MENNONITE COLLEGE OF NURSING
ILLINOIS STATE UNIVERSITY

DOCTOR OF PHILOSOPHY IN NURSING

STUDENT HANDBOOK

2013-2014

Table of Contents

I. Mennonite College of Nursing Overview

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

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

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

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

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

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

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

or industrial setting. PhD prepared nurses may also serve as educators and/or administrators and develop or consult on health care policy in a variety of settings.

C. MCN Administrative Organization

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

II. Overview of the Doctor of Philosophy in Nursing

A. Values

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

Mennonite College of Nursing supports ISU's strategic plan *Educating Illinois*, http://www.educatingillinois.ilstu.edu/, with a belief that doctoral education for nurses must reflect the values of Illinois State University, including individualized attention, public opportunity, active pursuit of learning and scholarship, diversity, and innovation. Mennonite College of Nursing espouses complementary values consistent with the discipline of nursing, including altruism, autonomy, human dignity, integrity, and social justice. The doctor of philosophy in nursing expands on the University and College values in the following ways:

- Immersion in the research-intensive environment is an important component for the development of the novice researcher.
- The process of becoming a researcher is greatly dependent upon the mentor – protégé relationship, particularly between student and dissertation advisor. Frequent and constructive interaction between faculty and students is crucial for the development of the novice researcher.
- The development of a peer network contributes to long-term collaborative relationships important for research. An environment that promotes professional collaboration between students is valued.

- The curriculum will be accessible to all qualified students.
- The curriculum and research experiences will reflect individual student interests within defined focus areas in which there are faculty experts to mentor students.
- Learning and scholarship at the doctoral level require a high degree of student motivation and ability. Selection criteria for admission will assure that students are capable of successfully completing the program of study.

B. Goals

The PhD program is designed to prepare nurses with a high level of expertise to:
- Conduct research in care and care outcomes for vulnerable populations with a beginning focal area in aging;
- Teach in baccalaureate and graduate nursing programs;
- Demonstrate leadership in health policy development and;
- Develop and evaluate models of care for vulnerable populations.

C. Focal Areas

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

III. Forms

A. Location

As you review this handbook, you will find reference to many forms that must be completed at various times during the program. All forms mentioned in the handbook can be found in the Appendix of the handbook and are also available on the MCN PhD webpage: http://mcn.illinoisstate.edu/graduate/doctoral_program/.

B. Program Checklist

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

IV. Admission

A. Admission Requirements

Applicants to the doctor of philosophy program in nursing (PhD) must have (a) a Master of Science in Nursing from a CCNE or NLN- accredited program; (b) a minimum grade point average of 3.0 for the last 30 hours of graduate or 60 hours of undergraduate course work; (c) one official transcript from each institution of collegiate academic work; (d) official scores from the Graduate Record Examinations General Test. The GRE is waived for students with a grade point average of a 3.4 or higher on the last 30 hours of graduate or 60 hours of undergraduate course work; (e) hold an unencumbered licensure in every state in which the student holds a license and provide current evidence of licensure in Illinois; and (f) meet all health and safety compliance requirements, to include drug testing, a criminal background check, a physical examination, and several immunizations. Failure to comply with these requirements will result in dismissal from the program.

Additional Requirements for International Students
The following documents submitted to ISU Graduate Admissions
- Official documentation of a minimum TOEFL score: 79 – internet-based testing, 213 – computer-based testing, 550 – paper-based testing

- Official academic records (one in English and one in the native language), verified with fresh seals and signatures, sent directly from each college or university attended.

- Official Graduate Record Examination (GRE) general test scores submitted directly from ETS.

- Financial Documentation: For students seeking F-1 (student) status, the Declaration of Finances enclosed with the application must show assured support for the first year and projected support for the remaining years. See ISU graduate handbook for additional information.

- Passport: A copy of the student's current passport, if available, is requested to ensure that the spelling of all names is consistent, as required by federal regulation

B. <u>Admissions and Application Process for Mennonite College of Nursing</u>

When prospective students express interest in the MCN doctoral program, the Office of Student and Faculty Services will direct them to the information on the PhD website and specifically to the faculty research interest page. The prospective student will be instructed to review the faculty research interests and contact the Graduate Program Coordinator to discuss faculty they feel may be a match to their personal research interests. Students must be matched with a faculty member in order for the program to be a good fit. This is a vital component in making admission decisions.

Application process:
The applicant must submit the following:

To ISU Office of Admissions:
- Complete the on-line application via the Office of Admissions website. The application includes supplemental questions and requests additional information specific to MCN. Applicants will be asked to upload a 3-5 page essay outlining research interests and career goals, provide evidence of licensure as RN in Illinois, and indicate a preferred plan of study.
- Request and have mailed one official transcript from each institution of prior collegiate academic work.
- Have official GRE scores mailed to Illinois State Office of Admissions; if deemed necessary based on GPA standards

To MCN, Graduate Office Support Associate:
- Three letters of reference from persons qualified to assess the applicant's potential to succeed as a graduate student. One recommendation must be from a doctoral prepared nurse.
  Use the MCN Reference Form linked in the on-line application
- A completed MCN Curriculum Vitae Form linked in the on-line application

Application Deadline: February 1st for fall term

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

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

- The student's complete application will be reviewed by the Graduate Advisor and the Graduate Program Coordinator.
- The Graduate Program Coordinator will request 1-2 faculty members to interview each candidate. Each qualified candidate will be contacted by one of the faculty members to schedule an interview. The date, time and method of interview (i.e. telephone vs. in-person) will be agreed upon during the scheduling discussion. All interviews will be completed by March 1. An admission committee meeting will be convened upon completion of all interviews and decisions will be made no later than the last week of March. The admissions review committee will be comprised of the Graduate Program Coordinator, the faculty member(s) who interviewed the candidate, and the graduate faculty.
- A decision to admit or deny admission will be sent to the Office of Admissions. The Office of Admissions will send a letter to the applicant informing him/her of application status.
- The prospective faculty advisor will contact students who have been selected for admission to inform them of the decision.
- MCN will also send a letter to the student. If the student is accepted, the letter of acceptance and admission packet is sent with advising and registration information. Students on probation receive a modified letter. Some applicants may receive a letter inviting them to be on a wait list in the instance that a seat would become available prior to the beginning of the fall term. Applicants will need to confirm by a stated deadline that they would like to be on the wait list.
- If a student was admitted on a probationary status, this information will be noted in the Graduate Student database. If the student has between a 2.81 and 3.0 GPA, the ISU probationary letter is sent directly from the ISU Admissions Office. If the GPA is less than 2.8, a letter will be sent to the Graduate School to be approved and signed by the Director of the Graduate School and the letter will then be sent out to the student.

