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XVII. Appendix
I. **Mennonite College of Nursing Overview**

A. **Mission**

The mission of Mennonite College of Nursing is to educate undergraduate and graduate nursing students to serve the citizens of Illinois, the nation, and the global community. Mennonite College of Nursing acknowledges a particular responsibility to address the nursing and health care needs of urban and rural populations, including those who are vulnerable and underserved. The College of Nursing builds upon the educational foundation previously acquired by students. The College creates a dynamic community of learning in which reflective thinking and ethical decision-making are valued. The College is committed to the promotion of nursing scholarship at the national and international level through research, service, and practice. Mennonite College of Nursing is 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dean’s Suite 3rd Floor</td>
<td>Jean Ann Dargatz, Administrative Aide 438-2174</td>
<td><a href="mailto:jadarga@ilstu.edu">jadarga@ilstu.edu</a></td>
</tr>
<tr>
<td>Janet Wessel Krejci, RN, PhD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Dean’s Suite 3rd Floor</td>
<td>Michelle Kaiden, Office Support Specialist 438-2176</td>
<td><a href="mailto:mrkaide@ilstu.edu">mrkaide@ilstu.edu</a></td>
</tr>
<tr>
<td>Director, Master’s &amp; Doctoral Programs and Research Brenda Recchia Jeffers, PhD, RN</td>
<td>205</td>
<td>438-2349</td>
<td><a href="mailto:brjeffe@ilstu.edu">brjeffe@ilstu.edu</a></td>
</tr>
<tr>
<td>Director, Undergraduate Program, Pam Lindsey, DNSc., RN</td>
<td>302</td>
<td>438-2308</td>
<td><a href="mailto:plinds@ilstu.edu">plinds@ilstu.edu</a></td>
</tr>
<tr>
<td>Associate Director Graduate Programs Susan Kossman, PhD, RN</td>
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<td>438-2553</td>
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</tr>
<tr>
<td>Associate Director, Undergraduate Program Janeen Mollenhauer, MS, LCPC</td>
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<td>438-2417</td>
<td><a href="mailto:jrmolle@ilstu.edu">jrmolle@ilstu.edu</a></td>
</tr>
<tr>
<td>Associate Director, Business &amp; Finance Diane Folken</td>
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<td>438-2247</td>
<td><a href="mailto:dmfolke@ilstu.edu">dmfolke@ilstu.edu</a></td>
</tr>
<tr>
<td>Associate Director, Public Relations Amy Irving</td>
<td>311</td>
<td>438-7418</td>
<td><a href="mailto:amirvin@ilstu.edu">amirvin@ilstu.edu</a></td>
</tr>
<tr>
<td>Associate Director, Technology Jeff Grabb</td>
<td>102</td>
<td>438-2637</td>
<td><a href="mailto:jdgrabb@ilstu.edu">jdgrabb@ilstu.edu</a></td>
</tr>
</tbody>
</table>

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://www.mcn.ilstu.edu/current_students/graduate/doctoral.shtml. 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) of study 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 course work; (c) two official transcripts of all prior 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 3.4 or higher in the last 60 semester hours of undergraduate course work or 30 hours of graduate course work. The Graduate Application for Admission, transcripts, and GRE General Test scores are submitted to the Illinois State University Office of Admissions as indicated on the admissions application. In addition, the following documentation is to be forwarded directly to Mennonite College of Nursing (Campus Box 5810, Normal, IL 61790-5810): (a) evidence of licensure as a registered nurse in Illinois; (b) three letters of reference from persons qualified to assess the applicant’s potential to succeed in the PhD program – one of these must be from a doctorally prepared nurse; (c) a resume; and (d) an essay outlining the student’s research interests and career goals. Admission to the doctor of philosophy program of study is dependent upon whether a student can be matched with a faculty member with...
corresponding research interests. Qualified students will be contacted for an interview to determine if such a match is possible.

B. Admissions 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. Upon a student’s request, an application packet which contains specifics about application to ISU and MCN will be sent.

To apply for admission to the doctoral program, the potential student must submit to ISU admissions office:

- ISU application
- One official transcript
- Official GRE score if deemed necessary based on GPA standards

The student must also submit to MCN Graduate Office Support Associate:

- Supplemental information for admission form (A-1)
- Three letters of reference from persons qualified to assess the applicant’s potential to succeed as a graduate student.
  - Use the MCN Reference Form (A-2). One recommendation must be from a doctoral prepared nurse.
- A completed MCN Curriculum Vitae Form (A-3)
- A 3-5 page essay outlining research interests and career goals

Admission Deadline: February 1st

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 all remaining seats are filled for the academic year.

