



## **IUP PhD in Nursing Program Handbook**

---

Department of Nursing & Allied Health Professions

Handbook Updated 2020-2021



PhD in Nursing

Department of Nursing & Allied Health Professions  
1010 Oakland Avenue, 210 Johnson Hall  
724-357-2557 – Main Telephone  
724-357-3267 - Fax

Program Website: [www.iup.edu/rn-alliedhealth/](http://www.iup.edu/rn-alliedhealth/)



## TABLE OF CONTENTS

Introduction.....	1
Indiana University of Pennsylvania .....	1
IUP's Civility Statement .....	1
Affirmative Action .....	2
Title IX Reporting Requirement .....	2
Student Conduct and Student Rights .....	2
Department of Nursing and Allied Health Professions	
Mission Statement and Program Objectives .....	2
PhD Program .....	2
Faculty and Staff.....	3
Admission .....	4
Financial Assistance .....	5
Academic Advisement.....	5
Campus Resources & Student Support .....	6
IUP Email .....	7
Graduate Student Assembly .....	7
Programs and Degrees .....	7
Doctoral Program in Nursing.....	7
Course Descriptions.....	8
Evaluation of Students .....	11
Candidacy Examinations .....	11
Program Level Examination Appeals .....	12
Reexamination Policy .....	12
Degree Completion .....	13
Dissertation Completion .....	13
Evaluation Outcome for Dissertation and/or Thesis .....	17
University Policies and Procedures (See Graduate Catalog <a href="http://www.iup.edu/gradcatalog">www.iup.edu/gradcatalog</a> ) .....	23
Research .....	25
Appendices.....	26
Signature Page .....	28



## INTRODUCTION

Welcome to IUP, The College of Health & Human Services, the Department of Nursing & Allied Health Professions, and the PhD program in nursing. We are excited to have you be part of this program. The 60 credit PhD in nursing program and the 33 credit DNP-PhD program are designed to meet your needs as a nursing professional. We welcome you to this challenging program that will prepare you as a researcher, leader, and expert nurse educator. You will join classmates in your cohort at either Indiana, the Dixon University Center in Harrisburg or Pittsburgh East as you progress through our course offerings. We hope you find this student handbook a valuable resource as your progress through the program. Feel free to contact the School of Graduate Studies and Research (SGSR), the Department of Nursing & Allied Health Professions, or myself if you need assistance. We wish you success at IUP and hope you have a great experience.

Dr. Teresa Shellenbarger  
Doctoral Nursing Program Coordinator

### Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college.

Almost 10,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

### IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

**To strengthen the university for academic success,** I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

**To foster an environment for personal growth,** I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

**To contribute to the future,** I will strive for the betterment of the community; myself, my university, the nation, and the world.



### Affirmative Action

For more information regarding affirmative action, view [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Student Conduct and Student Rights

For more information regarding student rights and responsibilities, view [www.iup.edu/studentconduct/policies/](http://www.iup.edu/studentconduct/policies/)  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Department of Nursing & Allied Health Professions

IUP's Nursing Department first opened the doors to undergraduate students in 1968. In response to a recognized need for increasing the accessibility to graduate nursing education, work began on the development of the master's program in the late 1970's. The University Senate and Board of Trustees granted approval of the new master's program in 1982 and IUP awarded the Master of Science Degrees in Nursing to the first graduates in the summer of 1983. Recognizing the national and regional demand for nurse educators, the department submitted a proposal for a PhD in Nursing program. It was approved by the Pennsylvania State System Board of Governors in January 2008. The first cohort began with the Fall 2008 term.

### Mission Statement and Program Objectives

The Department of Nursing and Allied Health Professions is strongly committed to quality undergraduate and graduate education in the health professions.

- We strive to meet the diverse needs of students.
- Partnerships and teamwork are key elements in our education, scholarship and service.
- We prepare students for leadership in the health professions.

### PhD Program

The PhD in Nursing is designed to develop nurse-scholars who are experts in nursing pedagogy and are prepared to conduct advanced research. Graduates will synthesize knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments.

The PhD program, designed for nurses interested in pursuing a career in academia with a research focus on nursing education, provides students with nursing core courses, research courses, and supportive courses.

Upon completion of the PhD in Nursing program, the graduate is prepared to:

- Assume leadership in diverse educational environments.
- Synthesize knowledge from nursing and related disciplines to facilitate learning and foster development of students and educators.
- Conduct advanced nursing research that contributes to the generation of knowledge within nursing education.



- Model the role of nurse-scholars and effective nurse-educator.

The PhD in Nursing for those with a Doctor of Nursing Practice (DNP) is designed to develop nurse scholars who are prepared to conduct advanced research in nursing education. Graduates will synthesize knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments. The program is designed for nurses interested in pursuing a career in academia with a research focus on nursing education. This accelerated PhD program pathway awards advanced standing based on prior work completed in a doctor of nursing practice (DNP) program. Twenty-seven credits from the DNP program will fulfill the requirements of the PhD program. A minimum of 33 credits of doctoral coursework taken at IUP will be required.

