

MENNONITE COLLEGE OF NURSING
AT
ILLINOIS STATE UNIVERSITY

DOCTOR OF PHILOSOPHY
In Nursing

STUDENT HANDBOOK

2010-2011

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I. Mennonite College of Nursing Overview

A. Mission

Mennonite College of Nursing at Illinois State University creates a dynamic community of learning to develop exceptionally prepared nurses who will lead to improve health outcomes locally and globally. We promote excellence in teaching, research, service and practice with a focus on the vulnerable and underserved. We are committed to being purposeful, open, just, caring, disciplined and celebrative.

B. Philosophy

At the heart of the College's philosophy is the belief that all people share a common humanity. Each person must be regarded as having special biological, psychological, sociocultural, and spiritual dimensions and possessing the inherent rights and responsibilities of freedom of choice and self-determination. Based on these beliefs, the College strives to grow as a caring community that supports the development of the total individual.

A vital interactive relationship exists between humankind and the environment. Environment affects each person's biological being and extends beyond physical surroundings to encompass roles, relationships, and societal structures. Because all human beings influence and are influenced by their environment, all must assume the responsibility to protect the social and natural environments in which they share.

Health is a dynamic state influenced by individual, environmental and hereditary factors. State of health, which significantly influences quality of life, is shaped by many factors, including an individual's decision-making and behaviors. Pursuit of wellness is the right and responsibility of each person. Nursing holds the potential to strengthen each human being pursuing optimal health and achieving a harmony of body, mind, and spirit.

Nursing is a profession that continues to evolve through research, theory, and practice. Professional nursing, encompassing a range of therapeutic interventions aimed at promoting and restoring health, addresses actual and potential health care needs of individuals, families, groups, and communities. Nursing care is delivered in diverse settings in a systematic manner through use of the nursing process. In providing their professional services, practitioners of nursing manifest role dimensions that are collaborative and independent in nature. Because dynamic social forces influence the nature and scope of nursing practice, critical thinking, effective communication, and caring are abilities required for professional nursing practice in changing environments.

As a profession, nursing adheres to standards of practice and ethical codes as a means of ensuring quality care for all persons. The current Illinois Nursing and Advanced Practice Nursing Act serves as the legal basis for the practice of nursing in the State of Illinois. Mennonite College of Nursing is committed to cultivating the personal and professional potential of each member of the College community. The faculty believes that learning as a life-long process is promoted when intellectual inquiry, creativity, self-awareness, self-direction, maturity, and responsibility are valued. Learning is a process of developing human

potential through the interaction of the individual with the environment. This interaction aims to achieve positive attitude changes, knowledge acquisition, and professional competence.

Mennonite College of Nursing is dedicated to furthering the construction of new knowledge for the discipline of nursing and the advancement of nursing practice. The doctor of philosophy degree prepares nurse researchers with expertise in vulnerable populations. The PhD prepared nurse will serve the public health by designing and conducting research on relevant clinical, educational, health systems, and/or health policy topics. The PhD prepared nurse may pursue a research career in the academic, business, government, or industrial setting. PhD prepared nurses may also serve as educators and/or administrators and develop or consult on health care policy in a variety of settings.

C. MCN Administrative Organization

Name	Room	Telephone	E-mail
Dean Janet Wessel Krejci, RN, PhD	Dean's Suite 3 rd Floor	Jean Ann Dargatz, Administrative Aide 438-2174	jadarga@ilstu.edu
Associate Dean Catherine Miller, EdD, RN, CNE	Dean's Suite 3 rd Floor	Michelle Kaiden, Office Support Specialist 438-2176	mrkaide@ilstu.edu
Graduate Program Coordinator Caroline Mallory, PhD, RN	303	438-2659	cmmallo@ilstu.edu
Undergraduate Program Coordinator Dianne Clemens, MSN, RN	303	438-2482	dlcleme@ilstu.edu
Assistant Dean, Office of Student & Faculty Services Janeen Mollenhauer, MS, LCPC	301	438-2417	jrmolle@ilstu.edu
Associate Director, Business & Finance Diane Folken	308	438-2247	dmfolke@ilstu.edu
Associate Director, Public Relations Amy Irving	311	438-7418	amirvin@ilstu.edu
Associate Director, Technology Jeff Grabb	102	438-2637	jdgrabb@ilstu.edu

II. Overview of the Doctor of Philosophy in Nursing

A. Values

Mennonite College of Nursing is proud to be a part of Illinois State University, a Carnegie Doctoral/Research University institution. The PhD in nursing is congruent with the University mission to provide doctoral education in an area of programmatic strength and to meet the compelling need for doctoral prepared nurses in and out of the academic setting.

Mennonite College of Nursing supports ISU's strategic plan *Educating Illinois*, <http://www.educatingillinois.ilstu.edu/>, with a belief that doctoral education for nurses must reflect the values of Illinois State University, including individualized attention, public opportunity, active pursuit of learning and scholarship, diversity, and innovation. Mennonite

College of Nursing espouses complementary values consistent with the discipline of nursing, including altruism, autonomy, human dignity, integrity, and social justice. The doctor of philosophy in nursing expands on the University and College values in the following ways:

- Immersion in the research-intensive environment is an important component for the development of the novice researcher.
- The process of becoming a researcher is greatly dependent upon the mentor – protégé relationship, particularly between student and dissertation advisor. Frequent and constructive interaction between faculty and students is crucial for the development of the novice researcher.
- The development of a peer network contributes to long-term collaborative relationships important for research. An environment that promotes professional collaboration between students is valued.
- The curriculum will be accessible to all qualified students.
- The curriculum and research experiences will reflect individual student interests within defined focus areas in which there are faculty experts to mentor students.
- Learning and scholarship at the doctoral level require a high degree of student motivation and ability. Selection criteria for admission will assure that students are capable of successfully completing the program of study.

B. Goals

The PhD program is designed to prepare nurses with a high level of expertise to:

- Conduct research in care and care outcomes for vulnerable populations with a beginning focal area in aging;
- Teach in baccalaureate and graduate nursing programs;
- Demonstrate leadership in health policy development and;
- Develop and evaluate models of care for vulnerable populations.

C. Focal Areas

Mennonite College of Nursing will offer students the opportunity to become beginning researchers in a focal area defined by faculty expertise. While the PhD program has a general emphasis on vulnerable populations, within this context more specific foci will be available. Initially, the program will focus on aging populations, but it is anticipated that new focal areas will be added as faculty expertise develops and the program grows.

III. Forms

A. Location

As you review this handbook, you will find reference to many forms that must be completed at various times during the program. All forms mentioned in the handbook can be found in the Appendix of the handbook and are also available on the MCN PhD web page, http://mcn.illinoisstate.edu/graduate/doctoral_program/. Internal (MCN) forms are coded in the top right-hand corner header. The code will appear in parentheses after mention of them in

the text of the handbook. If the form is one used by the University, you will find the link to the form in parentheses rather than a code.

B. Categories

PhD program forms fit into the following categories:

- A – Admission
- AV – Advising
- AR – Annual Review
- C – Comprehensive Exam
- D – Dissertation
- G – Graduation
- V – Video Conferencing

C. Program Checklist

The appendix also contains a PhD program checklist to help you track your requirements and accomplishments. This checklist is a general guide and DOES NOT include dates, deadlines, etc. Please use it as an organizational tool in addition to this handbook.

IV. Admission

A. Admission Requirements

Applicants to the doctor of philosophy program in nursing (PhD) must have (a) a Master of Science in Nursing from a CCNE or NLN- accredited program; (b) a minimum grade point average of 3.0 for the last 30 hours of graduate or 60 hours of undergraduate course work; (c) one official transcript from each institution of collegiate academic work; and (d) official scores from the Graduate Record Examinations General Test. The GRE is waived for students with a grade point average of a 3.4 or higher on the last 30 hours of graduate or 60 hours of undergraduate course work.

Additional Requirements for International Students

The following documents submitted to ISU Graduate Admissions

- Official documentation of a minimum TOEFL score: 79 – internet-based testing, 213 – computer-based testing, 550 – paper-based testing
- Official academic records (one in English and one in the native language), verified with fresh seals and signatures, sent directly from each college or university attended.
- Official Graduate Record Examination (GRE) general test scores submitted directly from ETS.
- Financial Documentation: For students seeking F-1 (student) status, the Declaration of Finances enclosed with the application must show assured support for the first year and projected support for the remaining years. See ISU graduate handbook for additional information.
- Passport: A copy of the student's current passport, if available, is requested to ensure that the spelling of all names is consistent, as required by federal regulation

B. Admissions and Application Process for Mennonite College of Nursing

When potential students express interest in the MCN doctoral program, the Graduate Program Office Support Associate will send a brochure reflecting program of interest to the student.

Application process:

The prospective student must submit the following:

To ISU Office of Admissions:

- Complete the on-line application via the Office of Admissions website
- Request and have mailed one official transcript from each institution of prior collegiate academic work.
- Have official GRE scores mailed to Illinois State Office of Admissions; if deemed necessary based on GPA standards

To MCN, Graduate Office Support Associate:

- Three letters of reference from persons qualified to assess the applicant's potential to succeed as a graduate student. One recommendation must be from a doctoral prepared nurse. Use the MCN Reference Form (A-2) linked in the on-line application
- A completed MCN Curriculum Vitae Form (A-3) linked in the on-line application

Application Deadline: February 1st for fall admission

Admissions Process:

An application pooling process is used to admit students in the fall. To be considered within the initial pool of applicants, all required application materials must be received no later than February 1st for fall admission. Applications completed after the February 1st deadline are processed on a continuous basis until enrollment targets are met.

Applications are not considered complete until all items are submitted to and received by ISU Office of Admissions AND MCN Graduate Program Office. The Graduate Program Office Support Associate will maintain an admission checklist for each applicant. The Graduate Program Office Support Associate will notify the applicant of receipt of all requirements for their admission application via email.

- The student's complete application will be forwarded to the Graduate Program Coordinator.

