student selects the three-manuscript Dissertation option, one of those can count as this Benchmark. (See Dissertation (NUR 999) section of this Handbook).
7. Journals that are recommended include:

<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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
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8. A copy of the manuscript, as submitted, should be given to the PhD Program Secretary to be filed in the student’s file along with the journal receipt of the article.
9. Once submitted, the student must complete the Benchmark Completion Form.
10. A citation of the published paper submission must be submitted to the email request for productivity.
11. Status reports on manuscripts submitted and accepted must be included in Student’s Annual Review.

Submitting a Manuscript for Publication Non-Benchmark

Students may choose to submit more than one manuscript during their time in the program. The following is information regarding manuscripts that will *not* be counted as a benchmark. 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.

1. The student should begin by reading CON Author Guidelines located on D2L and the specific journal’s guidelines to where they wish to submit the manuscript.
2. The Faculty Advisor must conduct an internal review (read and provide feedback on) of the manuscript. Journal impact and citations must be considered. When the Faculty Advisor receives the manuscripts to review, the CON Author Guidelines should be considered. The Faculty Advisor must approve the manuscript as being of sufficient quality to be submitted for publication to a top-tiered, peer-reviewed journal.
3. If the Faculty Advisor feels it is necessary, they can require the manuscript be additionally reviewed by an external reviewer and/or editor.
4. Journals that are recommended include

<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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
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5. A citation of the paper submission must be submitted to the email request for productivity.
6. Status reports on manuscripts submitted and accepted must be included in Student’s Annual Review.

Submission for External Funding: Benchmark and Non-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 any funding proposals (grants, awards, scholarships, fellowships, etc.), all steps listed below must be taken. In addition, for the grant proposal to count as a benchmark, 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).

Multiple students are permitted to submit for the same award during the same funding cycle provided each student complies with the policies and procedures outlined within the handbook.

Steps involved in the grant submission process

1. Identify a Funding Agency: When both the student and the Faculty Advisor feel the student is ready to develop an application, the student, in conjunction with their Faculty Advisor, should identify an appropriate funding agency. Funding Opportunities are organized on the SharePoint site under the Funding folder.
2. 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.
3. After conferring with the Faculty Advisor, the student must notify the Nursing Research Office (NRO) and Health Colleges Research Services (HCRS) by completing the online Proposal Intake Form (link on SharePoint). Students must indicate their student status, and list their faculty advisor on the intake form as well. **If the intake form is not completed, MSU reserves the right to decline any awarded funding.**
4. A timeline will be made for the student by the NRO and/or HCRS staff and placed in their Pre-Award folder to be referenced throughout the process.
 - a. The default timeline expectation is 4 – 6 months, depending on opportunity posting dates.
 - b. Applications that must have a shortened timeline based on announcement date to deadline will be reviewed on a case-by-case basis to determine appropriate steps.
5. **If this submission is for a benchmark:** The student must complete the Benchmark Planning form (available on SharePoint) and obtain all necessary signatures prior to moving forward.
6. A proposal planning meeting should be scheduled approximately four to five months prior to the proposal due date. The meeting should consist of the student, Faculty Advisor, Research Core Lead, and Research Administrator Assistant.
7. The Intent to Submit form will be reviewed by NRO to determine if HCRS involvement in the process is needed.
8. During this meeting, the Research Core Lead and/or Research Administrator Assistant will review the Proposal Planning Timeline by discussing the following matters:
 - a. CON resources available to students.
 - b. Funding agency guidelines, required templates, and required formatting.
 - c. Proposal submission timeline
 - d. Proposal budget/budget justification.
 - e. Internal reviews and processes. Internal review is to be done by the Guidance Committee, which will have two weeks to review.
 - f. External reviews and processes. External review is to be done by a senior faculty member or equivalent, identified by the Associate Dean for Research and the PhD Program (ADR). This external reviewer will have two weeks to review.
 - g. Editor review and processes. A New Resource Request must be submitted to work with an editor ideally at least 2 weeks prior to dates requested of editor. The form can be found on the SharePoint page. The editor will have two weeks to review.
9. Develop Specific Aims: Specific aims must be agreed upon with the Faculty Advisor and the full committee before continued development of the application.

10. 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.
11. Students who need assistance completing such forms should consult the Research Core Lead or Research Administrator Assistant.
12. If submitting to an NIH Institute, students must have an eRA Commons account. The CON Research Administrator Assistant will obtain data to request an account during the pre-award.
13. Review and comply with IRB policy found on the MSU Human Research Protection Program website at <https://hrpp.msu.edu/help/manual/index.html>
14. Once all timeline items have been completed, student should confirm with Faculty Advisor and Research Core Lead and/or Research Administrator Assistant that the proposal is ready to submit.
15. If ready, student should work with Research Core Lead and/or Research Administrator Assistant (as needed) assigned to the proposal in order to formally submit.
16. If this submission is for a benchmark: Once submitted, the student must complete the Benchmark Completion form or the benchmark will not be counted.

The NRO, in conjunction with HCRS, 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 Program Secretary will work with the NRO on all PhD student grant submissions and awards.

Pre- and Post-Award Administration

The forms, policies, and procedures, grant development tools that you will need for writing your grant can be found the SharePoint page.

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. Approvals by the PhD Program Director, the ADR, Faculty Advisor, and Guidance Committee are 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 PhD Program Director, and the ADR. Following approval, the student must upload in Campus Solutions. Additional information regarding transfer credits is available at the [Registrar's Office website](#).

Guidance Committees

Cohort Advising

Advisement of students during the first year will be conducted through the NUR 950 and NUR 951 coursework. Students are encouraged to meet frequently with their advisors throughout the entirety of the program.

Faculty Advisor

At the start of a student's program, a Faculty Advisor will be assigned based on research interest alignment. The PhD Program Secretary must enter the Faculty Advisor into the student's account. If a student changes their Faculty Advisor, the former Advisor needs to be notified in writing by the student, a Change/Remove Form must be completed, and the PhD Program Secretary must update the student's account accordingly. During the PhD Program, the assigned Faculty Advisor may be changed by the student in consultation with the PhD Program Director.

Faculty Advisors are expected to keep in communication and to continue working with their student(s) during the summer semester. Guidance Committee members are not expected to work with student(s) during the summer semester unless prior agreements have been made and documented.

Qualifications for Faculty Advisors:

The Faculty Advisor must:

- Be a tenured CON faculty member OR
- Be a tenure-earning CON faculty member who has been reappointed to the CON, graduated a CON PhD student, and served as a Co-Advisor for at least two years on the student's committee.

Should the Committee Chair be unavailable, leave, or retire, another eligible CON faculty member on the Committee will assume Chair responsibilities.

In the event where only one advisor can be listed related to student work, the Faculty Advisor/Chair assumes the role and responsibility to serve (e.g., completing and signing program related forms, serving as PI on grant submissions, etc.).

Qualifications for Faculty Co-Advisors:

If a student's committee is to have a Co-Advisor, the Co-Advisor must be a tenured or tenure-earning faculty member.

Role of Faculty Advisor:

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. More detailed responsibilities of the Faculty Advisor include:

1. Student Socialization:
 - a. Introduce the role of a PhD nurse scientist and clinical researcher.
 - b. Discuss expectations of PhD students at MSU.
 - c. Highlight resources in CON and at MSU.
 - d. Schedule bi-weekly meetings during the first year.
 - e. Ensure engagement in research activities.
 - f. Discuss PhD Program life.
2. Guidance Committee Selection:
 - a. Serve as Guidance Committee Chair.
 - b. Familiarize student with faculty expertise.
 - c. Assist student in assembling a research team (Guidance Committee).
 - d. Guide student in selection of the interdisciplinary committee member, outside the CON.
 - e. Ensure timely formation of Guidance Committee in Student Information System (SIS).
3. Student Assistance:
 - a. Identify strengths and weaknesses in knowledge and skills.
 - b. Recommend potential elective courses and develop a Program Plan to be approved by the Guidance Committee.
 - c. Ensure completion of Responsible and Ethical Conduct of Research (RECR) areas required by the CON and University.
 - d. Assist in developing peer-reviewed poster and podium presentations, preparation plans for the Preliminary and Comprehensive Examination, a manuscript for submission to a peer-reviewed journal, a plan for grant application submission.
 - e. Coordinate annual review report of student.
 - f. Provide timely support to the student.
4. Research Development:
 - a. Help refine research ideas.
 - b. Assist in matching research ideas to funding initiatives and priorities.
 - c. Guide the student in writing of the research proposal.
 - d. Review and critique proposal and Dissertation drafts.
5. Researcher Role Model:
 - a. Guide practicum selection to achieve needed skills.
 - b. Assist in submission of IRB.
 - c. Remind student to maintain current IRB and all required compliance documentation.
6. Professional Development:
 - a. Encourage student to join professional research organizations.
 - b. Ensure attendance at CON research seminars and development sessions.
 - c. Promote networking and engagement at professional research meetings.
 - d. Prepare student to disseminate research through presentations and publishing.
7. Administrative Details:
 - a. Oversee annual reviews.
 - b. Assist student with committee changes as needed.
 - c. Ensure all forms and requests are submitted on time.