C. **Admission Denial Policy**
Mennonite College of Nursing follows the ISU Graduate School policy for appeal of admission denial, Regulation 1190. Students who have questions about denial of admission should begin by directing their questions to the Graduate Program Coordinator. http://grad.illinoisstate.edu/downloads/regulations.pdf

D. **Degree Requirements**
The doctor of philosophy in nursing program consists of 66 semester hours beyond the Masters Degree distributed among core (21 semester hours), focus (12 semester hours), statistics (9 semester hours), cognate courses (9 semester hours, 400 – 500 level) and a dissertation (15 semester hours). All students must successfully complete a dissertation comprised of original research. Required coursework is usually completed within two to three years, followed by the comprehensive exam and approval of dissertation proposal at which time the student is admitted to candidacy. The student completes one to two years of dissertation work followed by the dissertation defense for graduation. The PhD program is based on national expectations and competencies for graduates of research focused doctoral programs in nursing as stated by the American Association of Colleges of Nursing. All courses applied to the degree must be completed at the graduate level. Mennonite College of Nursing requires that any student receiving a grade of C or below in graduate coursework must repeat the course. A maximum of 3 semester hours may be repeated.

E. Computer Requirements

To successfully complete the PhD program in the College of Nursing, students are expected to have frequent and convenient access to computer and Internet resources. Many doctoral courses use online course management programs.

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

F. Required On-Campus Visits

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

G. Statistics Placement Examination

Statistics preparation is an expectation of incoming PhD students. Students may either take a statistics placement exam to determine what statistics course they will begin in, or start in the Master's level statistics course, NUR 409, the summer before beginning the PhD program.

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

Students who obtain below 80% on the placement exam will take NUR 409 in the summer before beginning the PhD program. Students who score 80% or above on the placement exam can begin the sequence of PhD statistics courses. These students need to speak with their faculty advisor for the placement.

The placement exam will be taken on the ISU campus and will be proctored by a MCN staff member. Students who wish to take the exam may schedule a time to do so by calling the, Office of Student and Faculty Services, 309-438-7400.

Statistics Course Descriptions

- NUR 409: Understanding Statistics
  Introduction to basic concepts, issues, and procedures related to descriptive and inferential statistics.
- NUR 540: Statistical Methods I
  Introduction to advanced statistical processing and statistical decision making through SPSS

- NUR 541: Statistical Methods II

Examination and application of advanced analysis of variance and regression analysis
- NUR 542: Statistical Methods III
Examination and application of Multivariate data analysis and special topics

H. Writing Competency
To ensure that students in the PhD program have the required writing competency skills needed for success in the program, the college provides writing workshops at specified dates and times during academic year which all students are required to participate.   Please speak with your faculty advisor about this opportunity.

I. Student Health and Safety Compliance Requirements

First Requirement: Illinois State University Immunization Requirements

If you are currently attending Illinois State University in the Summer 2012 or have attended Illinois State at any time in the past, you will have already completed the *Illinois State University* immunization requirements upon admission to the University. Therefore, you will be complete in this area.

If you have never attended Illinois State University you WILL need to complete the *Illinois State University immunization requirements* on-line at www.shs.ilstu.edu (i.e. click on "External Health Related Links", "Preventative Medicine", "State of IL Immunization Requirements"). The state of Illinois requires you to provide proof of immunity for certain vaccine preventable diseases. Please note that this form is required of ALL STUDENTS, regardless of major, who enter Illinois State University. If you have any questions, please contact Student Health Service Health Information Management at 309-438-7559.

Second Requirement: Physical Examination Form- Mennonite College of Nursing
All students are expected to receive a physical examination from a physician or nurse practitioner on the enclosed form entitled: *Physical Examination Form - Mennonite College of Nursing at Illinois State University*. If you completed a physical examination as an undergraduate student at Mennonite College of Nursing you will need to complete an updated physical. The physical must be completed and uploaded to a secure vendor's site by **July 1, 2012.**

If you are enrolled (Summer 2012) at Illinois State University in at least one course that is NOT on-line, you may make an appointment to have a physical examination at the Illinois State University Student Health Service. If you are NOT currently enrolled in courses at Illinois State University, you will NOT be allowed to obtain your physical examination from the Illinois State University Student Health Service and you will need to schedule an appointment with a physician or nurse practitioner of your choose. This examination must be documented on the enclosed *Physical Examination Form - Mennonite College of Nursing - Illinois State University*.

As part of this Mennonite College of Nursing physical examination form you will be expected to obtain blood titres to provide proof of immunity from rubella and varicella (IGG antibody titres). Even if you have been immunized or show evidence of having had these diseases, you will need to obtain these titres-NO EXCEPTIONS.

All students are expected to have obtained a TWO -STEP tuberculosis skin by the beginning of the Fall 2012 semester. Students who are enrolled in Summer 2012 courses at Illinois State may obtain the TB skin test at Student Health Services. Students NOT enrolled in Summer 2012 courses at Illinois State will need to have this requirement completed by their primary care provider. Submission of a previous TWO-STEP tuberculosis skin test with uninterrupted yearly ONE STEP follow up will fulfill this requirement.

All students must obtain Hepatitis B immunization AND a titre. Completion of a series of three injections is required as is a blood titre to prove immunity. The first two doses must be administered prior to being allowed to participate in clinical activities beginning in the Fall 2012. The second dose should be administered one month after the first dose has been given. The third dose should be administered five months after the second dose has been administered. The titre should be optimally drawn 1-2 months after the 3rd Hepatitis B injection.

Third Requirement: ISHARA Test
An ISHARA color blindness test is to be performed during the physical exam and the results are to be documented on the Physical Examination Form by a health care provider. This is a component that is often missed by students. The deadline for completing and the ISHARA test is **July 1, 2012.** Although the deadline to upload the physical exam is July 1st, students will need to send separate verification of completion of the ISHAHA test directly to the college at: Illinois State University, Campus Box 5810, Normal, IL 67190, ATTN: Health & Safety Requirements.

Fourth Requirement: CPR Course
All students are required have a current CPR card by the beginning of the Fall 2012 semester. One of two CPR courses (i.e. American Heart Association: Healthcare Provider - or- American Red Cross: CPR for the Professional Rescuer) may be completed to fulfill the requirement. If you are currently a CPR instructor, you may provide documentation of this status for approval of this requirement. The deadline for completing and uploading the CPR card is **July 1, 2012.**

Fifth Requirement: Fit Test (required only for clinical/ research at Advocate BroMenn)
This requirement applies to any student who will be completing a clinical rotation or research project at Advocate BroMenn or affiliate. If you know now that you would like to complete any part of your educational clinical/research experience at Advocate BroMenn, you are encouraged to complete this requirement now. If you end up attending Advocate BroMenn at a later time, you will need to comply with this requirement at that time. Any student who plans on obtaining the FIT test now should mail verification of completion directly to the college at: Illinois State University, Campus Box 5810, Normal, IL 67190, ATTN: Health & Safety Requirements.

