# PhD Student Handbook

* **Table of Contents**
* [**Introduction**](http://nursing.msu.edu/PhD%20Handbook/default.htm)
* [**Policies and Procedures of the Program**](http://nursing.msu.edu/PhD%20Handbook/Policies_Proceedures.htm)
* [**College Policies and Rules**](http://nursing.msu.edu/PhD%20Handbook/College_Policies.htm)
* [**University Policies and Procedures**](http://nursing.msu.edu/PhD%20Handbook/University_Policies.htm)
* [**Forms**](http://nursing.msu.edu/PhD%20Handbook/Forms.htm)
* [**Frequently Accessed Policies**](http://nursing.msu.edu/PhD%20Handbook/Frequent_Policies.htm)

## Introduction

### **Philosophy of Nursing Education**

The College of Nursing, as an integral part of Michigan State University, subscribes to the land-grant philosophy and its tripartite mission including outreach that bridges the areas of teaching, research, and service. The College 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.

Accepted by MSU CON faculty: May 11, 1994
Amended by faculty vote: November 16, 2001
Amended by faculty vote: November 20, 2015

Amended: August 2019 (awaiting faculty vote)

### **College of Nursing Mission Statement**

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

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

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

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

### **College of Nursing Vision**

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

### **Program Objectives**

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

Program objectives:

Graduates of the program will be well positioned to:

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

### **Program Components & Benchmarks**

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 College graduation requirements including:

* Complete courses as defined in the student's program plan and approved by the guidance committee, totaling a minimum of 64 credits.
* Earn a grade of 3.0 or higher in each NUR course and have an overall GPA of 3.0 at graduation.
* Satisfy Responsible Conduct of Research and Scholarship (RCR) requirements.  (Go to the [graduate school website](https://grad.msu.edu/researchintegrity) for more information.)
* Maintain all University and CON compliance requirements.
* Submit one or more peer-reviewed external grant for funding.
* Submit a first-authored, peer-reviewed manuscript approved through the college process.
* Pass written and oral components of the comprehensive examination.
* Pass written and oral defense of the dissertation.
* Possess a current, unrestricted professional nursing license in Michigan or home jurisdiction.
* Deliver a peer-reviewed Poster and Podium presentation at regional and/or national level.
* Satisfactorily pass NUR 998 (Clinical Practicum) required for BSN to PhD students for those without clinical experience post-BSN.
* Complete all benchmarks.

**Benchmarks**

Benchmarks are an important component of the PhD program as they are requirements, in addition to coursework, for completion of the program. Benchmarks for PhD students, their Faculty Advisors, and guidance committees 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. Because of the importance, students must plan benchmarks with their guidance committee as they are a part of both the student’s annual plan and review.

Student must provide a two week (minimum) turnaround time for the committee to review materials. The [benchmark approval form](http://nursing.msu.edu/Images_Docs/PhD_Images/Benchmark%20Approval%20Form.pdf) is to be filled out by the student and attached to the material when it is presented to the guidance committee for review. Although the guidance committee is responsible and accountable for the review, it is the student’s responsibility to adhere to this policy timeframe if they wish to submit material to complete a benchmark.  When materials for benchmarks are submitted, the guidance committee will review and sign the attached form if the material is accepted.

In addition to the University and College requirements listed above, the PhD students are expected to complete the following benchmarks prior to graduation.

**General Benchmarks**
All PhD students must complete the benchmarks listed below prior to graduation.

* Keep GradPlan up-to-date
* Attend all CON research/PhD program seminars and seminars in the broader university (when possible).
* Complete an annual review each year of the program.
* Deliver peer-reviewed poster/podium presentation at progressively more prestigious venues.
* Deliver two peer-reviewed presentations required prior to graduation (one poster and one podium).
* Provide evidence of having met the requirements stipulated in their admission and/or annual review letters.

**Benchmarks for Graduation**

* Manuscript submission
* Grant submission
* Poster presentation (Regional/national/international)
* Podium presentation (Regional/national/international)

**Year One Benchmarks**

* Work with Faculty Advisor and cohort advisors to draft program objectives by the end of the first semester.
* If admitted provisionally, indicate requirements met for removal of provision.
* Attend doctoral student seminars (NUR 950 and 951).
* Attend a regional or national research conference.
* Submit peer-reviewed abstract for poster presentation at regional or broader level conference to be held during year 2.
* Build Guidance Committee with Faculty Advisor prior to initial annual review.
* Complete GradPlan prior to initial annual review.
* Complete program plan (including elective courses). Must be signed and on file before Annual Review at the end of year one.
* Attend all CON research/PhD program seminars and seminars in the broader university (when possible).

**Year Two Benchmarks**

* Work with Faculty Advisor to establish timeline and outline for comprehensive exam.
* Complete research practicum credits on an approved federally funded project.
* Show progress toward Teaching Certificate, if applicable.
* Submit NIH/NRSA or comparable grant for funding dissertation work following CON guidelines.
* Submit first-authored manuscript to a journal approved by Faculty Advisor and Guidance Committee following CON Guidelines.
* Present peer-reviewed abstract for poster at regional or national level.
* Submit peer-reviewed abstract for podium presentation at regional, national, or international levels for conference to be held in Year 3.
* Student may not progress to the dissertation proposal defense until year 2 benchmarks are met.
* Attend all CON research/PhD program seminars and seminars in the broader university (when possible).

**Year Three to Graduation Benchmarks**

* Continued evidence of active engagement in scholarly activities such as peer-reviewed podium presentations at a regional, national, or international conference.
* Complete comprehensive examination following CON guidelines.
* Complete teaching certificate, if applicable.
* Complete research practicum hours.
* Defend dissertation proposal.
* Certify course completion with OSA.
* Apply for graduation no later than the first week of the semester in which graduation is planned.
* File appropriate documents with the Graduate School.
* Defend dissertation and file appropriate documents with Graduate School
* Dissertation turned in to College of Nursing and the Graduate School
* Attend all CON research/PhD program seminars and seminars in the broader university (when possible).
* Satisfactory completion of NUR 998 (Clinical Practicum) for BSN to PhD students for those without clinical experience post-BSN.

**GradPlan**
GradPlan is the web-interactive system for Ph.D. students to create and store their Ph.D. Degree Plans (program objectives and course plan) and subsequent graduate program activities. Access the [GradPlan log-in page here](https://gradplan.msu.edu/%22%20%5Co%20%22GradPlan%20Interactive%20Website%20for%20PhD%20students).

**Note: *students are responsible* for maintaining documentation showing that they have completed the benchmarks and complied with all University and CON requirements.**

## Policies and Procedures of the Program

### **Program Plan Overview**

The program plan (GradPlan) 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.

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

**TOTAL = 64 credits minimum (depending on course selection)**

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

**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:

* Research/dissertation topic;
* Required and elective courses;
* Concentration of practicum; and
* Career goals post-PhD completion.

### **4-Year PhD Curriculum Model**

**Year One**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Spring** | **Summer** |
| CR | CR | CR |
| **NUR 950**Nursing Research Seminar I | 1 | **NUR 951**Nursing Research Seminar II | 1 | **NUR 940**Research Practicum | 2-3 |
| **NUR 921**Scientific Foundations of Nursing Knowledge Development | 3 | **NUR 939** Improving Health Outcomes: Scientific Foundations | 3 | **NUR 924**Designing Interventions for Improving Health Outcomes | 3 |
| **EPI 808 or CEP 932\***Biostatistics **or** Quantitative Methods in Educational Research | 3 | **EPI 809 or CEP 933\***Biostatistics **or** Quantitative Methods in Educational Research | 3 | **NUR 930**Methods in Clinical Research | 3 |
| Semester Credits: 7 | Semester Credits: 7 | Semester Credits: VAR |

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

**Year 2**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Spring** | **Summer** |
| CR | CR | CR |
| **Interdisciplinary elective or Qualitative Course**  | 1-3 | **NUR 920**Translation of Research and Scientific Knowledge to a Community Setting | 3 | **NUR 940**Research Practicum | 2-3 |
| **Statistics Elective** | 3 | **Interdisciplinary Elective in concentration** | 3 | **NUR 998 Clinical Practicum \*required for BSN to PhD students for those without clinical experience post-BSN.** |   |

**4-Year PhD Curriculum Model (cont.)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Comprehensive Examination** |  |
|  |  | **Interdisciplinary elective or Qualitative Course** | 1-3 |
| Semester Credits: VAR | Semester Credits: 6 | Semester Credits: VAR |

**Year 3**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Spring** | **Summer** |
| CR | CR | CR |
| **Interdisciplinary Elective** | 3 | **Interdisciplinary Elective** | 3 | **NUR 999**Dissertation Research | VAR |
|   | **Statistics Elective** | 3 |  |
| Semester Credits: 3 | Semester Credits: 6 | Semester Credits: VAR |

**Year 4**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Spring** | **Summer** |
| CR | CR | CR |
| **NUR 999**Dissertation Research | VAR | **NUR 999**Dissertation Research | VAR | **NUR 999**Dissertation Research | VAR |

**TOTAL = 64 credits minimum**

**Notes:**

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

**Student Attendance Policy**

The PhD program is in-person. Students are expected to attend all classes in-person. The use of Zoom is reserved for rare pre-arranged circumstances.

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 him/her from responsibility for punctual fulfillment of any course requirement such as an examination or written assignment, nor are instructors under any obligation to repeat any information given which was missed because of discretionary absence. Students are required to inform faculty members in advance of any absences.

### **Student Progress**

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

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

The Student Progress Report is to be completed and signed by the faculty member(s) involved including 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, meeting program benchmarks, and/or completing other program components MUST write specific plans for improvement and submit them to course faculty, the Faculty Advisor, and the Associate Dean of Research and the PhD Program. Student Progress Reports are reviewed by the Associate Dean of Research and PhD Program to provide a systematic process for:

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

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

### **Course Withdrawal**

Prior to withdrawing from a course, PhD students are required to discuss the course withdrawal with their Faculty Advisor. To proceed with course withdrawal, the student needs to complete the [PhD Course/Program Withdrawal Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/PhD%20Course%20Program%20Withdrawal%20Form.pdf). 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](https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx).

### **Program Withdrawal**

Prior to withdrawing from the 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](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/PhD%20Course%20Program%20Withdrawal%20Form.pdf). 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](https://reg.msu.edu/ROInfo/EnrReg/LateAdds.aspx).

### **Dismissal from the Program**

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

PhD students may be dismissed from the CON when:

* a final grade below 3.0 in any core courses is earned [not elective courses] or fail to maintain a 3.0 overall average by the time of graduation;
* any act that is a serious violation of the Criminal Code of Michigan or seriously compromises the welfare or integrity of another person is committed; or
* physical, behavioral, psychological, or other difficulties are experienced that interfere with ability to meet academic objectives and/or professional standards.

The PhD Program Committee is responsible for monitoring students’ academic and professional development as described in the MSU CON Faculty Bylaws. The Associate Dean of Research and PhD Program is responsible for informing the Faculty Advisor and the CON Associate Dean for Research 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 clarification of professional options. Students who are dismissed from the program will receive a dismissal letter from the CON Dean, the Associate Dean for Research, and PhD Program.

**Graduate Student 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 or graduate program director; 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 advisor, major professor, or graduate program director; 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.

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

**Graduate Student Withdrawal for Medical Reasons**

**Medical Withdrawal Committee Procedure**

A student may voluntarily withdraw from the University for any reason through the middle of the term of instruction (see <https://reg.msu.edu/ROInfo/Notices/Withdrawal.aspx>). Withdrawal with no grade reported after this deadline will be granted by the Medical Withdrawal Committee only in exceptional circumstances. **Exceptional circumstances are generally unforeseen occurrences that significantly limit a student’s ability to withdraw prior to midterm.** A withdrawal after the middle of the term of instruction with no grade reported1 is an extraordinary remedy and is intended to be applied narrowly. This procedure governs requests for an exception to the normal University withdrawal policy based on exceptional circumstances that are medical in nature.2

**General:**

A. Decisions on a request for a withdrawal for medical reasons or readiness to return following a withdrawal for medical reasons will be based on committee review of medical and academic records.3

B. This procedure does not pertain to students seeking medical release from quizzes, examinations, class assignments, other course-based activities or program requirements. Nor does it pertain to students seeking readmission following an academic recess. Those requests remain at the discretion of the instructor of record, /faculty advisor/guidance committee, and/or the Office of the Associate Dean for Research and PhD Program.

C. This procedure does not apply to requests for exceptions to the University recess and dismissal policies.

**Procedural Steps:** The following procedure will be used when a student (graduate, graduate professional):

1. Requests a **withdrawal for medical reasons** from a previous semester or the one in which the student is currently enrolled.4,5
2. Requests to **enroll following a withdrawal for medical reasons** if evidence of readiness to return was specified when the withdrawal for medical reasons was granted.

1 If a withdrawal is granted, a “W” will appear on a transcript.

2 Some students who apply for medical withdrawal may have a disability. Note that students should contact the Resource Center for Persons with Disabilities (RCPD), www.rcpd.msu.edu, 517-884-RCPD, with any accommodation needs.

Also note, any students who believe they have been discriminated against based on their disability may file a claim with the Office for Inclusion & Intercultural Initiatives (which is also the office of the University’s ADA Coordinator), www.inclusion.msu.edu, (517)353-3922.

3 The medical withdrawal committee includes the Associate Provost for Graduate Education or designee(s), as appropriate, the University Physician and the Counseling Center Director. The committee receives advice from the Office of the General Counsel. The Associate Dean of the student’s college or their designee(s) will be included as appropriate. Additional information may be sought from the Office of Financial Aid and the Office of the Registrar in cases involving students receiving financial aid or veteran’s benefits.

4 A student’s request for withdrawal for medical reasons will apply to all courses attempted during the semester under review. Any exceptions must be justified by medical treatment records.

5 Requests for withdrawals for medical reasons for semesters that extend beyond the previous academic year will not be granted.

**Step 1: Initiating Requests**

1. All requests for consideration of Withdrawal for Medical Reasons must be initiated in the Office of the Associate Dean (or designee) of the student’s college, who will submit the appropriate request form.
2. Students must submit a signed *Patient Authorization for Disclosure of Health Information* form to the University Physician at the address below (by fax, mail, or hand-delivery). The form is available in the office of the University Physician or online at http://undergrad.msu.edu/uploads/files/patauth.pdf.

University Physician’s Office

Michigan State University

463 E. Circle Drive, Room 346 East Lansing, MI 48824

Fax#: 517-355-0332 (secure fax) Phone#: 517-353-8933

1. Students must submit copies of medical treatment records **that pertain to the medical condition at issue in the request for withdrawal for medical reasons**, and if appropriate, a letter from his/her treatment provider on medical office letterhead summarizing the treatment. The medical documentation should be limited to relevant information – information that supports the reason for the need for leave in the semester in question. It is the student’s responsibility to follow up with medical treatment providers to assure the relevant medical treatment records have been received by the University Physician. Any costs associated with copying medical treatment records will be the responsibility of the student. The student should contact the University Physician with any questions regarding specific information to submit or regarding what has already been submitted.
2. The signed *Patient Authorization for Disclosure of Health Information* form and medical treatment records must be received by the University Physician at least two weeks prior to a scheduled medical withdrawal committee meeting in order to appear on the agenda. Requests from students who fail to provide a signed *Patient Authorization for Disclosure of Health Information* form or the relevant medical treatment records to the University Physician within 45 days of the date of the request for review will be automatically denied. In such cases, following consultation with the Office of the Associate Dean of the student’s college, a new request may be submitted.

**Step 2: Committee Meetings and Decision-Making Process**

A. The committee generally meets monthly.

B. The University Physician (or designated health professional) will review the medical treatment records and provide the committee with a summary assessment, including as appropriate, whether the medical condition constitutes an exceptional circumstance that limited the student’s ability to perform academically in the semester in which the withdrawal for medical reasons was requested and how the medical condition may have affected the student’s ability to withdraw prior to the middle of the term.