Applications are not considered complete until all items are submitted to ISU Admissions AND MCN Graduate Program Office. The Graduate Program Office Support Associate will maintain an admission checklist for each applicant.

When MCN receives admission materials from the applicant, a message will be sent via email advising of any missing requirements. If the potential student does not have internet access, a postcard will be mailed instead. The Graduate Program Office Support Associate will also notify the applicant of receipt of all requirements for their admission application via the methods stated above.

When ISU Admissions has obtained a complete file they will send a departmental decision form to the MCN Graduate Program Office Support Associate. This decision form reflects completion of the ISU application process and does not guarantee that the student has submitted all necessary material for the MCN admission process.

The Graduate Office Support Associate will monitor student files for completion. When a student’s application is complete:
• The student’s folder will be forwarded to the Graduate Program Director.
• The Graduate Program Director 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 third week of March. The admissions committee will be comprised of the Director of the Graduate Program, the faculty member(s) who interviewed the student, and faculty members with research focal areas in aging.
• The departmental decision form will be signed by the Graduate Program Director with an accepted or denied designation. Once the form is signed, it is routed back to the ISU Admissions Office. The Admissions Office staff will then send a letter to the student informing him/her of admission status. Finally, the decision form will be returned to MCN for the student’s file.
• MCN will then send a college-specific acceptance letter to the student with advising and registration information. Students on probation receive a modified letter.
• Students will receive a letter containing their advisor’s name and contact information and a suggestion to meet with their advisor well before the fall semester, an Intent to Enroll form, information about funding opportunities, a technology requirement list, and a schedule for orientation.
• The Director of the Graduate Program 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 stated 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 Admissions by the Director of the Graduate Program. Additionally, the Dean of the College will forward to the Director of the Graduate School a request for approval to close enrollment.

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 Director of the Graduate Program.

General Admissions Requirements

• A Master of Science in Nursing from a CCNE or NLN-accredited program
• A minimum grade-point average of 3.0 for the last 30 hours of graduate course work

Documents Submitted to ISU Graduate School

• One official transcript of all prior collegiate academic work
• Official scores from the Graduate Record Examinations General Test (GRE)
Documents Submitted Directly to Mennonite College of Nursing

- ISU Graduate Application for Admission
- Supplemental Information for Admissions (A-1)
- Evidence of licensure as a registered nurse in Illinois (* not required until after student has been accepted)
- Three (3) letters of reference from persons qualified to assess your potential to succeed in the doctoral program. Note: One reference MUST be from a doctoral prepared nurse. Use the MCN reference forms provided (A-2).
- Current resume or curriculum vitae. Use the curriculum vitae forms included (A-3).
- Essay outlining your research interests and career goals

Additional Requirements for International Students

Documents Submitted to ISU Graduate School

- 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.

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 elective 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. Typically, 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 are web-based or web-enhanced and use WebCT.
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 though 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 wishing to use interactive video or Polycom to minimize travel should make an appointment with Chris Bray in the graduate office to discuss necessary arrangements. See section VII of this handbook for more information.

The following are minimum requirements for your computer access to the program:

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<th>Requirements</th>
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<th>Macintosh</th>
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<tbody>
<tr>
<td>Processor (CPU)</td>
<td>1.8 ghz Intel/AMD or better</td>
<td>G4 (or later)</td>
</tr>
<tr>
<td>RAM (memory)</td>
<td>512 MB (1 GB recommended)</td>
<td>512 (1 GB recommended)</td>
</tr>
<tr>
<td>Hard Disk Space</td>
<td>40 GB</td>
<td>40 GB</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows XP or greater</td>
<td>OS X 10.3 or greater</td>
</tr>
<tr>
<td>Internet Service</td>
<td>56K modem, broadband connection recommended</td>
<td>56K modem, broadband connection recommended</td>
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<td>Monitor</td>
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<td>1024 x 768 screen resolution</td>
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F. **Required On-Campus Visits**

Although students have the opportunity to attend many classes within a course via video conferencing, there will be a minimum number of days on which attendance on the Illinois State University campus is required. Course attendance is determined by faculty members. 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.

