



Doctor of Philosophy (PhD) Program
Student Handbook
2023-2024

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Driscoll Hall

WELCOME

Dear PhD Student:

Welcome to the Doctor of Philosophy program in Nursing at Villanova University! We believe that your educational experiences throughout your program will be both challenging and rewarding. At Villanova, you will have access to a scholarly faculty and the resources of one of the finest universities in the country, plus an education based in a state-of-the-art facility and the latest on-line technology to provide you with the foundation to advance the nursing profession.

In conjunction with the *Graduate Student Handbook and Advisement Guide*, the *PhD Program Student Handbook* has been prepared by the PhD faculty to clarify policies, procedures and other important information.

Again, we welcome you to the PhD in Nursing Program at Villanova University. We hope this *Handbook* will be helpful to you and that you enjoy your educational experience here.

Sincerely,

Mary Ann Cantrell, PhD, RN, CNE, FAAN
Professor and Director, PhD Program
Villanova University M. Louise Fitzpatrick College of Nursing

*****NOTE: The PhD Student is responsible for checking the PhD Website for the most up-to-date version of this handbook.**

VILLANOVA UNIVERSITY MISSION STATEMENT

Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

Enduring Commitments

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

To foster academic excellence, we as a University:

- Create a diverse community of scholars, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education;
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

To honor our values and tradition, we as a Catholic University:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine's vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage diverse religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;
- Provide opportunities for students, faculty and staff to seek guidance from Catholic intellectual and moral traditions, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Respect and encourage the freedom proposed by St Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.

To serve our students, alumni and global community, we as an Augustinian University:

- Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;
- Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- Include our alumni as an integral part of the Villanova community;
- Value highly our relationship with neighboring communities.

M. LOUISE FITZPATRICK COLLEGE OF NURSING MISSION STATEMENT

The M. Louise Fitzpatrick College of Nursing is a tangible expression of Villanova University's mission, tradition, and commitment to human service. As a major school of nursing under Catholic auspices, it carries responsibility for the education of nurses within the framework of Christian beliefs and values and the heritage of the Order of St. Augustine. The M. Louise Fitzpatrick College of Nursing interprets nursing as a healing ministry emanated by love and demonstrated through service and the care of others. As a healing art as well as an applied science and practice discipline, nursing as taught at Villanova University emphasizes the concern for spiritual health as well as that of mind and body. Curricula reflect the integration of these elements and their application in clinical practice, and concern for others regardless of race, ethnicity, or religion. The M. Louise Fitzpatrick College of Nursing educates individuals for service to a diverse society including all sectors and strata of the population; as such, graduates are prepared to assume roles in all settings where health care is delivered.

PHD PROGRAM DESCRIPTION

Welcome to the M. Louise Fitzpatrick College of Nursing PhD Program. ***Our program is clearly focused on the preparation of teacher-scholars*** who will be well-prepared to help alleviate the national nursing shortage by preparing diverse student populations for the delivery of nursing services.

Designed to prepare nurses as teacher-scholars for academic careers in higher education, this program builds upon baccalaureate and masters preparation in nursing, through emphasis on research and theory development. Villanova's program is distinguished by its special focus on the application of nursing knowledge and scholarly inquiry that address professional and practice concerns as they relate to teaching-learning processes in clinical as well as educational settings.

The program is driven by Augustinian Catholic values that characterize the mission of the University: the unity of knowledge, the holistic nature of human beings, the importance of community, the discovery of truth and a commitment to addressing the needs of disadvantaged and marginalized populations.

The M. Louise Fitzpatrick College of Nursing, established in 1953, has a reputation of excellence and is highly respected for its contribution to graduate education, which commenced in 1980. Nursing deans, faculty and leaders in higher education throughout the United States and abroad are alumni of its programs.

The PhD Program in Nursing seeks to educate graduates who will be well prepared to teach diverse populations of students in a variety of educational and clinical settings using state of the art technology; who will be equipped to provide leadership as the architects of curricula and members of evaluative bodies; who will be active contributors to the advancement and development of research; and who will be active participants in the various roles of faculty within academic institutions.

PHD PROGRAM OUTCOMES

The PhD Program is designed to prepare teacher-scholars in nursing for academic careers in higher education. Upon the completion of the PhD Program, graduates will be able to:

- Conduct research that generates, tests, refines or extends theory and knowledge relevant to culturally competent nursing and nursing education.
- Evaluate critically and synthesize research findings for building knowledge that advances culturally competent nursing and nursing education, and use that knowledge in education, research, advocacy, policy development and leadership.
- Assume the role of academic nurse educator with the ability to design varied learning opportunities in clinical and didactic settings using diverse teaching strategies to meet the needs of diverse populations.
- Development of the skills and knowledge to collaborate with other disciplines in health research and preparation of culturally competent health care providers responsive to the needs and concerns of a global society.
- Collaborate with others to improve health care and advance policy for vulnerable and at-risk populations.
- Advance the science of nursing education to improve education outcomes for learners, across all levels.

Approved 5/9/2019

PHD CONTACT INFORMATION

- Mary Ann Cantrell, PhD, RN, CNE, ANEF, FAAN
Professor and Director, PhD Program
Villanova University, M. Louise Fitzpatrick College of Nursing
Driscoll Hall, Room 342

800 Lancaster Avenue
Villanova, PA 19085
(610) 519-6829
mary.ann.cantrell@villanova.edu

- Sandi Schultz
Assistant Director, Doctoral Programs
Villanova University, M. Louise Fitzpatrick College of Nursing
Driscoll Hall, Room 315
(610) 519-4914
Sandra.schultz@villanova.edu
- Mary Terhaar, PhD, RN, ANEF, FAAN
Professor & Associate Dean for the Graduate Programs
Villanova University, M. Louise Fitzpatrick College of Nursing
Driscoll Hall, Room 306
(610) 519-4907
mary.terhaar@villanova.edu
- Jan Campbell
Assistant Director, Graduate Programs
Villanova University, M. Louise Fitzpatrick College of Nursing
Driscoll Hall, Room 306
(610) 519-4934
jan.campbell@villanova.edu

PHD FREQUENTLY ASKED QUESTIONS

WHAT IS THE PURPOSE OF THE PROGRAM?

This PhD program is designed to prepare nurses as teachers of diverse student populations in a variety of classroom and clinical settings within in academic programs. In addition, nurses who complete this program will be well-prepared to establish programs of scholarship.

HOW MANY CREDITS IS CONSIDRED FULL-TIME STUDY?

A 6-credit course load or higher is full-time status for the Fall and Spring semester and a 3-credit course load in the Summer is full time for financial aid purposes, although the PhD Curriculum Program plan of study for full-time study outlines a higher credit load study per academic semester. To be eligible for financial assistance through the Nursing Faculty Loan Program (NFLP) a minimum of a 3-credit course load or higher must be taken in the Fall and Spring semester and a 2-credit course load must be taken in the Summer. The NFLP must be used at least 2 out of the 3 semesters (Fall/Spring; Spring/Summer; Summer/Fall) during an academic year. Students must enroll in the

NFLP during course work to be eligible for NFLP funding during Dissertation Continuation. A student is not permitted to begin initial enrollment in the NFLP during Dissertation Continuation.

WHAT CAN I DO WITH A PHD IN NURSING BESIDES TEACH?

While this program is designed to address the nation's shortage of qualified nursing faculty, PhD-prepared nurses are employed in a wide variety of settings, including health care systems, corporations offering health-care products and services, research institutions, government agencies, as well as their own businesses.

HOW MANY NURSES IN THE UNITED STATES HAVE A PHD?

The best data from the federal government suggest that less than one percent of American nurses have PhD degrees in nursing or a related field.

WILL A PHD ALLOW ME TO DO INDEPENDENT NURSING RESEARCH?

Yes. The PhD program is designed to provide students with the skills needed to design and implement research projects, publish and prepare grants. New graduates may enter academic systems at the entry level, that is, as assistant professors. Some new faculty may find it necessary to work in collaboration with senior investigators to get their research programs established. Upon graduation some students who intend to focus on their programs of research may undertake post-doctoral fellowships.

WHICH IS PREFERRED--FULL-TIME OR PART-TIME STUDY?

While full-time study is preferred, students are able to study part-time to address their personal circumstances.

I AM AN INTERNATIONAL STUDENT. WHAT CAN I DO?

On-campus classes are offered for international students, as well as full-time students or fellowships and students who prefer to attend class on campus.

HOW ARE THE DISTANCE LEARNING COURSES SCHEDULED?

Fall and spring distance learning courses are synchronous online seminars. They are scheduled during two weekday evenings, Eastern U.S. time. Your computer and communications hardware and software should meet or exceed the requirements as listed in the [Computer Requirements for Distance Learning document](#).

PHD FREQUENTLY ASKED QUESTIONS (CONTINUED)

DO APPLICANTS NEED PRIOR PREPARATION OR EXPERIENCE IN THE FIELD OF NURSING EDUCATION?

Students need not come with preparation in the area of nursing education or with teaching experience. The focus of their MSN degree is not a consideration. A BSN-PhD option is available for exceptional students who are early in their career.

HOW MANY CREDITS ARE REQUIRED?

The typical program of study entails 46 semester credits. After completion of these 46 required credits, students will enroll in Dissertation Continuation for a minimum of 12 credits (2 semesters).

HOW LONG WILL IT TAKE TO COMPLETE THE PROGRAM?

Full-time students should be able to complete course work in just over two years. Part-time students can complete course work in three years. Completion of the dissertation requirement will probably take an additional two years but may be less depending on the study.

WILL THERE BE OPPORTUNITIES FOR INDIVIDUAL ATTENTION?

The program is planned so that numbers remain relatively small and will facilitate student-professor interaction.

IS THERE A MENTORING SYSTEM IN PLACE FOR THE PROGRAM?

PhD students will work closely with a faculty advisor until they select a chair for their dissertation work. The student's academic advisor will continue to advise the student on academic issues (course registration) until completion of the Program. They will work closely with their dissertation chair in Dissertation Continuation until completion of the program.

ARE ANY COURSES OFFERED ON-LINE?

All fall and spring courses will be offered using distance learning technologies. Summer courses are offered on campus during Summer Intensive Sessions, using traditional (onsite, classroom) modalities.

WHEN DID THE PROGRAM BEGIN?

We began teaching the first group of students in June 2004. The first graduates completed the program in Spring 2008.

IS THERE ANY FINANCIAL ASSISTANCE AVAILABLE?

Yes, you can obtain information about financial assistance at [Financial Assistance Website. Many students enroll in the Nurse Faculty Loan Program \(NFLP\) – please see Appendix D for details.](#)

CAN I STILL WORK WHILE IN THE PROGRAM?

Most PhD students are employed while in doctoral studies. Full-time students typically work on a part-time basis. We strongly discourage full-time students from attempting to work full-time. Full-time employees can study on a part-time basis, and most of our students to date have been part-time.

PHD FREQUENTLY ASKED QUESTIONS (CONTINUED)

WHAT PRACTICUM SITES WILL BE USED?

Students with little or no experience as teachers will have a precepted teaching practicum experience in or related to nursing education experience.

HOW WILL I GET A COMMITTEE CHAIR AND A COMMITTEE MEMBER?

Students identify a topic of interest when they apply to the program. This ensures that our faculty are able to support the student's research interest. Students will meet the doctoral faculty during orientation and through their coursework. We work with students enrolled in the Traditional PhD Program to ensure that Dissertation Chairs will be identified by enrolled students at the conclusion of

the first year of PhD coursework. For Conway Fellows a dissertation chair should be confirmed no later than at the conclusion of the Fall 1 of PhD coursework. A They may be directed toward a specific person by their advisor or the Program Director. Our aim is to make sure that everyone is supported. The chair and the student together identify the committee member based on the research topic or methods. A Dissertation Committee Member will be identified by the end of the fall semester of the second year of enrollment in the Program for those enrolled in the Traditional PhD Program and for Conway Fellows at the conclusion of the Spring 1 semester. Students are encouraged to review the Doctoral Faculty Dissertation Chair Eligible and Availability posted on the FCN PhD Program website as well as the PhD Student Resources Team site.

