"The Doctor of Philosophy (PhD) represents the highest level of formal education for a career in research and the scholarship of discovery. It prepares scholars for the expression and communication of the knowledge base in the profession. The PhD graduate develops the science, stewards the profession, educates the next generation of nurses, defines its uniqueness, and maintains its professional integrity. In the academic setting, the PhD is the highest academic degree and is required for success as a scientist in the multiple disciplines represented within educational institutions. In the scientific arena within and beyond the Academy, the PhD is the beginning preparation for the development of independence in scientific pursuit. Post-doctoral study is recommended for depth in a field. Attainment of the PhD requires a strong scientific emphasis within the discipline: an understanding of the science of related disciplines and translation science; dissemination of innovations; and interdisciplinary collaboration. In addition, for the profession to achieve this vision and make the maximum impact on the healthcare system, PhD nursing scientists should reflect society at large."

The Research - Focused Doctoral Program in Nursing- Pathways to Excellence. AACN 2011
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Program Overview

Philosophy
A university is a community of scholars having as its central purpose the enrichment of the human mind. Within this community, the Doctor of Philosophy program in nursing seeks to prepare scholars who will advance nursing knowledge. Scholarly achievement in nursing is accomplished in a spirit of free inquiry directed toward a better understanding of human existence, especially in relation to health and illness. Nurse scholars participate in the study of particular phenomena and in the identification of central domains related to these phenomena. This requires that students be well informed about advanced practice in professional nursing.

Nursing knowledge is advanced through association with other disciplines and is often enhanced by the work of other university scholars. Central to the education of nurse scholars is the opportunity to interact with other scholars throughout the university community. Through dialogue and study with these professionals, nurse scholars expand their understanding of health and illness and the biological, environmental, sociocultural, ethical, legal, philosophic and historic factors influencing nursing care.

Scholars must be inquisitive, informed and committed. This requires expertise in the principles and methods of inquiry and an informed imagination for exploring substantive areas in nursing. The ultimate goal of this inquiry is to enhance nursing's contribution to the health of all persons.

Aims
The major purpose of the PhD program in nursing is to prepare scholars with expertise in selected substantive areas who will contribute to nursing science and practice through systematic inquiry. Aims of the PhD program in nursing are to prepare scholars who will:

1. Demonstrate advanced knowledge of nursing, related sciences and humanities, and methods of inquiry;
2. Expand the research base of nursing theory and practice; and
3. Serve the Commonwealth, the nation, and the world by addressing major nursing and health care issues in a scholarly manner.

Description
Students initially plan their academic programs with an academic advisor who typically will be the dissertation chairperson in order to develop an individualized comprehensive program that meets the degree requirements and the student's research and educational goals. The PhD degree is not an accumulation of courses, but a rationally unified plan of study and research. The program is designed so that study in nursing is supported and complemented by a cognate area outside the School of Nursing, and by electives. The dissertation research completes the student's training.
Program Components
The PhD program consists of courses, research and teaching activities, and required experiential elements (comprehensive exam, grant submission, dissertation proposal defense, dissertation and its defense). There are no requirements for teaching activities although many students have these via a funded Graduate Teaching Assistantship (GTA).

Nursing Field (6 credits)
The evolution and current state of nursing knowledge are examined from both historical and philosophical perspectives and serve as the basis for the establishment of critical inquiry and study in addressing the increasingly complex health care needs of vulnerable populations. The courses in the nursing field include:

- GNUR 8210 Scientific Progress in Nursing
- GNUR 8220 Philosophy of Science and Development of Nursing Knowledge

Research (28 credits plus 12 dissertation credits)
The research component of the program includes courses in research design and methodology, statistics, individually designed research practicums, and the dissertation. The dissertation is a culminating experience which requires the student to plan and implement a research study of significance to nursing. Courses in the research component include:

- BIMS 7100: Research Ethics or PHSE 7650: Ethics and Law in Human Subjects Research (offered in odd Years, fall)
- GNUR 8110 Quantitative Research Methods
- GNUR 8120 Qualitative Research Methods
- GNUR 8130 Statistical Methods in Health Care I
- GNUR 8140 Statistical Methods in Health Care II
- GNUR 8230 Historical Inquiry in Nursing
- GNUR 8410 Proposal Writing Seminar I
- GNUR 8420 Proposal Writing Seminar II
- GNUR 9110 Research Practicum
- GNUR 9999 Dissertation

Students planning on using qualitative research methods should take a second advanced qualitative methods course, and students planning on using quantitative research methods should take an additional advanced quantitative methods course that is specific to the method they plan to use for their dissertation research. For students completing a dissertation in history, GNUR 8190 (odd years, summer) should be completed instead of GNUR 8150.

Cognate Minor (9-12 credits)
The cognate requirement includes course work in a single cognate field or combination of fields outside the School of Nursing. The cognate field is intended to complement the student's major scholarly focus. Cognates must be at the 5000 level or higher and be offered from departments outside of the School of Nursing (not GNUR classes).
Electives (3-6 credits)
Electives are selected by the student on the basis of individual interest. These should complement the total program of study and may be taken both within and outside the School of Nursing. Electives must be at the 5000 level or higher and may include GNUR classes.

NOTE: Students must have a total of 15 credit hours of cognates plus electives. If 12 credit hours of cognates, 3 credit hours of electives are required. If 9 credit hours of cognates, 6 credit hours of electives are required.

Comprehensive Exam
All students are required to write a comprehensive exam. The comprehensive examination may occur within the last semester of course work, but must be held no later than six months after completion of course work requirements as represented in the Plan of Study, and prior to the defense of the dissertation proposal. The purpose of the examination is to demonstrate the student’s ability to synthesize knowledge in the student’s area of expertise, to visualize the long-term development of a program of research in that area, and to place the planned dissertation research in the context of that program of research and the area of knowledge (more details in following pages and Appendix A).

Scholarly Accomplishment - Research Grant Application
Students are required to develop and submit a research grant application for peer review. This may be done at any time, but early submission is encouraged. It is acceptable and desirable for students to prepare the application during GNUR 8410 (Proposal Writing I) with the advisor’s (sponsor if NRSA) help. The application is not an examination but a learning experience. The advisor or sponsor will participate (GNUR 8420: Proposal Writing II) in the preparation of the complete application as the advisor deems appropriate in accordance with the requirements of the application and the funding agency. A student registers with the advisor or sponsor she/he is working with for Proposal Writing II. See page 10 for further guidance regarding the logistics of submitting the research grant application.

Dissertation (12 credits)
The dissertation is a culminating experience which requires the student to plan and implement a research study of significance to nursing (see pg. 16 for details).

Opportunities to Develop Teaching Skills
Students are encouraged to develop their teaching skills while in the PhD program. This can be accomplished in several ways. The Teaching Resource Center (TRC) offers workshops and seminars every semester on basic and advanced teaching skills. The TRC also offers information on developing a teaching portfolio and is willing to attend a class and provide the instructor with a thorough critique. An additional way to develop skills is to work as a Graduate Teaching Assistant (GTA). In working as a GTA, the student can develop the skills of preparing a lecture, writing examination questions, grading written assignments and providing clinical supervision. Work closely with your advisor to assure experience in all components of the teaching process. Experienced students may also seek employment as a clinical instructor in the undergraduate program.
GUIDELINES

Comprehensive Examination Guidelines
The comprehensive exam evaluation tool (see Appendix B) and also can be found on the SON Registrar’s webpage: PhD Specific Forms. The procedure is as follows:

1. The student will identify a substantive area in which he or she is developing an expertise. A brief statement (approximately 5 pages) of the area will be drawn up by the student and approved by his/her advisor (who should be the director of the dissertation at this point). Complete the request form, and all included instructions from the SON Registrar webpage and return it to the Director of the PhD Program, see www.nursing.virginia.edu/registrar under Forms/PhD Specific Forms.