C. Based on the University Physician’s summary medical assessment and review of academic records, the committee will determine whether the “exceptional circumstances” standard is met.

D. A student granted a withdrawal for medical reasons may be required to provide the University Physician with medical treatment records that demonstrate evidence of readiness to return prior to further enrollment. In cases where readiness to return documentation is required, generally at least one semester must elapse prior to a request being considered. Based on the University Physician’s summary medical assessment, evidence of completion of any conditions imposed by the committee at the time of the withdrawal for medical reasons and any other information submitted, the committee will determine whether the evidence supports readiness to return. Enrollment will be delayed until readiness to return following a withdrawal for medical reasons can be demonstrated.

**Step 3: Communicating Committee Decisions**

A. The decision of the committee will be communicated to the student by the Office of the Associate Dean of the student’s college.5

B. In cases where the request for withdrawal for medical reasons is granted, the Dean and Associate Provost for Graduate Education will forward the request for withdrawal (with a “W” grade reported) and full tuition refund for the semester to be withdrawn to the Office of the Registrar. In cases where evidence of readiness to return is required, if appropriate, the Associate Dean of the student’s college will request that the Office of the Registrar drop the student’s future enrollment.

1. If evidence of readiness to return is required, the Office of the Associate Dean of the student’s college will place a hold preventing the student’s enrollment.
2. In cases where the request for readiness to return is supported, the office of the Associate Dean of the student’s college will remove the hold preventing the student’s enrollment.

5 The committee decision is final. More than one medical withdrawal will generally not be granted.

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

The CON Certification in College Teaching Program (CCTP) helps doctoral 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. For more information regarding the CON CCTP, see our [Special Program webpage](http://nursing.msu.edu/Students/Special%20Programs/CCTPdetails.htm). For additional guidance, please access the [Graduate School’s webpage](https://grad.msu.edu/).

### **Admission Requirements**

For information about admission requirements for the CON PhD program, visit our [PhD Admissions webpage](http://nursing.msu.edu/PhD%20Program/PhD%20Admissions.htm).

### **Faculty Advisor**

Faculty advisement of students during the first year will be conducted in a cohort format for the first semester led by the Associate Dean of Research and PhD Program and one senior Faculty Advisor. All tenure system faculty are to attend. This format will be in place until such time as a Faculty Advisor and Guidance Committee is selected near the end of the first semester. During the course of the PhD program, the assigned Faculty Advisor may be changed by the student in consultation with the Associate Dean of Research and PhD Program.  In the event that the Associate Dean of Research and PhD Program is also acting as the Faculty Advisor, the student should consult with the Associate Dean for Research and PhD Program. Faculty Advisors must be tenured or tenure-earning CON faculty member. A tenure-earning faculty member can serve as a Faculty Advisor once they have graduated a PhD student under the supervision of a tenured faculty member. University guidelines require that students enter their Faculty Advisor and Guidance Committee into GradPlan by the time of their first annual review. If a student changes their Faculty Advisor, the former advisor needs to be notified in writing by the student, and GradPlan must be updated.

The Faculty Advisor serves as the student’s mentor, and meets regularly throughout the program. The Faculty Advisor is responsible for attending the student committee meetings, conducting annual reviews, and ensuring that the student meets all annual benchmarks and graduation requirements.

**Role of Faculty Advisor**

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

### **Guidance Committee**

The guidance committee shall be formed no later than 4-6 weeks before annual review materials are due, preferably by end of first semester of study.

The Faculty Advisor is the Guidance Committee Chair.

* The Faculty Advisor will ensure that when members leave the committee or university that replacements are found.
* The chair will ensure that the student replaces members who leave the committee in a timely (within that same semester) and appropriate way.
* The Guidance Committee must be formed and entered in GradPlan completed by the annual review, which occurs during the second semester of PhD study.
* A student who fails to form a guidance committee will be prevented from further enrollment in courses.
* The proposed Guidance Committee will then be routed to all proposed members and the Associate Dean of Research and PhD Program for approval.
* The Guidance Committee will meet in person at least annually and review the Annual Review materials prior to the annual review meeting.

**Composition of Guidance Committee**

* The Chair/Faculty Advisor must be a tenured faculty member or tenure-earning who has graduated one PhD Student under the supervision of a tenured faculty member in the College of Nursing and is a nurse.
* At least four Michigan State University tenure system faculty.
* At least two members of the four above from the College of Nursing who are nurses and are MSU tenure system faculty.
* At least one MSU tenured system interdisciplinary member from outside of the College of Nursing.
* At least three members, including the advisor, must possess an earned PhD degree, preferably a PhD in Nursing.
* Exceptions to the above must be approved by the Associate Dean of Research and PhD Program and granted by the Dean of the Graduate School. For more information, please [click here](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111).
* Any desired or required changes in the membership will be made by the graduate student with the approval of the Guidance Committee and the Associate Dean of Research and PhD Program. Completion of the “Change Form: Faculty Advisor/Guidance/Dissertation Committee Member” ([found here](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Change%20Faculty%20Advisor%20Guidance%20Committee%20Member%20Form.pdf)) must be completed. Once approved, the student must enter the changes into GradPlan.
* Should the Committee Chair be unavailable, leave or retire, another College of Nursing faculty member on the committee will resume chair responsibilities, but be eligible based on these guidelines.

**Functions of the Guidance Committee**

* The Guidance Committee, along with the student, will develop the PhD Program Plan for the student’s entire PhD program including all degree requirements and examinations.
* The Program Plan is entered into GradPlan by the student and routed to all Guidance Committee members and the Associate Dean of Research and PhD Program for approval. This plan will be reviewed at the annual review each year.
* The Program Plan must be in place prior to the annual review of the student, which occurs during March of the second semester of study.
* The committee has the responsibility to meet together at least annually, to oversee and review the PhD student’s progress according to the approved PhD Program Plan, and facilitate the student completing the degree as indicated in the plan, prior to the due date of the annual review.
* The Guidance Committee reviews the Annual Review materials and ensures that the student is progressing to meet the programmatic benchmarks.
* The Guidance Committee is involved in reviewing student abstracts for poster and paper presentation, and drafts of manuscripts.
* The Guidance or Dissertation Committee must approve grants, abstracts, and manuscripts before they are submitted externally to the College of Nursing. This process will be strictly enforced and may lead to denial of the productivity being used toward graduation Benchmarks.
* All benchmarks must be completed during the PhD Program, including accessing/collecting data.
* If changes in the PhD Program Plan are required, the student must enter the changes in GradPlan and the new plan will be routed to the Guidance Committee members and the Associate Dean of Research and PhD Program for approval.

### **Annual Review of PhD Students**

Procedure for Annual Review of PhD Students:

1. Students are to meet with their Guidance Committee during January-February of spring semester of year 1 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 first semester.
2. 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 [is available here](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Annual%20Review%20of%20PhD%20Students%20-%20STUDENT.pdf). The Annual Review of PhD Students - Faculty Advisor form [is available here](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Annual%20Review%20of%20PhD%20Students%20-%20Faculty%20Advisor.pdf).  Students will also need to provide a copy of their GradPlan course listing ("View Plan in Progress" GradPlan section).
3. The completed forms will be reviewed by the students' Guidance Committee.
4. Annual review materials need to be submitted to the PhD Program Secretary by March 1 each year.
5. The completed documents will be reviewed by the Associate Dean of Research and the PhD Program, Faculty Advisor and a designated member of the PhD Committee.
6. After the review, the Associate Dean of Research and the PhD Program will write a letter outlining students’ accomplishments and issues to be addressed.
	1. Copies of the annual review documents and letters sent to students will be filed electronically with the CON OSA and PhD office.
	2. If applicable, a written plan for remedial steps and a timeline will be developed by the student, Faculty Advisor, and Guidance Committee that is approved by the Associate Dean for Research and PhD Program.

### **Academic Standards**

The Faculty Advisor and the Guidance Committee monitor students’ progression through the PhD program. Successful progression is dependent on meeting the following guidelines:

* Students must attain at least a 3.0 in nursing courses [not elective course].
* Students must have a 3.0 or higher grade-point average to graduate.
* The Faculty Advisor and Guidance Committee must establish and evaluate remedies if the student does not achieve a 3.0 grade in any course.
* 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.
* All courses that contribute to PhD program requirements must be taken at the graduate level.
* Core Nursing courses need to be taken at MSU. Approval by the Associate Dean of Research and PhD Program, Faculty Advisor, and Guidance Committee is needed in advance to take a non-MSU course.

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

Graduate students who have been dismissed or had a lapse in enrollment (students who have failed to enroll for more than one academic year) must request readmission in a letter to the Associate Dean for Research and PhD Program by February 1 for Fall semester, August 1 for Spring semester or December 1 for Summer semester addressing the following:

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

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

### **PhD Courses Transferred**

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, Room #C120, East Lansing, Michigan 48824-1317.

Prior to enrollment, course transfer credits must be approved by the Guidance Committee and the Associate Dean of Research and PhD Program. Following approval, the student must upload in GradPlan. Additional information regarding transfer credits is available at the [Registrar's Office website](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s404).

### **Student Guidelines for Research Practicum (NUR 940)**

**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:

* Defining a research question
* Conducting a literature review
* Theoretical/conceptual framework selection (as appropriate)
* Research design selection
* Target population identification and sampling design
* Selection of deliverables
* Data collection procedures
* Interventions
* Data management
* Data entry
* Data quality checks and recoding
* Data analysis
* Results dissemination/use of study findings

Suggested Placement: Summer between 1st and 2nd year for first experience.

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

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

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

**The Application Procedure**
Prior to enrolling, the student must:

1. Have an approved program plan in place. Approval must occur by midterm prior to term of enrollment.
2. 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](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR%20940%20Application.pdf)” and “[NUR940 Research Practicum Letter of Agreement](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/2.6%20NUR%20940%20Letter%20of%20Agreement%20012312.pdf)” by mid‐term of the term prior to the planned practicum.
4. Turn the application into the PhD Program Secretary for the Associate Dean of Research and PhD Program’s signature.
5. Placed in student’s file in the Office of Student Affairs and PhD Program Office.
6. Be added to the responsible faculty’s IRB approval so they can legally access data.
7. Students enrolled in NUR 940 are expected to be a functioning member of a federally funded interdisciplinary research team. Students are expected to attend and fully participate in team meetings, publications, and paper or poster presentations.
8. The student may develop a practicum experience with a research team that does not include their Faculty Advisor, but must be with tenured faculty who has federal funding on current federal data.

 **Evaluation and Grading**

1. An outcomes report is submitted to the PhD Office at the end of the semester that describes the experience and accomplishments
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**
On the following pages are some selected examples of the types of activities that can be incorporated into a practicum experience. The student, Faculty Advisor, and the research team will collaborate to select the best set of experiences, in consideration of the students learning needs, and the opportunities within the research team. These activities are to be outlined on the NUR 940 application and letter of agreement.

### **Student Guidelines for the Clinical Practicum (NUR 998)**

*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:

* Defining the question and using existing literature
* Applying theoretical/conceptual framework selection (as appropriate)
* Identifying target population
* Selecting deliverables
* Examining measurable clinical outcome of interest

Suggested Placement: Second or third semester or summer between first and second year.

The practicum is required for BSN to PhD students without clinical experience post-BSN.

The overall goal of the PhD Program in Nursing is the preparation of the clinical nurse researchers who have had a progressive, substantial and systematic immersion in phases of the clinical and research process. Skill 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.

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 Course Faculty and Faculty Advisor, the student will identify a clinician in an area of interest to the student so that the student could develop essential clinical knowledge and expertise 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 doctoral courses to clinical experiences; and 4) analyze the state of the science of a clinical phenomenon based on observations and experiences in the clinical setting.

NUR 998 is a variable credit course for which students will take 3-6 credits over a couple of semesters. So that increased clinical expertise for at least 15 weeks can be acquired. For graduate students, 1 credit = 3 hours of activity per week over the semester. It is expected that these credits will be earned over the semester, to allow the student a sufficient opportunity to immerse in the selected clinical experience. The successful Clinical Practicum experience will provide the student with a meaningful immersion experience in which the clinical skills can be obtained and outcomes are measurable. The expected learning includes growth in the student’s skills in both the content and process elements of the clinical experience as related to the student’s research area of interest.

***The Application Procedure***

Prior to enrolling, the student must:

1. Have an approved program plan in place. Approval for the Clinical Practicum must occur by midterm prior of enrollment.
2. Student will generate a set of objectives and deliverables or this practicum, which will be approved by the faculty supervising the clinical practicum and the student’s major advisor.
3. Complete the “**Application for NUR 998**” and “**NUR 998 Clinical Practicum Letter of Agreement**” by mid-term of the term prior to planned practicum.
4. Submit the application into the PhD Program Secretary for the Associate Dean for Research and PhD Program’s approval.
5. Submit the application in student’s file in the Office of Student Affairs and PhD Program Office.
6. 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. Before enrolling in the NUR 998 Clinical Practicum, the student is to 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.
7. 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 report is submitted to the PhD Office at the end of the semester that describes the experience and accomplishments.
2. The Course 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 that Clinician regarding the student’s performance and based on the outcomes report. Specifically the achievement of practicum objectives.

***Key Content Elements***

The student, Faculty Advisor, Course 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 Course Faculty member and the Clinician will meet at mid-semester and the end of semester to evaluate the student. If any disagreement can’t be resolved, the student’s Faculty Advisor and/or Director of the PhD in Nursing Program will be consulted. The Course Faculty member 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 2 years of experience in the clinical setting of interest to the student.

### **Student Guidelines for Independent Study (NUR 990)**

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

**NUR 990 Application Procedure**
Prior to enrolling, the student must:

1. Have an approved program plan in place that includes this independent study with objectives available.
2. Complete the “Application for NUR 990” ([**found here**](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR%20990%20Application.pdf)) by mid‐semester of the semester prior to the planned practicum.
3. Turn the application in to the PhD Program Secretary for approval by the Associate Dean of Research and PhD Program.
4. Outcomes of the experience should be specified. Objectives must be clear with learning activities. A report is due at the end of the semester to Faculty Advisor and Associate Dean of Research and PhD Program.
5. Be added to the responsible faculty’s IRB approval so they 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 outcome are revised as necessary, are consistent with the topic, issue or problem selected, and are attainable within the predetermined time for the study.
8. Time student is to spend on the project and activities should be clearly outlined.
9. The approaches to be used to achieve the study 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 this includes achieved skills on the checklist this should be noted and the appropriate form submitted.
4. An outcomes report with cover sheet ([found here](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR940990OutcomeCoverSheet.pdf)) is to be completed and submitted to the Faculty Advisor and PhD Secretary at the end of semester.

### **Comprehensive Examination Guidelines Effective Fall Semester 2018**

**Overview**

The comprehensive examination consists of two components: written and oral. Students must be able to show written competencies in nursing science within a defined area of study. **The oral component allows an opportunity to further articulate knowledge and address any deficiencies identified in the written component. Expectations include:**

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 doctoral courses, electives and scholarly experiences.
5. Ability to support, defend, compare and contrast perspectives supported by the literature.
6. **Ability to engage in scholarly discourse.**
7. Evidence of scholarly writing skills.

Specifically, the comprehensive exam must include:

* details on the phenomenon (topic) of interest that the student will address in his/her dissertation
* the conceptual/theoretical gaps that the student will target in his/her program of research
* how the student will design his/her program of research based on a critical analysis and synthesis of the empirical, theoretical and methodological literature.

**Purpose**

The comprehensive examination (written and oral components) will:

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

**Formatting**

Consistent formatting of the final written component is required. This includes being approximately 20-25 double-spaced pages (excluding references), 12 point Arial or Times New Roman font, and one-inch margins.

