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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 (http://nursing.gsu.edu/385.html)

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 in the School of Nursing are extensively involved in state, regional and national practice organizations at both the undergraduate and graduate levels. 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 also involved in a variety of nursing and interdisciplinary organizations and task forces 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 also provide opportunities for conducting a variety of research studies important to patient care and nursing practice. The School of Nursing’s long relationships with these clinical agencies enhances the research possibilities open to doctoral students.

VISION, MISSION, AND PHILOSOPHY STATEMENTS

Vision Statement

The Byrdine F. Lewis School of Nursing will be nationally recognized for innovative, responsive, 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 Byrdine F. Lewis School of Nursing is to create a premier multicultural learning environment that produces leaders, clinicians, scholars and researchers who exemplify nursing excellence and 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. The philosophy reflects the faculty’s beliefs about the nursing metaparadigm concepts (nursing, health, human, environment) and our 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 are dedicated to teaching, research and service. We recognize and honor the value of interdisciplinary exchange, and believe that nursing education should be founded in the liberal arts and sciences. Baccalaureate level nursing prepares a generalist for entry into professional nursing practice. Master's level education prepares the student for advanced practice as a clinical nurse specialist, nurse practitioner, and/or leader in programs utilizing innovations in health care. 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, 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, and spiritual well-being of individuals, families, and communities. Health is promoted and maintained in the context of the client’s beliefs, values, and perception of wellness. Being culturally sensitive is essential as nurses collaborate with clients from diverse settings and cultures for health promotion and maintenance of wellbeing, and when health has been compromised, restoration to the client’s 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 diversity in order to grow and mature. Humans deserve care by qualified, honest nursing professionals who assist them to reach their full potential.

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.
Teaching and Learning

The faculty believe that teaching should be conducted in an environment that enhances learning and honors diversity. Teaching is aimed at encouraging students to develop the ability to influence individuals, families, and communities to improve their health outcomes. Teaching uses 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. Learning is a process involving the exchange of ideas for the purpose of advancing knowledge, and takes place in a collaborative environment aimed at challenging students to think in critical and creative ways to solve problems and generate nursing science. The learning environment encompasses coursework, clinical practice, and research. Through these scholarly pursuits, based on the core values of the Byrdine F. Lewis School of Nursing, students develop an appreciation of the multifaceted determinants of health.

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 around 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 past the master's degree in nursing, including a minimum of 9 semester hours dissertation credit. In general, each 3 semester hour course represents 3 lecture hours of content.

Plan of Study and Courses

The focus of the doctoral program is the development of research skills. The curriculum includes nursing core courses, research courses, area of concentration courses and electives, unspecified electives, comprehensive examination, and dissertation. The full-time and part-time plans of study, to be completed by the student and advisor, are in Appendix A. The student should note carefully 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. Thus, 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 which 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 Doctoral Program Coordinator 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 note 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 Doctoral 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 Doctoral Program Coordinator 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 through GoSolar.

STUDENT ADVISEMENT AND COMMITTEE FORMATION
Overview
The doctoral student-advisor relationship involves close interaction allowing students and faculty the opportunity to continue to grow and develop based on interactions and dialogue together. Throughout the doctoral 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, the committee may be thought of as being an advisory committee; at the completion of the comprehensive examination, the student, committee chair (advisor) and members usually 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;
2) approve scholarly activities that meet the residency requirements; and
3) oversee the comprehensive examination.
Doctoral Advisory 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 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. The third member must 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 must be added by completion of 36 hours of course work. Once the DAC is selected, the Doctoral Advisory Committee Appointments Form should be completed (See Appendix D). 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 creating 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 Comprehensive Examination has begun. Once the Comprehensive Examination process begins the student may not initiate a change in DAC membership.
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 the Comprehensive Examination, 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 Doctoral Program. Dissertation guidelines for the School of Nursing are available on the SON web site (http://nursing.gsu.edu/481.html). 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. However, 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) Confirm 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) Discuss with the potential committee member the responsibilities of serving on a dissertation committee.
3) Submit the CV to the dissertation chair for review. If the potential outside committee member holds a faculty appointment and a PhD or equivalent degree and the dissertation chair approves, the outside committee member can be invited by the student to join the committee and the student can complete the Dissertation Appointment Form.

