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SELECTED ADMINISTRATIVE RESOURCES
2016

Byrdine F. Lewis School of Nursing and Health Professions

Nancy P. Kropf, PhD
Dean and Professor
816 Urban Life Building
404-413-1052

Lynda Goodfellow, EdD, RRT, FAARC
Associate Dean, Academic Affairs
816 Urban Life Building
404-413-1100

Andrew Butler, PhD, PT, FAHA
Associate Dean for Research
819 Urban Life Building
404-413-1415

Felisha Norrington, MSW
Director, Office of Academic Assistance
811 Urban Life Building
404-413-1000

Denisa M. Reed
Admissions Counselor III
Office of Academic Assistance
811 Urban Life Building
404-413-1004

Byrdine F. Lewis School of Nursing

Melissa Faulkner, PhD, RN, FAAN
Associate Dean
918 Urban Life Building
404-413-1194

Joan Cranford, EdD., RN
Assistant Dean
918 Urban Life Building
404-413-1195

Martha Polovich, PhD, RN, AOCN
Director, PhD Program
909 Urban Life Building
404-413-1171

Eva M. Horne, PhD, RN
Director, Master’s Program
949 Urban Life Building
404-413-1179

Paula M. Gordon
Director, Undergraduate Program
965 Urban Life Building
404-413-1173

V. Sue Hopkins
Administrative Coordinator, Doctoral Programs
951 Urban Life Building
404-413-1207

Business Manager
917 Urban Life Building
404-413-1202

Miguel Muirhead, BA
Education Technology Specialist
823 Urban Life Building
404-413-1188 (o)
INTRODUCTION TO THE HANDBOOK

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

BYRDINE F. LEWIS SCHOOL OF NURSING
GENERAL OVERVIEW

The Department of Nursing at Georgia State University enrolled its first students in 1969 and graduated its first baccalaureate class in 1971. The Master of Science degree with a major in nursing was authorized in 1976. The department became a School of Nursing in 1981, and a doctoral program in nursing was initiated in 1986. All nursing programs are fully accredited. In 2003 the School of Nursing was renamed the Byrdine F. Lewis School of Nursing (BFLSON) following a generous donation by a benefactor.

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

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

VISION, MISSION, AND PHILOSOPHYSSTATEMENTS

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

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

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

Nursing

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

Health

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

Humans

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

Environment

The environment is made up of internal and external factors that affect the health of a human being. Internal factors include biological, genetic, and psychological influences that synergistically and dynamically impact an individual’s
health. External factors have broad effects on the health of an individual while simultaneously contributing to the health of a population. These include such factors as family and community structure, sociocultural beliefs, spirituality, economics, health policy, and ecology. Technological advances have broadened the environment, nationally and internationally to encompass global health issues. The faculty recognizes the responsibility nurses have for advocacy to protect the environment and to promote a healthy environment for individuals, families and communities.

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

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

PROGRAM DESCRIPTION

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

1. Plan and implement nursing research that is socially relevant in the 21st century;
2. Link theory and research to the promotion of health in vulnerable populations;
3. Analyze the relationships among human-environment interactions and health promotion, protection, and restoration;
4. Examine issues such as race, gender and class in conducting research; and
5. Explore, develop, and apply diverse modes of inquiry to the discipline of nursing.

OVERVIEW OF THE PROGRAM AND PLAN OF STUDY

The Ph.D. program at Georgia State University offers an area of concentration that centers on health promotion, protection and restoration, with a focus on vulnerable populations. The program requires a minimum of 60 semester hours beyond the master's degree in nursing, including a minimum of 9 semester hours of dissertation credit. In general, each 3 semester hour course represents 3 lecture hours of content.

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

Transfer Courses

The maximum amount of credit which may be transferred from another institution and applied to the PhD degree requirements is nine (9) semester hours. Coursework that was used to satisfy graduation requirements for the master's degree may not be transferred to meet requirements for the doctoral degree. The student’s academic advisor and the Director of the PhD Program must approve all courses accepted for transfer credit. All credits, including transfer credits, presented for the Doctor of Philosophy degree must have been earned within seven calendar years of the date of the degree.

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

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

Overview

STUDENT ADVISEMENT AND COMMITTEE FORMATION

The doctoral student-advisor relationship involves close interaction allowing students and faculty the opportunity to continue to grow and develop based on interactions and mutual dialogue. Throughout the PhD program, the student has a committee chair and two or more additional committee members to provide guidance through different stages of the program. The following guidelines provide a framework for compiling an effective and appropriate committee. Prior to the dissertation phase, the committee may be thought of as being an advisory committee. At the completion of course work, the student, committee chair (advisor) and members review the composition of the committee as the student moves into the dissertation phase. The student and the committee (the advisor and the other members), work together to plan the student’s coursework and research objectives.

