



BYRDINE F.  
**LEWIS COLLEGE**  
OF NURSING AND  
HEALTH PROFESSIONS

# **School of Nursing**

## **PhD STUDENT HANDBOOK**

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## **INTRODUCTION TO THE HANDBOOK**

This PhD handbook has been compiled by the faculty of the School of Nursing to facilitate students' progression through their PhD program. The handbook contains the most recent School of Nursing policies and procedures; thus, it supersedes any other publication regarding policies and procedures. The handbook should be used in conjunction with the Georgia State University Graduate Catalog to answer policy and procedure questions regarding PhD study. The faculty encourages each student to obtain and keep a copy of the graduate catalog for the year in which that student was admitted, as well as this, and any updated versions of the PhD handbook. The handbook also contains copies of required forms.

## **SCHOOL OF NURSING GENERAL OVERVIEW**

The Department of Nursing at Georgia State University enrolled its first students in 1969 and graduated its first baccalaureate class in 1971. The Master of Science degree with a major in nursing was authorized in 1976. The department became a School of Nursing in 1981, and a PhD program in nursing was initiated in 1986. The Doctor of Nursing Practice (DNP) began in 2013. In 2003, the School of Nursing was renamed the Byrdine F. Lewis School of Nursing (BFLSON) following a generous donation by a benefactor. In 2017, the School of Nursing became a unit within the renamed Byrdine F. Lewis College of Nursing and Health Professions.

Faculty members at both the undergraduate and graduate levels in the School of Nursing are extensively involved in state, regional, and national practice organizations. The Atlanta area is the site of many diverse clinical settings that provide clinical experiences for undergraduate and graduate nursing students. The School of Nursing has contracts with over 200 clinical agencies, including primary and tertiary care facilities, several special care hospitals, extended care facilities, and public health agencies.

The faculty are involved in a variety of nursing and interdisciplinary organizations and taskforces that are concerned with conducting and supporting research that contributes to nursing practice at local and regional, national, and international levels. The rich clinical opportunities in the Atlanta area provide opportunities for conducting a variety of research studies important to patient care and nursing science. The School of Nursing's relationships with clinical agencies enhances the research possibilities open to students.

## **VISION, MISSION, AND PHILOSOPHY STATEMENTS**

### **Vision Statement**

The School of Nursing will be nationally recognized for innovative, learner-centered educational nursing programs focused upon diversity, urban healthcare, and vulnerable populations. The school will be noted for expert practitioners, community partnerships, and leading-edge research.

### **Mission Statement**

The mission of the School of Nursing is to create a premier multicultural learning environment that produces leaders, clinician, scholars, and researchers who exemplify nursing excellence, life-long learning, and professional advancement to enhance healthcare delivery to Georgia and beyond.

## **Philosophy Statement**

The philosophy of the School of Nursing is congruent with and flows from the mission of Georgia State University and the Byrdine F. Lewis College of Nursing and Health Professions. The philosophy is reflective of the faculty's belief about the concept of the nursing meta-paradigm (nursing, health, human, environment) and their beliefs about teaching and learning. The philosophy is founded in and shaped by our core values: honesty/integrity, professional excellence, collegiality/collaboration, cultural sensitivity/diversity, and creativity/innovation. The faculty is dedicated to teaching, research and service and recognizes and honors the value of interdisciplinary exchange. The faculty members believe that education for nursing should be founded in the liberal arts and sciences. Life-long learning and professional development are integral parts of nursing education, beginning at the entry level and continuing throughout the nurse's professional career. Both the associate and the baccalaureate programs of study prepare the generalist for entry into professional nursing practice. Master's level education prepares the graduate for advanced practice as a clinical nurse specialist, nurse practitioner or as a leader in health care and/or informatics/technology. Education at the PhD level prepares nurse scholars in the areas of research, practice and education.

## **Nursing**

Nursing is a humanistic discipline that is grounded in the art of caring and the application of scientific principles. The profession of nursing is accountable to the individuals, families, and communities it serves. The faculty believe that honesty, integrity, knowledge, caring, and professional excellence are the pillars upon which nursing is anchored, each of which affects the outcome of care at every level. Nursing incorporates education, clinical practice, political awareness, research, and technology to prepare health care providers to engage in critical thinking as they interact with individuals, families and communities. Nursing emphasizes the importance of evidence-based clinical decision-making and scientific inquiry in evolving health care systems. The profession of nursing is dedicated to the restoration of health, promotion of wellness, and support throughout the lifespan for all individuals through care that is comprehensive, culturally sensitive, ethically-sound, and cost effective. Furthermore, nursing has a responsibility to advocate for individuals, families, and communities with limited health care resources as well as to minimize disparities in health care.

## **Health**

Health is a dynamic state of adaptive functioning comprised of the biological, psychological, sociocultural, spiritual wellbeing, and intellectual health of individuals, families, and communities. Health is promoted and maintained in the context of individuals', families', and the communities' beliefs, values, and perceptions of wellness. Being culturally sensitive is essential as nurses collaborate with individuals, families and communities from diverse settings and cultures for health promotion and maintenance of wellbeing, and when health has been compromised, restoration to the individuals', families', and the communities' full potential.

## **Humans**

Humans are complex biological, psychological, sociocultural, and spiritual beings. Humans are interdependent with their environment but value independence and autonomy. Humans exist as individuals and members of families, groups, and communities. Humans share commonalities but require respect for the diversity in order to grow and mature. Humans deserve care by qualified, honest nursing professionals who assist them to reach their full potential across the lifespan.

## **Environment**

The environment is made up of internal and external factors that affect the health of a human being. Internal factors include biological, genetic, and psychological influences that synergistically and dynamically affect an individual's health. External factors have broad effects on the health of an individual while simultaneously contributing to the

health of a population. These include such factors as family and community structure, sociocultural beliefs, spirituality, economics, health policy, and ecology. Technological advances have broadened the environment, nationally and internationally to encompass global health issues. The faculty recognizes the responsibility nurses have for advocacy to protect the environment and to promote a healthy environment for individuals, families, and communities.

### **Teaching and Learning**

The faculty believes that teaching should be conducted in a civil and meaningful, environment with multifaceted, relevant experiences that enhance learning and honor diversity. Teaching is aimed at encouraging students to develop the ability to influence and support individuals, families, and communities to improve their health outcomes. Nursing education fosters student success through encouraging excellence, providing academic advisement, serving as mentors and role modeling expected behaviors. Faculty use technological advances to integrate a variety of educational strategies such as didactic sessions, simulations, clinical and research mentoring in both face-to-face and web-enhanced environments.

The faculty believes that learning is a process involving exchange of ideas for the purpose of advancing and facilitating the acquisition of knowledge. Faculty members believe that learning takes place in a collaborative environment between teacher and learner aimed at challenging students to think in critical and creative ways to solve problems and generate nursing science.

## **PROGRAM DESCRIPTION**

The PhD Program in Nursing at Georgia State University prepares nurse scholars and researchers to make tangible and socially relevant contributions to both the profession and to the larger society. The program is centered on developing and maintaining an active, dialogical learning community--one in which faculty and students are viewed as co-learners and which embraces communities of professionals and the larger society. In this environment, education is viewed as a mutually evocative conversation, in which existing knowledge is critically examined and re-discovered, and at the same time, new knowledge and meanings are generated.

Through participation in the PhD program, faculty and students are expected to grow in their abilities to:

1. Plan and implement research that is socially relevant in the 21st century;
2. Link theory and research to the promotion of health in vulnerable populations;
3. Analyze the relationships among biobehavioral interactions and health promotion, protection, and restoration;
4. Examine issues of social determinants of health in conducting health-related research; and
5. Explore, develop, and apply diverse modes of inquiry to nursing and related disciplines.

## **OVERVIEW OF THE PROGRAM AND PLAN OF STUDY**

The PhD program at Georgia State University offers an area of concentration that centers on health promotion, protection, and restoration, with a focus on vulnerable populations. The program requires a minimum of 60 semester hours beyond the master's degree in nursing and 72 hours beyond the bachelor's degree in nursing, including a minimum of 9 semester hours of dissertation credit. The program is distance-accessible with 95% or greater online content.