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 Doctoral 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 Dissertation Appointment Form. If the exception is not approved, the student must identify another possible member for the Dissertation Committee.

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

**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 initiates the completion of the Change in Doctoral Committee Appointments Form (Appendix I). Once the Comprehensive Examination process begins the student may not initiate a change in DAC membership.

**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 doctoral role through engagement in scholarly activities expected of doctorally prepared nurses.

The specific structure of the residency requirements are 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 agreed upon by the student and the DAC. In general, the residency activities selected should be those which would 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 the beginning of the Comprehensive Examination. 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 E). The major advisor then signs the form to indicate that the residency was completed.

**Comprehensive Examination**

**Overview**

Successful completion of the Comprehensive Examination is required for progression in the PhD program to the dissertation. The purpose of the Comprehensive Examination is to ascertain the student’s ability to synthesize the knowledge accumulated in the doctoral program and communicate that knowledge in writing. Successful completion of the Comprehensive Examination is an indicator of the student's readiness to conduct the dissertation.
Eligibility for Comprehensive Examination

After completion of 45 hours of course work applicable to the Ph.D. degree and having achieved a grade point average (GPA) of 3.2 or higher, the student is eligible to take the Comprehensive Examination. The student and the advisor should complete the Application for Writing Comprehensive Examinations (Appendix J), and the student completes the Comprehensive Examination Contract (Appendix K). The student is required to register for 3 credits in NURS 8070 Comprehensive Examination until the Comprehensive Examination is completed. The Comprehensive Examination must be successfully completed prior to the initiation of dissertation research.

Function of the Doctoral Advisory Committee during the Comprehensive Examination

The Doctoral Advisory Committee’s functions in regard to the comprehensive examination are to:
1) determine the structure of the comprehensive examination;
2) develop the examination questions;
3) contract with the student regarding the dates in which the exam will be taken and when the results of the examination will be reported to the student; and,
4) grade the exam questions.

The DAC is also responsible for writing and grading the repeat Comprehensive Exam, should the student fail on his/her first attempt. To assure integrity and consistency of the grading process, students are not permitted to request a change in the membership of the DAC during the Comprehensive Exam process.

Content and Format of the Comprehensive Examination

The Comprehensive Examination consists of a minimum of three questions that are posed to the student by the Doctoral Advisory Committee. Students should answer each question separately such that the response to each question "stands alone"; this is important as the response to each question is graded separately. The Comprehensive Examination is not the dissertation proposal. It is an examination that addresses three general areas:

1) the dissertation topic area/ student's area of research interest,
2) anticipated and alternative research methodologies and
3) related theoretical perspectives.

The number of questions included in the Comprehensive Examination and the number of pages required to answer each question is at the discretion of the Doctoral Advisory Committee. All examinations must have a written component, but the written exam structure may take a variety of forms, e.g. take home, open book, with or without notes, or any combination of these or other forms. An oral component is optional, but the majority of the questions must be written. The Comprehensive Examination must address the general areas mentioned in the previous paragraph, and represents the independent work of the student. No critique of draft responses to questions on the Comprehensive Exam by the DAC or any other faculty member is permitted. In addition, review of the Comprehensive Exam by any other person with content expertise is not permitted.

Grading of Comprehensive Exam Questions

General Information
1) The student must pass all questions in order to receive a grade of S (satisfactory) on the examination.

Grading of the Comprehensive Examination shall be completed and student notified of the grade within
3 weeks of completion of the exam. No preliminary drafts of the Comprehensive Exam will be reviewed.

2) The Comprehensive Examination is normally completed in one semester; however, if the due date falls toward the end of the semester, an IP (In Progress) may be given.

