



**IUP Graduate Handbook**

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*PhD in Nursing Program*

2026-2027

PhD in Nursing

Department of Nursing  
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<https://www.iup.edu/nursing/index.html>

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## Introduction

Welcome to IUP, the College of Health & Human Services, the Department of Nursing, 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 36 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. We hope you find this student handbook a valuable resource as you progress through the program. Feel free to contact Graduate Studies if you need assistance. We wish you success at IUP and hope you have a great experience.

Dr. Kristy Chunta  
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 non-traditional 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**

[Affirmative Action](#)

**Title IX Reporting Requirements**

[Title IX Reporting](#)

**Student Conduct and Student Rights**

[Community Standards Policy and Procedures](#)

[Student Rights and Responsibilities](#)

[Students Rights under the Family Educational Rights and Privacy Act \(FERPA\)](#)

## **Department of Nursing**

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 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-scholar 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-four credits from the DNP program will fulfill the requirements of the PhD program. A minimum of 36 credits of doctoral coursework taken at IUP will be required.

### Faculty and Staff

Faculty Member	Office Location	Phone Number	E-mail Address
Dr. Janis Barner	225 Johnson Hall	724-357-3251	<a href="mailto:jbarner@iup.edu">jbarner@iup.edu</a>
Dr. Johanna Boothby	253 Johnson Hall	724-357-3421	<a href="mailto:J.E.Uncapher@iup.edu">J.E.Uncapher@iup.edu</a>
Dr. Kristy Chunta	223 Johnson Hall	724-357-3091	<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. 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. Pamela O’Harra	260 Johnson Hall	724-357-3428	<a href="mailto:P.S.Oharra@iup.edu">P.S.Oharra@iup.edu</a>
Dr. Meigan Robb	257 Johnson Hall	724-357-3425	<a href="mailto:mrobb@iup.edu">mrobb@iup.edu</a>
Dr. Lauren Succheralli	228 Johnson Hall	724-357-3268	<a href="mailto:xkdm@iup.edu">xkdm@iup.edu</a>
Dr. Nashat Zuraikat	236 Johnson Hall	724-357-3262	<a href="mailto:zuraikat@iup.edu">zuraikat@iup.edu</a>

## 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/](http://www.iup.edu/admissions/graduate/)
- 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 or scholarship experience.
- 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/](http://www.iup.edu/admissions/graduate/)
- 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:

<https://catalog.iup.edu/index.php>

## Financial Assistance

### Graduate Assistantships

Each year the Department of Nursing 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 Graduate Studies, 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 an 8- hour 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 beginning.

### Scholarships

Scholarships are sometimes available and awarded as a one-time award for the academic semester or entire academic year. A student may receive a GA assistantship or a scholarship but not both.

### Teaching Associate (TA)

A limited number of teaching associate positions may be 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

- <https://www.iup.edu/admissions/graduate/financialaid/index.html>
- Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

## Academic Advisement

Students are assigned an academic advisor within the Department of Nursing 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.

Students are required to meet with their faculty advisor each semester prior to registration to plan their semester schedule and receive their Time Appointment Letter. Advising meetings are conducted via Zoom. Detailed registration instructions are shared at the advising meeting and via 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 Office of Graduate Education and Academic Planning (formally the School of Graduate Studies and Research): [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: <https://catalog.iup.edu/index.php>

Office of Student Billing: <https://www.iup.edu/student-billing/>

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

Department for Disability Access and Advising: <https://www.iup.edu/disabilitysupport/>

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

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

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

IUP Navigators: <https://www.iup.edu/life-at-iup/support/navigators.html>

IT Support: [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 Scholarly Editing and Writing Service:

<https://www.iup.edu/scholarlycommunication/index.html>

Applied Research Lab: <https://www.iup.edu/arlab/index.html>

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

Parking Services: [www.iup.edu/parking/](http://www.iup.edu/parking/)

University Police: [www.iup.edu/police/](http://www.iup.edu/police/) 724-357-2141

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

Registration Resources: [www.iup.edu/registrar/students/registration-resources/index.html](http://www.iup.edu/registrar/students/registration-resources/index.html)

Student Registration: For registration information view

[www.iup.edu/registrar/students/registration-resources/index.html](http://www.iup.edu/registrar/students/registration-resources/index.html)