Respirator Fit Testing services to safeguard the student against accidental inhalation of contaminants such as Tuberculosis, H1N1, Severe Acute Respiratory Syndrome (SARS), Avian Influenza and other infectious and airborne diseases. Respirator Fit Testing should be conducted in accordance with OSHA's 1910.134 standard.
The Fit Test is typically not available from your normal healthcare provider and instead should be obtained from an Occupational Health Clinic. Services available in the Bloomington-Normal area can be obtained at Advocate Medical Group (309-454-4411). Verification of completion should be sent directly to the college at: Illinois State University, Campus Box 5810, Normal, IL 67190, ATTN: Health & Safety Requirements. The deadline for completing the Fit test is **July 1, 2012.**

Sixth Requirement: Influenza
Students will be expected to receive the influenza vaccine when it is available during flu season (i.e. starting in Fall 2012). Verification of vaccine completion is not necessary at this time. However, in September or early October 2012 students should anticipate being contacted via by the college with the directive to obtain the influenza vaccine when it is available at the Illinois State Student Health Service (or a provider of one's choice).

Seventh Requirement: Latex Screening
For students with latex glove allergies even the smallest amount of latex that comes in contact with the body can cause extreme effects. Students must therefore be screened for a latex allergy. Information should be provided on the enclosed Latex Allergy Screening Form that requires a physician's signature. Verification of completion should be sent directly to the college at: Illinois State University, Campus Box 5810, Normal, IL 67190, ATTN: Health & Safety Requirements. The deadline for completing the Latex Screening is **July 1, 2012.**

Eighth Requirement: TDAP
Students must obtain the TDAP vaccine within the past 10 years. Even if students have been immunized with the TD (tetanus) vaccination within the past 10 years, the TDAP (tetanus, diphtheria, & pertussis) is still required. The deadline for completing and uploading the TDAP vaccine is **July 1, 2012.**

Ninth Requirement: Drug Testing
Every student shall obtain a drug test through an approved college vendor. When entering the secure vendor's site, students will be directed to obtain a drug screen at an approved clinic closest to the student's requested zip code. Additional information will

be sent to your ISU email address on 6-15-12 with directions on how to access the vendor's site. The drug test must be completed by **July 1, 2012**. _**Students who provide a positive drug test will not be allowed to start the program—no exceptions.**_

Tenth Requirement: Criminal Background Check

Every student shall obtain a criminal background check through an approved college vendor. When entering the secure vendor's site, students will be directed to fill out an on-line application. Additional information will be sent to your ISU email address on 6-15-12 with directions on how to access the vendor's site. A detailed policy relating to the criminal background check process is included in this packet. Please note that in addition to completing on-line materials through the vendor, students must also complete the enclosed Authorization for Criminal Background Investigation Consent Form and return it to the college at: Illinois State University, Campus Box 5810, Normal, IL 67190, ATTN: Health & Safety Requirements. The criminal background check must be completed by **July 1, 2012**.

Due Dates

Failure to complete these requirements by the designated due dates may result in subsequent registration blocks, a minimum $25 administrative compliance fee, and an inability to participate in clinical/research activities until the forms are complete.   An inability to participate in activities for this reason could result in failure of the course. _**A detailed checklist with specific deadlines and information relating to how to submit the requested information is enclosed in this packet.**_

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 faculty advisor to develop a plan for seeking financial assistance. The MCN Office of Student and Faculty Services will also forward information about new opportunities directly to students.

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

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

B. Examples of Funding Opportunities for PhD Students

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

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

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

1. **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

2. **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

3. **Other funding opportunities**

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.

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.

Dissertation Research Grants (DRG's): support dissertation-related research of the highest quality. This grant program is intended to provide doctoral students with operating funds to develop the dissertation proposal, conduct research, collect data, analyze findings and write the completed project. Eligible students are expected to work closely with their faculty advisor to develop the grant application.

Eligibility:
All doctoral students who have passed their comprehensive exam, are in good academic standing and advanced to candidacy are eligible to apply.

Grant Review and Administration
Applications are reviewed by the College Research Committee. In the event of a conflict of interest, reviewers will be selected from the ranks of MCN tenured/tenure track faculty. The College Research Committee along with the graduate program coordinator will make final determinations regarding funding.

Grant proposals are treated as confidential communication and will be shared only with members of the College Research Committee. Copies of funded proposals are kept in the Office of Research and Scholarly Activities. The names of funded researchers will be released to the faculty of MCN and to the ISU Office of Research and Sponsored Programs.

Submission Deadlines
DRGs are awarded fall, spring and summer, with deadlines for application submission on the first day of class for each semester. Grant applications are due to the Chair of the College Research Committee by 5:00 p.m.

Funding
Funds will be appropriated annually dependent on college resources and the number of grant applications funded will vary in each year. Grants will be awarded based primarily on the strength of the proposal. The maximum budget request is $1000.00.

Grant Recipient Responsibilities
- Grant recipients must acknowledge the financial support from the MCN DRG in all publications and/or presentations about the research project.

Evaluation Criteria:
Eligible proposals will be evaluated using the following criteria:
     Project Description   50

Importance to Discipline   50

                                      100 (total possible points)

Format
- Proposals should be submitted using the most current APA format using size 12 font, with one inch margins. A separate heading should be used for each component of the proposal.
- ***Proposals must not exceed five single-spaced pages, excluding references, budget justification and appendices***
- The proposal should be written in such a manner that is understandable, recognizing that members of the review committee may not be experts in your field.
- ***Applications should be organized in the following manner***
  1. Cover Page (provided in this packet)
  2. Proposal Elements
  3. References
  4. Curriculum Vitae
  5. Budget Justification
  6. Appendices (questionnaires, tables, etc.)
- All pages, including appendices should be numbered consecutively
- One electronic and one hard copy of the grant proposal that includes a complete set of materials should be submitted to the chair of the research committee by the application deadline. Late materials will not be reviewed.

Research Proposal Elements
- Abstract
  The abstract may not exceed 250 words in length. It should clearly describe the research problem, the methodology to be used, and the expected outcome from the proposed project.
- Problem Statement/Purpose/Aims
- Research Questions and/or Hypotheses
- Theory/Conceptual Framework
- Literature Review
- Importance to the Discipline
- Methods
- Timeline
- Budget
  The maximum budget request is $1000.00.
- References
- Curriculum Vitae
- Appendices

  A. Instrument(s)
  B. Institutional letter(s) of support
  C. IRB approval (if complete) with Informed Consent and HIPAA documents
  D. Any other supporting documents

Budget Page Instructions
Accuracy in selecting the correct budget line is very important. Students should work with their advisor to prepare the budget. Only operational costs are allowable. Students may not request salary for themselves or others. Each budget item must be clearly and completely justified. Itemize and detail all operating costs. Examples of budget lines that are commonly used follow.

Operations

Contractual Services
- Professional and artistic services and consulting
- Purchase of computer software
- Software and computer programming
- Photographic services
- Copying
- Subscriptions to journals
- Electrical supplies
- Statistical and tabulation services, including computer services when performed by other than ISU computer center
- Subscriptions and information services
- Rentals—real and personal property

Postal Services
  Includes postage charges through the University Mail Service. Contact the Mail Service for information.

