

***West Virginia University
School of Nursing***



**PhD
In Nursing**

Student and Advisor Handbook

2009-2010

Policies not addressed in the PhD In Nursing Student and Advisor Handbook will be controlled by guidelines set forth in the current WVU Graduate Catalog.

To obtain web access to the Graduate Catalog, please go to the link listed below:

<http://coursecatalog.wvu.edu>

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Goal and Objectives of the PhD Program

The purpose of the PhD program is to prepare nurse scholars/educators for roles in research, teaching, and service. The program will prepare graduates who will contribute their unique nursing expertise to the collaborative development of knowledge to improve health and quality of life.

Graduates of the program are expected to:

1. Critically analyze phenomena using a variety of approaches to contribute to the development of nursing science.
2. Synthesize, reorganize, and expand knowledge from nursing and related disciplines to inform nursing science and practice.
3. Contribute to the development of the science of caring to improve quality of life.
4. Disseminate advances in scientific knowledge to diverse audiences.
5. Assume collaborative leadership roles in academia, health care organizations, research teams, and scholarly networks to promote and improve health.
6. Demonstrate integrity in the design, conduct, analysis, interpretation, and dissemination of research.

The following paragraph on the reciprocal relationship between students and their PhD program advisor is quoted directly from A Policy Statement: The Doctor of Philosophy Degree by the Council of Graduate Schools in March 1990, page 8.

At all stages, advising is a reciprocal responsibility. Faculty are expected to be diligent in providing counsel and guidance, and to be available for consultation. They should demonstrate flexibility and critical thinking; a willingness to be challenged and to challenge constructively; and the desire to help the student become better at research and teaching than they are themselves. Students, for their part are expected to seek out actively the guidance of their advisers.

Student Progression

Student progression through the program from admission to graduation follows:

1. Academic Advising at the beginning of the program is provided by the Associate Deans in Charleston and in Morgantown. A plan of study is completed early in the first semester of course work. (Appendix A)
2. By the end of the second summer of course work, the student chooses a dissertation chairperson who then becomes the Academic Adviser. A listing of Graduate Faculty is found in Appendix B.
3. At the end of all course work, in the Fall following completion of Summer IV courses, the student takes Qualifying Examination. Students register for 1 credit of N795 in the Fall semester under the name of the chair of the qualifying exam committee.
4. Upon successful completion of the Qualifying Examination, the student advances to candidacy.
5. The student progresses to N783: Dissertation Seminar after passing the Qualifying Exam.
6. The student in consultation with the dissertation chair selects a 5-person dissertation committee. In accordance with university policy membership on the committee must include: a majority of regular members of the WVU Graduate Faculty, a majority of faculty members from the WVU School of Nursing and one member from a department outside of nursing.
7. The student presents the dissertation proposal for approval to the Dissertation Committee.
8. The student carries out the dissertation research.
9. The student completes the dissertation and participates in the final oral examination on the dissertation. Upon successful completion of the examination and dissertation; the student has completed the program.

Progression Standards

In order to progress in the PhD in nursing curriculum, a student must meet the following standards:

- Students may not progress in the nursing summer curriculum until all summer course work from the preceding year has been completed. Thus, nursing summer courses are taken in the sequence stated in the PhD Program Plan of Progression.
- Students must maintain a 3.0 GPA to progress in the program.
- Students must achieve an overall academic GPA of 3.0 in all course work to be applied toward the PhD degree.
- Students may carry forward one C grade in any course to be applied toward the PhD degree. A second C will result in dismissal from the program.
- Students with a grade of D or F in any course to be applied to the PhD degree be dismissed from the program.
- Students must take all courses for a letter grade except for 1 credit of N795 Qualifying Examination which is graded satisfactory or unsatisfactory.

Residency Requirement

The University approved the PhD as a summer program on condition that in lieu of the required full-time one year residency requirement, students participate in the School of Nursing visiting scholar lectures and other scheduled evening activities.

The purpose of the visiting scholar lectures is to provide PhD students with an opportunity to participate with nurses who hold an outstanding record of leadership and scholarly achievements. Speakers consult with students, offer resources, and share the story of how they developed their program of research and scholarship.

The Visiting Scholar Lectures are a program requirement and students are expected to participate in every lecture. The lectures are designed to meet the residency requirements of West Virginia University.

Students are encouraged to present posters and papers at the annual Southern Nursing Research Society (SNRS) meeting each year. A stipend to assist with conference expenses is available for students who have a poster accepted for presentation at the conference. SNRS stipend guidelines are in Appendix C.