### **Plan of Study and Courses**

The focus of the research doctorate is the development of research skills. The curriculum includes nursing core

courses, research courses, area of concentration courses and electives, unspecified electives, and dissertation. The full-time and part-time plans of study, which are determined by the student with an advisor, are in Appendix A. The student should be aware of the pre-requisites and co-requisites of required courses to assure that courses are taken in the correct sequence. Course descriptions, along with pre-requisites and co-requisites of required courses, appear in the University graduate course catalog, which can be found on the Georgia State University website. In addition to nursing courses, interdisciplinary electives in the student's area of concentration (research focus) are often appropriate for students' focus and provide other viewpoints that enhance the student's education. It is helpful to explore courses offered in other GSU departments and schools, such as anthropology, sociology, women's studies, and public health. A timeline for completion of various program requirements is found in Appendix B.

### **Transfer Courses**

The maximum amount of credit, which may be transferred from another institution and applied to the PhD degree requirements, is twelve (12) semester hours. Coursework that was used to satisfy graduation requirements for the master's degree may not be transferred to meet requirements for the PhD degree. However, prior PhD and select DNP coursework will be considered. The student's academic advisor and the Director of the PhD Program must approve all courses accepted for transfer credit. All credits, including transfer credits, presented for the Doctor of Philosophy degree must have been earned within seven calendar years of the date of the degree.

A student who wishes to transfer credits into the PhD program must complete an "Evaluation of Transfer Credit" form; see Appendix D. This form should be returned to the Admissions Counselor II in the Office of Academic Assistance (OAA) along with course description and/or the course syllabus. On the form, the student is to indicate which Georgia State University degree requirement the transferred course will satisfy, if accepted.

A copy of the transcript showing the course information will be forwarded to the student's advisor by the OAA, and the student will provide the course description and/or syllabus. The advisor and the Director of the PhD Program will review the materials and consult with faculty who teach the equivalent Georgia State University course to determine if the transferred course meets the objectives of the required course. The student's advisor and the Director of the PhD Program will sign the form and return it to the OAA. If approved, the transfer credit will be documented on the student's academic record.

## **STUDENT ADVISEMENT AND COMMITTEE FORMATION**

Upon admission to the PhD program, the student is assigned a faculty advisor to guide them through their plan of study. The student-advisor relationship involves close interaction allowing students and faculty the opportunity to continue to grow and develop based on interactions and mutual dialogue. Throughout the PhD program, the student has a chair and additional members in their PhD Advisory Committee and Dissertation Committee to provide guidance through different stages of the program. The following guidelines provide a framework for compiling an effective and appropriate committee. At the completion of course work, the student, committee chair (advisor) and members review the composition of the committee as the student moves into the dissertation phase. The student and the committee (the advisor and the other members), work together to plan the student's coursework and research objectives.

### **PhD Advisory Committee**

The role of the PhD Advisory Committee is to 1) guide the student in the selection of area of concentration courses; and 2) approve scholarly activities that meet the residency requirements.



PhD Advisory Committee Membership The student's advisor, the committee chair, is usually assigned when the student begins the program, based on the student's primary research interests and preferences, and the faculty member's research focus and availability. The advisor provides primary guidance in creating a tentative program plan and in assisting the student to choose the other committee members. A minimum of two committee members is required. Both committee members must be from the School of Nursing with one serving as the chair and both holding graduate faculty status. The second committee member, also a School of Nursing faculty, should be selected as soon as feasible, but no later than the completion of 18 credits of course work or one calendar year from the undertaking of course work, whichever comes first. A third member, if needed, may be a faculty member holding a primary faculty appointment outside of the School of Nursing and in a different discipline than nursing. This third committee member can be added at any time during course work. Once the committee is selected, the PhD Advisory Committee Appointments Form should be completed (See Appendix E). Members of the committee should be selected based on their expertise and their relevance to the student's area of research. Although the student and advisor work together in these selections, the process of forming the committee is the student's responsibility. The members of the PhD Advisory Committee may also serve as members of the Dissertation Committee.

Georgia State University faculty outside the School of Nursing who hold graduate faculty status are eligible to serve on the PhD Advisory Committee. However, on some occasions (e.g., when a particular area of expertise is needed) it may be necessary for students to obtain the third member of the committee from an institution other than Georgia State University. It is important that individuals serving on committees have the necessary credentials to guide PhD level scholarship. If a student identifies a person who seems appropriate for the committee, the student is responsible for the following:

1. Confirm that the potential external committee member holds a faculty appointment and PhD or equivalent degree. This is usually done by having this person send the student a curriculum vitae (CV).
2. Discuss with the potential committee member the responsibilities of serving on the committee,
3. Submit the individual's CV to the PhD Advisory Committee chair for review. If the potential committee member holds a faculty appointment and a PhD or equivalent degree and the chair approves, the outside committee member can be invited by the student to join the committee. The student then completes the PhD Advisory Committee Appointments Form.

Occasionally the potential committee member does not meet Criterion 1, described above. For example, the person may hold an MD degree and not a PhD. In this case, the student submits the CV to the Director of the PhD in Nursing Program with a request for an exception to this criterion. Requests for exceptions should be made based on the potential committee member's credentials, such as holding an academic rank at a college or university and having an active program of research within a specific area relevant to the student's area of interest. Approval or disapproval of a request for exception will be made in writing to the student and to the committee chair, and a copy will be placed in the student's file. If the exception is approved, the student then invites the individual to join the committee. If the exception is not approved, the student must identify another member for the committee. When the committee membership is complete, the student completes the PhD Advisory Committee Appointments Form.

PhD Advisory Committee Membership Changes A student may initiate a change in the committee membership; for example, request that a different faculty become the chair etc., at any time until the student registers for Dissertation Proposal Defense. The student completes a revised Advisory Committee Appointment Form (Appendix J).

### **Dissertation Committee**

The role of the Dissertation Committee is to guide the student through the dissertation process. The committee's activities include:

1. Guiding the student during dissertation proposal development

2. Participating in the dissertation proposal defense
3. Providing guidance and assistance during data collection/analysis
4. Providing guidance with the written dissertation, and participating in the final defense of the dissertation.

At the successful completion of all required coursework and residency requirements, the student has the option of requesting the advisor to continue as Dissertation Chair, or to seek a different faculty to serve as Dissertation Chair. The same is true of the other committee members. The dissertation topic should reflect the student's interests and be consistent with the focus of the PhD Program. Dissertation guidelines for the School of Nursing are available on the website. Students are responsible for selecting the dissertation chair and members of the dissertation committee.

Dissertation Committee Membership A minimum of three committee members is required. Two of the committee members must be from the GSU School of Nursing with one serving as the dissertation chair and both holding graduate faculty status. The third member must be a faculty member in a different discipline holding a primary faculty appointment outside the School of Nursing.

Georgia State University faculty outside the School of Nursing who hold graduate faculty status are eligible to serve on dissertation committees. On some occasions, it may be necessary for students to obtain the third member of the committee from an institution other than Georgia State University. It is important that individuals serving on dissertation committees have the necessary credentials to guide PhD level scholarship. If a potential external committee member is identified from outside the university, the student is responsible for the following:

1. Confirming that the potential committee member holds a faculty appointment and a PhD or equivalent degree. This is usually done by having the outside person send the student a CV,
2. Discussing with the potential committee member the responsibilities of serving on a dissertation committee.
3. Submitting the CV to the dissertation chair for review. If the potential outside committee member holds a faculty appointment and a PhD or equivalent degree and the dissertation chair approves, the outside committee member can be invited by the student to join the committee and the student can complete the Dissertation Committee Appointment Form (Appendix E).

If the potential external committee member does not meet Criterion 1 described above (if, for example, the person has an MD degree and does not have a PhD), the student submits the CV to the PhD Program Director with a request for an exception. Requests for exceptions should be made based on the potential committee member's credentials (e.g., such as holding an academic rank at a college or university and having an active program of research within a specific area relevant to the student's area of interest). Approval or denial of a request for exception will be made in writing to the student and to the dissertation chair and a copy will be placed in the student's file. If the exception is approved, the student can invite the outside member to join the committee and the student completes the Dissertation Committee Appointment Form. If the exception is not approved, the student must identify another possible member for the Dissertation Committee.

These policies regarding Dissertation Committee membership constitute the minimum number of members required for the Dissertation Committee and their qualifications. The student, in consultation with the Dissertation Committee chair, may wish to add additional members to the Dissertation Committee as content or methodology experts. These additional member or members also sign the Dissertation Committee Appointment Form and a copy of the CV is obtained for the student's file. The Dissertation Committee is required to complete the following forms: Dissertation Committee Appointment Form (Appendix E), Approval of Dissertation Proposal Form (Appendix H), and Results of Dissertation Defense Form (Appendix I).