Commodities
- Educational and instructional materials
- Office supplies
- DVD's and CD's for computers
- Food supplies
- Nursing, medical, scientific and laboratory supplies
- Art materials – items costing under $100
- Participant incentives

Travel
  Use of travel funds is governed by State regulations. Copies of these regulations are available on ISU website.

Printing
- Paper for typing, duplicating and printing
- Printed forms, reports, pamphlets, booklets and fliers
- Charges for copying or duplicating (on campus)
- Envelopes—printed and with return postage
- Venda card for copying at Milner library

Equipment
  Includes items of a durable nature costing $100 or more. Equipment items costing less than $100 are purchased from Commodities.

  It should be understood that equipment purchased with University Research funds becomes the property of the University, and it will normally remain in the investigator's department for instructional or research operations.

Dissertation Research Grant Program: Mennonite College of Nursing
Application

1) Name

2) UID

3) Phone

4) Project Title

5) Does this project involve the use of humans as subjects for research?   Yes   No

6) Abstract

7) **Total amount** requested from Mennonite College of Nursing Grant program funds
 (total from budget page)……………………………………………….$_____

8) Signatures: required on one copy only

   Applicant(s)_____ Date_____

   Advisor(s)_____ Date_____

Please submit one (1) electronic copy and one paper copy of your complete proposal to the Chair of the Mennonite College of Nursing Research Committee by the designated deadline.

Budget Page

Operations

Total Contractual Services………………………………………………..$
(Itemize each and the associated cost and use)

Total Postal Service……………………………………...……………..$
(Itemize each and the associated cost and use)

Total Commodities……………………………………………………….$
(Itemize each and the associated cost and use)

Total Travel……………………………………………...…….…………$
(Itemize each and the associated cost and use)

Total Printing……………...…………………………………………….$
(Itemize each and the associated cost and use)

Total Equipment……………………………………………………..$
(Itemize each and the associated cost and use)

Total budget request (not to exceed $1,000)…...……………………….. $

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://mcn.illinoisstate.edu/scholarships/. Please note that all students are required to file a Free Application for Federal Student Aid (FAFSA) or the Renewal Application **if** financial <u>need</u> is a criterion.

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

State Scholarships (selected)
Illinois Center for Nursing
http://nursing.illinois.gov/financial.htm
Illinois Department of Public Health, Center for Rural Health: Nursing Education Scholarship Program
http://www.idph.state.il.us/about/rural_health/rural_NESP_more_details.htm
Illinois Nurses Association, Sonne Scholarship
http://www.illinoisnurses.com/dotAsset/26207.pdf

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

Other
You can also search for scholarships by using the following search engines or sites:
ChooseNursing.com
http://www.choosenursing.com/paying/scholarships.html
DiscoverNursing.com
http://www.discovernursing.com/nursing-scholarship-search
MinorityNurse.com
http://www.minoritynurse.com/features/financial/11-01-01.html
Nursewebsearch.com
http://www.nursewebsearch.com/nursing_scholarships.htm
Nursing.About.com
http://nursing.about.com/od/education/a/scholarshipinfo.htm
GraduateNurse.com
http://graduatenurse.com/nursingscholarships/
NursesInfo.com
http://www.nurses.info/scholarships_nthamerica_map.htm
American Legion
http://www.legion.org/?section=community&subsection=com_edaid&subsection2=com_scholarships&content=gi_eightfortysch
American Association of Colleges of Nursing
http://www.aacn.nche.edu/Education/financialaid.htm

Students can seek assistance with locating and applying for scholarships from:
- Faculty Advisor
- Lissa Bevins, Edwards Hall room 312, 438-3143

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

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

Loans: Funding that must be repaid.

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

VII. Distance Education

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

Weeks 3, 9, and 12 in the fall and spring terms are designated distance education days for students in the PhD program.

A. Resource Requirements for Distance Education

Students will need the following resources at the site where they plan to access distance education:

- A reliable broadband internet connection
  - The technology does not function with dial-up or wireless connections
- Recommendations
  - Avoid wireless access points for internet access as the reliability of the connection will be decreased
  - Adjust firewall settings to minimal protective settings
  - Recognize that workplaces often restrict internet traffic which may affect your ability to access distance education. 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 review committee. A strong research match between student and faculty is an important factor in the admissions review committee decision to admit a student. Once the match has been determined, the Graduate Program Coordinator assists the initial link between student and faculty advisor.

The student and faculty 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 and secure signatures from both current and new advisors and the Graduate Program Coordinator before submitting the forms to the Office of Student and Faculty Services.

B. Student Advisement Responsibilities

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

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

IX. Plan of Study

A. Overview

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

When selecting courses, students need to be aware that the cognate courses must be taken at the 400-500 level and an Independent Study course must be taken at the 500 level. Credit hour to work load requirements for Independent Study, NUR 500 and Research in Residency, NUR 526 are defined as one academic credit hour is equal to a minimum of 45 hours of work. For example, enrolling in 3 credit hours of NUR 526, would require the student spend a minimum of 135 hours of work to complete the academic hour requirements.

Each doctoral student will complete a plan of study 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 first semester of coursework. The plan of study must be approved by the student's advisor and the Graduate Program Coordinator and submitted to the Mennonite College of Nursing Office of Student and Faculty Services. The plan of study will be reviewed each year at the students' annual review. Any revisions to the plan of study must be approved by the student's advisor and the Graduate Program Coordinator and re-submitted to the MCN Office of Student and Faculty Services.

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

B. PhD Program Course Work

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 CORE COURSES (7 courses, 21 credit hours)

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

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

Number	Title	Hours
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)

Number	Title	Hours
NUR 540	Statistical Methods I	3
NUR 541	Statistical Methods II	3
NUR 542	Statistical Methods III	3

COGNATE COURSES (courses selected by student and faculty advisor) (9 credit hours)

Number	Title	Hours

DISSERTATION HOURS (15 credit hours)

Number	Title	Hours
NUR 599	Dissertation	
NUR 599	Dissertation	
NUR 599	Dissertation	
NUR 599	Dissertation	

Colloqium (0 credit hours)

Number	Title	Hours
NUR 530	Research Colloquium	

C. Sample Plan of Study, see website:
   http://mcn.illinoisstate.edu/graduate/doctoral_program/coursework.shtml

D. Use required form to plot out plan of study.
   Appendix, page 47.

E. <u>Transfer of Coursework</u>
   Upon recommendation of the College and with the approval of the Graduate School, a student may present a maximum of nine semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the doctoral degree. Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. The work must not form part of a degree program elsewhere. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the College.