Transfer of Graduate Credit to West Virginia University

Cognate courses not taken at WVU must be taken at institutions accredited at the graduate level. Students consult with their advisor before registering for these courses, and complete the Application for Transfer of Graduate Credit to West Virginia University (see Appendix D). At that time, the form is signed by the Academic Advisor, and sent to the Office of Student Services. Upon completion of the course, the student is responsible for having an official transcript sent to Admissions and Records. Any number of graduate courses may be transferred to WVU SON; however, faculty make decisions about whether transferred courses meet the requirements of the PhD program. A maximum of 18 credits of transfer credits may be counted toward the degree.

Academic Advising by the Dissertation Chairperson

The Dissertation Chairperson is responsible for academic advising including maintaining the student's academic record that is housed in the Office of Student Services.

The advisor:

- Guides the student in the 9 credits of cognate courses that will build a foundation for the dissertation research. The student and the advisor partner in identifying likely available graduate courses at a university accredited at the graduate level. Other considerations include: identification of content experts with whom the student can register for independent study at WVU or at the content expert's university, and selection of intensive workshops at the PhD level that could then be structured as an independent study by the advisor.
- Approves and signs the Application for Transfer of Graduate Credit to West Virginia University (Appendix D) that has been completed by the student at the beginning of the semester in which the course will be taken. The academic advisor sends the form to WVU SoN Student Services who copies the form to the student file and sends it to the Health Sciences Center Graduate Programs Office.
- Meets either in person, by email or by telephone with the student to discuss academic progress and subsequent progression. As completion of course work approaches, the academic advisor reviews the qualifying examination procedure with the student.
- Completes grade modification form for incomplete grades on cognate courses as necessary. This form is sent to the WVU SON office of Student Services.
- Notifies student to submit the Request to Take the Qualifying Examination (Appendix E) to the Associate Dean of Graduate Academic Affairs, in Summer IV of the program. See Qualifying Examination directives on next page.

Policy on Credentials Following Candidacy

There is no degree credential for doctoral candidacy. Although sometimes used, the Ph.D(c) designation is not an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form, i.e., in the biographical information that accompanies a published article, paper presentation, or poster. It is acceptable to use the Ph.D. only after one has successfully defended the doctoral dissertation.

PhD Qualifying Examination for Admission to Candidacy

According to the West Virginia University Graduate Catalog, the qualifying examination is intended to determine whether the student has the academic competence to undertake independent research in the discipline and to ensure that the student possesses a thorough grasp of the chosen plan of study. Successful passage of this examination is the sole determinant of formal admission to candidacy. Candidacy allows the student to proceed with the dissertation. Doctoral candidates are allowed no more than five years in which to complete remaining degree requirements following admission to candidacy. The outcome of the Qualifying Examination is a publishable paper to be submitted to a peer-reviewed journal.

The process follows:

1. The student must submit the Request to Take Qualifying Examination form (Appendix E) in May to take the examination in the Fall. The request is submitted to the Associate Dean for Graduate Academic Affairs.
2. A Qualifying Examination Committee of 3 persons (all members of the graduate faculty) is developed for each student by the Associate Dean for Graduate Academic Affairs. The majority must be regular members of the Graduate Faculty. The chair of the Qualifying Examination Committee is appointed by the Associate Dean for Graduate Academic Affairs.
No member of the student's Dissertation Committee may serve as chair of the same student's Qualifying Examination Committee, and the committee may not include a WVU immediate supervisor. The chair schedules meetings and communicates committee decisions to the student.
3. The examination is given in the semester following completion of the core nursing courses.
4. The student may seek editorial assistance outside the School of Nursing during preparation of the paper.
5. The student has only one opportunity to revise the paper following the oral examination. The revision must be submitted before the end of the semester in which the student takes the qualifying examination. If the student is not successful in revising the paper, the Qualifying Examination has been failed, and the student is dismissed from the program.
6. Deadlines are Friday at 5 p.m. on the specified week. The sequence of events for the examination follows:

Week 1 of semester	Student submits 3 topics, selected from previous papers written for courses, and 3 journals (one topic per journal) to the members of the Qualifying Examination Committee (sent electronically) and the Committee meets to discuss the materials submitted. Papers that have been previously submitted to journals may be included in the students' list of topics for consideration for the Qualifying Exam. If a student succeeds in publishing a paper before seeking candidacy that paper may be considered for the Qualifying Exam paper.
Week 2	Qualifying Examination Committee meets with student in face-to-face meeting or as a conference call and agreement is reached about the topic and journal and guidance is given on the outline for the paper. If a published paper is submitted as one of the topics and the committee determines that it demonstrates essential competencies to proceed in the program, the <i>written</i>

portion of the Qualifying Exam may be waived and the student proceeds as described for Week 12.