Role of Faculty Co-Advisor:

The Co-Advisor is to function similarly to the Faculty Advisor, knowing that the Co-Advisor may still be developing their advising skillset at this stage, and should be equally involved in all of the responsibilities listed above for the Faculty Advisor. Co-Advisors are to be in attendance of the bi-weekly meetings with the student and Faculty Advisor.

Guidance Committee

University guidelines require that students formulate their Guidance Committee within the first three semesters of study. Our program’s goal is for the Guidance Committee to be formed by the end of fall semester of the first year.

Composition of the Guidance Committee:

The Guidance Committee is made up of the following members:

1. The Chair/Faculty Advisor (and Co-Advisors) must meet the qualifications mentioned above.
2. At least four MSU tenure system faculty
 - a. Of which at least two are to be from the CON who are nurses and are MSU tenure system faculty (includes the Faculty Advisor).
 - b. Of which at least one must be an interdisciplinary MSU tenure system faculty member from outside the CON.
 - c. At least three of the four members, including the Faculty Advisor, must possess an earned PhD degree, preferably a PhD in Nursing.
3. Exceptions to the above must be approved by the PhD Program Director, ADR, and Dean of the Graduate School. For more information about the policy of committee members, 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>. For more information on exceptions , please see the [Graduate School website](https://grad.msu.edu/non-regular-faculty-committees) at <https://grad.msu.edu/non-regular-faculty-committees>.

Guidance Committee Composition EXAMPLE				
	Member 1	Member 2	Member 3	Member 4
Role	Faculty Advisor/Guidance Committee Chair	Committee Member (or Co-Advisor/Co-Chair)	Committee Member	Committee Member
Qualifications	PhD, preferably in Nursing ----- Be a tenured CON faculty member OR Be a tenure-earning CON faculty member who has been reappointed to the CON, graduated a CON PhD student, and served as a Co-Advisor for at least	PhD, preferably in Nursing ----- CON tenure system faculty member	PhD, preferably in Nursing ----- CON tenure system faculty member	MSU tenure system faculty member

	two years on the student's committee			
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Any desired or required changes in the Committee membership will be initiated by the PhD student and the Faculty Advisor. Anticipated changes are to be sent to the PhD Program Director for review *prior* to the change being made. The PhD Program director will then provide feedback to the Faculty Advisor and student, at which point it is the responsibility of the Faculty Advisor and the student to carry out the change by discussing with any added/removed committee members, completing the necessary Change/Remove Form and submitting it to the PhD Program Secretary. Once approved, the student must enter the changes in their student account.

Functions and Responsibilities of the Guidance Committee Members

Responsibility	Timing
Develop/revise program plan (plan should be planned through graduation). *Student to enter initial plan as well as any subsequent changes into SIS, Committee will receive SIS email for formal approval	Initial plan: By end of fall semester Yearly: During the Annual Review meeting
Annual Review meeting – review student progress to date and plans for next year	Annual – January or February meeting, scheduled by the student. Typically 1 hour
Review/approve benchmark submissions	4 benchmarks per program, typically Years 1-3
Review/approve any and all research funding proposals *Guidance Committee members are expected to provide constructive and substantive feedback for any material that requires their approval	Typically Years 2+
Preliminary Exam (*only if grade is not “pass”, develop a remediation plan).	Year 2. As needed meeting(s).
Comprehensive Exam (written and oral)	Typically Year 3. Written: 2 week review period. Oral: 2 hour exam meeting.
Proposal Defense	Typically Year 4. 2 hour meeting.
Dissertation Defense (written and oral)	End of program. Written: 2 week review period. Oral: 2 hour meeting.

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.

Recordings: Instructor permission must be obtained prior to recording any class sessions. A request to record is not a guarantee that the permission will be granted.

Program Modalities

The PhD Program offers two modalities (methods of attendance) for students: In-Person and Hybrid. Students select their modality once the offer of admission has been accepted. International students must consult with Office of International Students and Scholars (OISS) to ensure they are selecting the modality that is compliant with their Visa requirements.

In-Person Modality

The In-Person modality is the traditional operation of the PhD program. In this modality, students are expected to attend all coursework, seminars, intensives, and program requirements in-person. The use of zoom would be for extenuating circumstances (illness, severe weather, etc.) with approval needed.

Hybrid Modality

The Hybrid modality has minimal in-person requirements; however, it remains synchronous to the In-Person program as students attend coursework and seminars virtually at the same time the in-person students attend. The in-person requirements for the hybrid modality are:

- Fall and Spring Intensives
 - In the event of severe weather, students may attend intensives virtually and instead attend another week (agreed upon by the student and the Program Directors) in-person for the same semester.
- Dissertation Defense

There are several requirements and expectations of virtual attendance. Please see the Virtual Attendance later in the handbook for full information.

Additionally, there are expenses associated with the hybrid modality for in-person visits. These expenses, outlined below, are the responsibility of the student; the CON is under no obligation to aid in the payment of these expenses.

- Travel (personal car, bus, train, airplane)
- Hotel stay
- Local transportation/parking

For questions related to these items, please contact the PhD Program Secretary.

Changing Modalities

If a student wishes to switch their modality, they are permitted to do so once during the program without rationale. This switch must be communicated to the Faculty Advisor, PhD Program Director, and PhD Program Secretary. The switch must also be formalized in SIS with the assistance of the Graduate Advisor in the Office of Student Affairs (OSA). Once formalized, the student must begin attending in accordance with the expectations of their new modality outlined above.

If a student wishes to switch their modality a second time during their program, a rationale must be sent to the Faculty Advisor, PhD Program Director, and PhD Program Secretary for approval. If approved, and subsequently formalized, the student must begin attending in accordance with the expectations of their new modality as outlined above.

As stated above, international students must first consult with OISS to ensure their modality selection is compliant with their visa requirements.

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.

Required Program Coursework

COURSE NUMBER	COURSE TITLE	CREDIT(S)
EPI 808 or CEP 933 (or comparable stats course determined by Guidance Committee)	Biostatistics I or Quantitative Methods in Educational Research II	3
EPI 809 or CEP 934 (or comparable stats course determined by Guidance Committee)	Biostatistics II or Multivariate Data Analysis I	EPI: 3 CEP: 4
NUR 920	Translation of Research and Scientific Knowledge to a Community Setting	3
NUR 921	Scientific Foundations of Nursing Knowledge Development	3
NUR 924	Designing Interventions for Improving Health Outcomes	3
NUR 930	Methods in Clinical Research	3
NUR 939	Improving Health Outcomes: Scientific Foundations	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 Statistics Elective, as approved by the student's Guidance Committee.	6
VAR	Qualitative Research Elective course as approved by the student's Guidance Committee	3
VAR	Interdisciplinary Elective in area of concentration (not a NUR course)f, as approved by the student's Guidance Committee	6

TOTAL = 66 credits minimum (depending on course selection)

*NUR 998 may/may not be needed based on student work experience.

PhD Curriculum Models

Below are the two curriculum models currently offered in our PhD Program. First is the four-year, full-time model (the standard model). Second is the part time model, which is new to the program as of the 2022-23 Academic Year.

Full-Time PhD Curriculum Model

Following is an example model of the full-time 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
NUR 921: Scientific Foundations of Nursing Knowledge Development	3	NUR 939: Improving Health Outcomes: Scientific Foundations	3	NUR 930: Methods in Clinical Research	3
CEP 933*: Quantitative Methods in Educational Research II (or an equivalent statistics course)	3	CEP 934: Multivariate Data Analysis I (or an equivalent statistics course)	4		
Semester Credits: 7		Semester Credits: 8		Semester Credits: 5	

*CEP 933 may require pre-requisite based on past course work & semester offerings will vary

Year 2					
Fall		Spring		Summer	
NUR 924: Designing Interventions for Improving Health Outcomes	3	Interdisciplinary Elective	3	NUR 940: Research Practicum	2
NUR 920: Translation of Research and Scientific Knowledge to a Community Setting	3	Statistics Elective	3		
		Preliminary Exam: at beginning of semester			
Semester Credits: 6		Semester Credits: 6		Semester Credits: 2	

Year 3					
Fall		Spring		Summer	
Interdisciplinary Elective	3	Qualitative Elective	3	NUR 999: Dissertation Research	3
Statistics Elective	3	NUR 999: Dissertation Research	3		
		Comprehensive Exam: at beginning of semester			

Semester Credits: 6	Semester Credits: 6	Semester Credits: 3
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Year 4					
Fall		Spring		Summer	
NUR 999: Dissertation Research	6	NUR 999: Dissertation Research	6	NUR 999: Dissertation Research	6
Semester Credits: 6		Semester Credits: 6		Semester Credits: 6	

Notes:

- A minimum of 24 credits of NUR 999 are required by Michigan State University
- Preliminary Exam cannot be taken before the student has completed all NUR Core Courses

Part-Time PhD Curriculum Model

Following is an example model of the part time curriculum for the PhD Program.