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](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](http://www.hr.ilstu.edu/recruiting/ga_applicant_guide.pdf) and at [http://www.rsp.ilstu.edu/forms/research.shtml#Ancillary/](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.

**Nurse Faculty Capacity Grant:**
A grant from the state of Illinois through the Department of Labor. The NFCG provides financial support for local nurses pursuing a PhD in nursing.
PhD enrolled student must be a full time employee, working within 100 miles of Bloomington/Normal, and intending to serve in an instructional capacity upon graduation; the level of financial support will vary annually depending on availability of funds.

- Financial assistance for tuition, books, and materials.
- Negotiated other support from employer.

For further information and to apply for the NFCG grant, contact Melissa Moody, Academic Advisor, mkmoody@ilstu.edu, (309)438-7035.

**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.mcnilstu.edu/graduate/grad_resources/scholarships.shtml/](http://www.mcnilstu.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](http://www.grad.ilstu.edu/financial/applications_for_assistance.shtml).

**State Scholarships (selected)**
- Illinois Center for Nursing [http://nursing.illinois.gov/financial.htm](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](http://www.idph.state.il.us/about/rural_health/rural_NESP_more_details.htm)

**Federal Scholarships**
- Health Resources and Services Administration (HRSA) [http://bhpr.hrsa.gov/dsa/](http://bhpr.hrsa.gov/dsa/)
- U.S. Army [http://www.goarmy.com/rotc/nurse_program.jsp](http://www.goarmy.com/rotc/nurse_program.jsp)

**Other**
- You can also search for scholarships by using the following search engines or sites:
  - Nursing.About.com [http://nursing.about.com/od/education/a/scholarshipinfo.htm](http://nursing.about.com/od/education/a/scholarshipinfo.htm)
Students can seek assistance with locating and applying for scholarships from:
- Faculty Advisor
- ORSA Staff, Edwards Hall room 231, 438-7210
- 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. ([hrsa.gov](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. ([illinois.gov](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 [staffordloan.com](http://www.staffordloan.com/stafford-loan-info/graduate-stafford-loan.php)
- Examples of private loan options for graduate students can be found at [gradloans.com](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. Video Conferencing

Video Conferencing is 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 the video conferencing software provided by Polycom. Video conferencing allows students and instructors the ability to see and hear each other, share data, presentations, and anything else that is brought to class.
Students interested in using video conferencing should contact the technical personnel at their workplace to determine if they have the equipment to support video conferencing. If place of employment has video conferencing equipment, we will need the name, phone number and/or email address of the technical contact. Once we have this information we will do a test call to test the connection. After we have successfully completed the test call, students will need to follow the guidelines for reserving Polycom for class. See section VII A for more information.

If place of employment does not have video conferencing equipment, students may still have the opportunity to use video conferencing through laptops available at the MCN Graduate Program Office. Laptops are available for checkout for the entire semester and contain the Polycom software. Students will need to follow the guidelines for reserving a laptop. See section VII B for more information. Once a student receives a laptop, we will do a test call to test the connection. After we have successfully completed the test call, students will need to follow the guidelines for reserving Polycom for class. See section VII A for more information.

A. Guidelines for Reserving Polycom for Class

- Students interested in attending class/meeting via video conferencing must reserve equipment at least 3 days prior to class/meeting by completing a video conferencing reservation form (V-1) or in the MCN Graduate Program Office (EDW 321).
- Activities should be scheduled between the hours of 8:30 a.m. – 4:30 p.m. In some instances, class/meetings can be supported after hours.
- MCN has 4 video conferencing units that can be used throughout Edwards Hall with the majority of those units being mobile. Scheduling will be filled on a first come, first serve basis.
- Training and tips for successful video conferencing will be provided.
- For questions about video conferencing, please contact the Graduate Office of Research and Scholarly Activities (ORSA) at 309-438-2463

B. Guidelines for Reserving Polycom Laptops

- Arrange an appointment with ORSA personnel, to request a laptop and complete the ISU Property Control Equipment Loan Request form. If needed, the graduate office will provide training on how to use the equipment.
- If the patron is going to keep the laptop longer than the established time frame, he or she will have to arrange another appointment with ORSA to complete a revised Property Control Equipment Loan Request form.
- Patrons are responsible for the security and safe-keeping of equipment during the loan period. Please do not leave equipment unattended or unsecured.