- The Graduate Program Coordinator will request 1-2 faculty members to interview each candidate. Each qualified candidate will be contacted by one of the faculty members to schedule an interview. The date, time and method of interview (i.e. telephone vs. in-person) will be agreed upon during the scheduling call. All interviews will be completed by March 1. An admission committee meeting will be convened upon completion of all interviews and decisions will be made no later than the last week of March. The admissions committee will be comprised of the Graduate Program Coordinator, the faculty member(s) who interviewed the candidate, and faculty members with research focal areas in aging.
- A decision to admit or deny admission will be sent to the Office of Admissions. The Office of Admissions will send a letter to the applicant informing him/her of application status.
- MCN will send a college specific letter to the student. If the student is accepted, the letter of acceptance and admission packet will be sent with advising and registration information. Students on probation receive a modified letter.
- The Graduate Program Coordinator or the faculty advisor will also call students who have been selected for admission to inform them of the decision.
- If a student was admitted on a probationary status, this information will be noted in the Graduate Student database. If the student has between a 2.81 and 3.0 GPA, the ISU probationary letter is sent directly from the ISU Admissions Office. If the GPA is less than 2.8, a letter will be sent to the Graduate School to be approved and signed by the Director of the Graduate School and the letter will then be sent out to the student.
- Once enrollment targets are met, this will be communicated to the Office of Admissions by the Graduate Program Coordinator.

C. Admission Denial Policy

Mennonite College of Nursing follows the ISU Graduate School policy for appeal of admission denial, Regulation 1190. Students who have questions about denial of admission should begin by directing their questions to the Graduate Program Coordinator.

D. Degree Requirements

The doctor of philosophy in nursing program consists of 66 semester hours beyond the Masters Degree distributed among core, focus, statistics, and cognate courses. All students must successfully complete a dissertation comprised of independent research. The program is designed so that a student with a Master's of Science in Nursing Degree will be able to complete the PhD degree within 3-4 years of full-time study, with required coursework completed in two years, followed by 1-2 years of dissertation work.

The PhD program is based on national expectations and competencies for graduates of research focused doctoral programs in nursing as stated by the American Association of Colleges of Nursing. All courses applied to the degree must be completed at the graduate level. Mennonite College of Nursing requires that any student receiving a grade of C or below in graduate coursework must repeat the course. A maximum of 3 semester hours may be repeated.

E. Computer Requirements

To successfully complete the PhD program in the College of Nursing, students are expected to have frequent and convenient access to computer and Internet resources. Many doctoral courses use Blackboard and are web-enhanced.

Doctoral students may be required to either purchase or have access to specialized software, such as SPSS for research methods classes and Endnote for compiling annotative bibliographies. Illinois State University students can take advantage of special hardware and software pricing as well as installation support at the TechZone on campus. See the TechZone website at <http://www.techzone.ilstu.org/>.

Upon entry to the PhD program, it is expected that students will have prerequisite computer skills in word processing, email, attachments, PowerPoint, Excel, uploading and downloading documents, and internet use. If you are lacking any of these skills, it is important that you obtain these skills through courses or free online tutorials that are available on the web. The College of Nursing also requires students have an ISU email account (name@ilstu.edu) in your name as long as you are a student in the program.

Students can find the most up to date computer requirements on the MCN web under Graduate Resources, Technology Requirements.

F. Required On-Campus Visits

Students will be required to attend courses on the Illinois State University campus.

New students will also be required to attend a one day orientation on campus in the fall at the beginning of the program. Details about the orientation will be included in acceptance letters or by email.

G. Statistics Placement Examination

Statistics preparation is an expectation of incoming PhD students. Students may either take a statistics placement exam to determine what statistics course they will begin in, or start in the Master's level statistics course, NUR489.01, the summer before beginning the PhD program.

The placement exam covers content from the Master's level statistics course such as descriptive statistics, probability, normal distribution, hypothesis testing, correlation, regression, and one-way analysis of variance (ANOVA).

Students who obtain below 80% on the placement exam will take NUR 489.01 in the summer before beginning the PhD program. Students who score 80% or above on the placement exam can begin the sequence of PhD statistics courses. These students need to speak with their advisor for the placement.

The placement exam will be taken on the ISU campus and will be proctored by a MCN staff member. Students who wish to take the exam may schedule a time to do so by calling the, Graduate Program Office Support Associate, 309-438-2463.

Statistics Course Descriptions

- NUR 489.01: Understanding Statistics
Introduction to basic concepts, issues, and procedures related to descriptive and inferential statistics.
- NUR 589.04: Statistical Methods I
Introduction to advanced statistical processing and statistical decision making through SPSS
- NUR 589.05: Statistical Methods II
Examination and application of advanced analysis of variance and regression analysis
- NUR 589.03: Statistical Methods III
Examination and application of Multivariate data analysis and special topics

V. Financial Assistance

A. Process for Seeking Assistance

Upon admission to the MCN doctoral program, students will receive specific information about financial assistance opportunities, how to apply, and/or how to get additional information/assistance.

Students should talk with their advisor to develop a plan for seeking financial assistance. The MCN Graduate Program Office will provide assistance with applying for opportunities and will also forward information about new opportunities directly to eligible students.

The student should inform the Graduate Program Office and faculty advisor of any financial awards received. The student must provide a copy of the award notice to the Graduate Office Staff. This copy will be placed in the student's file. The Graduate Program Office Staff will update the appropriate web page with all award information and the student benchmark form with all award information.

The MCN website link "Financing Your Education" provides detailed information about funding opportunities.

B. Examples of Funding Opportunities for PhD Students

Research and Teaching Assistantships: Student provides teaching or research assistance to the College in return for tuition waiver and stipend. Availability of assistantships varies based on faculty needs. Students should discuss assistantships with a faculty advisor early, in order to identify opportunities and ensure adequate time to apply.

- Students must carry a full-time academic load. Some exceptions are granted according to ISU guidelines http://www.hr.ilstu.edu/downloads/GA_Handbook.pdf
- Assistantships are competitive appointments made by the college
- Assistantships include tuition waiver and monthly stipend
- A tuition waiver does NOT include waiving fees
- Assistantships may be full-time (20 hours/week) or part-time (10 hours/week) appointments
- Appointments are for a fixed period of time, one semester, and may be renewed
- Assistantships may be awarded for fall, spring, or summer semesters

In addition to the assistantships described above, ISU has a process to arrange a graduate practicum or assistantship by contracting with external agencies or sponsors. This arrangement allows the student to complete a mutually beneficial research or teaching project for an external agency as part of a graduate assistantship. In this arrangement, the student receives a stipend from the agency and tuition waiver from ISU. This arrangement must be developed with input from the faculty advisor and processed through the ISU Research and Sponsored program office. More information is available in the “Online Graduate Assistant Applicant Guide” at http://www.hr.ilstu.edu/recruiting/ga_applicant_guide.pdf and at <http://www.rsp.ilstu.edu/forms/research.shtml#Ancillary/>. Students interested in this option must speak with their advisors for specific guidelines and arrangements.

Fellowships: Awards given to assist students with graduate level academic requirements or with completion of special projects or research such as dissertations.

- Fellowships can be funded by the federal government or state government/agencies, foundations, professional organizations and other organizations.
- Each student must work closely with their faculty advisor to identify and apply for a fellowship(s).
- The student must identify a faculty sponsor to apply for fellowships.
- Examples of various types of fellowships will be distributed to faculty advisors and students.

Teaching Fellowships:

Award

Mennonite College of Nursing will award one Teaching Fellowship for \$35,000.00 with tuition waiver each academic year.

Teaching Fellowship

The teaching fellowship provides students with the opportunity to further develop teaching competency in graduate and undergraduate nursing education. The fellow will work with an experienced and recognized teaching expert to design a plan that will include appropriate training and classroom/clinical teaching experience under the direction of qualified nurse educators. Fellows will be expected to carry a teaching assignment commensurate with their qualifications and to promote their personal development as an educator.

Applicant Qualifications

- Doctoral student in nursing in good academic standing
- Strong interpersonal skills and the ability to verbally communicate in large and small groups
- Consent of academic advisor

Responsibilities May Include

- Attend class regularly for the purpose of note taking and as a point of contact for students
- Assist with planning of the course within the scope of ability and experience
- Plan and deliver selected lectures/discussions
- Assist with the design and grading of course assignments
- Conduct regular office hours and be available to students via telephone and email
- Assist with proctoring of exams, exam development, and exam analysis
- Assist with the maintenance of course web sites
- Assist with in class activities related to active learning
- Plan and conduct clinical experiences for students

- Other related course activities
- Students who are qualified may take responsibility for an entire course under the direction of an experienced nurse educator

To Apply

Submit the following materials to Dr. Caroline Mallory, Graduate Program Coordinator by May 30.

- Complete curriculum vitae
- 500 word essay outlining your teaching experience
- Teaching Fellowship Plan – an outline of your goals for the fellowship, specific training opportunities, and proposal for a course assignment
- Two letters of recommendation regarding your teaching qualifications
- Letter of nomination from your faculty advisor

Applicants will be notified in writing of the disposition of the fellowship award by June 31. Please direct questions about the fellowship to Dr. Caroline Mallory, cmmallo@ilstu.edu

Scholarships: Money awarded that does not need to be paid back. Some scholarships have special stipulations; specific opportunities, along with search assistance, are included below.

Mennonite College of Nursing offers many private sources of financial assistance. Students who wish to be considered for MCN scholarships must complete the application form found at http://www.mcn.ilstu.edu/graduate/grad_resources/scholarships.shtml/. Please note that all students are required to file a Free Application for Federal Student Aid (FAFSA) or the Renewal Application **if** financial need is a criterion.

Illinois State University also offers scholarship opportunities to graduate students. Information about the scholarships and application requirements can be found at http://www.grad.ilstu.edu/financial/applications_for_assistance.shtml .