#### Dissertation Committee Membership Changes

A student may initiate a change in the Dissertation Committee membership at any point in the process of completing

the dissertation. However, any changes in membership must result in a committee that meets the minimum number and qualifications described above. The student completes a revised Dissertation Committee Appointment Form (Appendix J).

## **STUDENT PROGRESSION AND EVALUATION**

### **Residency Requirements**

The purpose of the residency is to:

1. Enable the PhD student to maintain close and continuous involvement with faculty, professional colleagues and other graduate students in the field; and,
2. Socialize the student to the nurse scientist role through engagement in scholarly activities expected of PhD-prepared nurses.

The specific structure of the residency requirements is determined by the student's DAC prior to the beginning of the residency. Residency requirements will consist of completion of a minimum of three scholarly activities agreed upon by the student and the DAC. In general, the selected residency activities should be those that will strengthen the curriculum vitae. Some examples are submitting an abstract to a peer-reviewed conference, presenting a paper or poster at a professional meeting, submitting a manuscript for publication, and submitting a grant proposal for funding.

Students may be enrolled either part-time or full-time during completion of the residency activities; however, all residency activities must be completed prior to registering for Dissertation Proposal Defense. The DAC will determine if residency activities are fulfilled and/or if any changes in the residency activities are needed. The DAC will complete and sign the Residency Form (Appendix F). The major advisor signs the form to indicate that the residency was completed.

### **Dissertation Proposal**

Successful defense of the Dissertation Proposal (3 credits, NURS 9000) is required for progression in the PhD program to the dissertation. The purpose of the Dissertation Proposal course is for students to develop and orally defend their written dissertation proposal. This will serve to ascertain the student's ability to synthesize the knowledge accumulated in the PhD program and communicate that knowledge in writing. Successful defense of the dissertation proposal is an indicator of the student's preparation of and readiness to implement a rigorous scientific research plan.

### **Eligibility for Dissertation Proposal**

After completion of 45 hours of core course work applicable to the PhD degree (57 hours for BSN-PhD students) and having achieved a grade point average (GPA) of 3.0 or higher, the student is eligible to register for NURS 9000. The purpose of the course is to develop and defend the dissertation proposal. The student is required to register for a minimum of 3 credits in NURS 9000 Dissertation Proposal. The Dissertation Proposal must be successfully defended prior to the initiation of dissertation research and enrollment in NURS 9990 Dissertation. If the dissertation proposal is not successfully defended in one semester, the student must continue to register for 3 credits of NURS 9000 Dissertation Proposal.

### **Function of the Dissertation Committee (DC) during the Dissertation Proposal**

The Dissertation Committee's functions concerning the dissertation proposal are to:

1. Provide feedback on the proposal ideas;
2. Contract with the student regarding the dates in which the proposal will be submitted;
3. Within 4 weeks of submission, review and determine if the written proposal is ready for oral defense;
4. Schedule time for oral defense with the committee members and;

5. Determine if the oral proposal defense is successful (satisfactory).

The chair of the DC is responsible for reviewing the student's progress in developing the proposal. If the student is not successful within three semesters, the student must write a letter to the PhD committee requesting an extension. The letter must include a specific plan and timeline in which the student expects to complete the dissertation proposal. The granting of an extension is at the PhD Committee's discretion. To clarify, if the oral proposal defense has not been defended successfully within three semesters and the PhD committee grants an extension, the student must register for NURS 9000 to continue work on the proposal. If granted an extension and the student has not successfully defended his/her proposal by the end of the fourth semester, the student will not be able to continue in the program.

### **Content and Format of the Dissertation Proposal**

The dissertation proposal is a written research proposal that, at a minimum, consists of the following:

1) Significance of the problem, 2) the background of the scientific argument for the basis of the study including a theoretical perspective, 3) research questions and/or hypotheses, and 4) the detailed methodology to be used (typically similar to first three chapters of a dissertation). See the Dissertation Guide for more information about the dissertation options and guidelines. The length of the written dissertation proposal is at the discretion of the DC. The DC chair and DC members will review the written document and provide feedback. The DC will obtain consensus from the members when the written proposal is sufficient to proceed to the oral defense. The oral portion of the dissertation proposal defense will include a brief presentation (10-15 minutes) with a focus on the methodology and the DC review of the written document. DC members will have the opportunity to ask questions about the proposal.

### **Successful Defense of the Dissertation Proposal**

1. During the oral defense, the student must satisfactorily respond to DC questions about the written proposal and oral presentation in order to receive a grade of S (Satisfactory/Passing). The DC shall make determination of the satisfactory or unsatisfactory proposal defense and the student notified of the grade within a week of the oral defense.
2. If satisfactory (passed), then the student enrolls in dissertation hours and begins their dissertation research (after Institutional Review Board approval).  
If unsatisfactory, the DC must give specific feedback about what needs to be addressed. The student will revise the proposal and reschedule an oral defense at a later date.
3. If the dissertation proposal is not successfully defended in one semester, the student will register for NURS 9000 for the next semester. At the end of the third semester of registering for NURS 9000, if the proposal has not been successfully defended, a grade of U will be given and the student must apply to the PhD committee for an extension. Thus, three semesters are permitted unless the PhD Committee (maximum of four semesters) grants a 1-semester extension.
4. The DC chair is responsible for reporting the outcomes of the Dissertation Proposal as Satisfactory/Unsatisfactory for up to three semesters. When successfully completed, the DC chair will submit the Approval of Dissertation Proposal form (Appendix H).

### **Registering for Dissertation Credit**

Students may not register for dissertation hours until they have finished coursework, successfully completed the Dissertation Proposal (NURS 9000), and completed all residency requirements. A minimum of 9 hours of dissertation credits is required. Once a student is eligible to register for Dissertation (Nursing 9990), she/he must register for a minimum of three (3) semester hours of credit for fall and spring of each academic year until the dissertation is completed and approved. The student must register in the summer semester if data are being collected, and must register for three dissertation credits during the final semester of the dissertation defense. Appendix B provides a

general timeline for completion of the dissertation. See the Dissertation Guidelines for detailed information on completion of the dissertation and required dissertation defense forms (Appendix I, K, R).

**Graduation**

Students must apply for graduation with the university. This must be done at least two semesters in advance of anticipated graduation date and semester, and must be updated promptly if the date and semester changes. Information and application for graduation can be found at <http://registrar.gsu.edu/graduation/>

**PhD Student Progression**

All credits, including transfer credits, presented for the Doctor of Philosophy degree must have been earned within seven calendar years of the date of the degree. PhD in Nursing students are expected to make timely progress in their scholarly work, and communicate regularly with their advisor or chair on their progress. Failure to do so is regarded as a failure to maintain the levels of academic performance required and is considered grounds for dismissal from the program.

Critical milestones are assessed in years since the student entered the program. Years are adjusted for time spent on concentration-required pre-doctoral internships, for approved leaves of absence, and for other circumstances such as approved medical leave or disability as detailed elsewhere in departmental, college, and university policies. For each milestone, the number of years expected, and the number of years after which a dismissal action may be initiated are given in the table below.

Milestone	Expected- FT	Expected- PT	Dismissal
Preliminary Exam	Year 1	Year 2	
Coursework Completion	Year 2	Year 3	
Proposal Defense	Year 3	Year 4	
Dissertation Defense	Year 3-4	Year 4-5	Year 7

If a student's progress indicates that they are at Year 6, the student will receive notice of this from the PhD Program Director. At this point, the student should submit an individualized plan, supported by their chair, detailing dates of dissertation completion to the PhD Program Director and the dissertation chair documenting how he or she intends to complete the dissertation prior to dismissal. This plan will be reviewed by the PhD Committee. If a student's progress, or lack thereof, indicates initiation of dismissal at Year 7, the student will receive notice of his or her dismissal from the PhD Program Director.

A student may be granted an extension beyond Year 7, based on individualized plan at Year 6, satisfactory progress documented at Year 7, and the student's submission of an updated individualized plan detailing dates of dissertation completion, and a request for extension to the PhD Program Director and the dissertation chair. This request will be reviewed and decided by the PhD Committee. The student will be notified of the decision.