**Examination Committee**

The comprehensive examination committee is the same as the guidance committee.

**Preparation for the Comprehensive Examination**

**Examination Readiness.** The student’s examination committee will determine when a student is ready to take the comprehensive examination. The comprehensive examination cannot be taken prior to spring semester of the second year of study in the PhD Program. Basic requirements prior to taking the comprehensive examination include: The student must 1) have completed the required program courses and individualized content electives; and 2) be in good academic standing.

In the event the examination committee deems a student not ready to take the comprehensive examination once he/she has completed required course work, the student will be notified by official memo from the Faculty Advisor and a meeting with the examination committee. The examination committee will develop a readiness plan which may include completion of additional courses and/or further academic experiences.

**Examination Timeline. Once the committee deems the student ready to proceed with the comprehensive examination, the student will discuss the timeline with his/her examination committee and obtain approval (signed and dated) by the Faculty Advisor a minimum of 4 months prior to when he/she intends to begin writing the comprehensive examination. The timeline will cover the period between when the committee approves the timeline and when the final written examination is due. The timeline must be submitted to the PhD Program Secretary once approved by the Faculty Advisor in consultation with the examination committee.**

**It is recommended that additional time be projected in the timeline in case either component of the exam needs to be retaken. Include 2 weeks for faculty review each time materials are routed to faculty for feedback. Once the timeline is approved, all dates will be considered final. If due dates established on the timeline are not met, it will result in a first comprehensive examination failure.**

**Examination Content Outline. Iterative draft outlines will be exchanged between the student and his/her examination committee for feedback prior to the due date for the final content outlines. Once the student has incorporated all the feedback from his/her committee, the content outline will be approved (signed and dated) by the Faculty Advisor a minimum of 1 month prior to beginning the written component. The final content outline must be submitted to the PhD Program Secretary once approved by the Faculty Advisor.**

**The comprehensive exam must be given serious thought and therefore the written component should be composed over a minimum of 4-6 weeks. Students may design their timeline to reflect the summer semester for the written component, but if during the academic year, the student should allow a minimum of 4-6 weeks for writing.**

**Examination Completion.** Once the comprehensive examination is initiated, the student must complete it within two consecutive semesters (including summer semester) in order to progress in the program.

**Role of the Faculty Advisor**

The Faculty Advisor will:

1. Assure completion of program course work, individualized electives and academic standing of the student required to take the comprehensive examination.
2. Assist the student in formulating and developing the examination timeline and content outline in consultation with the examination committee.
3. Following review and consensus with the examination committee, the Faculty Advisor will sign and date the approved timeline and content outline.
4. Review with the student the collated feedback from his/her examination committee following the written component.
5. Inform the student of the examination committee decision (pass/fail) on both components of the examination.
6. Inform the student when he/she can schedule the oral examination.
7. Facilitate the oral examination.
8. In the event of failure of either portion of the examination, the Faculty Advisor will facilitate remediation, if recommended by the examination committee.
9. Report the result (pass/fail) to the Associate Dean for Research and PhD Program.

**Grading and Evaluation of the Comprehensive Examination**
The student will receive a pass/fail for the comprehensive examination. The examination has both written and oral components. It is possible for the student to fail the examination based on the written component only or oral component only or any combination of two failures. For example, t**his may include an initial failure of the written and subsequent failure of the oral component or two failures of either component. Two failures result in** not progressing in the program to the dissertation phase and may include dismissal from the program. Students who successfully fulfill the requirements for the written component will progress to the oral component.

**Evaluation Criteria - Written Component**
The written component will include the following:

1. Significance of the topic of interest (approximately 4-5 pages)
	1. Significance of the problem to society and critical barriers to progress in the field
	2. Significance to healthcare
	3. Explain how work in this field will improve nursing scientific knowledge, technical capability and/or clinical practice
	4. Discuss the historical background of the topic
2. Conceptual and theoretical approaches to the topic of interest (approximately 4-5 pages)
	1. Critically analyze theories and frameworks that have been used to explain the topic
	2. Discuss rationale for framework selected
	3. Identify and define key concepts in the selected model related to the topic
	4. Synthesize theoretical model, accounting for any modifications made for the proposed project
3. Approach (approximately 10-12 pages)
	1. Include aims/research questions/hypothesis and significance of each.
	2. Describe the design methods and at least two measurement tools with rational and statistical analyses to be used to accomplish the research question/aims/hypotheses of the proposed project
	3. Discuss potential problems, alternative strategies, advantages and disadvantages of designs/methods/measures, and expected outcomes anticipated to achieve the aims
	4. Discuss the contribution to science
4. Application to dissertation work (approximately 1-2 pages)
	1. Discuss gaps in knowledge relative to significance of the topic and based on the synthesis of the literature
	2. List potential research questions for your future program of research
	3. Discuss the overall impact of the scientific knowledge expanded or discovered by your potential work in your selected topic area

**Comprehensive Examination Process - Written Component**

1. The student will submit his/her final written examination component to the PhD Program Secretary on the specified due date based on the approved timeline.
2. The committee will have two weeks from the time the student submits the final written component to evaluate and provide written feedback to the PhD Program Secretary to be collated. This feedback will include each committee member’s grade (pass or fail). Note: If the final written component is due between May 15th and August 15th, the committee can choose to provide feedback within 2 weeks of August 16th or according to the established timeline.
3. The PhD Program Secretary will collate the examination committee feedback within one week of receiving it from the examination committee and send the combined feedback to the Faculty Advisor.
4. The Faculty Advisor will meet with the student to review the combined committee feedback within one week of receiving it from the PhD Program Secretary.
5. If the written examination component is deemed acceptable by the committee, the Faculty Advisor will inform the student they have passed the written component and to schedule the oral examination component two weeks hence.
6. If the written examination component is deemed unacceptable by the committee, the Faculty Advisor will inform the student of the failure.
7. A failure will be determined when at least two committee member(s) declare(s) the written component a failure. The student will not progress to the oral component.

**Failure Procedures - Written Component**

1. **The student will meet with his/her** examination committee **to discuss the limitations of the written component** within two weeks of being informed of the failure by the Faculty Advisor.
2. Failure of the written component on the first submission, may result in the examination committee recommending a remediation plan. However, t**he examination committee retains the right to designate a failure without the option of remediation.**
3. Remediation, if recommended, will be determined by the examination committee. The plan will **address methods to correct limitations and may include further course work or scholarly experiences.**
4. **The committee will determine if the student needs to retake the written component or if the remediation plan serves as completion of the written component.**
5. **Following development of the remediation plan, the Faculty Advisor will send an official memo to the student with a copy to the Associate Dean for Research and PhD Program.**
6. **A committee meeting will occur within two weeks following the retake of the written component or completion of remediation plan.**
7. **If the committee members deem the written examination/completion of the remediation plan is a pass, the student will proceed to the oral component.**
8. **If at least two committee member(s) deem(s) that the written retake/remediation remains unacceptable, the student will receive a failure for the examination, and will not proceed to the oral component. This will be considered a second failure. T**he student will not proceed in the program and the case will be referred to the Associate Dean for Research and PhD Program for final determination, which may include dismissal from the program.

**Evaluation Criteria - Oral Component**

The oral component will include the following:

1. **Articulation of knowledge to address any deficiencies identified in the written component.**
2. Ability to support, defend, compare and contrast perspectives supported by the literature.
3. **Ability to engage in scholarly discourse.**

**Comprehensive Examination Process- Oral Component**

1. Once the written component is passed, the student will be instructed by his/her Faculty Advisor to schedule the oral component two weeks hence.
2. The oral component will span no longer than two hours.
3. Upon completion of the oral examination, the student will be excused from the room. The committee will discuss and evaluate the student’s scholarly presentation and determine a pass/fail grade for the entire comprehensive examination.
4. The student will be invited back into the room and will learn the determination of the committee (pass/fail).
5. If the student passes the entire comprehensive examination, the Faculty Advisor will inform the student and submit a report of completion to the Associate Dean for Research and PhD Program indicating the date of the examination and the recommended action (pass).
6. If at least two committee member(s) deem(s) the oral component a failure, the student will receive a failure for the oral component.

**Failure Procedures - Oral Component**

1. **If a student fails the oral component, each member of the examination committee will provide written feedback regarding the deficiencies in the oral component within two weeks to the PhD Program Secretary for collation.**
2. **The PhD Program Secretary will collate the committee feedback on the oral component within one week and send it to the Faculty Advisor for review with the student.**
3. If this is a first failure, the examination committee may recommend a remediation plan. However, t**he examination committee retains the right to designate a failure without the option of remediation.**
4. If the student fails the oral component and it is a second failure involving either component of the examination, they will not proceed in the program and the case may be referred to a meeting between the committee and the Associate Dean for Research and PhD Program for final determination, which can include dismissal from the program.
5. If remediation is recommended for a first failure, the examination committee will determine the planned recourse. The plan will **address methods to correct limitations and may include further course work or scholarly experiences.**
6. **For a first failure, the committee will determine if the student needs to retake the oral component or if the remediation plan serves as completion of the oral component.**
7. **Following development of the remediation plan for a first failure, the Faculty Advisor will send an official memo to the student with a copy to the Associate Dean for Research and PhD Program.**
8. **Upon completion of the remediation for a first failure, the committee will discuss the student’s performance on the oral retake or completion of requirements and assign a pass/fail.**
9. **If the examination committee agrees that the student has passed the oral component, the student will receive a passing grade for the entire comprehensive examination.**
10. **T**he Faculty Advisor will inform the student and submit a report of completion to the Associate Dean for Research and PhD Program indicating the date of the examination and the recommended action (pass).
11. **If at least two members of the examination committee do not pass the student on the retake of the oral component, this will be considered a second failure. T**he student will not progress in the program and the case may be referred to a meeting between the committee and the Associate Dean for Research and PhD Program for final determination, which may include dismissal from the program.

**SUBMITTING A MANUSCRIPT FOR PUBLICATION**

If the student selects the three manuscript dissertation option, one of those can

count as this benchmark. (See Dissertation Guidelines).

The student should begin by reading author guidelines.

All PhD students are expected to write and submit a manuscript suitable for

publication in a top-tiered, peer-reviewed journal. This is a requirement for graduation

from the program and must be based on work completed as a part of the PhD

program. The student must be sole or first author (senior) of the manuscript and be

responsible for the work within the manuscript.

The Guidance Committee must read and approve the manuscript as being of

sufficient quality to be submitted for publication to a top-tiered, peer-reviewed

journal. Journal impact and citations must be considered.

When the Guidance Committee get the manuscripts to review, Author Guidelines

should be considered.

The guidance committee must review and approve the final manuscripts. The PhD

Office will obtain editing, if needed, and review before submission.

**All manuscripts must have one external reviewer, selected by the Associate Dean for Research and the PhD Program, prior to external submission.** Final approval by the Associate Dean for Research and the PhD Program is needed prior to submission.

Final manuscripts are submitted to the PhD office after approval by the faculty advisor and for approval by the Associate Dean for Research and the PhD Program.

The manuscript may be a theoretical or conceptual article, a synthesis article or data

based research article. Evidence of contribution to nursing knowledge is essential.

(If this is a dissertation manuscript, the Dissertation Committee, not the Guidance

Committee, serve as the review group prior to submission to the Associate Dean for Research and the PhD Program.)

**Submission of an article meeting these criteria is a requirement for graduation.**

**Journals that are recommended may include:**

• Nursing Research

• Research in Nursing & Health

• Advances in Nursing Science

• Image: Journal of Nursing Scholarship

• Journal of Nursing Measurement

• Heart & Lung

• Oncology Nursing Forum

• Quality of Life

• Western Journal of Nursing Research

• Biological Research for Nursing

• Nursing Outlook

• Journal of the Association of Nurses in AIDS Care

A copy of the manuscript, as submitted, should be given to the Associate Dean for Research and the PhD Program to be filed in the student’s file along with the journal receipt of the article.

A copy (acceptance OR not accepted) of the publication submission should be

provided to the Associate Dean for Research and the PhD Program, and included in the student’s file.

Status reports are included in Annual Reports.

### **Authorship Guidelines**

Please read the for Nursing Research, Scholarship & Innovation Authorship Guidelines, [located here](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/AuthorGuidelines.pdf).

Students will be expected to follow all authorship guidelines as stipulated by the Center for Nursing Research, Scholarship & Innovation, as well as all University guidelines. Special attention should be paid to the following qualifications of authorship as stated by the office of the Vice President for Research and Graduate Studies ([located here](https://vprgs.msu.edu/michigan-state-university-guidelines-authorship)).

If students use data or work with faculty of studies, they need a letter of agreement about credit and authorship.

All manuscripts where human subjects participated in a study must acknowledge IRB approval ([Ethical Principles for the Protection of Human Subjects](http://nursing.msu.edu/PhD%20Handbook/University_Policies.htm)).

**Authorship**: A person shall qualify as an Author provided the following conditions are satisfied:

1. Participation in conception and design of the creative work, study, review, analysis or interpretation of any data.
2. Participation in the drafting of the creative work or manuscript or in the editing of the creative work or manuscript.
3. Final approval of the version of the manuscript to be published.
4. Ability to explain and defend appropriate portions of the work or study in public or scholarly settings.

These statements reinforce the expectation that students will acknowledge the time, effort, and shared intellectual capital of their guidance committee members and Faculty Advisor.

Additionally, if students receive grant or fellowship funding to support their research activities, or participate on faculty-funded research projects that result in a manuscript, these funding sources must be acknowledged through documentation.

### **Benchmarks - Poster & Podium Presentations**

As mentioned in the [Introduction Section of this handbook](http://nursing.msu.edu/PhD%20Handbook/default.htm), students must plan benchmarks with their guidance committee as they are a part of both the student’s annual plan and review.

Student must provide a two week (minimum) turnaround time for the committee to review materials. The [benchmark approval form](http://nursing.msu.edu/Images_Docs/PhD_Images/Benchmark%20Approval%20Form.pdf) is to be filled out by the student and attached to the material when it is presented to the guidance committee for review. Although the guidance committee is responsible and accountable for the review it is the student’s responsibility to adhere to this policy timeframe if they wish to submit material to complete a benchmark.  When materials for benchmarks are submitted the guidance committee will review and sign the attached form if the material is accepted.

As a benchmark requirement, each student must submit an abstract for a peer-reviewed poster/podium presentation at progressively more prestigious venues (e.g., a local/state/regional venue in year one; regional, national, or international venues in subsequent years). One poster and one podium presentation at a regional or national conference based on work completed in the PhD program are benchmark requirements prior to graduation.

**Abstract Acceptance**
Once notified of abstract acceptance for either posters or papers, the student is to contact the PhD Program Secretary for appropriate poster or presentation templates. All presentations must use an approved CON template. The student is responsible for developing the poster or presentation in consultation with their Faculty Advisor. All authors must approve the poster prior to printing. The PhD Program Secretary will arrange for printing following project approval.

**Presentation**
For details regarding the CON travel guidelines, please refer to the Travel and Visa guidelines in the [College Policies and Procedures](http://nursing.msu.edu/PhD%20Handbook/College_Policies.htm) section of this handbook.

### **Guidelines for Students Seeking External Research Funding for Benchmark**

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

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

### **Grant Submission Process**

**Proposal Planning Stage**

1. Develop Specific Aims: Specific aims must be agreed upon with the Faculty Advisor and the full committee before continued development of the application.

2. Identify a Funding Agency: When both the student and the Faculty Advisor feel the student is ready to develop a grant application, the student, in conjunction with his/her Faculty Advisor, should identify an appropriate funding agency. Note: Once proposal development is in process, the student is responsible for preparing the application according to the funding agency’s guidelines. This includes typing information onto required forms. Students who need assistance completing such forms should consult the CON Research Administrator.