Year 1					
Fall		Spring		Summer	
NUR 950: Nursing Research Seminar I	1	NUR 951: Nursing Research Seminar II	1	Interdisciplinary Elective	3
CEP 933*: Quantitative Methods in Educational Research II (or an equivalent statistics course)	3	CEP 934: Multivariate Data Analysis I (or an equivalent statistics course)	4		
Semester Credits: 4		Semester Credits: 5		Semester Credits: 3	

*CEP 933 may require pre-requisite based on past course work & semester offerings will vary

Year 2					
Fall		Spring		Summer	
NUR 921 Scientific: Foundations of Nursing Knowledge Development	3	NUR 939: Improving Health Outcomes: Scientific Foundations	3	NUR 930: Methods in Clinical Research	3
Semester Credits: 3		Semester Credits: 3		Semester Credits: 3	

Year 3					
Fall		Spring		Summer	
NUR 924: Designing Interventions for Improving Health Outcomes	3	Statistics Elective	3	Interdisciplinary Elective	3
NUR 940: Research Practicum	2	NUR 940: Research Practicum	2		
Semester Credits: 5		Semester Credits: 5		Semester Credits: 3	

Year 4					
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Fall		Spring		Summer	
NUR 920: Translation of Research and Scientific Knowledge to a Community Setting	3	Statistics Elective	3	Qualitative Elective	3
		Preliminary Exam: at beginning of semester			
Semester Credits: 3		Semester Credits: 3		Semester Credits: 3	

Year 5					
Fall		Spring		Summer	
NUR 999: Dissertation Research	4	NUR 999: Dissertation Research	4	NUR 999: Dissertation Research	4
Comprehensive Exam: at beginning of semester		Proposal Defense			
Semester Credits: 4		Semester Credits: 4		Semester Credits: 4	

Year 6					
Fall		Spring		Summer	
NUR 999: Dissertation Research	4	NUR 999: Dissertation Research	4	NUR 999: Dissertation Research	4
Semester Credits: 4		Semester Credits: 4		Semester Credits: 4	

Notes:

- A minimum of 24 credits of NUR 999 are required by Michigan State University
- Preliminary Exam cannot be taken before the student has completed all NUR Core Courses

Course Numbers

MSU Courses below 500 level will not count toward a PhD in the CON unless special permission is granted before the course is 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 at <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, **national-level funding** research team (R-type mechanism). In specific cases, the practicum may be conducted with a faculty member who has current/recent national-level data where the grant has recently concluded. Training grants, e.g., K’s and mentored grants are not eligible. With the guidance of their Faculty Advisor, the student will identify a 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 a minimum of 4 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 a 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 form and NUR940 Letter of Agreement **by mid-term of the semester prior to the planned practicum.**
4. Turn the application into the PhD Program Secretary for the PhD Program Director's signature. Once signed, the forms will be placed in student's file in OSA and the PhD Program Office. Signed forms will also be returned to the student and faculty advisor.
5. Be added to the responsible faculty's IRB approval so the student can legally access data.
6. Students enrolled in NUR 940 are expected to be a functioning member of a nationally funded research team. Students are expected to attend and fully participate in team meetings, publications, and paper or poster presentations.
7. The student may develop a practicum experience with a research team that does not include their Faculty Advisor but must be with a faculty member who has national funding or current national data.

Evaluation and Grading

1. The student will submit an outcomes report, and activities log to the PhD Program Office at the end of the semester that describes the experience and deliverables.
2. 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 student's 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 990: Independent Study

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 = 3 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 **by mid-semester of the semester prior to the planned Independent Study.**
3. Turn the application into the PhD Program Secretary for the PhD Program Director's signature. Once signed, the forms will be placed in student's file in OSA and the PhD Program Office. Signed forms will also be returned to the student and faculty advisor.
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 the PhD Program Director.
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 is to be completed and submitted to the Faculty Advisor and PhD Program Secretary by the end of finals week.

NUR 998: Clinical Practicum

This practicum is required for 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 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.

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 and the NUR 998 Letter of Agreement **by mid-term of the semester prior to planned practicum.**
4. Turn the application into the PhD Program Secretary for the PhD Program Director. Once signed, the forms will be placed in student's file in OSA and the PhD Program Office. Signed forms will also be returned to the student and faculty advisor.
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, report, and NUR 998 Outcome Report Cover Sheet are to be submitted to the PhD Program 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 PhD Program Director and/or the ADR 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.

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 page at <https://nursing.msu.edu/graduate/teaching-nursing> and Graduate Certificate - Teaching in Nursing - Graduate Certificate Office of the Registrar's website 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 Program 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 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 five years.

Campus Solutions

Campus Solutions (also known as SIS) is the web-interactive MSU system for PhD students where enrollment, Program Plan, Committee members, student information, etc. are all located. Within Campus Solutions under GradPlan, students will be able to create and store their PhD Program Plans (program objectives and course plan) and subsequent graduate program activities. Access Campus Solutions at student.msu.edu.

In accordance with MSU Graduate School requirements, students must complete a Program Plan in the online Campus Solutions 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, it is electronically routed for approval to the PhD Program Secretary, Faculty Advisor, each Guidance Committee member, the PhD Program Director, and the ADR. More information is available in the [Campus Solutions Student Support](#).

Examinations

Preliminary Examination Policy and Procedure

Policy:

The preliminary examination is a test of the student's ability to synthesize content from the core NUR courses and to apply knowledge to their research and scholarship. Passing the Preliminary Examination is necessary for students to proceed in the program. The grade for the written Preliminary Examination will be pass, remediation, or fail. If remediation is needed, the student will not proceed to the comprehensive exam until the remediation is completed.

Purpose:

The examination purpose is 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 core NUR course content and met course Deliverables and program Benchmarks, providing evidence that the student is well-prepared to proceed in the program.

Scope:

These procedures apply to all PhD students in the CON, covering all required NUR courses. The Preliminary Examination will typically occur in January of Year 2 for full-time students and January of Year 4 for part-time students.

Format:

The Preliminary Examination is written and consists of questions covering the core NUR courses, with application to the student's proposed research.

Consistent formatting is required. Criteria include: 1) no more than 30 double-spaced pages (excluding appendices and references); 2) 12-point Arial or Times New Roman font; 3) APA-7 format for citations; and 4) 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:

The student is responsible for: 1) ensuring they have met necessary criteria for taking the Preliminary Examination; 2) obtaining signatures on the Preliminary Examination Approval Form from their Guidance Committee; and 3) submitting the signed approval form to the PhD Secretary two months prior to the planned date to begin the Preliminary Examination.

The Guidance Committee is responsible for approving the student's readiness to take the Preliminary Examination. Responsibility will be acknowledged for student readiness by signing the Preliminary Examination Approval Form.

Procedures:

Readiness

The Preliminary Examination will typically occur in January of year 2 for full-time students and January of year 4 for part-time students, so long as all core NUR courses have been passed. There cannot be any 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. Planning for readiness to take the Preliminary Examination should be discussed with the student's Guidance Committee prior to taking the exam.

Components

There are five written 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 research specific aims and measurable outcome; 3) Selected intervention with fidelity components, demonstrating fit with selected model; 4) Methods and analysis for evaluation of each aim; and 5) Principles of translation as they apply to the proposed intervention.

Completion

Students will be given their exam approximately one week before the first day of classes Spring Semester. The exam must be completed and submitted to the PhD Program Secretary by 5 pm Friday of week 3 of Spring Semester.

Grading

An Examination Committee will be established in Fall Semester when it is anticipated a student will take the Preliminary Examination during the following Spring 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 4 of Spring Semester and submit a review grid (description of strengths and limitations in the five areas) to the PhD Secretary with a grade for each of the five questions by 5 pm Friday of week 5. 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 PhD Program Director, the Assistant PhD Program Director 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 their knowledge deficit. The student may be asked to re-take the exam. The Guidance Committee will also help the student adjust their Program Plan for the PhD program to accommodate the remediation.
 - Once remediation is completed according to the established timeline (this may include a re-take of the exam), the Examination Committee will review the deliverables and determine if the remediation plan has been adequately fulfilled (pass or fail).
3. **Failure:** If the grade is *fail* (first attempt) by two or more of the Examination Committee members, the Faculty Advisor and PhD Program Director 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, if the Examination Committee indicates a pass, the student 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 PhD Program Director, ADR and 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 on the first attempt, the exam failure will go to the PhD Program Director, ADR and 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
- Preliminary Exam Outcome Form
- Preliminary Exam Procedure Full

Comprehensive Exam Policy and Procedure

Policy:

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

Purpose:

The purpose of Comprehensive Examination is to:

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

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 CON typically during Spring Semester of Year 3 for full-time and Spring Semester of Year 4 for part-time, or when all Benchmarks are completed.

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.

Responsibilities:

1. Students are responsible for ensuring they have met necessary criteria for taking the Comprehensive Exam and presenting the Approval Form to their Guidance Committee.
2. The Guidance Committee is responsible for approving the student's readiness to take the Comprehensive Exam by signing the Approval Form.
3. The student is responsible for submitting the signed Approval Form to the PhD Program Secretary.
4. The Faculty Advisor will facilitate the oral component of the examination.
5. An objective faculty member will attend the oral component, as appointed by the PhD Program Director.