State Scholarships (selected)

Illinois Center for Nursing

<http://nursing.illinois.gov/financial.htm>

Illinois Department of Public Health, Center for Rural Health: Nursing Education Scholarship Program

http://www.idph.state.il.us/about/rural_health/rural_NESP_more_details.htm

Illinois Nurses Association, Sonne Scholarship

<http://www.illinoisnurses.com/displaycommon.cfm?an=1&subarticlenbr=113>

Federal Scholarships

Health Resources and Services Administration (HRSA)

<http://bhpr.hrsa.gov/dsa/>

U.S. Army

http://www.goarmy.com/rotc/nurse_program.jsp

Other

You can also search for scholarships by using the following search engines or sites:

ChooseNursing.com

<http://www.choosenursing.com/paying/scholarships.html>

DiscoverNursing.com

<http://www.discovernursing.com/nursing-scholarship-search>

MinorityNurse.com

<http://www.minoritynurse.com/features/financial/11-01-01.html>

Nursewebsearch.com

http://www.nursewebsearch.com/nursing_scholarships.htm

Nursing.About.com

<http://nursing.about.com/od/education/a/scholarshipinfo.htm>

GraduateNurse.com

<http://www.graduatenurse.com/nursingscholarships/>

NursesInfo.com

http://www.nurses.info/scholarships_nthamerica_map.htm

American Legion

http://www.legion.org/?section=community&subsection=com_edaid&subsection2=com_scholarships&content=gi_eightfortysch

American Association of Colleges of Nursing

<http://www.aacn.nche.edu/Education/financialaid.htm>

Students can seek assistance with locating and applying for scholarships from:

- Faculty Advisor
- Lissa Bevins, Edwards Hall room 312, 438-3143

Loan Repayment Plans: Federal or state loan plans that are typically associated with service rendered after completion of the degree in return for partial forgiveness of the loan.

- **Nurse Faculty Loan Plan:** Through a competitive application, this plan awards funds to schools of nursing to establish and operate a loans to assist registered nurses in completing their education to become nursing faculty. Loan recipients may cancel 85 percent of the loan over four years in return for serving full-time as faculty in any accredited school of nursing. (<http://www.hrsa.gov/about/budgetjustification/program.htm>)
- **Illinois Nurse Educator Loan Repayment Program:** This program will be administered through ISAC and will allow nurse educators to receive \$5000 in student loan forgiveness each year, for up to four years. For every year of student loan forgiveness received, the recipient must agree to continue working as a nurse educator. To be eligible, a nurse educator will need to be a resident of Illinois and have worked for at least one year in a teaching program in Illinois. (<http://www.nursing.illinois.gov/financial.htm#NURSEEDLN>)

Loans: Funding that must be repaid.

- Federal loans available to nursing students: Perkins, Stafford, and National Health Services Corps programs
- For more information about federal loans, visit <http://www.staffordloan.com/stafford-loan-info/graduate-stafford-loan.php>
- Examples of private loan options for graduate students can be found at <http://www.gradloans.com/private/>

VI. Teaching Assistant and Research Assistant Opportunities

Students are encouraged to apply for competitive research and teaching assistantships. When possible, faculty will incorporate Research Assistantships with the doctoral course: NUR 526 Residency in Research with Aging Adults.

A. Research Assistantships

The purpose of the research assistantship is to provide essential opportunities for expanding and honing research skills with the guidance of an experienced researcher. Ideally, the RA experience is related to the student's dissertation topic. RA positions are designed to benefit the assistant as well as faculty researchers. RA's can expect to have individualized guidance in carrying out their responsibilities on the project. Ultimately, RA's should have an experience that facilitates their growth as researchers.

Qualifications for RA Positions

- Graduate student in nursing in good academic standing
- Consent of dissertation and academic advisors

Responsibilities for RA Positions

- Attend research team meetings
- Carry out selected research activities depending upon qualifications

B. Teaching Assistantship

The teaching assistantship provides students with the opportunity to develop a philosophy of teaching, hands on experience, and a greater understanding of the pedagogical issues in teaching. Students will work with an experienced and recognized teaching expert within an undergraduate or graduate course. Teaching assistant positions are designed to benefit the assistant as well as faculty and students in the course. TA's can expect to have individualized guidance in carrying out their responsibilities in the course. Ultimately, TA's should have an experience within the course that facilitates their growth as teachers.

Qualifications for TA Positions

- Graduate student in nursing in good academic standing
- Strong interpersonal skills and the ability to verbally communicate in large and small groups
- Consent of dissertation and academic advisors

Responsibilities for TA Positions May Include

- Attend class regularly for the purpose of note taking and as a point of contact for students
- Assist with planning of the course within the scope of ability and experience
- Plan and deliver selected lectures/discussions
- Assist with the design and grading of course assignments
- Conduct regular office hours and be available to students via telephone and email
- Assist with proctoring of exams, exam development, and exam analysis
- Assist with the maintenance of course web sites

- Assist with in-class activities related to active learning
- Other related course activities

VII. Distance Education

Distance Education is occasionally incorporated in the PhD program to create the opportunity for students to participate in classes by using the technology from their home or office. MCN uses Eluminate. Eluminate allows students and instructors the ability to hear each other, share data, presentations, and anything else that is brought to class.

Students interested in using Eluminate should contact the technical personnel at their workplace to determine if they have the equipment to support Eluminate.

A. Resource Requirements for Eluminate Use

Students who use Eluminate software and will need the following resources at the site where they plan to access the application:

- A reliable broadband internet connection
 - The technology does not function with dial-up or wireless connections
- Recommendations
 - Avoid wireless access points for internet access as the reliability of the connection will be decreased
 - Adjust firewall settings to minimal protective settings
 - Recognize that workplaces often restrict internet traffic which may affect your ability to access Eluminate. Consider working closely with technical personnel at your workplace to determine the feasibility of using this system there.

VIII. Advising

In the PhD program, students are assigned a faculty advisor based on mutual research interests. This match is first determined by the faculty admissions committee. A strong research match between student and faculty is an important factor in the admissions committee decision to admit a student. Once the match has been determined, the Graduate Program Coordinator assists the initial link between student and advisor.

The student and advisor will meet at least 2 times per year. The meetings should focus on the student's professional development. The meetings will generally be as follows:

- Fall meeting (September) to establish goals for the academic year.
- Spring meeting (April) to review progress toward the achievement of annual goals and begin planning for the next academic year.

A. Changing Advisors

If a change in advisor is necessary, the student and faculty advisor should first discuss this matter. A change in faculty advisor may be warranted if the student distinctly changes his/her research interest through the course of doctoral study. Students must complete a Change of Advisor form (AV-1) and

secure signatures from both current and new advisors and the Graduate Program Coordinator before submitting the forms to the Graduate Program Office Support Associate.

B. Student Advisement Responsibilities

The student bears substantial responsibility to assure that advisement occurs in a timely and appropriate manner. The student is responsible for:

1. Communicating regularly with his/her advisor regarding progress, plans, goals and any problems that might occur
2. Initiating contact with faculty advisor
3. Being aware of College of Nursing policies and requirements
4. Following the plan of study and goals as agreed upon with faculty advisor
5. Participating in annual review
6. Reporting any problems that might delay the completion of coursework, comprehensive examination or dissertation progress
7. Requesting and completing all appropriate documents consistent with the completion of the doctoral degree
8. Participating in the selection of committee members for the comprehensive exam and dissertation

IX. Plan of Study

A. Overview

A plan of study is a listing of courses that will be taken by the student during the program of study for the PhD degree. Students are required to take seventeen courses: eleven courses are core and focal area courses and six courses are research methods and cognate courses. Courses are selected by the student in conjunction with their advisor. The student should develop a plan of study that will provide the student with sufficient depth of the methods and content needed to complete the dissertation study. When selecting courses, students need to be aware that the course must be a graduate level course.

Each doctoral student will complete a plan of study (AV-2) listing these seventeen courses and the semester that each course will be taken. The plan of study will be completed no later than the end of the second semester of coursework or after eighteen semester hours. The plan of study must be approved by the student's advisor and the Graduate Program Coordinator and submitted to the Mennonite College of Nursing Office of Student and Faculty Services. The plan of study will be reviewed each year at the students' annual review. Any revisions to the plan of study must be approved by the student's advisor and the Graduate Program Coordinator and re-submitted to the MCN Office of Student and Faculty Services.

The successful completion of all course work outlined on the approved plan of study is a prerequisite for admission to candidacy.

B. Plan of Study Courses

PhD

Students who hold a Master's degree in nursing are eligible for this program. A minimum of 66 credit hours is required for degree completion.

REQUIRED FOCAL AREA COURSES (4 courses, 12 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 520	Biopsychological Research in Aging			3	
NUR 522	Sociocultural Research in Aging			3	
NUR 524	Research with Vulnerable Aging Populations			3	
NUR 526	Residency in Research with Aging Adults			3	

RESEARCH METHODS/STATISTICS SEQUENCE (3 courses, 9 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 589.04	Statistical Methods I			3	
NUR 589.05	Statistical Methods II			3	
NUR 589.03	Statistical Methods III			3	

COGNATE COURSES (# of courses varies, 9 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>

DISSERTATION HOURS (15 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 530	Research Colloquium			0	
NUR 599	Dissertation	ISU			
NUR 599	Dissertation	ISU			
NUR 599	Dissertation	ISU			
NUR 599	Dissertation	ISU			

REQUIRED CORE COURSES (7 courses, 21 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 501	Philosophy of Science			3	
NUR 503	Theory Develop, Analysis & Evaluation			3	
NUR 505	Quantitative Research			3	
NUR 507	Qualitative Research			3	
NUR 509	Introduction to Nursing Informatics			3	
NUR 511	Health Policy			3	
NUR 513	Ethical, Legal & Professional Issues			3	

X. Student Benchmarks

A. Purpose

Benchmarks are standards by which a student's performance and progress in the PhD program are judged. The benchmarks apply to full-time and part-time students. One year of full-time study equals eighteen semester hours. Students are to work closely with their faculty advisor to ensure they are meeting the benchmarks in a timely manner. Advisors can use discretion when determining student benchmarks and progression. The benchmarks are intended to familiarize PhD students in the areas of expertise required of nursing scholars. Therefore, the benchmarks will be developed in the following three areas: Education, Research, and Service. Student progression on benchmarks will be reviewed during the students' annual review. See section XI of this handbook for more information on annual reviews.