Week 4 Student submits (electronically) a detailed outline (3 – 4 pages) for the paper by following guidelines provided at:
http://web.princeton.edu/sites/writing/Writing_Center/WCWritingResources.htm
http://writing_center.agnesscott.edu/handouts/12creatinganoutline.pdf

Week 5 Committee may meet with the student to discuss and approve the outline

Week 10 Paper is submitted electronically by the student to the Qualifying Examination Committee

Week 12 Qualifying Examination Committee meets with student for an oral examination on the paper. The Oral Exam is an opportunity for the student to demonstrate command of the knowledge and skills needed to progress in the program. The committee makes the decision regarding readiness of the paper for journal submission and provides suggested revisions. Outcomes of this meeting may be: Pass, Pass with Minor Revisions, Tentative Failure with Substantive Revisions as specified by Committee.

Finals Week Qualifying Examination Committee approves or rejects the revisions (if required) in the paper and the transmittal letter for manuscript submission to the selected journal. If the paper is rejected by the Committee, the student fails the Qualifying Examination and is dismissed from the program.

Chair of the Qualifying Examination Committee

- Obtains signatures of the committee on the Qualifying Examination Approval form (Appendix D)
- Sends the form and a copy of the paper to the Associate Dean for Graduate Academic Affairs who then notifies Health Sciences Graduate Office that the student has passed the qualifying examination.
- Sends letter to student acknowledging results of the qualifying examination and admission to candidacy with a copy to the Dean of the School of Nursing and to the Associate Dean for Graduate Academic Affairs.
- Sends a copy of the signed Qualifying Examination Form to the student.

Approved by DSN Task Force 6/6005; revised by ad hoc committee 1/23/06; revised by DSN Task Force 4/11/06; revised 9/12/06

Criteria for Evaluation of PhD Candidacy Examination

1. Paper is organized with the outline approved by the Candidacy Examination Committee – 5%
2. Paper corresponds with the manuscript criteria established by the journal selected for the paper – 10%
3. The purpose of the paper is clearly stated – 10%
4. Ideas in the paper are developed in a substantive way – 15%
5. Inferences are congruent with information or data presented in the paper – 15%
6. Implications, consequences and future directions flow from information presented in the paper – 15%
7. Paper is written in language that is clear and precise – 10%
8. Paper represents a logical flow of ideas – 10%
9. Appropriate references are used in the paper – 10%

The passing grade is 85%. Any paper below 85% represents failure of the Candidacy Examination.

Approved by PhD Task Force on 05/02/06

Dissertation Advising by the Dissertation Chairperson

After the student has successfully completed the Qualifying Examination, the Dissertation Chairperson:

1. Guides the student in the selection of the Dissertation Committee members. Composition of the committee includes: no fewer than five members including the chair, a majority of the committee must be regular members of the graduate faculty including the chair. At least one member must be from a department other than the one in which the student is seeking a degree, and a majority of the members must be from WVU School of Nursing.
2. Guides the student in writing the first three chapters of the Dissertation Proposal to be presented to the Dissertation Committee. During this phase, the chair connects the student with a WVU Information Technology consultant who is an expert in the preparation of manuscripts for Electronic Dissertation Submission.
3. Schedules the Dissertation Proposal Defense and guides the student in preparation for the defense.
4. Completes the Plan of Study Form (Appendix G) and Committee Approval Form (Appendix H) and obtains committee member signatures at the conclusion of the meeting in which the student successfully presents the dissertation proposal. These forms are sent to Student Services who copies the forms for the file and forwards the forms to the Health Sciences Graduate Program Office.
5. Guides the student through the Institutional Review Board (IRB) approval process.
6. Works closely with the student as the student makes revisions based on the committee recommendations. Guides the student in gathering data, analyzing data, and writing the results and discussion.
7. Works with the student in preparation of the final version of the five chapters of the dissertation including formatting for electronic dissertation submission.
8. Guides the student in completing and submitting the Application for Graduation and Diploma (Appendix I) to Student Services at the beginning of the semester in which the student is anticipating graduation.
9. Reminds the student that registration is required in the semester of graduation.
10. Schedules and announces the time and place of the dissertation defense.
11. Instructs the student to send the final version of the dissertation to the Committee Members at least one month prior to the dissertation defense.
12. Completes the Shuttle Sheet Request (Appendix J) and sends to WVU SON Student Services office three weeks prior to dissertation defense.
13. Guides the student to meet with committee members and discuss comments and questions and recommended revisions regarding the final version of the dissertation before the defense.
14. Completes and obtains signatures at the successful completion of the defense. These forms are the Health Science Center Graduate Programs Office Deficiency and Shuttle Sheet (Appendix K), the Electronic Thesis and Dissertation Signature Form (Appendix L) and, Approval of the Examining Committee Form (Appendix M completed by the student as a page in the dissertation).