3) The student has two opportunities to pass the Comprehensive Exam. A student who does not pass the examination on the second attempt is not permitted to continue in the doctoral program.

Pass/Provisional Pass

1) If the student passes all three of the three components the exam is graded as a PASS.

2) If the student passes two of the three component areas, the exam will be graded as a PROVISIONAL PASS. Within 10 weeks of receipt of feedback the student will be required to address the portion of the exam deemed unsatisfactory. The follow-up examination may consist of an oral examination or submission of additional written work as determined by the DAC.

Unsatisfactory

1) If the student passes only one, or passes none, of the three component areas, the Comprehensive Examination will be graded as a failure and the student will receive a course grade of unsatisfactory for the Comprehensive Examination. In this event, all three areas must be rewritten and graded by the end of the following semester. If the following semester is the summer semester, the DAC may elect to extend the rewrite to the fall semester.

Feedback

1) Committee feedback for a grade of provisional pass or failure is limited to information that each of the five criteria for grading the Comprehensive Exams (see paragraph below) has been either passed or failed for each of the three exam components.

2) Should the committee determine that there has been a provisional pass or failure, no remediation or critique of the Comprehensive Examination document is permitted. However, general feedback about the nature of the failure is permitted. If the committee decides to pose a new question to the student as a result of a provisional pass, and in instances where the committee poses entirely new questions to a student who has failed in the initial attempt at the Comprehensive Examination, specific feedback about issues/concerns with the way the student addressed the original question(s) is permitted.

3) If the follow-up Examination is scheduled so that the NURS 8070 course extends into the next semester, a grade of IP will be given. At the end of the second NURS 8070 semester, a grade of an S or U will be given. Thus a maximum of two semesters is permitted, one semester where an IP may be given and the final semester in which a grade of S or U must be given.

Criteria for Grading Comprehensive (Written and Oral) Examinations

The following criteria are used by faculty to evaluate students’ written and oral answers to the comprehensive examination:

A. Depth of knowledge
B. Clarity in expression of ideas
C. Critical evaluation of knowledge
D. Synthesis of content
E. Logical development of ideas

The chair of the Doctoral Advisory Committee is responsible for reporting the outcomes of the Comprehensive Examination (Appendix L).
Registering for Dissertation Credit

Students should not begin registering for dissertation hours until they have finished coursework, successfully completed the Comprehensive Examination and residency requirements, and selected the dissertation committee. Once a student has registered for Dissertation Credit (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. A minimum of 9 hours of doctoral dissertation credits is required. 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 STUDENT PROGRESSION

Progression

The student must maintain a 3.0 average to progress from semester to semester, and must receive at least a "B" in each course taken. To be eligible to take the Comprehensive Examination, the student must have a cumulative GPA of 3.2 or greater.

A doctoral student whose cumulative GPA falls below 3.0 at the end of a 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 graduate program. Students who are suspended may apply for readmission after a period of one year.

Students who do not earn at least 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. Non-nursing courses in which a grade of "C" or less is received will not apply toward the requirements for graduation.

According to University policy, 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. Thus, students must complete all requirements for the PhD degree within 7 years of the semester in which they are admitted.

Continuous Enrollment

Students must seek readmission to the Doctoral Program if they have not enrolled for two (2) consecutive semesters. In addition, students who deviate from their planned sequences 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

Effective January 1, 2002, 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 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 in the University catalog at: (http://www2.gsu.edu/~catalogs/2011-2012/graduate/). 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 Doctoral 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. Todd Prusin (libtap@langate.gsu.edu), Reference Librarian, is available to assist doctoral students and provide information about library resources.

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 in Rm. 976 of the General Classroom Building on the main campus. 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/

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 404-413-5800. 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 Doctoral 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 (U) grade.
Registration for Georgia Health Sciences University Courses

Students who wish to take a single course at Georgia Health Sciences University (formerly Medical College of Georgia [MCG]) should contact the Associate Dean for Graduate Programs, College of Nursing, Georgia Health Sciences University. Students must also complete the form, "Authorization for Nonresident Credit", available in the School’s Office of Records and Information. In order to meet MCG deadlines, the application process should be completed as soon as possible prior to the semester in which the course will be taken.