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

## 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 <https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/index.html> to learn more about setting up this account. For more information regarding university policy on email communications, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

## 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 to 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

### 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

### DNP-PhD Required Courses

#### Nursing Core Courses

(6 semester hours)

Curriculum Evaluation in Nursing  
Evaluation in Nursing Education

#### Research Core Courses

(18 semester hours)

Advanced Statistical Applications for  
Nursing and Healthcare

Technology in Nursing Education  
Nursing Colloquium or  
Nursing Professoriate Practicum

**Research Core Courses**  
(15 semester hours)

Advanced Statistical Applications for  
Nursing and Healthcare  
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: 6 credits**

**Dissertation**  
(12 semester hours)  
Dissertation Seminar  
Dissertation

Quantitative Nursing Research  
Qualitative Nursing Research

Research Seminar I  
Research Seminar II  
Seminar in Nursing Theory

**Dissertation**  
(12 semester hours)  
Dissertation Seminar  
Dissertation

### Course Descriptions

**NURS 750: Advanced Statistical Applications for Nursing and Healthcare** **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 the use of computers and interpretation of computer printouts along with understanding techniques employed. No computer knowledge is necessary. **Prerequisite:** GSR 516 or equivalent.

**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-0l-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-0l-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-0l-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-0l-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:** NURS 750.

**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-0l-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 the 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-0l-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-2l-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-0l-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 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 online delivery. Certain courses\* in the PhD program curriculum include two synchronous meetings\*\* during the semester. Students are required to attend these synchronous classes and appropriately prepare for class discussions and learning activities in advance. Attendance at synchronous class

meetings include being punctual, attending for the full class meeting time, and demonstrating professional presence with the camera on throughout the class session. A rubric will be used to evaluate student participation in synchronous classes.

Students are expected to participate in weekly asynchronous online class activities and submit assignments by the posted due date. Students who are unable to complete an assignment must notify the instructor in writing to request an extension prior to the posted due date. Late assignments can result in a reduction in points or zero score. Faculty recognize that unforeseen or emergent situations may occur that may inhibit the student from requesting an extension prior to the due date. Extenuating situations will be addressed by faculty on an individual basis.

\*Courses include: NURS 820, NURS 951, NURS 952, NURS 953, NURS 954, NURS 994

\*\*For students admitted summer 2026 and beyond

## Evaluation of Students

For information regarding graduate policies on grading, view the Graduate Catalog:  
<https://catalog.iup.edu/index.php>

### 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/they 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. If a student is unsuccessful in passing any portion of the candidacy exam on a second attempt, the student must complete an Independent Study focusing on the failed content areas. The Doctoral Program Coordinator and/or Doctoral Program Committee will determine the focus of the Independent Study. If the student fails to successfully complete the Independent Study, the student will be dismissed from the program. The Independent Study must be completed in the following semester.

The retake dates are scheduled in advance for the following semester. Students who fail the written or oral portions of the Candidacy Examination, and/or require an Independent Study can continue with coursework for the following semester (one semester) but cannot register for later semester schedules until they successfully complete Degree Candidacy.

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 Associate Provost of the Office of Graduate Education and Academic Planning 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 Associate Provost of the Office of Graduate Education and Academic Planning. 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 Associate Provost in the Office of Graduate Education and Academic Planning within 30 days of receipt of the outcome of the examination. Upon receipt of the written

appeal, the Associate Provost 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 Associate Provost may not be appealed.

If it is found that policy/and/or procedure has been violated, the Associate Provost 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 Associate Provost of the Office of Graduate Education and Academic Planning. Exceptions to this policy for programs can be made only with the approval of the Office of Graduate Education and Academic Planning. 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 Office of Graduate Education and Academic Planning of the dismissal in writing. The Associate Provost of the Office of Graduate Education and Academic Planning 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 Graduate Studies 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, students 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 <https://www.iup.edu/myiup>. Information about the application, deadlines, and commencement is located on

<https://www.iup.edu/commencement/graduate/index.html>. The information must be completed accurately and completely.