   A student who plans to take course work elsewhere should obtain prior approval from their faculty advisor indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. In addition, a College evaluation of all courses presented is necessary prior to consideration by the Graduate School. If the College approves the transfer of credits, the student requesting credit is required to submit the official transcript for the course work to the College and a transfer credit form will be completed and sent to the Graduate School for final approval.

X. <u>Student Benchmarks</u>

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

B. <u>PhD Student Benchmarks</u>

<u>Year 1</u> (or after 18 semester hours)
<u>Academic Plan</u>
1. Submit Plan of Study to Mennonite College of Nursing Office of Student and Faculty Services
2. Begin to identify courses for cognate
3. Begin to identify committee members for comprehensive exam and dissertation
4. Begin to assemble annotated bibliography
5. Maintain good academic standing

<u>Research</u>
1. Regularly attend research colloquia
2. Begin to define dissertation research area
3. Participate in a guided research team

4.   Attend one scientific conference (MNRS)
5.   Write and plan for submission of pre-doctoral application

Service
1.   Participate in service activities*

Year 2 (or after 36 semester hours)
Academic Plan
1.   Begin to assemble annotated bibliography
2.   Gain experience as a teaching assistant, if necessary
3.   Prepare for comprehensive exam
4.   Maintain good academic standing

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

Service
1.   Participate in service activities*

Year 3 (or after 54 semester hours)
Academic Plan
1.   Successfully complete coursework
2.   Successfully complete comprehensive exam
3.   Complete research residency
4.   Maintain good academic standing

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

Service
1.   Participate in service activities*

Year 4 (or after being admitted to candidacy)
Academic Plan
1.   Schedule dissertation defense
2.   Successfully defend dissertation
3.   Complete graduation forms

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

Service
1. Participate in service activities*

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

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

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

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

A. **Requirements**
Students will submit a portfolio to the faculty 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.

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

C. Evaluation

The Director of the Graduate Program, the Advisors, and the student will meet to discuss the student's progress and make recommendations. Following the evaluation, the Advisors will prepare an Annual Evaluation Report form. A copy of this report is given to the student and a copy becomes a part of the student's academic record.

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

Evaluation results will be one of the following:
- *Satisfactory progress*: no additional work is required.
- *Satisfactory progress*, *however*, *a revised plan of study is required*: If this occurs, the student, in collaboration with the Advisors, will be required to formulate a new plan of study and re-submit to Mennonite College of Nursing Office of Student and Faculty Services. A copy of the revised plan of study will be sent to the Graduate Program Coordinator.
- *Unsatisfactory progress*, *a revised of plan of study and other requirements*: If this occurs, the student, in collaboration with the Advisors, will be required to formulate a plan for remediation. Progress will be re-evaluated within 6 months and an Annual Evaluation Report form will be prepared. A copy of the Annual Evaluation Report will be sent to the Graduate Program Coordinator.

D. Records

The "PhD Student Annual Benchmarks and Review of Progress" and "Annual Evaluation Report" 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 form for approval prior to entering into residency. This form should be submitted to the Office of Student and Faculty Services and who will then forward to the Graduate School.

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 and the Graduate Program Coordinator to ensure adherence to University policies.

D. <u>Time Limitations</u>

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

To apply for extension of time to complete the program, the student must submit the ISU Request to Extend Time to Complete Graduate Masters/Doctoral Degree Program Form. http://www.grad.ilstu.edu/plans/

E. <u>Research Tool Requirements</u>

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. <u>Academic Standing</u>

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 a 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.

G. <u>RN Licensure for the PhD Program</u>

Applicants to and current students of the Mennonite College of Nursing graduate program are required to hold an unencumbered licensure in every state in which the student holds a license and are required to provide evidence of current RN licensure in Illinois. It is the applicant's/student's responsibility to ensure that the College has current licensure information on file. Mennonite College of Nursing reserves the right to verify licensure status.

Should a change in licensure, such as license suspension or revocation, occur, it is the responsibility of the student to provide this information to the Graduate Program Coordinator. Students without current licensure are prohibited from participating in any coursework. Failure to report licensure changes will result in disciplinary action, including possible dismissal from the academic program.

XIII. <u>Comprehensive Exam</u>

A. <u>Purpose</u>

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

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

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

B. <u>Scheduling and Organization</u>

Students are normally ready to participate in the comprehensive exam after completion, or near completion, of course work. The student must also be in good academic standing, as outlined in the Graduate catalog, and making satisfactory progress towards meeting benchmarks. When this point of study has been reached, the student will initiate the process of organizing the comprehensive exam. The Office of Student and Faculty Services will send reminders in May, following the student's annual review to those students approaching the end of their coursework.

A minimum of two calendar months before the requested date for the exam, students must complete a Comprehensive Examination Registration form, secure signatures from faculty members who agree to serve on the comprehensive exam committee and submit a dissertation outline (see below). All forms can be found in the doctoral student handbook and on the MCN website under "Graduate", "Doctoral Program", "Forms".

- 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 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 the Request for Comprehensive Exam Committee Exception form.

  - If the student wishes to change one or more committee members, they must complete a Change of Comprehensive Exam Committee form and obtain the required signatures.

  - All forms will then be submitted together to the MCN Office of Student and Faculty Services and placed in the student's file.

  - The student will forward to OSFS a hard copy and an electronic copy of a 1-2 page outline of their dissertation topic including purpose, specific aims, theory or philosophical underpinning, target population and proposed design and method. The outline should include a title page and a bibliography.

  - OSFS will forward an electronic-copy of the dissertation outline and the student's plan of study to the committee members to assist them in preparing exam questions, and will keep a copy in the student's file.

  - The OSFS will assist reserving necessary space for the oral defense portion of the exam.

C. <u>Exam Questions</u>

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

- The MCN Office of Student and Faculty Services will send the questions to the student via email by 8:00 a.m. CST on the date agreed upon to start the exam. The student must confirm that they received the questions by 12:00 p.m. CST of the same day. If the student does not respond by 12:00 p.m., the MCN Office of Student and Faculty Services will attempt to contact the student via telephone or email to confirm receipt.

- The student must answer the questions using a maximum of 15 pages for each answer (exclusive of title page, appendices and references) and return the answers via email or in person to the Mennonite College of Nursing Office of Student and Faculty Services no later than 4:00 p.m. CST of the 14th day after receiving the questions (the day the questions are received is counted as day one). Each answer must be in APA format and include a title page and reference list. Appendices are optional, but may be used to include materials such as figures, tables, copies of instruments, photographs, etc. that are pertinent to the answer.

- Upon receiving the answers, the MCN Office of Student and Faculty Services will record in the student file the date the answers were received and forward the answers to each committee member.

- If the student fails to return the answers to MCN Office of Student and Faculty Services within 14 days, a failing grade will be assigned.

- If the student needs an extension to complete the exam, the student must contact the Committee Chair and the Graduate Program Coordinator to discuss the situation prior to the deadline. Granting of an extension is based on individual situations, but normally is associated with extenuating circumstances. A request for additional time to complete the exam, alone, is not a valid reason for an extension.