B. PhD Student Benchmarks

Year 1 (or after 18 semester hours)

Academic Plan

1. Submit Plan of Study to Mennonite College of Nursing Graduate Program
2. Begin to identify courses for cognate/minor
3. Begin to identify committee members for comprehensive exam and dissertation
4. Begin to assemble annotated bibliography
5. Maintain good academic standing

Research

1. Regularly attend research colloquia
2. Begin to define dissertation research area
3. Participate in a guided research team
4. Attend one scientific conference (MNRS)
5. Write and plan for submission of pre-doctoral application

Service

1. Participate in service activities*

Year 2 (or after 36 semester hours)

Academic Plan

1. Begin to assemble annotated bibliography
2. Gain experience as a teaching assistant, if necessary
3. Prepare for comprehensive exam
4. Maintain good academic standing

Research

1. Regularly attend research colloquia
2. Participate in a guided research team
3. Attend and present at one professional conference
4. Submit (or resubmit, as appropriate) pre-doctoral application
5. Co-author manuscript with advisor or other faculty member

6. Prepare and submit one journal article as first author

Service

1. Participate in service activities*

Year 3 (or after 54 semester hours)

Academic Plan

1. Successfully complete coursework
2. Successfully complete comprehensive exam
3. Complete research residency
4. Maintain good academic standing

Research

1. Regularly attend research colloquia
2. Participate in a guided research team
3. Attend and present at one professional conference
4. Present at a research conference
5. Submit co-authored manuscript with advisor or other faculty member for publication
6. Prepare and submit one journal article as first author

Service

1. Participate in service activities*

Year 4 (or after being admitted to candidacy)

Academic Plan

1. Schedule dissertation defense
2. Successfully defend dissertation
3. Complete graduation forms

Research

1. Conduct dissertation research
2. Present at a research conference
3. Prepare and submit one journal article as first author
4. Submit co-authored manuscript with advisor or other faculty member for publication
5. Prepare post-doctoral application

Service

1. Participate in service activities*

* Examples of service activities include membership on an academic committee, professional society, or participation in a MCN committee.

C. Collegiate Expectations

Students enrolled in the PhD program are expected to attend events in the college and university that contribute to professional and academic development.

The Research Colloquium

Students are expected to attend the research colloquium each semester. Topics include presentations of original research, peer review of grants, and other research related topics.

XI. Annual Review

All students will undergo an annual review of their progress with their academic and dissertation advisors in April. The Graduate Program Coordinator will also attend annual reviews. The annual review is designed for the student to update their advisors on their course and dissertation progress. The review also allows for problem-solving, should that be necessary. Reviews are discussions designed to ensure the success of students in the program.

A. Requirements

Students will submit a portfolio to the advisors that, at a minimum, will include:

- An updated curriculum vitae
- An updated copy of the program of study
- Manuscripts in development, submitted for publication, accepted for publication and published
- Grants applied for and/or awarded
- Update on progress of annotated bibliography. Students will use computer software to electronically keep track of their articles. Each article citation will be accompanied by a summary.
- A one-page narrative summary of progress toward meeting the program requirements and benchmarks for the coming 12 months. The summary should indicate which benchmarks were exceeded, met and unmet. Students should also provide a brief explanation if benchmarks were not met. To meet this requirement, students must complete the PhD Student Annual Benchmarks and Review of Progress form (AR-1).

B. Scheduling

Portfolios are due electronically to advisors on April 1. The advisors, Graduate Program Coordinator and the student will meet no later than April 30 of each academic year.

C. Evaluation

The Director of the Graduate Program, the Advisors, and the student will meet to discuss the student's progress and make recommendations.

Following the evaluation, the Advisors will prepare an Annual Evaluation Report form (AR-2). A copy of this report is given to the student and a copy becomes a part of the student's academic record.

If the student disagrees with any aspect of the evaluation, the student may request, in writing, that the evaluation be reviewed by the Graduate Program Coordinator. The Graduate Program Coordinator will report the outcome to the student. Students are to follow MCN's Student Grievance Policy if an informal resolution cannot be achieved.

Evaluation results will be one of the following:

- *Satisfactory progress*: no additional work is required.

- *Satisfactory progress, however, a revised plan of study is required:* If this occurs, the student, in collaboration with the Advisors, will be required to formulate a new plan of study (AV-2) and re-submit to Mennonite College of Nursing Office of Student and Faculty Services. A copy of the revised plan of study will be sent to the Graduate Program Coordinator.
- *Unsatisfactory progress, a revised of plan of study and other requirements:* If this occurs, the student, in collaboration with the Advisors, will be required to formulate a plan for remediation. Progress will be re-evaluated within 6 months and an Annual Evaluation Report form (AR-2) will be prepared. A copy of the Annual Evaluation Report will be sent to the Graduate Program Coordinator.

D. Records

The “PhD Student Annual Benchmarks and Review of Progress (AR-1)” and “Annual Evaluation Report (AR-2)” will be filed with the student’s academic records.

XII. Policy on Progression

A. Purpose

This policy specifies the requirements for progression in the PhD program. Students are encouraged to work closely with their academic and dissertation advisors to ensure steady progress through these requirements.

B. Residency Requirement

The ISU residency requirement (see ISU Graduate catalog) will be followed and may be fulfilled in the following ways:

- Students must complete at least two full-time terms.
- The options for completing this residency include: two consecutive semesters with at least nine hours of course work or one semester with at least nine hours of course work and a consecutive summer term over a time period of at least eight weeks with six hours of course work, or two consecutive summer terms with six hours of coursework each semester.
- Students must file Declaration of Residency (G-1) for approval prior to entering into residency.

C. Continuous Registration

The ISU policy on continuous registration will be followed (see ISU Graduate catalog). Students must request a leave of absence from the College and the Graduate School if circumstances prohibit continuing registration. If students anticipate that continuous registration is not possible, students are advised to talk with their faculty advisor or the Graduate Program Coordinator to ensure adherence to University policies.

D. Time Limitations

Students are required to complete the degree by the end of eight calendar years, starting from the initial registration date as a PhD student.

To apply for extension of time to complete the program, the student must submit the ISU Request to Extend Time to Complete Graduate Masters/Doctoral Degree Program Form.

<http://www.grad.ilstu.edu/plans/>

E. Research Tool Requirements

Students will have been determined to meet the research tool requirements by completion, or near completion of course work, passing the comprehensive exam, and approval of the dissertation proposal.

F. Academic Standing

For the students enrolled in graduate coursework at Mennonite College of Nursing, a grade of a “C” is not considered as “passing” work. Any student receiving a C or below in course must repeat the course. A maximum of 3 hours of retake is allowed. Students receiving a C or below in more than 3 hours will be terminated from the graduate program. GPAs are monitored by Illinois State University Graduate School. Students with cumulative GPAs of less than 3.0 are notified by the Graduate School.

XIII. Comprehensive Exam

A. Purpose

All students are required to complete a comprehensive examination, consisting of a written and an oral section, for admission to candidate status. The comprehensive examination is designed to determine the student’s ability to synthesize the doctoral curriculum and readiness to conduct dissertation research.

The comprehensive exam is based on the American Association of Colleges of Nursing quality indicators for a comprehensive examination in a research-focused doctoral program. Successful completion of the comprehensive exam and advancement to candidacy requires the student to demonstrate basic knowledge of the:

- Historical and philosophical foundations to the development of nursing knowledge;
- Existing and evolving substantive nursing knowledge;
- Methods and processes of theory/knowledge development;
- Research methods and scholarship appropriate to inquiry; and
- Development related to roles in academic, research, practice or policy environments (AACN, 2001)

B. Scheduling and Organization

Students are normally ready to participate in the comprehensive exam after completion, or near completion, of course work. The student must also be in good academic standing, as outlined in

the Graduate Catalogue, and making satisfactory progress towards meeting benchmarks. When this point of study has been reached, the student will initiate the process of organizing the comprehensive exam. The Office of Student and Faculty Services will send reminders in May, following the student's annual review to those students approaching the end of their coursework.

A minimum of two (2) months before the requested date for the exam, students must complete a Comprehensive Examination Registration form (C-1), secure signatures from faculty members who agree to serve on the comprehensive exam committee and submit a dissertation outline (see below). All forms can be found in the doctoral student handbook or copies obtained in the Office of Student and Faculty Services.

- If the student wishes to change one or more committee members, they must complete a Change of Comprehensive Exam Committee form (C-2) and obtain the required signatures.
-
- All forms will then be submitted to the MCN Office of Student and Faculty Services and placed in the student's file.

- The student will forward to the Graduate Program Office Support Associate a hard copy and an electronic copy of a 1-2 page outline of their dissertation topic including purpose, specific aims, theory or philosophical underpinning, target population and proposed design and method. The outline should include a title page and a bibliography.
- The Graduate Program Office Support Associate will forward an electronic-copy of the dissertation outline and the student's plan of study to the committee members to assist them in preparing exam questions, and will keep a copy in the student's file.
- The MCN Office of Student and Faculty Services will assist in coordinating schedules for the oral defense portion of the exam and will reserve necessary meeting space.

C. Exam Questions

The comprehensive exam committee members will write three exam questions based on the AACN quality indicators noted above. The Committee Chair in consultation with the Graduate Program Coordinator will review proposed questions to ensure consistency and inclusion of core and supportive content material.

- The MCN Office of Student and Faculty Services will send the questions to the student via email by 8:00 a.m. CST on the date agreed upon to start the exam. The student must confirm that they received the questions by 12:00 p.m. CST of the same day. If the student does not respond by 12:00 p.m., the MCN Office of Student and Faculty Services will attempt to contact the student via telephone or email to confirm receipt.
- The student must answer the questions using a maximum of 15 pages for each answer (exclusive of title page, appendices and references) and return the answers via email or in person to the Mennonite College of Nursing Office of Student and Faculty Services no

later than 4:00 p.m. CST of the 14th day after receiving the questions (the day the questions are received is counted as day one). Each answer must be in APA format and include a title page and reference list. Appendices are optional, but may be used to include materials such as figures, tables, copies of instruments, photographs, etc. that are pertinent to the answer.