### Faculty and Staff

Faculty Member	Office Location	Phone Number	E-mail Address
Dr. Johanna Boothby	253 Johnson Hall	724-357-3421	<a href="mailto:J.E.Uncapher@iup.edu">J.E.Uncapher@iup.edu</a>
Dr. Theresa Calderone	225 Johnson Hall	724-357-3251	<a href="mailto:theresa.calderone@iup.edu">theresa.calderone@iup.edu</a>
Dr. Kristy Chunta	233 Johnson Hall	724-357-2408	<a href="mailto:kchunta@iup.edu">kchunta@iup.edu</a>
Dr. Taylor Edwards	226 Johnson Hall	724-357-7988	<a href="mailto:T.Edwards@iup.edu">T.Edwards@iup.edu</a>
Dr. Michele Gerwick	217 Johnson Hall	724-357-3090	<a href="mailto:mgerwick@iup.edu">mgerwick@iup.edu</a>
Dr. Julie Greenawalt	222 Johnson Hall	724-357-3256	<a href="mailto:jgreen@iup.edu">jgreen@iup.edu</a>
Dr. Theresa Gropelli	211 Johnson Hall	724-357-2279	<a href="mailto:tgropell@iup.edu">tgropell@iup.edu</a>
Dr. Riah Hoffman	214 Johnson Hall	724-357-3265	<a href="mailto:R.L.Skavang@iup.edu">R.L.Skavang@iup.edu</a>
Dr. Lora Hromadik	229 Johnson Hall	724-357-3261	<a href="mailto:lkott@iup.edu">lkott@iup.edu</a>
Dr. Pamela O’Harra	260 Johnson Hall	724-357-3428	<a href="mailto:P.S.Oharra@iup.edu">P.S.Oharra@iup.edu</a>
Dr. Lisa Palmer	221 Johnson Hall	724-357-3260	<a href="mailto:lpalmer@iup.edu">lpalmer@iup.edu</a>
Dr. Meigan Robb	257 Johnson Hall	724-357-3425	<a href="mailto:mrobb@iup.edu">mrobb@iup.edu</a>
Dr. Dianna Rupert	255 Johnson Hall	724-357-3423	<a href="mailto:D.L.Rupert@iup.edu">D.L.Rupert@iup.edu</a>
Dr. Joyce Shanty	243 Johnson Hall	724-357-3257	<a href="mailto:Joyce.Shanty@iup.edu">Joyce.Shanty@iup.edu</a>
Dr. Teresa Shellenbarger	246 Johnson Hall	724-357-2559	<a href="mailto:tshell@iup.edu">tshell@iup.edu</a>
Dr. Edie West	231 Johnson Hall	724-357-3263	<a href="mailto:edie.west@iup.edu">edie.west@iup.edu</a>
Dr. Nashat Zuraikat	236 Johnson Hall	724-357-3262	<a href="mailto:zuraikat@iup.edu">zuraikat@iup.edu</a>

PhD in Nursing Program Secretary: Michelle Lybarger 215 Johnson Hall, 1010 Oakland Avenue, Indiana, PA 15705. Phone number: 724-357-3250.

## Admission

### PhD admission

Applicants should have a master's degree in nursing or a related field. To be considered for admission, the following items must be submitted to IUP's Admission Office:

- Application form: Apply online at [www.iup.edu/admissions/graduate/howto](http://www.iup.edu/admissions/graduate/howto)
- Nonrefundable \$50 application fee
- Two letters of recommendation
- Signed and dated statement of career and academic goals: Identify your professional goals and research area of interest, a summation of your achievements within the field of practice, and a summary of your research abilities.
- Official transcripts from all colleges and universities attended, including those institutions from which a degree was not earned.
- Nursing license
- Current Curriculum Vitae

### DNP-PhD admission

Applicants must have a DNP degree when applying to this program. To be considered for admission, the following items must be submitted to IUP's Office of Admissions:

- Application form: Apply online at [www.iup.edu/admissions/graduate/howto](http://www.iup.edu/admissions/graduate/howto)
- Nonrefundable \$50 application fee
- Two letters of recommendation
- Signed and dated statement of career and academic goals: Identify your professional goals and research area of interest, a summation of your achievements within the field of practice, and a summary of your research abilities.
- Official transcripts from all colleges and universities attended, including those institutions from which a degree was not earned.
- Nursing license
- Current Curriculum Vitae

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Financial Assistance

### Graduate Assistants (GA)

Each year the Department of Nursing and Allied Health Professions is allocated a limited number of Graduate Assistantships. Assistantship awards are based upon academic achievement. To be considered for a graduate assistantship, the following requirements must be met:

- Admitted to the School of Graduate Studies and Research following the procedures outlined in the Catalog.
- Newly admitted students can indicate their interest in a GA position on their admission application. Returning students should contact the program coordinator.
- Successful completion of the Departmental Review Process.

### Purpose of the Graduate Assistantship Program

The purpose of the graduate assistantship program is to provide mutual professional development opportunities for the graduate student and the faculty mentor. The graduate assistant program is one important way in which the School of Graduate Studies and Research supports research and scholarship at IUP.

### GA Employment

Graduate assistant position awards will include a stipend and a tuition dollar award. To qualify for a 10-hour graduate assistant (GA) position, students must be registered for 6 credits in the fall and spring semesters. Upon completion of a GA award processing and approval, an awards letter and agreement will be sent to the student via IUP email. The student should review the agreement, sign it and return it by the stated deadlines. This is viewed as a binding work commitment. The student will need to complete payroll forms and background clearances before the GA can begin.

### Teaching Associate (TA)

A limited number of teaching associate positions are available. Please contact the program coordinator for information about these positions, job responsibilities, payment, and the application process.

### Other Financial Assistance

For additional information about financial assistance please contact [www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/](http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/)

Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

## Academic Advisement

Students are assigned an academic advisor within the Nursing and Allied Health Professions Department at the time of admission. The advisor is responsible for assisting the student with the development and implementation of the Program of Studies Plan.

The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests. The Doctoral Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements.





It is very important that students meet with their faculty advisor each semester prior to registration to plan their semester schedule and receive their Time Appointment Letter which contains their four-digit Alternate PIN which is needed every time you access the web registration system. The Alternate PIN changes each semester. Detailed registration instructions are printed on the Time Appointment Letter.

The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc. Students must meet with their advisor each semester prior to registering for course work. All changes in the student's Program of Studies Plan must be approved by the advisor before the student registers for classes. Students are referred to the University Catalog for additional policy information.

### **Campus Resources & Student Support**

The following resources are available to assist you.