15. Works with student to incorporate recommendations for revision given by the Committee during the dissertation defense.
16. Refers students to the Electronic Thesis and Dissertation (ETD) forms. The ETD checklist has links to the latest materials, to help students keep things up to date. The doctoral ETD submission checklist is online at <http://www.libraries.wvu.edu/theses/doctor.htm>. Each semester the “ETD Submission Packet” is updated which contains the forms (a link is provided in the above checklist). Students can access the packet directly at http://www.libraries.wvu.edu/theses/forms/Doctoral_Submission_Info_Packet.pdf.
17. Completes the final Grade Modification Form to remove the incomplete from N797 after the dissertation has been submitted electronically.

Course Descriptions

729. ***Quantitative Research Methods***. 3 Hr. A study of advanced quantitative methods relevant to conducting research in nursing. Interrelationship among questions, designs, analyses, and interpretations are emphasized. Sampling theory, power, data collection procedures, and advanced analytic methods are examined.
728. ***Theoretical Basis of Nursing***. 3 Hr. Examination of the philosophical, theoretical, and conceptual bases of nursing science through a focus on developing a phenomenon for study.
731. ***Qualitative Research Methods***. 3 Hr. An exploration of the philosophical foundations and methods of qualitative inquiry. Research designs, ethical issues, rigor, integrity, data collection, interpretation, and representation are studied in depth.
727. ***Contemporary Nursing Science***. 3 Hr. Analysis of the state of the science of a phenomena for study through application to a population of interest.
730. ***Principles of Measurement***. 3 Hr. An introduction to the concepts of measurement and the process of evaluating instruments for nursing research. Concept derivation, validity, reliability, and use of instruments with selected populations will be addressed.
735. ***Principles of Nursing Education***. 3 Hr. This course examines the research base of educational strategies in nursing education in classroom and clinical settings. The course also examines external determinants on nursing curriculum, accreditation issues, and evaluation of nursing programs.
738. ***Issues in Nursing Scholarship and Role Development***. 3 Hr. Seminar focused on broad issues of ethics in the conduct of research and role acquisition of the nurse scientist in academic, clinical, and health policy settings.
737. ***Leadership***. 3 Hr. Through exploration of contemporary leadership paradigms and application to self, a personal leadership style will be developed to enable the student to enact a leadership role in health care and/or education.
734. ***Use of Data***. 3 Hr. This course addresses the use of existing data in research. Students will explore a wide range of existing datasets and learn to apply appropriate data management and analytic strategies to existing data.
781. ***Research Mentorship***. 2 Hr. In this guided practicum, the student's research skills are developed and cultivated through participation in the mentorship process with an experienced researcher.
783. ***Dissertation Seminar***. 2 Hr. This seminar provides an opportunity for continued knowledge synthesis related to the selected topic of research. Students will participate in proposal presentation and critique.
793. ***Special Topics***. 1-3 Hr.
795. ***Independent Study***. 1-3 Hr.
797. ***Dissertation Research***. 1-6 Hr.