The submission deadlines are:

May Graduation: November 15<sup>th</sup>

August Graduation: November 15<sup>th</sup>

December Graduation: April 15<sup>th</sup>

For more information, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

[Access forms are processed through Graduate Studies, click on Current Students:](http://www.iup.edu/graduatestudies/)  
<http://www.iup.edu/graduatestudies/>

For more information, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

### **Thesis and/or Dissertation Completion**

A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of 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 have graduate eligibility 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. Other dissertation committee members may be qualified individuals from within the university. If a student would like to add a committee member from outside of the university approval must be obtained by submitting an application and CV via the university's InfoReady system. The dissertation committee composition will require final approval by the Doctoral Program Coordinator and the Associate Provost of Graduate Studies and Academic Planning.

Once approved, the dissertation committee will supervise and advise the student's degree program from the point at which the student 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

#### Dissertation Guidelines – Faculty

1. The dissertation chairperson will meet with the student and discuss and approve the student's topic and plan for dissertation. The chairperson will assist the student to select the remainder of the committee that will best suit the topic, data collection methods, work well together, etc. A minimum of two members need to be from the Department of Nursing.
2. If a fourth outside member is requested by the student, approval must be submitted by the outside member through the InfoReady system. The student should email the Doctoral Program Coordinator with the person's name, employer, and reason for wanting an outside reviewer to serve on the committee.
3. The dissertation chairperson should work with the student to set deadlines for dissertation work, a timeline and ongoing follow-up throughout the dissertation process.
4. The student should be reminded to complete any edits and incorporate any feedback provided by the assigned NURS 994 Dissertation Seminar faculty prior to submission of chapters one through three to the dissertation chair.
5. Students should provide the dissertation chair and the committee with at least three weeks to review any submitted material. This does not include weekends, holidays, or breaks. Chapters should be submitted one at a time for review and editing before moving to the next chapter. Chapters should also be written in order beginning with chapter one, two, and then three.
6. Instruct the student to ensure the chapters were reviewed for spelling/grammar errors and editing prior to submission to the dissertation chair. If the dissertation chair is receiving unedited documents the work should be returned 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 ensure the student is prepared for defense (proposal and final) prior to having the student send drafts to the rest of the committee members. Committee members should not be reviewing drafts that have not been reviewed or edited by the dissertation chair.

9. A proposal defense will be scheduled *after* the review has been completed and the committee agrees that the student is ready to move forward with a proposal defense.
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. After the proposal defense, assist the student with completion of the Research Topic Approval Form (RTAF) and Institutional Review Board (IRB) proposal.
12. The student should submit chapters one through three to The Writing Center for review and make any recommended edits.
13. If a student is applying for grant funding the grant proposal should not be submitted until *after* the proposal has been defended. All grant proposals should be reviewed by the dissertation chair for correctness, accuracy, etc. prior to submission.
14. After data collection is completed, the student will complete Chapters 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 completed dissertation may be sent to the committee for consideration for final defense.
15. The final dissertation defense is scheduled *after* the committee members have reviewed the dissertation and agree that the student is ready for a final defense.
16. Once the dissertation defense is scheduled, assist the student to prepare for the final defense (i.e., giving the student some potential sample defense questions, review the final defense PowerPoint, etc.). The student should prepare signature pages prior to the defense. Electronic signature approval is initiated by the dissertation chair.
17. Send an email invitation to nursing faculty for the dissertation defense.
18. Once the final defense is completed and approved by the committee members, make sure the student completes all edits and incorporates feedback from the final defense.
19. The student should have chapters four and five reviewed by The Writing Center and make any recommended edits.
20. Assist the student as needed with dissertation submission to Graduate Studies. It is the student's responsibility to know all deadlines for RTAF, IRB, submission to the Graduate Studies for approval, uploading to ProQuest, and applying for graduation.
21. After notified by Graduate Studies of approval and the semester is over, the student's dissertation grades should be changed.

### **Dissertation Guidelines - Student**

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

1. The student will select a committee chairperson first. This should be done by considering a faculty member with expertise in the student's subject area, methodology,