Procedures:

Components

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.

Completion

The Comprehensive Examination will typically occur during Spring Semester of Year 3 (full-time) and Year 4 (part-time), or when Benchmarks are completed. All Benchmarks and portfolio must be completed before a student can take more than six credits of NUR 999.

Grading for Candidacy

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

Grading – Written Portfolio

The portfolio must be approved by the Guidance Committee and the PhD Program Director prior to proceeding to the Comprehensive Examination oral defense. 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.

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 approximately Spring of Year 2 for full-time students and Spring of Year 3 for part-time students.
- Required abstract submitted and presented for poster (Year 2 for full-time students)
- Required abstract submitted for podium (Year 3 for full-time students)
- 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 six credits of statistical electives
- Evidence of three credits of qualitative elective course

Grading – Oral Defense

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

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 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 PhD Program Director indicating the date of the Comprehensive Examination and the recommended action (pass and move to candidacy).
6. If at least two Guidance Committee members deem 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 Program Secretary for collation.
2. The PhD Program 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. However, the Guidance Committee retains the right to designate a failure of the total Comprehensive Examination without the option of remediation.

Progression in the Program

1. For students passing the exam, they will move on to their dissertation.
2. If the student fails the oral defense, they will not proceed in the program.
3. If remediation is recommended for a failure, 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 core NUR course, the student must enroll in NUR 990 to complete the remediation.
 - a. 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.
 - b. Following development of the remediation plan, the Faculty Advisor will send an official memo to the student with a copy to the PhD Program Director.
 - c. 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 and move on to their dissertation.
 - d. If at least two members of the Guidance Committee do not pass the student after remediation, the student will not progress in the program and the case will be referred to a meeting between the Guidance Committee, the PhD Program Committee, the PhD

Program Director, and the ADR for final determination, which may include dismissal from the program.

4. The Faculty Advisor will inform the student of the final decision and submit a report of completion to the PhD Program Director and ADR indicating the date of the Comprehensive Examination and the recommended action (pass or fail).

Forms or Tools

- Comprehensive Exam Approval to Take Exam Form
- Comprehensive Exam Portfolio Cover Sheet
- Comprehensive Exam Outcome Form

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.

Students may enroll in a maximum total of 6 Dissertation credits (NUR 999) throughout the semesters prior to passing their comprehensive exam.

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 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. The application will be turned into the PhD Program Secretary to obtain the signature of the PhD Program Director. An electronic copy will be kept with the CON OSA.

Students are expected to complete all objectives in the semester they are originally planned for. In the event there are objectives that cannot be completed, a rationale must be provided in the end-of-semester outcome form for the course and students will be granted one additional "grace period" semester to complete said objective(s) while continuing to enroll in NUR 999 credits. If the same objective(s) are not completed by the end of the "grace period" semester, at least one credit of NUR 990 will be required to complete the NUR 999 unachieved objectives before taking any more NUR 999 credits. **For example:** Three objectives are planned for a 2-credit NUR 999 in Summer Semester; two of three are not completed/achieved. Fall Semester will be a "grace period" for the student to complete these two objectives by enrolling in an appropriate number of NUR 999 credits related to the objectives. If, at the end of Fall Semester, the objectives are still incomplete/unachieved, the student must take NUR 990 in Spring Semester and in subsequent semesters until the objectives are completed instead of NUR 999. Once the objectives are completed, the student may return to NUR 999 credits.

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 their Dissertation Committee should meet with the PhD Program Director, and the PhD Program 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>

Dissertation Proposal Defense

After successfully passing the Comprehensive Examination, the Dissertation Proposal Defense occurs. The Dissertation Proposal Defense is an in-person, formal meeting of the student and their Guidance Committee in which the student defends their knowledge of the chosen research topic and provides a detailed plan for the final Dissertation.

Prior to the Proposal Defense, the student works closely with the Guidance 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 Guidance Committee Chair deem the proposal sufficiently developed and revised, it is then sent to the Guidance Committee members who are given two weeks to review it. The Guidance 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 Guidance Committee members are expected to be present at the Dissertation Proposal Defense.

After receiving notification from the student and Guidance Committee Chair, the PhD Program Secretary schedules the Dissertation Proposal Defense. The PhD Program Director and the ADR may choose to attend and participate in the Dissertation Proposal Defense but are not required to do so. This meeting should not typically exceed two hours.

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 Guidance Committee to assess the student's mastery of these areas. During the Proposal Defense, the Guidance Committee members also assess the quality and feasibility of the proposed research in order to approve and/or recommend changes to the proposal.

The student should bring the Appointment of Dissertation Committee and Approval of Dissertation Proposal Form 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, the student may then proceed with preparing the Dissertation. The student submits the signed form to the PhD Program Secretary to obtain the PhD Program Director's approval and signatures. The PhD Program 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.
- If the proposal is not accepted at the time of the proposal defense, the guidance committee must formulate a plan for the student to address all comments, make required changes, and have the proposal re-evaluated. Re-evaluation can consist of resubmitting the written chapters and/or re-conducting the oral proposal defense; this decision will be made by the guidance committee and be included in the plan prepared for the student. At re-evaluation, the guidance committee must determine if the proposal is now acceptable.
 - If accepted, please follow the accepted procedure listed above.

- If the proposal is still deemed not acceptable, a meeting with the guidance committee, the Director of the Phd Program, and the Assistant Director of the PhD Program must occur to determine next steps for the student.

Dissertation Committee Composition and Appointment

Typically, in the CON the Dissertation Committee is composed of the same members as the student's Guidance Committee, though this is not required. The Dissertation Committee has the same composition requirements as the Guidance Committee, which are outlined earlier in the handbook. The Dissertation Committee is officially appointed once the student has successfully passed the Dissertation Proposal Defense, by the members signing the form mentioned in the previous paragraph.

Dissertation Completion Fellowship Funds

Dissertation Completion Fellowship (DCF) funds can be awarded a maximum of one year prior to a student's planned graduation/defense, and not before the student has passed their Dissertation Proposal Defense. This award can only be received once in a student's career. DCF funds are not guaranteed. Application packets are to be sent to the PhD Program Secretary. Other MSU financial support, held simultaneously with the fellowship, should not exceed a one-quarter time assistantship or the equivalent. The fellowship amount is at the discretion of the college based on the total funds available. For student submission timing information, please reach out to the PhD Program Secretary.

More information regarding the Dissertation Completion Fellowship including eligibility and submission process can be found on the SharePoint Site.

Dissertation Options

The two options for the PhD Program are described below.

Traditional Dissertation Option

Traditional Dissertation content should include the following seven components:

- Introduction
- Background and significance
- Conceptual framework
- Literature synthesis and integration
- Methods
- Results and interpretation
- 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 variable 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:

- The overall Dissertation must have an abstract that covers the five chapters.
- The introductory chapter is an overview of the work to be presented and be supported by a conceptual model.
- 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.
- 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).
- 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.
- The student must specify which journal the manuscript (chapter) is being prepared in accordance with the journal's author guidelines.
- 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 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.

Final Oral Dissertation Defense

The process for Dissertation completion includes the steps described below:

- When the Dissertation Committee Chair indicates the Dissertation is acceptable for examination, it is submitted to the Dissertation Committee a minimum of four weeks ahead of the tentative dissertation defense date. The Dissertation Committee must be given two weeks to review the final dissertation product.
- In order for the Dissertation Committee to approve of the written dissertation prior to the defense, the committee must be in agreement that major changes are not required. Minor changes are permitted and can be discussed as part of or at the completion of the oral defense as the student begins to prepare their written dissertation for publication.
- Upon approval from the Dissertation Committee of the written dissertation, the student and Dissertation Committee Chair will contact the PhD Program Secretary to schedule the defense as early in the semester as possible in order to fit Dissertation Committee member's calendars. All Dissertation Committee members are expected to attend the defense. In person attendance is preferred if possible but virtual attendance is acceptable as well. Outside of extenuating circumstances with approval of both the Dissertation Chair and the PhD Program Director, the student is to deliver their defense in person. The CON Dean, PhD

- Program Director, and the ADR should be invited but are not required to attend, unless they are part of the Dissertation Committee in which case attendance would be required.
- The student will complete the Announcement of Oral Dissertation Defense form with appropriate signatures and submit it to the PhD Program 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 Program Secretary is required to announce the defense to the CON at least two weeks prior to the defense date.
 - **Important:**
 - If the Dissertation Committee has an even number of members, an objective tenure-system faculty member (not on the Dissertation Committee) should be invited in order to have an odd number of voters present and ensure a fair evaluation. This member should receive the dissertation in advance along with the Dissertation Committee as they are able to ask questions and vote on the defense.
 - If the Dissertation Committee has an odd number of members, an objective faculty member (not on the Dissertation Committee) should be invited in order to ensure a fair evaluation. This member does not need the dissertation in advance and does not ask questions or vote on the defense, however the Dissertation Committee is allowed to ask them for their input during the scoring portion of the defense.

