

# School of Nursing

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## PhD in Nursing Student Handbook

Dear Future Nurse Scientist:

Welcome to the University of North Carolina-Greensboro School of Nursing's PhD Program! We are glad you have chosen to further your education here. UNCG School of Nursing has a long tradition of excellence and we look forward to engaging with you in your journey to become a PhD prepared research oriented nurse scientist. This handbook is meant to be a resource for all nursing PhD students related to School of Nursing and doctoral policies and procedures. I also encourage you to become familiar with The Graduate School's website at <http://grs.uncg.edu/> and with the Graduate Bulletin linked from this page <http://grs.uncg.edu/bulletin/>. Each of these contain a wealth of useful information that can guide you through the program and answer many of your questions. If you can't find the answer you seek, feel free to contact myself, your advisor, or The Graduate School for help.

With warm wishes-

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## Introduction

### Relationship of the UNCG Catalog to Program Handbooks

The Academic Catalog is the publication that documents all academic policies, regulations, and program requirements for a given academic year for all Graduate students and programs. The student's Catalog Year determines their curriculum requirements. Generally, students are subject to the University policies in effect when they first matriculate into your graduate program. Minor changes in policy that will not impact progress toward degree completion may be implemented immediately when it is determined to be in the best interest of students and/or the University, or if the changes are required by a legislative or regulatory body.

### Official Program Communication

Email is the official method of university communications. *Students must use their assigned UNCG email address at the uncg.edu domain or they will miss important program communications.* Please include your nine-digit UNCG ID# in all emailed communications with the Graduate School.

## Roles and Responsibilities

### The Student

PhD study is designed to allow students to pursue research interests that culminate in a dissertation. The faculty will view the student as a mature adult who has already been successful in completing undergraduate and postgraduate studies. Faculty will expect students to mostly be self-starters showing initiative and perseverance in the pursuit of their educational goals. Students will be expected to be continually engaging in the teaching-learning process in important ways:

- Coming to classes prepared and ready to have meaningful dialogue with student colleagues and faculty
- Continually evaluating their own learning and using the evaluation and critique offered by faculty to help them grow as a scholar
- Seeking help when needed from advisors and faculty
- Identifying and clarifying research interests as early as possible and taking advantage of the guidance offered by advisors and dissertation committee members

PhD study is really meant to be a liberating educational experience. For many, it will be the culminating degree of a career. And for others, it may be a launching pad for post-doctoral education. Regardless, PhD students are expected to leverage the freedom they have to collaborate with peers and faculty to pursue their fondest desires for a successful career as a burgeoning scholar.

### The Initial Advisor

An academic advisor will be assigned to doctoral students upon admission to the PhD program. In most cases, the advisor is a graduate faculty member who has a research focus that will support the doctoral student's research interest. The advisor will provide academic guidance for the student until the student selects a dissertation chair and committee (before 18 credits are completed).

### The Dissertation Chair and Dissertation Committee

The advisory/dissertation committee, consisting of at least four members of the graduate faculty, will assist the student with the preparation of the plan of study and will guide and evaluate the doctoral dissertation. This committee will be appointed by the Dean of The Graduate School upon the recommendation of the Director of the PhD Program and must be mutually acceptable to the student and committee members. The process to create the committee is described in a later section.

It is recommended that students meet with their committee chair and members, as a group (if possible), as early as possible, to discuss the student's plan of study, timeline, and dissertation topic. Involving all committee members in planning for cognates, electives, timelines and the dissertation promotes collaboration, clarity of roles in supporting the student, and avoidance of misunderstandings.

**The Graduate Program Director**

The Graduate Program Director for the PhD Program is the Director. The role of the director is to oversee the delivery of the PhD Program in Nursing that includes assuring the delivery of a high quality and meaningful educational experience for students; the alignment of the policies and processes of the School and University to promote best practices in graduate education; and the provision of day-to-day support for students and faculty to accommodate student success. The PhD Program Director is available to students and faculty to interpret policies and procedures and coordinate the PhD educational process from admissions to the culmination of a dissertation and graduation. The PhD Program director also represents the School in collaborations and consultations with the UNCG Graduate School that impact student life.