Appendices

- Appendix A: Part-Time and Full-Time Plans of Study
- Appendix B: Graduate Faculty Membership List
- Appendix C: SNRS Stipend Guidelines
- Appendix D: Application for Transfer of Graduate Credit
- Appendix E: Request to Take Qualifying Examination
- Appendix F: Qualifying Examination Completion Approval Sheet
- Appendix G: WVU Health Sciences Center Graduate Programs Plan of Study Guidelines and Plan of Study
- Appendix H: Committee Approval Form
- Appendix I: WVU Application for Graduation and Diploma
- Appendix J: Shuttle Sheet Request Form
- Appendix K: WVU Health Sciences Center Deficiency & Shuttle Sheet
- Appendix L: WVU Electronic Thesis and Dissertation Signature Form
- Appendix M: Dissertation Committee Approval Sheet

Appendix A: Part-Time Plan of Study

**WVU School of Nursing
PhD Program**

Name _____

Student ID # _____

Date of Admission _____

Year One

Summer	Fall	Spring
N728 Theoretical Basis of Nursing (3 Cr)	PUBH 611 Applied Bio Statistics-Health (Univariate Statistics) (3 Cr)	PUBH 693 Multivariate Statistics (3 Cr)
N727 Contemporary Nursing Science (3 Cr)		

Year Two

Summer	Fall	Spring
N729 Quantitative Research Methods (3 Cr)	N730 Principles of Measurement (3 Cr)	N731 Qualitative Research Methods (3 Cr)
N735 Principles of Nursing Education (3 Cr)		

Year Three

Summer	Fall	Spring
N734 Use of Data (3 Cr)	Cognate (3 Cr)	Cognate (3 Cr)
N737 Leadership (3 Cr)		

Year Four

Summer	Fall	Spring
N738 Issues in Nursing Scholarship and Role Development (3 Cr)	Qualifying Exam (1 Cr)	N783 Dissertation Seminar (2 Cr)
N781 Research Mentorship (2 Cr)	Cognate (3 Cr)	

Year Five

Fall	Spring	Summer
N797 Dissertation (1-9 Cr)	N797 Dissertation (1-9 Cr)	N797 Dissertation (1-9 Cr)

Appendix A: Full-Time Plan of Study

WVU School of Nursing PhD Program

Name _____

Student ID # _____

Date of Admission _____

Year One

Summer	Fall	Spring
N728 Theoretical Basis of Nursing (3 Cr)	Research Design and Methods (3 Cr)	PUBH 693 Multivariate Statistics (3 Cr)
N727 Contemporary Nursing Science (3 Cr)	PUBH 611 Applied Bio Statistics-Heath (Univariate Statistics) (3 Cr)	Survey Research Methods** (3 Cr)
	Cognate (3 Cr)	Cognate (3 Cr)

Year Two

Summer	Fall	Spring
N735 Principles of Nursing Education (3 Cr)	Secondary Data Analysis (3 Cr)	N738 Issues in Nursing Scholarship and Role Development (3 Cr)
N737 Leadership (3 Cr)	N730 Principles of Measurement (3 Cr)	Cognate (3 Cr)
	N731 Qualitative Research Methods (3 Cr)	N781 Research Mentorship (2 Cr)
		Qualifying Exam (1 Cr)

Year Three

Summer	Fall	Spring
N783 Dissertation Seminar (2 Cr)	N797 Dissertation (1-9 Cr)	N797 Dissertation (1-9 Cr)

** Additional 3 credit course for full time credit load

Appendix B: Graduate Faculty

Laurie Badzek, MS, RN, JD, Professor (Regular Membership)

Joy Buck, PhD, RN, Associate Professor (Regular Membership)

Margaret Burkhardt, PhD, RN, Associate Professor (Regular Membership)

Roger Carpenter, PhD, RN, Associate Professor (Regular Membership)

Illana Chertok, PhD, RN, Associate Professor (Regular Membership)

June Larrabee, PhD, RN, Professor (Regular Membership)

Nan Leslie, PhD, RN, Professor (Regular Membership)

Susan McCrone, PhD, RN, Professor (Regular Membership)

Georgia Narsavage, PhD, RN, FAAN, Dean and Professor (Regular Membership)

Alvita Nathaniel, PhD, RN, Assistant Professor (Regular Membership)

Barbara Nunley, PhD, RN, Associate Professor (Associate Membership)

Cynthia Persily, PhD, RN, FAAN, Professor and Associate Dean (Regular Membership)

Heidi Putman, DNSc, RN, Assistant Professor (Associate Membership)

Kari Sand-Jecklin, EdD, RN, Associate Professor (Regular Membership)

Elisabeth Shelton, DNSc, RN, Associate Professor and Associate Dean (Associate Membership)

Marilyn Smith, PhD, RN, Clinical Associate Professor (Regular Membership)

Mary Jane Smith, PhD, RN, Professor and Associate Dean (Regular Membership)

Irene Tessaro, DrPH, RN, Research Professor (Regular Membership)