HOW SHOULD I EXPECT MY DISSERTATION COMMITTEE / CHAIR TO WORK WITH ME THROUGHOUT THE YEAR?

Dissertation Chairs will maintain involvement during the Dissertation Seminar component of the Program. Students and committee chairs, in particular, need to talk about their expectations at the beginning of the dissertation process, including frequency and modes of contact (it is recommended that there be some contact every 2-3 weeks), and whether or not the faculty are able to engage in dissertation work when school is not in session, such as summers. If breaks are anticipated, then the student and committee can plan work to be accomplished by the student during that period.

WHAT IS A COGNATE AND HOW DO I PLAN FOR IT?

A cognate is a learning experience that is intended to support a student's dissertation study. A learning experience is identified by the student and vetted by the student's academic advisor and/or dissertation chair and sometimes the PhD Program Director. Scheduling of the cognate depends upon each student's academic plan and where it best fits with a student's credit load for a semester and the development of dissertation study's conceptualization and methodology.

Learning experiences to fulfill the cognate requirement vary. Students can enroll in a course on advanced quantitative methods or spend time at a major health and education-related organization, such as the NLN or CDC. Registering for the cognate follows the same process for other courses in the program; however, there is an application that is posted on the PhD Student Resource Teams site [PhD Cognate NUR 9004 Application.pdf](#) that must be completed within specified due dates. There are due dates for submitting the application that are listed in the directions within the application. Students will need a faculty sponsor to sign the application. If a student enrolls in a course from another university for credit, the faculty sponsor is simply a "placeholder" and nothing is required from him/her. Alternatively, if the cognate is a learning experience that is not a course for credit, the student will need to register for the Cognate (NUR 9004) and a measurable outcome of the learning experience will need to be identified and approved by the FCN faculty sponsor.

If a student registers for a course or a learning experience that is for credit at Villanova University and involves working with an FCN faculty the student only pays for the course. However, if a student enrolls in a learning experience that is not for course credit, such as a continuing education course from Villanova or another institution, the student will have to pay VU tuition for the cognate and the costs related to this educational offering.

PHD COURSE DESCRIPTIONS

NUR 8950 Curriculum Design in Nursing Education - Curriculum designs, conceptual frameworks, instructional resource, program plans, outcomes, and modes of evaluation, including standards, criteria and accreditation.

NUR 8952 Teaching Strategies in Nursing - Teaching modalities based on the problem-solving process, teaching/learning process and the nature of communication in teaching.

NUR 8954 Practicum in Nursing Education - Select and operationalize an aspect of the educator role.

NUR 9503 Quantitative Research Design & Methods - Defining research problems, ethical considerations, validity, and various designs including experimental, quasi-experimental, descriptive, program evaluation, meta-analysis and epidemiological studies.

NUR 9504 Qualitative Research Design & Methods - Qualitative approaches to research including phenomenology, hermeneutics, grounded theory, ethnography, case study, historical research, combined methods and issues of rigor and confirmability.

NUR 9505 Statistical Analysis I - Principles of inferential statistical analysis including descriptive statistics, correlation coefficients, t-test, chi-squared, F sampling distribution, and effect size.

NUR 9506 Statistical Analysis II - Interpretation of advanced multivariate analysis including factor analysis, path analysis, analysis of covariance, and multiple regression.

NUR 9511 Dissertation Seminar I - First in a sequence of courses that offer students the opportunity to develop a research focus.

NUR 9512 Dissertation Seminar II - Second in a sequence of courses that offer students the opportunity to develop an area of research.

NUR 9513 Dissertation Seminar III - Third in a sequence of courses that offer students the opportunity to develop an area of research.

NUR 9515 Conceptual and Theoretical Foundations in Nursing Science - An examination of scientific developments from premodern paradigms that have shaped scientific thought in nursing as well as analyses of concepts related to health, nursing, ethics, education, diversity and/or cultural competence as they relate to research and theory development.

NUR 9516 Psychometrics and Measurement - This course addresses frameworks, theories and principles of measurement in nursing and health research, and the design, testing, and evaluation of instruments for measuring nursing and health phenomena in a variety of clinical, educational and health service research settings.

NUR 9517 Structure and Philosophy of American Higher Education - Evolution of American higher education trends, issues, policies and procedures are reviewed. The relation of major philosophical themes and trends up to the twenty-first century to concepts and issues in higher education are presented for discussion and reflection.

NUR 9518 Scientific Writing and Grantsmanship - Scholarly writing skills needed to present a logical synthesis of the current literature in a grant application process are addressed. Components of grant applications are discussed. Planning skills for time, cost, and procedures and current grant-funding opportunities are reviewed.

NUR 9519 Contemporary Research Design and Statistical Analyses - Contemporary, new, and emerging advanced research designs are presented. Indications for use, advantages, and limitations of all designs are addressed. Select statistical procedures associated with varied designs are discussed. Students will develop research questions and plan studies using advanced designs.

NUR 9520 Advocacy, Policy and Ethics in Healthcare - Advocacy, policy, ethics and the principles of Catholic Social Teaching are examined within healthcare delivery systems enabling leaders to effect change for the betterment of factors related to health globally.

NUR 9521 Dissertation Seminar IV - Fourth in a sequence of courses that offer students the opportunity to develop an area of research.

Cognate – The cognate is a guided elective graduate course of 3 credits that supports the dissertation in content or methods. It may be an independent study **NUR 9004** or register for a course for credit.

NUR 9508 Dissertation Continuation – Once students finish all other course work, they will register for Dissertation Continuation for the remainder of their studies. NUR 9508-DL1 is the section reserved for students taking Dissertation Continuation for the first time and includes a \$500 tuition differential to cover the cost of starting dissertation studies. All students who have taken NUR 9508-DL1 one or more times will be registered for NUR 9508-DL2. Dissertation Continuation is billed at the rate of a three-credit course and students enroll in Dissertation Continuation each fall and spring semester after completing coursework until they graduate.

PHD STUDENT SUPPORT SERVICES

WRITING CENTER

The Villanova Writing Center provides a comfortable atmosphere for a one-to-one session with a qualified tutor for students who are on campus. Online professional tutoring services are available for distance learning students. If local and travel to campus is feasible, students are asked to bring their paper, assignment, and an open mind; tutors will do their best to help students improve their writing.

Appointments can be made [online](#), in person (210 Falvey Library) or by phone (610-519-4604). When making an appointment by phone, please provide the receptionist with your name, the name of the class, and the professor's name.

Writing Center appointments are scheduled for **50 minutes**. For lengthy papers (generally over ten pages), we suggest you schedule a block of 2 sessions for your appointment.

The Writing Center is located in 210 Falvey Library. Our hours of operation during the academic year are

- **Monday-Thursday:** 11:30 a.m. - 7:30 p.m.
- **Friday:** 11:30 a.m. - 3:30 p.m.
- **Sunday:** 3:30 p.m. - 7:30 p.m.

Please contact the Writing Center for Summer hours.

ACADEMIC INTEGRITY

Students are expected to know and comply with all University policies related to academic dishonesty and plagiarism. The Villanova University Code of Academic Integrity is available at the following web site:

<https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity/integritypolicy.html>

ETHICS AND COMPLIANCE HOTLINE

Villanova University has contracted with EthicsPoint to provide a confidential Internet and telephone-based reporting tool to give University faculty, staff and students an anonymous and confidential way to address misconduct in the workplace or classroom setting due to mismanagement of funds, fraud, or other violations of law or University policy. You can reach EthicsPoint by the webpage <http://villanova.ethicspoint.com> or call toll-free at 855-236-1443.

STUDENTS WHO ARE VETERANS OR ARE USING VETERANS ADMINISTRATION (VA) BENEFITS

Villanova University is dedicated to assisting veterans and their dependents as they reach personal, professional and academic goals from their admission to graduation and beyond. The Office of Veterans and Military Service Members (205 Kennedy Hall) is a source of support for these students and for the Villanova University community. For more information, contact Michael D. Brown (Director). Email: michael.d.brown@villanova.edu. Phone: 610-519-4448

FINANCIAL AID INFORMATION

Financial aid, in the form of the Nursing Federal Direct Loan Program, (NFLP) is available to students pursuing either the full-time or part-time PhD in Nursing degree at Villanova. If you wish to apply for financial assistance, please go to our website for more information: [Financial Assistance Website and Appendix D](#).

FALVEY LIBRARY SERVICES

Falvey Memorial Library serves as the premier source of academic information for the Villanova University community through its collections, educational and consulting services, innovative technology, programming and physical facilities. The extensive databases and services are available for our PhD students to use for their research and study. The books in our collection can be shipped to students within the USA at no cost. The PhD program contact is Alfred Fry alfred.fry@villanova.edu.

HEALTH SERVICES

The Student Health Center at Villanova University provides a safe, caring, respectful, and confidential environment and advocates healthy behaviors and lifestyle choices. Located in the Health Services Building at the Villanova University main entrance on Ithan Avenue, across from The Pavilion and Bartley Hall, the Health Services Building also houses the Counseling Center and the Office of Health Promotion. You can reach the health center at 610-519-4070.

ACADEMIC ACCOMMODATIONS

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with learning disabilities. If you are a person with a disability and wish to request accommodations to complete your course requirements, please make an appointment with the course professor as soon as possible to discuss the request. If you would like information on documentation requirements, contact the Office of Learning Support Services at 610-519-5636, visit the office on the 2nd floor of Falvey Hall, or visit the webpage: <http://www1.villanova.edu/villanova/provost/learningsupport.html>

The Office of Disability Services collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The ODS provides Villanova University students with *physical disabilities* the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact *Gregory Hannah, advisor to students with disabilities* gregory.hannah@villanova.edu, 610-519-3209 or visit the office on the second floor of the Connelly Center.

TRADITIONAL PhD PROGRESSION PLAN

PhD Progression Plan - For Cohorts starting on or after May 2020

	FULL-TIME	PART-TIME
Summer 1	NUR 9520 Advocacy, Policy & Ethics in Healthcare (3 cr.) 3 credits	NUR 9520 Advocacy, Policy & Ethics in Healthcare (3cr.) 3 credits
Fall 1	NUR 9515 Conceptual & Theoretical Foundations in Nursing Science (4 cr.) NUR 9511 Dissertation Seminar I (1 cr.) NUR 9505 Statistical Analysis 1 (3 cr.) 8 credits	NUR 9515 Conceptual & Theoretical Foundations in Nursing Science (4 cr.) NUR 9511 Dissertation Seminar I (1 cr.) NUR 9505 Statistical Analysis 1 (3 cr.) 8 credits
Spring 1	NUR 9512 Dissertation Seminar II (1 cr.) NUR 9516 Psychometrics & Measurement (2 cr.) NUR 9503 Quantitative Research Methods (3 cr.) NUR 9506 Statistical Analysis II (3 cr.) 9 credits	NUR 9512 Dissertation Seminar II (1 cr.) NUR 9503 Quantitative Research Methods (3 cr.) NUR 9506 Statistical Analysis II (3 cr.) 7 credits
Summer 2	NUR 9517 Structure Philo. of Amer. Higher Educ (3 cr.) NUR 9504 Qualitative Research Methods (3 cr.) 6 credits	NUR 9517 Structure Philo. Of Amer. Higher Educ (3 cr.) NUR 9504 Qualitative Research Methods (3 cr.) 6 credits
	PhD Preliminary Examination Fall 2	PhD Preliminary Examination Fall 2
Fall 2	NUR 9513 Dissertation Seminar III (1 cr.) NUR 9518 Scientific Writing & Grantsmanship (2 cr.) NUR 8952 Teaching Strategies in Higher Educ (3 cr.) NUR 8950 Curriculum Design in Nursing Educ (3 cr.) 9 credits	NUR 9513 Dissertation Seminar III (1 cr.) NUR 9518 Scientific Writing & Grantsmanship (2 cr.) NUR 8952 Teaching Strategies in Higher Educ (3 cr.) 6 credits
Spring 2	NUR 9519 Contemporary Research Design & Statistical Analyses (3 cr.) NUR 8954 Teaching Practicum (3 cr.) Cognate (3 cr.) 9 Credits	NUR 9519 Contemporary Research Design & Statistical Analyses (3 cr.) NUR 9516 Psychometrics and Measurement (2 cr.) Cognate (3 cr.) 8 Credits
Summer 3	NUR 9521 Dissertation Seminar IV (2 cr.) 2 credits	NUR 9521 Dissertation Seminar IV (2 cr.) 2 credits
Fall 3	NUR 9508 Dissertation Continuation: <ul style="list-style-type: none"> • Nursing Synthesis Paper • Oral Candidacy Exam 	NUR 8950 Curriculum Design in Nursing Educ (3 cr.) NUR 8954 Teaching Practicum (3 cr.) 6 credits
Spring 3	NUR 9508 Dissertation Continuation	NUR 9508 Dissertation Continuation: <ul style="list-style-type: none"> • Nursing Synthesis Paper • Oral Candidacy Exam
TOTAL CREDITS	46 credits	46 credits

All coursework including cognate (NUR 9004) must be completed prior to enrolling in NUR 9508 - Dissertation Continuation. Students can expect to enroll in a minimum of 12 dissertation credits (4 semesters). This may be less based on a student's progress in writing and defending the proposal and dissertation.