**Program Goals/ Learning Outcomes**Goals

- Practice as nurse scientists to advance the discipline and nursing profession through scholarly inquiry
- Assume leadership roles in promoting optimal health for ethnic minorities, women, children, and older adults
- Meet the academic and healthcare industry needs for nursing scholars in North Carolina and the nation

Outcomes

- Evaluate knowledge of ethnic minorities, women, children, and older adults (person)
- Evaluate the impact of health systems and the environment on specific populations (environment)
- Generate nursing knowledge related to health promotion and elimination of health disparities in ethnic minorities, women, children and older adults (nursing)
- Promote health and eliminate health disparities in specific populations through research (health)
- Advance nursing knowledge through the inquiry process (inquiry).
- Demonstrate the art of caring in the nurse scientist's role in academia and industry (caring)
- Practice as a nurse scientist in promoting health and eliminating health disparities in health systems and specific populations (practice)

**Curriculum**Program Requirements

- Minimum of 57 credits for PhD program in Nursing.
- A minor is optional.
- Grades in all courses must be a B (3.0) or better to be applied to program.
- Residence requirement of two consecutive semesters of at least six credits per semester.
- Oral and written preliminary examinations are required after the completion of a minimum of three-fourths of course work.
- Documentation of North Carolina RN license, CPR certification, current liability insurance coverage as specified by the School of Nursing, and a criminal background check prior to enrollment in practicum or research experiences in educational or healthcare agencies.
- International students are required to have prior transcripts reviewed by a NACES approved evaluation service in accord with Graduate School policies (see Matriculation Requirements in Graduate School catalog).
- Seven-year time limit for completion of doctoral nursing program.

Applicants and incoming students should consult with the PhD Program Director to determine whether or not the inferential statistics course prerequisite for NUR 701 has been met. Information about courses that meet this requirement is located in the Graduate Section of the School of Nursing website.

### Full-time PhD Program Plan

**Student Name:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Course Number-Course Title	Credit Hours
<b>Semester I – Fall 1</b>	
NUR 701-Statistical Applications for Nursing Research I	3
NUR 710-Philosophy of Knowledge Development in Nursing	3
Elective	3
<b>Semester II – Spring 1</b>	
NUR 702-Statistical Applications for Nursing Research II	3
NUR 712-Theory Analysis in Nursing Science	3
Cognate	3
<b>Semester III – Summer 1</b>	
NUR 781-Health Promotion Models & Interventions	3
<b>Semester IV – Fall 2</b>	
NUR 704-Quantitative Research in Nursing	3
NUR 782-Health Disparities & Outcomes	3
Cognate	3
<b>Semester V – Spring 2</b>	
NUR 703-Qualitative Methods for Nursing	3
NUR 707-Measurement in Nursing and Health Care Research	3
NUR 790-Directed Research	3
<b>Semester VI – Summer 2</b>	
NUR 799-Dissertation*	3
<b>Semester VII – Fall 3</b>	
NUR 783-Advanced Health Policy & Ethics	3
NUR 799-Dissertation*	6
<b>Semester VIII-Spring 3</b>	
NUR 741-Nurse Scientists in Academia & Industry I	3
NUR 799-Dissertation*	3
<b>TOTAL CREDITS</b>	<b>57</b>