Doctoral Advisory Committee

Overview

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

**Doctoral Advisory Committee Membership**

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

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

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

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

**Doctoral Advisory Committee Membership Changes**

A student may initiate a change in the DAC membership; for example, request that a different faculty become the DAC chair etc., at any time until the student registers for Dissertation Proposal Defense.
Dissertation Committee

Overview

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

1) Guiding the student during dissertation proposal development
2) Participating in the dissertation proposal defense
3) Providing guidance and assistance during data collection/analysis
4) Providing guidance with the written dissertation, and
5) Participating in the final defense of the dissertation.

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

Dissertation Committee Membership

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

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

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

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

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

Dissertation Committee Membership Changes

A student may initiate a change in the Dissertation Committee membership at any point in the process of completing the dissertation. However, any changes in membership must result in a committee that meets the minimum number and qualifications described above. The student completes a revised Doctoral Dissertation Committee Appointment Form.

STUDENT PROGRESSION AND EVALUATION

Residency Requirements

The purpose of the residency is to:

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

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

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

Dissertation Proposal

Overview

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

Eligibility for Dissertation Proposal

After completion of 45 hours of core course work applicable to the Ph.D. degree and having achieved a grade point average (GPA) of 3.0 or higher, the student is eligible to register for NURS 9000. The purpose of the course is to develop and defend the dissertation proposal. The student and the advisor should complete the Application for Writing the Dissertation Proposal form (Appendix XX). The student is required to register for a minimum of 3 credits in NURS 9000 Dissertation Proposal. The Dissertation Proposal must be successfully defended prior to the initiation of dissertation research.

Function of the Dissertation Committee (DC) during the Dissertation Proposal:

The Dissertation Committee’s functions in regard to the dissertation proposal are to:
1) Provide feedback on the proposal ideas;
2) Contract with the student regarding the dates in which the proposal will be submitted;
3) Within 4 weeks of submission, review and determine if the written proposal is ready for oral defense;
4) Schedule time for oral defense with the committee members and;
4) Determine if the oral proposal defense is successful (satisfactory).

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

Content and Format of the Dissertation Proposal

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

Successful Defense of the Dissertation Proposal
1. During the oral defense, the student must satisfactorily respond to DC questions about the written proposal and oral presentation in order to receive a grade of S (satisfactory/Passing). Determination of the satisfactory or unsatisfactory proposal defense shall be made by the DC and the student notified of the grade within a week of the oral defense.

   If satisfactory (passed), then the student enrolls in dissertation hours and begins their dissertation research (after Institutional Review Board approval).

   If unsatisfactory, the DC must give specific feedback about what needs to be addressed. The student will revise the proposal and reschedule an oral defense at a later date.

2. If the dissertation proposal is not successfully defended in one semester, the student will register for NURS 9000 for the next semester. At the end of the third semester of registering for NURS 9000, if the proposal has not been successfully defended, a grade of U will be given and the student must apply to the PhD committee for an extension. Thus a three semesters is permitted unless a 1-semester extension is granted by the PhD Committee (maximum of four semesters).

3. The DC chair is responsible for reporting the outcomes of the Dissertation Proposal as Satisfactory/Unsatisfactory for up to three semesters. When successfully completed, the DC chair will submit the Approval of Dissertation Proposal form (Appendix H).

Registering for Dissertation Credit

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

POLICIES RELATED TO STUDENTPROGRESSION

Progression

Course Grades:
PhD student must receive at least a "B" in each course taken. Students who earn less than a "B" in each nursing course must repeat the course on the next available offering to progress in the program. Only one nursing course may be repeated. Students who earn less than a “B” in two nursing courses will be suspended from the doctoral program. Non-nursing courses in which a grade of "C" or less is received will not apply toward the requirements for graduation.

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

**Preliminary Examination:**
After completion of 18 hours of core courses in the program, PhD students will take a Preliminary Examination. The content is based on the core research content from the following courses: NURS 8045, Introduction to Advanced Nursing Research; NURS 8035, Theoretical and Philosophical Foundations of Nursing; NURS 8012, Qualitative Research Methods; NURS 8040, Theory Construction; and SNHP 8200, Instrument Evaluation and Construction. This will be a written examination consisting of short answer and essay questions. The preliminary examination is graded as satisfactory or unsatisfactory. The examination allows for an early evaluation of the students’ 1) writing skills, understanding of the relationship between theory and research, and grasp of the research process; and 2) an opportunity to identify resources needed to promote student success. Students who earn a grade of unsatisfactory may repeat the preliminary examination one more times, for a total of two opportunities to earn a satisfactory grade by the end of the subsequent fall semester. Any student who has not successfully completed the preliminary examination after the second time will be suspended from the program.
Continuous Enrollment