C. Resource Requirements for Laptop Polycom Use

Students who request the use of laptops with Polycom software and cameras will need the following resources at the site where they plan to use the equipment:

- A reliable broadband internet connection
  - For home use, a small business connect is recommended
  - The Polycom technology does not function with dial-up connections
• An Ethernet port to which the laptop can be attached
  o An Ethernet cable will be provided with the laptop
  o If there is only one Ethernet port available at your site, you might need to disconnect another computer in order to utilize the line
  o If a router or hub is available, you may use an available port

• Recommendations
  o Avoid wireless access points for internet access as the reliability of the connection will be decreased
  o Adjust firewall settings to minimal protective settings
  o Recognize that workplaces often restrict internet traffic which may affect your ability to access Polycom transmissions. 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 Director of the Graduate Program 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 Director of the Graduate Program before submitting the forms to the graduate program office 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 elective 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 Director of the Graduate Program and submitted to the Mennonite College of Nursing Graduate Program Office. 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 Director of the Graduate Program and re-submitted to the MCN Graduate Program Office.

The successful completion of all coursework 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) |
|----------------|----------------|----------------|----------------|
| Number | Title | Institution | Year | Hours | Grade |

6/30/09
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)

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Institution</th>
<th>Year</th>
<th>Hours</th>
<th>Grade</th>
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ELECTIVE COURSES (# of courses varies, 9 credit hours)

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<th>Number</th>
<th>Title</th>
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<th>Year</th>
<th>Hours</th>
<th>Grade</th>
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DISSERTATION HOURS (15 credit hours)

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<thead>
<tr>
<th>Number</th>
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<th>Institution</th>
<th>Year</th>
<th>Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td>NUR 530</td>
<td>Research Colloquium</td>
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<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>NUR 599</td>
<td>Dissertation</td>
<td>ISU</td>
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<td>NUR 599</td>
<td>Dissertation</td>
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<td>Dissertation</td>
<td>ISU</td>
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</table>

REQUIRED CORE COURSES (7 courses, 21 credit hours)

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<tr>
<th>Number</th>
<th>Title</th>
<th>Institution</th>
<th>Year</th>
<th>Hours</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>NUR 501</td>
<td>Philosophy of Science</td>
<td></td>
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<td>3</td>
<td></td>
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<tr>
<td>NUR 503</td>
<td>Theory Develop, Analysis &amp; Evaluation</td>
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<td>3</td>
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<tr>
<td>NUR 505</td>
<td>Quantitative Research</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>NUR 507</td>
<td>Qualitative Research</td>
<td></td>
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<td>3</td>
<td></td>
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<tr>
<td>NUR 509</td>
<td>Introduction to Nursing Informatics</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>NUR 511</td>
<td>Health Policy</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR 513</td>
<td>Ethical, Legal &amp; Professional Issues</td>
<td></td>
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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 performance.
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 research presentations 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 Director of the Graduate Program 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 Director 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 Director of the Graduate Program. The Director of the Graduate Program 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 Graduate Program Office. A copy of the revised plan of study will be sent to the Director of the Graduate Program.
- **Unsatisfactory progress, a revised 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 Director of the Graduate Program.
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 PhD program director 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/current/doctoral.shtml)
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 readiness to begin research for the dissertation, and to demonstrate 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**

Students are normally ready to participate in the comprehensive exam after completion, or near completion, of course work. The student must also be in academic good standing 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 Graduate Program Office will send reminders at the beginning of each semester 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) and secure signatures from faculty members who agree to serve on the comprehensive exam committee. This form can be found in the graduate student handbook or a copy obtained in the graduate program office.

• The comprehensive exam committee will be comprised of 3-5 members. At least three of the committee members shall be full members of the Graduate Faculty from Mennonite College of Nursing. Students may invite up to 2 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 members in the graduate college and have expertise in methods, topical area, target population, or some other aspect of the student’s research topic. At least one of the committee members must have expertise in statistics and/or research methodology. 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 which can be accomplished by completing form C-3.

• 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. This form will then be deposited in the MCN graduate program office and placed in the student’s file.

• The student will forward the graduate program office secretary a hard copy and an e-copy of the annotated bibliography for their focal area.

• The secretary will forward an e-copy of the annotated bibliography 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 Graduate Program Office 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 from Mennonite College of Nursing will write questions for the student taking the comprehensive exam. The Committee Chair and the Director of the Graduate Program will review proposed questions to ensure consistency and inclusion of core content material and select five (5) questions for the student.