A student may appeal the decision. The appeals procedure for students depends on the nature of the student's appeal. Please refer to University Information Section 1050.80 under Policies and Disclosures in this catalog or visit [enrollment.gsu.edu/assistance/](http://enrollment.gsu.edu/assistance/) online for details.

**POLICIES RELATED TO STUDENT PROGRESSION**

**Progression**

Course Grades:

PhD student must receive at least a "B" in each course taken. Students who earn less than a "B" in each nursing

course must repeat the course on the next available offering to progress in the program. Only one nursing course may be repeated. Students who earn less than a "B" in two nursing courses will be suspended from the program. Non-nursing courses in which a grade of "C" or less is received will not apply toward the requirements for graduation.

#### Grade Point Average (GPA):

PhD students must maintain a 3.0 average to progress from semester to semester. A PhD student with a cumulative GPA below 3.0 at the end of any semester will receive a warning from the Byrdine F. Lewis College of Nursing and Health Professions. If at the end of the next 9 semester hours of enrollment the 3.0 cumulative GPA is not achieved, the student will be suspended from the program. To be eligible to register for Dissertation Proposal, a student must have a cumulative GPA of 3.0 or greater.

#### Preliminary Examination:

After completion of 18 hours of core courses in the program, PhD students will take a Preliminary Examination. The content is based on the core research content from the following courses: NURS 8045, Introduction to Advanced Nursing Research; NURS 8035, Theoretical and Philosophical Foundations of Nursing; NURS 8012, Qualitative Research Methods; NURS 8040, Theory Construction; NURS 8120 Univariate Statistics and NURS 8140 Multivariate Statistics. This will be a written examination consisting of short answer and essay questions, which typically occurs after completion of 18 hours in Year 1. The preliminary examination is graded as satisfactory or unsatisfactory. The examination allows for an early evaluation of the students' 1) writing skills, understanding of the relationship between theory and research, and grasp of the research process; and 2) an opportunity to identify resources needed to promote student success. Students who earn a grade of unsatisfactory may repeat the preliminary examination one more time, for a total of two opportunities to earn a satisfactory grade by the end of the subsequent fall semester. Any student who has not successfully completed the preliminary examination after the second time will be suspended from the program.

#### Continuous Enrollment

Students must seek readmission to the PhD Program if they have not enrolled for two (2) consecutive semesters. In addition, students who deviate from their planned sequence of nursing courses are not guaranteed a place in those courses in subsequent semesters.

#### **Professional Behavior and Accountability**

Professional behavior and accountability are overriding requirements for passing any graduate course. The programs in the Byrdine F. Lewis College of Nursing and Health Professions reserve the right to require the withdrawal of any student, who, in the opinion of the faculty, does not maintain the standards of professional performance or conduct. Failure to adhere to professional behavior or professional accountability will result in a course(s) grade of "F" (failure).

#### **Graduate Research Assistant**

Each student working as a graduate research assistant (GRA) will be enrolled in a research practicum in the hiring department(s) or school(s) at a rate of 3 credit hours per appointment (e.g., 1 appointment = 3 credit hours, 1.5 appointments = 5 credit hours, 2 appointments = 6 credit hours, etc.) every semester that he/she is employed as a GRA. Students will be graded on a satisfactory (S) or unsatisfactory (U) basis. These courses count toward the GRA minimum enrollment requirement for full time students of 12 credit hours each for fall and spring and 9 credit hours for summer, and for part-time students 6 credit hours each for fall and spring and 3 credit hours for summer. The research practicum will not count for degree credit under any circumstances. This GRA research practicum is different from the PhD Research Practicum course. Each department/school will be assigned a course number (7980) for this research practicum. Failure to complete a GRA appointment or maintain the required number of credit hours will result in the GRA position being terminated and the research practicum being dropped from the student's

record. Any tuition owed on remaining courses will be the responsibility of the student. For more information go to <https://graduate.gsu.edu/frequently-asked-questions/#graduate-assistants> At the end of the semester, the supervising faculty member will be responsible for assigning a grade of S or U for each GRA and informing the coordinator for 7980 about the grade.

## **APPEALING A PERFORMANCE EVALUATION**

### **Purpose**

The faculty of the School of Nursing believes that each student should be assured the right to due process. This due process provides a way of receiving a fair determination of the evaluation of the student's performance within the courses of the School of Nursing. The evaluation may be of an assigned grade, written work, oral presentations, examinations, or clinical performance. A student who has concerns regarding a course grade may appeal the grade. The grievance process can be found at: <https://registrar.gsu.edu/academic-records/grading/#grade-appeals> The responsibilities of the student, faculty, and School of Nursing related to the grievance process are listed below.

### **Student Responsibilities**

The student is responsible for determining the basis upon which the evaluation is questioned and for initiating and maintaining communication and compliance within the framework of the grievance process.

### **Faculty Responsibilities**

Each faculty member is responsible for being aware of the student's right of grievance of an evaluation and for providing the student with guidance to initiate the process. The faculty is responsible for maintaining evaluation materials and providing materials necessary to the grievance process.

### **School of Nursing Responsibilities**

The School of Nursing and the Director of the PhD Program will ensure that the student's expected progression through the program is not interrupted during the grievance process.

## **RESOURCES FOR PhD STUDENTS**

A variety of resources for PhD students are available in the School of Nursing. Faculty profiles can be found on the School of Nursing website. Copies of completed dissertations are available online and in print (up to year 2016) for review in Room 928-A ULB; please see the Sr. Administrative Specialist in the School of Nursing for access to these dissertations. The University Library provides each college with a library liaison who can assist doctoral students and provide information about library resources. The list of the current subject librarians can be found at: <https://library.gsu.edu/services-and-spaces/research-services/librarians/>

### **Assistance with Scholarly Writing**

The "The Writing Studio" is available to assist with writing within the University. The Writing Studio is sponsored by the GSU Department of English, located room 2420 of the 25 Park Place Building (across from Woodruff Park). The Writing Studio is staffed by doctoral students in English who assist students with all aspects of writing except line-by-line editing. To obtain assistance from them, an appointment can be made at 404-413- 5840. Normally appointments are scheduled for 25 minutes, but for PhD students, 50-minute appointments are available. This service is free. More information is available at <http://www.writingstudio.gsu.edu/>

### **Guidelines for Scholarly Work**

PhD students within the program are encouraged to engage in scholarly activities such as submitting abstracts, and

writing manuscripts and grants. Guidelines for students engaging in scholarly activities can be found in Appendix M. Students will be asked to complete a Student Progress Annual Report each year to summarize their scholarly work. This report can be found in Appendix N.

### **School of Nursing and College Committees with PhD Student Representation**

PhD students have representation on the University Graduate Life Committee, the School of Nursing PhD Program Committee, and the College of Nursing and Health Professions Academic Affairs Committee. Please contact the Dean's Office if you are interested in serving on any of these committees.

### **Academic Honesty Statement**

In the process of completion of the dissertation, the student will use materials from various courses. To do so, it is important that academic integrity is maintained by the inclusion of an academic policy statement when materials are used in various courses. An example of an academic honesty statement can be found in Appendix M.

### **Directed Reading (N 8060) and Research Practicum (N8990)**

During the course of PhD education, the student may choose to enroll in directed readings (NURS 8060) or in a research practicum course (NURS 8990). To enroll in these courses, permission from the student's advisor is required. See Appendix O for guidelines to complete the directed reading and Appendix P for forms for enrolling in a research practicum. Please note that the N 8060 Directed Reading is evaluated with a letter grade, A, B+, B, C+, C, etc. The N 8990 Research Practicum is evaluated with a satisfactory (S) or unsatisfactory (U) grade.



GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX A

POST-MASTERS PhD PROGRAM  
**FULL TIME PROGRAM PLAN OF STUDY**

<b>Courses</b>	<b>Credits</b>
<b>Fall Semester 1      Year 1</b>	
• NURS 8045 Introduction to Advanced Nursing Research	3
• NURS 8035 Theoretical & Philosophical Foundations of Nursing	3
• NURS 8120 Univariate Statistical Methods for Research Scientists	3
<b>Spring Semester 2      Year 1</b>	
• NURS 8012 Qualitative Research Methods	3
• NURS 8040 Theory Construction	3
• NURS 8140 Multivariate Statistical Methods for Research Scientists	3
<b>Summer Semester 3      Year 1</b>	
<b>Preliminary Examination</b>	
• NURS 8205 Leadership, Research Ethics & Policy <u>or</u> NURS 8100 Health in Vulnerable Populations	3
• Area of Concentration course*	3
<b>Fall Semester 4      Year 2</b>	
• NURS 8050 Quantitative Research Methods I	3
• CNHP 8200 Instrument Evaluation & Construction	3
• Area of concentration course*	3
<b>Spring Semester 5      Year 2</b>	
• NURS 8051 Quantitative Research Methods II	3
• NURS 8001 Epidemiology for Health Professionals	3
• Area of concentration course*	3
<b>Summer Semester 6      Year 2</b>	
• NURS 8205 Leadership, Research Ethics & Policy <u>or</u> NURS 8100 Health in Vulnerable Populations	3
• Area of concentration course*	3
<b>Dissertation      Year 3</b>	
• NURS 9000 Dissertation Proposal	3
• NURS 9990 Dissertation (3 credits per semester to total 9 credit hours)	9
Note: * Area of concentration courses are selected with the guidance of the PhD Advisory Committee. **The PhD program is a total of 60 credits hours in length.	

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX A (CONTINUED)**

**POST-MASTERS PhD PROGRAM  
PART TIME PROGRAM PLAN OF STUDY**

<b>Courses</b>	<b>Credits</b>
<b>Fall Semester 1      Year 1</b>	
• Nurs 8045 Introduction to Advanced Nursing Research	3
• Nurs 8035 Theoretical & Philosophical Foundations in Nursing	3
<b>Spring Semester 2      Year 1</b>	
• Nurs 8012 Qualitative Research Methods	3
• Nurs 8040 Theory Construction	3
<b>Summer Semester 3      Year 1</b>	
• NURS 8205 Leadership, Research Ethics & Policy or NURS 8100 Health in Vulnerable Populations	3
• Area of concentration course*	3
<b>Fall Semester 4      Year 2</b>	
• CNHP 8200 Instrument Evaluation & Construction	3
• NURS 8120 Univariate Statistical Methods for Research Scientists	3
<b>Spring Semester 5      Year 2</b>	
• NURS 8001 Epidemiology for Health Professionals	3
• NURS 8140 Multivariate Statistical Method for Research Scientists	3
<b>Summer Semester 6      Year 2</b>	
<b>Preliminary Examination</b>	
• NURS 8205 Leadership, Research Ethics & Policy <u>or</u> NURS 8100 Health in Vulnerable Populations	3
• Area of concentration course*	3
<b>Fall Semester 7      Year 3</b>	
• NURS 8050 Quantitative Research Methods I	3
• Area of concentration course*	3
<b>Spring Semester 8      Year 3</b>	
• NURS 8051 Quantitative Research Methods II	3
• Area of concentration course*	3
<b>Dissertation      Year 4</b>	
• NURS 9000 Dissertation Proposal	3
• NURS 9990 Dissertation (3 hours per semester for minimum of 9 hours)	9
Note: * Area of concentration courses are selected with the guidance of the PhD Advisory Committee. **The PhD program is a total of 60 credits hours in length.	

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX A (CONTINUED)**

**BSN-PhD PROGRAM TRACK  
FULL TIME PROGRAM PLAN OF STUDY**

<b>Courses</b>	<b>Credits</b>
<b>Fall Semester 1 Year 1</b>	
• NURS 8045 Introduction to Advanced Nursing Research	3
• NURS 8035 Theoretical & Philosophical Foundations of Nursing	3
• NURS 8120 Univariate Statistical Methods for Research Scientists	3
<b>Spring Semester 2 Year 1</b>	
• NURS 8012 Qualitative Research Methods	3
• NURS 8040 Theory Construction	3
• NURS 8140 Multivariate Statistical Methods for Research Scientists	3
<b>Summer Semester 3 Year 1</b>	
<b>Preliminary Examination</b>	
• NURS 8205 Leadership, Research Ethics & Policy <u>or</u> NURS 8100 Health in Vulnerable Populations	3
• NURS 8700 Scholarly Writing or CNHP 8100 Grant Writing	3
<b>Fall Semester 4 Year 2</b>	
• NURS 8050 Quantitative Research Methods I	3
• CNHP 8200 Instrument Evaluation & Construction	3
• Area of concentration course*	3
<b>Spring Semester 5 Year 2</b>	
• NURS 8051 Quantitative Research Methods II	3
• NURS 8001 Epidemiology for Health Professionals	3
• Area of concentration course*	3
<b>Summer Semester 6 Year 2</b>	
• NURS 8205 Leadership, Research Ethics & Policy <u>or</u> NURS 8100 Health in Vulnerable Populations	3
• CNHP 8500 Systematic Review and Meta-Analysis	3
<b>Fall Semester 7 Year 3</b>	
• CNHP 7800 Interprofessional Collaboration	3
• NURS 8240 Advanced Data Management	3
• Area of concentration course*	3
<b>Spring Semester 8 Year 3</b>	
• Area of concentration course*	3
• NURS 9000 Dissertation Proposal	3
<b>Dissertation Summer Semester Year 3 &amp; Year 4</b>	
• NURS 9990 Dissertation (3 credits per semester to total 9 credit hours)	9
Note: * Area of concentration courses are selected with the guidance of the PhD Advisory Committee. **The BSN-PhD program is a total of 72 credits hours in length.	

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX A (CONTINUED)**

**BSN-PhD PROGRAM TRACK  
PART TIME PROGRAM PLAN OF STUDY**

<b>Courses</b>	<b>Credits</b>
<b>Fall Semester 1 Year 1</b>	
• Nurs 8045 Introduction to Advanced Nursing Research	3
• Nurs 8035 Theoretical & Philosophical Foundations in Nursing	3
<b>Spring Semester 2 Year 1</b>	
• Nurs 8012 Qualitative Research Methods	3
• Nurs 8040 Theory Construction	3
<b>Summer Semester 3 Year 1</b>	
• NURS 8205 Leadership, Research Ethics & Policy or NURS 8100 Health in Vulnerable Populations	3
• NURS 8700 Scholarly Writing or CNHP 8100 Grant Writing	3
<b>Fall Semester 4 Year 2</b>	
• CNHP 8200 Instrument Evaluation & Construction	3
• NURS 8120 Univariate Statistical Methods for Research Scientists	3
<b>Spring Semester 5 Year 2</b>	
• NURS 8001 Epidemiology for Health Professionals	3
• NURS 8140 Multivariate Statistical Method for Research Scientists	3
<b>Summer Semester 6 Year 2</b>	
<b>Preliminary Examination</b>	
• NURS 8205 Leadership, Research Ethics & Policy or NURS 8100 Health in Vulnerable Populations	3
• CNHP 8500 Systematic Review and Meta-Analysis	3
<b>Fall Semester 7 Year 3</b>	
• NURS 8050 Quantitative Research Methods I	3
• CNHP 7800 Interprofessional Collaboration	3
<b>Spring Semester 8 Year 3</b>	
• NURS 8051 Quantitative Research Methods II	3
• Area of concentration course*	3
<b>Summer Semester 9 Year 3</b>	
• Area of concentration course*	3
• Area of concentration course*	3
<b>Fall Semester 10 Year 4</b>	
• NURS 8240 Advanced Data Management	3
• Area of concentration course*	3
<b>Dissertation Year 4</b>	
• NURS 9000 Dissertation Proposal	3
• NURS 9990 Dissertation (3 hours per semester for minimum of 9 hours)	9
Note: * Area of concentration courses are selected with the guidance of the PhD Advisory Committee. **The BSN-PhD program is a total of 72 credits hours in length.	