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

Professional Behavior and Accountability

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

Graduate Research Assistant – Research Practicum

Each student working as a graduate research assistant will be enrolled in a research practicum in the hiring department(s) or school(s) at a rate of 3 credit hours per appointment (e.g., 1 appointment = 3 credit hours, 1.5 appointments = 5 credit hours, 2 appointments = 6 credit hours, etc.) every semester that he/she is employed as a graduate research assistant. Students will be graded on a satisfactory (S) or unsatisfactory (U) basis. These courses do not count toward the minimum enrollment requirement of six semester hours for fall, spring, and summer semester(s) or three semester hours for May-mester. Students must have at least the required number of hours of academic course credit in addition to the research practicum. The research practicum will not count for degree credit under any circumstances. Each department/school will be assigned a course number (7980) for this research practicum. Failure to complete a GRA appointment or maintain the required number of credit hours will result in the GRA position being terminated and the research practicum being dropped from the student’s record. Any tuition owed on remaining courses will be the responsibility of the student.

The Dean’s Office will be responsible for registering the student for the research practicum courses required for the GRA position each semester. This will be done as PF2A forms are submitted to the Dean’s Office. The grade roll for each practicum course will include all graduate assistants that have been hired. At the end of the semester, the supervising faculty member will be responsible for assigning a grade of S or U for each graduate research assistant.

APPEALING A PERFORMANCE EVALUATION

Purpose

The faculty of the School of Nursing believes that each student should be assured the right to due process. This due process provides a way of receiving a fair determination of the evaluation of the student’s performance within the courses of the School of Nursing. The evaluation may be of an assigned grade, written work, oral presentations, examinations, or clinical performance.

A student who has concerns regarding a course grade may appeal the grade. The grievance process can be found at: http://registrar.gsu.edu/academic-records/grading/grade-appeals-and-changes/. The responsibilities of the student, faculty, and School of Nursing related to the grievance process are listed below.

Student Responsibilities

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

**Faculty Responsibilities**

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

**School of Nursing Responsibilities**

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

**RESOURCES FOR PHD STUDENTS**

A variety of resources for doctoral students are available in the School of Nursing. Faculty profiles can be found on the School of Nursing website. Copies of completed doctoral dissertations are available for review in Room 928-A ULB; please see the Sr. Administrative Coordinator in the Office of the Assistant Dean for Nursing for access to these dissertations. Computers and printers are available in Room 955 ULB. The University Library provides each college with a library liaison who can assist doctoral students and provide information about library resources. The list of the current subject librarians can be found at: [http://library.gsu.edu/home/services-and-support/services/subject-librarians/](http://library.gsu.edu/home/services-and-support/services/subject-librarians/).

**Assistance with Scholarly Writing**

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

Graduate students are sometimes available to provide line-by-line editing for the final version of the dissertation, and may be contacted by calling the English Department at 404-413-5840. There is a reasonable cost for this service.

**Guidelines for Scholarly Work**

PhD students within the program are encouraged to engage in scholarly activities such as submitting abstracts, and writing manuscripts and grants. Guidelines for students engaging in scholarly activities can be found in Appendix M.

**School of Nursing and College Committees with Ph.D. Student Representation**

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

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

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

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

**GEORGIA STATE UNIVERSITY**  
**BYRDINE F. LEWIS SCHOOL OF NURSING**  
**PhD Program**  
**FULL-TIME PLAN OF STUDY**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester 1 Year 1</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 8045 Introduction to Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>• PH 8001 or PH 7011 Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 8035 Theoretical &amp; Philosophical Foundations of Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester 2 Year 1</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 8012 Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 8040 Theory Construction</td>
<td>3</td>
</tr>
<tr>
<td>• SNHP 8200 Instrument Evaluation &amp; Construction</td>
<td>3</td>
</tr>
<tr>
<td><strong>Preliminary Examination</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Summer Semester 3 Year 1</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 8100 Health in Vulnerable Populations or</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 8205 Leadership, Research Ethics for &amp; Policy</td>
<td>3</td>
</tr>
<tr>
<td>• Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester 4 Year 2</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 8050 Quantitative Research Methods I</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 8120 Univariate Statistical Method for Research Scientists</td>
<td>3</td>
</tr>
<tr>
<td>• Area of concentration course/elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester 5 Year 2</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 8051 Quantitative Research Methods II</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 8140 Multivariate Statistical Methods for Research Scientists</td>
<td>3</td>
</tr>
<tr>
<td>• Area of concentration course/elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Semester 6 Year 2</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 8205 Leadership, Research Ethics for &amp; Policy or</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 8100 Health in Vulnerable Populations</td>
<td>3</td>
</tr>
<tr>
<td>• Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Dissertation Year 3</strong></td>
<td></td>
</tr>
<tr>
<td>• NURS 9000 Dissertation Proposal</td>
<td>3</td>
</tr>
<tr>
<td>• NURS 9990 Dissertation (3-9 credits per semester until completion)</td>
<td>9*</td>
</tr>
</tbody>
</table>