• The MCN Graduate Program Office will send the five (5) 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 Graduate Program Office will attempt to contact the student via telephone.

• The student must answer 3 of the 5 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 graduate program office 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 Graduate Program Office 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 the graduate program office within 14 days, a failing grade will be assessed.
• If the student feels there is a valid reason for an inability to meet the deadline, they must schedule a meeting with the Committee Chair and the Director of the Graduate Program to discuss the situation. Scheduling such a meeting does not guarantee that a student will be granted 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.

Evaluation of the Oral Portion of the Exam (oral defense)
• 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.
• The oral defense will serve as an opportunity for committee members to seek clarification, additional detail, and to guide students’ preparation for dissertation work.

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:
  o 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.
  o 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.

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 Director of the Graduate Program. 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 Director of the Graduate Program.

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 Graduate Program Office 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

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/downloads/dissguidecomplete.pdf. 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/thesis_dissertation/dissertation.shtml)

After tentative acceptance by the examiner, the student must file two unbound examination copies of the dissertation in Mennonite College of Nursing Graduate Program office 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/downloads/defenseoutcome.pdf/. 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 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 sign the plan of study, obtain all other required signatures, and return the form to the MCN Graduate Program Office.

ISU Graduate School keeps the original; one copy is sent back to the student and one copy is returned to the College.

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 Graduate Program Office.

- The MCN Graduate Program Office 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 Graduate Program Office to complete the form and obtain the necessary signatures.
- The MCN Graduate Program Office 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 Graduate Program Office will coordinate the collection and distribution of the forms discussed above. All three 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.

- Students must file Declaration of Residency for approval prior to entering into residency.
- The student will submit the completed form to the Graduate Program Office.
- The MCN Graduate Program Office 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/downloads/Extensionoftime.pdf)
- The student completes part I, signs the document and then forwards to the Graduate Director and Dissertation Chair.
- The Graduate Director and Dissertation Chair complete respective sections of part II.
- A copy should be made by the MCN Graduate Program Office 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 Graduate Program Office (EDW 231) 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 Graduate Program Office.

The MCN Graduate Program Office provides doctoral students laptops for offsite use. The laptops can be used to take to conferences or to participate in distance learning.

Guidelines for Reserving Laptops

- Arrange an appointment with the graduate ORSA office at 309-438-2463, to request laptop and complete ISU Property Control Equipment Loan Request form. If needed, ORSA personnel will provide training on how to use equipment.
• If the patron is going to keep the laptop longer than the established timeframe, they will have to arrange another appointment with ORSA personnel to complete a revised Property Control Equipment Loan Request form.

• Patrons are responsible for the security and safe-keeping of equipment during the loan period. Please do not leave equipment unattended or unsecured.

Reference

The MCN Graduate Program Office 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 on the bookshelf in the Graduate Program Office.

• There is no due date for checkout materials. Patrons will be contacted if another individual is interested in that resource.

Graduate Student Nurses Association

Students may choose to become members in the Mennonite Graduate Student Organization (MGSO). MGSO is an excellent source for networking with peers, informal mentoring, etc.

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](http://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/](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](http://www.policy.ilstu.edu/conduct/1-1-8.shtml) and [http://www.rsp.ilstu.edu/research/](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:

a. There are limited opportunities for student enrollment;

b. The student’s expressed study interest area does not match the faculty availability for teaching;

c. 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 Director a written statement by the student stating reasons for appeal the decision. After the Graduate Director receives the written statement, an informal discussion with the Graduate Director 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](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 Program Director 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 Program Director 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 Program Director 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.
APPENDIX

2009 - 2010
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MENNONITE COLLEGE OF NURSING
AT
ILLINOIS STATE UNIVERSITY
Campus Box 5810
Normal, IL 61790-5810
(309) 438-7400

DOCTOR OF PHILOSOPHY IN NURSING
Supplemental Information for Admission

Application Data

Please check all that apply:

I am applying for:

☐ Full-Time Enrollment

☐ Part-Time Enrollment

RN License#: ______________________________

The following documents must be submitted by February 1 for full consideration:

1) Submit to Mennonite College of Nursing:
   - Supplemental Information for Admissions
   - One copy of GRE scores

2) Submit to ISU Graduate School:
   - One official transcript
   - Official GRE scores
   - Official TOEFL scores if applicable
   - ISU Graduate School Application

Identification Data

Date: ______________________________

Name: __________________________________________________________________________
  Last   Maiden (if applicable)    First   Middle