Appendix C: SNRS Stipend Guidelines

Process

- PhD Students presenting a poster at the February SNRS Conference will be awarded a total of \$275.00 toward conference expenses.
- When the student receives notification that the poster has been accepted he/she should send in the postal mail the following information to WVU SoN Graduate Academic Affairs: home address, social security number, telephone number and a completed registration form. Each attendee must legibly complete the registration form in its entirety with the exception of the section titled “Payment Method”.
- Registration forms must be returned to Academic Affairs in Morgantown five days in advance of the early registration deadline listed on the form. Forms received after this date cannot be processed for payment of the registration fee.
- WVU SoN Graduate Academic Affairs will then send this information to the School of Nursing Budget Administrator for processing of the registration fee. The School of Nursing Administrator will complete the “Payment Method” section on the form.
- A State Purchasing card will pay the registration fee in January prior to the conference registration deadline. After the registration has been processed, each attendee will be paid the remaining \$100.00. This will be paid differently for those who are faculty and those who are not faculty.

Attendees who are not considered faculty

- A “Vendor’s Invoice Request for Payment” will be completed by the School of Nursing Administrator for these individuals.
- A Vendor’s Invoice Request for Payment will be sent to the student.
- An original signature by the attendee is required on the Vendor’s Invoice Request for Payment. Once signed, the form needs to be returned to the Administrator’s office. Again, time is of the essence.
- Checks are mailed to the attendee’s home address.
- No follow-up is required on these payments.

Attendees who are WVU faculty

- A West Virginia University Foundation, Inc. “ADVANCE APPLICATION” will be completed by the Administrator’s office for these individuals.
- An original signature by the attendee is required on the Advance Application.
- Checks must be picked up by the attendee in person at the Foundation Office *BEFORE* the event. Time is of the essence when submitting these forms and picking up the check.
- The faculty attendee must submit a “Travel Expense Report” within 120 days of the date of the check issued. This form is available from the Administrator’s office. If this does not occur, the \$100.00 will be considered income to the attendee, and the attendee will receive a 1099-Misc form at year-end to be included on his/her personal income tax return. The travel expense report must include all original receipts in order to be processed. If any expenses are paid with a personal credit card, the original receipt is needed as well as a copy of the attendee’s personal credit card statement showing the expense.

Appendix E: Request to Take Qualifying Examination

**West Virginia University
School of Nursing
PhD Program**

I _____ intend to take the PhD Qualifying Examination in the
Fall semester. I have completed all required course work. My dissertation
chairperson is _____.

Date

Student Signature

Appendix F: Qualifying Examination Completion Approval Sheet

(date)

MEMORANDUM

TO: Health Sciences Center Graduate Programs Office
Claire Noel
PO Box 9024

FROM: _____ (chairperson of committee)

RE: Qualifying Examination Completion Approval Sheet

This is to certify that _____,

ID# _____, a PhD candidate in the School of Nursing, completed his/her qualifying examination(s) on

(date)

Written: Approved _____ Failed _____

Oral: Approved _____ Failed _____

Print Committee Members Name

Committee Signatures

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Submit to Health Sciences Center Graduate Programs office immediately following the final examination(s). Qualifying examination usually given after most formal studies have been completed/27 hours.

**Committee members must sign.

Appendix G: West Virginia University Health Sciences Center Graduate Programs Plan of Study Guidelines and Plan of Study

The Plan of Study form should be submitted as follows:

PhD Students complete the Plan of Study form and obtain signatures at the time of the dissertation proposal meeting.

1. This form must be typewritten and completed in full.
2. It must be signed by the student and his/her committee and submitted to the Health Sciences Graduate Program Office for final approval.
3. When approved by the Health Sciences Graduate Council Chairperson and the Health Sciences Graduate Programs Office, it becomes a binding agreement for the student, committee and the Health Sciences Graduate Programs Office.
4. Request for a change in the Plan of Study must be submitted in writing:

Minor changes in the approved program, a letter of request must be submitted to the Health Sciences Graduate Programs Office after written concurrence has been obtained from a majority of the graduate committee and student.

For major changes in approved program, a revised Plan of Study must be submitted to the graduate committee for its approval and transmitted to the Health Sciences Graduate Programs Office for approval.

The original approved Plan of Study form will be returned to the department.

Appendix G: West Virginia University Health Sciences Center Graduate Programs Plan of Study

Total Credit Hours Needed for Degree: _____

Credit Hours at 600 Level: _____ % of Total _____

Credit Hours at 700+ Level: _____ % of Total _____

Note: No more than 40% of course work at the 600 level may be applied to a master's degree; 60% must be at the 700+ level. Transfer credit is counted 700 level work and must be approved by committee members.