*\*dissertation hours are variable (minimum of 12 up to 18 credit hours)*

### Half-time PhD Program Plan

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number-Course Title	Credit Hours
Semester I – Fall 1	
NUR 701-Statistical Applications for Nursing Research I	3
NUR 710-Philosophy of Knowledge Development in Nursing	3
Semester II – Spring 1	
NUR 702-Statistical Applications for Nursing Research II	3
NUR 712-Theory Analysis in Nursing Science	3
Semester III – Summer 1	
NUR 781-Health Promotion Models & Interventions	3
Semester IV – Fall 2	
NUR 704-Quantitative Research in Nursing	3
NUR 782-Health Disparities & Outcomes	3
Semester V – Spring 2	
NUR 703-Qualitative Methods in Nursing	3
NUR 707-Measurement in Nursing and Health Care Research	3
Semester VI – Summer 2	
NUR 790-Directed Research	3
Semester VII – Fall 3	
NUR 783-Advanced Health Policy & Ethics	3
Cognate	3
Semester VIII-Spring 3	
NUR 741-Nurse Scientists in Academia & Industry I	3
Elective	3
Semester IX-Summer 3	
NUR 799-Dissertation*	4
Semester X-Fall 4	
Cognate	3
NUR 799-Dissertation*	4
Semester XI-Spring 4	
NUR 799-Dissertation*	4
<b>TOTAL CREDITS</b>	<b>57</b>

*\*dissertation hours are variable (minimum of 12 up to 18 credit hours)*

PhD seminars

Seminars are held on some Fridays during the academic year, between the morning and the afternoon classes. The seminar schedule is available at the beginning of each semester. Attendance at seminars is expected.

### Engaging in Dissertation Research

Before launching dissertation research, it is important that students follow the University policies, procedures, practices and protocol administered by the Office of Institutional Research. Students will learn more about this process and will work with their advisor and dissertation committee. The following information is provided as an overview of what students will need to know before pursuing any form of research.

### **Research Involving Human Participants**

#### **GUIDELINES FOR RESEARCH AND SCHOLARSHIP ACTIVITIES**

All research activities conducted by faculty, staff or students in the School of Nursing must comply with University policies on research. The Office of Research Integrity (ORI) coordinates compliance measures on campus and acts as a resource for the university community's concerns regarding compliance requirements. Links and details about the University's required policies can be found at <https://policy.uncg.edu/category/research-it/>. It is incumbent upon each Principal Investigator and research team member to comply with the most up-to-date protocols, guidelines and processes. These policies include:

- **Ethics in Research**
- **Protection of Human Subjects**
- **Protection of Animal Subjects**
- **Access to and Retention of Research Data**
- **Responsible Conduct of Research Training Options**

Several additional policies are important for scholarly activities and are included in the UNCG University Policy Manual online: <https://policy.uncg.edu/category/research-it/> or other divisions.

- Copyright Ownership and Use
- Minors in Research Laboratories
- Patents and Inventions
- HIPAA Compliance
- Conflict of Interest and Commitment
- Digital Millennium Copyright Act, <http://its.uncg.edu/DMCA/>
- Information Security
- Records Retention and Management

Forms, procedures, guidelines and assistance may be obtained from websites, the Office of Research Integrity or the SON Research Office. A list of research and scholarship resources is included in this handbook or online. Policies are provided to assist faculty, staff and students in the timely, appropriate and successful conduct of research.

### **Grant Proposals review and submission**

All proposals for research funding initiated, written and to be implemented by School of Nursing faculty members, staff and students must be reviewed, discussed and approved by the School of Nursing Senior Associate Dean for Research and Innovation (ADR) before submission to potential funding agencies. Students should discuss with their faculty advisor, faculty should discuss with their department chair/supervisor and staff should consult with their supervisor. If students are pursuing outside funding that is not associated with UNCG, consultation will be provided on a limited basis. In the planning process, the department chair and associate dean should be consulted regarding workload effort on the grant. The research associate dean and staff will assist in pre-proposal development for the research plan, submission sections, budget, obtaining approvals and submission mechanisms. Graduate students may be asked to assist with grant writing, developing reports, or compiling information pre award and post award. The Associate Dean and administrative assistant will assist the Principal Investigator (PI) or Co-Investigator in coordinating processing and approval of the proposal through the Offices of Sponsored Programs, using the online campus CAYUSE SP system for UNCG and funding agency submission processes. Resources for proposal development are provided on the Sponsored Programs website (<https://sponsoredprograms.uncg.edu/>)

**Internal Review of research conducted by students, staff and faculty**

The SON Research Office and the Research, Scholarship and Innovation Committee provide the initial review of IRB applications for human subject protection. First students develop their research proposal, DNP project or honors project plan with the appropriate faculty members. After proposal development is completed per program and faculty requirements, then the online CAYUSE IRB application is completed for each project. Please make sure to certify the application and submit for the next round review. RAs and GAs may be asked to assist with IRB applications, modification or renewals for faculty investigators. You should be familiar with the online Cayuse IRB application required content.