Approved 5/2019 MAC; updated 5/20/23

JOANNE AND WILLIAM CONWAY PH.D. FELLOWS PROGRAM

Overview

With a very generous transformative gift by Joanne and Bill Conway from the Bedford Falls Fund, the Fitzpatrick College of Nursing (FCN) has established the Conway Ph.D. Fellows Program to support 25 students seeking a PhD. This incredible support will enable the FCN to build upon its rich history of developing nursing faculty in the Augustinian teacher-scholar model. The Joanne and William Conway Ph.D. Fellows Program is a year-round three-year degree completion program. The first cohort of Joanne and William Conway Ph.D. Fellows will be admitted into the FCN PhD program in May 2023 and receive intensive, year-round mentoring from highly qualified research-intensive faculty to complete the degree in three years. Students are required to complete the degree in three years.

Joanne and William Conway Ph.D. Fellow Conway Scholar you will be awarded \$80,000.00 over three years to finance your education in the FCN PhD Program. Funds awarded through the Conway Scholarship can be used for living expenses, tuition, and/or fees. Joanne and William Conway Ph.D. Fellow Conway Scholars are encouraged to participate in the Nurse Faculty Loan Program (NFLP) for tuition support. The NFLP is a loan forgiveness program. Graduates who are employed full-time as a nurse educator for four years will have 85% of their NFLP amount forgiven. This *comprehensive* financial support for qualified students seeking a Nursing PhD degree will reduce the financial barriers that prevent qualified applicants from pursuing a doctoral degree.

The Joanne and William Conway Ph.D. Fellows Program is an accelerated synchronous online degree program with three summer intensive on-campus experiences. Summer Intensive Year 1 is 2 weeks; Summer Intensive Year 2 is 3 weeks; and Summer Intensive Year 3 is 2 weeks. All PhD Summer Intensives begin the Tuesday after the Memorial Day Holiday.

Admissions Criteria

Exceptionally well-qualified applicants who are committed to an academic career, are U.S. citizens or permanent residents and have completed an application for the PhD Program at the Fitzpatrick College of Nursing are eligible to apply. Applicants must meet all the admission criteria for the traditional PhD Program. If an applicant is BSN-prepared, GRE scores must be submitted as part of the application. Evidence of the following are *preferred* criteria for admission into The Joanne and William Conway Ph.D. Fellows Program

- publication record
- scholarship experience, such as being a team member on a research study/conducting a pilot study
- career goal to commit to an academic teaching position upon graduation
- knowledge and willingness to the Manuscript Option Dissertation
- group interview (PhD PD/Associate Dean Graduate Program/Research active full/a professor
- identification of clear and feasible research question
- identification of a dissertation chair along with a strong rationale for this choice

For May admission as a Joanne and William Conway Ph.D. Fellow interested candidates' must have all completed applications received by December 1st. No applications submitted after

December 1st will be considered for The Joanne and William Conway Ph.D. Fellows Program. If an applicant is not selected as a Joanne and William Conway Ph.D. Fellow the application will be included in the general pool of applicants being considered for admission into the traditional FCN PhD Program.

Application Decisions

The PhD Advisory Committee reviews all PhD applications and members of this committee will select the Joanne and William Conway Ph.D. Fellows. Annually, there will be five Conway Ph.D. Fellows selected for five consecutive years starting in 2023. All applicants accepted into The Joanne and William Conway Ph.D. Fellows Program will be notified directly via email on or before December 15th each year. Decision to accept the offer as a Joanne and William Conway Ph.D. Fellow, must be sent to Ms. Sandi Schultz sandra.schultz@villanova.edu. Fellows will be required to sign and return the agreement before scholarship funds are disbursed.

Joanne and William Conway Ph.D. Fellow Requirements

- Joanne and William Conway Ph.D. fellows are **strongly encouraged** not to work. The Accelerated PhD Program should be considered a full-time job.
- Should a Joanne and William Conway Ph.D. Fellow fail to maintain good academic standing, as evidence of 83.0 average or better in every course, or and/or ceases to satisfy eligibility requirements will have their scholarship terminated.
- A Joanne and William Conway Ph.D. Fellow must maintain full-time status as per the Ph.D. Accelerated Curriculum. If a Fellow chooses to be unenrolled for a semester or requests a formal Leave of Absence the scholarship will be terminated.

Accelerated PhD Progression Plan - Conway PhD Scholars

Summer 1	NUR 9520 Advocacy, Policy & Ethics in Healthcare (3 cr.) – PhD Summer Intensive NUR 9515 Conceptual & Theoretical Foundations in Nursing Science (4 cr.) NUR 9511 Dissertation Seminar I (1 cr.) 8 credits
Fall 1	NUR 9503 Quantitative Research Methods (3 cr.) NUR 9505 Statistical Analysis 1 (3 cr.) NUR 9518 Scientific Writing & Grantsmanship (2 cr.) NUR 9512 Dissertation Seminar II (1 cr.) 9 credits
Spring 1	NUR 9513 Dissertation Seminar III (1 cr.) NUR 9516 Psychometrics & Measurement (2 cr.) NUR 9519 Contemporary Research Design & Statistical Analysis (3 cr.) NUR 9506 Statistical Analysis II (3 cr.) 9 credits
Summer 2	NUR 9517 Structure & Philosophy of Higher Education - PhD Summer Intensive (3 cr.) NUR 9521 Dissertation Seminar IV (2 cr.) - PhD Summer Intensive NUR 9504 Qualitative Research Methods (3 cr.) PhD Summer Intensive 8 credits PhD Preliminary Examination (August Summer 2)
Fall 2	NUR 9004 Cognate(3 cr.) NUR 8954 Teaching Practicum (3 cr.) NUR 8952 Teaching Strategies in Higher Educ (3 cr.) NUR 8950 Curriculum Design in Nursing Educ (3 cr.) 12 credits
Spring 2	NUR 9508 Dissertation Continuation <ul style="list-style-type: none"> • Nursing Synthesis Paper • Oral Candidacy Exam
Summer 3	NUR 9508 Dissertation Continuation
Fall 3	NUR 9508 Dissertation Continuation
Spring 3	NUR 9508 Dissertation Continuation Dissertation Defense/Graduation
TOTAL CREDITS	46 credits

All coursework including cognate must be completed prior to enrolling in NUR 9508 - Dissertation Continuation. Students will enroll in a 12 dissertation credits (4 semesters) following course work and are expected to defend their dissertation at the conclusion of the 4th dissertation seminar.

PhD SEMINAR GRID

9511 FALL I	9512 SPRING I	9513 FALL II	9521 SUMMER III
Objectives	Objectives	Objectives	Objectives
<p>1. Begin to critically examine scholarship in area of interest</p> <p>2. Anticipate human subjects concerns associated with nursing research</p> <p>3. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</p>	<p>1. Begin to critically examine study design and data collection protocol for the research area of interest.</p> <p>2. Plan ethical management of human research participants as appropriate to the research area of interest.</p> <p>3. Formulate sound, reasonable and feasible research questions.</p> <p>4. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</p>	<p>1. Continue development of dissertation proposal with attention to theoretical foundation, research methods and procedures.</p> <p>2. Identify strategies to address protection of human subjects in proposed dissertation study.</p> <p>3. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</p>	<p>1. Continue development of dissertation proposal with attention to problem development, theoretical foundation, method and data analysis.</p> <p>2. Develop a plan for reporting the research and continuing the program of study.</p> <p>3. Initiate an application for IRB approval.</p> <p>4. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</p>
Overview of process content (not Dissertation Proposal Substance)			
<p>Ethics and scientific integrity and intellectual property issues.</p> <p>Existence & use of large data sets.</p> <p>“How to” do dissertation /overview.</p> <p>Introduction of need for framework.</p> <p>Critique guidelines for dissertations and research articles.</p> <p>Overview and structure of components of qualitative, quantitative & mixed-methods proposal.</p> <p>Process of peer evaluation</p> <p>Where/how to find theoretical/conceptual framework.</p> <p>Beginning discussion of funding opportunities.</p> <p>Dissertation options (manuscript and traditional format).</p> <p>Publication ethics and research integrity related to publication.</p> <p>Predatory journals/conferences.</p> <p>Begin discussion of selection of dissertation chairs & committee members.</p>	<p>Students identify 3 relevant possible funding sources for their study.</p> <p>Students identify and make an argument for their dissertation research question.</p> <p>Validate the purpose of the proposed research question through literature and external consultation with expert.</p> <p>Pilot studies</p> <p>Identify barriers and facilitators for proposed dissertation study (strategies to reach out to other researchers to discuss topic and obtain required permissions [for use of instruments, frameworks, etc.]).</p> <p>Discussion of strategies to identify possible funding sources.</p>	<p>Grant reviewing.</p> <p>Development of timelines.</p> <p>Developing a program of research.</p> <p>Ethics in publication/ intellectual property, IRB and other human subjects’ issues; completion of CITI training.</p> <p>Development of interprofessional research teams.</p>	<p>Discussion on topics and mechanics of dissertation; funding opportunities; pre- and post-PhD publications.</p> <p>Publication process with the alternate dissertation</p> <p>Electronic IRB processes.</p> <p>Strategies to maintain progress and proposal/study timeline after completion of course work.</p>
Dissertation Proposal Substance			
<p>Identify topic of interest</p> <p>Begin literature review on topic of interest. Develop significance of topic and proposed study (importance of quality, safety, and cost of care in significance)</p>	<p>Discussion of different issues for quantitative, qualitative, and mixed-methods research.</p> <p>Refinement & further development of specific research interest area & research questions.</p> <p>State significance of topic to nursing practice, research, education, administration, or healthcare policy development and current level of knowledge.</p> <p>What is known/not known about topic? Purpose of study/what you want to learn.</p> <p>Research questions to be asked</p> <p>Variables to be studied.</p> <p>Theoretical/operational definitions.</p> <p>Selection and/or validation of a theoretical/conceptual framework.</p>	<p>Refinement of RQs.</p> <p>Final validation of theoretical framework.</p> <p>Fit of framework for study; critique of framework and fit with RQs.</p> <p>Methods: selection of specific approaches and designs, threats to validity, recruitment and retention approaches, procedures to conduct the study; measurement issues; identification of possible analytic strategies; study’s limitations</p>	<p>Further refinement of components of proposal previously addressed in dissertation seminars.</p> <p>TOC guideline for quantitative dissertation</p> <p>TOC guidelines for qualitative dissertation</p> <p>TOC guidelines for mixed-methods dissertation</p>
Assignments			
<p>Written critique of one dissertation’s structure, quality, scope and range. Significance of topic ~ 10-page paper</p>	<p>Written paper with research statement and RQs, theoretical/ conceptual framework, hypothesis, variables, instruments, theoretical and operational definitions.</p>	<p>Written paper w/RQs, theoretical/ conceptual framework, design, methods, procedures, sampling and recruitment, human subjects issues & protections, measurement (detailed examination of reliability & validity of proposed instruments)</p>	<p>Complete draft of Chapter 3.</p>

General: “Mechanics” requirements will be same for all dissertation seminars; a recommended statement for PhD Program course syllabi has been finalized and distributed to dissertation seminar faculty

VILLANOVA UNIVERSITY
M. LOUISE FITZPATRICK COLLEGE OF NURSING
GRADUATE PROGRAMS INFORMATION

COURSE GRADING SYSTEM

The faculty teaching in the Graduate Nursing Program uses the following scale of numerical equivalents for all approved letter grades:

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
F	<73

In calculating grade point averages, the University uses the following equivalents for course grades:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

NOTE: A cumulative grade point average of 3.0 ("B") or above is required for graduating from the PhD in Nursing Program.