1. If submitting to an NIH Institute, students must have an eRA Commons account. The CON Research Administrator will obtain data to request an account during the pre-award meeting (see eRA Commons Account Access in the Additional Proposal Considerations section of this handbook).
2. If a corporate or private foundation is identified as the potential funding agency, approval to submit must be obtained from University Development prior to submission. This process will be discussed during the pre-award meeting.
The College’s Office of Development and Alumni Relations (D&AR) maintains relationships with private external organizational sponsors. To enable D&AR to facilitate a coordinated corporation and foundation relations’ effort on behalf of the college, the [Corporate/Foundation Funding Request form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Funding-Clearance-Form.pdf) should be completed and submitted to the CON Research Administrator within a week after the proposal planning meeting. For more information, please contact the Research Administrator.
3. 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. *Review and comply with IRB policy (*[Ethical Principles for the Protection of Human Subjects](http://nursing.msu.edu/PhD%20Handbook/University_Policies.htm)*).*

4. Identify a Target Submission Date: For assistance in determining appropriate milestone dates for the planned submission, review the funding agency’s due dates and consider the estimated timeline provided on the [PhD Student Notice of Intent to Submit a Research Proposal form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Notice%20of%20Intent%20to%20Submit%20a%20Grant%20Proposal.pdf). In most cases, the timeline provided on this form represents a minimum timeframe.

5. Notify the Center for Nursing Research, Scholarship, and Innovation of Your Intent to Submit a Proposal: When the Faculty Advisor determines that the student is ready to begin the process of writing and submitting a grant (approximately six months prior to the due date), the student should complete and submit the [PhD Student Notice of Intent to Submit a Research Proposal form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Notice%20of%20Intent%20to%20Submit%20a%20Grant%20Proposal.pdf).

Once the Notice of Intent to Submit a Research Proposal form and accompanying documentation is received, the CON Research Administrator will schedule a proposal planning meeting with the student, Faculty Advisor and PhD secretary to review funding agency guidelines and finalize the submission time frame. The proposal planning meeting should take place approximately four to five months prior to the proposal due date. During this meeting, the CON Research Administrator will complete the Proposal Planning Meeting Checklist by discussing the following matters:

* CON resources available to students;
* Funding agency guidelines, required templates, and required formatting;
* Proposal submission timeline;
* Proposal budget;
* Internal reviews and processes;
* External reviews and processes,
* Associate Dean of Research and PhD program must approve before the application is sent to the editor; and
* Editing services provided by the CON.

Please note that templates, such as descriptions of the University and College resources and the PhD program, are available on the CON website. However, the student also should be familiar with the requirements of the funding agency. Depending on the funding agency, specific templates may be available for all or part of the application. The student must adapt the template to be appropriate for his/her application.

**Pre-Award Administration (following the pre-award checklist)**

1. Internal Review: An internal review must be completed by the Guidance Committee or Dissertation Committee. The student will submit an electronic version of the full proposal to each committee member for review. The committee typically returns the reviews within two weeks.

* Once internal reviews are received, the student will prepare an Internal Review Summary Grid of the comments and work with the Faculty Advisor to revise the application. Should the revised application require only minor revisions, the Faculty Advisor can approve the revised version and ask the student to submit for external review or ask the student to redistribute the revised application to the committee for re-review. Each committee member must approve these revisions prior to its distribution for external review. A copy of the following documents must be submitted to the CON Research Administrator, along with an electronic version of the full proposal including appendices, when the proposal is ready for distribution to external reviewers: [Internal Review Approval Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/4.11%20Internal%20Review%20Approval%20Form%20012312.pdf), and contact information for external reviewers.

2. Identify External Reviewers: Prior to (or after discussion at) the proposal planning meeting, the student and Faculty Advisor should identify two nationally known, NIH-funded researchers who are actively engaged in research in the student’s field of interest. Note: Only one external review is required for resubmissions.

3. Contact External Reviewer(s): The student and/or the Faculty Advisor, not the CON Research Administrator, should contact the external reviewer(s) to determine their availability. Based on the timeline agreed upon during the proposal planning meeting, the external reviewer(s) need to be given a target date that they will receive the full proposal application, and the date they should return it to the CON. External reviewers will be asked to respond with their proposal feedback within two weeks. The student and/or the Faculty Advisor notifies the reviewers that the CON offers an honorarium for a timely review once the NIH review form is scored and submitted.

4. External Review: Upon receipt of the items listed above, the student will submit the full (committee approved) proposal to the CON Research Administrator, along with contact information for external reviewers. The CON Research Administrator will distribute it to approved external reviewers along with a [Non-NRSA Proposal Review Cover Sheet](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/4.8%20Non%20NRSA%20Proposal%20Review%20Cover%20Sheet%20012312.pdf). For National Research Service Award submissions, the [NRSA Proposal Review Cover Sheet](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/4.4%20NRSA%20Proposal%20Review%20Cover%20Sheet%20012312.pdf) is used. Completed reviews will be returned to the student, Faculty Advisor and PhD secretary upon receipt by the CON Research Administrator.

Upon receipt of external reviewer comments, the student will prepare an External Review Summary Grid and discuss the comments with their Faculty Advisor. The student should distribute a revised application to their Faculty Advisor for review along with the External Review Summary Grid. The Faculty Advisor must approve the revised application, thereby approving it for submission to the CON editor (if applicable) and subsequently the funding agency (see the [External Grant Submission: External Review Approval Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/External%20Review%20Approval%20Form.pdf)). The Associate Dean of Research and PhD program must approve before the application is sent to the editor. An electronic version of all required proposal components must be submitted to the Research Administrator for submission to the editor.

5. Budget Development: Prior to distribution of the proposal to External Reviewers, the student should schedule a meeting with the CON Research Administrator to begin budget development. While the CON Research Administrator will assist with budget development, the student is responsible for drafting the budget justification. Students should obtain commitment from key personnel, sponsors, and consultants prior to this meeting. The Associate Dean for Research and PhD program will review and approve the budget.

6. Editor Review: The CON Research Administrator will coordinate a proposal review with an available CON editor based on dates identified during the proposal planning meeting. The student will submit the full (approved) proposal to the CON Research Administrator, who will submit it to the editor (allowing a minimum of one week for editing). Comments will be returned to the student using Microsoft Word’s track changes function.

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

8. *Submit Final Documents to the CON Research Administrator.* No later than two weeks prior to the due date, final documents of all components (aside from the budget and justification documents that are due three weeks prior to the due date) must be submitted to the CON Research Administrator**. Note: Committee members must approve all components of the final application prior to submission to the CON Research Administrator.**

The CON Research Administrator will send the final budget and budget justification to the Office of Sponsored Programs (OSP) for approval.  Although the student is listed as the primary investigator (PI) on the proposal submitted to the sponsor, MSU policy states that an active MSU faculty member must be listed as the PI on all MSU-administered research, with the student listed as a project participant.

9. Grant Submission: Submission of electronic applications to federal agencies with electronic submission programs will be completed by the CON Research Administrator if the materials are provided **on time**, as specified on the proposal timeline (developed during the proposal planning meeting). Submission of electronic applications to corporate or foundation agencies with electronic submission programs will be discussed and agreed upon during the proposal planning meeting, as these agencies vary on whether the proposal is to be submitted by the applicant or the institution. All applications will be submitted by the CON Research Administrator through MSU’s Kuali Coeus (KC) system for approval and recording purposes.

For mailed applications, students are responsible for ensuring that their proposal is mailed on time, to the proper address, and with the appropriate number of copies and forms.

A copy of the entire proposal and solicitation, will be needed for:

* The student’s file in PhD program office,
* The Center for Nursing Research, Scholarship, and Innovation proposal submission file, and
* The student’s Faculty Advisor.

### **Additional Proposal Considerations**

**Sponsors**
If sections of the proposal need to be completed by the sponsors (National Research Service Award), the student should make these arrangements with the sponsors (National Research Service Award) at least four weeks prior to the proposal due date.

**Statistical Consultation**
Statistical consultation is available through the CON for PhD students. Please complete the “[Statistician Work Request Form](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/Statistician%20Work%20Request.pdf)” and submit to the CNRSI Research Secretary.

**Principal Investigator Assignment**
MSU requires that the PI position be held by a regular MSU faculty member. Therefore, the MSU Faculty Advisor must be listed as the PI and the student as the co-investigator on the IRB application. The student is responsible for preparing the IRB application. Both the Faculty Advisor and student will need to be current on their human subjects training prior to IRB application submission. The Faculty Advisor is responsible for assuring that human subjects’ guidelines are followed in the research, and that initial, revised, and renewal applications are submitted as required. All materials must be reviewed by the Faculty Advisor/faculty PI prior to submission. For additional information pertaining to IRB approval (including application forms, instructions, and due dates), visit the [Human Research Protection Program website](http://hrpp.msu.edu/).

**Process Questions**
All process questions should be directed to the Faculty Advisor first. If the Faculty Advisor is unable to answer the question, the CON Research Administrator should be consulted. The CON Research Administrator will consult with the MSU Office of Sponsored Programs (OSP) or Contract and Grant Administration (CGA), if needed. Under no circumstances should the student or Faculty Advisor contact OSP directly.

**eRA Common Account Access – For NIH Submissions Only**
If you do not have an eRA Commons account, please contact the CON Research Administrator to request one. The CON Research Administrator will request an account from OSP/CGA. The student will need to provide their institutional e-mail address, birthdate, and full legal name to the Research Administrator to facilitate the request.

**IRB Approval**
Most federal agencies require IRB approval prior to the award (not prior to grant application submission). However, some agencies require IRB approval prior to submission. Check the funding agency guidelines. Any IRB submission must be reviewed and approved by the Faculty Advisor/sponsor(s). See [Ethical Principles for the Protection of Human Subjects](http://nursing.msu.edu/PhD%20Handbook/University_Policies.htm) for university policy on involvement of human subjects.

**Helpful Research Web Sites**

* The [MSU CON website](http://nursing.msu.edu/default.htm) contains templates that may be helpful in preparing grant proposals, as well as other useful information.
* The [PhD Student Handbook Forms](http://nursing.msu.edu/PhD%20Handbook/Forms.htm) page includes required forms and other grant proposal documents.
* The [Graduate School website](https://grad.msu.edu/) contains information about grant writing seminars.
* The web page for the [Vice President of Research and Graduate Studies](http://vprgs.msu.edu/) offers a variety of helpful information.
* The website for the [National Institutes of Health](https://researchtraining.nih.gov/) includes program announcements and instructions.

### **Post-Award Administration**

If an award is made, the CON Research Administrator will schedule a post-award meeting with the student and Faculty Advisor. This meeting will cover the post-award operating procedures and post-award checklist including information such as human subjects, purchasing, hiring under the supervision of the Faculty Advisor, and common MSU procedures.

If subjects will be recruited from multiple sites, the student (and Faculty Advisor/sponsor) likely will be required to submit an IRB application to each site. Further information on multiple sites is available on the [Human Research Protection Program website](https://hrpp.msu.edu/msu-hrpp-manual-section-6-9-f). MSU has reliance agreements with both Sparrow Hospital and McLaren-Lansing, which allow one of these institutions to serve as the primary reviewing institution. Contact the IRB office for updated information on reliance agreements and single IRB for multi-site projects.

The student is responsible for negotiating access to research subjects at each site using HIPAA (Health Insurance Portability and Accountability Act) compliant processes. Healthcare agencies often differ in their interpretations of HIPAA guidelines and, consequently, on the restrictions they impose on investigators. Additional HIPPA information is available at the [Human Research Protection Program website](http://hrpp.msu.edu/hipaa).

For NIH applications/proposals that involve any kind of intervention, even one of minimal risk, a data safety and monitoring plan must be included with the application. The student’s committee will be responsible for monitoring data safety and monitoring for the study. A Data Safety & Monitoring Template is [available on our website](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/DataSafetyTemplate_05.26.15.doc) (word document).

For further information and questions regarding post-award procedures, please contact the CON Research Administrator.

### **Dissertation and Dissertation Procedures (NUR 999)**

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

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

By mid-semester prior to enrolling in NUR 999, the student must complete the [NUR 999 Application](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR%20999%20Application.pdf). The application will be turned into the PhD Program Secretary to obtain the signature of the Associate Dean of Research and PhD Program. An electronic copy will be kept with the CON OSA.

The student must be enrolled for at least 1 credit during the semester in which the final oral examination is taken. At the beginning of the semester the student is planning to complete the dissertation, the student and committee should meet with the Associate Dean of Research and PhD Program and PhD Program Secretary to discuss plans and timelines. Be sure to review and comply with IRB policy *(*[Ethical Principles for the Protection of Human Subjects](http://nursing.msu.edu/PhD%20Handbook/University_Policies.htm)*)*. The process for dissertation completion includes the steps described below:

1. When the dissertation chair indicates the dissertation is acceptable for examination, it is submitted to the committee, who is given two weeks to review the product.
2. Upon approval from the committee, the student and dissertation chair will contact the PhD Program Secretary to schedule the defense as early in the semester as possible in order to fit committee member’s calendars. All committee members are expected to attend (in person or virtually) the defense. The CON Dean, Associate Dean for Research and PhD Program, and the Associate Dean of Research and PhD Program should be invited, but are not required to attend. If the committee has an even number of members, an objective faculty member (not on the Dissertation Committee) should be invited in order to have an odd number present.
3. The student completes the [Announcement of Oral Dissertation Defense Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/3.3%20Announcement%20of%20Oral%20Dissertation%20Defense%20Form%20031912.pdf) with appropriate signatures and submits 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 two weeks prior to the defense date.
4. The Associate Dean of Research and PhD Program should receive the [Report of Completion of Oral Dissertation Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/3.4%20Report%20of%20Completion%20of%20Oral%20Dissertation%20Defense%20Form%20012312.pdf) from the dissertation chairperson immediately following the oral defense (signed by the entire committee and marked pass or fail). This form will ultimately be given to the PhD Program Secretary.
5. The student must review and adhere to all guidelines and deadlines included on the Theses and Dissertation Submissions page of the [Graduate School Website](https://grad.msu.edu/etd). The student should submit their dissertation to ProQuest at least two weeks before the deadline, leaving time for potential formatting corrections from the Graduate School.
6. A copy of the finalized, approved dissertation is distributed to each committee member.
7. The student then will submit a softbound copy of the dissertation along with an electronic copy on a flash drive to the PhD Program Secretary for filing in the PhD program office.

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

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

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

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

The student must propose the planned dissertation type to the committee and receive approval prior to completing the dissertation proposal defense. The two options for the PhD program are described below.

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

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

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

* 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).
* The remaining two articles (or in some instances, all three) must report on the student outcomes or methods used to conduct the research for the dissertation. They may be quantitative or qualitative in nature, or employ mixed methods.
* The student must specify which journal the manuscript (chapter) is being prepared 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. The Formatting Guide is available on the [Graduate School website](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.

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

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

When the student and dissertation chair deem the proposal sufficiently developed and revised, it is then sent to the Dissertation Committee members who are given two weeks to review it. The Dissertation Committee reviews the proposal to determine if it is ready for defense or needs further revision. Students must be enrolled for at least 1 credit during the semester(s) in which they defend their dissertation proposal. All Dissertation Committee members are expected to be present at the proposal defense.

After receiving notification from the student and dissertation chair, the PhD Program Secretary schedules the proposal defense. The Associate Dean for Research and PhD Program may choose to attend and participate in the dissertation proposal defense, but are not required to do so. Ordinarily, this meeting will not exceed two hours.