Address: __________________________________________________________________________

E-mail Address: ____________________________________________________________________

Telephone: ( ) ___________________________ Work Telephone: ( ) ______________________

Cell Telephone: ( ) ___________________________ May we contact you at work if necessary? Yes / No

Preferred method of contact: ________________________________________________________
## Academic Data

**Colleges, universities or other post-secondary schools that you have attended or plan to attend:**

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<tr>
<th>Name of Institution</th>
<th>City</th>
<th>State</th>
<th>Dates attended</th>
<th>Graduation</th>
<th>Degree Earned</th>
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Please list all prior degrees:

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**GRE Scores (send attached documentation)**

*Unofficial acceptable*

---

**Verification**

I certify that the information provided on this application is accurate and complete to the best of my knowledge and realize that failure to provide correct information is considered sufficient cause for reconsideration of my admission status.

Signature: ________________________________  Date: ______________________________

---

**Optional Information**

This information is being requested on a voluntary basis and will be used confidentially for the purpose of compiling statistical data.

- Gender (check one)  
  - ☐ Female  
  - ☐ Male

- Ethnic Background  
  - ☐ Black, Non-Hispanic  
  - ☐ Asian or Pacific Islander  
  - ☐ Hispanic  
  - ☐ White, Non-Hispanic  
  - ☐ American Indian/ Alaskan Native  
  - ☐ Other (specify) ______________

---

Please return to:

Mennonite College of Nursing at Illinois State University  
Graduate Program Office  
Campus Box 5810  
Normal, IL 61790-5810
Reference Form for the PhD Program

This section to be completed by applicant

Name: ____________________________________________________________________________________

Last      First     Middle

Address: __________________________________________________________________________________

Street    City    State   Zip

☐ I understand that this evaluation will be confidential and I waive my right to read it.

☐ I do not waive my right to read this form should I enroll at Mennonite College of Nursing; therefore this is
  not confidential.

__________________________________________________________________________________________

Signature

This section to be completed by person selected to provide reference

The above named candidate is applying for admission to the Mennonite College of Nursing PhD Program. Your cooperation in the following ways will be very valuable to us in considering this candidate for admission:

1. Complete the remainder of this form
2. Provide a letter of reference describing your association with the applicant and any strengths and weaknesses that should be considered in evaluating the applicant’s critical thinking, self motivation, teamwork and potential for a research/leadership career

Mail the completed documents to:
Mennonite College of Nursing
At Illinois State University
PhD Program Office
Campus Box 5810
Normal, IL 61790-5810
Please rate this applicant on each item as compared to other individuals of similar training and experience with whom you have been associated. Use the following numerical scale.

1 – Outstanding    2 – Very Good    3 – Average    4 – Fair

Insert “X” if insufficient knowledge to rate. Insert “NA” if not applicable.

_____ Research Ability and Potential  _____ Originality

_____ Written & Verbal Communication  _____ Accuracy

_____ Perseverance in Pursuing Goals  _____ Judgment

_____ Self-reliance & Independence  _____ Adaptability

_____ Integrity  _____ Leadership Ability

_____ Mastery of Student’s Field

Respondent: Name

Title

Institution

Signature

Telephone Number: ___________________________ Date: ___________________________
Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

CURRICULUM VITAE FORM

Name: ____________________________________________________________________________________________

Address: __________________________________________________________________________________________

Phone No: (Office) _____________________________________   (Home) _____________________________________

HIGHER EDUCATION:

<table>
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<tr>
<th>Institution</th>
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<th>Major</th>
<th>Degree</th>
<th>Degree Awarded</th>
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ACADEMIC AND PROFESSIONAL WORK EXPERIENCE: List most recent first. Describe content of experience and/or principal courses taught (if teaching position) for each position described in this section.

Title of Position | Institution | Date(s)
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SCHOLARSHIP: Include publications, research activities beyond those of a degree, manuscripts accepted for publication, and manuscripts under review.

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|                                |
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PROFESSIONAL MEMBERSHIP:

Organization | Date(s)
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PROFESSIONAL SERVICE: List Boards, Editorships, Consultations, etc.