Approved by Faculty Teaching in the Graduate Program, February 19, 2010

PHD GRADE POLICY

In all PhD courses a grade of B (83.0% or higher) is considered a passing. Students must obtain a "B" or better grade in each course to continue in the Program. A grade of 83% or higher includes only the required course assignments and does not include any supplemental work.

Students who achieve a grade of B- (80-82%) or C+ (77-79%) may repeat the course the next time it is offered but may not progress in the interim without permission from the Director of the PhD Program and Associate Dean of the Graduate Program. Students can only repeat a course once. If a student again fails to achieve a B (83% or higher) grade in the same or any other PhD course, the student will be dismissed from the program. First dismissals will have the right to appeal as per the FCN Academic Records and Standing Committee policy.

Should a student be in jeopardy of failing the course, the student will be counseled that they are in jeopardy as soon as the faculty member recognizes the student may not be able to earn a grade of B (83.0% or higher) in the course, but no later than the date to withdrawal from a course. The faculty member will formally meet with the student and formalize a plan, which will include one-on-one mentoring, to support the student's success in earning a B (83.0% or higher). The plan will be signed and dated by the student and maintained in the student's file and a copy of the plan sent to the PhD Program Director and the Associate Dean for the Graduate Program.

GRADE APPEALS AND COMPLAINTS AGAINST FACULTY

If a student has a grievance within a nursing course, they are advised to speak with the individual teaching the course. If the problem is not resolved at this level, it may be taken to the Program Director and Associate Dean in that order. The complete grievance procedure policy may be found at: <http://www1.villanova.edu/villanova/provost/resources/student/policies/appeals.html>

STANDARDS OF PRACTICE

The M. Louise Fitzpatrick College of Nursing has incorporated professional nursing standards and guidelines into the graduate program nursing curricula. Documents utilized for this purpose include but are not limited to:

- *Adult-Gerontological Acute Care and Primary Care Nurse Practitioner Competencies (National Organization of Nurse Practitioner Faculties, 2016)*
- *Standards for Quality Nurse Practitioner Education, 6th ed. (National Task Force on Quality Nurse Practitioner Education, 2022)*
- *ANA Code of Ethics (2015)*
- *Scope of Practice for Academic Nurse Educators and Academic Clinical Nurse Educators, 3rd ed. (NLN, 2019)*
- *Genetics and Genomics Nursing: Scope and Standards of Practice (International Society of Nurses in Genetics, Inc. & the ANA, 2016)*
- *Home Health Nursing: Scope and Standards of Practice, 2nd ed. (ANA, 2014)*
- *Nurse Practitioner Core Competencies with Curriculum Content (National Organization of Nurse Practitioner Faculties, 2017)*
- *Nursing: Scope and Standards of Practice, 4th ed. (ANA, 2021)*
- *Pediatric Nursing: Scope and Standards of Practice (ANA, NAPNAP, SPN, 2016)*
- *Psychiatric-Mental Health Nursing: Scope and Standards of Practice, 2nd ed. (American Psychiatric Nurses Association, ANA, ISPN 2015)*
- *Scope and Standards for Nurse Anesthesia Practice (AANA, 2013)*
- *Standards of Practice for Nurse Practitioners (AANP, 2019)*
- *Standards for Accreditation of Nurse Anesthesia Program (Council on Accreditation of Nurse Anesthesia Educational Programs, 2018)*
- *Standards for Professional Nursing Practice in the Care of Women and Newborns (AWHONN, 2009)*
- *The Essentials: Core Competencies for Professional Nursing Practice (AACN, 2021)*
- *The Essentials of Doctoral Education for Advanced Practice Nursing (AACN, 2006)*
- *The Scope of Practice for Academic Nurse Educators, 3rd ed. (NLN, 2019)*

(Updated July 2022)

ACADEMIC ACCOMMODATIONS

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with learning disabilities. If you are a person with a disability and wish to request accommodations to complete your course requirements, please make an appointment with the course professor as soon as possible to discuss the request. If you would like information on documentation requirements, contact the Office of Learning Support Services at 610-519-5636, visit the office on the 2nd floor of Kennedy Hall, or visit the webpage: [Learning Support Services](#).

The Office of Disability Services collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The ODS provides Villanova University students with *physical disabilities* the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact *Gregory Hannah, advisor to students with disabilities* @ 610-519-3209 or visit the office on the second floor of the Connelly Center.

ACADEMIC INTEGRITY

Students are expected to know and comply with all University policies related to academic dishonesty and plagiarism. The Villanova University Code of Academic Integrity is available at the following web site: [academic integrity](#)

STATEMENT ON EVIDENCE-BASED PRACTICE IN NURSING

The M. Louise Fitzpatrick College of Nursing endorses the fundamental premise that all nursing practice reflects standards derived from the best current scientific evidence. All nurses need to know how to access high quality scientific sources of information to support nursing practice. Quality assurance requires continual evaluation of patient data for evidence of best clinical practices in specific settings.

WEATHER AND EMERGENCY INFORMATION

In case of inclement weather or an emergency, announcements regarding canceled or delayed classes will be available on Villanova University Snow and Emergency Hotline at 610.519.4505 and on local radio stations (e.g., KYW 1060 AM) using the school call number 524. You are also encouraged to check your Villanova University email for information.

**On-line courses may be held even if classes are cancelled due to inclement weather.*

CHANGES TO THE SYLLABUS

As a student you acknowledge receipt of this syllabus and the information herein by continuing to attend this course. The instructor reserves the right to make changes to this syllabus if circumstances warrant such change. All major changes will be provided to you in writing.

CLASS MATERIAL IN BLACKBOARD

The materials displayed in the Blackboard Classroom are copyrighted. All rights are reserved. The materials may only be used by students and faculty registered in the class and only for educational purposes. They cannot be copied or disseminated for any other purpose.

GUIDELINES FOR STUDENT PARTICIPATION IN ON-LINE CLASSES

These guidelines are intended to ensure that all participants receive and share fruitful feedback during on-line seminars.

- 1) Discourse is extremely important to doctoral learning. It is expected that students will disagree with one another and with faculty members. Courtesy and respect are expectations.
- 2) Class participants are expected to enable their cameras. If your camera is non-functional please inform the professor.
- 3) Class participants are expected to attend each class. If there is a reason to miss class, please inform the faculty member ahead of time.
- 4) Class participants are expected to use appropriate technology so that class runs smoothly and everyone's voice can be heard clearly by others.
- 5) Class participants are expected to refrain from monopolizing the discussion.
- 6) Class participants are expected to refrain from interrupting other students and the faculty member in the middle of the discussion unnecessarily. If it is necessary to interrupt, it must be done with utmost courtesy.
- 7) Class participants are expected to connect to the class from a setting that is conducive to their learning and that enables them to take part in class discussion without producing background noise that is distracting to the class.
- 8) If there are issues related to these behaviors, they will be dealt with promptly; that may be done by the faculty member during class or after the class.

PhD ACADEMIC ADVISOR

Each student is assigned an academic advisor upon admission. The academic advisor is a resource for program planning and for academic concerns.

PHD DISSERTATION AND ORAL EXAMINATION

IDENTIFICATION OF DISSERTATION CHAIRS – TRADITIONAL PROGRAM

Dissertation Chairs will be identified by enrolled students no later than at the conclusion of the first year of PhD coursework. A Dissertation Committee Member will be identified by the end of the fall semester in the second-year enrollment in the Program. Dissertation Chairs will maintain involvement during the Dissertation Seminar component of the Program.

IDENTIFICATION OF DISSERTATION CHAIRS – CONWAY FELLOWS

Dissertation Chairs will be identified by enrolled students no later than at the conclusion of the Fall 1 of PhD coursework. A Dissertation Committee Member will be identified by the end of the Spring 1 of enrollment in the Program. Dissertation Chairs will maintain involvement during the Dissertation Seminar component of the Program.

Students are encouraged to review the Doctoral Faculty Dissertation Chair Eligible and Availability posted on the Student Resources Team Site [2023-2024 Chair ELIGIBILITY.pdf](#).

Students may consult with anyone at all who has expertise in the student's content area or methodology. If consultation entails expenses, those are the responsibility of the student.

The student will submit The Appointment of PhD Committee Form, signed by the chair and all committee members to the Program Director upon registering for Dissertation Continuation for the first time, after all other course work is completed. Appointment of PhD Committee Form is posted on the PhD Student Resources Team Site [PhD - Appointment of PhD Committee.pdf](#)

It will be the student's responsibility to apprise committee members of progress, and to convene meetings with the committee as needed or as suggested by the Chair.

DISSERTATION COMMITTEE WORKLOAD

Faculty who are dissertation chair eligible, will chair no more than four dissertations during any given time period. This policy was instituted during the 2019-2020 academic year and new Dissertation Chairs will be paired with Committee Members who are experienced Dissertation Chairs.

DISSERTATION SEMINAR GRADING

Dissertation Seminars (NUR 9511, 9512, 9513, 9521) will be graded using a letter grade system starting in the 2020-2021 academic year.

DISSERTATION CONTINUATION REPORT AND RETURN OF DISSERTATION MATERIALS

Students in Dissertation Continuation will provide their dissertation committee and the PhD Program Director with a written timeline at the start of each semester with SMART (specific, measurable, achievable, relevant, time-bound) objectives for expected progress for the semester. Students will also provide a written summary of accomplishments toward completion of the dissertation from the prior semester.

Students should expect written feedback on submitted dissertation charters or manuscript for the Dissertation Manuscript Option, from both their Dissertation Chair and Committee Member(s) within 3 weeks after submission. When there are extenuating circumstances, Dissertation committee members will provide feedback within one month of submission.

DISSERTATION PROPOSAL DEFENSE

After official approval of the proposal by the student's committee members, a dissertation proposal defense will be scheduled at a mutually agreeable time, and the final draft of the dissertation proposal will be distributed to the examiners at least one month in advance.

Candidates will not be permitted to defend their dissertation proposal defense until they have completed all course work, successfully submitted their Nursing Education Synthesis Paper, successfully passed the Candidacy Oral Examination and are registered in Dissertation Continuation.

The proposal will comprise the following, prepared as appropriate to the methodology of the study: introduction, significance of the thesis, questions for study, review of literature, and proposed methodology.

The proposal defense will be conducted by at least two examiners, as well as the chair and additional member(s) of the student's dissertation committee.

When appropriate, the oral examination may be conducted using distance technology.

The Program Director appoints at least two examiners. The committee members also participate in the defense. An evaluative report is filed with the Program Director at the conclusion of the defense. The student's dissertation chair will advise the student concerning status and recommendations by the examiners.

DEFENSE OF THE DISSERTATION

The candidate will complete the dissertation, working with the chair as well as the other member(s) of the dissertation committee. When all committee members agree that the dissertation is complete the student may apply for dissertation defense.

Defense dates for Traditional Program

Defenses must be completed on or by December 1st for a December graduation.

Defenses must be completed on or by April 10th for a May graduation.

Final day for a dissertation defense (for a September graduation) in the Spring semester is May 10th.

- **Defense date for Conway Scholars is on or before April 10th of the fourth semester of enrollment in NUR 9508 Dissertation Continuation**

The committee chair will promptly notify the Program Director of the student's readiness to defend in that semester. The dissertation defense will be scheduled at a time agreeable to all participants and the final defense draft of the dissertation will be distributed to all examiners at least one month in advance.