D. Evaluation

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

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

E. Evaluation Results
- The committee members will meet immediately after completion of the oral defense to evaluate the student's performance.
- Upon reaching a consensus, the committee will immediately inform the student of the exam results.

- If the committee determines the written examination to be insufficient to progress to oral, then a result is recorded as described below.
- The committee chair will complete Initial Report of Comprehensive Exam form and the Comprehensive exam form and submit accordingly.
- Exam results will be one of the following:
  - Pass: No additional work required to begin work on dissertation. At this time, the student must request signatures from the committee members on the Initial Report of Comprehensive Exam form. The signed form must then be submitted to the Graduate Program Office Support Associate who will make a copy for the student and place the original in the student's file.
  - Pass Conditional: The student will be asked to revise any question(s) of concern and re-submit the revision to the committee on a date to be determined by the committee chair. Two committee members will be assigned to re-evaluate the answer. The student may also be asked to provide additional oral defense for the revisions.
  - Fail: The student will be required to re-take the comprehensive exam following remediation. The Committee Chair will meet with the student to coordinate remediation which may include additional coursework, scheduled meetings with the student's advisor, etc.

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

Sample Qualifying Examination with Standardized Question Stems

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

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

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

If you need an extension to complete the exam, you must contact your Committee Chair and the Graduate Program Coordinator to discuss the situation prior to the deadline. Granting of an extension is based on individual situations, but normally is associated with extenuating circumstances. The need for additional time is not a valid reason for an extension.

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

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

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

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

Suggested Guidelines for Evaluating the Comprehensive Exam

Evaluation Criteria	**Outcome: Pass, Conditional Pass, Fail**

Question One
A.
 	
   • Problem statement clearly articulated.
   • Scope and seriousness of the problem are clearly outlined with contributing epidemiological data supporting the significance of the problem.
B.
 	
   • Integrated and evaluative summary of pertinent literature.
   • Review is organized logically and systematically.
   • Relevancy and currency of the literature is documented.
   • Evidence of the relationship of the literature to the problem is clearly established.
   • Clear identification of gaps in knowledge base
C.
 	
   • Selected framework/concepts/theories is/are appropriate.
   • The relationship of the selected framework/concepts/theories and problem is/are well established via literature support.
   • The framework/concepts/theories guide the development of the study
 	
D.
 	
   • Correctly identifies contemporary policy and/or ethical issues surrounding the topic and how these relate to conducting research in this area.
E.
 	
   • Biological, psychological, social and cultural factors related to the phenomenon are identified and their influence on research design articulated
F.
 	
   • Research questions posed are answerable, feasible and accurately reflect the state of knowledge/science about the phenomenon under study
   • Research questions align with the scope and seriousness of the problem
   • Research questions lead logically to design and method	

Question Two
A.
- Identifies contemporary philosophical precepts regarding epistemology, ontology and the link to quantitative methodology

B.
- Purpose clearly stated
- Specific aims align with identified gaps in the science, are researchable, feasible and congruent with the choice of method

C.
- Identifies the target population
- Sampling procedures congruent with design
- Recruitment measures are pragmatic and lead to access to target population
- Measures are well described, and reliable and valid reflections of the selected framework/concepts/theories
- Data Collection and management procedures are thorough and congruent with proposed measures

D.
- Proposed data analysis is congruent with specific aims/hypotheses/questions and measures

E.
- Human subjects protections are thorough and specific to the target population

F.
- Strengths and limitations of the study design in relation to internal and external validity are articulated and alternative approaches are discussed

Question Three
A.
- Identifies contemporary philosophical precepts regarding epistemology, ontology and the link to the qualitative methodology

B.
- Purpose clearly stated
- Specific aims align with identified gaps in knowledge, are researchable, feasible and congruent with the choice of method

C.
- Identifies the target population
- Sampling procedures congruent with design
- Recruitment measures are pragmatic and lead to access to target population
- Data collection approaches and management procedures are congruent with the design/method

D.
- Proposed data analysis is congruent with specific aims/hypotheses/questions and data characteristics

E.
- Human subjects protections are thorough and specific to the target population

F.

• Strengths and limitations of the study design related to trustworthiness are articulated and alternative approaches are discussed	
General Characteristics of the Exam • Clarity and logic of the student's presentation • Ability to conceptualize, analyze, and synthesize knowledge from a nursing perspective • Capacity for original thought, theoretical and professional sophistication, research expertise, and substantive knowledge • Depth of understanding of the phenomena of interest • Competence in communicating (parsimony, clarity, and accuracy of language) and defending ideas and/or positions • Selects significant literature, including classic and current articles to support ideas	
Format • Correct APA format • Writing is clear and logically organized • Correct grammar, spelling and sentence structure • Maximum of 45 pages not including title, references and appendix	
Overall Decision	

Comments:

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 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. Dissertation Hours

Students may enroll in dissertation hours only after having entered candidacy (completion of the research tool requirements to include, completion of all course work, passing the comprehensive exam, and approval of dissertation proposal).

C. Committee Selection

Ideally, students are matched with a faculty advisor upon admission to the program, and that faculty advisor 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 must 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 completed by the student's second year of course work. Students must complete a Request for Appointment of Dissertation Committee form and secure signatures from their advisor and the Graduate Program Coordinator. If a student wishes to change their

committee, they must complete the Request to Change Dissertation Committee form and submit to their advisor and the Graduate Program Coordinator.

C. Proposal

The dissertation proposal is the guiding document for conducting dissertation research and must convince the committee that the student is ready to proceed with the research.

- 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 dissertation committee determines the format and critical elements that must be present in the proposal.
- Dissertation proposals may take the form of grant proposals, institutional review board proposals, traditional three chapters, or some other format that meets the expectations of the committee. Proposals typically contain a literature review, scope of the problem, theoretical framework, design and methods.
- 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.
- The committee must approve the proposal and choice of format (three-paper option or traditional dissertation) 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 Dissertation Proposal approval form must be deposited in the ISU Graduate School no later than the early part of the semester or term prior to when completion of the doctoral degree is expected, in accordance with the deadlines published by the Graduate School. "The dissertation for the PhD must involve independent research and an original contribution to knowledge." (ISU Graduate Handbook, 2097-2010; p. 40).
- The MCN Office of Student and Faculty Services will complete and submit the Admission to Candidacy form with supporting documentation to ISU Graduate School according to stated deadlines.
- Students who have had their dissertation proposal approved are expected to present their proposal in a scholarly venue such as N530 - Colloquium, MCN Noon-time Seminar Series, ISU Graduate Symposium or professional conference.

  - Prior to the start of dissertation research, institutional policy requires that the Institutional Review Board (IRB) review all research with humans. Research involving animals must be reviewed by the Institutional Animal Care and Use committee (IACUC). The Institutional Biosafety Committee (IBC) must review research involving biohazards.