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

Office of Social Equity: [www.iup.edu/social-equity/](http://www.iup.edu/social-equity/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/veterans/resource-center/](http://www.iup.edu/veterans/resource-center/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Career and Professional Development Center: [www.iup.edu/career/](http://www.iup.edu/career/)

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Student Registration: For registration information view

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

### **IUP Email**

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit [www.iup.edu/itsupportcenter/howTo.aspx?id=23401](http://www.iup.edu/itsupportcenter/howTo.aspx?id=23401) to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Graduate Student Assembly**



The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## Programs and Degrees

### Doctoral Program in Nursing

#### PhD Required Courses

##### Nursing Core Courses

(21 semester hours)

Seminar in Nursing Theory

Faculty Development in Nursing Education

Pedagogical Practices in Nursing Education

Curriculum Evaluation in Nursing

Evaluation in Nursing Education

Technology in Nursing Education

Nursing Professoriate Practicum **OR**

Nursing Colloquium

##### Research Core Courses

(15 semester hours)

Statistical Methods II

Quantitative Nursing Research

Qualitative Nursing Research

Research Seminar I

Research Seminar II

##### Support Courses

(12 semester hours)

Student Issues in Nursing Education

Leadership in Nursing: A Case Study

Approach

#### Electives

##### Dissertation

(12 semester hours)

Dissertation Seminar

Dissertation

### Course Descriptions

#### GSR 517: Statistical Methods II

**3c-0l-3cr**

**Course Description:** Using computer programs, a wide array of statistical procedures for research workers are explored. Basic concepts of statistical inference and prediction are reviewed, including

regression analysis and prediction, hypothesis testing, analysis of variance and covariance, and partial and multiple correlation. Emphasis is placed on use of computers and interpretation of computer printouts along with understanding techniques employed. No computer knowledge is necessary. **Prerequisite:** GSR 516 or equivalent. Note: GSR516 is offered as needed

**NURS 801: Doctoral Colloquium in Nursing**

**Variable 1-3 cr**

**Course Description:** Provides an academic setting for graduate students to present research and theoretical papers for group discussion. Special topics in nursing will be selected each semester.

**Prerequisite:** by permission.

**NURS 802 Leadership in Nursing: A Case Study Approach**

**3c-01-3cr**

**Course Description:** Focus on analysis of leadership theory. Examines cases of exemplary leaders and organizations in nursing to gain insight into both the psychological and sociological aspects of successful leadership in a changing field. The student will apply case study methodology to the analysis of leaders and leadership styles.

**NURS 820: Seminar in Nursing Theory**

**3c-01-3cr**

**Course Description:** Provides an overview of major nurse scholars' contributions to theoretical development in nursing. The student will examine scholarly works regarding the history of nursing theory, philosophical underpinnings of nursing theory, and the relationship of nursing theory, practice, and research. The student will explore concept and statement development and its relationship to overall theory development in nursing and the linkage with nursing research.

**NURS 860: Faculty Development in Nursing Education**

**3c-01-3cr**

**Course Description:** Provides students with an opportunity to explore the complexity of the role and issues facing nursing faculty in higher education outside the classroom setting. The student will appraise the skills necessary to succeed in the nursing education environment and develop a plan for professional growth and scholarly achievement. Research related to nursing faculty development and success in academia will be analyzed.

**NURS 861 Pedagogical Practices in Nursing Education**

**3c-01-3cr**

**Course Description:** Application of educational theories to the nurse educator role in higher education will be explored. A critical review of the role of the teacher in the clinical and classroom setting, teaching strategies, and student-centered learning outcomes will be conducted. The student will apply the art of reflection to the practice of teaching

**NURS 862 Curriculum Evaluation in Nursing**

**3c-01-3cr**

**Course Description:** Examines various curriculum designs in nursing. The student will critique the qualities of effective nursing curricula at the undergraduate and graduate level. The student will analyze

current accreditation standards in nursing education and their relationship to curriculum evaluation. Methods for conducting ongoing curriculum revision based on a quality outcomes assessment plan will be explored.

**NURS 863 Evaluation in Nursing Education****3c-01-3cr**

**Course Description:** Application of measurement theory to nursing education. Presents various strategies to assess and evaluate classroom and clinical performance in nursing education. Evidence-based assessment and evaluation practices, including test construction, are proposed and critiqued. Social, ethical and legal issues related to evaluation are analyzed.

**NURS 864: Technology in Nursing Education****3c-01-3cr**

**Course Description:** Provides a foundation for educators to incorporate technology into nursing programs. Strategies for the use of technology in nursing education will be explored. The student will apply knowledge of distance education technology to the practice of teaching in nursing and evaluate the effectiveness of distance education teaching strategies.

**NURS 865: Student Issues in Nursing Education****3c-01-3cr**

**Course Description:** Provides students with an opportunity to critically review and analyze the social, economic, cultural, political and educational issues impacting nursing students. After a comprehensive analysis of issues, policies and practices the student will develop a best practice model for nursing student success.

**NURS 951: Quantitative Nursing Research****3c-01-3cr**

**Course Description:** Provides students with advanced knowledge and skill in quantitative research methodology and design related to nursing education. The student will analyze, evaluate, and critique relevant study designs and methods used in experimental, quasi experimental, and non-experimental research. Evaluative issues regarding power analysis, sampling, and data collection techniques will be addressed. Strategies for enhancing the scientific and methodological rigor will be explored.

**Prerequisite:** GSR 517.

**NURS 952 Qualitative Nursing Research****3c-01-3cr**

**Course Description:** Qualitative research methods used in nursing will be critiqued. The use of case study, phenomenology, grounded theory, hermeneutics, historical research, and ethnography will be appraised for their use in nursing education research. Techniques for conducting qualitative research and data analysis will be practiced. Issues related to rigor and confirmability of the data will be evaluated.

**NURS 953: Research Seminar I****3c-01-3cr**

**Course Description:** Provides students with the opportunity to participate in nursing education research tool development for quantitative or qualitative research. The student will participate in tool

development, testing, and evaluation. The course will also explore sampling issues and development of a recruitment plan for use in nursing education research. Opportunities for peer critique will be an integral component of this course. **Prerequisite:** NURS 951 and 952.

**NURS 954: Research Seminar II**

**3c-01-3cr**

**Course Description:** This course builds upon prior knowledge of qualitative and quantitative research methods and provides opportunities to participate in research activities in collaboration with mentors. The course focuses on various approaches to data analysis, development of Institutional Review Board (IRB) proposals and grant writing. Opportunities for peer critique will be an integral component of this course. **Prerequisite:** NURS 951 and NURS 952.

**NURS 993 Nursing Professoriate Practicum**

**1c-21-3cr**

**Course Description:** Designed to provide the student with an opportunity to select and operationalize aspects of the nurse educator role. The student will apply an understanding of the nursing faculty role to teaching and learning and develop one or more aspects of a plan for professional development. **Prerequisite:** NURS 860, 861, 862, 863, and 864.