Students must be registered for NUR 9508, Dissertation Continuation for the semester they will defend their dissertation.

The Program Director appoints two examiners. The chair and additional member(s) of the student's dissertation committee will also serve as examiners. The second examiner may come from within or outside the M. Louise Fitzpatrick College of Nursing. The defense will be scheduled for approximately two hours. The dissertation defense must take place on campus with the candidate present. Faculty and students may be invited to observe with the agreement of the candidate and the committee.

After official approval by the student's committee members, the dissertation chair will distribute the dissertation for distribution to the oral examiners one month prior to the examination.

The coordinator of the dissertation defense will open the session with a brief description of the format and procedure for the session. The procedure will include:

- Introductions of committee members and the candidate.
- The candidate's chair will present the candidate.
- The candidate will present her/his/their study and its findings.
- The candidate's chair will invite members of the audience to ask questions of the candidate.
- After the open session, the candidate and examiners will meet in a closed session.
- When all examiners, including the PhD Program Director, have had an opportunity to question the candidate and are satisfied, the candidate's chair will ask the candidate to leave the room, at which time the examiners will deliberate, vote on approval status, and offer concrete recommendations or suggestions to the dissertation chair and committee member(s) for revision of the final document. At that point, the examinee will be invited back into the room to hear, briefly, the outcome of the examination.

The outcome of the examination can be one of four choices:

1. Approved, no revision necessary
2. Approved, minor design modifications specified by the committee. The dissertation chair is authorized to approve the revised dissertation.

*Minor design modifications may involve the conceptualization of the study and/or design clarifications to study design.
3. Approved with substantive revisions requiring approval of the dissertation committee.
4. Not approved. Major revision and re-submission for an dissertation defense is required.

The chair of the dissertation defense will sign and file an official report of the examination outcome, signed by the Dean, with the Program Director.

Candidates who are Approved or Approved with Revisions will satisfy the committee members that all necessary revisions been made. All dissertations will normally be submitted to ProQuest (University Microfilms) for electronic storage and access, in accordance with Falvey Library requirements. One bound copy will be provided to the Doctoral Program Office. Because of on-line storage, and the need to delete signatures of examiners from the permanent stored version, all examiners must be identified on the acknowledgement page of the final edition of the dissertation.

The Program Director will sign the degree completion form. Students will be notified that they have successfully completed the degree. A graduation application is transmitted to the Office of the Registrar in the semester of the student's actual graduation from the University.

The degree will be awarded according to the usual schedule of the University for awarding of degrees. The University conducts commencement annually in May; all degree recipients from

the prior year's (Summer, Fall, Spring through April 10th) commencement are invited to participate. Successful degree completion can be documented in a letter by the Dean.

Guidelines for the preparation of a proposal and dissertation, including components, format and font, will be at the discretion of the student's Dissertation Committee Chair though the American Psychological Association editorial style is most commonly used. Other styles could include, for example, those of the Modern Language Association, the University of Chicago, or the American Medical Association.

Students entering dissertation continuation will register for the initial dissertation continuation class which will have a \$500 tuition differential for initiating dissertation studies.

The student will apply to formalize the committee after completing all course work and prior to starting their first semester of NUR 9508 Dissertation Continuation. This is approved by the Program Director.

QUALIFICATIONS FOR THE PHD DEGREE

PRELIMINARY EXAMINATION POLICY

The Preliminary Exam Policy for progression to Year 2 of coursework in the PhD Program and eligibility for candidacy for Dissertation Continuation is a sequential three-part process consisting of a/an: Preliminary Examination, Written Nursing Education Synthesis Paper, and Oral Candidacy Exam focused in the student's field of study. The identified scheduled for each component of the Preliminary Exam is reflected in the PhD Progression Plan. The Preliminary Examination Policy was instituted for those students who entered the PhD Program in May 2020.

DATE FOR PRELIMINARY EXAMINATION TRADITIONAL PROGRAM

- **The third week of September, after completion of study in Summer 2** (includes both part-time and full-time students)

DATE FOR PRELIMINARY EXAMINATION CONWAY FELLOWS

- **Spring 2 of the Accelerated Program**

PRELIMINARY EXAMINATION PROCESS

Students will sit for the preliminary exam, which will consist of two questions: a philosophy of science question and a research methods question. The philosophy of science question is focused on the historical context of philosophy of science and current epistemological thought, within and outside of the nursing discipline. For the research methods examination portion of the exam, the student will be provided a problem addressing an identified issue. A published Cochrane Systematic Review on an identified clinical issue will be provided at the start of the examination to provide background and context of the state-of-the-science in this area. Based on the

recommendations within this systematic review, students will be asked to design a study reflective of the state-of-science in this area. For a quantitative research methods question, the emphasis will be on the integration of study design, hypothesis testing, and statistical analyses to answer the research question proposed by the student. For qualitative method questions the emphasis will be on phenomena construction with an analysis method and its philosophical underpinnings to answer the question the student proposes. Qualitative analysis will focus on the correct level of analysis (individual, group, or healthcare culture globally) and the specific inductive method/s for a full explication of a phenomenon.

- Content for the Preliminary Exam will include applicable Year 1 courses, excluding the Principles of Psychometrics in Research course
- Students who are enrolled in the traditional program will sit for the Preliminary Exam the last Monday of September of the Fall term. Conway fellows will sit for the Preliminary Exam in August of Summer 2. The exam will be taken virtually. Question 1 on the exam will be completed from 10:00 am – 1:00 pm and Question 2 will be completed 2:00 pm to 5:00 pm on the designated day. The examination date, grading of submissions, results to students and a re-examination, if needed, must be completed prior to the Drop/Add date for the following Spring semester for traditional student and by Drop/Add date for the upcoming Fall semester for Conway Fellows.
- Specific exam questions will not be provided prior to the examination, but students will be aware that one question will be focused on nursing science and the other on constructing a study. Both questions will be reflective of Year 1 content and the Qualitative Research Methods course.
- Students' dissertation committee members will not grade exams.

COMPREHENSIVE EXAMINATION

The PhD Comprehensive Examination is a two-part process: a nursing education synthesis paper and a candidacy oral examination.

DATES FOR COMPREHENSIVE EXAMINATION - TRADITIONAL PROGRAM

Nursing Education Synthesis Paper due on or before **October 12th** of the academic year, of the first semester enrolled in NUR 9508 Dissertation Continuation

Oral Comp examination **on or before 1st week in December** of the academic year of the first semester enrolled in NUR 9508 Dissertation Continuation

DATES FOR COMPREHENSIVE EXAMINATION – ACCELERATED PROGRAM

- Nursing Synthesis Paper due on or before 1/10/25
- Oral Candidacy Exam completed on or before 1/31/25

Part 1. NURSING EDUCATION SYNTHESIS PAPER

The purpose of this requirement is to test students' ability to conceptualize, synthesize, and evaluate the extent of their knowledge about the science of nursing education. In addition, this synthesis paper will assess students' scholarly writing abilities. After completion of all nursing education course work, during the student's initial enrollment in Dissertation Continuation (NUR 9508) course and prior to dissertation proposal defense, the submission of this component of the Preliminary Examination process is required. For this paper, students will conduct a comprehensive review of the literature to identify a current, major issue in nursing education and provide a critical analysis of the state of knowledge on this topic and propose an action/research plan to build the evidence base in addressing this issue. Published empirical and grey literature are expected to be used in the development of the paper. In-text citations and a reference list reflective APA Style Guidelines 7th edition are required. Papers are to be no longer than 20 pages of text, excluding title page, abstract and references. Submissions will be assessed via SafeAssign and/or Turn-in-it for authenticity.

Two examiners, who do not serve on a student's dissertation committee, will rate submissions with an approved rating rubric. If available, FCN Fellows with nursing education expertise will be considered first in the selection process as evaluators. If FCN fellows are unavailable, faculty who currently serve on the PhD Advisory committee who have an education-focused background will be identified. No full-time faculty member or FCN fellow who serve on a student's dissertation committee will be eligible to serve as an evaluator. One opportunity for resubmission of the paper will be granted.

Part 2. CANDIDACY ORAL EXAMINATION

The objective of this final phase of the Preliminary Examination process is to test a student's conceptualization and articulation of knowledge in their identified field of study.

The following pre-requisites are required to sit for the Oral Candidacy Examination:

1. successful completion of all course work
2. successful submission of the Nursing Education Synthesis Paper
3. registration in initial Dissertation Continuation

Candidates will not be permitted to defend their dissertation proposal defense until these requirements and successful passing of the Candidacy Oral Examination have been fulfilled.

PROCESS AND PROCEDURES FOR THE PHD COMPREHENSIVE EXAMINATION

Candidates enrolled in the traditional program are to complete the PhD Comprehensive Examination Application by August 30th of the academic year. Application is posted in the PhD Student Resource Team site [Comprehensive Exam Application.pdf](#).

Conway Fellows are to complete the PhD Comprehensive Examination Application by the first Friday of Spring 2. Application is posted in the PhD Student Resource Team site [Comprehensive Exam Application.pdf](#).

NURSING EDUCATION SYNTHESIS PAPER

This requirement is to test students' ability to conceptualize, synthesize, and evaluate the extent of their knowledge about nursing education. In addition, this synthesis paper will assess students' scholarly writing abilities. After completion of all nursing education course work, during the student's initial enrollment in Dissertation Continuation (NUR 9508) course and prior to dissertation proposal defense, the submission of this component of the Qualifying Examination process is required.

For this paper, students will conduct a comprehensive review of the literature to identify a current, major issue in nursing education and provide a critical analysis of the state of knowledge on this topic and propose an action/research plan to build the evidence base in addressing this issue. Published empirical and grey literature are expected to be used in the paper's development. In-text citations and a reference list reflecting APA Style Guidelines 7th edition are required. Papers are to be no longer than 20 pages of double-spaced text, excluding title page, abstract and references. Submissions will be assessed via SafeAssign and/or Turn-in-it for authenticity.

For student in the traditional program, submission of the paper must be submitted on or before October 12th of the academic year.

For students who are Conway Fellows, submission of the paper must be submitted on or before August 31st in the Summer of Year 2.

Two examiners, who do not serve on a student's dissertation committee, will rate submissions with an approved rating rubric. If available, the Fitzpatrick College of Nursing (FCN) Fellows with nursing education expertise will be considered first in the selection process as evaluators. If FCN fellows are unavailable, faculty who currently serve on the PhD Advisory committee who have an education-focused background will be identified. No full-time faculty member or FCN fellow who serves on a student's dissertation committee will be eligible to serve as an evaluator.

If a student fails on the initial attempt, they will have one opportunity to retake. If a student fails on their second attempt, they will be dismissed from the PhD Program with the right to appeal. If a student fails on their third attempt, they will be dismissed from the PhD Program without the right to appeal to the Dean of the FCN. If the appeal is approved, a learning enrichment plan and modifications for course enrollment in the student's program of study will be developed. Students must submit a signed written agreement for the learning enrichment plan and modifications to their program of study.

CANDIDACY ORAL EXAMINATION

The objective of this final phase of the Qualifying Examination process is to test a student's conceptualization and articulation of knowledge in their identified field of study.

The following pre-requisites are required to sit for the Oral Candidacy Examination:

1. **successful completion of all course work; all IP grades must be resolved**
2. successful submission of the Nursing Education Synthesis Paper

3. registration in initial semester of NUR 9508 Dissertation Continuation

Candidates will not be permitted to defend their dissertation proposal defense until these requirements and successful passing of the Candidacy Oral Examination have been fulfilled. The student will submit to the PhD Program Director 3 to 5 published systematic reviews on their topic to the PhD Program Director on their topic or papers completed in course work. The student will generate and submit 5 questions to the PhD Program Director, at least 2 weeks before the oral candidacy examination.

Two questions will be selected, and the student will defend these questions orally with a focus on the state-of-the-science in the student's defined area, inclusive of conceptualization and commonly used methodology.