- Upon receiving the answers, the MCN Office of Student and Faculty Services will record in the student file the date the answers were received and forward the answers to each committee member.
- If the student fails to return the answers to MCN Office of Student and Faculty Services within 14 days, a failing grade will be assigned.
- If the student needs an extension to complete the exam, the student must contact the Committee Chair and the Graduate Program Coordinator to discuss the situation prior to the deadline. Granting of an extension is based on individual situations, but normally is associated with extenuating circumstances. A request for additional time to complete the exam, alone, is not a valid reason for an extension.

D. Evaluation

Evaluation of the Written Portion of the Exam

- The Committee Chair will coordinate a review of the answers to the written portion of the exam.
- All committee members will read every response. Two committee members will be primary reviewers for each question. Each question will have at least one reviewer who is a faculty member with a terminal degree in the discipline of nursing.
- If both reviewers agree that the student satisfactorily answered the question, then a passing mark is conferred.
- If the primary reviewers disagree on the quality of the answer, another committee member will be assigned to evaluate the question. A final decision will be based on a majority vote of the three reviewers.

Evaluation of the Oral Portion of the Exam (oral defense)

- The oral defense will serve as an opportunity for committee members to seek clarification, additional detail, and to guide students' preparation for dissertation work.
- The oral portion of the exam will be scheduled approximately two weeks following submission of answers to the exam questions.
- Prior to the oral defense, the committee members will discuss the student's answers to the written portion of the exam and agree on an outline of questions and clarifications for the exam.

E. Evaluation Results

- The committee members will meet immediately after completion of the oral defense to evaluate the student's performance.

- Upon reaching a consensus, the committee will immediately inform the student of the exam results.
- The committee chair will complete all appropriate internal (C-4) and University Graduate School forms (C-5) and submit accordingly.
- Exam results will be one of the following:
 - Pass: No additional work required to begin work on dissertation. At this time, the student must request signatures from the committee members on the comprehensive exam form (C-4). The signed form must then be submitted to the Graduate Program Office Support Associate who will make a copy for the student and place the original in the student's file.
 - Pass Conditional: The student will be asked to revise any question(s) of concern and re-submit the revision to the committee on a date to be determined by the committee chair. Two committee members will be assigned to re-evaluate the answer. The student may also be asked to provide additional oral defense for the revisions.
 - Fail: The student will be required to re-take the comprehensive exam following remediation. The Committee Chair will meet with the student to coordinate remediation which may include additional coursework, scheduled meetings with the student's advisor, etc.

Students who do not pass may repeat the exam for a total of three attempts. Any student who fails to pass on the third attempt or declines to retake the exam is ineligible to progress in the program and will be academically dismissed from the program.

Sample Qualifying Examination

Directions:

Students will find a thorough description of the comprehensive exam policy in the PhD Student Handbook in section XIII. Please review this section to ensure that you are in compliance with the policy and understand your rights and responsibilities with regard to the comprehensive examination.

You will have received these questions from the Office of Student and Faculty Services by email by 8:00 a.m. CST on the date agreed upon to start the exam. Be sure that you have confirmed receipt of the questions no later than 12:00 p.m. CST today. If you have not responded to the MCN Office of Student and Faculty Services by 12:00p.m. we will attempt to contact you by telephone and email to confirm receipt.

You must answer all three questions using a maximum of 15 pages for each answer (exclusive of title page, appendices and references) and return the answers via email or in person to the Mennonite College of Nursing Office of Student and Faculty Services no later than 4:00 p.m. CST of the 14th day after receiving the questions (the day the questions are received is counted as day one). Answers to the questions must be in APA format. Upon receiving the answers, the MCN Office of Student and Faculty Services will record in your file the date the answers were received and forward the answers to each committee member. If you fail to return the answers to MCN Office of Student and Faculty Services within 14 days, a failing grade will be assigned.

If you need an extension to complete the exam, you must contact your Committee Chair and the Graduate Program Coordinator to discuss the situation prior to the deadline. Granting of an extension

is based on individual situations, but normally is associated with extenuating circumstances. The need for additional time is not a valid reason for an extension.

Please answer the following questions (Question stems in italics reflect standard expectations for students regardless of dissertation topic).

1. Functional decline among older adults with dementia places a considerable burden on family caregivers.
 - a. *What is the scope and seriousness of the problem* of caregiver burden as it relates to functional decline associated with dementia in older adults?
 - b. *What is known and unknown* about caregiver burden in relation to dementia in older adults?
 - c. *What concepts, theories, or conceptual frameworks help us understand, measure or test hypotheses related to the phenomenon* of caregiver burden in relation to dementia and functional decline in older adults?
 - d. *What public policies and/or ethical considerations are there in relation to* caregiver burden, dementia and functional decline in older adults?
 - e. *What biological, social, cultural and psychological factors are likely to be influencing* caregiver burden, dementia and functional decline in older adults?
 - f. *What are the most pressing research questions in the area of* caregiver burden and dementia in older adults?

2. *Design a **quantitative study** to answer one of the research questions that you think needs to be answered next* about caregiver burden, dementia and functional decline in older adults.
 - a. *In brief, what are the philosophic underpinnings of the method?*
 - b. *What are the purpose and specific aims of the study?*
 - c. *How will you approach sampling, recruitment, measurement, and data collection?*
 - d. *What is the statistical analysis plan for each specific aim?*
 - e. *What practices would you institute to safeguard human subjects?*
 - f. *What are the strengths and limitations of this approach addressing internal and external validity and what alternative approaches would address any limitations?*

3. *Design a **qualitative study** to answer one of the research questions that you think needs to be answered next* about caregiver burden, dementia and functional decline in older adults.
 - a. *In brief, what are the philosophic underpinnings of the method?*
 - b. *What are the purpose and specific aims of the study?*
 - c. *How will you approach sampling, recruitment, and data collection?*
 - d. *How will you manage the data and what will be the plan for analysis for each specific aim?*
 - e. *What practices would you institute to safeguard human subjects?*
 - f. *What are the strengths and limitations of this approach in terms of assuring trustworthiness of findings and what might be an alternative approach to address any limitations?*

Suggested Guidelines for Evaluating the Comprehensive Exam

<i>Evaluation Criteria</i>	Outcome: Pass, Conditional Pass, Fail
<p>Question One</p> <p>A.</p> <ul style="list-style-type: none"> • Problem statement clearly articulated. • Scope and seriousness of the problem are clearly outlined with contributing epidemiological data supporting the significance of the problem. <p>B.</p> <ul style="list-style-type: none"> • Integrated and evaluative summary of pertinent literature. • Review is organized logically and systematically. • Relevancy and currency of the literature is documented. • Evidence of the relationship of the literature to the problem is clearly established. • Clear identification of gaps in knowledge base <p>C.</p> <ul style="list-style-type: none"> • Selected framework/concepts/theories is/are appropriate. • The relationship of the selected framework/concepts/theories and problem is/are well established via literature support. • The framework/concepts/theories guide the development of the study <p>D.</p> <ul style="list-style-type: none"> • Correctly identifies contemporary policy and/or ethical issues surrounding the topic and how these relate to conducting research in this area. <p>E.</p> <ul style="list-style-type: none"> • Biological, psychological, social and cultural factors related to the phenomenon are identified and their influence on research design articulated <p>F.</p> <ul style="list-style-type: none"> • Research questions posed are answerable, feasible and accurately reflect the state of knowledge/science about the phenomenon under study • Research questions align with the scope and seriousness of the problem • Research questions lead logically to design and method 	

<p>Question Two</p> <p>A.</p> <ul style="list-style-type: none"> • Identifies contemporary philosophical precepts regarding epistemology, ontology and the link to quantitative methodology <p>B.</p> <ul style="list-style-type: none"> • Purpose clearly stated • Specific aims align with identified gaps in the science, are researchable, feasible and congruent with the choice of method <p>C.</p> <ul style="list-style-type: none"> • Identifies the target population • Sampling procedures congruent with design • Recruitment measures are pragmatic and lead to access to target population • Measures are well described, and reliable and valid reflections of the selected framework/concepts/theories • Data Collection and management procedures are thorough and congruent with proposed measures <p>D.</p> <ul style="list-style-type: none"> • Proposed data analysis is congruent with specific aims/hypotheses/questions and measures <p>E.</p> <ul style="list-style-type: none"> • Human subjects protections are thorough and specific to the target population <p>F.</p> <ul style="list-style-type: none"> • Strengths and limitations of the study design in relation to internal and external validity are articulated and alternative approaches are discussed 	
<p>Question Three</p> <p>A.</p> <ul style="list-style-type: none"> • Identifies contemporary philosophical precepts regarding epistemology, ontology and the link to the qualitative methodology <p>B.</p> <ul style="list-style-type: none"> • Purpose clearly stated • Specific aims align with identified gaps in knowledge, are researchable, feasible and congruent with the choice of method <p>C.</p> <ul style="list-style-type: none"> • Identifies the target population • Sampling procedures congruent with design • Recruitment measures are pragmatic and lead to access to target population • Data collection approaches and management procedures are congruent with the design/method <p>D.</p>	

<ul style="list-style-type: none"> • Proposed data analysis is congruent with specific aims/hypotheses/questions and data characteristics <p>E.</p> <ul style="list-style-type: none"> • Human subjects protections are thorough and specific to the target population <p>F.</p> <ul style="list-style-type: none"> • Strengths and limitations of the study design related to trustworthiness are articulated and alternative approaches are discussed 	
<p>General Characteristics of the Exam</p> <ul style="list-style-type: none"> • Clarity and logic of the student’s presentation • Ability to conceptualize, analyze, and synthesize knowledge from a nursing perspective • Capacity for original thought, theoretical and professional sophistication, research expertise, and substantive knowledge • Depth of understanding of the phenomena of interest • Competence in communicating (parsimony, clarity, and accuracy of language) and defending ideas and/or positions • Selects significant literature, including classic and current articles to support ideas 	
<p>Format</p> <ul style="list-style-type: none"> • Correct APA format • Writing is clear and logically organized • Correct grammar, spelling and sentence structure • Maximum of 45 pages not including title, references and appendix 	
<p>Overall Decision</p>	
<p>Comments</p>	

XIV. Dissertation

A. Purpose

All students are expected to design, conduct, and disseminate original research with the guidance of an experienced researcher. Successful completion of the dissertation study is the culmination of course work, residency, any required research and teaching assistantships, and other related learning opportunities. The dissertation marks the beginning of a well thought out program of research designed to contribute to the health and well being of vulnerable populations. Conferring of the doctor of philosophy degree depends on successful completion of a high quality dissertation and passing the oral defense of the dissertation. Students should read carefully the Illinois State University Graduate School guidelines for writing and defending the dissertation, and follow university deadlines. (<http://www.grad.ilstu.edu/completion/>)

B. Committee Selection

Ideally, students are matched with a faculty member upon admission to the program, and that faculty member will serve as the student's dissertation advisor and chair of the dissertation committee. Selection of the dissertation advisor/chair is the student's responsibility in collaboration with PhD Program Staff.