**NURS 994: Dissertation Seminar**

**3c-01-3cr**

**Course Description:** Provides the student with an opportunity to develop a dissertation proposal focusing on nursing education. Students will have opportunities for peer review and critique of their work. The course will culminate in an oral presentation of the proposal that will prepare students for dissertation defense. **Prerequisite:** NURS 820 or by permission for DNP students. **Pre-or Co-requisite:** NURS 954

**NURS 995 Dissertation**

**1-9 cr**

**Course Description:** A culminating research project requiring mastery of an area of interest relevant to nursing education. Requires a comprehensive literature review and the collection and analysis of data. A successful oral defense of the finished project is required. The student must complete a minimum of 9 credits of dissertation to satisfy graduation requirements.

**Prerequisite:** By permission

**Program Delivery:** The doctoral nursing program is approved for immersive face-to-face course delivery; therefore, students are expected to attend class in person on scheduled class days. Occasionally health concerns or other emergent personal situations arise that may necessitate students being unable to attend class in person. Interactive video or other delivery methods may be used to allow the student to participate in class from a distance but will require appropriate written documentation of the health concern. The student and course instructor will need to collaboratively plan in advance for alternative course delivery (i.e. zoom, audiotaping, phone conferencing, videotaping etc.) for these extenuating circumstances.

### **Evaluation of Students**

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

#### **Candidacy Examination**

The candidacy examination provides students with an opportunity to demonstrate breadth and mastery of knowledge of nursing education and theory, synthesize relevant literature, and apply critical thinking skills in nursing education situations. The examination also helps faculty and students to identify progress in meeting program outcomes. Successful completion of the candidacy examination indicates the student's potential for successfully completing doctoral study though it does not ensure a doctoral degree will be granted. Initial candidacy examinations will be scheduled at the end of 12 credits of doctoral coursework for PhD students. DNP to PhD students do not complete a candidacy exam.

Students are notified of candidacy topic areas, format, and scheduling of the examination prior to the examination. The examination consists of a written and an oral component. Students will complete a written component of the examination with the cohort of enrolled students at a predetermined time. After completing the written portion of the exam, the doctoral program committee will schedule an individual appointment for each oral examination. Students will be asked questions to clarify content or elaborate on information in the written examination. The oral examination will be conducted by a panel (minimum of two) nursing faculty members. A scoring rubric will be used by faculty evaluators to assess student performance on both the oral and written components. The rubric along with any additional faculty comments/suggestions will be provided to students after the evaluation is complete.

The committee will render a pass or fail decision based upon performance on the written and oral portion of the examination. After a student receives a pass for both the written and oral components of the exam, the department will consider the student a degree candidate and he/she may continue in coursework.

Students who fail the candidacy examination may retake the failed component one time. They may enroll in classes for the following semester and must complete that semester before retaking the candidacy examination. A similar format for testing, defense, evaluation, and feedback will be used for a



repeat examination. Students who successfully pass a retake may continue in the program. Students may not progress in the program beyond this point without passing both the oral and written candidacy examination. Any student who is unsuccessful on any component of the retake candidacy exam will be dismissed from the program.

Further information about scheduling and preparing for the candidacy exam will be provided prior to the exam.

### **Program Level Examination Appeals**

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. **The final decision rendered by the dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

### **Reexamination Policy**

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.



## Degree Completion

### Academic Good Standing

PhD doctoral students must maintain a minimum of 3.0 (“B”) cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

### Application for Graduation

Early in the final semester of a student’s program, s/he must complete and submit an application for graduation. The submission of the application, by the published deadline, will initiate many processes related to the anticipated graduation of the student.

Students apply for graduation through [My IUP](#). Information about the application, deadlines, and commencement is located on [IUP’s Commencement website](#). The information must be completed accurately and completely.

The submission deadlines are:

May Graduation: May 1

August Graduation: August 1

December Graduation: December 1

January Graduation: January 1

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Dissertation Completion

A dissertation is required of all doctoral candidates and must demonstrate the candidate’s mastery of his/her research and reflect the results of an original investigation in the principal field of study. The goal should be to make an original contribution to knowledge in the field.





### **Dissertation Committee**

The student will consult with potential faculty, the student's academic advisor, and the doctoral program coordinator to select a dissertation chairperson who will guide the student through the dissertation process. The chairperson of the dissertation committee must be a member of the Department of Nursing and Allied Health Professions and be approved by the School of Graduate Studies and Research to teach doctoral-level courses. The student and dissertation chairperson will collaborate in the selection of the other members of the committee. The dissertation committee will consist of at least three members, all of whom must hold an earned doctorate. In addition to the dissertation chairperson, at least one other member must be from the Department of Nursing and Allied Health Professions. Other dissertation committee members may be qualified individuals from within or outside of the university, subject to approval by the dissertation chairperson, the doctoral program committee, and the Graduate Dean and APSCUF meet and discuss (if appropriate). A curriculum vitae is required for all members from outside the university. The dissertation committee composition will require final approval by the doctoral program committee and the Graduate Dean.

Once approved, the dissertation committee will supervise and advise the student's degree program from the point at which he/she successfully completes the program requirements through defense of the dissertation. The committee is responsible for overseeing the research, the dissertation, and compliance with dissertation submission requirements.

### **Dissertation Credits**

Students must complete 3-credits of Dissertation Seminar (NURS 994) and a **minimum** of 9-credits of Dissertation (NURS 995). Please refer to Continuous Graduate Registration for Dissertation and Thesis for an explanation of mandatory dissertation credit registration every fall/spring term.