The student should bring the Appointment of Dissertation Committee and Approval of Dissertation Proposal Form ([available on our website](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Appointment%20of%20PhD%20Diss%20Com%20and%20Approval%20of%20Proposal%20Form%2008152014%20E.pdf)) to the proposal defense. The committee confers to determine if the proposal is acceptable. If the proposal is accepted, the aforementioned form is completed and the student may proceed with preparing the dissertation. The student submits the signed form to the PhD Program Secretary in order to obtain the Associate Dean of Research and PhD Program’s approval and signature. 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 with the CON OSA.

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

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

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

**Grading Procedures**

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

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

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

**Data Management and Storage**
For information regarding data management, refer to the CON Data Archive Rules and Regulations section of this handbook. For intervention studies, a Data Safety and Monitoring Plan or Committee should be completed and/or formed. Please refer to the Post-Award Administration section of this handbook for more information. If the student plans to take the data to another institution after completion of the dissertation, a Material Transfer Agreement (MTA) must be completed and on file. For more information, please contact the Associate Dean of Research and PhD Program.

**Dissertation Completion Funds**

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

**Dissertation Completion Fellowship Nomination**
Dissertation Completion Fellowships are available for fall, spring and summer semesters. Each fellowship is a stipend of $7,500; tuition, fees, and health insurance are not included.

Eligibility:
• Students receiving fellowships can also be appointed as quarter time graduate assistants; however, writing and completing the dissertation is the goal and deliverables are expected
• Recipients of this fellowship cannot simultaneously be paid in full by another mechanism (e.g., F31)
• Students are expected to defend the semester of receipt or within one subsequent semester
• Students must be enrolled for at least one credit during the semester they are awarded the fellowship

**To be considered for this fellowship, please submit the following material to the PhD Secretary:**
• Student information including: name, PID, mailing address, email, phone number, and residency – (fillable pdf form)
• CV
• Outline of dissertation with specific status of each chapter and projected completion date (1-2 pages)
• Submission of IRB approval for dissertation
• Letter of support with statement of progress and likelihood for dissertation completion by the student’s Dissertation Committee Chair
• Budget outline (e.g., can include equipment, participant pay, research assistant time, doctoral student research time, etc.) Be comprehensive in plans for fellowship money use
• Dissertation proposal acceptance form with committee member signatures

**Nominations will be reviewed based on the following criteria:**
• Progress in meeting program benchmarks
• Publications and presentations
• Evidence of timely completion or progress toward the degree
• Support from the unit
• Quality of the dissertation
• Contribution of dissertation to science
• Intention to pursue a career as a nurse scientist at a research-intensive organization

**Please submit by June 10, 2019 for a fall nomination, October 14, 2019 for a spring nomination, and February 10, 2020 for a summer nomination.**

### **Graduation Procedure**

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

1. Student has completed all coursework in GradPlan, including any necessary transfer credits. This step is verified by the Faculty Advisor, Associate Dean of Research and PhD Program, and PhD Academic Specialist in the CON OSA.
2. Student had completed all program benchmarks and provided MSU (via the PhD Office) with MSU data used for their dissertation, according to applicable guidelines. This step is verified by the dissertation chair and Associate Dean of Research and PhD Program.
3. Student applied for graduation (using the application available on the [Registrar's Office website](https://reg.msu.edu/StuForms/GradApp/gradapp.aspx)) after adhering to all graduation guidelines and deadlines.
4. At least two months prior to commencement, student notified the CON OSA that they plan to graduate and participate in graduation exercises.
5. Student completed all dissertation requirements by required deadlines. Refer to the Dissertation section of this handbook for further instruction. A copy of the dissertation is provided to the PhD Secretary prior to graduation certification.
6. **The data and the data storage form must be sent to the PhD Program Secretary before the final certification for graduation is made.**
7. Once all previous steps are completed and verified, an electronic degree certification form is generated through the CON OSA. The PhD Program Academic Specialist and the CON OSA Director both approve this form before it is sent electronically to the Registrar’s Office.
8. Student will receive formal degree and transcript copy from the Graduate School following completion of all requirements.

### **Timelines for Coursework and Degree Requirements**

## Special Grade MarkersDF-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 term of instruction.  Students may request a six-month extension of this deadline from their instructor. To grant the request, instructors should go to the [Registrar's forms page](https://www.reg.msu.edu/Forms/AAForms/AAMenu.aspx) on the web. Once there they choose the "Administrative Action" form. Once this link is clicked a sub-menu opens and there is an option for "Extension of Conditional Grade". This form is submitted online and routed for the necessary approvals.

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 reenroll 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 his or her 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 below) the instructor's deadline for removing the I-Incomplete and reporting the student's grade is the middle of the student's next semester on campus.  That means the student's deadline for submitting the missing course work will be before the instructor's deadline, if only to allow the instructor time to evaluate the course work. If the administrative action form fails to arrive in the Registrar's Office on time, your grade will automatically change to a 0.0.  Contact your instructor immediately if this should occur.

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

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

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

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

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

### NGR-No Grade Reported

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

**Time Extensions for Coursework**
Students unable to finish course requirements within the five-year limit should complete the following procedures.

1. The 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 chair prepares a memorandum to the student that includes the committee’s recommendations and sends it to the Associate Dean of Research and PhD Program for approval or denial.
3. The final memorandum is sent to the student and a copy is retained in their electronic folder within the CON OSA.
4. Students are required to comply with the final recommendation.

**Dissertation Time Extensions**
Students who wish to complete their dissertation after the eight-year limit must submit a written request for a time extension to the dissertation chair. The request must include a planned time frame for dissertation completion that has been approved by the Dissertation Committee. Further instructions can be found in the Academic Programs Catalog.

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

## College Policies and Procedures

### **Computer Technology Requirements**

High speed Internet connection REQUIRED.

SYSTEM/BROWSER COMPATIBILITY

|  |  |
| --- | --- |
|  | Minimum Required |
| Operating System | Windows 7 or greater, MAC OS X 10.8 or greater |
| Browser | Mozilla FireFox, Edge, Safari, Google Chrome |

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

REQUIRED TOOLS

**Microsoft Office 2010 or greater** or compatible word processing program—check with your instructor. (Mac compatible versions available.) The MSU Computer Store offers special pricing for hardware and software purchased by MSU students <http://cstore.msu.edu/>.

**Adobe Reader** for viewing PDF. ([Free software download](http://www.adobe.com/products/acrobat/readstep2.html))

**Adobe Flash** for video and audio. ([Free software download](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash))

RECOMMENDED PERIPHERALS

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

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

For technical assistance contact the 24/7 MSU Helpdesk at 517-432-6200 (or toll free at 1-800-500-1554)

### **Laptop Requirement**

Nursing students admitted to undergraduate and graduate nursing programs at the MSU College of Nursing are required to have a laptop computer for all on-site classes. The laptop is the primary computer for all computerized classroom activities at the College. NOTE: the screen size must be large enough so images/pictures can be easily viewed (i.e., no Smartphone, 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 or Ethernet cable. Students will be responsible for having a sufficiently charged laptop battery and a working wireless card for assigned classroom activities.**

Additional online testing software may be required.

### **Learning Technologies**

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

**Learning Management Systems (Desire2Learn - D2L)**

CON courses will utilize a Desire2Learn - D2L course space. To access this online course spaces visit https://d2l.msu.edu/d2l/home. A MSU NetID and password are required to log in. To access your courses, 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. Some common online course space tools include:

1. Discussion Forums—Instructors often post discussion scenarios for students. Much like you share verbal information in a classroom discussion, you share written information in a discussion forum by writing your thoughts and posting them to a discussion thread for all students to read and respond.
2. Assignments (Previously known as “Drop Box”)—Many times assignments are submitted electronically using this tool.
3. Quizzes and Exams—Whether a class is in-person or online, quizzes and exams are usually given electronically; either with ExamSoft software or placed in D2L.

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](http://www.skyscape.com/msucon).

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

For all questions related to D2L contact the MSU Helpdesk—this source is available 24 hours a day, seven days a week at 517-432-6200 (on campus X 5-2345) or toll free at 1-800-500-1554.

### **CON Data Archive Rules and Regulations**

**Research Records/Data Storage**
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.](http://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.

**Information Stored in the CON Data Archive**
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. Such use necessitates that all archived data sets follow certain documentation standards. All primary data should be accompanied by the elements described below.

* Project narrative that includes:
	1. The original study’s aim(s) and research hypothesis, which can be taken from the original proposal;
	2. A short description of all data files and data sources containing data collected in the study (e.g., numerically coded information for statistical analysis purposes, audio and video files, biological specimens, and results from laboratory tests, etc.);
	3. Information on the original target population, inclusion/exclusion criteria, recruitment strategies, and study sample including the sampling design (e.g., convenience, purposive, or probability sampling), sample size estimation and/or power analysis, and the units of analysis (e.g., individuals, households, care organizations, etc.);
	4. A description of the research design (e.g., cross-sectional, longitudinal, experimental/intervention, observational, concentration groups, qualitative interviews, etc.);
	5. A description of data collection methods and protocols (surveys, interviews, anthropometric/physiologic deliverables, chart abstraction, etc.);
	6. Documentation for any scales or indices;
	7. Copies of all data collection instruments used in the study.
* A codebook for numerical files listing all variable names and pertinent value labels; transcriptions of audio and video files; a codebook and documentation for numerical files containing laboratory results and other physiological data.
* Primary data files containing numerical information from interview data, laboratory tests, biometrics, as well as transcriptions of qualitative interviews or observational notes. All of these files must be de-identified (i.e., contain no information that would allow a new investigator to determine study subjects’ identities). Since it is impossible to guarantee the confidentiality of subjects used in original video and audio files, such files generally should be kept only as long as it takes to review, interpret, and code them. Therefore, in most cases the CON will not house video and audio files of faculty research, only the codes and transcriptions derived from them. The exception to this practice is the video and audio files generated during a dissertation project. Such files must be archived with the CON as soon as they are generated, and labeled with a de-identified study code. Before submitting data to the CON archive, researchers should inquire about acceptable software formats for numerical data (e.g., SPSS, STATA, SAS, EXCEL) or qualitative data (e.g., NUDIST, ATLAS). Note: primary data include the information as originally collected and coded, before any data/variable transformations have been undertaken, and missing value algorithms have been applied.
* If applicable, the data should include the documented process for imputation of missing values, as well as transformed and newly created variables based on primary data. Analytical files must be accompanied by the commands that incorporate the data transformations (recoding, scale computations, missing value imputations, etc.).
* A list of references to publications based on the data in the archive.

**Rules of Engagement**
Faculty Data. CON studies conducted by faculty PIs typically are housed in the CON warehouse shortly after the end of the funding period, and in a manner that meets all the funding agency’s storage requirements. Individual faculty retains the right to determine whether to make their data available for secondary analysis. Any person interested in secondary analysis of existing CON data sets must contact the faculty PI to discuss their interests, submit a 1-page proposal (documenting aims, hypotheses, and approach) for PI review, and (if accepted) complete CON Author Agreement and Data Use Agreement forms in conjunction with the PI. The investigator must also adhere to all MSU IRB requirements.

Student Data. Student-collected research data must be accessible to the Faculty Advisor, appropriate members of the thesis/Dissertation Committee, and the student. 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. Appropriate forms will be developed for this purpose.

**Intellectual Integrity Policies**

Student Scholarly Activities

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.

Research Misconduct and Questionable Research Practices within the college are defined consistent with the University Document on Intellectual Integrity.

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

Serious deviations from accepted practice involve intent and consist of:

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

**Questionable Research Practices** **-** are actions that violate traditional values of the research enterprise and that may prove detrimental to the research process. Examples of questionable research practices include:

1. Failing to keep adequate research records, especially for results that are published and/or are relied upon by others.
2. Failing to retain significant research data or results for a reasonable period.
3. Refusing to give peers (who are not of the project team) reasonable access to unique research materials or data that support published papers.
4. Exploiting or inadequately supervising research subordinates.
5. Intentionally misrepresenting speculations as fact or releasing preliminary research results without providing sufficient data to allow peers to judge the validity of the results or to reproduce the experiments.
6. Conferring or requesting authorship on the basis of inadequate contributions.
7. Refusing authorship or the right to publish independently for improper or inadequate reasons.
8. Failure to report observed misconduct.

**Code of Professional Standards**
All MSU graduate students should be familiar with the following information:

* The [*Graduate Student Rights and Responsibilities*](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) (GSRR) articles
* [University guidelines for ethical research](http://hrpp.msu.edu/) (published by the Human Research Protection Program or HRPP)
* The MSU [Guidelines for Integrity in Research and Creative Activities](https://grad.msu.edu/researchintegrity)
* The informal conflict management principles in the [Graduate Student Resource Guide](https://grad.msu.edu/gsrr)

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 nursing have shared responsibility for adhering to the following professional standards that are central to the CON PhD program:

1. 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;
2. Responsible fulfillment of all academic obligations, including ethical conduct in the research setting; and
3. Honesty and integrity in all academic and professional conduct.

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 (2.1.2); maintenance of a collegial atmosphere (2.3.7); and, mutual trust and civility (2.3.1.2).

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

### **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 his/her course instructor or the Faculty Advisor for assistance.

Assistance is also available at the University Writing Center.300 Ernst Bessey Hall

434 Farm Ln

East Lansing, MI 48824

(517) 432-3610‬

writing@msu.edu

### **Compliance/Health and Immunization Policies**

The following requirements and procedures apply to current students and those admitted as of fall 2016. All CON students must submit to and comply with the Centers for Disease Control and Prevention guidelines for healthcare workers and the [CON Compliance requirements](http://nursing.msu.edu/Students/Who%20are%20you/Current%20Student.htm). Student compliance is monitored and maintained jointly by the [Office of the University Physician](http://uphys.msu.edu/) and the CON OSA. All medical documentation related to immunizations must be submitted directly to the University Physician. All remaining documentation is submitted to the CON OSA.

### **Responsible and Ethical Conduct of Research (RCR) Training**

**MSU Responsible Conduct of Research Plans**

Training in the Responsible Conduct of Research 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.

The plan below represents the basic university plan. Each department/program or college will develop a plan that at a minimum incorporates these university-level requirements.

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

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

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

**All PhD Students**

**1) Year 1**

All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program: Completion of this requirement will be tracked in Ability:

* CITI Introduction to the Responsible Conduct of Research
* CITI Authorship
* CITI Plagiarism
* CITI Research Misconduct
* NIH Good Clinical Practice (GCP)

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

### Required TrainingLogin to the [**Ability**](https://ora.msu.edu/train/) training system. You will find 3 options for meeting the GCP training requirement.

* NIH Good Clinical Practice for Social and Behavioral Research: Complete all 9 NIH online courses.
* 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**](https://ora.msu.edu/CITI-RCR-registration) with your NetID and adding the course group. Your MSU account will be updated approx. 1 week after you complete the 10 modules.
* Alternative training review - [Submit a request](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 RequirementThe CITI Programs FDA Refresher must be completed at least every 3 years.

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

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

**2) Discussion-Based Training**

All graduate and graduate professional students must complete a minimum of 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years (e.g., as part of a course), or as part of the ongoing training requirement (for doctoral students). Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. For master’s Plan A and PhD students completion of this requirement will be recorded by the department in GradInfo as “Initial” training.

**In addition to 1 and 2 above, PhD students will complete:**

**3) Year 2**

Within the first 2 years of enrollment in their program, PhD students will complete 3 additional MSU online training modules, to be selected from the following list. Specific requirements for course selection may be defined in the individual department/program or college plan.

Completion of this requirement will be tracked in Ability.

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

**In addition to 1, 2 and 3 above, PhD students will complete:**

**4) Annual Refresher Training**

Starting in year 3, all PhD students must complete 3 hours of annual refresher training; this can include discussion-based training and online courses beyond the 7 required in basic training. Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. Completion of this requirement will be recorded by the department in GradInfo as “Annual” training.

Additional information on Responsible Conduct of Research is available on the [Graduate School website](https://grad.msu.edu/rcr).