- etc. The chairperson will assist the student to select the remainder of the committee. The committee must consist of at least two faculty from the Department of Nursing. Faculty from outside the department can count as a third member.
2. If using a committee member from outside of the university, approval must be obtained. This is done by having the outside committee member complete the application on the InfoReady site. The student should email the Doctoral Program Coordinator with the person's name, employer, and reason for wanting an outside reviewer to serve on the committee.
  3. The student should work with the chair to develop an initial dissertation timeline and identify due dates for draft submissions.
  4. The student should share the feedback from NURS 994 Dissertation Seminar with the dissertation chairperson and incorporate the suggested revisions into the beginning drafts of chapters one through three.
  5. When submitting drafts to the dissertation chair or committee members, at least three weeks should be provided for review of the work. This does not include weekends, holidays, or breaks. Chapters should be submitted one at a time for review and editing before submitting the next chapter. Chapters should also be completed in order beginning with chapter one, two, and then three.
  6. Chapter submissions should be checked for spelling/grammar errors prior to submitting them to the dissertation chair. This allows the dissertation chair to spend time thoroughly reviewing the document's content instead of correcting spelling, grammar, and APA errors. Students should adhere to all formatting guidelines provided by the graduate school.
  7. All in-text citations and references should match, and APA format should be double checked for accuracy.
  8. When submitting chapter drafts, work should be submitted to the dissertation chair first. Complete any edits or incorporate any feedback from the dissertation chair. After chair approval, chapters one through three will be submitted to the committee. The committee members should receive a completed and polished version.
  9. The committee will review the proposal draft. A proposal defense will be scheduled *after* the review has been completed and the committee agrees that the student is ready to move forward with a proposal defense.
  10. After the proposal defense, the student should complete all edits and incorporate all feedback from the committee following the defense and have changes approved by the dissertation chair. Students should not wait until completing the remaining chapters to make edits from the proposal feedback.
  11. Once the proposal is successfully defended, students will complete and submit the electronic Research Topic Approval Form (RTAF) and complete Institutional Review Board (IRB) review with guidance from the dissertation chair. Research can begin once RTAF and IRB approval have been obtained.

12. The student should submit chapters one through three to The Writing Center for review and make any recommended edits.
13. If a student is applying for grant funding the grant proposal should not be submitted until *after* the proposal has been defended. All grant proposals should be reviewed by the dissertation chair for correctness, accuracy, etc. prior to submission.
14. When data collection is finished the student begins to work on chapters four and five. 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. The final defense will be scheduled *after* the committee members have reviewed the dissertation and agree the student is ready for the final defense.
15. The student should prepare hardcopy or electronic signature pages.
16. The student will develop a PowerPoint presentation of approximately 20-minutes for the dissertation defense. The presentation should primarily focus on chapters three, four, and five.
17. Once the final defense is completed and approved by the committee members, complete all suggested edits and have them approved by the dissertation chair.
18. The student should have chapters four and five reviewed by The Writing Center and make any recommended edits.
19. The student should complete the dissertation checklist from Graduate Studies.
20. The student will submit the dissertation to Graduate Studies for format review and plagiarism check. This should be done as early as possible to allow time for edits prior to the required due dates.
21. Due dates for submitting the dissertation to Graduate Studies for review are April 1<sup>st</sup>, July 1<sup>st</sup>, or November 1<sup>st</sup> for May, August, and December graduations. Students need to prepare timelines around these dates and plan accordingly. For example, if a student wishes to graduate in May the final dissertation defense needs to occur by the March 15<sup>th</sup>, June 15<sup>th</sup>, or October 15<sup>th</sup> deadlines to allow time for completing any edits or revisions. The committee also needs at least three weeks to review the final dissertation before the final defense is scheduled. Students are encouraged to work closely with their dissertation chair to meet the due dates.
22. It is the student's responsibility to know all deadlines for RTAF, IRB, submission to Graduate Studies for approval, uploading to Proquest, and applying for graduation.

### **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) the student 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 Graduate Studies, before the candidate may proceed with the dissertation and data collection. The Thesis/Dissertation Manual outlines this procedure and is available from Graduate Studies and online at <https://www.iup.edu/graduatestudies/index.html>.

- 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 failed decision is rendered the student will be dismissed from the program.
- If the candidate receives a decision of fail on the proposal defense, the student 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/they 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: <https://www.iup.edu/research/resources/conducting-responsible-research/irb/index.hFtml>

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 for 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 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.