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX B**

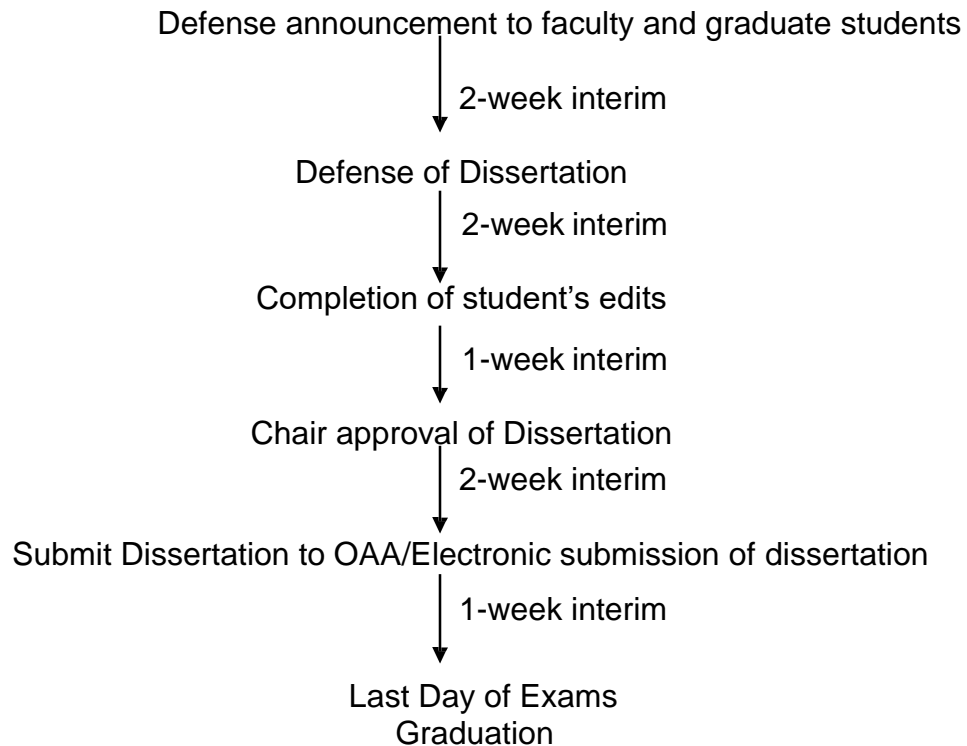
**TIMETABLE AND FORMS RELATED TO STUDENT PROGRESSION**

<b>Name of Form</b>	<b>Time to be Completed</b>
PhD Advisory Committee Appointment Form	By the end of 18 hours of course work
Plan of Study	At the time the committee is appointed
Residency Activity Form	At the time the committee is appointed
Dissertation Committee Appointment Form	At the time of committee formation
*Approval of Dissertation Proposal	At the time the proposal is approved by the dissertation committee (Student provides copy of approved proposal)
*Dissertation Defense Form	At the completion of a successful dissertation defense

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX C**

**Dissertation Completion Timeline  
Byrdine F. Lewis College of Nursing and Health Professions**

The following dates represent the last possible dates for completion of the dissertation process to graduate in the selected semester. A deadline schedule is available from the Byrdine F. Lewis College of Nursing and Health Professions and online at <http://lewis.gsu.edu/student-resources/thesis-dissertation-announcements/>



\*OAA – Office of Academic Assistance

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX D**

**EVALUATION OF TRANSFER CREDIT FORM**

**INSTRUCTIONS:** Part I and II are to be filled out by the student.

- A separate form must be filled out for each institution from which credit is requested.
- Please do not leave any spaces blank.
- If course work was taken prior to enrollment in GSU, a transcript is not required. If course work was taken after enrolling at GSU, an official transcript (in a sealed envelope from the transfer institution) must be sent directly to:

Attn: Denisa Reed  
Office of Academic Assistance  
Byrdine F. Lewis College of Nursing and Health Professions  
P.O. Box 3995  
Atlanta, GA 30302-3995

**PART I.**

Student's Name \_\_\_\_\_ Panther ID # \_\_\_\_\_  
 Dept./School \_\_\_\_\_ Specialty \_\_\_\_\_ Advisor \_\_\_\_\_  
 College/University Where Courses Were Taken \_\_\_\_\_  
 Dates Attended From \_\_\_\_\_ to \_\_\_\_\_  
Year/Month Year/Month

**PART II.**

**IMPORTANT**

Course Prefix & Number	Course Title (As it appears on the transcript)	Semester/Quarter	Credit Hour	Grade	List Here the GSU Degree Requirement This Course Will Satisfy

**PART III.**

**APPROVAL:** \_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved Date: \_\_\_\_\_  
 \_\_\_\_\_ Advisor  
 \_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved Date: \_\_\_\_\_  
 \_\_\_\_\_ Director, PhD Program

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX E**

**PHD ADVISORY COMMITTEE APPOINTMENTS FORM**

The PhD Advisory Committee assists the student in planning an appropriate program of study and identifying residency activities.

The committee chair and committee members should be selected as soon as feasible, but no later than the accrual of 18 credits of course work, or one calendar year, from the undertaking of course work, whichever comes first.

There will be a minimum of two committee members: the major advisor, who is from the School of Nursing and a second committee member from the School of Nursing. One committee member from outside the School of Nursing can be added anytime during course work if needed.

STUDENT NAME	PANTHER IDNUMBER
DATE ADMITTED	

The following faculty members have agreed to serve on the above named student's committee:

MAJOR ADVISOR/COMMITTEE CHAIRPERSON	SIGNATURE	DATE
COMMITTEE MEMBER,	SIGNATURE	DATE
COMMITTEE MEMBER,	SIGNATURE	DATE
COMMITTEE MEMBER,	SIGNATURE	DATE
COMMITTEE MEMBER,	SIGNATURE	DATE

**APPROVALS: Signatures below indicate approval of this PhD Advisory Committee.**

Director, PhD in Nursing Program	SIGNATURE	DATE
----------------------------------	-----------	------

**Submit this form to the Director of the PhD Program**



**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX F**

**RESIDENCY FORM**

\_\_\_\_\_ **Initial**

\_\_\_\_\_ **Revised**

The purpose of the residency is: (a) to enable the student to maintain close and continuous involvement with faculty, professional colleagues, and other graduate students in the field; and (b) for socialization of the student to the role through engagement in scholarly activities expected of PhD-prepared nurses.

The specific structure of the residency requirement is determined by the student's PhD Advisory Committee prior to the beginning of the residency and will consist of completion of a minimum of three scholarly activities as agreed upon by the student and his/her PhD Advisory Committee. Students may enroll either part-time or full-time during completion of the residency activities; however, all residency activities must be completed prior to the beginning of the Dissertation Proposal Defense. Dissertation credit may not be applied toward meeting the residency requirement.

**A separate sheet must be attached which describes the residency activities and includes a description of how these activities meet the residency objectives.**

\_\_\_\_\_  
Student's Name Panther ID Number

\_\_\_\_\_  
Date Admitted Area of Concentration

**Approvals**

\*\*\*\*\*Residency Objectives and Activities\*\*\*\*\*  
(See attached sheet)

\_\_\_\_\_  
PhD Student Date Committee Member Date

\_\_\_\_\_  
Major Advisor Date Committee Member Date

\_\_\_\_\_  
Committee Member Date Director, PhD in Nursing Program Date

\_\_\_\_\_  
Committee Member Date

The planned activities and course work were successfully completed.

\_\_\_\_\_  
Major Advisor Date

*Upon completion of the residency activities, a copy of this form and the residency activities are to be placed in the students' file.*

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX G**

**DISSERTATION COMMITTEE APPOINTMENTS FORM**

The Dissertation Committee will guide the student during the dissertation process and will judge the acceptability of the dissertation. There will be a minimum of three committee members: a major advisor/chairperson from the School of Nursing, one committee member from the School of Nursing, and one non-nursing committee member from outside the School of Nursing. The Chair of the committee must hold full graduate faculty status.

Student's Name: \_\_\_\_\_ Panther ID Number: \_\_\_\_\_

The following faculty members have agreed to serve on the above named student's Dissertation Committee.