2. A committee of three people will be formed by the Director of the PhD Program. The student’s advisor will chair the committee and will advise the student in recommending to the Director of the PhD Program a second member who is an expert in the student’s subject area. The Director of the PhD Program will choose a third member from among the PhD Program Committee members.

3. The student will draw up a bibliography of literature in his or her area of expertise, including certain methodologies if desirable. The list will be submitted to and approved by all the members of the committee. Committee members may add to the bibliography or suggest deletions as appropriate.

4. The committee will meet without the student and will formulate a set of questions that the student is to address in the written examination. These questions will require the student to do the following:
   - Synthesize knowledge in the field from a nursing perspective to summarize the current state of knowledge and to identify areas in which further research is needed, including identifying key phenomena and methodological approaches for addressing those phenomena and related research questions;
   - Describe how the student foresees developing a program of research in the content area over the five years to seven years, including
     - Identify the topic of the dissertation research;
     - Show how the dissertation will contribute to the overall content area and describe its significance to knowledge development and to nursing;
     - Show how the dissertation will serve as the cornerstone of a program of research, describing the steps to be taken over the next 5 to 7 years to build that program of research.

5. Upon receiving the examination questions, the student will have one week to write the responses. Because the emphasis is on scholarly synthesis rather than memorization, the student may consult published materials, notes, and the like. Responses to the questions must include appropriate references to sources consulted. The student may not, however, receive help from any persons in answering the questions.

6. After receiving the student’s responses, the committee may take up to three weeks to read and evaluate the written examination.
The committee members using the Comprehensive Exam grading rubric will evaluate the student’s performance on the written examination (SON Registrar website) and return it with a recommendation of Distinguished, Acceptable, or Failure to the Director of the PhD Program. An initial finding of “Failure” will mean that the student will be given the option either to drop out of the program or to complete specific remedial assignments designated by her or his chair with the approval of the examination committee. If the second option is chosen, a plan with a clear timeline should be established that is agreeable to both committee and student for a second administration of the examination, for which the questions may be different from those of the first examination. “Failure” on the second examination will mark the end of the student’s progression.

**Research Practicum Guidelines**

The goal of the research practicum is for the student to have experiences in aspects of research that will facilitate embarking on a career of research and scholarship. The research practicum is an important pedagogical aspect of the PhD program regardless of funding source or student status, full or part time.

Given that publication is a vital outcome of any PhD program, the research practicum mechanism is an ideal one from which to publish.

- It is understood that not all research training experiences will be the same.
- Decisions regarding research training experiences ultimately rest with the primary research mentor and the student using the following guidelines:
- An average of 8 hours per week per credit should be devoted to this training.
- Ideally the student will be a part of a research team.
- The range of experiences may include but are not limited to: conceptualization of a study, grant writing, review of literature, data collection, data management, data analysis, preparation of manuscripts, presentations, and laboratory experiences.
- It is highly desirable that the student will participate in a variety of research endeavors throughout the practicum.

Setting goals and objectives for the research practicum:

- It is important to have realistic and objective goals and outcomes to both insure that there are meaningful research training experiences and that research training experiences are documented in the student portfolio.
- Measurable outcomes addressing each goal should be written and agreed upon and monitored for research proposals. Outcomes may include the development of protocols, publications, presentations, or other objective evidence.
Research Grant Application Guidelines

Student Responsibility
1. Identify and approach faculty advisor/sponsor/co-sponsors who match content/methodology of study.
2. Register for GNUR 8410 and GNUR 8420.
3. Decide on research topic and level of funding at which student is eligible.
4. Develop a curriculum (training) plan that supports the research focus of the project if submitting an NIH NRSA; otherwise follow specific funding call proposal details.
5. Write all applicant sections of the proposal.
6. Follow ONR time line for proposal submission.

Faculty Advisor Responsibility
1. Meet with student as needed to clarify ideas, topics, etc. Approve curriculum (training) plan if applicable.
2. Work closely with student on development of proposal – proofread and correct drafts.
3. Supervise student as GNUR 8420 faculty.
4. For NRSA: write sponsor section of proposal including overall PhD program curriculum plan and specific plan for the applicant. Discuss current and future plans for working with the student.
5. Assist with obtaining IRB approval.

ONR Responsibility
1. Director meets with student as needed to clarify ideas, topics, and provide guidance regarding proposal development.
2. Arrange for outside editorial review if desirable.
3. Assist with IRB approval as appropriate.
4. Assist student in getting proposal information on NIH forms.
5. Assure entire proposal package complete and follows agency guidelines.
6. Arrange for sign off and timely delivery.

Program Academic Policies and Procedures

Student Responsibilities
Students have responsibility for satisfying the requirements and for meeting the formal deadlines of the Graduate School of Arts and Sciences and School of Nursing. Appropriate forms are available to students through the Graduate School of Arts and Sciences (http://gsas.virginia.edu/enrolled-students) and the SON Registrars web site. (http://www.nursing.virginia.edu/registrar/forms/phd/)

BSN Fast Track to PhD
Students entering the PhD program without a master’s degree have several options for progressing through the program. All students must meet with their PhD Advisors and have an approved plan of study. It is not a requirement of the PhD program to obtain a master’s degree, however if it is desired personally then entrance to any MSN specialty track must be obtained via the student formally applying to the program of interest per the standard application process with the standard deadline for applications. Admission to the PhD program also does not constitute guaranteed admission to any master’s degree program. For BS – PhD students who are not obtaining a master’s degree in nursing, their program of study will be determined by their faculty advisor and the director of the PhD program, and will include additional,
foundational coursework to provide further depth in study as deemed appropriate to insure success in the PhD program. Typically by the second year of study, PhD courses must be underway. Students cannot obtain more than one master’s degree while in the PhD program.

Students completing their Master’s degree while in the PhD program may substitute the following Masters courses for PhD courses:

- In place of GNUR 6054, Research and Biostatistical Processes in Health Care  
  Take the PhD research courses: GNUR 8110, 8120 and the Stats sequence.

- With the approval of their advisor, any Master’s-level course could be counted as an elective.

**Visiting Students**
When unusual and/or extenuating circumstances prevent an applicant from completing the admission process prior to the established deadline, special permission may be given for the individual to enroll in a maximum of six credits of course work as a special student. Visiting Students may take one course per semester with permission of instructor. Completion of course work as a visiting student does not guarantee admission to the program. Visiting student applications can be found on the SON Admission’s website. Visiting Students who fail a course will not be permitted to take additional coursework in the SON.

**RESEARCH Related Policies**

**Acknowledgement of External Funding**
Students who are successful in obtaining funding for their research or training must carefully acknowledge this support in all subsequent publications, presentations and posters. This includes support from a NRSA and other extramural and intramural/University awards. For example for a NRSA this is usually worded “This research was supported in part by a grant from the National Institute of Nursing Research F31 NRG 000000).”

**Human Subjects Protection**
All PhD students are required to promote the ethical treatment of human subjects including ensuring informed consent, assuring anonymity and confidentiality, guaranteeing fair treatment of subjects and minimizing risks. Human subjects protection requirements are very specific. Students will encounter these requirements in the following situations:

1. When conducting research for classroom assignments.
2. When conducting unfunded research such as the PhD dissertation.
3. When applying for internal or external research funding.