The Oral Defense is a two-part, in-person, formal meeting that lasts about two hours. During the first 30 minutes, the student presents their completed work to the general audience (open to anyone), using visual aids as appropriate (e.g., PowerPoint slides). After the presentation, the student answers audience questions for a brief period (up to 30 minutes). All non-committee members will leave directly following the question-and-answer session, at which point 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 PhD Program Director, the ADR, and the CON Dean may choose to attend and participate in the defense, but do not have voting powers unless they are the previously mentioned objective, odd-numbered, faculty member.

Grading Procedures

- The PhD Program Director should receive the Report of Completion of Oral Dissertation form from the Dissertation Committee Chair immediately following the oral defense (signed by the entire Dissertation Committee and marked pass or fail). This form will ultimately be given to the PhD Program Secretary, as well as OSA.
- The grade for the Oral Defense of the Dissertation may be pass, incomplete, or fail.
- At least three-fourths of the Dissertation Committee must approve the Dissertation after the oral defense for the student to receive a passing grade. A Dissertation 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 Dissertation Committee.
- Dissertations judged by the Dissertation Committee's vote to be incomplete may not be considered final until after the Dissertation 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, the PhD Program Director, and the ADR.

Post-Defense Procedures

- The student must review and adhere to all guidelines and deadlines included on the Theses and Dissertation Submissions page of the Graduate School Website at <https://grad.msu.edu/etd>. The student should submit their Dissertation to ProQuest according to the timelines listed on the Graduate School's website. Earlier submissions tend to receive quicker feedback simply due to the volume of submissions towards the end of the semester.
- A copy of the finalized, approved Dissertation is distributed to each Dissertation Committee member.
- It is encouraged, but not required, for the student to submit a softbound copy of the published Dissertation to the PhD Program Secretary for filing in the PhD Program Office.
- The student must work with the CON to archive their data. The PhD Program Secretary will connect the CON Data Archiver, the student, and the faculty advisor via email to help facilitate this process. Please see the section below for more details.

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 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 MSU CON Data Archive Retention and Data Use Agreement Policy can be found on the SharePoint site.

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 ADR.

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 a form directly to the student 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/>):

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).

[The Emeline Hamilton Completed Ph.D. Dissertation Award Endowment](#)

Once a student has defended their dissertation and graduated with their PhD from MSU, they are eligible to be nominated for the Emeline Hamilton Completed Ph.D. Dissertation Award Endowment. This award acknowledges exceptional dissertation work by a MSU CON PhD graduate who received their degree within the last academic year. Self-nominations for the award are accepted. Information will be distributed to eligible alumni each year, however the description of the award can be found on SharePoint.

Research Seminars

When MSU is open in-person, the CON PhD program will follow these guidelines for presenting/attending research seminars:

- Student presenters must present in person. If extenuating circumstances prevent the presenter from in-person participation, please contact the PhD Program Director for possible accommodations (cc PhD Program Secretary).
- Students will have the option to attend presentations either in person or via zoom. However, we **highly encourage in-person attendance for in-person modality students** to support the presenter (if the presenter is in person). If zoom is chosen, the camera **must** be turned on to receive attendance credit. Cameras may momentarily be turned off if needed but should be turned back on as soon as possible.
- Both in-person and zoom attendees are **required** to ask questions of the presenter either audibly or via the chat function for zoom. This engagement will be discussed at annual reviews.

Grading

Student Progress Reports

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

- not meeting course objectives (i.e., a grade point average below 3.0);
- not meeting program Benchmarks or completing other program components;
- 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 PhD Program Director.

Student Progress Reports are reviewed by the PhD Program Director to provide a systematic process for:

- Evaluating and summarizing students' academic performance; and
- Evaluating continued progress in order to make recommendations for:
 - Assistance
 - Progression/Retention
 - Dismissal

Student Progress Reports and the PhD Program Director's recommendations are sent to the PhD Program Committee. All reports are retained in the student's electronic file in OSA. After a Student Progress Report is reviewed, the PhD Program Director 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 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 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 annual review materials will be reviewed by the student's Guidance Committee.

Annual review materials need to be submitted to the PhD Program Secretary by March 1 each year. The review will be completed by the PhD Program Director, PhD Program Assistant Director, the Faculty Advisor, and PhD Program Committee Chair. After the review, the PhD Program Director will write a letter to each student 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 Program Office.

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

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 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:

- have completed 12 weeks of the semester but cannot complete the semester and/or take the final exam for a compelling reason;
- be passing the course;
- 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 at <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 PhD Program Director 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 Dissertation Chair then prepares a memorandum for the student (that includes their recommendations) and sends it to the PhD Program Director and the ADR 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.

Once approved at the college level, the Dissertation Chair or the PhD Program Secretary will also have to submit a Request for Extension through the Graduate School. More information on this process can be found on the Time Limit Extension Request Information page at <https://grad.msu.edu/tle-info/>.

Graduation

For a student to graduate, all of the following steps must be completed and documented. Therefore, students must be sure to work with their Faculty Advisor and the PhD Program Secretary throughout the process.

- Student has ensured their student account (program plan, RECR, etc.) is accurate and up to date. Student must also be sure any transfer credits they may have had are listed accordingly. If there are any discrepancies in the student account, the student is to notify the PhD Program Secretary and the Graduate Program Advisor as soon as possible.
- Student has completed all program Benchmarks.
- Student has provided MSU (via the PhD Program Office) with data used for their Dissertation, according to applicable guidelines. This step is to be verified by the Faculty Advisor.
- Student has applied for graduation by the end of the first week of the semester they intend to graduate (using the application available on the Registrar's Office website at <https://reg.msu.edu/StuForms/GradApp/gradapp.aspx>) after adhering to all graduation guidelines and deadlines. Students who are graduating in summer should apply for graduation by the end of the first week of *spring* semester. At this time, the student is also to notify the PhD Program Director that they plan to graduate and participate in graduation exercises.
- Student has completed all Dissertation requirements by required deadlines. Refer to the Dissertation (NUR 999) section of this Handbook for further instruction.
- Student has submitted their final version of their dissertation to The Graduate School via ProQuest (<https://grad.msu.edu/etd>) by the required deadline for a formatting review.
- Once all previous steps are completed, and The Graduate School has sent the approved dissertation to ProQuest for publishing, the student's degree will be routed for certification. Final degree certification is provided by the Registrar's Office.

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 at <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 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.

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 CON 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 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 Harmonization (ICH) E6 (R2).

Required Training

To complete the training, login to the Ability training system at <https://ora.msu.edu/train>. You will find three options for meeting the GCP training requirement. You may pick any one of the following three options to fulfill this portion of the 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 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 at <https://hrpp.msu.edu/help/manual/2-2-F-ii.html> for requirements.

If you have any questions, please feel free to contact CON Student Compliance at CON.StudentCompliance@msu.edu.

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

SharePoint. Copies of the certificate of completion must be provided to the PhD Program Secretary and the CON Compliance Officer.

Responsible and Ethical Conduct of Research (RECR) Training

Training in the Responsible and Ethical 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 and Ethical Conduct of Research is available on the Graduate School website at <https://grad.msu.edu/researchintegrity>.

The Graduate School RECR 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 MSU 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.

Responsible and Ethical Conduct of Research: Course Content Summary								
Content Area	Year 1					Year 2		Total Per Topic
	NUR 950	NUR 951	NUR 921	NUR 939	NUR 930	NUR 924	NUR 920	
<i>Intro to RECR</i>	1.0 hour	0.5 hour		1.0 hour				2.5 hours
<i>Authorship</i>	0.5 hour	0.5 hour					0.5 hour	1.5 hours
<i>Plagiarism</i>	0.5 hour	0.5 hour	0.5 hour		0.5 hour	0.5 hour	0.5 hour	3.0 hours
<i>Research Misconduct</i>	0.5 hour	0.5 hour			1.0 hour			2.0 hours
<i>CITI Collaborative Research</i>	0.5 hour	0.5 hour		1.0 hour		1.0 hour	1.0 hour	4.0 hours

<i>CITI Conflicts of Interest</i>	0.5 hour	0.5 hour						1.0 hours
<i>CITI Data Management</i>	0.5 hour	0.5 hour						1.0 hours
<i>CITI Financial Responsibility</i>	0.5 hour	0.5 hour				0.5 hour		1.5 hours
<i>CITI Monitoring</i>	0.5 hour	0.5 hour						1.0 hours
<i>CITI Peer Review</i>	0.5 hour	0.5 hour				0.5 hour		1.5 hours
<i>Human Research Protection</i>	1 hour	0.5 hour			0.5 hour	0.5 hour		2.5 hours
<i>Rigor and Reproducibility</i>	0.5 hour	0.5 hour		1.0 hour	1.0 hour	0.5 hour	1.0 hour	4.5 hours
Total Per Year	7.0 hours	6.0 hours	0.5 hours	3.0 hours	3.0 hours	3.5 hours	4.0 hours	

Summary

- HIPAA, IRB, BBP, and GCP compliance trainings are also required in the PhD Program.
- Grey shading indicates that there is currently no RECR content in the course.
- PhD students also obtain RECR credit for attending The Graduate School Responsible Conduct of Research Seminar sessions. Students must register for workshops they want to attend in advance. See the following link for more information: <https://grad.msu.edu/recr>
- Students are responsible for tracking this information in their student account – progress will be reviewed at annual reviews.
- RECR content varies for NUR 940 and NUR 990. Completed RECR content must be noted in the practicum outcome report. Students must submit their discussion hours to their student account for credit towards discussion-based hours.