---

Major Advisor/Committee Chairperson	Signature	Date
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Committee Member, School of Nursing	Signature	Date
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Committee Member, Department	Signature	Date
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Committee Member, Department	Signature	Date
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Committee Member, Department	Signature	Date
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**Approval: Signatures below indicate approval of this Dissertation Committee.**

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Director, PhD in Nursing Program	Signature	Date
----------------------------------	-----------	------

***Submit this form to the Director, PhD Program.***

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX H**

**APPROVAL OF DISSERTATION PROPOSAL FORM**

TO: \_\_\_\_\_  
Director, PhD in Nursing Program

FROM: \_\_\_\_\_ Date \_\_\_\_\_  
Major Advisor

\_\_\_\_\_  
Student's Name Panther ID Number

\_\_\_\_\_  
Date Admitted

The committee of the student named above has approved a dissertation proposal entitled:

\_\_\_\_\_  
**A copy of this proposal is attached.**

**Approvals: Signatures below indicate approval of the attached dissertation proposal and proposed manuscripts, if manuscript option, and recommendation to candidacy for the PhD Degree.**

\_\_\_\_\_  
Major Advisor Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Director, PhD in Nursing Program Date

***Submit this form to the Director, PhD in Nursing Program.***

**GEORGIA STATE UNIVERSITY**

**SCHOOL OF NURSING**

**APPENDIX I**

**RESULTS OF DISSERTATION**

**Byrdine F. Lewis College of Nursing & Health Professions**

**RESULTS OF DISSERTATION DEFENSE**

To:	Associate Dean of Academics, CNHP
From:	Dissertation Committee Chairperson -
Cc:	Graduate Program Coordinator Office of Academic Assistance

**RE:** Results of Dissertation Defense

STUDENT'S NAME	STUDENT ID NUMBER
ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
DATE ADMITTED	GRADUATE TRACK

THE ABOVE NAME CANDIDATE DEFENDED A DISSERTATION ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:	<input type="checkbox"/> Successfully Defended
	<input type="checkbox"/> Successfully Defended Pending Revisions
	<input type="checkbox"/> Unsuccessful

COMMENTS:

**APPROVALS:** Signatures below indicate acknowledgment of results reported above.

STUDENT'S SIGNATURE	DATE	COMMITTEE MEMBER Printed Name and Signature	DATE
MAJOR ADVISOR/COMMITTEE CHAIRPERSON Printed Name and Signature	DATE	COMMITTEE MEMBER	DATE
COMMITTEE MEMBER Printed Name and Signature	DATE	COMMITTEE MEMBER	DATE



**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX K**

Byrdine F. Lewis College of Nursing and Health Professions  
Georgia State University  
Office of Academic Assistance

To:	Office of Academic Assistance - CNHP
From:	Committee Chairperson -
Cc:	Graduate or Doctoral Program Director

**Subject: Electronic Thesis/Dissertation (ETD) Approval Page**

<input type="checkbox"/> Thesis	<input type="checkbox"/> Dissertation	<input type="checkbox"/> Capstone/Project
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was prepared under the direction of the candidate's committee. It has been approved and accepted by all members of that committee, and it has been accepted in partial fulfillment of the requirements for the degree program of

<input type="checkbox"/> Nursing	<input type="checkbox"/> Nutrition	<input type="checkbox"/> Respiratory Therapy
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in the Byrdine F. Lewis College of Nursing and Health Professions of Georgia State University. A final revision has been reviewed in its electronic format and is now ready for uploading to the Georgia State University Scholar Works for the following student.

Student's Full Name		Student ID Number:
Committee Chairperson:	Program Advisor:	Defense Date:
Final Thesis/Dissertation Title:		

<p><b>Student Instructions:</b></p> <ul style="list-style-type: none"> <li>E-mail Committee Chairperson electronic PDF file for final review before submitting to Scholar Works.</li> <li>Student will upload manuscript as PDF file to Georgia State University Scholar Works after complete with approval by committee chairperson</li> <li>Student should provide copy of form to submit to Office of Academic Assistance for Thesis or Dissertation Binding</li> </ul>	<p><b>School/Department only</b></p> <p>Review of the electronic document is important to ensure a quality manuscript is recorded in Georgia State University's Scholar Works Library. Student should be requested to submit final manuscript to Committee Chairperson as a PDF via e-mail. The e-mail should contain in subject line "Manuscript for Review" and body of e-mail the intended semester and year of graduation.</p> <p>The assigned Committee Chairperson is the only one who may sign as ETD approver. Signature below indicates approval of electronic dissertation reported above.</p> <p>ETD Approver Printed Name: _____</p> <p>ETD Approver Signature: _____ Date: _____</p>
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**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX L**

**GUIDELINES FOR SCHOLARLY ACTIVITIES**

These general guidelines apply to any form of scholarly work (e.g. grants, scholarships, abstracts, presentations, manuscripts for publication). They are designed to assist and support students in successfully developing their scholarship in an informed, thoughtful, and ethical manner. We encourage students to be productive in writing, publishing, and seeking funding for scholarships and/or grants. Your advisor can be helpful in guiding you in this process. Scholarly work completed as part of your studies needs to be recognized as such as we offer the following:

- The work you complete as a PhD student represents GSU. Although you may be employed elsewhere, scholarly works upon which you identify yourself as a GSU student reflect on GSU. Therefore, it is essential that you inform your faculty advisor of plans for submission of scholarly works so that appropriate university approvals (if needed) can be obtained according to established guidelines.
- Always start early to discuss your plans with your advisor. Some projects may require faculty support and/or university approval/signoff.
- Having a faculty's name on any scholarly work indicates to others that the faculty member has read and approved the work. Therefore, it is important not to put a faculty name on a grant, scholarship, or abstract without providing that faculty an opportunity to review the final work and give consent to be listed on the project.

Submitting Grants/Scholarships

We encourage students to submit grants and/or scholarships to support their PhD study and dissertations. If you are planning to submit a grant/scholarship during your studies, it is important to discuss your plans with your advisor well in advance of the due date. Your advisor can help you review grant or scholarship guidelines to offer insights and explanations that may increase your chances for a successful submission.

Some grants and scholarships come directly to the student; however, others must be administered by the university. If the guidelines require university approval, there is a specific process for this. Your advisor will be helpful in guiding you through the process. Grants/scholarships that must be administered by the university must have internal documents completed, and you will need to contact the SON grants manager well in advance.

Authorship/Co-Authorship

If a faculty member is Principal Investigator (PI) or Co-Investigator (Co-I) on a study and you are interested in developing an abstract for submission to a conference or a manuscript for publication, you need to discuss authorship of the project with the faculty member before you begin. This will avoid future misunderstandings. If you are working as a member of a research team or conducting a secondary analysis of the data set, the PI is responsible for dissemination of that data. Below are some questions you will want to discuss with the PI. You need to discuss your roles and responsibilities if you want to collaborate with the faculty to publish.

**GEORGIA STATE UNIVERSITY**  
**SCHOOL OF NURSING**  
**APPENDIX L (continued)**

- Does the PI have a data-use agreement that you will have to sign to use the data?
- If you, the student, accept a major role in writing the manuscript, what will the order of authors be?
- What are expectations if you (the student) are the first author?
- Are there others on the research team who are interested in being co-authors on the paper/abstract?

You may consider publishing a paper you have written as a course requirement. Doing so often requires substantial revision of a paper designed to meet course objectives to become a publishable manuscript. If you have an interest in publishing a paper developed from a course, you may want to invite course faculty or your advisor to be co-author to facilitate you in the process. Working with a more experienced writer can be extremely beneficial for the novice.

For more information about authorship see these resources:

American Psychological Association. (current edition). Publication manual of the American Psychological Association (current edition) Washington, DC: Author.

The International Committee of Medical Journal Editors' reference on 'Authorship and Contributorship':  
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Baggs, J.G. (2008). Issues and rules for authors concerning authorship versus acknowledgements, dual publication, self-plagiarism, and salami publishing. [Editorial]. *Research in Nursing & Health*, 31 295-7.

International Committee of Medical Journal Editors (2010). Uniform requirements for manuscripts submitted to biomedical journals: Writing and editing for biomedical publication. Last updated 2010 Jan-June. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3142758/>

Oberlander, SE & Spencer, R.J. (2006). Graduate students and the culture of authorship. *Ethics & Behavior*, 217-32.



**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX M**

**ACADEMIC HONESTY STATEMENT EXAMPLE**

Example

Author Note:

Pursuant to the academic honesty standards of the University, it is important to note that some of the information pertaining to XX and XX has been used in other classes for research regarding instrument development and theory development. Additionally, some of the research performed related to XX has been used as background information for other papers or projects conducted throughout the course of study, and then added to throughout the curriculum. In all circumstances, the information has been built upon to gain depth and knowledge related to the area of XX, and this assignment has not been submitted in full for any other assignment within the School of Nursing or the University.

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX N**

**PhD Student Progress Annual Report of Scholarly Work**

**Academic Year:** \_\_\_\_\_

\_\_\_\_\_  
*Name*

*Panther ID:* \_\_\_\_\_

\_\_\_\_\_  
*Current Mailing Address*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*E-mail Address (School & Personal)*

You are being asked to complete this form once a year to assist in identifying progress in completion of your required coursework, electives, and involvement in scholarly activities. Briefly report all awards received and activities engaged in this academic year (Beginning of Summer through end of Spring). The student must return the form and curriculum vitae by email attachment to Chair (Doctoral or Dissertation) **by June 1, annually**. Once reviewed and signed by Chair, the student must forward the completed form and curriculum vitae to the Director, PhD in Nursing Program, **by July 1 annually**.