The University of Virginia has two Human Investigation Committees, The Institutional Review Board for Health Sciences Research (IRB-HSR) and The Institutional Review Board for Social and Behavioral Sciences (IRB-SBS). Students need to work with their advisor to determine which committee is appropriate for each study.

The Human Investigations committees of the University of Virginia are charged with ensuring that federal regulations concerning the protection of human subjects are met for all research
conducted in the University. All research on human subjects must be approved by them prior to the collection of data from subjects. The researcher is responsible for seeking approval from the committee. When research is approved the researcher forms a contract with the committee called the investigator agreement. PhD students who conduct research on human subjects must agree to and follow the terms of that contract.

All researchers must complete training on human subjects protection prior to seeking approval for any research study. This training must be completed annually until a research study is finished. Training can be completed on-line at http://www.virginia.edu/vprgs/irb/training.html by clicking on investigator training. When planning to initiate a research study PhD students should take the following actions:

1. Contact your PhD advisor to review applicable human subject regulations.
2. Go to http://www.virginia.edu/vprgs/irb/index.html and check on general information. Read about requirements for protection of research subjects.
3. Using the information from the website prepare a protocol for review by the committee using website guidelines for exempt, expedited, or full committee review.
4. Your advisor must review and sign the application.
5. Provide your advisor with the approval form, consent form with HSR or SBS approval stamp, and the investigator agreement.

Developing skill in ensuring protection of human subjects is an essential component of the PhD student’s education. Failure to comply with requirements at a minimum can delay implementation of your research project and at worst losing approval. Should the latter occur, the PhD student’s completion of the research component of their PhD education could be severely jeopardized and completion of requirements for graduation delayed.

The dissertation chairperson is jointly responsible, with the student, for the accuracy of the information provided on any Human Subject Review form and must co-sign HSR/SBS forms with the student.

Procedures and time delay in obtaining administrative and research review clearance vary with the research setting and type of research. HSR/SBS meeting schedules are posted on their web site.

**Students are required to close all studies with the SBS/HSR IRB prior to graduation. As there is a financial charge for each CCR report to keep a study open.**

**ACADEMIC Related Policies**

*Minimum Credit Requirements for Registration and Fees*

For the Doctor of Philosophy degree, a student must complete a minimum of 49 semester hours of graduate course work, 24 of which must be graded, beyond requirements for the master’s degree, plus 12 or more semester hours of dissertation research.
Residency Requirements
Because GSAS students are required to be enrolled full-time (12 credits) every semester, there is no additional residency requirement. Under certain circumstances and with the approval of the PhD program Director, a student may be allowed to register as a part-time student.

Full-Time Course Load
A full-time course load consists of 12 semester hours of course work in the Graduate School of Arts and Sciences, and all students in the Graduate School must be enrolled for 12 credits every semester. Each student’s plan of study is determined in collaboration with the student’s faculty advisor. GNUR 9998 Doctoral Research must be registered for concurrently with course work until the time a dissertation chairperson is selected. Credits from GNUR 9998 are counted in the total program hours of credit. For example, a student enrolling in 9 credits of classes would also enroll in 3 credits of GNUR 9998. Under certain circumstances and with the approval of the PhD program Director, a student may be allowed to register as a part-time student.

Grades
The standing of a graduate student in each course is indicated by one of the following grades: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F. B- is the lowest satisfactory grade for graduate credit. Students who receive any grade of C+ or below or with a grade point average below 3.00 in a semester will be considered as not making satisfactory progress toward a degree. Unsatisfactory performance during any semester may be considered sufficient reason for enforced withdrawal from the University.

For certain courses in which the department does not require a final examination, permission can be granted to grade those courses on an S/U (satisfactory/Unsatisfactory) basis. A report of IN (incomplete) on a graduate course is changed by the University Registrar to a failing grade if the course is not completed by the end of the next regular semester. Students in which no grade was recorded (NG on the transcript) are also changed to a failing grade after one month. Failing grades recorded in this manner have the same effect on the student’s record and status as failing grades assigned by instructors. Unsatisfactory performance during any semester may be considered sufficient reason for enforced withdrawal from the University.

Time Limitations for Completion of Degree
Students must complete all requirements for the degree including the dissertation within seven years of matriculation. Establishing a program plan and a timetable at the outset and adhering closely to them help to ensure steady progress. This is especially important at the dissertation stage, when the only structure is that created by the student. Many adult students have serious family and employment obligations that compete for the time and effort needed for PhD study. It is expected nevertheless that they will sustain the focus and momentum necessary to complete their studies within the seven-year limit. In case of interruption of work by military service, time spent in service will be excluded from the computation of this seven-year period.

Voluntary Withdrawal
A graduate student may voluntarily withdraw from the Graduate School of Arts and Sciences up to one week immediately preceding the beginning of course examinations. An official application to withdraw must be obtained from the Dean of the Graduate School of Arts and Sciences Office and must be approved in writing by the Dean, with a statement of the reason for the withdrawal.
The student must report to the Dean of Students Office for an exit interview. All student identification cards are to be deposited with the Dean of Students at the time of withdrawal. The official withdrawal form will be forwarded to the University Registrar, who notifies all other administrative offices of the withdrawal action.

A student who withdraws from the University for reasons of ill health must notify Student Health Services, and subsequent medical clearance from Student Health Services is among the requirements for readmission.

Failure to comply with the above regulations will subject the student to suspension from the University by the Vice President for Student Affairs.

Readmission after Voluntary Withdrawal
Readmission to the Graduate School of Arts and Sciences is not automatic; after absence of less than two years, a former student must apply for readmission to the Graduate School. The Reinstatement form can be downloaded from the GSAS Forms website.

Progression through the PhD Degree
The student and the advisor have joint responsibility for insuring that each step in fulfilling degree requirements is completed and that an official record is kept. Typically there is an important form to complete with each milestone activity. Please see the Registrar’s web page for the most current form and policy regarding these forms. Because the PhD program is guided by both the GSAS and the SON all students and faculty must be informed and submit proper documents for both Academic Divisions.

Academic Advisor and the Student’s Program of Study
Upon entry into the program, the student is assigned an academic advisor. The advisor works with the student during the initial stages of program development, guiding and monitoring the student’s program of study.

It is not uncommon for students to discover, once in the program, that another faculty member may offer a better match for the student’s research interests than the advisor initially assigned. It is entirely acceptable for the student to change advisors. The student submits the form “Notice of Change of Academic Advisor” (http://www.nursing.virginia.edu/media/ChangeofAdvisor_rev_07_13.pdf) with the signatures of both the former and the new advisors to the School of Nursing Registrar for the student’s file, with a copy to the Director of the Ph.D. Program.

The student and advisor jointly plan the student’s program of study, using the Planner feature in the Student Information System (SIS).

As the student progresses through required courses, he/she needs to identify cognate courses outside of nursing which will complement the student’s nursing preparation and projected area of research. After establishing contact and having course experiences with a range of faculty, the student is usually ready to select a Dissertation Chairperson who will continue to monitor the student’s program of study and direct the student’s dissertation research.
Approval of Program of Study
Certification that the student has completed all required and recommended course work for the PhD degree is granted by registrar and dissertation chair prior to the student sitting for the comprehensive examination. To be officially approved, the certification of completion of course work must be signed by the School of Nursing Registrar, the Assistant Dean for Academic and Student Services, and the dissertation chairperson. The form is available on the School of Nursing Registrar’s webpage.