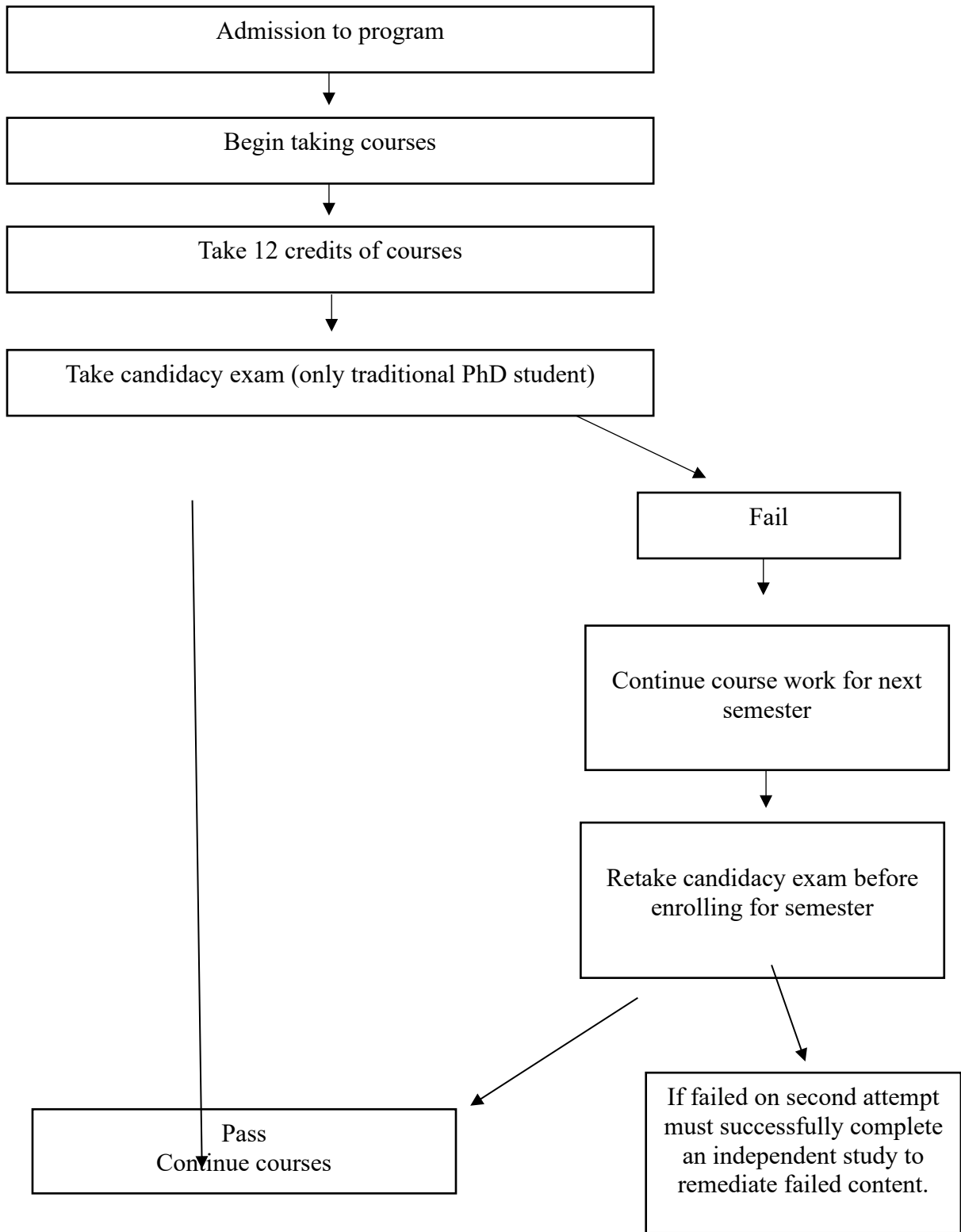
The dissertation must be approved in writing by each member of the committee, as well as by the Assistant Dean for Research, and Graduate Studies. Candidates must also follow all steps required for dissertation submission and graduation as outlined by Graduate Studies.