D. Dissertation Format

With approval of their dissertation committee, the student may choose either a traditional five (or more) chapter format or a three-paper option. Detailed information about dissertation organization may be found in the *Guide for Writers of Doctoral Dissertations*, available from the Graduate School office, and specific formatting information is available on the ISU Graduate School web site at http://www.grad.ilstu.edu/dissertations/index.shtml.

For students choosing the three-paper option, the following guidelines apply.
- Papers must be from the student's original dissertation research
- Examples of papers include, but are not limited to, a review of literature, concept analysis, methods or measurement, reports of major or minor findings
- Two out of the three papers must be submitted to a journal that has also been approved by the student's Dissertation Chair prior to graduation
- Each paper, whether submitted for publication or not, must be a polished and complete draft

For students choosing the traditional dissertation option, the following guidelines apply.
- Students choosing this option are still required to submit two manuscripts for publication as outlined by program benchmarks
- The entirety of the dissertation must be a complete and polished manuscript

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.

Copyright and Permissions on Dissertations:
It is the responsibility of the student to obtain written permission, when required, from a copyright holder to include borrowed material in their dissertation. The Dean of University Libraries, is the designated copyright agent for Illinois State University. Faculty, staff, and students at Illinois State University should use the Copyright Authority Checklist provided, http://grad.illinoisstate.edu/dissertations/index.shtml, and contact the designated copyright officer to determine whether a consultation and/or permissions letters will be required before the Right to Defend deadline.

E. Review of the Dissertation
Faculty are in agreement that the dissertation is the ultimate scholarly product and characterizes the doctor of philosophy (AAUP, 2005). As such, it requires considerable attention by the dissertation committee and student to ensure that it meets or exceeds minimum standards. The Dissertation Review Rubric below outlines the required elements of the dissertation and the level of competency required for approval by the dissertation committee. The rubric may be used to review each paper in the three-paper option or the traditional dissertation.

Dissertation Review Rubric
Mennonite College of Nursing, Illinois State University

Student	
Committee Member	
Date	

Abstract	Acceptable	Not Acceptable	Not Applicable
Abstract contains a concise description of the study, a brief statement of the problem, exposition of methods and procedures, and a summary of findings and implications.			

Comments

		Acceptable	Not Acceptable	Not Applicable
Introduction	Demonstrates that the focus of the study is on an important clinical problem that is worthy of study			
	Describes the purpose of the study in a logical, explicit manner.			
	The Nature of the Study, Specific Research Question, Hypotheses, or Research Objectives are briefly and clearly described.			
	The Significance of the study is described in terms of knowledge generation and professional application			

Comments

		Acceptable	Not Acceptable	Not Applicable
Literature Review	The review of related research and literature is clearly related to the problem statement as expressed in: a. Research questions and hypothesis, or b. Study questions and objectives			
	The review of related research and literature includes: Comparisons/contrasts of different points of view or different research outcomes and the relationship of the study to previous research			
	The content of the review is drawn from acceptable peer-reviewed journals or sound academic journals or there is justification for using other sources.			
	The review is an integrated, critical essay on the most relevant and current published knowledge on the topic. Historically important sources are included if relevant. The review is organized around major ideas or themes.			
	The theory and/or theoretical framework is appropriate; The relationship between the framework and problem is well established by literature support; Concepts from the framework guide the development of the study.			

Comments

		Acceptable	Not Acceptable	Not Applicable
Methods	The Introduction describes how the research design derives logically from the research problem, hypotheses and/or questions and theoretical framework (if appropriate).			
	The process by which the data were generated, gathered, recorded and managed is clearly described			

	How the data were analyzed is articulated			

Comments

Section		Acceptable	Not Acceptable	Not Applicable
Results	Builds logically from the problem and the research design, and presented in a manner that addresses the research questions.			
	Patterns, relationships, and themes described as findings are supported by the data. All salient data are accounted for in the findings.			
	The tables and figures are clear, effective and informative.			

Comments

		Acceptable	Not Acceptable	Not Applicable
Discussion	Provides a brief summary of the research findings that can be drawn from the study			
	Contains implications of the study, relates the findings to the review of literature and articulates the needs for future research			

Comments

		Acceptable	Not Acceptable	Not Applicable
Writing	Follows a standard form and has a professional scholarly appearance			
	Is written with correct grammar, punctuation and spelling, using active voice			
	Citations are presented consistently and professionally throughout the text and in the reference list.			
	Writing is clear, precise, concise and accurate, avoiding jargon			
	Logically organized			

Adapted from Texas Tech Health Sciences Center rubric Moore \dissertation rubric 10-1-08 and the Duke Thesis Assessment Protocol, Duke University 2007

Description of the Rating Scale

Acceptable

- Is original and important
- Is well written and organized
- Has a point of view and exhibits mature, independent thinking
- Asks new questions or addresses an important question or problem
- Displays a deep understanding of the literature
- Shows a deep understanding of theory
- Is the next step in a research program
- Has a research design that is connected to the questions/hypotheses
- Analysis is comprehensive, complete, and convincing
- Results are important
- Conclusion ties the whole thing together
- Is publishable

Not Acceptable

- Is not very original or important
- Is poorly written
- Has spelling and grammatical errors
- Has a sloppy presentation
- Contains errors or mistakes
- Has a weak structure and organization
- Plagiarizes or deliberately misreads or misuses sources
- Displays a narrow understanding of the field
- Knows the literature but is not critical of it or does not discuss what is important
- Does not understand or misses relevant literature
- Demonstrates understanding of theory at a simple level, and theory is minimally applied to the problem
- Relies on inappropriate or incorrect methods
- Has data that are flawed, wrong, false, fudged, or misinterpreted
- Analysis—does not explore all possibilities and misses connections
- Includes results that are obvious, already known, unexplained, or misinterpreted
- Has unsupported or exaggerated interpretation

Adapted from "How to Grade a Dissertation" Barbara E. Lovitts Academe Nov-Dec 2005

F. Acceptance

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

After tentative acceptance by the examiner, the candidate must file two unbound examination copies of the dissertation in Mennonite College of Nursing Office of Student and Faculty Services at least one week (seven days) before the dissertation defense for public review. If submitting a traditional dissertation, copies are the complete work with all chapters present. If submitting the three paper option, copies are all three complete manuscripts.

G. Defense

The oral defense of the dissertation provides the candidate 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.
- The dissertation chair is responsible for conducting the defense in a constructive manner that will assist the student to integrate critique of the dissertation.

Subject to reasonable expectations of the chair of the candidate's committee, visitors may participate in questioning and discussion relevant to the topic of the dissertation. Only members of the candidate'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 candidate should consult the chair in advance about what to expect in the course of the oral defense. The candidate is required to make an opening presentation that covers the essential elements of the dissertation. Candidates are encouraged to prepare the presentation in collaboration with their dissertation chair and practice beforehand. Candidates are urged to talk to the committee chair and to other faculty in their field about how questions from the audience can be addressed. Candidates may also choose to prepare by attending a few oral defenses in their own or related fields. The dissertation chair will lead any discussion tactfully while keeping the oral defense on track. While no time limit is set for an oral defense, the average defense takes about two hours.