Submitting Written Assignments
Students should check with faculty regarding the acceptability of submitting written assignments by e-mail. Faculty has the discretion to accept either electronic or written copies. If a written copy is desired, it is the student’s responsibility to print and submit paper copies. The faculty is not expected to print copies of student assignments. For assignments with a specific due date, the date the assignment is submitted to the post office is acceptable.

Dissertation Advising
As soon as the student has identified a problem area for research, a Dissertation Chairperson is selected. The Dissertation Chairperson may or may not have served as the academic advisor. The identification and selection of the dissertation chairperson is initiated by the student and the selection of this individual is dependent upon mutual agreement of the student and the faculty member who is asked to guide the dissertation research. The choice of the Dissertation Chairperson should be made based on the student’s proposed area of research and the faculty member’s expertise and scholarly interests.

The Dissertation Chairperson must be a PhD program faculty member in the School of Nursing. The Chairperson must also be either tenured, on tenure track, or have R-level research funding (or the equivalent). A current list of PhD program faculty is available from the Office of the Associate Dean. A professor emeritus may serve on dissertation committee as a member once they retire; they may continue to chair a dissertation committee only if it is underway at the time of changing from fulltime to emeritus in order to finish out the student.

The Dissertation Chairperson must be the committee member most competent to supervise the research as a whole, but need not be the primary resource person for all aspects of the study. A recommended approach for students to use in identifying a dissertation chairperson is to become informed about faculty members’ research interests and areas of expertise. The student and chairperson will work together, often intensively, over a protracted period, so carefull selection is essential. The chairperson assumes primary responsibility for assisting the student in developing a continued plan of study, monitoring the student’s progress, and guiding the student throughout the dissertation research project.

With the help of the dissertation chairperson, the student selects members of her/his dissertation committee.

The Dissertation Committee is the group of faculty who determines that a candidate’s dissertation is acceptable for a PhD degree. To quote the Graduate Record:
This committee, chaired by the primary advisor, will consist of a minimum of four members of the graduate faculty. One member of the committee must hold a primary appointment outside of the student’s department and will serve as the Dean’s representative to affirm that the student has been assessed fairly and in accord with Graduate School policy. Once these minimum requirements have been met, additional committee members from within the University or other institutions may be added. Through its chair, the dissertation committee may invite other members of the departmental faculty to take part in the examination; the doctoral examination may be given before the entire faculty of the department concerned. The result of the examination and the names of the committee members and their departmental affiliations must be reported to the Graduate School by May 1st for May graduation, August 1st for August graduation, and December 1st for December graduation (or the next business day in the event that a deadline falls on a weekend). No candidate may be admitted to the final examination until the committee has accepted the dissertation and the candidate has satisfied all other degree requirements set by the Graduate School and the department or program. Preliminary examinations may, in addition, be required by individual departments.

The above describes the minimum number of people for a committee: three from the candidate’s department or program and one who acts as the “Dean’s representative” from another department.

General faculty members are eligible to serve on dissertation committees with approval of the Director of the PhD Program.

The job of the “Dean’s representative” on the committee is to simply confirm that the student was treated fairly and that the rules of GSAS were observed. Committees can be any size as long as these minimum requirements are met. Individuals from other units within the University may be permitted to serve as the GSAS representative. A petition from the Director of the PhD Program to the GSAS Assistant Dean indicating the advantage of having the outside individual serve as the GSAS representative is necessary to obtain that permission. Once the minimum GSAS requirements have been met, additional committee members from other institutions may be added. They may not serve as the Dean’s representative, nor will the Dean’s office provide financial support for their participation.

Changes in dissertation chairperson must be approved by the Director of the PhD Program in the School of Nursing and the student.

Changes in PhD Committee Membership
Changes in committee membership must be approved by the chairperson and the student. Change requests are to be made on the form, “PhD Dissertation Committee Appointment or Change” from the SON Registrar website (www.nursing.virginia.edu/registrar under Forms/PhD Specific Forms). Committee membership must be approved by the Associate Dean of the School of Nursing.
Dissertation Proposal

Once a student has passed the examination, and completed course work, he or she is eligible to write and defend the dissertation proposal. The dissertation chairperson is responsible for certifying that all necessary courses have been completed. The proposal must be defended in the presence of the dissertation committee and formally approved by all committee members.

Developing the Proposal

It is not necessary for the student to consult committee members equally about each aspect of the problem and design. Members should be consulted primarily on those aspects directly related to their areas of special competence. Additional faculty or resource persons may be consulted as needed. It is the joint responsibility of the student and chairperson to make the final decisions on problem and method, even if decisions are made that one or more committee members believe to be less than optimal. The committee’s responsibility is to act in an advisory capacity rather than as directors of the research. It is up to the student to recognize useful advice and to integrate the study into a coherent whole.

The proposal should identify the major substantive and methodological issues of the research problem, and be written in excellent form. Preferences regarding the format of the dissertation proposal may vary with the committee members, so it is important to gain an understanding of members’ expectations.

The dissertation proposal is in the format of the traditional three chapters (introduction, literature review and methods), or the current government form for a major research grant such as an R01 or its equivalent that is approved by the dissertation chair and the Director of the PhD program. The Dissertation Chair can require the use of appendices to expand the methods section if the grant proposal format is selected. The proposal format must be approved by the Dissertation Chair and committee members prior to scheduling the proposal defense.

For Nursing History Dissertations: Chapter One: Introduction, Brief review of the secondary literature with identified gaps, Purpose, Research questions and methods, including a detailed list of primary archival sources to be accessed in the study. The chapter should include a timeline outlining when the student plans to visit archives, as well as milestones in the process and the projected end point/dissertation defense month. Chapter Two: Historical Context: This chapter should fully set the stage for the time and place where your study will focus. It should include information related to the social, political, and economic conditions of the period. In addition, the state of the art of nursing and medicine during the period of the study should be described. Secondary literature on the topic will be referenced in this chapter, and the Chicago Manual of Style, 15th edition should be used for references.

Proposal Defense and Approval

Depending on the committee members, it may not be necessary to get feedback from them regarding the final draft of the proposal prior to the defense. It may be suitable to wait to get members’ reactions at the proposal defense. Of course, preliminary drafts of part or the entire
proposal can be very useful in individual discussions with committee members prior to the defense. The proposal defense should be viewed as a working session in which differences of opinion can be resolved. It is a good idea to take careful notes of the issues raised and decisions reached during the proposal defense. Committee members’ suggestions are usually intended to insure the study’s feasibility as well as quality. It is to the student’s advantage to consider them seriously.

After the proposal has been distributed at least two weeks prior to the defense, the student arranges a meeting of the committee (usually two hours) to discuss the proposal and to rule on its acceptability. A PowerPoint presentation by the student giving an overview of the proposal may be required at the oral defense of the proposal. The student should use the “Announcement of Dissertation Proposal Defense” form to confirm the meeting (SON Registrar webpage). Although the student is responsible for arranging the meeting and distributing copies of the proposal, the committee chairperson will conduct all sessions. The student must bring a copy of the “Dissertation Proposal Approval Sheet” (SON Registrar webpage) to the defense, in order to get committee members’ signatures. Names of the committee members must be typed under their respective signature line on the “Dissertation Approval Sheet.” After the proposal is accepted, a signed copy of the proposal and the approval form is filed with the School of Nursing Registrar. If the committee decides that the proposal has not been adequately developed or defended, the defense must be re-scheduled within 3 months. Failure to pass the proposal defense on the second try results in forced withdrawal from the program.