**University Committee on Research Involving Human Subjects Web-Based Tutorial**
In compliance with NIH federal guidelines, staff in The Office for Research Ethics and Standards has developed a web-based tutorial for MSU faculty and key personnel involved with NIH and PHS (Public Health Service) grants. The tutorial covers basic ethics issues for research involving human subjects that researchers are required to know. In addition, the project investigator and key personnel taking the web-based tutorial become certified in human subject ethics education as federally mandated. A copy of the certificate of completion needs to be provided to the CON Research Center and the PhD Program. More information on required training is [available here](http://hrpp.msu.edu/required-training). Look for the CITI (Collaborative IRB Training Initiative) Online Course in the Protection of Human Research Subjects. In compliance with federal guidelines, all PhD students also are to complete the Health Insurance Portability and Accountability Act (HIPAA) tutorial ([available here](http://hrpp.msu.edu/hipaa)). Copies of the certificate of completion must be provided to the PhD Program and the Research Center.

### **IRB Compliance and Monitoring**

For student research, the Faculty Advisor or dissertation 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.

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

* 1. The student is joining an existing faculty project as key personnel (Conversely, IRB approval is NOT required if the student is joining a research team in a non-key personnel role and completing work described in the existing project’s IRB application).
	2. The student is contributing to a faculty member’s existing research project by collecting and/or analyzing data to answer a new research question.
	3. The student is collecting and/or analyzing data to answer a student-initiated research question not associated with an existing research project.

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

2. Appropriate IRB applications will be completed and submitted for each scenario presented in item 1 above using the steps described below.

* 1. The PI of an existing research project will prepare and submit an IRB revision application to add the student to their research team. Note: An IRB revision application must be submitted to remove the student from research team when the student graduates or no longer works on the team.
	2. The PI of an existing research project may take one of the following steps.
		1. Prepare and submit an IRB revision application adding the student’s work to their existing IRB application. Note: If the PI adds the student’s work to their existing research project, the PI must report on the student’s work in all renewal applications and, if applicable, submit consent forms for the student’s work with each renewal application. The PI is responsible for submitting all required revision applications. When the student work is completed and active IRB approval is no longer required by the University Human Research Protection Program (HRPP), the PI must submit a revision to remove the student from their existing research project’s IRB application and provide a final progress report on the student’s work.
		2. Ask the student to prepare an IRB initial application to cover the student’s work. However, all student research must be submitted to the IRB by a faculty member and the research must list the faculty member (PI, Faculty Advisor, or dissertation chair) as the Responsible Project Investigator and the student as the Secondary Investigator. Note: The Responsible Project Investigator is responsible for ensuring that all IRB renewals, revisions, and closures are submitted per HRPP requirements.
	3. The student will prepare an IRB initial application for approval and submission by the faculty responsible for supervising the student’s work. Again, all student research must be submitted by a faculty member and the research must list the faculty member as the Responsible Project Investigator and the student as the Secondary Investigator.
	4. Some agencies will require their own IRB committee approval or a reliance agreement with MSU.
	5. Some agencies such as Sparrow will also require study approval by their nursing research committee.
1. The following documentation regarding IRB approvals should be sent to the PhD Program Secretary:
	1. Student approval letter;
	2. IRB approval letter when the student, as key personnel, is removed from the project or the project closes; and
	3. IRB approval letter and correspondence when the project is closed.

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

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

In addition, students must be familiar with the ethical principles outlined in the MSU Guidelines for Integrity in Research and Creative Activities. 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).

**Click Compliance System**

Click is MSU's research and compliance system. Use Click (Portal Login) 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](https://hrpp.msu.edu/templates/index.html) webpage for templates to be completed and included with the Click submissions.

**Need Assistance with Click?**

Please contact the IRB office with questions at 517-355-2180 or irb@msu.edu; if you experience a technical issue like problems with logging into Click, please contact the Click Help Desk at 517-355-2000 or clickhelpdesk@msu.edu.

### **Student Parking Policy**

Students may register their vehicle and obtain a parking permit application from the [Department of Police and Public Safety](http://police.msu.edu/management-services-bureau/parking-office/) (DPPS). Your permit privileges are not valid until your permit is properly affixed to your windshield. To register your vehicle you must present a current student ID, a valid driver’s license and your vehicle registration. For additional questions, please refer to the DPPS office.

### **Inclement Weather Policy**

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

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

### **PhD Student Travel Guidelines**

PhD student travel in support of education and/or research is reimbursed consistent with University travel policies and according to CON guidelines. The PhD travel memo can be found here. CON funds may be requested, but are not guaranteed, when a paper or poster is accepted and travel is necessary. Funding requests cannot include conference registration. If funded by the CON, students must attend all conference sessions/workshops. Students may be asked to present their findings from these sessions/workshops at the CON, following the conference. Contact the PhD Program Secretary for additional information.

**Instructions Prior to Travel**
Approval for travel must be obtained in advance of the proposed trip. Students traveling on behalf of or related to university activity or business are required to complete the following forms: [*Pre-Trip Authorization form*](http://www.ctlr.msu.edu/download/forms/TVLExpenseWkst.xls), [PhD Student Travel Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/PhD%20Student%20Travel%20Form.pdf), [*Absence from the University form*](http://nursing.msu.edu/Images_Docs/PhD_Images/Absence%20Form.pdf)*, and Travel Reimbursement Checklist Form*.  To ensure reimbursement and adequate processing and preparation time, these forms must be submitted to the PhD Program Secretary at least two weeks prior to domestic travel, and at least four weeks prior to international travel. Visa holders should also read the next section of the handbook, Travel and Visa Guidelines.  The following information must be included in the description section of this form:

1. The conference name
2. Trip meets a program benchmark
3. A short description of how attendance will enhance the student’s program/educational goals
4. The name of the student’s Faculty Advisor and whether he or she has given permission for the specified travel

Funding approval will depend on the College budget that is available, if other existing funds are available, such as fellowships, grants etc. Also, the travel/trip will need to meet a program benchmark. At the time of form submission, students must identify what funding sources will be used for the trip. This information should be noted on the Pre-Trip Authorization form and communicated to the PhD Program Secretary.

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.

If airfare funding is approved, students are encouraged to ask the PhD Program Secretary for details about direct bill airfare.

**External Funding**
Students traveling for a University or CON project supported by monies from an externally funded project are reimbursed if the project budget allows support for such travel. Students also can request travel funds from the Graduate School. For more information on travel funding visit the [Graduate School Website](https://grad.msu.edu/travel).

Sigma Theta Tau - Alpha Psi Chapter:
Sigma Theta Tau International was founded in 1922 by six nursing students at the Indiana University Training School for Nurses (now Indiana University School of Nursing in Indianapolis). The founders chose the name from the Greek words Storgé, Tharsos and Timé meaning "love," "courage" and "honor."

**The Alpha Psi Chapter:**Michigan State University Chapter of Region 10 was founded in 1969 and supports the learning and professional development of members who strive to improve nursing care. The Alpha Psi chapter provides support for local activities including: nursing research, continuing education, and community service.

**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.

**Membership:**
Membership is by invitation to students of nursing baccalaureate programs, nursing graduate study programs, and community leaders meeting eligibility requirements.

Visit Sigma Theta Tau - Alpha Psi Chapter online to learn more:

* [Website](http://thecircle.nursingsociety.org/AlphaPsiChapter/Home/)
* [Facebook](http://www.facebook.com/pages/Sigma-Theta-Tau-Alpha-Psi-Chapter/148264958572461)

**Professional Meetings**
Funding requests are considered for presentations at professional meetings occurring at regional, national, or international research, educational, or practice conferences that support CON benchmarks. Each year, the Associate Dean for Research and the PhD Program allocates a sum, depending on college guidelines for **student travel to meet benchmarks**, and communicates this information to all PhD students. For more information, please contact the PhD Program Secretary.

Funding approval will depend on the College budget that is available, if other existing funds are available, such as fellowships, grants etc. Also, the travel/trip will need to meet a program benchmark.

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

**Reimbursement**
To be reimbursed for travel, receipts **must be submitted** in full with **Travel Reimbursement Checklist** to the PhD Program Secretary **within 30 calendar days** of returning from travel. Conference registration is not reimbursed. For any additional questions regarding the reimbursement process, please contact the PhD Program Secretary.

**Absence from the University / Grief Absence Policy**

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.

**Leave of Absence**
Active students may submit a request for a leave of absence for no more than one (1) year. The request must include their revised program plan signed by their faculty advisor. The decision to approve/disapprove leave requests is at the discretion of the Associate Dean for Research and PhD Program and Dean of the College. Students who leave for more than three semesters without an approved and current program plan are subject to dismissal. Reinstatement in the program is based on review and approval by the Associate Dean for Research and PhD Program.

**Grief Absence Policy**

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 his/her classes.

It is the responsibility of the student to:

1. fill out the absence request form available below
2. notify their Faculty Advisor 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
3. provide appropriate verification of the grief absence as specified by the Faculty Advisor and course faculty
4. complete all missed work as determined in consultation with the advisor/Faculty Advisor and course faculty

It is the responsibility of the Faculty Advisor to:

1. 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
2. receive verification of the authenticity of a grief absence request upon the student’s return
3. make reasonable accommodations so that the student is not penalized due to a verified grief absence

The Associate Dean of Research and PhD program will follow up on all grief absence requests.  Students who believe their rights under this policy have been violated should contact the [University Ombudsperson](https://msu.edu/~ombud/).

The [Grief Absence Request Form](https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx) is available online.

The grief absence policy and other student policies and procedures can be found in the [Spartan Life Student Handbook](http://splife.studentlife.msu.edu/regulations/selected/grief-absence-policy).

**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, 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.

We have a designated room in the College of Nursing for reflection. This Reflection Room is located in C243 Bott Building.

### **Travel and Visa Guidelines**

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

**Face to Face** **PhD Program/Zoom policy for Class Attendance**

The PhD Program at MSU is a face to face program. Online and Zoom attendance is not the format for class. Faculty will strictly enforce this policy, since use of online and Zoom threatens the fellowship funding of some of our international students. Effective with fall 2019, Zoom attendance to classes and seminars will be rare and only with special pre-approval.

**Office for International Students and Scholars (OISS)**
The primary purpose of the 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. OISS has limited financial resources to support international students’ education in the United States. Publications available for use only in the OISS office include

1. The Institute of International Education’s (IIE) publication on funding sources for study in the United States;
2. The United Nations Educational, Scientific and Cultural Office’s (UNESCO’s) publication Study Abroad 2000+ that includes information on scholarships and courses in the United States; and
3. A list of programs for female students who intend to return to their home country upon completion of their degree program.

Information related to awards and scholarship materials is available through the [OISS website](http://nursing.msu.edu/PhD%20Handbook/oiss.isp.msu.edu/students/financial.htm). 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. For more information, please call 517-353-1720.

**Policy Guidance for International Students**

*Maintaining Immigration status*

Full-time enrollment

* Doctoral: minimum 6 credits, or 3 credit hours plus assistantship (fall and spring semesters
* Summer can be considered a semester off unless it is the first semester the student is enrolled at MSU
* Students with F-1 visas may only count one (1) online course per semester toward full-time enrollment

Documents

* Students must always have a valid passport
* I-20 or DS-2019 forms must reflect updated information (e.g., name, funding source, degree program)

Employment

* May work on campus (maximum 20 hrs/week) during the academic year and more during university summer, spring, and winter breaks
	+ If students are being hired by the department for hourly or for assistantships, I-9s are to be done by the department
* Students with J-1 visas need their sponsors’ approval
* Any off-campus employment must be authorized in advance

Travel

* Students will need a valid visa, passport, and a recent signature on their I-20 or DS-2019 form to re-enter the USA

For more information, please contact Nicole Namy at namynico@msu.edu or Bob Coffey at coffeyr1@msu.edu.

### **Impaired Student Nurse Policy**

I. POLICY

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

II. FOUNDATIONAL DOCUMENTS

* Michigan State University Policy approved by the MSU board of Trustees 1990 retrieved from Spartan Life May 20, 2014
* Substance Abuse Statement of the American Association of Colleges of Nursing 1998 retrieved from the website on May 20, 2014
* American Nurses Association (2010). Guide to the code of ethics for nurses: Interpretation and application. . Washington, DC: Author. ISBN: 1-55810-176-4
* American Nurses Association (2010). Nursing: Scope and standards of practice (2nd ed.). Washington, DC: Author. ISBN: 1-55810-215-9
* Michigan Nurses Association (2010). Professional and Legal regulation of Nursing in Michigan (3rd ed.) Okemos MI: Author. ISBN: 0-9634643-1-0

III. DEFINITIONS

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

IV. DRUG AND ALCOHOL POSSESSION AND USE

1. Prohibitions. Except as provided in paragraph B below:
	1. No student engaged in academic activities shall possess, use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia at a clinical site or while engaged in clinical activities.
	2. No student may report to a academic site or engage in clinical activities while under the influence of or impaired by alcohol or drugs, to any degree. This is a zero tolerance policy.
	3. All students of the University are subject to the MSU Drug and Alcohol Policy.
2. Exceptions. The following circumstances constitute exceptions to this policy:
	1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which they were prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student’s academic activities.
	2. Distribution of legally ordered medications as a part of a clinical practice experience.
3. Students who participate in academic activities at outside facilities may also be subject to the rules and regulations of the host facility. This may include drug and/or alcohol testing pursuant to host facility policies.

V. DRUG AND ACOHOL TESTING PROCEDURES

1. In order to assure compliance with the policy and as a condition of continuing to participate in scholarly activities, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. Failure to cooperate with the procedures may result in termination of a student’s scholarly activities, which will carry with it serious consequences for the student’s ability to complete the required objectives of his or her course of study in the CON.
2. A student may be required to complete drug and/or alcohol testing if there is a finding of reasonable suspicion that the student has used drugs or alcohol while engaged in scholarly activities. Reasonable suspicion shall be determined by the supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the supervisor may take into account observations of lay persons, other staff, or faculty of the CON and/or agency health care professionals.
3. When finding of reasonable suspicion is made, the following steps will be implemented by the CON:
	1. The supervisor shall instruct the student to leave the academic area and will address the student in private to discuss the behavior(s) observed. The supervisor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use. The supervisor shall consult with the Associate Dean of Research (ADR), and shall make a determination as to whether to refer the student for drug and alcohol testing.
	2. If the supervisor and/or ADAA decide to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. The CON will incur costs associated with the initial testing. A student who refuses to undergo testing shall be presumed to have violated this policy.
	3. Transportation to and from the location for testing will be arranged and paid for by the CON. The student will be accompanied by a CON representative at all times to the testing site.
	4. Tests shall be conducted pursuant to the testing protocols of the academic agency or the Office of the University Physician and shall include collection of a urine sample. Samples shall be collected by the academic agency or the designated screening clinic of the Office of the University Physician. Test results will be interpreted by the University Physician, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of drugs or alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken against the student. In the case of a positive test, the student shall be contacted by the University Physician, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the University Physician, he or she shall advise the ADR of the CON of the testing results.
	5. After testing is complete, the student will be counseled against driving. If the student is unable or unwilling to call a family member or friend to provide transportation home, transportation will be arranged and paid for by the CON.
	6. The supervisor will prepare a written report documenting the observed student behaviors on a college student occurrence form and submit same to the ADR.
	7. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student drug and alcohol testing.
4. A student who has been sent for a drug and alcohol test shall be suspended from participation in scholarly activities until the results are returned. Test results shall be provided by the University Physician to the ADR. If the results are negative and the student also meets the technical standards for participation in scholarly activity, the student shall be permitted to resume his or her regular scholarly activities immediately with make-up time scheduled as needed to achieve course outcomes. If the test results are positive for the presence of drugs or alcohol, or if the student refuses to submit to testing, the following steps shall be followed.
	1. A meeting will be held, within a reasonable period of time, with the student, the course faculty involved, and the program director to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all academic programs, a failing grade for a given course, or dismissal from the CON.
	2. If the CON does not initiate dismissal proceedings, the student will be required to attend a substance abuse evaluation at the MSU Counseling Center or with a certified or licensed professional capable of providing this service. The student will sign a consent form to allow release of the evaluation results to be provided to the ADR. The student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment will result in the student’s dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the student is fit to return to scholarly activities, the student shall be permitted to resume full participation in the CON curriculum.
	3. Any student who holds an RN license and who has a positive drug screen confirmed must contact the Michigan Health Professional Recovery Program as part of the evaluation process. If the student is diagnosed with abuse of or dependence on a substance, the student must comply with a monitoring program. If a student who is a licensed nurse fails to participate in a MHPR program, the CON will notify the Board of Nursing.
	4. The College of Nursing will file a complaint with the student judicial process when a positive drug test result is received. The CON will be notified of the outcome of this process.