- Students will be provided with both questions 30 minutes prior to the start of the examination
- Notes, former papers, and published documents will be permitted for use during the examination.

The focus of the Examination is to be on the student's demonstration to synthesize the literature in their response to each question.

- Students will be expected to articulate a response to each question that demonstrates their knowledge of the synthesis of state-of-the-science in their identified field of study and provide a robust, logical argument as to how and why their proposed study is significant and will address a gap of knowledge in this area.
- The oral defense will be heard and graded via an approved examination rubric by two members of the PhD Advisory committee who are not serving on the student's dissertation committee.
- Oral defenses can be completed virtually and be approximately one hour in length.

If a student fails on the initial attempt, they will have one opportunity to retake. If a student fails on their second attempt, they will be dismissed from the PhD Program with the right to appeal. If a student fails on their third attempt, they will be dismissed from the PhD Program without the right to appeal to the Dean of the FCN. If the appeal is approved, a learning enrichment plan and modifications for course enrollment in the student's program of study will be developed. Students must submit a signed written agreement for the learning enrichment plan and modifications to their program of study.

At the time of successful completion of all components of the qualification examination, students will have four years to complete all requirements for the doctoral degree (not to exceed a total of eight years from admission).

For the Preliminary Examination, Nursing Education Synthesis Paper and the Oral Candidacy examination if a student fails on the initial attempt, they will have one opportunity to retake. If a student fails on their second attempt, they will be dismissed from the PhD Program with the right to appeal. If a student fails on their third attempt, they will be dismissed from the PhD Program without the right to appeal to the Dean of the FCN. If the appeal is approved, a learning

enrichment plan and modifications for course enrollment in the student's program of study will be developed. Students must submit a signed written agreement for the learning enrichment plan and modifications to their program of study

Registration deadline for the Preliminary Examination, Nursing Education Synthesis Paper and the Oral Candidacy examination will be communicated in advance by the PhD office.

Students will pay a \$500 qualification examination fee to register for the Preliminary Exam.

At the time of successful completion of all components of the qualification examination, students will have four years to complete all requirements for the doctoral degree (not to exceed a total of eight years from admission).

COURSE SCHEDULES

First-year, second-year, and third-year students are required to attend an intensive summer session that begins the day after Memorial Day. For first- and third-year students it lasts two weeks, while for second-year students it lasts three weeks. The third week of the summer intensive for second-year students will be provided via a synchronous, online format. Campus housing is available during the on campus week of the PhD Summer Intensive. Students should anticipate that program activities will take most of their time during these weeks, while weekends are unscheduled.

During the fall and spring terms, courses are scheduled between 2:00 p.m. and 9:30 p.m. typically on Tuesdays and Wednesdays. As per Federal Regulations, international students are expected to attend most classes on campus. Other students are welcome to attend on campus, but all classes are accessible via distance learning, and classes are archived for review.

TECHNICAL REQUIREMENTS FOR ALL PHD PAPERS

Students are expected to proofread papers for grammar, clarity, completeness, formatting, and correct use of citations in the body of papers and in reference lists. Papers that do not meet these requirements will be returned to students without editing by faculty. Students are expected to use the VU Writing Center, editors, and other resources to ensure that these requirements are met prior to submitting their papers to faculty. The following technical requirements, which are drawn from the *Publication Manual of the American Psychological Association, 7th ed.*, include:

- Correct use of APA 7th edition format (or other format if stipulated by faculty mentor or publication guidelines)
- Coherence
- Focus; connection; sequence; reasonable transitions
- Sentences appropriately demonstrate coordination, subordination, emphasis, variety
- Attention to word choice (precision); tone (implication; feeling; gender-neutrality when possible)
- Paragraphs of reasonable size (6-7 lines)
- Sentences of reasonable length (12-20 words)
- Active voice, when indicated
- Word choice (simplicity, brevity)

- Graphics (relevant; focused; organized; coherent)
- Spelling, punctuation, grammar
- Agreement between nouns, pronouns, verbs
- Absence of run-on sentences and inconsistent use of tense (present vs. past tense in discussions of completed studies, etc.)

PHD DISSERTATION FORMAT OPTIONS

PhD students, in collaboration with their advisor and dissertation committee, have the option to complete their dissertation in one of two formats: 1) a traditional monograph, and 2) manuscript option. Although the materials presented are basically the same, the formats differ as described below. All dissertations follow APA format.

TRADITIONAL DISSERTATION

This approach is the format that is most familiar in academic settings. Students develop a dissertation document that includes, at a minimum, five chapters. The number of chapters may vary depending on the nature of the dissertation research and the direction provided by students' dissertation committee.

Dissertation Proposal:

- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions. The chapter should include a concise review of the field, identification of the gaps in the science and identification of a theoretical foundation for the research and an overview of the research methods.
- Chapter 2 – Critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study.
- Chapter 3 – A complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan.

Final Dissertation:

- A structured abstract is required. The following subheadings are to be used: Background; Purpose; Methods; Results; Implications)
- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions
- Chapter 2 – Critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study.
- Chapter 3 – A complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan.
- Chapter 4 – Findings (may require more than one chapter)
- Chapter 5 – Discussion of findings

MANUSCRIPT OPTION DISSERTATION

This approach requires preparation and submission to the dissertation committee a minimum of 3 manuscripts of publishable quality targeting peer-reviewed indexed journals. At least one manuscript must be data-based; 2 data-based manuscripts are encouraged if the data allow this. Other manuscripts may include any of the following: 1) critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study, 2) critical review of measurement instruments relevant for the dissertation study, 3) methodological manuscript (in-depth methodological analysis of instruments to be used in the study or results and testing of instrument development, 4) concept analysis and/or theory application, and 5) policy or practice analysis.

Dissertation Proposal:

- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions. The chapter should be a review of the field, identification of the gaps in the science and identification of a theoretical foundation for the research and an overview of the research methods. The placement of manuscripts in the dissertation should be identified and have a logical flow. The significance of the problem could, itself, be a manuscript that is part of Chapter 1.
- Chapter 2 – Could entail one or more publishable manuscripts presenting an in-depth critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study. Chapter 2 must include an introduction and a summary to put manuscripts submitted as part of Chapter 2 in context. If the manuscripts are systematic reviews or concept analyses, a summary that will be part of Chapter 2 should address the state-of-the-science on the topic and a discussion of how the qualitative and quantitative systematic reviews together reflect the state of the science on the student's topic.
- Chapter 3 – Methods. If a methodological manuscript is planned, then it may be part of this chapter but with complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan.

Final Dissertation:

- A structured abstract is required. The following subheadings are to be used: Background; Purpose; Methods; Results; Implications)
- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions. Chapter 1 could be a publishable manuscript that presents an in-depth review and analysis of the issue addressed in the study. The introduction should also explain how each published/publishable paper will be incorporated in the remaining sections of the dissertation.

- Chapter 2 – Could entail one or more publishable manuscripts presenting an in-depth critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study. Similar to the proposal, Chapter 2 of the dissertation must include an introduction and a summary to put manuscripts submitted as part of Chapter 2 in context. If the manuscripts are systematic reviews or concept analyses, a summary that will be part of Chapter 2 should address the state-of-the-science on the topic and a discussion of how the qualitative and quantitative systematic reviews together reflect the state of the science on the student’s topic.
- Chapter 3 – A complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan. Methods are fully described, with the potential for a methodological manuscript as part of this chapter.
- Chapter 4 – Findings. One or more manuscripts that report on results of the study. More than one manuscript is recommended if data allow. If the manuscript format does not permit full presentation of results and findings, then additional material must be included as part of Chapter 4.
- Chapter 5 – Synthesis and discussion of findings with concise summary tying work together. Discussion of contribution this research makes to the field and implications for practice, policy, education (if relevant) and future research. Findings presented in distinct papers also need to be discussed along with their contribution to the overall body of knowledge resulting from the dissertation research.

Each student and her/his dissertation committee, for the proposal and the final product, will determine which manuscripts are appropriate and what narrative addenda may be needed.

Requirements for manuscript option:

- Student must be first author
- Subject must be student’s original research
- Subject to review and approval of dissertation committee prior to submission
- Manuscripts can be a combination of manuscript types (with at least one data-based manuscript)
- Manuscripts must be full-length articles consistent with expectations for reviews or reports of original research that are found in **peer-reviewed, indexed journals**.
- Manuscripts do not need to be submitted for publication prior to graduation, but manuscripts must be produced while the student is matriculated in the FCN PhD program.
- Manuscripts published during the course of the doctoral program can be included, but the student must obtain appropriate approval of the dissertation committee and copyright holder or retain copyright

Students will submit all relevant documents for proposal and final defense to their committee and

examiners. Students who elect the manuscript option will, upon successful defense, be required to submit to ProQuest only an abstract of the study, but they will provide the PhD Program Office with all edited final documents comprising the dissertation.

A final, bound copy of the complete dissertation, inclusive of all published works, must be submitted to the PhD Program Office within six months of completion of the dissertation defense. Please refer to the following section for guidance regarding publication copyrights for published works.

GUIDANCE REGARDING PUBLICATION COPYRIGHT

You are the copyright holder of your work and you have rights. When you publish, some publishers want you to transfer the copyright to the publisher. When you transfer the copyright, you may be granted rights by the publisher or you may need to request permission. If you transfer the copyright, you may be required to request permission to use your own work in your own dissertation. Some publishers allow you to retain the copyright but require you to grant them some rights, such as the right to publish. It is your responsibility to know what rights you are giving to publishers.

You can negotiate with the publisher. You do not need to accept their terms. You can ask publishers about specific situations. Tell the publisher exactly what you want to do and ask if the copyright agreement prevents you from doing it. You can ask for the situation to be explicitly addressed in the agreement. If you do not like the terms, you can look for another publisher.

You need to thoughtfully consider how the agreements you sign affect your ability to submit your dissertation to ProQuest Dissertations and Theses. ProQuest can embargo your dissertation so that the journal publisher is the exclusive source for the length of the embargo period.

When you publish a journal article, you should find a webpage with Author Guidelines. Do not ignore the discussion of copyright. You will probably have to sign something. For publishers who want all rights, it will probably be called a Copyright Transfer Agreement. You may also contact one of the nursing librarians for more guidance.

PHD CANDIDATES' SUBMISSION OF A GRANT OR A PUBLICATION

Students are required to submit a manuscript for publication in a peer reviewed journal or an external funding grant prior to applying for their dissertation defense. The manuscript submitted for publication can be the product of a course requirement. A copy of the manuscript or grant and cover letter will be submitted to the Program Director.

STUDENT-FACULTY CO-AUTHORSHIP GUIDELINES

During the course of doctoral study, many students will co-author manuscripts related to their dissertation research and course-related work with their faculty, advisors, and other members of their dissertation committees. Authorship on a paper recognizes that an individual has made a substantive contribution to the work. We believe co-authorship with faculty, when handled responsibly and ethically, is an important opportunity for students to receive mentorship and professional development through the publication process. The following guidelines for doctoral students and their advisors provide guidance on discussing

and negotiating co-authorship inclusion and responsibilities for papers emanating from the dissertation research as well as papers completed in a course or as a cognate or independent study project.

Faculty-student co-authorship demonstrates mentorship of students by faculty and supports the doctoral program of the M. Louise Fitzpatrick College of Nursing vis-à-vis the visibility of published materials. Faculty-student publications increase the recognition and reputation of a college for research and scholarly productivity and also promote recognition of a college for research expertise within a particular area (DeJong, Moser, & Hall, 2005). These M. Louise Fitzpatrick College of Nursing guidelines for student-faculty co-authorship are imbedded within the values of our Augustinian heritage, as well as professional values and collegiality. In accepting the role of dissertation committee chair, dissertation committee member, or the advisor on students' cognate/Independent study projects, faculty implicitly commit themselves to guiding the research process competently, ethically, and with the student's best interests in mind. In accepting admission to a PhD program, students commit themselves to developing knowledge that contributes to the science and to disseminating that knowledge through scholarly publications. Finally, faculty and students commit to the conduct of ethical research and other scholarly endeavors including appropriate acknowledgement of sources, accurate observations of phenomena being studied, and comprehensive analysis of scholarship. There is truthful and precise reporting of findings and the appropriate acknowledgement of funding sources (Nguyen & Nguyen, 2006). These ethical tenets serve as the backdrop for initiating conversations related to co-authorship, deciding authorship inclusion and order, honoring authoring commitments, and negotiating authorship disputes.