Registration for Courses in Other Universities

Students at GSU are also eligible to cross-register for courses at other schools in the Atlanta area, through a program coordinated through the Registrar’s Office. See http://www.gsu.edu/registrar/cross-registration.html for more information.

FINANCIAL SUPPORT

Advanced Education in Nursing Traineeship

Advanced Education in Nursing Traineeship funds may be available to students from the DHHS, HRSA, Bureau of Health Professions, dependent upon funding and annual distribution guidelines. This award provides traineeships to full-time (nine semester hours) nursing students in some master's degree programs; doctoral nursing students may also be eligible for traineeships. Please contact the Assistant Dean For Nursing for further information. If these traineeships are available, information about the Nurse can be found on the School of Nursing website (http:nurising/gsu.edu/scholarships.html).

Regents Opportunity Scholarships

A limited number of Regents Opportunity Scholarships are available. Students must demonstrate extreme financial need to qualify. Information is available from the Office of Academic Assistance.

Non-Resident Tuition Waiver

A limited number of "out of state" tuition waivers are available through the Office of Academic Assistance.

Graduate Assistantships

A limited number of Graduate Research Assistantships (GRA), Graduate Teaching Assistantships (GTA), and Graduate Lab Assistantships (GLA) are available. An Application for Graduate Assistantship may be obtained from the Administrative Coordinator for the Doctoral Programs. Contact the Assistant Dean for Nursing early in the semester proceeding the semester in which you wish to serve as a Graduate Assistant. GTA and GLA positions are not normally available during summer semester. (See Appendix Q for a copy of the application and more information on these positions). A Graduate Assistantship pays a stipend and tuition charges. The student is responsible for payment of mandatory fees and insurance.

Academic Common Market

Certain states within the Southern Regional Educational Board region (15 southeastern states) have agreed to participate with the Board of Regents, University System of Georgia to allow resident fees to be paid for nonresident students. Please see the Director of the Office of Academic Assistance for more information if you are a nonresident and live within the southeastern region.
Wavier of Student Fees
Enrollment fees are reduced to only the technology fee for students who fall into the categories below.

- Students enrolled only in courses offered under a tuition agreement between Georgia State University and a corporation, organization, educational institution or other legal entity if the tuition agreement specifies that fees will be waived.

- Students enrolled only in courses which meet more than 50 miles from Georgia State University if taking those courses at that location is required by their program of study. Such courses may include: practicum, student teaching, internship, directed reading, independent study, thesis research, or dissertation research. If the program of study allows (but does not require) that the courses be taken more than 50 miles from campus, then the students will not be granted a fee waiver.

- Students enrolled only in courses that meet more than 50 miles from Georgia State University if those courses are part of an official Georgia State University off-campus study program. Such programs may include field study programs and study abroad programs.

- Students enrolled in a faculty led study abroad program will have all fees waived, except for the Board of Regents Institution Fee and Technology Fee. For more information see the Study Abroad website: http://www.gsu.edu/studyabroad/40110.html.

Students who have paid fees at other institutions do not receive a waiver of Georgia State University fees. To apply for a fee waiver, go to the Dean of Students website, www2.gsu.edu/~wwwdos/waiverrequest.html and complete the Fee Waiver Request Form.

Tuition Reimbursement from Employer for “In-Progress” Grades
Employers may require documentation of successful completion of a course prior to tuition reimbursement. When enrolled for N9990 Dissertation Credit courses an “IP” (in progress) grade is administered for several semesters until after the dissertation defense. During the semester in which a student will graduate, the IP grade is changed to an S indicating “satisfactory completion.”