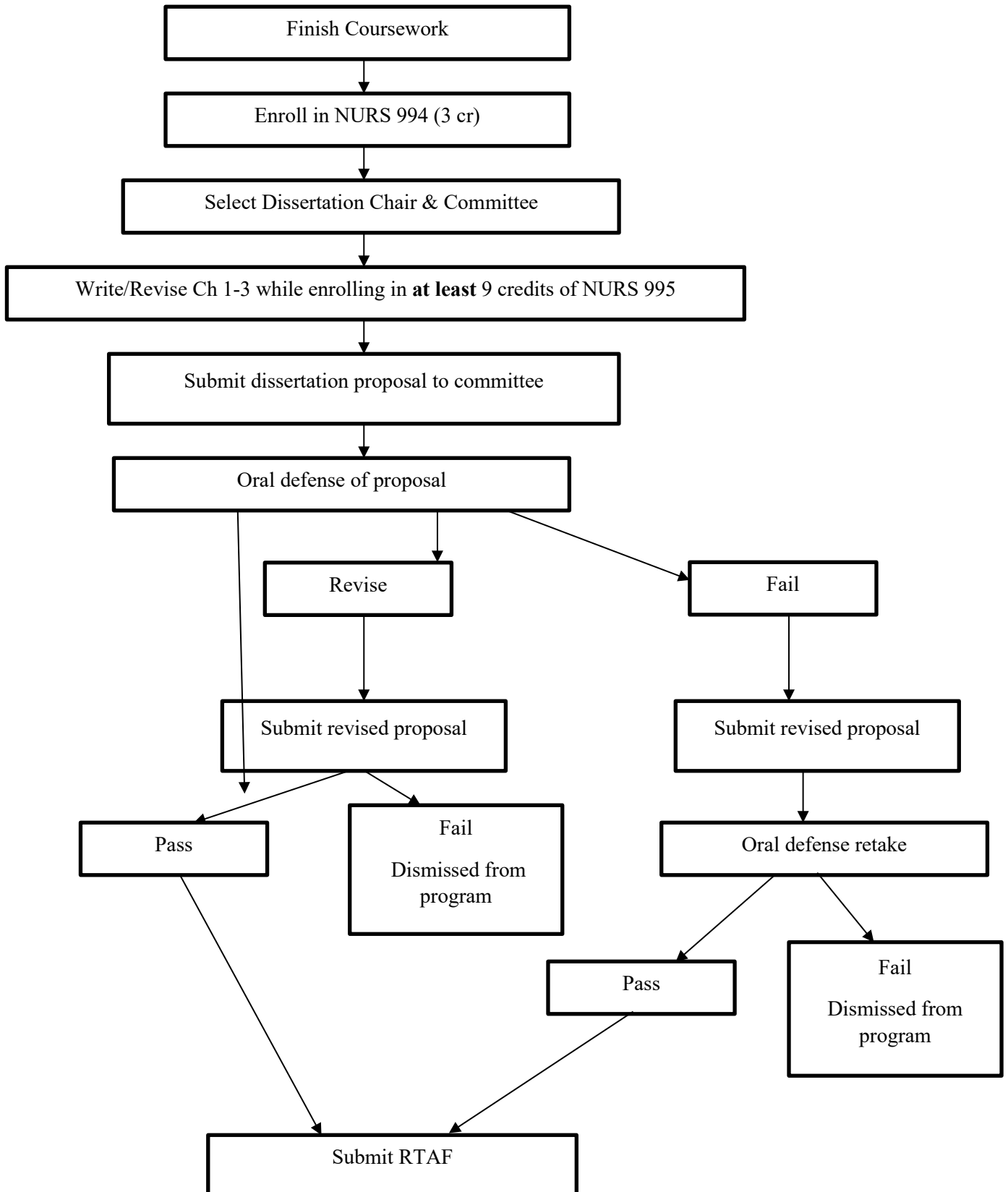
**For students admitted after Fall 2017** – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student’s CGPA.