Admission to Candidacy
After the research grant application has been developed and submitted, course work has been completed, the examination has been passed, and the dissertation proposal has been successfully defended, the student is granted candidacy status. PhD candidacy signifies that all PhD work except the dissertation has been successfully completed, and that if the dissertation research is carried out according to the approved proposal and within the time limit, at the completion of the work the student should be awarded the PhD degree.

Dissertation Research
After the dissertation proposal has been approved and after receiving IRB approval, the process of gathering the research data may begin. If the student’s dissertation involves the use of primary or secondary data on human subjects, both administrative approval and human study approval must be obtained before data collection begins.

Administrative Approval
The student must secure a letter from the appropriate official in the research setting, which states that the study described may be conducted there. When the study is to be conducted in a setting outside of the University, administrative approval must be obtained prior to requesting approval from the Human Investigation Committee. If the study is to be conducted within the University of Virginia Hospital, approval must be obtained from the Human Investigation Committee before securing administrative approval from the Hospital.

Dissertation Research as Part of Funded Grants
PhD students who elect to do dissertation research with Principal Investigators who have funded grants must secure copyright permission from their dissertation chairperson and/or the Principal
Investigator with whom they are conducting the research. It is advisable to reach an understanding at the outset about authorship and credit for any publications that may result from the research.

Technical Requirements in Writing the Dissertation
In general, typewritten drafts of each chapter of the dissertation are submitted to all committee members for their comments and suggestions. Some members prefer to read the rough draft chapter-by-chapter; others prefer to read the rough draft in its entirety. Others prefer not to see the drafts at all. Obtain this information from your committee members early.

The School of Nursing requires that dissertations be written according to the format recommended by the chairperson and consistent with the nature of the research. The student should be consistent in the use of the particular style manual selected throughout the dissertation research.

After making required revisions, the student prepares a final draft of the dissertation and an abstract. Guidelines for the title page and “Physical Standards for Preparing Theses and Dissertation” must be adhered to (Section E: Appendices). Additional copies may be obtained from the Graduate School of Arts and Sciences. Early in the semester the student plans to graduate, he/she must apply to graduate in SIS.

Final Dissertation
There are two options for the final dissertation. Both options must follow GSAS guidelines regarding font, paper type, etc. (see GSAS webpage). Either option is approved by the Dissertation Chair and Committee members at the time of the proposal defense.

1. Traditional Dissertation Option includes:
   - Five (5) chapters (introduction, literature review, methods, results, and discussion).

2. Manuscript Dissertation Option:
   - Final dissertation product includes the dissertation proposal (3 chapters or the approved grant application), journal titles for submission of 3 manuscripts, and three publishable manuscripts based on the dissertation research (one of the manuscripts must be reporting study findings). The final product must include an abstract, introduction and concluding narrative to tie the manuscripts into a comprehensive project.
   - Student must submit journal names and author guidelines to dissertation committee for approval.
   - Student must be the first author on each manuscript involving others.
   - Copies of the reprints are acceptable and will be submitted when the article has already been published. Legally acceptable releases from copyright owner(s) are submitted where applicable.

Timeline for PhD Student Dissertation
NOTE: BOLD Dates are set by other institutional bodies and thus not changeable (Col 1, 2, 6, 7)
Middle Column Dates (Col 3, 4, 5) are under SON control.
Scheduling the Final Defense of the Dissertation

When the dissertation has been written and the dissertation chairperson agrees that it is ready for defense, the student has the responsibility to distribute the finished copy of the dissertation to committee members and to arrange a location, a date, and a time (usually two hours) that is satisfactory to all committee members for the oral defense of the dissertation. The student is expected to allow “a reasonable time” (usually two weeks) between distribution of the finished copy of the dissertation and the scheduled defense to allow committee members to read the dissertation critically. Committee members have the responsibility to inform the student of the time necessary and to read the dissertation in the agreed-upon time. The student submits the “Announcement of Dissertation Defense” (SON Registrar webpage) to the chairperson and all members of the dissertation committee, to the Director of the PhD Program, and to the Associate Dean for Academic Programs.

Students are encouraged to use the rooms in the Rotunda for the dissertation defense. The following rooms are available in the Rotunda. To schedule a room in the Rotunda call the Rotunda Administrator, Christine Wells at 924-1019. (The Rotunda is closed for renovation starting May 19, 2014 through summer 2016. For the duration of the work, the Rotunda is closed to the public and no space reservations are being accepted.) Rooms in the SON may also be used (reserve through Camille Hicks 924-2744).

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<th>ROOM</th>
<th>Number of People allowed</th>
<th>With or without table</th>
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<td>North Oval Room</td>
<td>12</td>
<td>Table</td>
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<tr>
<td>Board Room</td>
<td>18</td>
<td>Table</td>
</tr>
</tbody>
</table>
Oral Defense
It is the student’s responsibility to bring the following to the oral defense of the dissertation: a title page with spaces for signatures and the “Dissertation Approval Sheet” (GSAS Forms webpage). Remember: Names of the committee members must be typed under their respective signature line on the “Dissertation Approval Sheet.” The student gives both documents to the chairperson at the beginning of the session. Ideally all members of the committee are present in person for the defense. In the event of an emergency in which the chair cannot be present, the following protocol will be followed: (1) telephone conference call with chair present by phone. (2) vice-chair (a member of the committee appointed by the chair in consultation with the student) assumes responsibility of chair. The Chair of the Committee introduces the student and the Committee to the audience.

Typically, the student begins the oral defense with a thirty-minute oral summary of the research problem and its significance; research questions, hypotheses, or aims; methods; findings; limitations; and implications. The emphasis is on the study and its results. If too much time is spent on the problem and/or the review of the literature then the presentation will not be adequate. After the presentation is concluded the committee chairperson will invite members of the audience to ask a few brief questions or make comments. The public is then excused and during the ensuing discussion and examination, committee members may question the student about any aspect of the research itself and the relevant contextual and methodological considerations.

After this exam session, the student is asked to leave the room while the committee critiques the dissertation, identifies any changes or additional work to be done, and determines the outcome of the dissertation defense. The student is then invited back into the room and is informed of the result.

The committee discusses with the student any changes or additional work to be done and establishes a time by which such changes or additions are to be submitted. If the changes or additions are minor, committee members will usually, as a matter of convenience, sign the title page of the Dissertation Approval Sheet and the Report of the Final Defense. The chairperson, however, will not sign, date, or submit either form or return the signed title page to the student until all changes or additions have been submitted and found acceptable.

If major changes or additions to the dissertation are required, a date will be established for their presentation and defense. Neither the chair nor the members will sign and date the forms with a recommendation of approval until and unless these major changes or additions have been presented and defended and the entire dissertation found satisfactory.

Reporting the Results of the Dissertation Defense
When the student has passed the oral defense and all required changes or additions have been made and judged satisfactory by the chairperson and the committee, the chairperson gives the student the signed title page, which is to be included in the final version of the dissertation. The student must then complete GSAS’ “Final Examination Form.” Per the instructions on this form,
once complete, it must be submitted to the department graduate administrator, which, for Nursing PhD students, is the School of Nursing Registrar.

In the event that the committee judges the dissertation to be so grossly unsatisfactory in execution that making it acceptable would virtually require starting over, or that the student does not submit and defend the required changes or additions by the agreed-upon date, or that the committee judges the submitted changes or additions to be unsatisfactory, the committee may report that the student has not passed the dissertation and oral defense and may recommend, on the Report of Final Examination, that the degree not be awarded. In such a situation, the committee should submit to the Dean of the School of Nursing the Report of Final Examination with the committee’s recommendation, along with a written report detailing the rationale for the recommendation.