Initial discussion of committee selection will occur during the annual review following completion of the first 18 semester hours of course work. At this time, the advisor and student will define the dissertation topic, propose preliminary research questions, and determine potential candidates to serve on the dissertation committee.

The dissertation committee will be comprised of at least four members. The student will work with the dissertation advisor/chair to select a minimum of three tenured or tenure-track graduate faculty members from within the college of nursing to serve on the committee. Students may invite other qualified internal or external individuals to serve on the committee, such as faculty members from other disciplines, researchers in the private and public sectors, and faculty from other institutions.

Qualified faculty will be full or associate graduate faculty and have expertise in methods, topical area, target population, or other aspect of the student's dissertation topic. At least one of the committee members must have expertise in statistics and/or research methodology. The chair and a majority of the committee shall be full members of the Graduate Faculty from Mennonite College of Nursing. All committee members must have the terminal degree or equivalent and sufficient expertise to warrant their inclusion on the committee.

Proposed committee members who are not members of the ISU Graduate Faculty must be approved by the ISU Director of Graduate Studies. (Complete the current Request for Exception to Graduate Council Bylaws for Thesis/Dissertation Committees form found at <http://www.grad.ilstu.edu/downloads/ThesisExceptionForm.pdf>) Two copies of the form must be submitted to the Graduate School. Each exception requires a separate request.

Selection of dissertation committee members should be complete by the student's second year of course work. Students must complete a Request for Appointment of Dissertation Committee form (D-1) and secure signatures from their advisor and the Graduate Program Coordinator. If a student wishes to change their committee, they must complete the Request to Change Dissertation Committee form (D-2) and submit to their advisor and the Graduate Program Coordinator.

C. Proposal

- The student is responsible for organizing all required meetings necessary to gain approval of the dissertation proposal, i.e. dates, times, and locations.
- The dissertation committee as a whole will meet with the student at least twice prior to proposal approval.
 - The first meeting should occur following the student's completion of 36 semester hours for the purpose of approving the dissertation topic, providing structured guidance on

- development of the dissertation proposal, and clarifying the role of each member of the committee.
- The second meeting will serve to evaluate the student's progress in developing the dissertation proposal.
 - Approval of the dissertation proposal and successful passing of the comprehensive exam are required before students begin their dissertation research.
 - The student will work with the committee to develop consecutive drafts of the proposal until the committee is satisfied that the student is competent to begin conducting research for the dissertation. Proposals typically contain a literature review, scope of the problem, theoretical framework and methodology.
 - At that point, the committee will approve the proposal and the student will file the approved Proposal for Research form with the college (<http://www.grad.ilstu.edu/downloads/ProposalApproval.pdf>). A copy of the Proposal for Research form will be deposited in the Graduate School by the College according to Graduate School deadlines.
 - The MCN Office of Student and Faculty Services will complete and submit the Admission to Candidacy form (D-3) with supporting documentation to ISU Graduate School according to stated deadlines.

The student is required to file an approved Proposal for Research with the College at the time and in a manner specified by the College. The title, scope, and design of the dissertation must be approved by the student's dissertation committee. Institutional policy requires that all research be reviewed by the Institutional Review Board (IRB). Research involving animals must be reviewed by the Institutional Animal Care and Use committee (IACUC). Research involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). A copy of the Dissertation Proposal approval form shall be deposited in the ISU Graduate School no later than the early part of the semester or term prior to when completion of the doctoral degree is expected, in accordance with the deadlines published by the Graduate School. "The dissertation for the PhD must involve independent research and an original contribution to knowledge." (ISU Graduate Handbook, 2097-2010; p. 40)

D. Format

With approval of their dissertation chair, the student may choose either a traditional five (or more) chapter format or a three paper option. Detailed information about dissertation organization may be found in the *Guide for Writers of Doctoral Dissertations*, available from the Graduate School office, and specific formatting information is available on the ISU Graduate School web site at <http://www.grad.ilstu.edu/dissertations/index.shtml>. The student should choose the format of their dissertation after they have successfully completed the comprehensive examination. For the three paper option, each paper must be submitted to a journal chosen by the student's Dissertation Chair. The papers must present one coherent body of research. Each must be distinct and address separate research aims or represent key elements such as theoretical perspective, approach, methodology, and data analysis. At least one paper must be data-based.

The student will work primarily with their Dissertation Chair to carry out the research and prepare drafts of the completed dissertation. The Chair is responsible for determining the

student's readiness to defend the dissertation, determining deadlines for dissertation drafts, and setting the date for the oral defense.

E. Acceptance

The dissertation must be tentatively accepted by the dissertation examiner of the Graduate School before the distribution of the final examination copies. The examiner will check the dissertation to ensure that the dissertation is consistent with the selected dissertation style and the *Guide for Writers of Doctoral Dissertations*, published by the Graduate School. The student will follow the University procedure for submission of the dissertation. <http://www.grad.ilstu.edu/dissertations/index.shtml>

After tentative acceptance by the examiner, the student must file two unbound examination copies of the dissertation in Mennonite College of Nursing Office of Student and Faculty Services at least one week (seven days) before the dissertation defense for public review.

F. Defense

The oral defense of the dissertation provides the student and committee members an opportunity to discuss the dissertation research, clarify issues, and validate the research.

The defense of the dissertation is open to the academic community of the University. The chair of the dissertation committee will notify the Graduate School of the date, time, location, and tentative title of the dissertation two weeks prior to the defense. The Graduate School will notify the University community of the public presentation. Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the dissertation. Only members of the student's committee will vote and make a final recommendation on the acceptance of the dissertation. The chair will also organize formal questions submitted from committee members to allow for a cohesive review of the dissertation. The dissertation chair is responsible for conducting the defense in a constructive manner that will assist the student to integrate critique of the dissertation.

Immediately following the defense, the committee will meet to evaluate the student's performance. A Graduate School designee and any other members of the MCN Graduate faculty may be in attendance during the committee's deliberations. Evaluation results will be either Pass or Fail. Upon completion of deliberation, the committee shall meet with the student immediately to provide feedback. Any student who fails to pass on the second attempt or who declines to repeat the defense is ineligible to graduate and will be academically dismissed from the program.

If the result of the evaluation is Pass, the student will then request signatures from committee members to complete the "Outcome of Dissertation Defense". The current form is located at <http://www.grad.ilstu.edu/dissertations/index.shtml>. The signed form must be submitted to the Graduate Program Office Support Associate who will make a copy for the student and their file and send the original to the University Graduate School.

Following a successful defense, the student must file in the ISU Graduate School the original and a copy of the approved dissertation, unbound, with any corrections suggested by the

committee. Before a dissertation is finally accepted by the Graduate School, it will be examined again to verify corrections and conformity to University requirements.

The student is not required to have the dissertation printed, but will be required to pay the expense of microfilming for distribution. After binding, the original and a copy of the dissertation will be placed on file in the University library.

To be eligible for degree completion, a student must deposit the dissertation in the ISU Graduate School office at least 10 days before the end of the semester or by the deadlines published by the Graduate School. Dissertations filed after that date will be credited toward degree completion the following semester or session.

XV. Graduation Requirements

A. Candidacy

Students are admitted to candidacy for the doctoral degree when they have:

- Completed or near completed course work as evidenced on a plan of study form;
- Successfully completed the comprehensive exam;
- Approval of dissertation proposal;
- Completed the Mennonite College of Nursing research tool requirement which is defined as “completion, or near completion of course work, passing the comprehensive exam, and approval of the dissertation proposal”.

B. Candidacy Documentation

Documentation of completion of candidacy requirements:

- Mennonite College of Nursing Doctor of Philosophy Plan of Study Form (AV-2)
 - The student will work closely with their advisor to complete the plan of study early in the program. A temporary copy may be used during the student’s coursework, but the official on-line document must be completed at the beginning of the semester in which the student plans to graduate.
 - At the beginning of this final semester, the student must verify accuracy of the plan of study, and return the form to the MCN Office of Student and Faculty Services.
 - The paper copy will be kept in the student file and the electronic degree audit will be emailed to the Graduate School
- Successful completion of the comprehensive examination
 - Immediately following the oral defense of the comprehensive exam, the committee will inform the student of the results. Upon passing the exam, the student must request signatures from all committee members on the comprehensive exam completion form (C-4 & C-5).

- The student will then return the signed comprehensive exam completion forms to the MCN Office of Student and Faculty Services.
- The MCN Office of Student and Faculty Services will make a copy for the student and a copy for the student's file.
- The original C-5 will be submitted to the ISU Graduate School.
- Approval for the dissertation proposal
 - Once the dissertation committee approves the student's dissertation proposal, the **ISU Proposal Approval Form for Research Leading to a Doctoral Dissertation or Master's Thesis** must be completed.
 - The student should work closely with the MCN Office of Student and Faculty Services to complete the form and obtain the necessary signatures.
 - The MCN Office of Student and Faculty Services will forward the original and three copies to the Graduate School Office, Hovey 309.
 - The original will be filed at the Graduate School, one copy will be returned to the College, one to the committee chair, and one to the student.

The MCN Office of Student and Faculty Services will coordinate the collection and distribution of the forms discussed above. All documents, along with a cover sheet outlining the Mennonite College of Nursing research tool requirements will be forwarded to the ISU Graduate School at the beginning of the semester in which the student plans to graduate. Steps for completion of degree, and a timeline for completing requirements, can be found at <http://www.grad.ilstu.edu/completion/>.