## Dissertation Guidelines

### Instructions for Dissertation Chair

1. Meet with the student and discuss and approve the student's topic and plan for dissertation.
2. Assist the student to select the remainder of the committee that will best suit the topic, data collection methods, work well together, etc. At least 2 members need to be from the NAHP Department.
3. If a 4<sup>th</sup> outside member is requested by the student, the dissertation chair must write a paragraph regarding the member's qualifications and expertise for consideration. Submit this to the doctoral program coordinator for APSCUF approval.
4. Set deadlines with the student for completion and follow up with the student ongoing throughout the process.
5. When the student is completing Chapters 1-3 drafts for submission, make sure to instruct the student to complete any edits and incorporate any feedback provided by the assigned Dissertation Seminar faculty prior to submission to the dissertation chair.
6. Instruct the student to make sure spelling/grammar check and editing of the document is completed prior to submission to the dissertation chair. If you are receiving unedited documents return them to the student for revision.
7. Remind the student to make sure all in-text citations and references match, and they have double checked APA format for accuracy. If it is cited in text, it should be on the reference list and vice versa.
8. It is the dissertation chair's responsibility to review and edit all drafts and assure the student is prepared for defense (proposal and final) prior to having the student send drafts to the rest of the committee members.
9. Committee members should not be reviewing drafts that have not been reviewed or edited by the dissertation chair.
10. After the student receives edits and feedback from the committee, it is the dissertation chair's responsibility to make sure that the student has completed these edits and incorporated the committee's feedback.
11. Make sure after proposal defense the student's Chapters 1-3 are edited and completed prior to the student progressing to the remainder of the dissertation. This helps to ensure that the student is not rewriting these chapters at the end of the dissertation process.
12. After proposal defense, assist the student with completion of the RTAF and IRB proposal. Electronic approval will need to be completed in myIUP after proposal defense.
13. After data collection, the student will complete Chapter 4 and 5 and submit them to the dissertation chair. Once the dissertation chair is satisfied with the drafts and any changes are made that were suggested by the dissertation chair, the dissertation may be sent to the committee for consideration for final defense.
14. Once the committee members have also approved the dissertation, have the student work with the committee to set up the final dissertation defense date.
15. Once this is scheduled, assist the student to prepare for the final defense (i.e. giving the student some potential sample defense questions, reviewing the final defense PowerPoint, etc.). Advise student to prepare signature pages and have approved by the SGSR prior to the defense.

16. Invite faculty to the proposal defense and plan the defense celebration (cake, notify M. Lybarger for banner, reserve room, and arrange Zoom if needed).
17. Once final defense is completed and approved, make sure the student completes edits and incorporates feedback from the final defense and assist student as needed with dissertation submission to the SGSR.
18. Change grade in myIUP (after notified by SGSR of approval and the semester is over).

### **Instructions for Students:**

**Note: It is the student's responsibility to know all deadlines for RTAF, IRB, submission for graduation deadlines, etc.**

1. Develop a committee consisting of a chairperson and at least 2 other members from the University. At least 2 members of the committee need to be from NAHP Department. If using a 4<sup>th</sup> outside committee member, please submit the committee member CV to the Doctoral coordinator for APSCUF approval.
2. Develop deadlines for submission of drafts with your dissertation chair.
3. When submitting drafts to the dissertation chair or committee members, you should give at least 2 weeks for the member to review your drafts.
4. Adhere to all formatting guidelines provided by the graduate school.
5. Complete all edits and feedback received from the assigned faculty for NURS 994: Dissertation Seminar on your Chapter 1-3 drafts prior to submitting drafts to your dissertation chair. When submitting Chapters 1-3 drafts to the dissertation chair, it should be an edited version incorporating needed changes identified from that course.
6. Prior to submitting the drafts, please make sure spelling/grammar check and edits are completed to the document.
7. All in-text citations and references should match, and APA format should be double checked for accuracy. If it is cited in text, it should be on your reference list and vice versa.
8. Your dissertation chair should be spending their time thoroughly reading your document rather than correcting spelling, grammar, and APA issues.
9. When submitting drafts, submit your work to the dissertation chair first. Complete any edits or incorporate any feedback from the dissertation chair. After chair approval, send the approved version to the committee. The committee members should receive a completed and polished version.
10. Once Chapter 1-3 drafts are approved by the committee and the committee feels the proposal is ready to proceed, a proposal defense can be planned. After the proposal defense, complete all edits and incorporate all feedback from the committee following the defense and have changes approved by the dissertation chair. Do not wait until completing the remaining chapters to make edits from the proposal feedback.
11. Once the proposal is successfully defended, complete and submit the electronic Research Topic Approval Form (RTAF) and complete IRB review as needed with guidance from the dissertation chair. Once you receive approval from the School of Graduate Studies and Research (SGSR), you can begin data collection.

12. Have Chapters 1-3 reviewed by the Writing Centers and make any recommended edits.
13. When data collection is completed Chapters 4 and 5 are composed and submitted to the dissertation chair. Once the dissertation chair is satisfied with the chapters and any edits or feedback suggested by the dissertation chair is incorporated, the completed dissertation can be forwarded to the committee members. Once the committee members are satisfied with the dissertation, a final defense can be planned.
14. Prepare signature pages and have approved by the SGSR before the scheduled defense. Bring copies of the signature page to your dissertation defense.
15. Develop a PowerPoint presentation of approximately 20-minutes for the dissertation defense.
16. Once final defense is completed and your work is approved by the all the committee members, make sure to complete all edits and changes suggested and have them approved by the dissertation chair.
17. Have Chapters 4 and 5 reviewed by the Writing Center and make any recommended edits.
18. Complete the dissertation checklist from the SGSR.
19. Submit dissertation to the SGSR for format review and plagiarism check. Make any necessary changes and upload as required by deadlines.

### **Evaluation Outcome for Dissertation and/or Thesis**

#### **Dissertation Proposal and Evaluation**

After the candidate has completed the dissertation seminar (NURS 994) and completed a dissertation proposal (chapters 1-3) he/she must present and defend the dissertation proposal before the dissertation committee at a proposal defense meeting. A written copy of the proposal must be distributed to all committee members at least two weeks in advance of the scheduled dissertation proposal defense meeting. The dissertation committee will evaluate the quality of the proposal and render a decision of pass, revise, or fail.