Note: * Area of concentration courses are selected with the guidance of the Doctoral Advisory Committee.  
**The PhD program is a minimum of 60 credits hours in length for post-master’s students."
## PART-TIME PLAN OF STUDY

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester 1</strong></td>
<td></td>
</tr>
<tr>
<td>• Nurs 8045 Introduction to Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>• Nurs 8035 Theoretical &amp; Philosophical Foundations in Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester 2</strong></td>
<td></td>
</tr>
<tr>
<td>• Nurs 8012 Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>• Nurs 8040 Theory Construction</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Semester 3</strong></td>
<td></td>
</tr>
<tr>
<td>• Nurs 8205 Ethics for Research Scientists</td>
<td>3</td>
</tr>
<tr>
<td>• Nurs 8100 Health in Vulnerable Populations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester 4</strong></td>
<td></td>
</tr>
<tr>
<td>• PH 7011 Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>• Area of Concentration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester 5</strong></td>
<td></td>
</tr>
<tr>
<td>• SNHP 8200 Instrument Evaluation &amp; Construction</td>
<td>3</td>
</tr>
<tr>
<td>• Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td>• Preliminary Examination</td>
<td>0</td>
</tr>
<tr>
<td><strong>Summer Semester 6</strong></td>
<td></td>
</tr>
<tr>
<td>• Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester 7</strong></td>
<td></td>
</tr>
<tr>
<td>• Nurs 8050 Quantitative Research Methods I</td>
<td>3</td>
</tr>
<tr>
<td>• Nurs 8120 Univariate Statistical Method for Research Scientists</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester 8</strong></td>
<td></td>
</tr>
<tr>
<td>• Nurs 8051 Quantitative Research Methods II</td>
<td>3</td>
</tr>
<tr>
<td>• Nurs 8140 Multivariate Statistical Method for Research Scientists</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Semester 9</strong></td>
<td></td>
</tr>
<tr>
<td>• Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Dissertation Semesters</strong></td>
<td></td>
</tr>
<tr>
<td>• Nurs 9000 Dissertation Proposal Defense</td>
<td>3</td>
</tr>
<tr>
<td>• Nurs 9990 Dissertation (at least 3 hours per semester, minimum 9 hours)</td>
<td>9</td>
</tr>
</tbody>
</table>

Note: * Area of concentration courses are selected with the guidance of the Doctoral Advisory Committee.
**The PhD program is a minimum of 60 credits hours in length for post-master’s students.
GEORGIA STATE UNIVERSITY BYRDINE F. LEWIS SCHOOL OF NURSING
APPENDIX B

TIMETABLE AND FORMS RELATED TO STUDENT PROGRESSION

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>Time to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Advisory Committee Appointment Form</td>
<td>By the end of 18 hours of course work</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>At the time the DAC is appointed</td>
</tr>
<tr>
<td>Residency Activity Form</td>
<td>At the time the DAC is appointed</td>
</tr>
<tr>
<td>Dissertation Committee Appointment Form</td>
<td>At the time of committee formation</td>
</tr>
<tr>
<td>*Approval of Dissertation Proposal</td>
<td>At the time the proposal is approved by the dissertation committee (Student provides copy of approved proposal)</td>
</tr>
<tr>
<td>*Dissertation Defense Form</td>
<td>At the completion of a successful dissertation defense</td>
</tr>
</tbody>
</table>
Dissertation Completion Timeline
Byrdine F. Lewis School of Nursing and Health Professions

The following dates represent the last possible dates for completion of the dissertation process to graduate in the selected semester.