**Research using School of Nursing Faculty, Staff, or Students as Subjects**

Proposed research involving use of School of Nursing students, staff, or faculty as subjects, whether initiated within the School or external to the School, is reviewed by the School of Nursing Research, Scholarship and Innovation Committee, in consultation with the Senior Associate Dean for Research and Innovation and the chairs of any courses involved, to determine whether the proposed activities are consistent with the goals and mission of the School, and whether they place inappropriate burdens on faculty, staff or students. Recommendations are forwarded to the Dean for final approval. All projects must conform to the UNCG policies regarding involvement of students, FERPA, IRB and data security and storage.

**Research Involving Human Participants.**

The UNCG Institutional Review Board (IRB) must review and approve all plans for the use of human participants in research prior to the beginning of the research. The IRB must review and approve all revisions, modifications, or amendments to research protocols before any changes are implemented. The University uses an online system for application and tracking (CAYUSE IRB). Information, forms, and procedures are on the IRB website: <http://integrity.uncg.edu/institutional-review-board/>

A. Procedures for obtaining IRB approval for new research are as follows:

The principal investigator should submit the application for approval through the UNCG Cayuse IRB online system a minimum of 30 days prior to anticipated initiation of data collection. Students must include a faculty sponsor/advisor. Classes and online tutorials are available for training for the Cayuse IRB application process.

1. Students must obtain review and approval from the faculty
2. Members of the Research, Scholarship and Innovation Committee will review and provide comments to the student/faculty member/advisor/staff member within 1-2 weeks. Those comments can be incorporated into the application. Please resubmit and recertify when modifications are requested in the system.
3. The UNCG campus IRB review usually takes 2-4 weeks if no major clinical site or PHI issues, or if no full board review is required. Full board review often takes 4-6 weeks. The UNCG review times do not include external organizations or clinical sites that may require their own review process.

Federal guidelines require some types of studies to be reviewed by the full IRB committee, but allow others to be reviewed by a subcommittee in an expedited process. If the application requires review by the full IRB committee, the PI will be invited to attend. It is highly recommended that the PI attend the review meeting, so s/he can answer any questions the IRB has about the application. When applications by students are reviewed, faculty sponsors should attend. The decision about level of review is determined by the IRB, not investigators. PIs may submit an Exemption Review Request Application, but be aware that if not approved, the full IRB Application must be submitted. The online CAYUSE IRB system provides prompts to assist investigators in making these determinations and the information that is required for submission. The UNCG IRB will ask for additional information or request stipulated conditions, approve or disapprove the study. No data collection, recruitment of subjects, or other research activities can be conducted until formal approval of the IRB is obtained. The IRB will notify faculty PI and team members included in the Cayuse IRB application system of the disposition of the application. Faculty and students should include their uncg.edu email address in the system to assure timely receipt of notification.

IRB approval is valid for no more than a 1-year time period, usually requiring renewals at 10-11 months for review. The system will send reminders for Renewal Applications before the expiration date. If the research is completed, the PI (or faculty sponsor, for student research) must indicate this on the renewal application.

### C. Procedures for Conducting a Study

Confidentiality forms, research records and signed consent forms from human subjects must be retained in a secure location. Storage and security should be per approved IRB protocol. The records, data, and consent forms must be available for review by the IRB and any funding agency.