C. Residency Requirement Documentation

The ISU residency requirement will be followed and may be fulfilled in the following ways:

- Each student should work closely with their advisor early in the program to plan for meeting the residency requirement.
- Students must complete at least two full-time consecutive terms.
 - The options for completing this residency include:
 - Two consecutive semesters with at least nine hours of course work;
 - One semester with at least nine hours of course work and a consecutive summer term over a time period of at least eight weeks with six hours of course work.
 - Or two consecutive summers with six credit hours of enrollment in both summers.
- Students must file Declaration of Residency for approval **prior** to entering into residency.
- The student will submit the completed form to the Office of Student and Faculty Services.

- The Office of Student and Faculty Services will keep a copy of the completed form and forward the original to the ISU Graduate School.

D. Extending Time to Complete Doctoral Degree Program

- To apply for extension of time to complete the program the student must submit the ISU Request to Extend Time to Complete Graduate Masters/Doctoral Degree Program Form. The current form is located at <http://www.grad.ilstu.edu/plans/>
- The student completes part I, signs the document and then forwards to the Graduate Program Coordinator and Dissertation Chair.
- The Graduate Program Coordinator and Dissertation Chair complete respective sections of part II.
- A copy should be made by the MCN Office of Student and Faculty Services for the student's file and then the original will be forwarded to the ISU Graduate School.
- Comments and signature from the Dissertation Chair are only required if the extension request includes the completion of the dissertation.

XVI. General Information

A. Student Resources

MCN Office of Student and Faculty Services (EDW 303) offers a variety of opportunities to assist students to be successful in their nursing program.

Computer

Students have access to the internet, e-mail, web enhanced courses, and a variety of educational software located in Edwards Hall.

- 40 PC workstations in the Computer Lab (EDW 305). The Computer Lab is available for doctoral students prior to class. For exact times contact the MCN Office of Student and Faculty Services.

Reference

The MCN Office of Student and Faculty Services houses materials on reserve for MCN faculty, staff, and students, and has a collection of software manuals, research and grant guides, nursing resources, and distance learning resources.

Guidelines for Checking-out Materials

- Materials can be checked out by completing the Resource Library Check-Out List which is located in the Office of Student and Faculty Services.
- There is no due date for checkout materials. Patrons will be contacted if another individual is interested in that resource.

B. Academic Integrity

Mennonite College of Nursing endorses the Academic Integrity Policy of Illinois State University.

www.deanofstudents.ilstu.edu/help/conflict_resolution/CRRFormsResources.shtml

As outlined in this policy: “Students are expected to be honest in all academic work. A student’s placement of his or her name on any academic work exercise shall be regarded as assurance that the work is the result of the student’s own thought, effort, and study.

Students shall not:

- a. Possess or utilize any means of assistance (books, notes, papers, articles, etc.) in an attempt to succeed at any quiz or examination unless specifically authorized by the instructor.
- b. Take any action with intent to deceive the person in charge as to the student’s acting without honesty to complete an assignment, such as falsifying data or sources, providing false information, etc. Students are prohibited from conversation or other communication in examination except as authorized by the instructor.
- c. Appropriate without acknowledgement and authorization another’s computer program, or the results of the program (in whole or part) for a computer-related exercise or assignment.
- d. Plagiarize. For the purpose of this policy, plagiarism is the unacknowledged appropriation of another’s work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work. Students must ascertain from the instructor in each course the appropriate means of documentation.
- e. Submit the same paper for more than one University course without the prior approval of the instructors.
- f. Willfully give or receive unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to such collusion are considered responsible.
- g. Substitute for another student in any quiz or examination.
- h. Be involved in the advertisement, solicitation, or sale of terms papers or research papers.”

If a faculty member has concerns that the Academic Integrity policy has been violated by a student, ISU policies will be followed. These procedures are outlined in documents accessed on the following website: http://www.deanofstudents.ilstu.edu/faculty_staff/.

C. Research Integrity Policy

Students are expected to maintain ethical integrity in all research endeavors. Misconduct or fraud in research or scholarly endeavors may be grounds for disciplinary action. Research or scientific misconduct includes but is not limited to the following: **Fabrication of Research Data; Plagiarism; or Falsification in Reporting.**

Further information on the expectations regarding integrity in research is located at <http://www.policy.ilstu.edu/conduct/1-1-8.shtml> and <http://www.rsp.ilstu.edu/research/>

D. Denial of Admission Policy for Graduate Program

Policy:

Denial of admission to the graduate program, including all master's sequences, certificates, and doctoral program, may be for any of the following reasons:

- b. There are limited opportunities for student enrollment;
- c. The student's expressed study interest area does not match the faculty availability for teaching;
- d. The materials presented by the student do not meet the criteria established by the program, sequences, or certificate.

Students who are denied admission may appeal the admissions decision.

Procedure:

Appeal of the admission decision involves submission to the Graduate Program Coordinator a written statement by the student stating reasons for appeal the decision. After the Graduate Program Coordinator receives the written statement, an informal discussion with the Graduate Program Coordinator will be held to review the letter. If the student is not satisfied with the outcome of the meeting discussion, a review of the decision and procedures is conducted by the Dean or Associate Dean. The final step in the procedure is a procedural review by the Illinois State University Graduate School. The last review is limited to confirming that established procedures were followed in the academic unit and does not extend to a review of the student's application materials.

E. Mennonite College of Nursing Student Grievance Policy

Mennonite College of Nursing endorses the Student Grievance Process of Illinois State University as outlined in the following website:

<http://www.deanofstudents.ilstu.edu/students/StudentGrievances.shtml>.

As outlined in this policy, "A grievance is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the University community which in any way adversely affects the status, rights, or privileges of any student. Typically, grievances are a response to an action that has been taken against a student by a faculty or staff member that is without justification or basic fairness. Most often, grievances arise based on a student's belief that a grade awarded in a class was unfair and not in accordance with the work performed. In other cases, students might be deprived of their status, rights, or privileges based on an arbitrary and/or capricious action."

If a student is not sure whether or not the action in question can be challenged through the grievance process, please contact Community Rights & Responsibilities (CRR) at (309) 438-8621.

Mennonite College of Nursing student grievance procedure

Informal Process

1. If a student has a grievance or complaint, the student should attempt an informal resolution with the faculty or staff member in question.
2. If this proves unsuccessful, the student should seek informal resolution with the course coordinator (for clinical courses).

Formal Process

If an informal resolution is not successful, the student may proceed to initiating a formal complaint/grievance.

1. To initiate the formal process, the student must file a written formal complaint within 30 working days of the alleged grievance. The written complaint must:
 - a. Be word processed
 - b. Be signed and dated
 - c. Include student current address and phone number
 - d. Be concise and specific, with names and dates wherever relevant and possible
 - e. Clearly state the act or decision being challenged
 - f. Clearly state why the act or decision is unauthorized or unjust
 - g. Briefly describe your attempts to reach an agreement through informal discussions with the instructor and/or course coordinators.
2. Failure to include all required information will result in a delay of the grievance process. Written complaints will not be reviewed until all information is provided.
3. The Graduate Program Coordinator will review the formal complaint and meet with the student and/or faculty/staff member within 10 working days of receipt of the complaint.
4. The Graduate Program Coordinator will attempt to facilitate resolution of the grievance at the College level. CRR is available to provide a 3rd party mediator for internal grievance meetings. When this service is requested, the student should contact CRR a minimum of 3 days prior to the meeting scheduled with the Graduate Program Coordinator to arrange for a mediator to be present.
5. If a resolution is not achieved within the College, a grievance request may be filed by the student with the University Community Rights and Responsibilities Office or the Office of Diversity and Affirmative Action as appropriate. Community Rights & Responsibilities is responsible for coordinating the formal student grievance process at the university level. This process exists to provide students an opportunity to request that the University review actions or decisions of University faculty and staff members. The Student Grievance Committee is responsible for reviewing student complaints and investigating cases it deems necessary of investigation.

Information about the grievance process can be obtained through the Illinois State University Community Rights and Responsibilities website at <http://www.deanofstudents.ilstu.edu/students/GrievanceProcedures.shtml>.

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APPENDIX

2010 - 2011

Table of Contents

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

CHANGE OF ADVISOR

Date: _____

Name: _____

The following change in advisor is requested:

Advisor from _____ to _____

APPROVED:

Student Date

Current Advisor Date

New Advisor Date

Graduate Program Coordinator Date

**Illinois State University
Menonite College of Nursing**

PhD PROGRAM IN AGING

PLAN OF STUDY

Name _____ UID # _____

Address _____

Date of Admission _____ Anticipated Graduation Date _____

Advisor _____

REQUIRED CORE COURSES (7 courses, 21 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 501	Philosophy of Science			3	
NUR 503	Theory Develop, Analysis & Evaluation			3	
NUR 505	Quantitative Research			3	
NUR 507	Qualitative Research			3	
NUR 509	Introduction to Nursing Informatics			3	
NUR 511	Health Policy and Economics			3	
NUR 513	Ethical, Legal & Professional Issues			3	

Total Core Course Work Hours: _____

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 520	Biopsychological Research in Aging			3	
NUR 522	Sociocultural Research in Aging			3	
NUR 524	Research with Vulnerable Aging Populations			3	
NUR 526	Residency in Research with Aging Adults			3	

REQUIRED FOCAL AREA COURSES (4 courses, 12 credit hours)

Total Focal Area Course Work Hours: _____

RESEARCH METHODS/STATISTICS SEQUENCE (9 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 589.04	Statistical Methods I			3	
NUR 589.05	Statistical Methods II			3	
NUR 589.03	Statistical Methods III			3	

Total Research Methods/Statistics Sequence Course Work Hours: _____

AV-2

COGNATE COURSES (9 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
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Total Elective Course Work Hours: _____

DISSERTATION HOURS (15 credit hours)

<i>Number</i>	<i>Title</i>	<i>Institution</i>	<i>Year</i>	<i>Hours</i>	<i>Grade</i>
NUR 530	Research Colloquium			0	
NUR 599	Dissertation	ISU			
NUR 599	Dissertation	ISU			
NUR 599	Dissertation	ISU			
NUR 599	Dissertation	ISU			

Total Core Course Work Hours: _____
 Total Focal Area Course Work Hours: _____
 Total Research Methods/Statistics Sequence Course Work Hours: _____
 Total Elective Course Work Hours: _____
 Total Dissertation Credit Hours: _____
 Total hours for degree (66 or above): _____

Residency Requirement

Select two semesters:

Summer 20____ (6 hours) Fall 20____ (9 hours) Spring 20____ (9 hours) Summer 20____ (6 hours)

Student Signatur_____ Date _____

The above plan of study is approved:

Advisor _____ Date _____

Graduate Program Academic Adv _____ Date _____

Graduate Program Coordinator _____ Date _____

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

PhD Student Annual Benchmarks and Review of Progress

Date: _____ Year in Program: _____

Name: _____

Annual Benchmarks (completed by student):	Review of Progress (completed by student):
<u>Education:</u>	
<u>Research:</u>	
<u>Service:</u>	

Benchmarks Approved:

Student Date

Advisor Date

Graduate Program Coordinator Date

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

Annual Evaluation Report 6 month Follow-up

Complete only when student has a revised plan of study has and other requirements following Annual Review

Date: _____

Name: _____

This is to verify that an Annual Evaluation has been conducted for the above student including review of grades, scholarly productivity, adherence to plan of study and progress toward dissertation completion.