For students enrolled in dissertation credits, check with your employer as they may be willing to accept a letter indicating that you are making satisfactory progress and are a student in good standing to provide timely reimbursement. The dissertation advisor can request that the doctoral program administrative coordinator provide documentation to the employer so that the student can be reimbursed while continuing to work toward completion of the dissertation. The student will need to provide the doctoral program coordinator and his/her advisor with the contact information for the employer’s representative that needs to receive the documentation.

Individual Predoctoral Fellowship for Nursing Research
The National Institute for Nursing Research provides National Research Service Awards (NRSAs) for research training leading to a doctoral degree in biomedical and behavioral fields relevant to nursing. Prior to submission of an NRSA application, an applicant must have been accepted by a faculty sponsor who will supervise the applicants training and research experience. Information about this award can be found at http://grants1.nih.gov/grants/oer.htm.
GEORGIA STATE UNIVERSITY  
BYRDINE F. LEWIS SCHOOL OF NURSING  

APPENDIX A  

DOCTORAL PROGRAM FULL-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>PH 8001 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</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>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>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</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>Area of concentration course/elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Semester 6</strong></td>
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<tr>
<td>Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td>Area of concentration course*</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 8070**: Comprehensive Examination</td>
<td>3</td>
</tr>
<tr>
<td><strong>Dissertation (Semesters 7,8 and 9)</strong></td>
<td></td>
</tr>
<tr>
<td>Nurs 9990 Dissertation (3 credits per semester to total 9 credit 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 total of 60 credits hours in length. After completion of 45 hours of coursework applicable to the PhD degree and having a GPA of 3.2 or higher, students are eligible to take the Comprehensive Examination. The student is required to register for 3 credits in N8070 Comprehensive Examination during the semester the comprehensive examination will be taken.
### DOCTORAL PROGRAM 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>
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</tr>
<tr>
<td>PH 8001 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><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>Nurs 8070**: Comprehensive Examination</td>
<td>3</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 9990 Dissertation</td>
<td>9</td>
</tr>
</tbody>
</table>

---

*Area of concentration course*
<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>Application to take Comprehensive Examinations</td>
<td>Prior to taking Comprehensive Examinations</td>
</tr>
<tr>
<td>*Report of Comprehensive Examination</td>
<td>At the time the DAC meets to determine outcome of comprehensive examination</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>
Appendix C
Dissertation Completion Timeline Template
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.

Defense announcement to faculty and graduate students

2-week interim

Defense of Dissertation

1-week interim

Completion of student’s edits

2-week interim

Chair approval of Dissertation

2-week interim

Submit Dissertation to OAA/Electronic submission of thesis

1-week interim

Last Day of Exams
Graduation

Example:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Fall 2012</th>
<th>Spring 2013</th>
<th>Summer 2013</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
<th>Summer 2014</th>
<th>Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defense announcement to faculty and graduate students</td>
<td>Oct 15</td>
<td>Mar 4</td>
<td>Jun 10</td>
<td>Oct 14</td>
<td>Mar 3</td>
<td>Jun 9</td>
<td>Oct 13</td>
</tr>
<tr>
<td>Completion of student’s edits</td>
<td>Nov 5</td>
<td>Mar 25</td>
<td>Jul 1</td>
<td>Nov 4</td>
<td>Mar 24</td>
<td>Jun 30</td>
<td>Nov 3</td>
</tr>
<tr>
<td>Chair approval of thesis</td>
<td>Nov 19</td>
<td>Apr 8</td>
<td>Jul 15</td>
<td>Nov 18</td>
<td>Apr 7</td>
<td>Jul 14</td>
<td>Nov 17</td>
</tr>
<tr>
<td>Submit thesis to OAA/Electronic submission of thesis</td>
<td>Dec 3</td>
<td>Apr 29</td>
<td>Jul 22</td>
<td>Dec 9</td>
<td>Apr 28</td>
<td>Jul 21</td>
<td>Dec 8</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Dec 3</td>
<td>Apr 29</td>
<td>Jul 22</td>
<td>Dec 9</td>
<td>Apr 28</td>
<td>Jul 21</td>
<td>Dec 8</td>
</tr>
<tr>
<td>Last Day of Exams</td>
<td>Dec 11</td>
<td>May 7</td>
<td>Aug 3</td>
<td>Dec 17</td>
<td>May 5</td>
<td>Aug 2</td>
<td>Dec 16</td>
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<tr>
<td>Graduation</td>
<td>TBD</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 Coordinator before making multiple copies. Students are to provide the School of Nursing with one bound copy of the dissertation.
APPENDIX D