\*\* The PI should notify the Office of Research Integrity and IRB chair immediately if any injury or harm to subjects occurs during a study, or if any unexpected circumstances arise. In the case of harm resulting from unanticipated risks, the PI must discontinue all data collection until the IRB has reviewed the incident. If GA, RA, or student PI research, please notify the PI or appropriate faculty member immediately, and they will collect information then contact the IRB. The associate dean is available for consultation regarding the process and content issues. The online form should be completed, and any Unexpected Event or Adverse Problem reported. If external funding supports the project, follow reporting guidelines for that source.

### D. Required Trainings

The UNCG Office of Research Integrity website contains the required trainings for human subjects and animal research. The CITI training is accepted by UNCG. If your study includes biomarkers, you may be required to complete the OSHA Training and may be required to submit a ~~specific protocol for UNCG Biosafety Committee review.~~ UNCG Conflict of Interest Training is required for grants and some IRB approved studies, in addition to the conflict-of-interest assurances. Those requirements will be sent by email to you by the IRB, the Office of Research Integrity or other UNCG offices. Confidentiality statements are available from the SON research office.

### Research Involving Animal Subjects

The Institutional Animal Care and Use Committee (IACUC) must review all plans for the use of animals in research prior to the beginning of the research. The IACUC must review all revisions to research protocols before the changes are implemented. Procedures for obtaining IACUC review for research are similar to those for human subjects. The PI completes the online Application for Research Animal Use found at: <http://integrity.uncg.edu/institutional-animal-care-and-use-committee/> and follows procedures similar to human subjects' review.

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### Scientific Integrity

Ensuring Scientific Integrity is expected by all students, staff and faculty members. This includes not only the appropriate conduct of studies, protection of human subjects, financial disclosure, conflict of interest, and storage and use of data, but authorship and ownership issues. Please review the UNCG guidelines for copyright, conflict of interest, access to and retention of data, HIPAA compliance, responsible conduct of research and research protections. Additional federal and UNCG policies may apply.

### Data and Safety Monitoring

The UNCG Office of Research Integrity and IRB are required by federal law to conduct data safety and compliance monitoring to ensure adherence to approved study procedures and consent procedures, security of data, protection of subject confidentiality, and provision of appropriate protections to subjects. The School of Nursing Research, Scholarship and Innovation Committee faculty may periodically assist with conducting safety and compliance monitoring for the campus.

**Selecting your Dissertation Chair and Advisory/Dissertation Committee**

A minimum of four members are required on each dissertation committee. Of the four members, two, including the chair, must be members of the graduate faculty and no more than one may be an Adjunct graduate faculty member. The committee chair must be from the School of Nursing. It is advised that two members be from the UNCG School of Nursing and one from a discipline related to the student's research focus. If at any time the advisory/dissertation committee decreases in number to fewer than four members, additional members of the graduate faculty must be appointed to bring the number to at least four.

The student must request the appointment of this committee no later than completion of the first 18 semester hours of graduate courses. Any subsequent changes in the advisory/dissertation committee must be reported to the Director of the PhD Program and to The Graduate School for approval.

Students and faculty advisors may request that an individual outside the University be considered as a member of the Advisory/Dissertation Committee. However, this should be requested ONLY if the student and faculty advisor can make a case that there is no one at UNCG that has the expertise and/or qualifications necessary to assist the student in their dissertation endeavor. If this is the case, at the time the form for appointment of the committee is made or revised, the outside member's CV must be submitted to the Doctoral Program director for a formal request to be submitted to the Graduate School.

Please be aware that the outside person MUST attend the *proposal defense* and *dissertation defense*. It is acceptable to have the outside person attend by electronic communication or videoconference, if approved by the Chair.

To appoint the Advisory/Dissertation Committee, the student will be responsible to work with the PhD Program Assistant to complete the Recommendation for Doctoral Committee and Plan of Study form.

**Changing Committee Members or Advisors.**

For any revisions to the Advisory/Dissertation Committee, the student should also work with the PhD Program Assistant to complete the Advisor/Dissertation Committee Revision form.