List coursework completed and course grade during the academic year:

Publications (in review, in revision, in press or accepted for publication, published; APA format only):

Peer-reviewed Abstracts and Presentations:

Special Academic Honors and Honor Society Memberships:

School of Nursing or Campus Leadership Activities (Graduate Student Association, etc.):

External Grant and Fellowship applications submitted, support for dissertation, and/or other support:

SOURCE	PURPOSE	AWARD DATES	AMOUNT	FUNDED/NOT FUNDED
--------	---------	-------------	--------	-------------------

Doctoral or Dissertation Committee (Names of members, dates of meetings):

Describe Nursing and Interdisciplinary Research Experiences during the past year:

**Student Goals for the Next Year**

\_\_\_\_\_  
*PhD Student Signature*

\_\_\_\_\_  
*Date*

**Chair Evaluation**

\_\_\_\_\_  
*Chair Signature*

\_\_\_\_\_  
*Date*

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX O**

**GUIDELINE FOR DIRECTED READINGS**

General Guidelines and Procedure for Directed Readings (NURS 8060)

Student:

The student who plans to take a directed reading course (N8060) in the program of study must:

1. Complete the Student Course Request Form (pg. 33; data on this form may be considered preliminary and is refined upon meeting with the selected faculty member).
2. Review the faculty expertise/areas of interest list. Faculty profiles can be found on the School of Nursing website.
3. Select a faculty member as possible course administrator and contact that faculty member.
4. Notify the faculty member if it becomes necessary to drop the course.

Steps 1, 2, and 3 must be completed three weeks prior to the start of the semester. (This will allow for mutual agreement about the course and time for the faculty member involved to authorize the course.)

Once the faculty and student have agreed upon the specifics, the student will create a course syllabus form (pg. 34) which is then reviewed and approved by the faculty member. The completed syllabus will then be placed in the student file, a second copy will be retained by the faculty member, and a copy will be placed in the N8060 course book.

**Grades for N8060 include A, B+, B, C+, C etc. The faculty member must send the grade to the Director, PhD in Nursing Program at the completion of the semester.**

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX O (CONTINUED)**

**GUIDELINE FOR DIRECTED READINGS**

Request for Directed Reading (NURS 8060) Student Course Request Form

This form must be completed by the student at the time a request for a directed reading course is made. Upon completion of this form, the student proceeds with the registration process through the School of Nursing Office of Records and Information. A copy of this request is to be placed in the students' file.

NAME OF STUDENT:

COURSE:

NUMBER OF HOURS OF CREDIT:

TITLE OR PROPOSED AREA OF STUDY:  
(Include a brief description of what you would like to study)

OBJECTIVES:

LEARNING ACTIVITIES:

METHODS OF EVALUATION:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX O (CONTINUED)**

**COURSE SYLLABUS FOR DIRECTED READINGS**

Directed Reading (NURS 8060) Course Syllabus

Course Number:

Course Name:

Credit Hours:

Placement: (Semester and Year):

Class/Meeting Schedule:

Faculty:

Textbook:

Directed Reading Objectives:

Learning Activities:

Evaluation:

GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX P

PACKET FOR RESEARCH PRACTICUM

Nursing NURS 8990

Course Number: Nursing 8990

Course Name: Research Practicum

Credit Hours: Variable (1-3 Hours)

Placement: Variable

Course Overview: The Research Practicum is an opportunity for the student to work closely with a faculty member who is actively engaged in research. Through a collaborative relationship, the student will develop skills in a specialized area of research. Goals and evaluation methods will be mutually developed.

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX P (CONTINUED)**

**PACKET FOR RESEARCH PRACTICUM**

General Guidelines and Procedures for Research Practicum (NURS 8990)

Student:

The student who plans to take a research practicum course (NURS 8990) in the program of study must:

1. Complete the Student Course Request Form (pg. 37; data on this form may be considered preliminary and is refined upon meeting with the selected faculty member).
2. Review the faculty expertise/areas of interest list. Faculty profiles can be found on the School of Nursing website.
3. Select a faculty member as course coordinator and contact that faculty member.
4. Notify the faculty member if it becomes necessary to drop the course.

Steps 1, 2, and 3 must be completed three weeks prior to the start of the semester. (This will allow for mutual agreement about the course and time for the faculty member involved to authorize the course.)

Once the faculty and student have agreed upon the specifics, the student will create a course syllabus form (pg. 38) which is then reviewed and approved by the faculty member. The completed syllabus will then be placed in the student file, a second copy will be retained by the faculty member, and a copy will be placed in the N8060 course book.

**Grades for NURS 8990 include either S or U. The faculty member must send the grade to the Director, PhD in Nursing Program at the completion of the semester.**



**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX P (CONTINUED)**

**PACKET FOR RESEARCH PRACTICUM**

Research Practicum (NURS 8990) Student Course Request Form

This form must be completed by the student at the time a request for a research practicum course is made. Upon completion of this form, the student proceeds with the registration process through the School of Nursing. A copy of this request is to be placed in the students' file.

NAME OF STUDENT:

COURSE:

NUMBER OF HOURS OF CREDIT:

TITLE OR PROPOSED AREA OF STUDY:  
(Include a brief description of what you would like to study)

OBJECTIVES:

LEARNING ACTIVITIES: (e.g., review literature, plan design, develop methodology)

METHODS OF EVALUATION:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  
APPENDIX P (CONTINUED)**

**COURSE SYLLABUS FOR RESEARCH PRACTICUM**

Research Practicum (NURS 8990) Course Syllabus

Course Number:

Course Name:

Credit Hours:

Placement: (Semester and Year):

Class/Meeting Schedule:

Faculty:

Textbook:

Research Practicum Objectives:

Learning Activities:

Evaluation:

GEORGIA STATE UNIVERSITY

SCHOOL OF NURSING

APPENDIX Q

DISSERTATION SUBMISSION CHECKLIST

FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ID#: \_\_\_\_\_ EMAIL: \_\_\_\_\_ ALTERNATE EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DEPT: \_\_\_\_\_

DISSERTATION TITLE (Please Type complete title):

**Electronic Submission of Dissertation**

The deadline to submit your dissertation to the Office of Academic Assistance, Byrdine F. Lewis College of Nursing and Health Professions, is the last day of classes for the semester in which you are scheduled to graduate. Please refer to the *Timeline* on Lewis College of Nursing and Health Professions Website. Refer to the *Dissertation Guidelines* provided by your department/school for detailed instructions on preparation of your manuscript.

Please call Alisia Nash at least one week in advance to schedule an appointment to submit your dissertation for Final Checkout. The telephone number is 404-413-1008.

1.	Check	Electronic manuscript (dissertation) as a PDF	6.	Check	Signed ETD Approval Form from Dissertation Advisor
2.		Acceptance page (original) bears date of acceptance and original signatures of all committee members in <b>blue or black ink</b> .	7.		Final manuscript uploaded to Georgia State University ScholarWorks <b>without</b> signatures but hardcopy should have all signatures in blue or black ink.
3.		Author's Statement (original) bears author's original signature in <b>blue or black ink</b> .	8.		Purchase copyright through Georgia State University Mall. <a href="https://secure.touchnet.com/C20797_ustores/web/index.jsp">https://secure.touchnet.com/C20797_ustores/web/index.jsp</a> Click on "SNHP Thesis and Dissertation Binding Payment"
4.		Survey of Earned Doctorates (SED) completed and submitted a copy of notification or certificate.	9.		Submit electronic PDF of dissertation to ScholarWorks @ Georgia State University. Follow the instructions. <a href="http://research.library.gsu.edu/etd">http://research.library.gsu.edu/etd</a>
5.		Dissertation Defense Results - Copy of your dissertation pass or fail sheet signed by all committee members and chair.	10.		Submit copy of electronic dissertation by email to <a href="mailto:anash3@gsu.edu">anash3@gsu.edu</a> in PDF form. Label file: Lastname, FirstName, PID, Department, and term you are graduating i.e. Kearney, Niamh,00100000,RT.201805.

**Binding fees are not applicable but copyright fee is \$65.00**

Copyright cost: \_\_\_\_\_

Payment Confirmation # \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OAA Representative

\_\_\_\_\_  
Date

## NOTES