EVALUATION OF TRANSFER CREDIT FORM

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

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

  Attn: Barbara Smith  
  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>
<td></td>
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</tr>
</tbody>
</table>

PART III.

APPROVAL: ______________________________________ Approved      Not Approved   Date ________
Advisor

__________________________________________ Approved      Not Approved   Date ________
Doctoral Program Coordinator
GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING

APPENDIX E

DOCTORAL ADVISORY COMMITTEE APPOINTMENTS FORM

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

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 ____________

COMMITTEE MEMBER, __________________________ SIGNATURE __________________ DATE ____________

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

Doctoral Program Coordinator __________________________ SIGNATURE __________________ DATE ____________

Submit this form to the Doctoral Program Coordinator.
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.

**Residency Objectives and Activities**

(See attached sheet)

---

**Student’s Name**

**Panther ID Number**

**Date Admitted**

**Area of Concentration**

---

**Residency Objectives and Activities**

---

**Approvals**

**Doctoral Student**

**Date**

**Committee Member**

**Date**

**Major Advisor**

**Date**

**Committee Member**

**Date**

**Committee Member**

**Date**

**Committee Member**

**Date**

---

The planned activities and course work were successfully completed.

**Major Advisor**

**Date**

---

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

Major Advisor/Committee Chairperson  Signature  Date

Committee Member, School of Nursing  Signature  Date

Committee Member, Department  Signature  Date

Committee Member, Department  Signature  Date

Committee Member, Department  Signature  Date

Approval: Signatures below indicate approval of this Dissertation Committee.

Doctoral Program Coordinator  Signature  Date

Submit this form to the Administrative Coordinator for the PhD Programs.
TO:  
Doctoral Program Coordinator

FROM:  
Major Advisor  
Date

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

Doctoral Program Coordinator  
Date

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

RESULTS OF DISSERTATION DEFENSE

<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 Dissertation Defense</td>
</tr>
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<table>
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<tr>
<th>STUDENT’S NAME</th>
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<td>ADDRESS</td>
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<td>CITY, STATE, ZIP</td>
<td>BUSINESS TELEPHONE</td>
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<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:

- Successfully Defended
- Successfully Defended Pending Revisions
- Unsuccessful

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

<table>
<thead>
<tr>
<th>STUDENT’S SIGNATURE</th>
<th>DATE</th>
<th>COMMITTEE MEMBER</th>
<th>DATE</th>
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<tbody>
<tr>
<td>MAJOR ADVISER/COMMITTEE CHAIRPERSON (signature)</td>
<td>DATE</td>
<td>COMMITTEE MEMBER</td>
<td>DATE</td>
</tr>
<tr>
<td>COMMITTEE MEMBER</td>
<td>DATE</td>
<td>COMMITTEE MEMBER</td>
<td>DATE</td>
</tr>
</tbody>
</table>

File Copies: Student Department File and Office of the Associate Dean for Academic Affairs
Created 1/3/12; pending approval
CHANGE IN DOCTORAL COMMITTEE APPOINTMENTS FORM

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

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__________________
APPENDIX K

Electronic Submission of Dissertations to Digital Archive

You will submit the final copy of your dissertation in an electronic format for the Georgia State University Library files after receiving final approval from dissertation advisor. You simply save your dissertation in a .pdf format (portable document format). You then submit it to a secure web site developed by the Georgia State University Library. Once submitted, the School and/or Associate Director of Graduate Programs will check to make sure everything is in order and will then approve the final copy. Your dissertation will be transferred to the Georgia State University Library and will be available on the web.