1. Defense announcement to faculty and graduate students
   - 2-week interim

2. Defense of Dissertation
   - 1-week interim

3. Completion of student’s edits
   - 2-week interim

4. Chair approval of Dissertation
   - 2-week interim

5. Submit Dissertation to OAA/Electronic submission of thesis
   - 1-week interim

6. Last Day of Exams
7. Graduation

Example:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Fall 2016</th>
<th>Spring 20173</th>
<th>Summer 2017</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
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</thead>
<tbody>
<tr>
<td>Defense announcement to faculty and graduate students</td>
<td>Oct 17</td>
<td>Feb 28</td>
<td>Jun 10</td>
<td>Oct 13</td>
<td>Mar 2</td>
<td>Jun 8</td>
</tr>
<tr>
<td>Completion of student’s edits</td>
<td>Nov 7</td>
<td>Mar 20</td>
<td>Jun 30</td>
<td>Nov 3</td>
<td>Mar 23</td>
<td>Jun 29</td>
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<tr>
<td>Chair approval of thesis</td>
<td>Nov 21</td>
<td>Apr 3</td>
<td>Jul 14</td>
<td>Nov 17</td>
<td>Apr 9</td>
<td>Jul 16</td>
</tr>
<tr>
<td>Submit thesis to OAA/Electronic submission of thesis</td>
<td>Dec 5</td>
<td>Apr 24</td>
<td>Jul 22</td>
<td>Dec 4</td>
<td>Apr 23</td>
<td>Jul 23</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Dec 5</td>
<td>Apr 24</td>
<td>Jul 22</td>
<td>Dec 4</td>
<td>Apr 23</td>
<td>Jul 23</td>
</tr>
<tr>
<td>Last Day of Exams</td>
<td>Dec 13</td>
<td>May 2</td>
<td>Jul 29</td>
<td>Dec 12</td>
<td>May 1</td>
<td>Jul 27</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

OAA – Office of Academic Assistance

+Note: The dissertation is to be submitted for approval and the final copy must be turned in to the Doctoral Program Director before making multiple copies.
EVALUATION OF TRANSFER CREDIT FORM

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

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

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

PART I.

Student’s Name ___________________________ Panther ID # __________________
Dept./School ___________________________ Specialty __________________Advisor __________________
College/University Where Courses Were Taken ________________________________
Dates Attended From ______________________ to ______________________

Year/Month Year/Month

PART II.

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Title (As it appears on the transcript)</th>
<th>Semester/Quarter</th>
<th>Credit Hour</th>
<th>Grade</th>
<th>List Here the GSU Degree Requirement This Course Will Satisfy</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT

PART III.

APPROVAL: _____ Approved _____ Not Approved Date: ______________

__________________________ Advisor

_____ Approved _____ Not Approved Date: ______________

__________________________ Director, PhD Program
DOCTORAL ADVISORY COMMITTEE APPOINTMENTS FORM

The Doctoral Advisory Committee (DAC) assists the student in planning an appropriate program of study and identifying residency activities.

The DAC chair and committee members should be selected as soon as feasible, but no later than the accrual of 18 credits of course work, or one calendar year, from the undertaking of course work, whichever comes first. There will be a minimum of three committee members: a major advisor, one committee member from the School of Nursing, and non-nursing committee member from outside the School of Nursing.

STUDENT NAME __________________________ PANTHER ID NUMBER __________________________

DATE ADMITTED __________________________ AREA OF CONCENTRATION __________________________

The following faculty members have agreed to serve on the above named student’s Doctoral Committee:

MAJOR ADVISOR/COMMITTEE CHAIRPERSON __________________________ SIGNATURE ________ DATE __________

COMMITTEE MEMBER, __________________________ SIGNATURE ________ DATE __________

COMMITTEE MEMBER, __________________________ SIGNATURE ________ DATE __________

COMMITTEE MEMBER, __________________________ SIGNATURE ________ DATE __________

COMMITTEE MEMBER, __________________________ SIGNATURE ________ DATE __________

APPROVALS: Signatures below indicate approval of this Doctoral Advisory Committee.

Director, Doctoral Program __________________________ SIGNATURE ________ DATE __________

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

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

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

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Panther ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Admitted</td>
<td>Area of Concentration</td>
</tr>
</tbody>
</table>

**Residency Objectives and Activities**

(See attached sheet)

<table>
<thead>
<tr>
<th>Doctoral Student</th>
<th>Date</th>
<th>Committee Member</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Advisor</td>
<td>Date</td>
<td>Committee Member</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Date</td>
<td>Director, Doctoral Program</td>
<td>Date</td>
</tr>
</tbody>
</table>

The planned activities and course work were successfully completed.

<table>
<thead>
<tr>
<th>Major Advisor</th>
<th>Date</th>
</tr>
</thead>
</table>

Upon completion of the residency activities, a copy of this form and the residency activities are to be placed in the students’ file.
DOCTORAL DISSERTATION COMMITTEE APPOINTMENTS FORM

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

Student’s Name: ___________________________  Panther ID Number: ___________________________

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

<table>
<thead>
<tr>
<th>Major Advisor/Committee Chairperson</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member, School of Nursing</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member, Department</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member, Department</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member, Department</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Approval: Signatures below indicate approval of this Dissertation Committee.