**Submitting the Dissertation for Inspection and Approval**

Follow the guidelines presented by the Graduate School of Arts & Sciences: [http://gsas.virginia.edu/enrolled-students/thesis-submission](http://gsas.virginia.edu/enrolled-students/thesis-submission).

**Application for Degrees**

PhD degrees are granted in December, May and August. The student must be registered during the fall semester to graduate in December, during the spring semester to graduate in May, and during the summer semester to graduate in August. The student pays the research fee for the semester in which the student defends the dissertation. A PhD student who wishes to become a candidate for a degree must file the degree application with the Dean of the Graduate School of Arts and Sciences on a form available at the Graduate School Office (see GSAS forms webpage). The SON Registrar signs for the Department secretary and the Director of the SON PhD Program signs as Department Chair. All PhD degree applications must be submitted no later than February 1 if the degree is to be conferred in May or July 1 if the degree is to be conferred in August or October 1 if the degree is to be conferred in December. **Note that these are GSAS deadlines; the application must be submitted to the SON Registrar at least two weeks prior to these deadlines to allow time for verification of courses and information. All students must “apply to graduate” in SIS in the semester they plan to graduate.**

To provide essential information for the printed program at graduation, candidates must submit a copy of the Title Page of the dissertation (signed or unsigned) to the Graduate School Office and the School of Nursing Registrar by April 1 for May graduation, July 1 for August graduation, or by December 1 for December graduation.

**School of Nursing Authorship Guidelines**

The School of Nursing will follow the authorship guidelines recommended by the International Committee of Medical Journal Editors: [http://www.icmje.org/index.html#authorsur](http://www.icmje.org/index.html#authorsur). These guidelines differentiate criteria for authorship and criteria for acknowledgement.

Collaboration on publications is encouraged. Plans for authorship should be discussed early in the collaboration. While many people may provide general input into a product and contribute ideas to a discussion about a product, not all will make a substantial contribution to the unique ideas and to the work of the project. In general, the leader of a project is responsible for identifying the main contributors to the project. At the time a decision is made to develop a
specific product, the identified leader (i.e., the first author; the principal investigator of the study, the faculty member, the student writing a dissertation or capstone project) should identify those who have already made a substantial contribution to the product as well as any additional individuals who are expected to make a similar contribution to the project. Additional authors can be added as needed and revisions to planned authorship may be made based on meeting the criteria of the authorship guidelines above. The guiding principle will be having provided meaningful contribution to the final product.

In no case should authorship be awarded in an honorary fashion.
Adopted by Research Advisory Committee, 3-19-12 (Based on a Revision of the RHCRC Guidelines)

See further support materials in the Appendix E.

**Financial Resources**
The School of Nursing Office of Admission and Student Services offer assistance to students needing financial aid. A limited number of Institutional Fellowships are available to full time graduate students of outstanding merit. In addition, Federal Nurse Traineeships are available to students in both the Masters and PhD programs, subject to certain restrictions. These resources are available to full-time students who meet the requirements.

Contingent on the availability of funds, it is the intent of the PhD Program to offer students who are making satisfactory progress, financial aid for two years of PhD study (three years for BSN to PhD students). All PhD students admitted beginning fall 2015 are required to serve as a Graduate Teaching Assistant throughout their program if they accept a financial aid package from the School of Nursing that includes tuition remission. Financial aid may include tuition remission, graduate assistantships, or both. Virginia residents will receive full tuition remission. Out-of-state students will receive the same amount of tuition remission as Virginia students. In addition, out-of-state students will receive a tuition adjustment (to cover the difference between in-state and out-of-state tuition rates) during each semester in which they accept employment as Graduate Teaching Assistants for at least 10 hours per week. Graduate Teaching Assistants are also paid a stipend based on their work assignment and their level of education. Graduate Assistantships are open to both Virginia students and out-of-state students.

The School receives scholarship support from a variety of sources (State, federal, and private) and the ability to award scholarship resources depends on annual allocations from these public and private sources.

PhD students who are considering becoming full-time nursing faculty after completion of the program may borrow from the School’s Nurse Faculty Loan Program which provides loans for academic expenses (plus books) to fulltime students. Individuals who become full-time faculty members at an accredited nursing program in the US, could have NLFP loans cancelled by up to 85 percent.
Students may augment or extend the basic financial aid package described above by receiving financial aid from other sources, such as research grants or special fellowships. New students interested in receiving financial aid should apply to the Office of Admission and Student Services no later than April 1. Returning graduate students should apply by April 1.

PhD students can seek assistance in gaining support through the National Research Service Awards Program, among others.

**Awards**

**NRSA: National Research Service Awards**
The U.S. Department of Health and Human Services sponsors a national program of individual pre-doctoral and post-doctoral nurse fellowships. The student should be aware that the intent of the awards program is to prepare biomedical, behavioral, and nurse scientists who will address continuing problems in health-related research of importance to the public. The student’s qualifications to do scholarly work, the advisor’s credentials, and the merit of the proposed area of research are the major criteria upon which awards are based. Students will be required to complete portions of the National Research Service Awards application as a component of coursework (GNUR 8410) and as a progression requirement. Application forms are available on the NIH web page at [http://grants.nih.gov/grants/oer.htm](http://grants.nih.gov/grants/oer.htm). Further information is available on the NINR web page at [http://www.ninr.nih.gov/](http://www.ninr.nih.gov/).

**Barbara Brodie Ph.D. Scholar Award**
The Barbara Brodie Scholars Endowment was established in 1988 by the many friends and former students of Barbara Brodie as a permanent tribute to an outstanding teacher, mentor, and friend. Preference is given to historical research. The guidelines for the award are:

1. Minimum 3.5 GPA.
2. Full or part-time student at the time of application.
4. Three letters of recommendation

Application forms are available in the Office of Admissions and Student Services and are due by January 30. A review committee from the PhD program faculty will select the recipient.

**The Phyllis J. Verhonick Award**
The Phyllis J. Verhonick Dissertation Award is given annually to a graduating PhD nursing student whose dissertation is selected as most meritorious. Dissertations are judged by a faculty committee based on the following criteria: The significance of the research problem, the adequacy of the literature review, the appropriateness of the methodology, and the clarity of the presentation of findings, the writing style and the significance of the dissertation to the contribution of nursing knowledge.

Dissertations (or drafts) are submitted to the Director of the PhD Program February 1. The dissertation is reviewed by a committee of PhD faculty and students are notified in writing regarding the outcome. The recipient is announced at graduation and receives a plaque and a monetary award.
University and external funding opportunities
The Office of Graduate Studies and Post-Doctoral Programs maintains a list of University and external funding opportunities for PhD students. A lengthy list of these opportunities can be found at [www.virginia.edu/vpr/gradstudies/students.html](http://www.virginia.edu/vpr/gradstudies/students.html).

Additional Sources of Grant Support
There are several additional sources of grant funding. Students are encouraged to explore organizations in their specialty area. Example of sources of funding and due dates are listed on the next page and additional sources are updated each semester on the Office of Research web page (ONR).