CITI Module Basics:

- To complete the CITI modules, log in at <https://ora.msu.edu/train/programs/citi.html> using your MSU NetID and password.
- Completion will be tracked in the Ability training system at <https://ora.msu.edu/train/>, and will be transferred into the SIS GradPlan as well. It can take 2 weeks to load into SIS by the time the course is completed.
- Courses MUST be taken in the academic year they are required (Academic years start August 16 and end August 15). **If a course is taken early** (for example, a year 2 course taken before August 16 of year 2) **it will not count towards the requirement, and cannot be moved to fulfil the requirement. It is imperative the courses are taken during the year they are required.**
- RECR and CITI trainings are University requirements. There are no exceptions to these.

Year 1 - Required CITI Modules

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

	Course Name	Course Number
1	CITI Introduction to the Responsible Conduct of Research	CITI-3588-WBT
2	CITI Authorship	CITI-2101-WBT

3	CITI Plagiarism	CITI-2883-WBT
4	CITI Research Misconduct	CITI-2107-WBT

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 in GradPlan by the student – unless this is an MSU sponsored workshop (such as the ones facilitated by The Graduate School), in which case those will be entered by the workshop facilitators.

Year 2 – Complete Three Additional CITI Modules

In the second year of the program, PhD students will complete three additional MSU online training modules, to be selected from the following list.

	Course Name	Course Number
1	CITI Collaborative Research	CITI-2102-WBT
2	CITI Conflicts of Interest and Commitment	CITI-11153-WBT
3	CITI Data Management	CITI-2104-WBT
4	CITI Mentoring and Health Research Environments	CITI-11156-WBT
5	CITI Peer Review	CITI-2106-WBT
6	CITI Financial Responsibility	CITI-11059-WBT

To find the Year 2 modules:

1. Go to your course list, click “Review Course” for the MSU Grad Students RCR Program.
2. Scroll down past the Year 1 modules, look for “Supplemental” or “Optional”. There may be a list or you may need to click the words to open a new page.
3. The six Year 2 modules will be in this section. You only need to complete three of them.

In addition, students must complete:

- Human Research Protection/ IRB Certification (in <http://Train.ORA.msu.edu>)
- Rigor and Reproducibility Course (in <http://Train.ORA.msu.edu>)

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 at <https://ora.msu.edu/train/>.

Year 3 and Forward - Annual Refresher Training

Beginning in Year 3 and continuing until graduation, 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:

- Attending presentations related to RECR topics
- Completing additional CITI modules (new modules)
- Attending additional face-to-face workshops
- Specific unit RECR activities
- One-on-one discussions with the PhD preceptor

- Other activities

Completion of the annual supplemental education will be verified by the PhD Program Secretary and documented by the student in Campus Solutions as “Annual” training.

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) 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.

- 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.
- 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.
- 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.
- 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) at <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:

- Full Review
- Expedited Review
- 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, 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 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 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 at <https://hrpp.msu.edu/help/graduate-student.html>.

1. IRB approval may be required for student work in the scenarios described below.

- a. 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).
 - b. The student is contributing to a faculty member's existing research project by collecting and/or analyzing data to answer a new research question.
 - c. The student is collecting and/or analyzing data to answer a student-initiated research question not associated with an existing research project.
 - d. 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.
- a. 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.
 - b. The PI of an existing research project may take one of the following steps.
 - i. 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.
 - ii. 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.
 - c. 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.
 - d. Some agencies will require their own IRB committee approval or a reliance agreement with MSU.
 - e. 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 Program Secretary:
- a. Student approval letter;
 - b. IRB approval letter when the student, as key personnel, is removed from the project or the project closes; and
 - c. IRB approval letter and correspondence when the project is closed.

Click Compliance System

Click is MSU's research and compliance system, located at <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 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; 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.

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 at http://www.ctrl.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 CON 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.

Student 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 program. Students are responsible for checking for additional funding opportunities each semester. As stated earlier in the handbook, all applications for funding related to research must begin with an intent to submit form.

NRO Scholarships and Fellowship List

The NRO keeps a list of funding opportunities for students. This listing can be found on the SharePoint site, "Funding Opportunities Spreadsheet".

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

CON Support

Annual Scholarships

Annually the CON awards scholarships. The announcement of the application period is sent out to students in the early part of Spring Semester. Applications are due March 1. For more information see the CON Funding web page at <https://nursing.msu.edu/graduate/funding>. For a list of available scholarships email 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 OSA.

University Wide Support

Graduate School Funding

For information about Graduate School funding opportunities, visit the Graduate School website at <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 at <https://finaid.msu.edu>. Students can access their own MSU financial aid data through SIS (student.msu.edu).

Student Life and Engagement (SLE)

There are several opportunities shared by SLE for students to pursue based on criteria. General information is available on SLE's website: <https://sle.msu.edu/scholarships>.

Office of International Students and Scholars (OISS)

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 at <https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/oiss-funding/>.

Travel Guidelines - Student

At times the CON 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.

Each year, the ADR allocates a sum depending on the CON budget for student travel.

- Costs exceeding \$2,000 will be subject to review.

- Students are strongly encouraged to attend regional and national level conferences. International travel is not guaranteed and will be subject to review.
- **CON funding requests cannot include membership fees or meal costs**, however if applying for external funding those costs can be included in the external travel request.
- If a presentation requires **travel to meet a benchmark** or if the student has received an award, the PhD Program will cover: student member full registration, the most cost-efficient travel option, and half of the cost of a standard hotel room.
- CON funds may be requested **but are not guaranteed** when travel is not for a benchmark item. 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.
- 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/or funding, please contact the PhD Program Secretary.

Funding for Travel – Internal

The CON has recently developed a submission system for students who are looking for financial support to travel as it relates to their program of study. The submission link and information can be found on the NRO D2L page. For more information, please contact the PhD Program Secretary or the Executive Secretary.

Funding for Travel - External

We encourage students who require additional travel support to request travel funds from the Graduate School. For more information on travel funding visit the Graduate School website 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 PhD Program Director 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 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 be registered in the MSU Global Travel Registry 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 at <https://www.isp.msu.edu/archived/travel-registry/>.

Prior to Travel

Visa holders should also reference the OISS link in the International Students Guidelines section of this Handbook

MSU uses Concur to handle travel planning. For information on MSU Travel policies and Concur visit the Travel @ State website at

<http://ctrl.msu.edu/COTravelNew/ConcurEmpowersTravelCommunity.aspx>. As a graduate student you are not able to directly submit your Request to Travel form to Concur *unless* you are employed through MSU. If you are not employed through MSU, the PhD Program Secretary will do the travel request for you.

Approval for travel must be obtained in advance of the proposed trip, this is regardless of whether 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 Program Secretary to ensure your Concur Travel Request is completed and submitted at least two weeks prior to travel.
- Absence from the University form on SharePoint
- Request to Travel Form on SharePoint. The Request to Travel form requires students to identify how they will be paying for the trip. If airfare funding is approved, students are encouraged to ask the PhD Program Secretary for details about direct bill airfare.

To ensure adequate processing and preparation time, these forms must be submitted to the PhD Program 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

To be reimbursed for conference related expenses (even those related to meeting a benchmark), **students must cover these expenses on their own first and then submit all travel-related receipts to the PhD Program Secretary within 30 calendar days of completing travel. Receipts turned in after 30 days may not be reimbursed.** This process is consistent with university policy. Per the Office of Financial Aid, reimbursement will be provided in the form of a fellowship, which is processed through the Financial Aid system. Fellowships are taxable; please contact the Office of Financial Aid with any questions (finaid@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 Program 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 PhD Program Director will follow up on all grief absence requests. Students who believe their rights under this policy have been violated should contact the University Ombudsperson at <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 PhD Program Director, the ADR, and the 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 PhD Program Director and the ADR.

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 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 CON has a designated room for reflection, prayer, or personal needs. This Personal Health Room is located in A200 Life Sciences building.

Enrollment

Attendance Policy

The CON PhD Program operates an In-Person modality as well as a Hybrid modality; students designate their modality at the start of their program. Students are expected to attend all classes according to their modality designation requirements (outlined previously in the handbook). **Class attendance will be consistent with the University policy.** The use of Zoom for in-person students 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. Students in need of a zoom arrangement for class must first contact their course instructor for guidance.

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 which was missed because of discretionary absence. Students are required to inform faculty members in advance of any absences.