If the proposal is passed and found satisfactory by all members of the committee then a Research Topic Approval Form (RTAF) must be completed. A fully signed RTAF must then be submitted. Approvals are required by the nursing dissertation committee, Program coordinator, college dean and by the School of Graduate Studies and Research, before the candidate may proceed with the dissertation and data collection. The Thesis/Dissertation Manual outlines this procedure and is available from the School of Graduate Studies and Research and online at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>

- If the proposal is to be revised, then the candidate must make the necessary changes recommended by the committee and continue the process outlined above. The committee will render a decision of pass or fail on the revised proposal. If the proposal is passed the student will proceed with the dissertation steps as outlined above. If a failing decision is rendered the student will be dismissed from the program.
- If the candidate receives a decision of fail on the proposal defense, he/she has one opportunity to revise the dissertation proposal and successfully pass both the written and oral components. Any student who fails the dissertation proposal may request a resubmission no earlier than one

semester following the failure. Once written revisions are finished the student will complete an oral defense retake. If the candidate does not receive a pass on the repeat submission and oral defense, he/she will be dismissed from the program.

Following approval of the dissertation proposal, but before data collection begins; the doctoral candidate must obtain permission from the Institutional Review Board at Indiana University of Pennsylvania, and other review boards as appropriate, following the procedures established for the protection of human subjects. Information related to the IRB may be found at <http://www.iup.edu/page.aspx?id=6587>.

Upon acceptance of the dissertation (chapters 1-5) by the dissertation chairperson, the candidate shall then request a formal meeting of the dissertation committee for a formal dissertation defense. The meeting will be scheduled at a time convenient to all members. A written copy of the final dissertation must be distributed to all committee members at least two weeks in advance of the scheduled dissertation defense. The student will be required to defend the completed dissertation during an oral examination conducted by the dissertation committee. The oral examination will begin with the student delivering a brief overview of the study. This will be followed by questioning by the dissertation committee members. The final defense is open to the university/public and public members will be permitted to ask questions of the candidate after the committee has completed their questioning. During the defense the candidate is expected to respond to substantive and methodological questions related to the dissertation. The dissertation defense will be open to the university/public community.

The dissertation committee will evaluate the quality of the work and will render one of three possible decisions (pass, pass with revisions, or fail):

- A decision of pass indicates there are no major substantive changes needed. There may be minor format or editing changes requested by the committee. The candidate will work with the chairperson to make the requested changes and submit a final version of the dissertation
- A decision of pass with revision indicates that there are some changes or additions needed. These changes may be related to content, format, and/or editing. The candidate will work with the chairperson and committee members to make the requested changes and submit a final dissertation.
- A decision of fail indicates major substantive concerns about the dissertation. The candidate will work with the chairperson and committee to rectify the work. The candidate has one opportunity to revise the work and complete another oral defense. Once the revisions are complete the candidate will submit a revised dissertation (chapters 1-5) and complete another oral defense retake. The decision of pass, pass with revision or fail will be rendered. If a pass or pass with revision decision is made the candidate will follow the steps outlined above for completing the submission. If a fail decision is rendered the student is dismissed from the program.



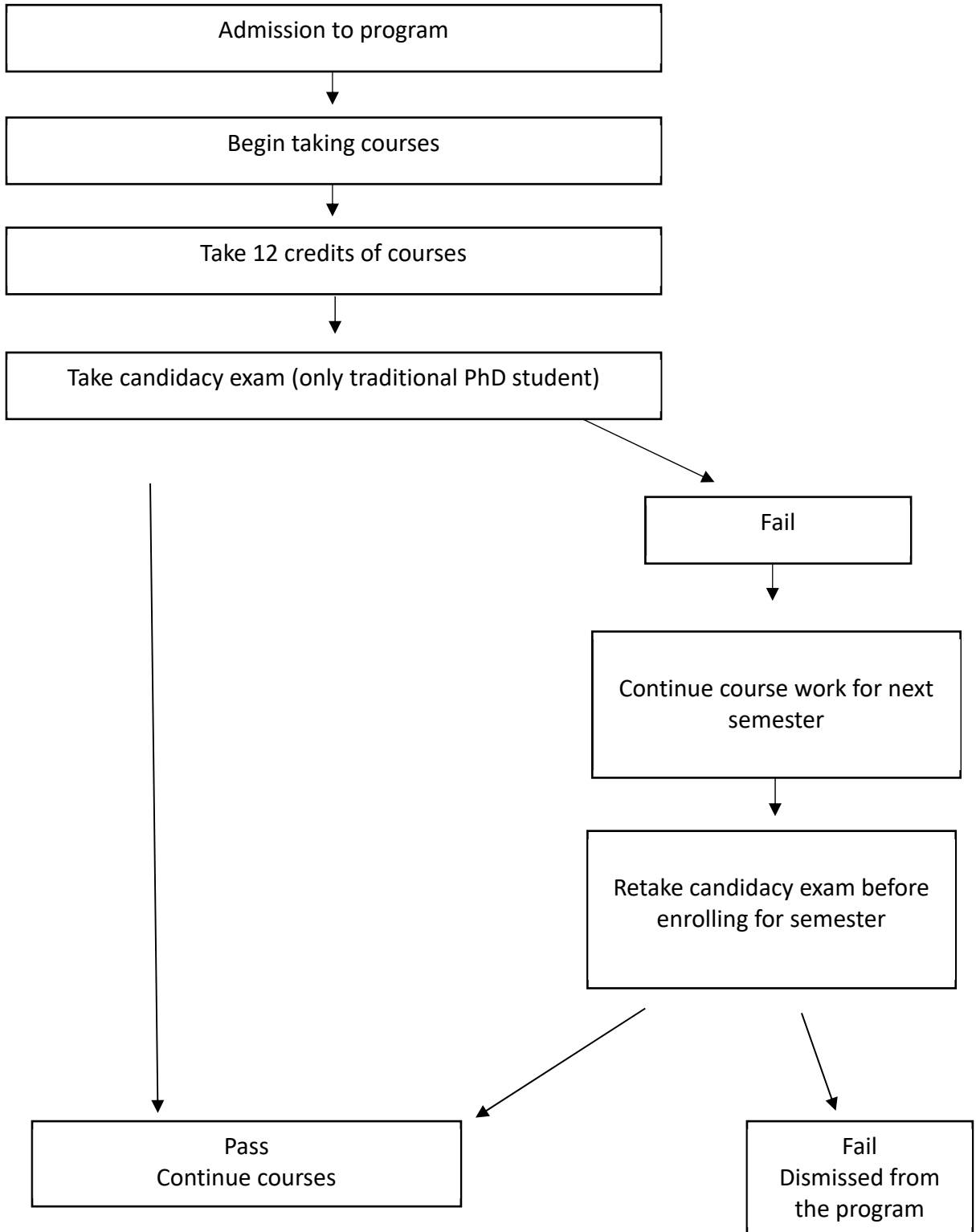
The dissertation must be approved in writing by each member of the committee, as well as by the Assistant Dean for Research, School of Graduate Studies and Research. Candidates must also follow all steps required for dissertation submission and graduation as outlined by the School of Graduate Studies and Research.