__________________________________________________________________________________________________

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SPECIAL HONORS, AWARDS, PROFESSIONAL RECOGNITION:

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SERVICE CONTRIBUTIONS:

A. College and University Service

Date(s)     Name of Activity

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

B. Community Service

Date(s)     Name of Activity

______________________________________________________________________________________________

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PRESENTATIONS:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________
Illinois State University
Mennonite College of Nursing
Doctor of Philosophy
Admissions Checklist

General Admissions Requirements

_____ A Bachelor of Science in Nursing Degree OR a Master of Science in Nursing from a CCNE or NLN-accredited program

_____ A minimum grade-point average of 3.0 for the last 30 hours of graduate course work

Documents Submitted to ISU Graduate School

_____ One official transcript of all prior collegiate academic work

_____ Official scores from the Graduate Record Examinations General Test (GRE). The GRE is waived for students with a grade point average of 3.4 GPA or higher on the last 30 hours of graduate course work.

_____ ISU Graduate Application for Admission

Documents Submitted Directly to Mennonite College of Nursing

_____ Supplemental Information for Admissions Form (A-1)

_____ Evidence of licensure as a registered nurse in Illinois (* not required until after student has been accepted)

_____ Three (3) letters of reference from persons qualified to assess your potential to succeed in the doctoral program. Note: One reference MUST be from a doctorally prepared nurse. Use the MCN reference forms provided (A-2).

_____ Current resume or curriculum vitae. Use the curriculum vitae forms included (A-3).

_____ Essay outlining your research interests and career goals

Additional Requirements for International Students

Documents Submitted to ISU Graduate School

_____ 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.

5/20/2008
Date: ____________________

Name: ________________________________________________________________________________

The following change in advisor is requested:

Advisor from ___________________________ to ___________________________

APPROVED:

_________________________________________ Date
Student

_________________________________________ Date
Current Advisor

_________________________________________ Date
New Advisor

_________________________________________ Date
Director of the Graduate Program
Illinois State University  
Mennonite 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)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
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<th>Year</th>
<th>Hours</th>
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<tr>
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<td>Philosophy of Science</td>
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<td>NUR 503</td>
<td>Theory Develop, Analysis &amp; Evaluation</td>
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<td>NUR 505</td>
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<tr>
<td>NUR 511</td>
<td>Health Policy and Economics</td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>NUR 513</td>
<td>Ethical, Legal &amp; Professional Issues</td>
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<td>3</td>
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</table>

Total Core Course Work Hours: ______

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

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<tr>
<th>Number</th>
<th>Title</th>
<th>Institution</th>
<th>Year</th>
<th>Hours</th>
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<tr>
<td>NUR 520</td>
<td>Biopsychological Research in Aging</td>
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<tr>
<td>NUR 522</td>
<td>Sociocultural Research in Aging</td>
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<tr>
<td>NUR 524</td>
<td>Research with Vulnerable Aging Populations</td>
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<tr>
<td>NUR 526</td>
<td>Residency in Research with Aging Adults</td>
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</table>

Total Focal Area Course Work Hours: ______

**RESEARCH METHODS/STATISTICS SEQUENCE (9 credit hours)**

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<th>Number</th>
<th>Title</th>
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<th>Year</th>
<th>Hours</th>
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Total Research Methods/Statistics Sequence Course Work Hours: ______
ELECTIVE COURSES (9 credit hours)

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<th>Number</th>
<th>Title</th>
<th>Institution</th>
<th>Year</th>
<th>Hours</th>
<th>Grade</th>
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Total Elective Course Work Hours: ______

DISSERTATION HOURS (15 credit hours)

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<th>Year</th>
<th>Hours</th>
<th>Grade</th>
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<td>Research Colloquium</td>
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<tr>
<td>NUR 599</td>
<td>Dissertation</td>
<td>ISU</td>
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<td>Dissertation</td>
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</table>

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 Signature ________________________________ Date __________

The above plan of study is approved:

Advisor ________________________________ Date _________
Graduate Program Academic Advisor ________________________________ Date _________
Director of Graduate Program ________________________________ Date _________

5/20/2008
**PhD Student Annual Benchmarks and Review of Progress**

**Date:** _________________________________  **Year in Program:** _________________________________

**Name:** ____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Annual Benchmarks (completed by student):</th>
<th>Review of Progress (completed by student):</th>
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<tbody>
<tr>
<td><strong>Education:</strong></td>
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<tr>
<td><strong>Research:</strong></td>
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<td><strong>Service:</strong></td>
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**Benchmarks Approved:**