Virtual Etiquette

For situations where a student is attending any course, seminar, etc. virtually:

1. The student should have the camera on by default, with a non-distracting background (for example, not showing a busy café). The camera can be turned off briefly as needed.
2. The student should ask questions using the microphone. The chat function may be used as an exception in the event of illness. Similarly, the "raise hand" function may be utilized in appropriate situations. Students should not talk over one another.
3. If a prolonged period is needed for the camera to be off and/or for the chat function to be used (for example, most of class), the student should seek prior permission from the leading faculty or facilitator.

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>.

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, PhD Program Director, or ADR. This policy can be found on the Office of the Registrar's website at <https://reg.msu.edu/ROInfo/Notices/MinimumRegistration.aspx>. Though 20 credits is the maximum enrollment amount, we strongly encourage all students to stay under 12 credits per semester. Prior to the comprehensive exams, 8 – 9 credits would be our standard recommendation.

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. The signed form must be submitted to the PhD Program 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 at <https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx>.

Threats to Continuation in the PhD Program

If a student is underperforming in their program for reasons such as but not limited to content understanding, program progression, academic dishonesty, etc., a progress report will be filled out and submitted to the PhD Program Secretary and PhD Program Director. The student, Faculty Advisor, the PhD Program Director, and the 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. A meeting will occur with all parties (including a course instructor if applicable) to determine the best course of action moving forward to best support the student.

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

Students earn a final grade below 3.0 in more than two courses (core Nursing courses, required courses, and/or electives) or fail to maintain a 3.0 average overall by the time of graduation.

1. Students earn a final grade below 3.0 in more than two courses (core Nursing courses, required courses, and/or electives) or fail to maintain a 3.0 average overall by the time of graduation.
2. Academic dishonesty as defined by the University (<https://ombud.msu.edu/resources-self-help/academic-integrity/what-is>)
3. Students engage in any act which is a serious violation of the Criminal Code of Michigan or which seriously compromises the welfare or integrity of another person.
4. Physical, behavioral, psychological, or other difficulties are experienced that interfere with ability to meet academic objectives and/or professional standards.

The PhD Guidance Committee is responsible for monitoring students' academic and professional development as described in the MSU CON Faculty Bylaws. The PhD Program Director 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 PhD Program will receive a dismissal letter from the CON Dean, the PhD Program Director, and the ADR.

Withdrawal from PhD Program

Prior to withdrawing from the PhD Program, it is expected that PhD students will talk with their Faculty Advisor, Guidance Committee, and the PhD Program Director. To proceed with program withdrawal, students should complete the PhD Course/Program Withdrawal Form. The signed form must be submitted to the PhD Program 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 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 three consecutive semesters, including summer) must apply for readmission in a letter to the PhD Program Director and the ADR by February 1 for Fall semester, August 1 for Spring semester or December 1 for Summer semester addressing the following:

- Reason for seeking readmission.
- Reason for withdrawal/dismissal.
- How their situation has changed in the interim.
- Which semester the student wishes to return.
- Response to any recommendations that may have been made at the time of withdrawal/dismissal.
- 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 PhD Program Director, the ADR, and the PhD Program Committee. The final decision for readmission will be determined by the PhD Program Director and the ADR; the PhD Program Director 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, the PhD Program Director, and the ADR; 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, PhD Program Director, and the ADR; 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 Medical Leave and Return Process can be found at <https://www.deanofstudents.msu.edu/medical-leave>.

Requests for Medical Leave for the current term may be made until the last day of class within the term. Requests for Medical Leave for a previously completed term may be made, however, must include a medical rationale for why the student did not pursue a Medical Leave before the last day of class for the requested term.

Students initiate requests for Medical Leave and Return from Medical Leave through the Dean of Students Office (<https://www.deanofstudents.msu.edu/>), whose staff administers the Medical Leave and Return Process and provides referrals to informational and support resources. Before initiating the process graduate students are expected to have conferred with their Faculty Advisor, PhD Program Director, or designee about the Medical Leave and Return Process and any individual academic, personal, and/or financial implications it may cause before making a request.

When a student is ready to request to Return from Medical Leave, they will complete a request form online, located at <https://www.deanofstudents.msu.edu/make-request>. Upon receipt of the request form, the Dean of Students Office will provide written instructions for completion of the request to the student via their MSU email, including an **Assessment and Recommendation to Return from Medical Leave** (form) that must be completed by the student's licensed treatment provider and submitted directly by the treatment provider to the Dean of Students Office.

Completed requests for Return from Medical Leave are reviewed three times per year, prior to the start of each term. Review deadlines for requests for Return from Medical Leave (based on the term the student intends to reenroll): March 1 (Summer term intended start), July 1 (Fall term intended start), and November 1 (Spring term intended start).

Students can contact the Office of Institutional Equity (OIE) at <https://civilrights.msu.edu/> for support and accommodations or to seek a withdrawal from the University for issues related to pregnancy or parenting. For support and accommodations or to seek a withdrawal from the University related to relationship violence or sexual misconduct (RVSM), students may contact the Campus Equity Navigator in the Office for Civil Rights.

For all other non-medical withdrawal requests or individual course drop requests, students should contact the ADR or for exploratory preference students, the Neighborhood Student Success Collaborative (NSSC) at <https://nssc.msu.edu/>.

Students who believe they have been discriminated against based upon their disability or other protected category may file a claim with the Office of Institutional Equity (OIE): www.oie.msu.edu or (517) 353-3922. Students may also consult with the University's Americans with Disabilities Act (ADA) Coordinator: www.civilrights.msu.edu or (517) 355-3960.

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 oneself 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

College of Nursing Authorship Guidelines Policy

The [College of Nursing Authorship Guidelines Policy](#) outlines the criteria for being an author on manuscripts. It also includes an author's responsibilities, accountability, and how to resolve conflicts between authors. The College's policy can be found on the SharePoint site – Research – Documents – Publishing – “Policy – Authorship Guidelines”.

PhD Program Authorship Guidelines

The PhD Program's authorship guidelines agree with the CON's authorship guidelines, with some additional criteria in place.

Authorship

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. 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 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.

Authorship is to be based on the following criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or reviewing it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Once authorship eligibility is determined, the order in which the authors are listed should reflect each individual's level of contribution to the manuscript preparation. Use of the CON Authorship Responsibility Form is strongly recommended and can be found on the SharePoint site – Research – Documents – Publishing – “Authorship Responsibility Form”.

Acknowledgments

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone do not qualify for authorship are: acquisition of funding; general supervision of a research group or general administrative support; writing assistance; technical editing; language editing; and proofreading. Individuals who qualify for acknowledgement may be acknowledged together or individually, though their contributions should be specified (e.g., technical editing of the manuscript). Permission should be obtained from all individuals being acknowledged as acknowledgment may imply endorsement of the material.

Recognition of Artificial Intelligence (AI)

In the event that AI is used in some capacity (e.g., image creators, chatbots, etc.), a written description of how it was used should be included in the relevant section. For example, if AI was used for writing assistance, describe this in the acknowledgment section. If AI was used for data collection, analysis, or figure generation, authors should describe this use in the methods. AI should not be listed as an author or co-author, nor cited as an author, because it cannot be responsible for the accuracy, integrity, and originality of the work, and these responsibilities are required for authorship. Therefore, humans are responsible for any submitted material that included the use of AI-assisted technologies. Authors should carefully review and edit the results because AI can generate authoritative-sounding output that can be incorrect, incomplete, or biased. Authors should be able to assert that there is no plagiarism in their paper, including in text and images produced by AI. Humans must ensure there is appropriate attribution of all quoted material, including full citations.

Compliance

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

Compliance Measure	Reporting Entity	Comments
Immunizations	Occupational Health / U-Phys (Do not send to the College of Nursing)	<p>Instructions for Completing the Healthcare Student Immunization Record: Immunization Form</p> <p>View your immunizations and compliance: http://hcpimmunize.msu.edu/</p> <p>Email: uphys@msu.edu</p>
Bloodborne Pathogen Awareness	Office of Student Affairs	<p>Bloodborne pathogen training occurs through a system called Ability Training (Accessible here). When you log in, a box appears with the required training. Once completed, the course moves under the “my training” tab. Here you can print copies of certificates of completion. Send a copy of your certificate of completion to CON.StudentCompliance@msu.edu</p>
HIPAA Training	Office of Student Affairs	<p>HIPAA annual training is also offered through the Ability training system. The course should be listed on the Home page when you log in. If not, you can search for it under Extra Courses, Catalog Search. Complete the training and print a copy of your certificate of completion. Please send a copy of the certificate of completion to CON.StudentCompliance@msu.edu</p>

Basic Life Support (BLS)	Office of Student Affairs	BLS requirements must be either the AHA HealthCare Provider (BLS Provider) or Professional Rescuer certifications. Certifications can be for either 1 or 2 years. Please provide a copy or clear photo of your certification and send to CON.StudentCompliance@msu.edu
Proof of Insurance	Office of Student Affairs	Scan or take a clear picture of your insurance card and email to CON.StudentCompliance@msu.edu
Criminal Background Checks and Drug Screens	CastleBranch (888-723-4263)	Background Check and Drug Screen are processed through CastleBranch . Doctoral Programs, ic89. Results are sent to the College of Nursing and will be kept confidential. The Director will review results and cross reference with the information disclosed at the time of application.
COVID-19 Vaccine and Booster	Office of Student Affairs	The Vaccine and Booster are required by the CON and our clinical partners. You can submit information via the following form: College Form . Declination Form submit to CON.StudentCompliance@msu.edu

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 CON. 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 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/>.