The Library has additional information on Digital Archive at http://digitalarchive.gsu.edu. To initiate the submission process, you will need to click on the “Submit Research” link on the right pane and follow the prompts to specific areas for submission. After reviewing the submissions areas, you are ready to create your individual user account. Please refer to http://digitalarchive.gsu.edu/faq.html for Frequently Asked Questions.

Creating the .pdf File using Microsoft Word:

The first step in your electronic submission will be to create a .pdf file using Adobe Acrobat. It is recommended that you use Acrobat 4.0 or later to do this. The process of creating the .pdf file is really quite simple. Open your dissertation in Word and go to File, Create Adobe PDF. (Note: in order for this option to be available in Word you must have the full Acrobat package installed, not just the free Acrobat Reader).

In addition to filing your dissertation electronically through the library, you will need to submit one bound copy on white 100% cotton 20 # bond paper for the School and one copy on white 100% cotton 20 # paper for your dissertation chair. You may also have personal copies bound. The SNHP Office of Academic Assistance will continue to submit paper copies of your dissertation for binding ($35.00 for a single copy, $19.50 for 2 or more copies). You must submit these copies with each copy in a separate envelope or box appropriate to the size of your dissertation.

When submitting the copies of your dissertation for binding, the following items must also be submitted to the Byrdine F. Lewis School of Nursing and Health Professions, Office of Academic Assistance.

Acceptance Page printed on white 100% cotton 20 # paper with signatures of committee and department chair, Director of Nursing and Dean of SNHP.
Copy of Title Page
Copy of Abstract
Dissertation Agreement Form (in the UMI booklet)
Survey of Earned Doctorates
Fees for copyright, microfilming, and binding of personal copies (optional)
ETD Dissertation Approval Page

You will need to make an appointment with Joycelyn Riley-Pace, Office of Academic Assistance, to submit the dissertation(s), required fees and forms. She may be reached at 404-413-1000. You will be contacted by e-mail informing you, when you may pick up bound dissertations. The bound dissertation personal copies will not be held over 30 days.

Revised 01/2012
COMPREHENSIVE EXAMINATION CONTRACT FORM

A contract shall be negotiated by the Doctoral Advisory Committee, including the student, regarding the structure and format of the comprehensive examinations. The contract should be as detailed as possible, including whether questions shall be written, oral or both, the length of time and resources to be available for writing questions, where questions will be completed, the specific questions if given in advance or the content areas to be addressed, and any other details pertinent to the completion of the comprehensive examination. If the student receives a provisional pass or fail, a second contract addressing remedial activities must be completed.

Student: __________________________________________________________

Panther ID#: ______________________________________________________

Area of Concentration: Health Promotion, Protection & Restoration with a Focus on Vulnerable Population

Date: ____________

___ Initial Contract  ___ Contract for 2nd Comprehensive Exam

Contract: (Continue on additional page if necessary.)

Signatures indicate that all members of the Doctoral Advisory Committee are aware of and agree to all aspects of the comprehensive exam process.

__________________________________________  __________________________
Student                                      Committee Member

__________________________________________  __________________________
Major Advisor                                Committee Member

Signatures indicate receipt of completed contract:

__________________________________________
Doctoral Program Coordinator
REPORT OF DOCTORAL COMPREHENSIVE EXAMINATIONS FORM

TO: ____________________________ __________________________  
Doctoral Program Coordinator Date

FROM: __________________________  __________________________
Major Advisor for Summer Comprehensive Exams Date

Student’s Name________________________ Panther ID Number________________________

Date Admitted __________________________ Area of Concentration ____________ Health Promotion

Doctoral Comprehensive Examinations were administered to the above named doctoral student in the School of Nursing on (DATES): __________________________

The following result is reported:

{ } Passed: No Oral Examination Required
{ } Passed: Written and Oral Examination
{ } Provisional Pass
{ } Not Passed

Comments:________________________________________________________________________
________________________________________________________________________________

Signatures below indicate acknowledgment of results reported above.