AUTHORSHIP CONSIDERATIONS

Consistent with accepted standards, students are the first author of all works that are substantially based on their dissertation and students assume primary responsibility for manuscript development.

Requirements for publication of manuscripts and guidelines on authorship are based on ethical considerations outlined in two documents, which demonstrate best practice and ethical standards in the conduct and reporting of research.

1. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, International Committee of Medical Journal Editors (<http://www.icmje.org/>); and
2. Ethics Code Updates to the Publication Manual, American Psychological Association (<https://www.apa.org/ethics/code/manual-updates>).

Both documents identify contributions that substantiate co-authorship and guide authorship order, although they differ in the specific requirements for co-authors. However, both sets of guidelines indicate that minor editorial revisions do not constitute substantive contributions. The student, in consultation with the advisor, should purposefully choose which set of authorship guidelines the student will use to guide co-authoring expectations for their manuscripts. The ICMJE Guidelines (2013) designate an author as someone who

has: 1) made substantial contributions to the conception, design, data collection, data analysis, and/or interpretation of the work; 2) contributed to the drafting and revisions of the work for publication; 3) provided final approval of the manuscript; and 4) agreed to take accountability for all of the published work. The ICMJE also notes that when those who have made a significant contribution to the paper (and met ICMJE criteria) are not listed as authors, this is not consistent with the ethical standards and the “ICMJE guidelines clearly condemn this practice” (Albert & Wager, 2003, pg. 34). In summary, the ICMJE recommendations state: “All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors” (ICMJE, 2013, p.2).

Publication Guidelines Synthesized from APA on Faculty-Student Authorship include: 1) faculty can take the responsibility and credit for work they have actually performed or in which have made substantial contributions; 2) scientific or professional involvement constitutes a valid contribution, whereas mere possession of an institutional position does not; 3) minor contributions to research or writing for publication must be acknowledged in footnotes or in an introductory statement; 4) students are listed as the principal author on a multi-authored article substantially based on the student’s dissertation; and 5) faculty must discuss publication credit with students as early as feasible on every project.

The advisor should mentor the student to negotiate potential issues, such as access to data and authorship, in advance with faculty members who are involved with the student's research. Faculty members or content experts outside of the dissertation may also be co-authors, based on expertise and contributions. The student should discuss with each potential co-author the role of each co-author in the manuscripts stemming from the dissertation.

References:

Albert, T., & Wager, E. Committee on Publication Ethics. Guidelines. How to handle authorship disputes: a guide for new researchers. The COPE Report 2003. Retrieved November 2, 2014 from <http://publicationethics.org/resources/guidelines>

Committee on Publication Ethics. Flowcharts. Retrieved November 2, 2014 from <http://publicationethics.org/resources/flowcharts>

De Jong, M.L., Moser, D.K., & Hall, L.A. (2005). The manuscript option dissertation: Multiple perspectives. Nurse Author & Editor, 15 (3), 3-4, 7-9.

International Committee of Medical Journal Editors. (2013). Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals, updated December 2013. Retrieved November 2, 2014 from www.icmje.org

Nguyen, T., & Nguyen, T. D. (2006). Authorship Ethics: Issues and Suggested Guidelines for the Helping Professions. *Counseling and Values*. 50(3), 208-216

VILLANOVA UNIVERSITY RESEARCH ASSISTANTSHIPS FOR PHD STUDENTS

Each year the M. Louise Fitzpatrick College of Nursing offers several research assistantships for PhD students. In exchange for tuition and a stipend, students are expected to provide an average of 20 hours of faculty research support during the fall and spring semesters and 35 hours (total) over the summer. If students remain in good academic standing, they may be supported for up to four academic years. Students should make their interest in these research assistantships known to the Program Director by submitting a letter of interest and their curriculum vitae.

MAINTENANCE OF PORTFOLIO

For their own professional growth and development, PhD students are encouraged to maintain a portfolio of all completed course requirements, abstracts, grants, presentations, and manuscripts completed during enrollment in the PhD Program. This should be maintained on a flash drive, a current duplicate of which will be available to faculty who seek to discern progress in proposal development.

DISSERTATION ADVISEMENT AND MAXIMUM YEARS TO COMPLETION OF PROGRAM

Students will have eight years to complete all PhD requirements upon admission. It is expected that the dissertation will be completed within four years of passing the Comprehensive Examination.

Individuals who are not able to complete degree requirements within the designated time frame may seek an extension. A letter with dissertation chair endorsement will be submitted to the Program Director and the Dean, who will designate the length of the extension.

Each PhD student will register for a 0-credit pass/fail course in continuing doctoral dissertation work following completion of all required courses, each fall and spring term until defense of the dissertation. Enrollment in NUR 9508 is considered to be full-time study. Please note that NUR 9508 Dissertation Continuation is billed at the rate of a 3-credit course.

The obligation for continuous enrollment for dissertation advisement begins immediately after the term in which coursework is completed and continues until the dissertation has received final approval.

APPLICATION DEADLINES: COGNATE AND NURSING EDUCATION PRACTICUM

Students who plan to take an independent study (NUR 9004) as their cognate and students planning to take the Nursing Education Practicum (NUR 8954) must apply the prior semester by October 1st for Spring or by February 1st for Summer or Fall.

TRANSFER OF CREDITS INTO THE PHD PROGRAM

In general, up to **six credits** of relevant courses taken at a regionally accredited institution taken **5 years prior** to admission to the PhD Program may be transferred into the PhD Program. Students will be asked to submit an official transcript including the course grade, as well as a course syllabus. These will be reviewed, and a determination will be made. Students are not

usually permitted to take courses outside Villanova University for credit toward the PhD degree once admitted to the PhD Program. An exception is a credit-bearing course taken to fulfill the Cognate requirement. Requests for transfer of credit, with the exception of the cognate course, and should be submitted during the spring term of their first year.

POLICY ON ACADEMIC PROGRESSION

Doctoral students' academic progression will be reviewed by the PhD Program Committee at the end of each semester. Students who are determined to be failing to make satisfactory academic progress will be notified by the program director and asked to provide to their advisor a plan for timely completion of program requirements. Students will be expected to carry out the plan to complete the required work.

The following circumstances may constitute failure to make satisfactory academic progress: carrying two or more grades of N and/or IP; carrying an IP for more than one semester; a persistent pattern of failure to make progress in course or dissertation work; or a pattern of failure to communicate with or respond to communication from dissertation committee members, academic advisors, course instructors or the program office.

Registration in NUR 9512, NUR 9513, or NUR 9521 is permitted only when the prerequisite course has been completed satisfactorily.

Failure to make satisfactory academic progress may result in dismissal from the program.

WAIVER OF TEACHING PRACTICUM

Students who have significant experience teaching in an academic nursing program beyond adjunct clinical teaching may seek a waiver of the course, NUR 8954, Practicum in Teaching of Nursing. A student seeking this waiver will be asked to present supporting documentation. This will be reviewed by the Program Director and the Assistant Dean for the Graduate Program. Students should submit these materials during the spring term of their first year. The student will be notified of the decision by letter, and a copy of this notification will be placed in the student file and forwarded to the Office of the Registrar.

DOCUMENTATION FOR NUR 8954 WAIVER:

PhD students who have taught full-time in an academic setting including both classroom and clinical instruction are eligible to apply for a waiver of NUR 8954. They are required to document their academic teaching activities when they apply for the waiver. The list below identifies examples of materials that would be appropriate to include to document fulfillment of teaching practicum objectives.

Thoughts about teaching:

 Reflective teaching statement

Teaching activities:

Documentation of courses taught, enrollments (estimated), description of course responsibilities:

 Number of advisees/advisement process

Tutoring activities

Syllabi - course descriptions with details of content, objectives, methods, procedures for evaluating student learning, reference lists, student reading or other activities, assignments, etc.

Handouts, lecture outlines, other materials created for students

Description and examples of use of visual materials

Descriptions of use of information technology or social media in teaching

Teaching effectiveness / evaluations:

Student evaluations (summarized), relationship to departmental data

Written comments from students

Peer or administrative review of teaching

Letters from course leader, department chair, etc.

Materials demonstrating student learning

Examples of student assignments

Graded work from poorest / best students with faculty feedback to student

Instructor's written feedback on student work

Activities to improve instruction:

Participation in professional development on teaching

Design of new courses

Design of inter-professional/collaborative teaching

Use of new methods of teaching, assessment, grading

Preparation of a textbook, lab manual, courseware, scenarios, etc.

Description of instructional improvement project

Contributions to your institution or the profession in the area nursing education (e.g. committees on which you have served, offices that you have held)

Publications about nursing education

Papers delivered about nursing education

Reviews of forthcoming textbooks

Service on teaching-related committees

Consultation on teaching matters

Curriculum development work

Honors, awards, recognition:

Teaching awards from department, college, university

Teaching awards from professional organizations

Invitations to consult, give workshops, write articles, etc. related to teaching

Certification in nursing education

PHD CLINICAL COMPLIANCE REQUIREMENTS

All students must have a satisfactorily completed **Comprehensive Background Check and FBI Fingerprinting** upon acceptance into the PhD Program. This includes the following:

- Statewide criminal background check
- PA Child Abuse History Clearance
- 10-panel drug screen
- OIG (Office of Inspector General) and GSA (General Services Administration) searches
- FBI Fingerprint search

For international students, an **International Background Check** is required *in addition* to the above background checks.

The M. Louise Fitzpatrick College of Nursing utilizes **Complio**, an online compliance tracking system through American Databank. All background checks are ordered through Complio. To create a Complio account, please go to www.villanovabackgroundcheck.com. Once on the Complio home page, click on **NEW USERS Create Your Account**. After creating your account, log into Complio to place your order. Once on the create order page, select **PhD** for your program and answer the two questions that follow. Then click on **Load Packages**. You will then select the **Comprehensive Background Check and FBI Fingerprinting** package under Screening.

If you are an **International student**, please order the **International Background Check** in addition to the Comprehensive Background Check and Fingerprinting.

Once you have paid for your subscription, you should begin the process of obtaining your PA Child Abuse History Clearance report, FBI Fingerprint report and 10-panel drug screen. You should receive information via email from American Databank regarding the process for the fingerprinting and the drug screen. You will find instructions to order your PA Child Abuse History Clearance report on the Complio home page under “Additional Steps Needed Once You’ve Placed Your Order.” Once you receive your PA Child Abuse History Clearance report and FBI Fingerprint report in the mail from the Department of Human Services, *you need to fax (303-573-1298) or email (support@americandatabank.com) both reports to American Databank so that they can be applied to your Complio account*. Your statewide background check, GSA and OIG search results and drug screen results will be automatically sent to American Databank and applied to your account.

Questions about Complio? Contact American Databank at 1-800-200-0853 or support@americandatabank.com.

Any questions regarding the compliance requirements should be directed to the Villanova University, M. Louise Fitzpatrick College of Nursing Compliance Officer at 610-519-6593 or nursingcompliance@villanova.edu.

Students who are doing a practicum will have additional compliance requirements required by the agency in which they are based.

RESEARCH PRACTICUM EXPERIENCE

Full-time on-campus students who are not supported as research assistants are encourage to provide a total of 20 hours of research support to a faculty member during their two years of course work in order to provide them with research experience.

MEDICAL LEAVE OF ABSENCE

A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own well-being, but also for the well-being of the larger community with whom the student interacts.

When a student initiates a MLOA, Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

The MLOA request may be made at any time during the semester but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

PHD GRADUATION REQUIREMENTS AND GRADUATION FORM

In order to graduate, PHD students must completed the required 46 course credits have successfully defended their dissertation and. Students are graduated in the Fall, Spring and Summer semesters; however, the University Commencement at which the President presents hoods to PhD graduates occurs just once per year in May. **To be hooded in May, students must defend their dissertations by April 10th.** Graduating students must place close attention to the due date of the graduation application, which is due along with a digital photograph and their curriculum vitae early in the semester in which they intend to graduate.