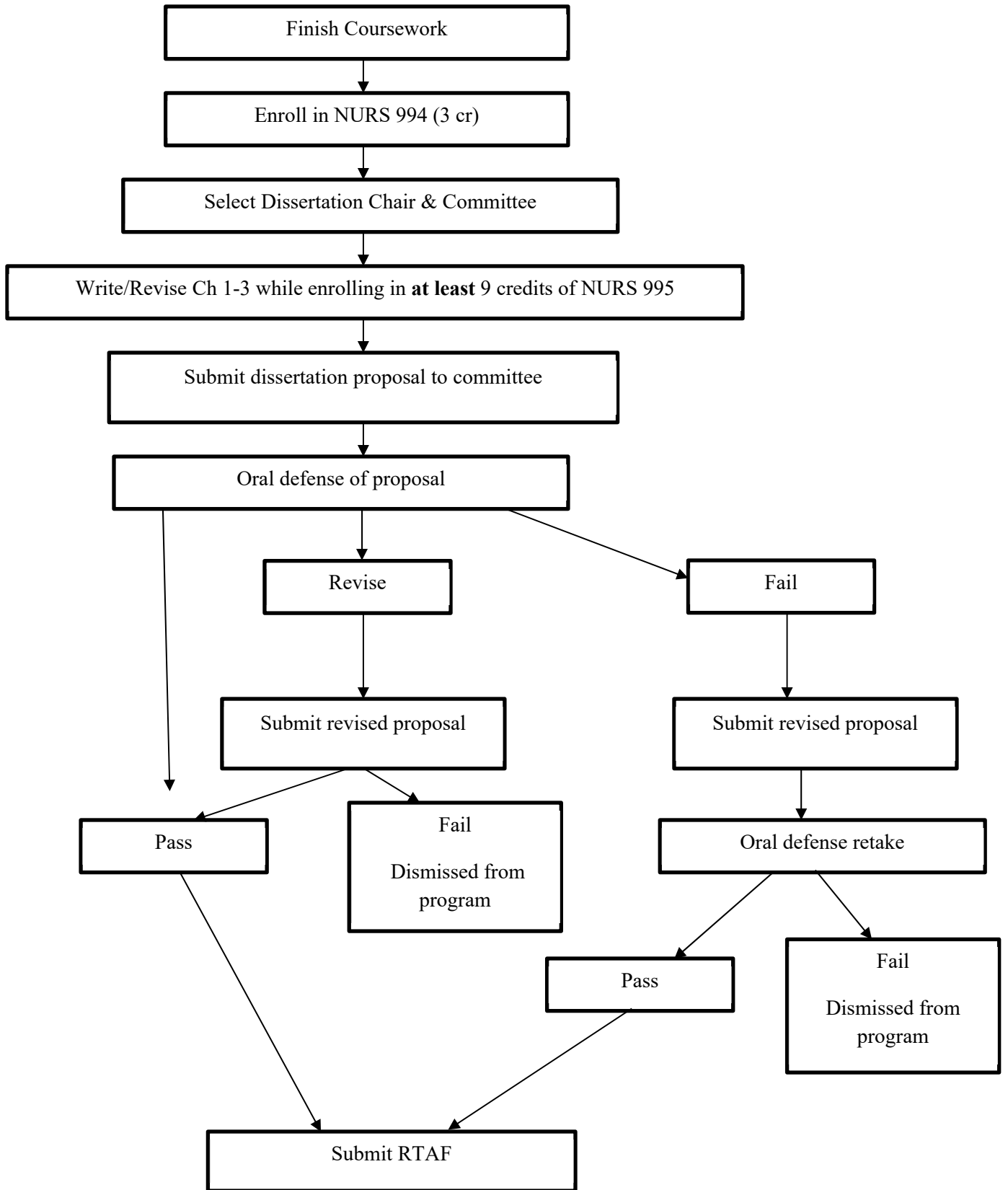
**Effective fall 2017 for students admitted and students admitted after** -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