<table>
<thead>
<tr>
<th>Director, Doctoral Program</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Submit this form to the Director, PhD Program.
APPROVAL OF DISSERTATION PROPOSAL FORM

TO: ________________________________
    Director, Doctoral Program

FROM: ________________________________ Date
    Major Advisor

________________________________________________________________________
Student’s Name __________________________ Panther ID Number __________________________

________________________________________________________________________
Date Admitted __________________________ Area of Concentration __________________________

The Doctoral Committee of the doctoral student named above has approved a dissertation proposal entitled:

________________________________________________________________________

A copy of this proposal is attached.

Approvals: Signatures below indicate approval of the attached dissertation proposal and recommendation to candidacy for the Ph.D. Degree.

________________________________________________________________________
    Major Advisor __________________________ Date ________________

________________________________________________________________________
    Committee Member __________________________ Date ________________

________________________________________________________________________
    Committee Member __________________________ Date ________________

________________________________________________________________________
    Committee Member __________________________ Date ________________

________________________________________________________________________
    Committee Member __________________________ Date ________________

________________________________________________________________________
    Director, Doctoral Program __________________________ Date ________________

Submit this form to the Director, Doctoral Program.
APPENDIX I
Byrdine F. Lewis School of Nursing and Health Professions
Georgia State University
Doctoral Program Nursing

RESULTS OF DISSERTATION DEFENSE OR CAPSTONE

<table>
<thead>
<tr>
<th>To:</th>
<th>Associate Dean of Academics, SNHP</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Doctoral Committee Chairperson -</td>
</tr>
<tr>
<td>Cc:</td>
<td>Doctoral Program Coordinator</td>
</tr>
<tr>
<td></td>
<td>Office of Academic Assistance Advisor</td>
</tr>
<tr>
<td>RE:</td>
<td>Results of Thesis Defense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT'S NAME</th>
<th>STUDENT ID NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>HOME TELEPHONE</td>
</tr>
<tr>
<td>CITY, STATE, ZIP</td>
<td>BUSINESS TELEPHONE</td>
</tr>
<tr>
<td>DATE ADMITTED</td>
<td>GRADUATE TRACK</td>
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</tbody>
</table>

THE ABOVE NAME CANDIDATE DEFENDED A DISSERTATION ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:

<table>
<thead>
<tr>
<th></th>
<th>○ Successfully Defended</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>○ Successfully Defended Pending Revisions</td>
</tr>
<tr>
<td></td>
<td>○ Unsuccessful</td>
</tr>
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</table>

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

<table>
<thead>
<tr>
<th>STUDENT'S SIGNATURE</th>
<th>DATE</th>
<th>COMMITTEE MEMBER Printed Name and Signature</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MAJOR ADVISER/COMMITTEE CHAIRPERSON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printed Name and Signature</td>
<td></td>
</tr>
<tr>
<td></td>
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File Copies: Student Department File and Office of the Associate Dean for Academic Affairs
Created 1/3/12
APPENDIX J
CHANGE IN DOCTORAL COMMITTEE APPOINTMENTS FORM GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING

TO: ____________________________________________________________________________ ____________
    Doctoral Program Coordinator       Date

FROM: ____________________________________________________________________________
       Doctoral Student

RE: (Check One) Change in: Doctoral Advisory Committee Appointments
    Change in: Dissertation Committee Appointments

Student’s Name: ____________________________________________________________________

Previous Committee ________________________________________________________________

                                           New Committee
                                           ________________________________________________________________
     Major Advisor
                                           Major Advisor
     ________________________________________________________________
     Committee Member
                                           Committee Member
     ________________________________________________________________
     Committee Member
                                           Committee Member
     ________________________________________________________________
     Committee Member
                                           Committee Member
     ________________________________________________________________
     Committee Member
                                           Committee Member

Signatures below indicate approval of this new Doctoral Committee.

Major Advisor ____________________________ Date __________

New Committee Member ____________________________ Date __________

New Committee Member ____________________________ Date __________

New Committee Member ____________________________ Date __________

New Committee Member ____________________________ Date __________

New Committee Member ____________________________ Date __________

Doctoral Program Coordinator ____________________________ Date __________

24
APPENDIX K
Byrdine F. Lewis School of Nursing and Health Professions
Georgia State University
Office of Academic Assistance

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

Subject: Electronic Thesis/Dissertation (ETD) Approval Page

- [ ] Thesis  [ ] Dissertation  [ ] Capstone/Project

was prepared under the direction of the candidate’s committee. It has been approved and accepted by all members of that committee, and it has been accepted in partial fulfillment of the requirements for the degree program of

- [ ] Nursing  [ ] Nutrition  [ ] Respiratory Therapy

in the Byrdine F. Lewis School of Nursing and Health Professions of Georgia State University. A final revision has been reviewed in its electronic format and is now ready for uploading to the Georgia State University Scholar Works for the following student.