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<tr>
<th>Sponsor</th>
<th>Type of Award/Program</th>
<th>Deadlines</th>
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<tr>
<td>NIH</td>
<td>Institutional National Research Service Awards (NRSA)</td>
<td>January 25, May 25, September 25</td>
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<tr>
<td></td>
<td>All Academic Research Enhancement Awards (AREA), except those involving AIDS-related research</td>
<td>January 25, May 25, September 25</td>
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<tr>
<td></td>
<td>New Research Grants, Conferences, and Career Development Awards, all Program Project and Center Grants</td>
<td>February 1, June 1, October 1</td>
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<td>Interactive Research Project Grants</td>
<td>February 15, June 15, October 15</td>
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<td>Competing Continuation, Supplemental and Revised Grants</td>
<td>March 1, July 1, November 1</td>
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<td>Individual National Research Service Awards (NRSA)</td>
<td>April 5, August 5, December 5</td>
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<td></td>
<td>Predoctoral Individual NRSAs for Minority Students, and Predoctoral Individual NRSAs for Students with Disabilities</td>
<td>May 1, November 15</td>
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<td>All AIDS-Related Grants</td>
<td>May 1, September 1, January 2</td>
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<td>AHRQ</td>
<td>Health Services Dissertation Research</td>
<td>January 15, May 15, September 15</td>
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<td>Predoctoral Fellowship Awards for Minority Students (F31)</td>
<td>May 1, November 15</td>
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<td>Mentored Clinical Scientist Development Award; Independent Scientist Award;</td>
<td>February 1, June 1, October 1</td>
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<td>Small Project Grant Program</td>
<td>March 24, July 24, November 24</td>
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<td>Small Grant Program for Conference Support</td>
<td>Ongoing</td>
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<td>Individual Postdoctoral Fellowships</td>
<td>April 5, August 5, December 5</td>
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<td></td>
<td>Health Services Research</td>
<td>February 1, June 1, October 1</td>
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<tr>
<td>American Nurses Foundation</td>
<td>Internally Funded and Externally Funded Nursing Research Grants</td>
<td>May 1</td>
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<td><a href="http://www.ana.org">www.ana.org</a> <strong>NOTE:</strong> The dissertation proposal must have been defended.</td>
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<tr>
<td>Sigma Theta Tau</td>
<td>Small Grant Program</td>
<td>December 1</td>
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<tr>
<td>Oncology Nursing</td>
<td>Small Research Grant</td>
<td>November 1, December 1</td>
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<td>Career Development Awards</td>
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<tr>
<td>American Association of History of Nursing</td>
<td>H-31 Predoctoral Award</td>
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<td></td>
<td>Research grants at <a href="http://www.aahn.org">www.aahn.org</a></td>
<td>April 1</td>
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APPENDICES

Appendix A
Comprehensive Exam Evaluation

Appendix B
Doctoral Nursing Student Organization Bylaws

Appendix C
Thesis Submission and Graduation Steps

Appendix D
Listing Nursing credential and certifications

Appendix E
Helpful Links
## Comprehensive Exam Evaluation

**PhD Program Comprehensive Exam Evaluation Tool**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Not acceptable; important aspects are neglected or unfinished</th>
<th>Acceptable; meets all requirements</th>
<th>Distinguished; exceeds requirements</th>
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### Content Knowledge: Synthesizes knowledge in the field

- Grounds response in current theories
- Situates response within the purview of the relevant line of research and thoroughly reviews the pertinent empirical literature on the topic
- Identifies and defines key concepts and terms and discusses these within the context of the relevant literature
- Demonstrates cognizance of relevant research and informed opinion
- Avoids over-generalizing or otherwise arriving at conclusions that exceed findings
- Qualifies statements that are speculative or that apply to narrow circumstances
- Distinguishes between what is known and what would be desirable to know
- Identifies competing theories and links these logically to the research presented

### Content Knowledge: Identifies topic and approach for dissertation research and its contribution to nursing

- Topic is clearly defined.
- Problem statement and research question are clearly stated and provide information necessary to understand direction for the dissertation research.
- A conceptual framework,
congruent with the study’s research question, is presented, where appropriate.

Justification for the importance/significance of the problem is convincing.

Selected methodological approach is described and expertise regarding the method is demonstrated.

The contribution of this work to nursing is described, is meaningful, and the impact to the field is described.

**Content Knowledge: Shows how program of research from dissertation up to next 5 years will add to nursing knowledge**

- Situates response within the purview of the relevant line of research
- Persuasively argues how the proposed program of research will build logically on the dissertation findings
- Identifies time-line for planned professional activities that will support the implementation of the research program
- Identifies career development activities necessary to support the development of the research program.

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The following section applies to ALL answers

**Rhetorical Aspects**

- Achieves general cohesion of ideas within each response
- Creates a logical text structure
- Signals text structure by appropriate headings and subheadings

**Technical Aspects**

- Uses correct spelling and punctuation
- Employs proper grammar and usage
- Adheres to APA style
APPENDIX B

Doctoral Nursing Student Organization Bylaws

Article I. **Name:** The official name of this organization is the Doctoral Nursing Student Organization at the University of Virginia.

Article II. **Purpose:** The purpose of this organization is:

1. To facilitate communication among doctoral students (PhD and DNP) and between doctoral students and faculty.
2. To provide a mechanism for student representation on School of Nursing committees and University committees and organizations.
3. To represent the doctoral nursing programs within the University, the community, and to prospective doctoral students.

Article III. **Membership:** The membership consists of students pursuing a PhD or DNP in nursing and is consistent with the University’s policy of non-discrimination. It is a policy of the University of Virginia not to discriminate in the administration of any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status.

**Ad Hoc Members:** Consistent with Article II, Item 1, students who are not admitted to the PhD or DNP program but are enrolled in PhD or DNP courses in the School of Nursing or students enrolled in PhD or DNP nursing studies at other universities can participate in DNSO social activities as ad hoc members. Ad hoc members are not required to pay dues and are excluded from DNSO activities under Article II, Items 2 and 3.

Article IV. **Organizational structure:** The organizational structure consists of the following officers:

An Executive Committee that consists of twelve (12) members: the president, the president-elect, secretary, treasurer, student representative to the School of Nursing Research Committee, student representative to the School of Nursing PhD Program Committee, a PhD and DNP Social Events Representative, a First-Year and an Upper Class PhD Student Class Representative, and a First-Year and an Upper Class DNP student representative, a SON PhD Committee Representative, and a SON PhD Research Committee Representative [must be a PhD(c)]. The Executive Committee meetings are open to all members of the DNSO.

1. A President who is responsible for convening the general and executive committee meetings and for coordinating ongoing organizational activities. The President is to communicate as necessary to the Dean of the School of
Nursing and other faculty about matters of concern to the DNSO. In addition, the President is to serve as the chairperson of the Executive Committee.

2. A President-Elect who is to assist the president in the duties of that office, assumes responsibility of the president in his or her absence, and serves as the DNSO representative to the GSAS Student Council (once a month meetings). The President-Elect becomes the new president of the organization in June of each year. The President-Elect will also help the treasurer coordinate and prepare submitting proposals for outside funding for the organization.

3. A Treasurer who is responsible for maintaining the treasury in a non-UVa bank account off-grounds in accordance with other student organizations and coordinating all financial management of the treasury with the School of Nursing fiscal manager. The treasurer is responsible for collecting annual membership dues and for preparing the application for funding from the University Student Council and/or the SON Alumni Council.

4. A Secretary who is responsible for the minutes of the general and executive committee meetings and for any necessary correspondence related to the business of the DNSO.

5. A School of Nursing Research Committee Representative who is responsible for participation in the Research Committee as a representative of the DNSO. The student representative of this committee must be a Candidate for the PhD. Meetings of the Research Committee are monthly.