FOR COURSES FROM OTHER INSTITUTIONS, YOU MUST GET TRANSIENT APPLICATION FORM APPROVED BEFORE ENROLLING IN TRANSIENT COURSES.

MAJOR AREA(S)

MINOR AREA(S)

Course	Institution	Hrs	Grade	Course	Institution	Hrs	Course

*

_____ Student

*

_____ Adviser

*

_____ Dean of School or Designate

*

_____ Health Sciences Grad. Prog's Office (HSGPO)

*

_____/_____/_____
Date Approved by HSGPO

Major Chairperson

Date Approved by Committee: ____/____/____/

*Please type name of committee directly under the line where the committee member will sign his/her name.

Revised: 4/16/02

Appendix H: Committee Approval Form

MEMORANDUM

(DATE)

TO: Health Sciences Programs Office

FROM: _____, (Committee Chairperson)

RE: COMMITTEE APPROVAL FOR DISSERTATION.

The following persons have agreed to serve on the committee for _____,

ID# _____, a PhD candidate in the department of Nursing.

Student's Research Title

Signature/Agreement to Serve:

*

*

*

*

* (Chair)

Approved by:

(Dean of School or Designate)
Georgia Narsavage, PhD, RN, FAAN

(Date Approved)

Approved by:

(HSCGP Office)

(Date Approved)

*Type name under signature/agreement to serve line. List chairperson last. Must be signed by those agreeing to serve, as well as by the dean or designate. Submit memo on any changes in committee prior to defense/meeting for approval.

PhD requires 5 committee members, the majority of whom must be regular graduate faculty. No more than one committee member can be a non-member and the non-member cannot chair or advise.

Appendix I: Application for Graduation and Diploma



West Virginia University Application for Graduation and Diploma



I expect to complete all requirements for the degree of:

Degree	Major I	Major II	Minor I	Minor II
<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> December	Year: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	

I wish my name to appear on my diploma as (please print):

--	--

--

Student ID: - -

Diploma Address (if mailing is requested):

--

Street Line 1

--

Street Line 2

--

City

		-	
--	--	---	--

State

NOTE:

This application must be filed in the office of the appropriate Dean within the first two weeks of the term that you expect to graduate. The graduation fee must accompany this application.
All outstanding debts must be paid one week before graduation.

Appendix J: Shuttle Sheet Request Form

(MUST BE SUBMITTED 2 TO 3 WEEKS PRIOR TO DATE OF DEFENSE)

TO: Claire Noel, Health Sciences Graduate Programs Office

FROM: _____ (Student's Chairperson) _____ (Date)

The following student is anticipating graduation at the end of this semester or summers session. Please check the record and send a shuttle sheet to this office if degree requirements are met.

The student's committee below has previously been approved. All members have received draft copies of the thesis or dissertation; and scheduling of final examination is required below:

STUDENT'S NAME: _____ ID# _____

DEGREE: _____ PhD: Nursing
(Major Field)

EXAMINATION DATE: _____
TIME: _____
PLACE-BLDG: _____

TITLE OF DISSERTATION: _____

COMMITTEE: (List Chairperson Last)

Name Typed	Signature of Agreement to the Above
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Dissertation Chairperson)

NOTE: No examination is to be given without all committee members present. (Contact this office for substitutions if needed for the defense). Student must be registered the semester he/she is to graduate. Student must complete application for graduation and diploma form and submit to this office early in the semester he/she is to graduate.

REV: 10/00

Appendix K: Electronic Dissertation Signature Form West Virginia University

Student Name: _____
(Last) (First) (Middle)

Student ID#: _____

Degree: ___ Bachelor's ___ Master's ___ Doctorate

Document Type: ___ Project Report ___ Thesis ___ Dissertation

Document Title: _____

Student Agreement:

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owners of each third party copyrighted matter to be included in my thesis, dissertation, project report, or other research material, allowing distribution as specified below.

I hereby grant to West Virginia University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my above mentioned document in whole or in part in all forms of media, now or hereafter known. I retain ownership rights as specified in the WVU copyright policy to the copyright of the above mentioned document. I also retain the right to use in future works (such as articles or books) all or part of this above mentioned document.