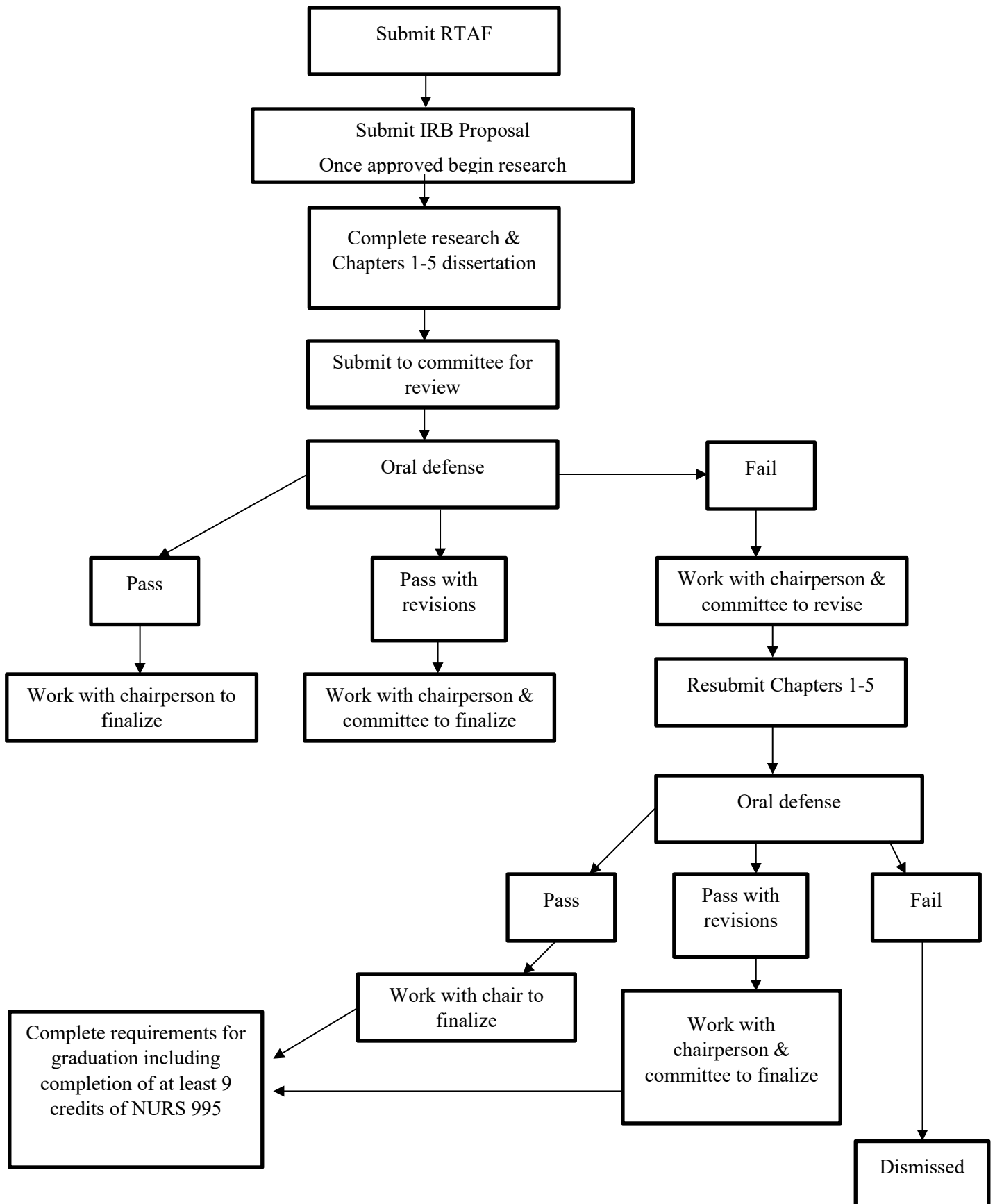
**For students admitted prior to Fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student’s CGPA for the number of dissertation credits required for the program. “Extended” dissertation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

For more information ,view the Graduate Catalog: <https://catalog.iup.edu/index.php>

### Nursing Doctoral Program Progression







## What is my Timeline for Graduation?

### Timeline for a May Graduation

- August 15<sup>th</sup> – RTAF due to Office of Graduate Education and Planning
- April 1<sup>st</sup> – Dissertation submission deadline to Office of Graduate Education and Planning for review
- March 15<sup>th</sup> – Dissertation defense deadline
- February 15<sup>th</sup> – Dissertation to committee for review (to account for spring break)
- \*November – January - Estimated time writing chapters 4 and 5

\*This includes winter break when faculty are not under contract and may not be available; This time frame may be longer

### Timeline for a December Graduation

- May 15<sup>th</sup> – RTAF due to Office of Graduate Education and Planning
- November 1<sup>st</sup> – Dissertation submission deadline to Office of Graduate Education and Planning for review
- October 15<sup>th</sup> – Dissertation defense deadline
- September 15<sup>th</sup> – Dissertation to committee for review
- \*June – August - Estimated time writing chapters 4 and 5

\*This includes summer break when faculty are not under contract and may not be available; This time frame may be longer