VI. APPEALS

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

VII. REINSTATEMENT TO ACADEMIC PROGRAM/SCHOLARLY ACTIVITIES

1. In order to apply for reinstatement to scholarly activities after a suspension, a student must provide to the CON the findings, reports, and/or recommendations of any drug and alcohol counselors or health care providers related to the student’s violation of this policy and subsequent treatment. Relevant student judicial findings and sanctions must also be provided to the college.
2. A student who has been removed from a academic program for a violation of this policy shall be permitted to return to the academic program upon fulfillment of the following conditions:
	1. Expiration of any academic suspension or disciplinary suspension.
	2. Written documentation of successful completion of all recommended drug and alcohol services and compliance with any sanctions or requirements issued pursuant to the student judicial process.
	3. Agreement to voluntarily participate in random drug or alcohol screening for a designated period of time, the cost of which must be paid by the student.
3. A student’s return to any scholarly experience will be contingent upon acceptance by the clinical partner/agency.

VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

1. Students with drug or alcohol problems, whether or not engaged in scholarly activities, are encouraged to voluntarily seek assistance through the MSU Counseling Center. Professors, instructors, and advisors in the CON will assist students with referrals, as requested.
2. Any student in the College of Nursing who is convicted of a drug or alcohol related offense including Minor in Possession and Driving Under the Influence (DUI) will report this occurrence to the ADR within 7 days.

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

## University Policies and Procedures

### **Course Numbers**

MSU Courses < 500 level will not count toward a PhD in the CON unless special permission is granted.

**500-699 Graduate-Professional Courses**

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

**800-899 Graduate Courses**

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

**900-999 Advanced Graduate Courses**

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

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

### **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 chair, or Associate Dean for Research and the PhD Program. This policy can be found on the [Office of the Registrar's website](https://reg.msu.edu/ROInfo/Notices/MinimumRegistration.aspx).

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

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

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

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

More information about FERPA can be read at the [Office of the Registrar's website](https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx).

**Student Responsibilities when Conducting Research**

**Ethical Principles for the Protection of Human Subjects**
As set forth in its Assurance (section 1.1-1.4), the IRB reviews applications for research based on the four ethical principles for the protection of human subjects of research described below.

* 1.1 Every person has the right to determine what shall be done to him or her, what activities he or she shall engage in, and what risks he or she will take. This requires that research on human subjects cannot be carried out without the subjects’ competent, voluntary, and informed consent.
* 1.2 No person should be placed at risk as a subject of research unless the risks are reasonable in relation to the anticipated benefits of the research.
* 1.3 The risks and burdens to subjects in research should not be unjustly distributed. The recruitment and selection of subjects should be reasonably related to the research and not impose inequitable risks and burdens on any segment of society.
* 1.4 Special consideration and protection should be given in research to persons who may lack full capacity to secure their own rights and interests (e.g., children, the mentally infirm, and those in involuntary custody).

**Definitions**
Research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. Human subject refers to an individual about whom an investigator conducting research obtains data or materials (blood, tissue, etc.) through intervention or interaction with the person, or identifiable information. Under these regulations, public officials (elected or in non-elected decision-making positions) are not considered human subjects.

**Investigator’s Responsibility**
The Responsible Project Investigator is to assure that all research involving human subjects is reviewed and approved by the IRB prior to initiation. Investigators uncertain whether a project requires IRB review should seek assistance from the HRPP office. When review is required, the Responsible Project Investigator should review the document entitled, IRB Information and Instructions for Applicants, and then submit the project for review on an IRB application form. IRB instructions for applicants and application forms are available on the [MSU HRPP website](https://hrpp.msu.edu/).

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

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

1. Full Review
2. Expedited Review
3. Exempt from Review

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

**Important Reminders**
The MSU Contract & 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 master’s theses or 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.

**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. 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 an 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](https://hrpp.msu.edu/msu-hrpp-manual-section-9-2).

If a student collects data for non-research purposes and subsequently decides to use the data for research, IRB review may be required. The instructor or student should contact the IRB to determine if IRB review is required. When an IRB application is required, it should include an explanation of how the data were collected and why IRB approval was not sought prior to data collection. When appropriate, the consent process should be explained and a consent form attached. For more information, visit the [Human Research Protection Project website](http://hrpp.msu.edu/).

### **Financial Assistance**

Funding for PhD students comes from a variety of sources including University and College graduate assistantships, research assistantships, and other individual pre-PhD awards. There also are funds available to support PhD education based on the strength of students’ research plans and the match with their faculty mentors’ research. However, funding is not the responsibility of the CON. Students must be in good academic standings to receive funding.

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

**CON Support**

**Nurse Faculty Loan Program (NFLP)**
The 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.

**CON Annual Scholarships**Annually the CON awards scholarships. Applications are due March 1. For a comprehensive list of funding sources, click here.

**PhD Dissertation Award
Purpose:** Michigan State University (MSU) College of Nursing (CON) established this award to acknowledge exceptional dissertation work by a MSU CON PhD graduate who received his or her degree within the last academic year.

**Eligibility:**

* Must provide evidence that the nominee successfully received a PhD from MSU CON within the last academic year.
* Nomination packet is complete as described in the procedure guidelines for nominations below.

**Guidelines for Nominations:**

* Self-nominations for the award will be accepted
* A cover sheet that indicates the following:
	+ Nominee’s name, topic of study, current position and location, telephone number, and email address
	+ Title of the completed dissertation
	+ Date of PhD conferral
	+ Name, academic title, and19 department of the nominator
* A summary of the dissertation, double-spaced, maximum 1250 words in length. Include the problem, purpose, questions/hypotheses, framework, methods, findings, and significance to nursing.
* A letter of support from a nursing PhD program dissertation committee member that addresses both the quality of the nominee’s dissertation and its significance to nursing knowledge and/or practice.
* To avoid any conflict of interest, a letter of support by an individual involved in the nominee’s evaluation or selection process will not be accepted.
* The nominee’s current CV

**Evaluation:** The evaluation criteria of the nominations will be based on the following:

* Evidence of quality and rigor of the dissertation
* Significance of the research to the nursing profession
* Evidence of an outstanding scholar
* Originality and innovativeness of dissertation
* Potential for publishing from the dissertation
* Potential as a career nurse scientist

Individuals writing letters of support should be encouraged to keep these criteria in mind as they comment on the significance/major contribution of the dissertation and aspects that distinguish it.

Evaluation Process:

* The evaluation of the award will be conducted by the Director of the PhD Program, the Chair of the PhD Program committee or a designated member, and the Associate Dean for Research.
* Any faculty members who served on the nominee’s PhD dissertation committee must recuse themselves and cannot serve as evaluators.
* If no nominations are reviewed as favorable, the evaluators may decide not to give the award for the past academic year.

**Due Date:**

* Submit all materials by January 31st.
* Award will be evaluated and chosen by March.
* Presentation of the award will occur at the Fall CON Scholarship Award Ceremony and Dinner.

Award Amount: $1000.00

**University Wide Support**

**Office of Financial Aid (OFA)**
The OFA is the main campus resource for Federal and State student financial aid programs and loans. The staff can help students with all aspects of need-based and non-need-based aid. General financial aid information is available at the [Office of Financial Aid](https://finaid.msu.edu/). Students can access their own MSU financial aid data on StuInfo ([stuinfo.msu.edu](https://stuinfo.msu.edu/)).

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

**General Information on Cost of Graduate Education**
Fees are assessed on a credit-hour basis, except for graduate-professional student fees, which are assessed on a semester basis. For more information regarding the cost of graduate education, visit the [Office of the Controller's website](http://www.ctlr.msu.edu/costudentaccounts/Tuition_FeesNonResident_Graduate.aspx).

**Funding Guide**
The Funding Opportunities Database ([available here](https://vprgs.msu.edu/funding-opportunities)) is intended to identify funding sources—such as grants, fellowships, scholarships, and awards—that are available to graduate students and graduate professional students. The database includes a few hundred out of thousands of funding opportunities. Many such opportunities are found online or in CD-ROM databases. This guide also explains how to access these resources.

### **Work Related Policies for RA/TA Appointments**

**Mandatory Training**

All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct (RVSM) Policy.  To Access the training, login to the [ORA training website](http://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.

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

**TA Policy**

Michigan State University is committed to partnering with graduate programs, faculty and the Graduate Employees Union to provide a wide variety of professional development experiences in support of all MSU teaching assistants (TAs). This effort is particularly crucial because it is the teaching assistants at Michigan State that often provide undergraduate students with their first exposure to core courses in a wide variety of disciplines. As such, teaching assistants play a crucial role in Michigan State University’s efforts to ensure academic success among the institution’s undergraduate population.

Professional development opportunities for Teaching Assistants have been organized with your TA experience in mind. Opportunities include August orientation programs (New TA Institute and International TA Orientation) as well as some additional events. You can find information about the two August orientation programs within both "First-Time TA" sections and information about additional events in all three sections as relevant. Whether you are a first time TA (domestic or international) or a returning TA, we have events you will want to attend! For more information for Graduate students who are TAs, please click here.

In the College of Nursing, all TAs or licensed RNs that are used only for clinical oversight and/or as assistants in the courses for grading, monitoring the course interactions on the D2L sites. Our TAs do NOT teach in the courses unless they are part of the teaching certificate courses that we offer. In that case, they are actually teaching classes and/or embedded in a course with a faculty member as part of their own education.

This is unlike other units where the TAs are actually teaching the course with limited oversight by the faculty member. We do not do that nor will we do so. The TA is “extra” help in the clinical oversight of students and/or monitoring online courses, proctoring tests, etc.

 A description of the manner in which Colleges are complying with Article 15 of the GEU-MSU contract - in particular, how they are ensuring TAs receive “training in the teaching of subject matter” at the College level. Examples of acceptable documentation include but are not limited to:

·lists of required professional development trainings, workshops, or events at the College level; they do not have required trainings because they are licensed RNs and are suitable to provide the clinical oversight that is requested of them. They attend the faculty and course meetings as other faculty are required.

·evaluation documents or evaluation compilations from professional development trainings hosted by the College; and

·any professional development documents or materials provided to TAs by the College. This is done on case by case basis.

A description of the process or copy of the rubric and criterion by which the College determines that an Employee “already… [has] the skills and experience equivalent to those provided in the [training] program.” By virtue of having the RN license, this is already done.

### **Resources and Facilities**

**General Facilities**
Health Complex Buildings hours are posted on the outer doors. Generally, all buildings are locked on weekends and after 6pm.

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

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

Touch Down Stations: PhD Students can use the computers and desks, located just off the elevator on the second and third floors of the Bott Building.

**CNRSI Touchdown Computer Software**

**2nd Floor Bott:**

Installed software on **HT12881:**

 Comprehensive

Meta-Analysis 3

 EndNote x7

 Microsoft Office

 SAS 9.4
 SPSS 25

**3rd Floor Bott:**

Installed software on **HT12614:**

 ATLAS.ti 8.3

 Microsoft Office

 Stata 15

Installed software on **HT12616:**

 Comprehensive

Meta-Analysis 3

 EndNote x8

 Microsoft Office

 SAS 9.4

 Stata 15

**Available Online:**

 Covidence\*

**Resources:**

Covidence: https://www.covidence.org/home

Atlas.ti: https://atlasti.com/

Comprehensive Meta-Analysis: https://www.meta-analysis.com/

Installed software on **HT12612:**

 ATLAS.ti 8

 EndNote x8

 Microsoft Office

 SAS 9.4

 SPSS 24

 Stata 15

Installed software on **HT12617:**

 EndNote x8

 Microsoft Office

 SAS 9.4

 SPSS 24

 Stata 15

Installed software on **HT12613:**

 EndNote x8

 Microsoft Office

 SAS 9.4

 SPSS 24

 Stata 15

Student Mailboxes: The CON PhD student mailboxes are on the third floor of the Bott Building. Students are responsibility for regularly checking mailboxes and MSU e-mail boxes in order to remain appraised of information vital to their education.

Smoking Policy: Smoking is prohibited anywhere on the MSU campus.

**CON Shared Equipment and Supplies Reservation Policy and Procedures**

Responsible Administrator: Research Administrator for the Center for Nursing Research, Scholarship, and Innovation (CNRSI)

**PROCEDURES STATEMENT**

Several equipment/supply items are able to be reserved for use by CON Faculty/PhD students for their research/scholarship. Should a faculty member or PhD student wish to reserve an available piece of equipment and/or supplies, the below procedures must be followed.

**RATIONALE**

The CON claims ownership of the equipment and supplies located in the high-density room on the 3rd floor. In order to provide these items for use, the CON must provide an effective way of tracking the use of the equipment and supplies.

**SCOPE**

These procedures apply to all MSU CON faculty/PhD students with research projects.

**RELATED POLICIES, PROCEDURES OR REGULATIONS**

**CONTACTS**

Questions, comments or concerns should be directed to the Research Administrator.

**RESPONSIBILITIES**

The Associate Dean for Research has responsibility for oversight of this policy.

The Research Administrator has responsibility for keeping accurate reservation records and following up with faculty/students who have reserved items.

**PROCEDURES**

1. The faculty member/PhD student will fill out the Shared Equipment and Supplies Reservation Request Form found on the College of Nursing website, and submit it to the Research Administrator.

\\hc.msu.edu\shares\Nursing\Research Admin\ADMINISTRATION\CNRSI Shared Equipment\CON Equipment and Supplies Policy\_3.1.19\_KB 2

2. The Research Administrator will then retrieve the requested item(s) from the high-density room and make note on the College of Nursing Shared Equipment Inventory Checklist what has been signed out and by whom. Item(s) can be requested for up to 3 months.

3. If the faculty member/PhD student needs the item(s) for a longer duration of time, the item(s) can continue to be renewed in three-month intervals at the discretion of the Research Administrator and other pending requests for the item(s). The Shared Equipment and Supplies Reservation Request Form must be submitted again upon requests for renewal.

4. If a renewal request is foreseeable, save the initial request form and simply add a renewal return date. The Research Administrator will note return dates on the College of Nursing Shared Equipment Inventory Checklist.

The Research Administrator will contact the faculty/student(s) that have checked out an item(s) not returned at the specified due date to assure they still have the item(s) and if they plan to submit a renewal request. The individual who reserves the item(s) will be responsible for any lost or damaged item(s). Any lost or damaged item(s) will need to be replaced by the individual responsible for the item(s).