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>Student ID Number:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Committee Chairperson:</th>
<th>Program Advisor:</th>
<th>Defense Date:</th>
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Final Thesis/Dissertation Title:

<table>
<thead>
<tr>
<th>Student Instructions:</th>
<th>School/Department only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review of the electronic document is important to ensure a quality manuscript is recorded in Georgia State University’s Scholar Works Library. Student should be requested to submit final manuscript to Committee Chairperson as a PDF via e-mail. The e-mail should contain in subject line “Manuscript for Review” and body of e-mail the intended semester and year of graduation.</td>
</tr>
<tr>
<td></td>
<td>The assigned Committee Chairperson is the only one who may sign as ETD approver.</td>
</tr>
<tr>
<td></td>
<td>Signature below indicates approval of electronic dissertation reported above.</td>
</tr>
</tbody>
</table>

ETD Approver Printed Name: ________________________________

ETD Approver Signature: ___________________________ Date: _______________

File Copies: Student File, Office of Academic Assistance

Created: 1/18/12 approved
GUIDELINES FOR SCHOLARLY ACTIVITIES

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

- The work you complete as a doctoral student represents GSU. Although you may be employed elsewhere, scholarly works upon which you identify yourself as a GSU doctoral student reflect on GSU. Therefore it is essential that you inform your faculty advisor of plans for submission of scholarly works so that appropriate university approvals (if needed) can be obtained according to established guidelines.

- Always start early to discuss your plans with your advisor. Some projects may require faculty support and/or university approval/signoff.

- Having a faculty’s name on any scholarly work indicates to others that the faculty member has read and approved the work. Therefore, it is important not to put a faculty name on a grant, scholarship or abstract without providing that faculty an opportunity to review the final work and give consent to be listed on the project.

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

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

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

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

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

For more information about authorship see these resources:


Example

Author Note:

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

GEORGIA STATE UNIVERSITY BYRDINE F. LEWIS SCHOOL OF NURSING

APPENDIX N

GENERAL GUIDELINES AND PROCEDURE FOR DIRECTED READINGS (NURS 8060)

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

1. Complete the Student Course Request Form (data on this form may be considered preliminary and is refined upon meeting with the selected faculty member).

2. Review the faculty expertise/areas of interest list. Faculty profiles can be found on the School of Nursing website.

3. Select a faculty member as possible course administrator and contact that faculty member.

4. Notify the faculty member if it becomes necessary to drop the course.

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

Faculty:
Once the faculty and student have agreed upon the specifics, a course syllabus form (1) will be completed and placed in the student file, (2) a second copy will be retained by the faculty member, and a (3) copy will be placed in the N8060 course book. (Course syllabus form and sample attached).

Grades for N8060 include A, B+, B, C+, C etc. The grade must be sent to the Director, Doctoral Program at the completion of the semester.
This form must be completed by the student at the time a request for a directed reading course is made. Upon completion of this form, the student proceeds with the registration process through the School of Nursing Office of Records and Information. A copy of this request is to be placed in the students’ file.

NAME OF STUDENT:

COURSE:

NUMBER OF HOURS OF CREDIT:

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

OBJECTIVES:

LEARNING ACTIVITIES:

METHODS OF EVALUATION:

Signature of Faculty: ________________________________

Department: ______________________________________

Date: ____________________________________________

Signature of Student: ______________________________
Course Number: Course

Name: Credit Hours:

Placement: (Semester and Year) Class Schedule:

Faculty: Textbook:

Directed Reading Objectives: Learning

Activities: Class/Meeting Schedule:

Evaluation:
## GEORGIA STATE UNIVERSITY BYRDINE F. LEWIS SCHOOL OF NURSING

### APPENDIX O

#### PACKET FOR RESEARCH PRACTICUM

Nursing NURS 8990

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Nursing 8990</th>
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<tr>
<td>Course Name:</td>
<td>Research Practicum</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>Variable (1-3 Hours)</td>
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<tr>
<td>Placement:</td>
<td>Variable</td>
</tr>
<tr>
<td>Course Overview:</td>
<td>The Research Practicum is an opportunity for the student to work closely with a faculty member who is actively engaged in research. Through a collaborative relationship, the student will develop skills in a specialized area of research. Goals and evaluation methods will be mutually developed.</td>
</tr>
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Revised 6/28/08
Student:  
The student who plans to take a research practicum course (NURS 8990) in the program of study must:

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

Steps 1, 2, and 3 must be completed prior to Phase I registration. (This will allow for mutual agreement about the course and time for the faculty member involved to authorize the course.)