Student and Committee Agreement:

Part A. In addition to the unrestricted display of the bibliographic information and the abstract, the student and committee agree that the above mentioned document be placed in the ETD archive with the following status:

(choose one of 1, 2, 3, or 4)

- ___ 1. WORLD: Release the entire work immediately for access worldwide.
- ___ 2. WVU ONLY: Release the entire work for West Virginia University access only, except for interlibrary sharing of electronic or printed copies.
- ___ 3. WVU ONLY ENCRYPTED: Secure the entire work by personal request for a period of three years. The student will determine an encryption password with the ETD Archivist. Access will be provided only by interlibrary sharing of printed copies. At the end of the three year period, either the student or proxy may request an automatic extension of up to two additional years.*
- ___ 4. NO ACCESS: Secure the entire work for patent and/or proprietary purposes for a period of one year. During this period the copyright owner also agrees not to exercise her/his ownership rights, including public use in future works, without prior authorization from West Virginia University. At the end of the one year period, either the student or proxy may request an automatic extension for one additional year.*

*Option 3: At the end of the three year secure period (or its extension, if such is requested), or

*Option 4: At the end of the one year secure period (or its extension, if such is requested), this work should be handled under: ___ option 1 above ___ option 2 above (initial one choice).

Part B. (optional proxy). When the student signing this form becomes inaccessible, either of the following persons is authorized by the student to serve as a proxy to modify the release status of this work.

Printed name of proxy: _____

Printed name of proxy: _____

WVU will assume no responsibility for any fiscal or other losses incurred by the document's author caused or exacerbated by a proxy's recommendation.

(Continued on next page)

Review and Acceptance:

The above mentioned document has been reviewed and accepted by the student's advisory committee. The undersigned agree to abide by the statements above, and agree that this Signature Form updates any and all previous Signature Forms submitted heretofore.

Signed: _____ (Student) _____ (date)

Committee: _____ (Committee Chair) _____ (date)

_____ (Committee Member) _____ (date)

_____ (Committee Member) _____ (date)

_____ (Committee Member) _____ (date)

_____ (Committee Member) _____ (date)

_____ (Committee Member) _____ (date)

Part C. Checklist of Items to Accompany this Signature Form:

For other forms see URL: <http://www.libraries.wvu.edu/theses/submit-checklist.htm>
Fees effective with the Fall 1999 semester.

PhD Dissertation

- Ⓜ \$65.00 cash (exact change please), check, or money order payable to West Virginia University Libraries.
- Ⓜ Completed and signed UMI PhD Dissertation Agreement Form.
- Ⓜ Copy of Title Page.
- Ⓜ Copy of Abstract (350 word maximum).
- Ⓜ Completed and signed Survey of Earned Doctorates.
- Ⓜ Copyright Fee (optional): \$45.00 cash (exact change please), check or money order payable to West Virginia University Libraries.

Master's Thesis

- Ⓜ \$55.00 cash (exact change please), check, or money order payable to West Virginia University Libraries.
- Ⓜ Completed and signed UMI Master's Thesis Agreement Form.
- Ⓜ Copy of Title Page.
- Ⓜ Copy of Abstract (150 word maximum).
- Ⓜ Copyright Fee (optional): \$45.00 cash (exact change please), check or money order payable to West Virginia University Libraries.

Project Report or Other Research Material

- Ⓜ \$10.00 cash, check, or money order payable to West Virginia University Libraries.
- Ⓜ Optional: Completed and signed UMI Publishing Services Agreement Form, UMI publishing fee.
▶ THE ENTIRE SUBMISSION PACKET MUST BE FORWARDED IN PERSON OR BY MAIL TO:

**West Virginia University Libraries
Acquisitions Department
Attn: John H. Hagen
Wise Library, Room 2510
P.O. Box 6069 / 1549 University Avenue
Morgantown, WV 26506-6069
Phone: (304) 293-4040, ext. 4025
Email: John.Hagen@mail.wvu.edu**

Disclaimer: Any unauthorized modifications made to the policy content portion of this form renders the document invalid and will result in the use of the original WVU ETD policy in effect at the time of submission.

Appendix M: Dissertation Approval Signature Sheet

TITLE OF THE DISSERTATION

Name of Student

**Dissertation submitted to the
School of Nursing
at West Virginia University
In partial fulfillment of the requirements
for the degree of**

**PhD
in
Nursing**

APPROVAL OF THE EXAMINING COMMITTEE

Chair Name and Credentials

Member Name and Credentials

Member Name and Credentials

Member Name and Credentials

Date

Member Name and Credentials