### Timeline for an August Graduation

- December 15<sup>th</sup> – RTAF due to Office of Graduate Education and Planning
- July 1<sup>st</sup> – Dissertation submission deadline to Office of Graduate Education and Planning for review
- \*June 15<sup>th</sup> – Dissertation defense deadline
- May 15<sup>th</sup> – Dissertation to committee for review
- February – April - Estimated time writing chapters 4 and 5

\*This includes summer break when faculty are not under contract and may not be available; This time frame may be longer

### Proposal to IRB Timeline

- Writing of chapters 1-3; Expect a minimum of 2-3 revisions for each chapter (submission to faculty, faculty feedback, writing revisions, resubmit for review); Include 3-week time frame for faculty to review
- Include 3 weeks for committee to review proposal prior to defense being scheduled
- RTAF and IRB submission – expect 3 weeks for review and anticipate revisions to IRB protocol

## 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 the Program Coordinator, Dr. Kristy Chunta, or the Office of Graduate Education and Academic Planning.

### 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 graduate policies can be found at**

<https://catalog.iup.edu/index.php>

Academic Good Standing

Academic Integrity

Bereavement-Related Class Absences

Continuous Graduate Registration for Dissertation and Thesis

Grade Appeal Policy

Graduate Fresh Start Policy

Graduate Residency Requirement

Leave of Absence Policy

Time Limitations

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation

Transfer of Credits Policy

### Artificial Intelligence

IUP's academic integrity policy recognizes the following: "AI-generated work is not reflective of a student's own understanding and effort and, thus, is not acceptable, unless authorized specifically by the instructor/administrator." The Department of Nursing follows this policy and approves the use of Artificial Intelligence (AI) resources such as Grammarly for editing purposes only.

### Attendance Policy

Certain courses\* in the PhD program curriculum include two synchronous meetings during the semester. Students are required to attend these synchronous classes and appropriately prepare for class discussions and learning activities in advance. Attendance at synchronous class meetings include being punctual, attending for the full class meeting time, and demonstrating professional presence with the camera on throughout the class session. A rubric will be used to evaluate student participation in synchronous classes.

Students are expected to participate in weekly asynchronous online class activities and submit assignments by the posted due date. Students who are unable to complete an assignment must notify the instructor in writing to request an extension prior to the posted due date. Late assignments can result in a reduction in points or zero score. Faculty recognize that unforeseen or

emergent situations may occur that may inhibit the student from requesting an extension prior to the due date. Extenuating situations will be addressed by faculty on an individual basis.

\*Courses include: NURS 820, NURS 951, NURS 952, NURS 953, NURS 954, NURS 994

### **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/>

Graduate Catalog: <https://catalog.iup.edu/index.php>

Research and Innovation: [www.iup.edu/research/](http://www.iup.edu/research/)

Applied Research Lab (ARL): <https://www.iup.edu/arl/index.html>

### **Department/Program Awards**

The Department of Nursing offers scholarship opportunities and awards when available. Students will be notified by the Program Coordinator of the available awards and requirements to apply.

## Appendices

### PhD Graduation Checklist

<b>Nursing Core Courses</b>	<b>21 credits</b>
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_____	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 801: Nursing Colloquium	3 cr

<b>Research Core Courses</b>	<b>15 credits</b>
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_____	NURS 750: Advanced Statistical Applications for Nursing and Healthcare	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

<b>Support Courses</b>	<b>12 credits</b>
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_____	NURS 865: Student Issues in Nursing Education	3cr
_____	NURS 802: Leadership in Nursing: A Case Study Approach	3cr
_____	Elective 1^	3cr
_____	Elective 2^	3cr

<b>Dissertation</b>	<b>12 credits</b>
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_____	NURS 994: Dissertation Seminar	3cr
_____	NURS 995: Dissertation	9cr

^ Electives must be approved by Coordinator. If electives were accepted as transfer credits, indicate the 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**

\_\_\_\_\_ NURS 750: Advanced Statistical Applications for Nursing and Healthcare 3cr

\_\_\_\_\_ NURS 820: Seminar in Nursing Theory 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 Office of Graduate Education and Academic Planning.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to Taryn LoPresti [tplopres@iup.edu](mailto:tplopres@iup.edu) by the end of the first week of classes.**

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