**Ongoing Dissertation and Thesis students admitted "prior" to fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

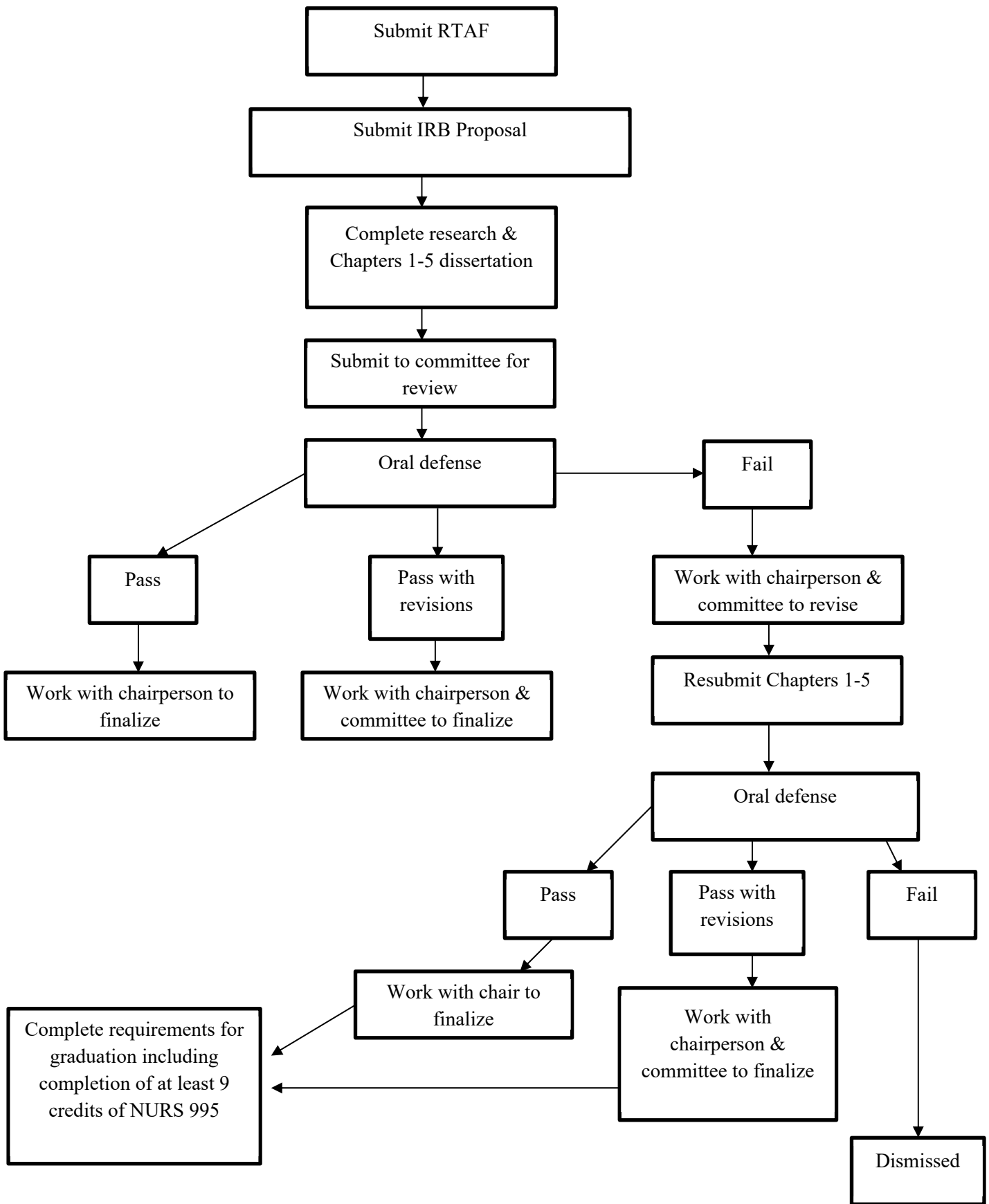
For more information, view the view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Nursing Doctoral Program Progression









## University Policies and Procedures

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Dr. Teresa Shellenbarger or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

The following University and SGSR policies can be found at [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Academic Good Standing

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Academic Integrity

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

*The Source: A Student Policy Guide:* [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

### Bereavement-Related Class Absences

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Continuous Graduate Registration for Dissertation and Thesis

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Grade Appeal Policy

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Graduate Fresh Start Policy

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Graduate Residency Requirement

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

All degree candidates must complete their program's final six credits of graduate work in courses offered by IUP. Under unique circumstances, appropriate substitutions may be authorized by petitioning the dean of the School of Graduate Studies and Research after obtaining departmental approval.

### Leave of Absence Policy

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Time Limitations

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.



For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Time-to-Degree Masters/Doctoral Dismissal Appeal Policy**

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

For information about Time-to-Degree Doctoral Dismissal Appeal Policy view [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation**

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Transfer of Credits Policy**

A student may transfer graduate credits from another institution, with Department approval, up to one third (**1/3**) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (**1/3**) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate



Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a “B” or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (**1/3**) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student’s program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student’s IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information visit [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## **Research**

The Institutional Review Board (IRB) for the Protection of the Human Subjects is the regulatory body of IUP that is responsible for the review of research that involves human participants. The purpose of the IRB is to protect participants in research as well as to protect researchers conducting research involving human participants. For more information about the IRB visit: <http://www.iup.edu/irb/>

Additional research resources can be found at  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)  
[www.iup.edu/research/](http://www.iup.edu/research/)



**Appendices**  
**PhD Graduation Checklist**

**Nursing Core Courses** **21 credits**

_____	NURS 820: Seminar in Nursing Theory	3cr
_____	NURS 860: Faculty Development in Nursing Education	3cr
_____	NURS 861: Pedagogical Practices in Nursing Education	3cr
_____	NURS 862: Curriculum Evaluation in Nursing	3cr
_____	NURS 863: Evaluation in Nursing Education	3cr
_____	NURS 864: Technology in Nursing Education	3cr
_____	NURS 993: Nursing Professoriate Practicum <b>OR</b>	3cr
_____	NURS 801: Nursing Colloquium	

**Research Core Courses** **15 credits**

_____	GSR 517: Statistical Methods II	3cr
_____	NURS 951: Quantitative Nursing Research	3cr
_____	NURS 952: Qualitative Nursing Research	3cr
_____	NURS 953: Research Seminar I	3cr
_____	NURS 954: Research Seminar II	3cr

**Support Courses** **12credits**

_____	NURS 865: Student Issues in Nursing Education	3cr
_____	NURS 802: Leadership in Nursing: A Case Study Approach	3cr
_____	Elective 1^	3cr
_____	Elective 2^	3cr

**Dissertation** **12 credits**

_____	NURS 994: Dissertation Seminar	3cr
_____	NURS 995: Dissertation	9cr

^ Electives must be approved by Coordinator. If electives were accepted as transfer credits, indicate institution where courses were taken and year.



## DNP-PhD Graduation Checklist

### **Nursing Core Courses** **21 credits**

---

\_\_\_\_\_ NURS 862: Curriculum Evaluation in Nursing 3cr

\_\_\_\_\_ NURS 863: Evaluation in Nursing Education 3cr

### **Research Core Courses** **15 credits**

---

\_\_\_\_\_ GSR 517: Statistical Methods II 3cr

\_\_\_\_\_ NURS 951: Quantitative Nursing Research 3cr

\_\_\_\_\_ NURS 952: Qualitative Nursing Research 3cr

\_\_\_\_\_ NURS 953: Research Seminar I 3cr

\_\_\_\_\_ NURS 954: Research Seminar II 3cr

### **Dissertation** **12 credits**

---

\_\_\_\_\_ NURS 994: Dissertation Seminar 3cr

\_\_\_\_\_ NURS 995: Dissertation 9cr



## Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

\_\_\_\_\_ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to Dr. Shellenbarger by the end of the first week of classes for fall semester**

**The nursing program will keep this signed document on file.**