Major Advisor __________________________ Date

Committee Member __________________________ Date

Committee Member __________________________ Date

Doctoral Program Coordinator __________________________ Date
GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING

APPENDIX N

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
APPENDIX N (CONTINUED)

need to discuss your roles and responsibilities if you want to collaborate with the faculty to publish.

- 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.
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 Doctoral Program Coordinator at the completion of the semester.
GEORGIA STATE UNIVERSITY  
BYRDINE F. LEWIS SCHOOL OF NURSING  

APPENDIX P (CONTINUED)  

GUIDELINE FOR DIRECTED READINGS  

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

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

NAME OF STUDENT:  

COURSE:  

NUMBER OF HOURS OF CREDIT:  

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

OBJECTIVES:  

LEARNING ACTIVITIES:  

METHODS OF EVALUATION:  

Signature of Faculty: _____________________________________________  

Department: ____________________________________________________  

Date: ___________________________________________________________  

Signature of Student: _____________________________________________
GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS SCHOOL OF NURSING

APPENDIX P (CONTINUED)

COURSE SYLLABUS FOR DIRECTED READINGS

Directed Reading (NURS 8060)
Course Syllabus

Course Number:

Course Name:

Credit Hours:

Placement: (Semester and Year)

Class Schedule:

Faculty:

Textbook:

Directed Reading Objectives:

Learning Activities:

Class/Meeting Schedule:

Evaluation:
### Course Number:
Nursing 8990

### Course Name:
Research Practicum

### Credit Hours:
Variable (1-3 Hours)

### Placement:
Variable

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

**DISSECRATION SUBMISSION CHECKLIST**

<table>
<thead>
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<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Original and two copies on white 100% cotton 20 lb bond paper. Original copy is the first copy sent to the School of Records and Information. The second copy is the dissertation Committee Chairperson’s copy.</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>
</tr>
<tr>
<td>3.</td>
<td>Author’s statement (original) bears author’s original signature in blue ink.</td>
</tr>
<tr>
<td>4.</td>
<td>Author’s statement (first copy) bears author’s original signature in blue ink.</td>
</tr>
<tr>
<td>5.</td>
<td>ProQuest/UMI Dissertation Agreement form with a copy of the title page and abstract attached.</td>
</tr>
<tr>
<td>7.</td>
<td>Personal copy(s) (optional).</td>
</tr>
<tr>
<td>8.</td>
<td>Each completed copy of the manuscript (ready to be bound) in a separate large envelope with author’s name and ID# on outside (original and personal copy(s) marked).</td>
</tr>
<tr>
<td>9.</td>
<td>Copy of your dissertation pass or fail sheet signed by all committee members and chair.</td>
</tr>
<tr>
<td>10.</td>
<td>Signed ETD Approval Form from Thesis Advisor.</td>
</tr>
<tr>
<td>11.</td>
<td>Final manuscript uploaded to Georgia State University digital archive without signatures in blue ink but hard copy should have all signatures in blue ink.</td>
</tr>
</tbody>
</table>

*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 the Schedule of Classes for the correct date. Refer to the Dissertation Guidelines provided by your department/school of instructions on preparation of your manuscript.

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

Revised 01/2012
APPENDIX S (CONTINUED)

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<th>(B) Microfilming &amp; Publishing:</th>
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<td>(C) Copyright (optional):</td>
<td>$65.00</td>
</tr>
<tr>
<td>($35.00 for single copy, $19.50 each for 2 or more copies)</td>
<td>Total Amount Paid = A + B + C</td>
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</tr>
<tr>
<td></td>
<td>(C is optional) (attach receipt)</td>
<td></td>
</tr>
</tbody>
</table>

Distribution

- School Copy
- Committee Copy
- Chair Copy
- Personal Copies
- Library Copy

Student's Signature ______________________ Date __________ OAA Representative ______________________ Date __________

Revised 01/2012