The MSU Tech Store offers special pricing for hardware and software purchased by MSU students, which can be found at <http://cstore.msu.edu>.

- Adobe Reader for viewing PDF (<http://www.adobe.com/products/acrobat/readstep2.html>)
- Zoom app (<https://msu.zoom.us/support/download>)
- Adobe Flash for video and audio (http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- Web Cam for Web conferencing
- Microphone and Speakers for Web conferencing

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/>.

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 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 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 wrongdoing; 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 ADR.

The complete policy can be found in the CON Core Handbook. The Core Handbook 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_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 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 form. 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 PhD Program Director 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 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>. 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. For information on the policy itself, please see the [RVSM Policy](https://civilrights.msu.edu/policies/) at <https://civilrights.msu.edu/policies/>.

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>

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 NRO 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 Writing Center at MSU. Their website is located at <https://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 (GSRR) articles available at <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>
2. University guidelines for ethical research (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 available at <https://grad.msu.edu/researchintegrity>
4. The informal conflict management principles in Article 5.3.2 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 PhD Program Director, 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 (RCPD) website at <https://www.rcpd.msu.edu/>. Individuals with disabilities should contact the RCPD to establish reasonable accommodations.

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://alert.msu.edu/check-your-settings/>
- Public Broadcast services
- Reverse 911 (this allows MSU to call phone 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), 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 the privacy and release of student records. The university has designated certain personally identifiable information as directory information, which the university may release at their discretion to anyone who makes a request.

A student may restrict the release of directory information by notifying the Office of the Registrar, located at 150 Administration Building. More information and forms are available at the [Office of the Registrar website](#).

Campus-Wide Guidelines for Generative AI

MSU has released updated [Guidelines for the Use of Generative Artificial Intelligence Tools](#), which supersede all previously issued AI guidance. These guidelines set clear expectations for ethical, responsible, and transparent use of AI across educational, research, scholarship, artistic endeavors, and administrative contexts. They reflect our commitment to innovation while safeguarding academic integrity, protecting sensitive data, and ensuring equitable access. These guidelines represent the first step in consolidating all previous AI-related guidance issued across

campus. They will be regularly reviewed and updated to reflect emerging technologies and evolving best practices.

Launch of ai.msu.edu:

This new university resource hub for AI-related information, tools, research, and events will serve as a central location for our community to access MSU resources and guidelines, explore educational opportunities, and learn about the latest developments in this rapidly evolving field.

We encourage you to visit ai.msu.edu to read the newly updated [guidelines](#) and explore the available resources. MSU is committed to harnessing AI's transformative potential while ensuring its use reflects the highest standards of responsibility, integrity, and academic excellence.

Email Communication

Students are responsible for activating and regularly checking their MSU e-mail accounts. This is the only e-mail address that MSU will centrally maintain for sending official communications to students, and the only e-mail address that MSU will use for sending official communications to students after they enroll. Failure to read official MSU communications sent to the students' official MSU e-mail address does not absolve students from knowing and complying with the content of those communications. For more information, visit the [Student Email Communications](#) page.

- All email communication is to take place using MSU's email system.
- Expect email replies within 48-72 hours, not including weekends.
- Any email generated outside of MSU's email system may not be answered.
- Use of text messaging is by individual faculty preference and will require follow-up via MSU email.

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 Program 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 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 MSU through advocacy, leadership, and unity. For more information about COGS visit their webpage at <https://cogs.msu.edu/>.

Doctoral Nurses Association (DNA)

The Doctoral Nurses Association (DNA) provides academic and social support for doctoral students in the MSU CON. 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 (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. Mary Kay Smith (President in 2021) at mksmith@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. **Beginning in Fall 2023, the CON building will be locked at all times. Access will be granted via MSU ID scan at the doors. You will need to always carry your MSU ID with you.**

Academic Editor

The CON employs Academic Editor(s) who are available to assist PhD students in revising manuscripts and grant proposals. This is a part time position that 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. Your request must first be approved by a faculty member – so be sure to submit the form at least two weeks before your requested review period to allow for processing time. The NRO Executive Secretary or PhD Program Secretary will facilitate your interactions with the Academic Editor.

NRO Shared Equipment

The NRO 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.

The NRO Shared Equipment and Supplies Policy, and Inventory Listing can be found on the SharePoint Site.

Emergency Contact Information

MSU faculty, staff, and students should register their contact information with MSU ALERT (alert.msu.edu) to receive “Timely Warning” and “Emergency Notification” messages. Emails will be sent by default to all MSU emails, however texts and phone calls are much faster.

Below are several other emergency contact numbers and resources:

- 911: This is for life-threatening emergencies only. This will route you to the local (city or county) emergency services department for immediate assistance. Calls are most efficient, however texting is available.
- [988](http://988lifeline.org): This is the Suicide and Crisis Lifeline. This will route to a call center where staff are able to help you through mental health struggles, emotional distress, alcohol or drug use concerns, or through periods of loneliness. Calls, texts, chat, and Deaf/Hard of Hearing options are all available.
- 517-355-2221: [MSU Department of Police and Public Safety](http://msu.edu/police) non-emergency number. This can be used in the event you are locked out of an MSU building with no other contact option, or for general questions/concerns.
- 517-353-3530: [MSU Office of General Counsel](http://msu.edu/counsel) main number. The Office of General Counsel provides legal advice and representation to the University.
- [SafeMSU App](http://msu.edu/safe): MSU alerts, virtual friend walk option, one-touch emergency calls, access to Safe Ride, link to Night Owl service, report a tip to the police, and other support resources.

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.

Contact information:

427 N. Shaw Lane, Room 105

517-353-1720

oiss@msu.edu

Mentoring and Advising

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

Office of the University Ombudsperson

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 are available on the University Ombudsperson website at <https://ombud.msu.edu/>.

Personal Health Room

The CON has a designated room for reflection, prayer, or personal needs. This Personal Health Room is located in A200 Life Sciences building.

Graduate Student Lounge

The CON has a designated lounge for graduate students to eat, relax, study, socialize, etc. The Graduate Student Lounge is in C381 Bott and is equipped with a Keurig, water heater, microwave, mini fridge, plates, utensils, coffee, tea, and sweeteners/creamers.

Student Commons

The Student Commons is a room for all CON nursing students; BSN, MSN, DNP, PHD. The Student Commons is located in C115 Bott. The room is equipped with microwaves, refrigerators, a coffee maker, a copy machine, and various other resources. Important and interesting announcements are also posted in this space.

Statistical Consultation

NRO Statistician

The NRO 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. The form will route to your Faculty Advisor for approval. Once approved the NRO Executive Secretary 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 on 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>

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. 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 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.edu. For more information or to change your password visit the MSU NetID website 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 located on the SharePoint site.

Benchmarks Forms

- PhD Student Annual Benchmark Checklist (Prior to Fall 2020)
- PhD Student Annual Benchmark Checklist (Fall 2020)
- PhD Student Annual Benchmark Checklist (Fall 2021 and Beyond)
- Benchmark Planning Form
- Benchmark Completion Form

Preliminary Examination Forms

- Preliminary Exam Approval to Take Exam Form
- Preliminary Exam Outcome Form

Comprehensive Examination Forms

- Comprehensive Exam Approval to Take Exam Form
- Comprehensive Exam Portfolio Cover Sheet
- Comprehensive Exam Outcome Form

Dissertation Forms

- Dissertation Completion Fellowship Form
- Appointment of Dissertation Committee and Approval of Proposal Form
- Announcement of Oral Dissertation Defense Form
- Report of Completion of Oral Dissertation Defense Form

NURS 940 Class Related Forms

- NUR 940 Application
- NUR 940 Letter of Agreement
- NUR 940 Activities Log
- NUR 940/990 Outcome Report Cover Sheet

NUR 990 Class Related Forms

- NUR 990 Application
- NUR 940/990 Outcome Report Cover Sheet

NUR 998 Class Related Forms

- NUR 998 Application
- NUR 998 Letter of Agreement
- NUR 998 Outcome Report Cover Sheet

NUR 999 Class Related Forms

- NUR 999 Application
- NUR 999 Outcome Report Cover Sheet

Program Related Forms

- Annual Review of PhD Students – Faculty Advisor Form
- Annual Review of PhD Students – Student Form
- Change Form - Faculty Advisor, Guidance Committee or Dissertation Committee Member
- PhD Research Activity and Skills Form
- PhD Course Program Withdrawal Form

Travel Forms

- PhD Student Travel Form

Nursing Research Office Forms

- Intent to Submit
- Academic Editor Work Request Form
- Statistician Work Request Form
- CON Shared Equipment and Supplies Request Form