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<th>Student</th>
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<th>Advisor</th>
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</table>
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
__________________________________________________________________________________________
Director of Graduate Program       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 Graduate Program Office, be in academic good standing and have completed or near completion of course work. An annotated bibliography for focal area 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 Graduate Office?  Yes or No

I submitted my annotated bibliography to the Graduate Program Office Support Associate: __________ (date)

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

<table>
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<th>Name</th>
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Committee Member: ________________________________________________________________________

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<th>Name</th>
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Committee Member: ________________________________________________________________________

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Committee Member: ________________________________________________________________________

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Committee Member: ________________________________________________________________________

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

To be completed by Graduate Program Office Support Associate:

Annotated Bibliography forwarded to committee members: _____________________ (date)

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

Bibliography and plan of study placed in student file: _____________________ (date)
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:

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<th>Name</th>
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APPROVED:

Committee Chair          Date

Student          Date

Director of the Graduate Program       Date
Illinois State University  
Mennonite College of Nursing  
Doctor of Philosophy

REQUEST FOR COMPREHENSIVE EXAM COMMITTEE EXCEPTION

I, ____________________________ (student name), request that the following individual(s) be approved as members of my comprehensive exam committee:

<table>
<thead>
<tr>
<th>Name of faculty/committee member</th>
<th>Department/School/Off-campus site</th>
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Please present the rationale for the request. Explain how each individual’s professional experience warrants inclusion on the committee.

Please attach an updated copy of each individual’s vita.

APPROVED:

<table>
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<tr>
<th>Committee Chair</th>
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INITIAL REPORT OF COMPREHENSIVE EXAM

The comprehensive exam of__________________________________________________________ was held on
__________________________________ from _______________________
(Date) (Time)

The decision of the Comprehensive Committee is as follows (check only one):

PASS

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

PASS CONDITIONAL

_____ Pass conditional with revisions and no additional oral defense. Changes must be to the satisfaction of
the committee.

_____ Pass conditional with revisions and an additional oral defense.

FAIL

_____ Neither the written nor the oral portion of the comprehensive exam are satisfactory.

Signature of the Committee Members:

Committee Chair ________________________________________________________________

Committee Member _____________________________________________________________

Committee Member _____________________________________________________________

Committee Member _____________________________________________________________

Committee Member _____________________________________________________________

Director of the Graduate Program

INTERNAL DOCUMENT DO NOT SEND TO ISU GRADUATE SCHOOL
The comprehensive exam of ______________________________________________________ was held on
__________________ 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 _____________________________________________________________

Director of the Graduate Program

FORWARD TO THE ISU GRADUATE PROGRAM OFFICE SUPPORT ASSOCIATE
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 Graduate Program 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.

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APPROVED:

Committee Chair          Date

Student          Date

Director of the Graduate Program          Date
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:

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APPROVED:

______________________________            Date
Committee Chair

______________________________            Date
Student

______________________________            Date
Director of the Graduate Program

5/20/2008
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
__________________________________________________________________________________________
Director of the Graduate Program       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.
  o 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.
• 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 _________________________

Director of Graduate Program ___________________________________ Date _________________________

MCN Graduate Program Office will forward original to the Graduate School and keep a copy for Student File.
Video Conferencing Reservation Form

Name: ________________________________________________________________

E-mail: ________________________________________________________________

Phone Number: __________________________________________________________

COURSE/MEETING SPECIFICS:

Course Number/Meeting Name: _____________________________________________

Date(s) Needed: __________________________________________________________

Time: __________________________________________________________________

Number of Attendees: _____________________________________________________

If MCN will be calling a location, please fill out below information:

Calling Location: ___________________________________________________________

Contact Person: ___________________________________________________________

Contact Number: ___________________________________________________________

Additional Information/Comments: ___________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
MENNONITE COLLEGE OF NURSING
DOCTOR OF PHILOSOPHY DEGREE

PROGRAM CHECKLIST

Year 1 (or after 18 semester hours)

___ Attend mandatory orientation

___ Meet with MCN Graduate Program Office to discuss technology needs

___ Meet with faculty advisor to begin developing a plan of study

___ Meet with MCN Graduate Program Office and faculty advisor to discuss funding needs and 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 graduate program office

___ 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

5/20/2008
___ 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 annotated bibliography and current plan of study to graduate program secretary

___ 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 graduate program office

____ Complete Application for Completion of Degree along with $30.00

____ MCN Graduate Program Office will complete and 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 graduate program office 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 secretary

____ 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.