FINAL PROCESSING AFTER DISSERTATION DEFENSE

- Graduation Application - In MyNova, search for “Prospective Graduate Form,” choose the term you will be completing your degree requirements in the drop-down menu and submit the form. When do you apply to graduate?
 - For September 1st: submit application between February 1 – June 15
 - For December 31st: submit application between March 1 – September 15
 - For a May 31st: submit application between August 25 – January 31
 - Additional information can be found here:
https://www1.villanova.edu/villanova/enroll/registrar/graduation_diploma.html
- Order Regalia: Cap and Gown (directly through this website: <https://AcademicRegalia.HerffJones.com/go/school/VILLANOVA> - you are only ordering the cap and gown - the hood is provided by Villanova. You can also opt for a free one-time wear regalia.
- Program PhD Exit Survey - https://villanova.az1.qualtrics.com/jfe/form/SV_3KUopuaYBjPNoy2
- Final Dissertation sign-off – Complete attached form with all signatures and return to Assistant Director of Doctoral Programs. This indicates that your dissertation is ready for binding and for uploading into ProQuest.
 - At the bottom of your dissertation acknowledgements page, please list the names of your Dissertation Committee Chair and Committee Member(s). Because of the risk of identity theft please do not include any signed form or letter in your dissertation.
- Current CV - email to Assistant Director of Doctoral Programs
- Photograph – you can provide one for us to use or we can use the one that was taken when you first started the program
- Order Bound Copy of Dissertation for FCN (1 copy); You will need to submit 1 bound copy of your dissertation to Dr. Cantrell/the PhD Office. You may order this at an office supply company near you. We prefer that you order it bound with a black cover.
 - December graduates should complete corrections to their dissertation by December 15. May graduates should complete corrections to their dissertation by May 1. When the final version of your dissertation has been approved, you will upload your dissertation into ProQuest. That is how your dissertation will be accessible within Falvey Library and to the world. It also addresses your copyright protection. The “no cost” option is mostly selected.
- Upload your dissertation into ProQuest (see directions on the next page)
- Report to Survey of Earned Doctorates - <https://sedsurvey.org/DoctoralGraduates/CurrentQuestionnaire> or <https://sed-ncses.org/login.aspx> - You should report your PhD graduation to a national database via the Survey of Earned Doctorates, out of the University of Chicago. This database is used by government and professional agencies to monitor the nation’s doctoral labor force. If you have any difficulties or questions please contact SED at sed-registration@norc.uchicago.edu or 1-800-248-8649.
- Complete NFLP Exit/Paperwork (if this applies to you)

PROQUEST DIRECTIONS

Here is the link to [ProQuest's Villanova University – College of Nursing page](#); there are directions on creating an account and submitting. Most students choose the “no-cost” option. Their [website](#) has a lot on it, but if you are on you will see the “submit my dissertation” [button](#). Here are some things to know:

- Students are instructed to take the zero-cost option.
- ****Please note DO NOT Choose “Don’t see your institution? Submit Directly to ProQuest. If you do this, you will be asked by ProQuest to withdraw your submission and resubmit.****
- Copyright is granted the minute your document is submitted, dated, etc. You don’t need to do anything else.
- PhD Program Director must check for no cursive signature may appear in a document – it is a ProQuest policy for avoidance of abetting identity theft.
- Once you upload the PhD Program Director will be notified to approve your submission

Some items to have on hand:

- **A PDF copy of your dissertation/thesis.** This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- **Abstract**
- **Optional Supplementary files (images, data, etc.)** that are an integral part of the dissertation/thesis, but not part of the full text.
- **Advisor and other Committee Members' Names**
- **Subject Categories - 1 - 3** that best describe your dissertation/thesis' subject area.

APPENDIX C: REQUEST FOR DEFENSE OF PHD DISSERTATION FORM



Defense of PhD Dissertation

Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Title of Dissertation: _____

Committee Members

Chair/First Examiner: _____

Signature: _____

Committee Member/Second Examiner: _____

Signature: _____

Third Examiner (by permission): _____

Signature: _____

Distribution of the dissertation to the examiners, committee members and Program Director has been accomplished: ____ (Initial)

Approval, Program Director: _____

Signature

Date

MAC 2/2018
Updated: MAC 10/2022

APPENDIX D: FINAL DISSERTATION SIGN OFF



DISSERTATION FINAL APPROVAL

This certifies that any corrections required as a result of the Dissertation Defense have been satisfactorily addressed. After corrections are accepted, the student will then upload the dissertation into ProQuest. An email from your chair will also be accepted.

Student's Full Name:

Full Title of Dissertation:

Date Submitted:

Dissertation Chair / Date

Third Committee Member / Date

Committee Member / Date

Program Director / Date

This certifies that the student has submitted the corrected dissertation to the Fitzpatrick College of Nursing PhD Office.

Student Signature / Date

APPENDIX E: NURSE FACULTY LOAN PROGRAMS



Dear Student:

The Nurse Faculty Loan Program is a federally sponsored program targeting the national shortage of nursing faculty by providing support for master's and doctoral studies that will lead to a career in nursing education. Citizens of the United States are eligible. Full-time and part-time students pursuing coursework in nursing education leading to a master's or doctoral degree in nursing can borrow money to cover tuition, fees, books and supplies, up to \$35,500 per year for a maximum of five years.

As of current guidelines in 2023-2024, these are the program conditions for loan forgiveness. If upon graduation the graduate works full-time as a nursing faculty member, or as a part-time faculty in two or more accredited schools of nursing, or as an APRNs precepting NP students combined with other teaching to make a full-time equivalent position in an accredited school of nursing (RN or higher) in the United States or its territories, beginning within a year of completion of the degree, for up to four years, up to 85% of the total NFLP loan balance is forgiven, and the remainder can be paid within 10 years of graduation at an interest rate of 3%. For each of the first three years, 20% is forgiven, and for the fourth year, 25% is forgiven. Repayment is deferred as long as the graduate is employed as a full-time faculty member or its equivalent (as described above) for the first four years after degree completion.

In summary, being employed as a full-time faculty member, or as part-time faculty member in more than one institution equivalent to make a full-time equivalent position or as an APRNs precepting NP students combined with other teaching to make a full-time equivalent position in an accredited academic school of nursing will be eligible for loan forgiveness as described above.

If the graduate ceases studies or does not become employed as a nursing school faculty member within 12 months of degree completion, then the balance of the loan is paid over 10 years at the market interest rate.

We hope this opportunity will be helpful to you.

Sincerely,

Mary Ann Cantrell, PhD, RN, CNE, FAAN
Professor and Director, PhD in Nursing Program

APPENDIX F: NURSE FACULTY LOAN PROGRAMS – CONTINUED

Number of credits enrolled in for Fall 20XX ____ Spring 20XX ____

(NOTE: Separate application must be filled out for Summer 20XX ____)

If applicable:

- I expect to take the Preliminary Exam in Fall 20XX ____ (\$500 fee)
- I will begin dissertation studies during Fall 20XX ____ or Spring 20XX ____ Semester

**VILLANOVA UNIVERSITY
NURSE FACULTY LOAN PROGRAM (NFLP)
LOAN APPLICATION**

(To be completed by the Borrower)

NURSE FACULTY LOAN PROGRAM (NFLP) LOAN APPLICATION	
This form must be completed in its entirety and returned to the office of the Bursar before a NFLP loan is made.	
WARNING: Any person who knowingly makes a false statement or misrepresentation in a NFLP transaction, bribes or attempts to bribe a federal official, fraudulently obtains a NFLP loan or commits any other illegal action in connection with a federal NFLP loan is subject to a fine or imprisonment under federal statute.	
SECTION I	
1a. APPLICANT NAME: (Last) (First) (M.I.)	2. SOCIAL SECURITY NUMBER (SSN)
1b. OTHER NAMES USED: (Last) (First) (M.I.)	3. DATE OF BIRTH (Month/Day/Year)
4. CURRENT ADDRESS (Number, Street, Apt #, City, State, Zip Code)	5a. DAYTIME PHONE (Area Code/Number) ()
5b. EVENING PHONE (Area Code/Number) ()	
6. EMAIL ADDRESS:	7. DRIVER'S LICENSE NUMBER AND STATE:
8. DEGREE PROGRAM: _____	9. EDUCATION LEVEL: <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORAL
EXPECTED GRADUATION DATE: _____	
10. PERSONAL REFERENCES -- Friend(s) and Relative(s)	
• NAME _____	
ADDRESS: _____	
• NAME _____	
ADDRESS: _____	
SECTION II	
11. ACKNOWLEDGEMENT	
I, the above named applicant, have been informed that I must agree to the service obligation associated with the Nurse Faculty Loan Program in order to be eligible to receive a loan under this program.	

THE ABOVE INFORMATION IS CORRECT AND COMPLETE AND I HEREBY AUTHORIZE VERIFICATION AS REQUIRED BY THE SCHOOL.

Printed Name _____ Signature _____

Date _____

APPENDIX G: APPLICATION FOR PRELIMINARY EXAMINATION



VILLANOVA
UNIVERSITY
M. Louise Fitzpatrick
College of Nursing

Application for Doctoral Preliminary Examination

Students are eligible to register for the Preliminary Examination after completion of NUR 9520; NUR 9515; NUR 9511; NUR 9505; NUR 9512; NUR 9503; NUR 9506; NUR 9517; NUR 9504 in the Doctoral Program.

I am applying to take the Doctoral Preliminary Examination **September 25, 2023**.

Name: _____

Advisor's signature: _____

(You may attach an email from your advisor indicating knowledge and approval in lieu of signature.)

The Preliminary Examination consists of two questions: a philosophy of science question and a research design question.

Please submit this application with the signature of or email from your advisor by **July 31, 2023**. The cost of the exam is \$500 that will be billed to your student account.

MAC 10/2022

APPENDIX H: FINANCIAL CONFLICT OF INTEREST FORM

REGULATORY REQUIREMENTS ALL RESEARCHERS MUST COMPLETE THESE 4 STEPS BEFORE SUBMITTING A HUMAN SUBJECTS RESEARCH PROTOCOL	
1.	FCOI Disclosure Form Read policy, then email PDF - signed by chair and dean - to Office of Research and Graduate Programs at avprgp@villanova.edu .
2.	CITI Conflicts of Interest (COI) <i>(Do not confuse the COI COURSE with the COI MODULE in the other CITI courses. You need this CITI COURSE in addition to the two below.)</i>
3.	CITI Responsible Conduct of Research (RCR) according to department. When you first log in to CITI, a questionnaire will guide you.
4.	CITI Human Subjects Research according to department. There are two choices: Biomedical Research or Social & Behavioral Research. Questions? Contact irb@villanova.edu or call 610-519-4220. Web page about VU's CITI Training requirements is here .

APPENDIX I: INSTITUTIONAL REVIEW BOARD INFORMATION

Villanova University Institutional Review Board

All research by PhD students in the M. Louise Fitzpatrick College of Nursing needs to be reviewed by the Villanova University Institutional Review Board (IRB) prior to data collection. Depending on the study, other institutional review boards may also need to review the study prior to data collection. Please review the Office of Research Protections webpage for more details:

<https://www1.villanova.edu/villanova/provost/research-administration/research-protections.html>

All Villanova University IRB applications are completed in the on-line system, Cayuse. Information about the process of applying for IRB approval is included on this website:

<https://www1.villanova.edu/villanova/provost/research-administration/research-protections/training.html>

Before applying, the student's name and the student's "alias", the portion of the email address before @villanova.edu, needs to be sent to IRB@villanova.edu. It will take up to 48 hours for the student to be entered into the system before being able to begin working on the application.

The student, the faculty mentor, and possibly other collaborators on the research, need to file a Financial Interests/ Conflict of Interests form (Appendix F) annually. This form is filed with the Office of Research and Graduate Programs, which then notifies the Office of Research Administration that it is filed.