**FORMS OR TOOLS**

The following forms/tools are available on the College of Nursing Website under College Resources:

 College of Nursing Shared Equipment Inventory Checklist

 College of Nursing Shared Equipment and Supplies Reservation Request Form

**CON Shared Equipment Inventory**

 \\hc.msu.edu\shares\Nursing\Research Admin\ADMINISTRATION Updated: 1.9.19, KB

 **College of Nursing Shared Equipment Inventory**

**Office Supplies**

 1 box of 2” x 3.5” Adhesive Magnets – 100 count (40 left as of 01/02/2019)

 1 Brother PT-D400 Label Maker

 3 Brother® P-Touch® TZe Tapes - Black on White, 1⁄2" (2 in package, 1 unwrapped)

 2 Vaultz Locking Storage Clipboards, 2 x 13 x 10 Inches, White

 1 Vaultz Locking Mobile File Chest, Letter/Legal, 15 1/4 x 12 1/4 x 11 1/2, Black

**Actigraph Equipment**

 21 ActiGraphs (GT3X+ Model)

 23 ActiGraph USB Cables

 25 ActiGraph Belts:

o 1 X-Small

o 2 Small

o 8 Medium

o 7 Large

o 7 X–Large

 24 Belt Clips

 4 Small Carrying Cases

 3 USB Hub Ports with Chargers

 3 USB Hub Port Cables

**Clinical Supplies**

 3 Wristwatches (2 women’s style, 1 men’s style, with second hand)

 2 Aneroid Sphygmomanometers

**Technological Equipment**

 2 Dell Laptops with Charging Cable – Latitude E5450 Model P48G

 2 Tracfones – 4GB Android Smartphones

 12 Recorders

 9 Recorder USB cables

 5 Recorder Stands

**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 College 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 communications sent to their official MSU e-mail addresses does not absolve them from knowing and complying with the content of those communications. Please refer to Spartan Life Online (Information and Services/Technology Resources) and the MSU Student Email Communications Notice ([available here](https://tech.msu.edu/about/guidelines-policies/student-email-communications/)). To activate your MSU e-mail account or for more information, visit the [NetID website](https://netid.msu.edu/).

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 [IT Support website](https://tech.msu.edu/support/).

MSU Identification Number: Students should use their PID. Newly admitted students receive their PID with their admissions letter. For all other cases, this number is assigned when the e-mail account application is processed.

MSUnet ID and Password: The MSUnet ID is an authorization key granting access to many network functions (including e-mail and Internet access). This key is created when an e-mail account is activated and the password is set.

**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 is available on the [University Ombudsperson website](https://msu.edu/unit/ombud).

**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. The CON PhD Program Committee and the Research Committee both include PhD student representation.

**Student Organization Involvement**

**[Doctoral Nurses Association](http://nursing.msu.edu/Students/Student%20Involvement/DoctoralNursesAssociation.htm%22%20%5Co%20%22Link%20to%20Doctoral%20Nurses%20Association%20Page) (DNA)**

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

[**Sigma Theta Tau**](http://nursing.msu.edu/Students/Student%20Involvement/Sigma%20Theta%20Tau.htm) **(STT)**
Sigma Theta Tau, the Honor Society of Nursing, supports the learning and professional development of members who strive to improve nursing care. Membership is by invitation. For more information, please contact Patrick Crane (President) at cranepat@msu.edu or Jackeline Iseler (Vice President) at iselerj@msu.edu.

**Council of Graduate Students (COGS)**

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

For information about additional CON student organizations, visit our [Student Involvement webpage](http://nursing.msu.edu/Students/Student%20Involvement/default.htm).

### **Student Academic Rights**

**Steps for Handling Allegations of Student Violations of Regulations**
The regulations prohibit academic dishonesty, violations of professional standards, and falsification of admission or academic records.

1. The faculty or staff member discusses the alleged violation with the student and responds according to the facts of each case. When cases of academic dishonesty are discovered, it is the faculty member’s responsibility to take appropriate action including assigning a penalty grade for the assignment, exam, or course. A penalty grade can include a reduced or failing score for the assignment, exam, or course.
2. When the decision is made to assign a penalty grade, written notification of the details of the academic misconduct will be provided to the student and the Associate Dean for Academic Affairs. This notification will inform the student of her/his right to grieve the allegation. Students should refer to [Section 5.5 of the GSRR](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities) (Graduate Student Rights and Responsibilities).
3. The Associate Dean for Research (ADR) will add the written notification to the student’s academic record. The notification will remain in the record unless the student successfully grieves the allegation.
4. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Dean of the Graduate School.
5. When the faculty member or the ADR believe that an action other than or in addition to a penalty grade is warranted, the ADR may call for an academic disciplinary hearing. No student may be dismissed from a course or program of study without an academic disciplinary hearing.
6. In cases where the ADR calls for an academic disciplinary hearing, the Associate Dean will refer the case to the Dean of the Graduate School. The Dean of the Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary. At this meeting, the student is asked to select either an administrative disciplinary hearing conducted by the Dean of the Graduate School or a disciplinary hearing conducted by the CON Hearing Board. In cases of ambiguous jurisdiction involving graduate students, the Dean of the Graduate School will select the appropriate judiciary (GSRR 5.5.2).

### **MSU Disability and Reasonable Accommodation Policy**

MSU has important details and protocols governing reasonable accommodations for students and employees with disability. These can be accessed via the [*Resource Center for Persons with Disabilities*](https://www.rcpd.msu.edu/download/214).

### **Student Academic Grievance Hearing Procedures**

The Michigan State University [*Student Rights and Responsibilities (SRR)*](http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university) and the [Graduate Student Rights and Responsibilities (GSRR)](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the College of Nursing has established the following College Hearing Board procedures for adjudicating academic grievances and complaints ([See GSRR 5.4.](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities)).  Applicable GSSR and Integrity of Scholarship and Grades sections are presented in parentheses.

I. JURISDICTION OF THE COLLEGE OF NURSING HEARING BOARD:

A. The College Hearing Board serves as:

1. the appellate Board for academic grievance hearings initiated at the Department/School level by graduate students. (See GSRR 5.1.1. and 5.4.12.)

2. the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of student academic rights and graduate students seeking to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) in the following situations:

a. the Dean of the College concurs with a request by the Chair/Director of a Department/School to waive jurisdiction. (See GSRR 5.3.6.2.)

b. the Dean of the College administers the course or program where the alleged violation took place.

c. the Dean of The Graduate School selects the College Hearing Board to hear a case of ambiguous jurisdiction. (GSRR 5.5.7. See also Integrity of Scholarship and Grades policy, Sections 5, 8 and 9.)

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

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

II. COMPOSITION OF THE COLLEGE HEARING BOARD:

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

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

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

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

III. REFERRAL TO COLLEGE HEARING BOARD:

A. Grievance Hearing

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

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

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

B. Disciplinary Hearing

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

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

IV. PRE-HEARING PROCEDURES

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

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

1. forward the request for a hearing to the respondent and ask for a written response;

2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);

3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;

4. send the Hearing Board members a copy of the request for a hearing and the respondent’s written response, and send all parties a copy of these procedures.

C. When serving as the initial Hearing Board and within 5 class days of being established, the Hearing Board shall review the request and all submitted information, and decide to:

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

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

3. The GSRR allows the hearing board a third option: invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option should be rarely used. (See GSRR 5.4.6.)

D. When serving as the appellant board for graduate students and within 5 days of being established, the College Hearing Board will forward the request for a hearing to the respondent, and:

1. decide that it does not have jurisdiction and allow the initial Hearing Board’s decision to stand; or

2. direct the initial Hearing Board to rehear the case or reconsider or clarify its decision; or

3. decide that sufficient reasons exist for an hearing, request a written response from the respondent, and schedule the hearing. (GSRR 5.4.12.4.)

E. If the College Hearing Board calls for a hearing, the Chair of the Hearing Board
shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary after the initial hearing, and request a reply to the grievance from the respondent to be filed in a timely way.

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

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

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

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

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

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

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

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

V. HEARING PROCEDURES:

The Hearing will proceed as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting.

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which the College Hearing Board serves as the initial hearing body and, based on a “clear and convincing evidence,” a majority of the Board finds that a violation of the student’s academic rights has occurred and that redress is possible, it shall direct the Dean, or designee, to implement an appropriate remedy, in consultation with the Hearing Board. If the College Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Dean, or designee. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the College Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a “clear and convincing evidence,” the Hearing Board finds for the student, the Hearing Board shall recommend to the Dean, or designee, that the penalty grade be removed, the Academic Dishonesty Report be removed from the student’s records and a “good faith judgment” of the student’s academic performance in the course take place. If the Hearing Board finds for the complainant (instructor), the penalty grade (if appropriate) shall stand and the Academic Dishonesty Report regarding the allegation will remain on file.

3. In disciplinary hearings involving academic misconduct by graduate students in which the College Hearing Board serves as the initial hearing body and, based on a “clear and convincing evidence,” finds that disciplinary action in addition to, or other than, a penalty grade is warranted, the College Hearing Board shall recommend to the Dean, or designee, an appropriate sanction. The Dean, in consultation with the Hearing Board, would then implement an appropriate sanction. If the Hearing Board recommends that no sanctions in addition to, or other than, are warranted, the Chair of the Hearing Board shall so inform the Dean, or designee

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

C. Written Report:

1. The Chair of the Hearing Board shall prepare a written report of the Hearing Board’s findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. (GSRR 5.4.11.)

2. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board’s decision. The report also should inform the parties of the right to appeal within 5 class days following notice of the decision. (See GSRR 5.4.11, 5.4.12.3.)

3. The Chair of the Hearing Board shall forward copies of the Hearing Board’s report and the administrator’s redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. (See GSRR 5.4.11.)

4. All recipients must respect the confidentiality of the report and of the hearing board’s deliberations resulting in a decision. (See GSRR 5.4.11.)

5. At any time during this process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

VII. APPEAL OF COLLEGE HEARING BOARD DECISION:

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

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

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

VIII. RECONSIDERATION:

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

IV. FILE COPY:

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

Approved by Graduate Program Committee, pending

## Forms

### **Program Related Forms**

[Absence from the University Form](http://nursing.msu.edu/Images_Docs/PhD_Images/Absence%20Form.pdf)
[Benchmark Approval Form](http://nursing.msu.edu/Images_Docs/PhD_Images/Benchmark%20Approval%20Form.pdf)
[Change Form: Faculty Advisor/Guidance/Dissertation Committee Member Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Change%20Faculty%20Advisor%20Guidance%20Committee%20Member%20Form.pdf)
[PhD Student Travel Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/PhD%20Student%20Travel%20Form.pdf)
[Pre-Trip Authorization Form](http://www.ctlr.msu.edu/download/forms/TVLExpenseWkst.xls)
[PhD Student Annual Benchmarks Checklist](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/1.4%20Student%20Annual%20Benchmarks%20Checklist.pdf)
[Regular PhD Student Annual Benchmarks Checklist](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/PhD%20Student%20Annual%20Benchmarks%20Checklist.pdf)
[PhD Research Activities and Skills Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/1.8%20Doctoral%20Skills%20Activity%20and%20Benchmarks.pdf)
[PhD Course/Program Withdrawal Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/PhD%20Course%20Program%20Withdrawal%20Form.pdf)

### **Curriculum Related Forms**

[NUR 940 Research Practicum Letter of Agreement](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/2.6%20NUR%20940%20Letter%20of%20Agreement%20012312.pdf)
[Application for NUR 940](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR%20940%20Application.pdf)
[Application for NUR 990](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR%20990%20Application.pdf)
Application for NUR 998
[Application for NUR 999](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR%20999%20Application.pdf)
[NUR 940/990 Outcome Report Cover Sheet](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/NUR940990OutcomeCoverSheet.pdf)
[Annual Review of PhD Students – Faculty Advisor](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Annual%20Review%20of%20PhD%20Students%20-%20Faculty%20Advisor.pdf)
[Annual Review of PhD Students - STUDENT](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Annual%20Review%20of%20PhD%20Students%20-%20STUDENT.pdf)

[**Grad Plan**](http://grad.msu.edu/gradplan)

* Appointment of PhD Guidance Committee
* PhD Program Plan Approval
* PhD Program Plan Update

### **Dissertation Related Forms**

[Appointment of Dissertation Committee & Approval of Dissertation Proposal Forms](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Appointment%20of%20PhD%20Diss%20Com%20and%20Approval%20of%20Proposal%20Form%2008152014%20E.pdf)
[Announcement of Oral Dissertation Defense](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/3.3%20Announcement%20of%20Oral%20Dissertation%20Defense%20Form%20031912.pdf)
[Report of Completion of Oral Dissertation Defense](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/3.4%20Report%20of%20Completion%20of%20Oral%20Dissertation%20Defense%20Form%20012312.pdf)

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

[Notice of Intent to Submit a Grant Proposal](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Notice%20of%20Intent%20to%20Submit%20a%20Grant%20Proposal.pdf)
[Doctoral Student Proposal Planning Tool](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Doctoral%20Student%20Proposal%20Planning%20Tool.pdf)
[NRSA Proposal Review Cover Sheet](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/Resources%20for%20Researchers/Internal%20Review%20checklist_3rd%20floor_NRSA.pdf)
[Non-NRSA Proposal Review Cover Sheet](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/Resources%20for%20Researchers/Internal%20Review%20checklist_3rd%20floor.pdf)
[External Review Approval](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/External%20Review%20Approval%20Form.pdf)
[Proposal Submission - Review Summary Grid](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/PhD%20Student%20Review%20Summary%20Grid.pdf)
[Authorship Responsibility Form](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/4.13%20Authorship%20Responsibility%20Form%20012312.pdf)[MSU's Authorship Guidelines](https://vprgs.msu.edu/announcement/msus-authorship-guidelines-updated)
[Corporate/Foundation Funding Request](http://nursing.msu.edu/Images_Docs/PhD_Images/PhD%20Appendix/Funding-Clearance-Form.pdf)
[Statistician Work Request](http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/Statistician%20Work%20Request.pdf)
[Student External Funding](http://nursing.msu.edu/Images_Docs/PhD_Images/Student%20External%20Funding.pdf)

## Frequently Accessed Policies

**COMPLIANCE AND IMMUNIZATIONS**

**For all information regarding compliance and immunizations please visit the College of Nursing Student Resources Page**

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

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

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

The College of Nursing uses a 10 Panel Test drug screen (amphetamines, opiates, tetrahydrocannabinol (THC), Phencyclidine (PCP), cocaine, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone.

### **Guidelines for Occurrence Reporting**

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

STUDENT ACCIDENTS

Reporting the Student Injury/Exposure
It is the responsibility of the supervising faculty to report any injury involving students. An “[Injury/Property Damage](http://www.rmi.msu.edu/_files/rmidocuments/Injury%20Property%20Damage%20Report.pdf)” form should be used to report student accidents occurring while the student is engaged in classroom, laboratory or other types of academic activities. A [student exposure report form](http://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.

Student Injury/Exposure
Faculty will assist student in attending to medical needs prior to initiation of reporting process. The Office of ADR must be notified of the occurrence of an injury or incident immediately by supervising faculty. The following forms must be completed and submitted to the CON Office of ADR within 24 hours of the incident:

Agency reports should be submitted by faculty to the appropriate office at the site where accident occurred as required by agency policy. Clearance from physician may be required to return to labs and/or clinical based on injury sustained.

Emergency Health Care for Students in Clinical Agencies
The hospital or agency does not assume liability for any accident or illness during the student’s assignment. Injuries received during clinical assignment are considered class injuries by the MSU Health Center.

Health service for students is available at the MSU Olin Health Center. Whenever possible, the student should go to the MSU Olin Health Center for care. Each student is responsible for his/her transportation.

Academic agencies will make available emergency medical treatment if possible, or direct the student to the nearest hospital, the cost of which shall be assumed by the individual student.

If necessary, faculty may transport ambulatory ill or injured students to an appropriate treatment site. Mode of transportation will depend on the extent of illness or injury. On campus, a van is available at (517-353-4700) Olin Health Center to provide transportation for those students to Olin who are not ill enough for an ambulance or emergency transport.

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

[Download the Occurrence Report form](http://nursing.msu.edu/Images_Docs/Student_Images/docs/Occurence_Report_involving_patient.docx).