The following action is recommended: (check only one)

- _____ 1. Satisfactory progress
- _____ 2. Satisfactory progress, however, a revised plan of study is required.
(Attach a copy of revised program of study.)
- _____ 3. Unsatisfactory progress – a revised plan of study and/or other
requirements are listed below. Copies sent to Director of Graduate Program.

Comments or Requirements:

Approved:

Student _____ Date _____

Advisor _____ Date _____

Graduate Program Coordinator _____ Date _____

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

Comprehensive Exam Registration Form

A student registering for the comprehensive examination must have a current Plan of Study on file with Mennonite College of Nursing Office of Student and Faculty Services, be in academic good standing and have completed or near completion of course work. A dissertation outline is also due with Comprehensive Exam Registration Form. The Comprehensive Exam Registration form is due two months prior to when you would like to take the exam.

Name: _____ Date: _____

I have a current copy of my Plan of Study on file with MCN Office of Student & Faculty Services?

Yes or No

I submitted my dissertation outline to the Graduate Program Office Support Associate: _____
(date)

The following faculty members have consented to serve on my Comprehensive Exam Committee:*

Chair: _____
Name Rank

Committee Member: _____
Name Rank Dept (if not nursing)

Committee Member: _____
Name Rank Dept (if not nursing)

Committee Member: _____
Name Rank Dept (if not nursing)

Committee Member: _____
Name Rank Dept (if not nursing)

Graduate Program Coordinator: _____ Date: _____

* Please refer to the PhD Handbook for the comprehensive exam committee requirements.

To be completed by Graduate Program Office Support Associate:

Dissertation outline forwarded to committee members: _____ (date)

Student Plan of Study forwarded to committee members: _____ (date)

Outline and plan of study placed in student file: _____ (date)

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

CHANGE OF COMPREHENSIVE EXAM COMMITTEE

Date: _____

Name: _____

The following change in the committee is requested:

Committee Chair from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

COMMITTEE MEMBERS:

Name	Rank	Dept (if not nursing)

APPROVED:

Committee Chair Date

Student Date

Graduate Program Coordinator Date

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

COMPREHENSIVE EXAM

The comprehensive exam of _____ was held on
_____ (Student Name)
_____ from _____.
(Date) (Time)

The decision of the Comprehensive Committee is as follows:

PASS

_____ Both the written and oral explanation of the comprehensive exam are satisfactory.

Signature of the Committee Members:

Committee Chair _____

Committee Member _____

Committee Member _____

Committee Member _____

Committee Member _____

Graduate Program Coordinator

FORWARD TO THE ISU GRADUATE PROGRAM OFFICE SUPPORT ASSOCIATE

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

REQUEST FOR APPOINTMENT OF DISSERTATION COMMITTEE

This form is to be signed by the committee chair and submitted to Mennonite College of Nursing Office of Student and Faculty Services following the student's completion of 36 semester hours.

Date: _____

Name: _____

_____ has agreed to serve as my committee chair.

(Print name)

COMMITTEE MEMBERS:

Note: The committee consists of at least four faculty members. Qualified faculty will be full or associate members in the graduate college, have expertise in methods, topical area, target population, or some aspect of the student's dissertation topic. One member of the committee may be from outside the College of Nursing.

Name	Rank	Dept (if not nursing)

APPROVED:

Committee Chair Date

Student Date

Graduate Program Coordinator Date

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

CHANGE OF DISSERTATION COMMITTEE

Date: _____

Name: _____

The following change in the committee is requested:

Committee Chair from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

COMMITTEE MEMBERS:

Name	Rank	Dept (if not nursing)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED:

Committee Chair Date

Student Date

Graduate Program Coordinator Date

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

ADMISSION TO CANDIDACY

Name: _____

Anticipated Degree Date: _____

Students are admitted to candidacy for Mennonite College of Nursing Doctor of Philosophy Degree in Nursing when they have:

- Completion, or near completion, of course work as evidenced on plan of study form
- Successful completion of comprehensive exam
- Approval of dissertation proposal
- Completion of research tool requirement*

I certify that the above named student has fulfilled all the requirements for admission to candidacy. Documentation to support this statement is attached.

Committee Chair Date

Advisor Date

Graduate Program Coordinator Date

* Students will have been determined to meet Mennonite College of Nursing research tool requirements by completion, or near completion of course work, passing the comprehensive exam, and approval of the dissertation proposal.

**Illinois State University
Mennonite College of Nursing
Doctor of Philosophy**

DECLARATION OF PhD RESIDENCY

Name _____ UID # _____

Address _____

- Students must complete at least two full-time consecutive terms.
 - The options for completing this residency include:
 - two consecutive semesters with at least nine hours of course work
 - one semester with at least nine hours of course work and a consecutive summer term over a time period of at least eight weeks with six hours of course work.
 - Two consecutive summers at 6 semester credit hours each
- Students must file Declaration of Residency for approval **prior** to entering into residency.

Semesters for Residency (1) _____ (2) _____
(i.e. Fall, 20__)

Please answer the following questions:

1. How will you allow adequate time to concentrate on doctoral level study and research during residency?

2. Describe how you will take part in the professional activities of the department.

3. Describe your access to libraries, laboratories and other research tools necessary for doctoral study while you are in residency.

Required Signatures:

Student _____ Date _____

Advisor _____ Date _____

Graduate Program Coordinator _____ Date _____

MCN Office of Student and Faculty Services will forward original to the Graduate School and keep a copy for Student File.

**MENNONITE COLLEGE OF NURSING
DOCTOR OF PHILOSOPHY DEGREE**

PROGRAM CHECKLIST

Year 1 (or after 18 semester hours)

- ___ Attend mandatory orientation
- ___ Meet with MCN Office of Student and Faculty Services to discuss technology needs
- ___ Meet with faculty advisor to begin developing a plan of study
- ___ Meet with MCN Office of Student & Faculty Services & faculty advisor to discuss funding needs & options
- ___ Discuss residency requirements with faculty advisor and plan accordingly
- ___ Begin to assemble annotated bibliography
- ___ Schedule annual review with faculty advisor (spring semester)
- ___ Submit copy of plan of study to MCN Office of Student and Faculty Services
- ___ Write and plan for submission of pre-doctoral application
- ___ Apply for GA/TA position (spring semester)
- ___ Work with faculty advisor to begin identifying potential dissertation committee members
- ___ Work with faculty advisor to define dissertation topic

Year 2 (or after 36 semester hours)

- ___ Selection of dissertation committee members (form D-1)
- ___ Schedule annual review with faculty advisor (spring semester)
- ___ Apply for GA/TA position (spring semester)
- ___ Meet with dissertation committee
- ___ Plan for submission of pre-doctoral application (if applicable)
- ___ Attend and present at one professional conference
- ___ Co-author manuscript with advisor or other faculty member

___ Prepare and submit one journal article as first author

Year 3 (or after 54 semester hours)

___ Complete Research Residency

___ Work with faculty advisor to begin selecting comprehensive exam committee members

___ Complete form C-1, Comprehensive Exam Registration Form

___ Submit dissertation outline and current plan of study to MCN Graduate Office Support Associate

___ Schedule comprehensive exam

___ Complete comprehensive exam and appropriate forms (C-3 or C-4)

___ Schedule annual review with faculty advisor (spring semester)

___ Apply for GA/TA position (spring semester)

___ Meet with dissertation committee (2x)

___ Attend and present at one professional conference

___ Present at a research conference

___ Submit co-authored manuscript with advisor or other faculty member for publication

___ Prepare and submit one journal article as first author

Year 4 (or after coursework is completed)

___ Enroll in Dissertation 599

___ Obtain necessary IRB approval for dissertation proposal

___ Revise dissertation proposal until it is approved by dissertation committee

___ Schedule annual review with faculty advisor (spring semester)

___ Write and plan for submission of post-doctoral fellowship

Beginning of Semester in Which Student Plans to Graduate

___ Review continuous registration policy with faculty advisor

___ Notify ISU Graduate School to initiate continuous registration if necessary

- _____ Submit final plan of study, with all required signatures, to MCN Office of Student and Faculty Services
- _____ Complete Application for Completion of Degree along with \$30.00
- _____ MCN Office of Student & Faculty Services will complete & submit the Admission to Candidacy form (D-3) with supporting documentation to University Graduate School according to their deadline
- _____ Schedule dissertation defense
- _____ File two examination copies of the dissertation in the MCN Office of Student and Faculty Services at least one week before the oral defense.
- _____ After successful dissertation defense, obtain signatures from committee members on the Acceptance of Dissertation form (D-4) and submit to MCN Graduate Program Office Support Associate
- _____ Make revisions to dissertation as requested by examiner of committee
- _____ File final dissertation copies in ISU Graduate School for degree completion

*Be sure to note the deadline date AND time.