**Recommending Dismissal**

Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given

additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

**Required Withdrawal**

A doctoral student must earn a grade of B (3.0) or better in all non-dissertation courses that are applied to the degree. Additional hours must be taken for any hours earned with a grade less than a B.

Students will become academically ineligible to continue when any of the following occur:

1. Grades of U, F, or WF for any semester hours of credit.
2. Grades of C, C+, or B- in 6 semester hours.
3. Degree requirements not completed within the time limit (7 academic years).
4. After two attempts at passing the preliminary examination resulting in two failures.

**Grievances and Appeals**

***Students may appeal to the Graduate School under at least one of the following circumstances:***

1. The academic decision was applied in a manner inconsistent with University policy.
2. The academic decision was arrived at arbitrarily or the policy was unequally applied.
3. There was a flaw in the student's right of due process.

Please see the Graduate Catalog for more information :

<https://catalog.uncg.edu/academic-regulations-policies/graduate-policies>

























available for consultation. Additional information is available from the UNCG legal counsel and the technology transfer officer, as well as university, state and federal guidelines and statutes. The Office of Research Integrity and the Vice Chancellor for Research and Engagement can assist persons.  
*Last revised 8/2021*

### AUTHORSHIP/OWNERSHIP AGREEMENT FORM (Sample)

*Form should be on UNCG SON Letterhead*

*\* DATE \*\* \_\_\_\_\_ \*\**

***\*\*TITLE OF PROJECT/MANUSCRIPT\*\****

Principal investigator:	Name, Credentials, PhD RN
Co-Investigators:	Name, Credentials MSN, RN
	Name, Credentials, BSN RN Graduate Student

All participants will be co-authors on any presentation or publication resulting from this project. Dr. xxxxx will be first author and xxx , xxxxx will be second author, unless otherwise negotiated with the group. (*Alternative statement see listing below*). In further dissemination efforts, the 2nd and 3rd authors will alternate in order between xxx, and xxxxx. Any additions to or deletions from the participant list will be made through negotiation between the PI and other team members.

The PI retains the rights and responsibilities for determining appropriate submission of abstracts and manuscripts for presentation or publication. Team members may serve as presenters through agreed upon formats. The PI retains authority for final decisions. Team members may serve as presenters through agreed upon formats. If person do not complete their responsibilities in a timely manner, the PI reserves the right to change author order or remove authors.

Data remains shared property of the UNCG PI (and others if deemed appropriate) as is consistent the UNCG policies and procedures, and standard ethical and professional standards. If a PI leaves UNCG, the UNCG data use agreement policies will be used, including original data remaining at UNCG and authorship agreements enforced. In addition, student dissertations, thesis or other academic products that utilize the data must be completed as agreed to upon origination.

All participants must abide by the UNCG Institutional Review Board and the US Department of Health and Human Services guidelines for human subjects and animal protection and scientific integrity. All participants must also abide by UNCG’s Access to and Retention of Research Data policy: [https://policy.uncg.edu/university-policies/research\\_data/](https://policy.uncg.edu/university-policies/research_data/).

The following manuscripts and presentations are expected from this project:  
Title of paper, anticipated author order and assignment, journal possible if known.  
Title of paper, anticipated author order and assignment, journal possible if known.

Signature	date
Signature	date
Signature	date

**Grading**

The following link will show the most up-to-date grading scale: <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/>

**Social Media Policy**

All students enrolled in graduate nursing courses are required to read and adhere to the current SON social media policy. The form is can be found at the following link: <https://nursing.uncg.edu/wp-content/uploads/2021/07/Social-Media-Policy-Approved-5.14.21-1.pdf>

**Student Assistance**

The following resource is available for UNCG students who may feel overwhelmed, anxious, depressed, or if you just need someone to talk to. The Students First Office is a great resource for information on academic recovery, academic withdrawal, or the appeals process. These resources are already paid for with your tuition, so please take advantage of the service provided by the Students First Office: <https://studentsfirst.uncg.edu/>