Faculty:  
The faculty member should discuss the request and resulting teaching load with the Assistant Dean for Nursing.

1. Once the faculty and student have agreed upon the specifics, a course syllabus form (1) will be completed and placed in the student file, (2) a second copy retained by the faculty member, and a (3) copy placed in the NURS 8990 course book. (Course syllabus form and sample attached).
2. Grades for NURS 8990 include either S or U.
This form must be completed by the student at the time a request for a research practicum course is made. Upon completion of this form, the student proceeds with the registration process through the School of Nursing Records & Information Office. A copy of this request is to be placed in the students’ file.

NAME OF STUDENT:

COURSE:

NUMBER OF HOURS OF CREDIT:

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

OBJECTIVES:

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

METHODS OF EVALUATION:

Signature of Faculty: Date:

Signature of Student: Date:
APPLICATION FOR GRADUATE ASSISTANTSHIP

Graduate Assistant Position Application

Name: ________________________________________________________________

Panther ID #: ____________________________

Address: ____________________________________________________________________________________________

Phone Number: (_____ ) ________________________________

E-mail address: ____________________________________________________________

Please Indicate Type of Assistantship Desired (You may apply for more than one type of assistantship position, however, only one position per student may be awarded.)

Graduate Teaching Assistantship (GTA)

Please indicate area of teaching expertise:

Graduate Laboratory Assistantship (GLA)

Please indicate any experience or expertise you may have that might be helpful to us in considering you for a GLA position in the Computer lab or in the Nursing Skills lab.

(Continued on next page)
APPENDIX P (CONTINUED)

Graduate Research Assistantship (GRA)

_If you receive a GRA appointment, the following information will be helpful in assigning you with a faculty mentor._

What is your area of interest for your own research future?

What experience have you had related to research (previous GRA positions, data entry, data collection, etc.)?

If you are familiar with the research interests/activities of faculty at Georgia State University School of Nursing, do you have a preference for assignment with a particular faculty member? If so, please indicate below.

---

**Please return this form by mail or FAX to:**
Georgia State University
Byrdine F. Lewis School of Nursing Joan Cranford, Ed.D., RN Assistant Dean for Nursing
P.O. Box 4019
Atlanta, GA 30302-4019
FAX: 404-413-1203
APPENDIX Q

DISSERTATION SUBMISSION CHECKLIST

FIRST NAME: ___________________ MIDDLE: _______________ LAST NAME: ___________________

ID#: ___________________ EMAIL: ___________________ ALTERNATE EMAIL: ___________________

TELEPHONE: ___________________ DEPT: ___________________

DISSERTATION TITLE (Please Type complete title):

Electronic Submission of Dissertations
The deadline to submit your dissertation to the Office of Academic Assistance, Byrdine F. Lewis School of Nursing and Health Professions, is the last day of classes for the semester in which you are scheduled to graduate. Please refer to website http://cmhp.gsu.edu/student-resources/thesis-dissertation-announcements/
Refer to the Dissertation Guidelines provided by your department/school of instructions on preparation of your manuscript.

Please call Joecelyn Riley-Pace at least one week in advance to schedule an appointment to submit your dissertation for clearance. The telephone number is 404-413-1000.

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<tr>
<td>1.</td>
<td>Original copy in large envelop with author’s name and ID#s on outside.</td>
<td>7.</td>
<td>Copy of your dissertation pass or fail sheet signed by all committee members and chair.</td>
</tr>
<tr>
<td>2.</td>
<td>Acceptance page (original) bears date of acceptance and original signatures of all committee members, Nursing Director and Dean of SNHP in blue ink.</td>
<td>8.</td>
<td>Signed ETD Approval Form from Thesis Advisor.</td>
</tr>
<tr>
<td>3.</td>
<td>Author’s statement (original) bears author’s original signature in blue ink</td>
<td>9.</td>
<td>Final manuscript uploaded to Georgia State University Scholar Work archive without signatures in blue ink but hardcopy should have all signatures in blue ink.</td>
</tr>
<tr>
<td>4.</td>
<td>Author’s statement bears author’s original signature in blue ink.</td>
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<td>5.</td>
<td>ProQuest/UMI Dissertation Agreement form with a copy of the title page and abstract attached.</td>
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Revised 08/2016