6. A School of Nursing PhD Committee Representative, elected by the students in the PhD program, who is responsible for participation in the PhD Program Committee as a representative of the PhD student members of the DNSO. Meetings of the PhD Committee are monthly.

7. A PhD and a DNP Social Events Representative. Along with coordinating social events throughout the year the representative shall jointly be responsible for coordinating student volunteers with Office Student Affairs for the yearly hooding ceremony of PhD and DNP students.

8. A First-year PhD and a DNP Student Class Representative.

9. An Upper Class PhD and a DNP Student Representative.

**Article V. Elections:** The President will solicit nominations in August for September elections each year. The President-Elect, Treasurer, Secretary, committee representatives, and student representatives are to be elected by closed ballot from a slate of nominees compiled by the President of the DNSO. Nominations are to be made, if possible, from all class levels. The ballot is to be compiled and elections are to be held in September. All elected officers are to assume their responsibilities beginning in the fall semester for the period of one year and may serve no more than two consecutive terms in the same office, with the exception of the treasurer who serves for 2 years. The President will make appointments to any office vacancies as needed.

**Article VI. Committees:**
1. The Social Committee coordinates events and activities that are designed to promote camaraderie, social support, and DNSO communication. Committee membership is comprised of volunteers from the general membership.

2. Ad Hoc Committees are to be appointed by the President.

Article VII. Meetings: The executive committee is to meet, physically or electronically, at least twice a year, at the beginning and end of each semester or more frequently if needed. A general meeting of the membership is to meet at least twice a year. Roberts’ Rule of Order will be followed at both the general and Executive Committee meetings.

Article VIII. Finances and Dues: The annual dues for membership in the DNSO are thirty ($30.00) dollars and collected each September. These and other monies are to be placed in the DNSO bank account by the treasurer who is authorized to conduct transactions.

Article IX. Amendment of Bylaws: Amending the bylaws is to be based on need as determined by the executive committee and/or general membership and approved and disapproved by a majority vote of the membership.

Revised: September 2013
Appendix C

Thesis Submission and Graduation

Students who have completed all degree requirements in both their program and their school and who have observed the rules and regulations of the University, including the Honor Code, may graduate only after applying for and receiving approval for the degree sought. A transcript of the applicant's previous academic record, detailing the content of his or her baccalaureate degree, must be on file with the Office of Enrolled Students.

Candidates who do not receive a degree in the semester for which their application has been approved must renew their application in proper form at the beginning of the semester in which candidacy for the degree is desired. Candidates who find that they will not be able to receive their degree in the semester for which their application was approved must remove their name from the degree list by May 1 for spring graduation, August 1 for summer graduation and December 1 for fall graduation.

Students must be registered during the semester in which they plan to graduate. Before completing the application for the degree, students should check their transcripts for errors, as errors will not be corrected after a degree has been conferred. Please follow the steps below, following the deadline for the desired term of graduation. Please also note that the following are standard requirements and procedures for the Graduate School of Arts and Sciences. Individual departments may maintain additional requirements and procedures.

**Step One: Degree Application in SIS**
Students must apply for their degrees online in SIS by the deadline for the term in which they plan to graduate:

- Fall - October 1
- Spring - February 1
- Summer - July 1

Doctoral students applying for a master’s degree en route should submit the PhD Continuation form to their departments for signature and apply to graduate online in SIS for the PhD. GSAS will adjust their records in SIS accordingly.

**Step Two: Verify Requirements and UVA Transcripts**
Students must verify in SIS that the academic requirements and milestones for their program have been fulfilled. Students are also responsible for verifying the accuracy of their University of Virginia transcripts before degree conferral. Errors identified after graduation will not be corrected.

**Step Three: Dissertation Title**
Doctoral students who are graduating in the spring term must submit the titles of their dissertations to their departments by March 15.
Step Four: Final Examination Form
Doctoral and master’s students whose degree requires the submission of a thesis must obtain a signed final examination form at the conclusion of their defense, submit this form to their departmental graduate administrator, and proceed with the steps below.

Master's students for whom a thesis is not required must obtain a signed final examination form and submit this form to their departmental graduate administrator or to the GSAS Registrar. No further steps are required for the degree application.

Step Five: Survey of Earned Doctorates
Doctoral students must complete the Survey of Earned Doctorates online in advance of submitting the dissertation.

Step Six: Upload Thesis to Digital Repository
Doctoral and master’s students whose degree requires the submission of a thesis must upload the final, approved version of the thesis to the University Library’s digital repository, also known as LIBRA, by the following deadlines:

- Fall - December 1
- Spring - May 1
- Summer - August 1

Information regarding the repository, the submission process and copyright law is available through the LIBRA web site. Please note the following:

- The title page of the dissertation should be formatted according to the template approved by GSAS. Signatures of the dissertation committee members should appear only on the final examination form. These signatures should not appear on the title page of the document that is uploaded to LIBRA.
- Students are responsible for ensuring that they upload the final, approved version of their thesis. Documents submitted to LIBRA cannot be deleted or corrected.
- The thesis title submitted to the department in step four above will appear in the LIBRA upload interface. If the title listed in LIBRA does not match the final title of the thesis, the student must stop the upload process and inform his or her departmental graduate administrator of the correct title. The thesis title listed in SIS, LIBRA and the student’s transcript should be identical.

LIBRA will accept the thesis as a single PDF document up to 100MB. Students also have the option to upload supplemental files. There are no formatting requirements or restrictions; however, students should adhere to traditional physical standards if they wish to purchase bound copies from Printing and Copying Services.
APPENDIX D

Listing Nursing credentials and certifications

“A nurse's postnominal (listed after the name) credentials usually follow his or her name in this order:

- Highest earned academic degree in or related to nursing (e.g. "MSN")
- Nursing licensure (e.g. "RN")
- Nursing certification (e.g. "CCRN")

Generally credentials are listed from most to least permanent.”

How to list your credentials and title when you publish

Ex: Last name, PhD [cand.] not PhD (c)
Appendix E
Helpful Links

- **AACN The Research-Focused Doctoral Program in Nursing Pathways to Excellence**
  [http://www.aacn.nche.edu/education-resources/phdposition.pdf](http://www.aacn.nche.edu/education-resources/phdposition.pdf)

- Academic Calendar [http://www.virginia.edu/registrar/calendar](http://www.virginia.edu/registrar/calendar)

- Doctor of Philosophy in Nursing Information on admission to graduation

- GSAS Forms [http://gsas.virginia.edu/enrolled-students](http://gsas.virginia.edu/enrolled-students)
  
  - Add/Drop/Withdrawal Deadlines [http://gsas.virginia.edu/enrolled-students/registration-procedures](http://gsas.virginia.edu/enrolled-students/registration-procedures)
  - Course Withdrawal request form
  - Request for an Extension of Time Limit for Degree Completion
  - Graduate Student Petition for Full-Time Off-Grounds Enrollment

- SON Registrar PhD Specific Forms: [http://www.nursing.virginia.edu/registrar/forms/phd/](http://www.nursing.virginia.edu/registrar/forms/phd/)
  
  - PhD Request to Write Comprehensive Exam
    [http://www.nursing.virginia.edu/media/PhD_Request_Write_Comp_Exam.pdf](http://www.nursing.virginia.edu/media/PhD_Request_Write_Comp_Exam.pdf)

- Thesis Submission and Graduation [http://gsas.virginia.edu/enrolled-students/thesis-submission](http://gsas.virginia.edu/enrolled-students/thesis-submission)

- Authorship Guidelines


- Listing credentials and title when you publish