Immediately following the defense, the committee will meet to evaluate the candidate'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 will meet with the student immediately to provide feedback. Any candidate who fails to pass on the second attempt or who declines to repeat the defense is ineligible to graduate and will be academically dismissed from the program.

If the result of the evaluation is Pass, the student will then request signatures from committee members to complete the "Outcome of Dissertation Defense". The current form is located at

http://www.grad.ilstu.edu/dissertations/index.shtml. The signed form must be submitted to the MCN Office of Student and Faculty Services 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 candidate 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 candidate 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. <u>Graduation Requirements</u>
A. <u>Candidacy</u>
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. <u>Candidacy Documentation</u>
Documentation of completion of candidacy requirements:

- Mennonite College of Nursing Doctor of Philosophy Plan of Study Form
  - o The student will work closely with their advisor to complete the plan of study early in the program. A temporary copy may be used during the student's coursework, but the official on-line document must be completed at the beginning of the semester in which the student plans to graduate.

  - o At the beginning of this final semester, the student must verify accuracy of the plan of study, and return the form to the MCN Office of Student and Faculty Services.

  - o The paper copy will be kept in the student file and the electronic degree audit will be emailed to the Graduate School

- Successful completion of the comprehensive examination
  - o 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.

  - o The student will then return the signed Comprehensive Exam Completion forms to the MCN Office of Student and Faculty Services.

- o The MCN Office of Student and Faculty Services will make a copy for the student and a copy for the student's file.

- o The original Comprehensive Exam form will be submitted to the ISU Graduate School.

- • Approval for the dissertation proposal
  - o 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.

  - o The student should work closely with the MCN Office of Student and Faculty Services to complete the form and obtain the necessary signatures.

  - o The MCN Office of Student and Faculty Services will forward the original to the Graduate School Office, Hovey 309. The Graduate School will image a completed and approved form and route it back to the student, the committee chair, and the department as an email attachment. This email and all correspondence on this should come fromdissert@ilstu.edu. Graduate School will also send a copy of the imaged form to the Registrar's Office to be kept in the student's file.

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

- • Completion of Dissertation and Dissertation Defense
  The student must have successfully completed and defended the dissertation and the final copy of the dissertation must be on file with the ISU Graduate School office at least 10 days before the end of the semester or by the designated deadlines published by the Graduate School.

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.
  - 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.
    - • Or two consecutive summers with six credit hours of enrollment in both summers.

- • Students must file Declaration of Residency for approval **prior** to entering into residency.

- • The student will submit the completed form to the Office of Student and Faculty Services.

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

D. Extending Time to Complete Doctoral Degree Program
   • To apply for extension of time to complete the program the student must submit the ISU Request to Extend Time to Complete Graduate Masters/Doctoral Degree Program Form. The current form is located at http://www.grad.ilstu.edu/plans/

   • The student completes part I, signs the document and then forwards to the Graduate Program Coordinator and Dissertation Chair.

   • The Graduate Program Coordinator and Dissertation Chair complete respective sections of part II.

   • A copy should be made by the MCN Office of Student and Faculty Services for the student's file and then the original will be forwarded to the ISU Graduate School.

   • Comments and signature from the Dissertation Chair are only required if the extension request includes the completion of the dissertation.

XVI. General Information
A. Student Resources

MCN Office of Student and Faculty Services (Uptown Crossing, Suite C) offer a variety of opportunities to assist students to be successful in their nursing program.

Computer
Students have access to the internet, e-mail, web enhanced courses, and a variety of educational software located in Edwards Hall.
   • 40 PC workstations in the Computer Lab (EDW 305). The Computer Lab is available for doctoral students prior to class. For exact times contact the MCN Office of Student and Faculty Services.

B. Academic Integrity

Mennonite College of Nursing endorses the Academic Integrity Policy of Illinois State University. http://deanofstudents.illinoisstate.edu/students/get-help/crr/conflict-resolution.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://deanofstudents.illinoisstate.edu/faculty/.

C. **Research Integrity Policy**

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

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

D. **Denial of Admission Policy for Graduate Program**

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

E. **MCN Grievance Policy**

Mennonite College of Nursing endorses the Student Grievance Process of Illinois State University as outlined in the following website: http://deanofstudents.illinoisstate.edu/students/get-help/crr/grievances/.

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

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

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

Formal Process
If an informal resolution is not successful, the student may proceed to initiating a formal complaint/grievance.
1. To initiate the formal process, the student must file a written formal complaint within 30 working days of the alleged grievance. The written complaint must:
   a. Be word processed

   b. Be signed and dated

   c. Include student current address and phone number

   d. Be concise and specific, with names and dates wherever relevant and possible

   e. Clearly state the act or decision being challenged

   f. Clearly state why the act or decision is unauthorized or unjust

   g. Briefly describe your attempts to reach an agreement through informal discussions with the instructor and/or course coordinators.

2. Failure to include all required information will result in a delay of the grievance process. Written complaints will not be reviewed until all information is provided.

3. The Graduate Program Coordinator will review the formal complaint and meet with the student and/or faculty/staff member within 10 working days of receipt of the complaint.

4. The Graduate Program Coordinator will attempt to facilitate resolution of the grievance at the College level. CRR is available to provide a 3rd party mediator for internal grievance meetings. When this service is requested, the student should contact CRR a minimum of 3 days prior to the meeting scheduled with the Graduate Program Coordinator to arrange for a mediator to be present.

5. If a resolution is not achieved within the College, a grievance request may be filed by the student with the University Community Rights and Responsibilities Office or the Office of Diversity and Affirmative Action as appropriate. Community Rights & Responsibilities is responsible for coordinating the formal student grievance process at the university level. This process exists to provide students an opportunity to request that the University review actions or decisions of University faculty and staff members. The Student Grievance Committee is responsible for reviewing student complaints and investigating cases it deems necessary of investigation.

Information about the grievance process can be obtained through the Illinois State University Community Rights and Responsibilities website at http://deanofstudents.illinoisstate.edu/students/get-help/crr/grievances/.

APPENDIX

2012 - 2013

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

CHANGE OF FACULTY ADVISOR

Date: _____

Name: _____

The following change in advisor is requested:

Advisor from _____ to _____
                              Name   Name

APPROVED:

_____
Student   Date

_____
Current Faculty Advisor   Date

_____
New Faculty Advisor   Date

_____
Graduate Program Coordinator   Date

Please Forward to MCN Office of Student and Faculty Services

Plan of Study
Forward to MCN Office of Student and Faculty Services

<table>
<tr><td>

Student Name:_____

UID#_____

Address:_____
Email address: _____
Date of Admission:_____
Anticipated Graduation Date: _____

Faculty Advisor:_____

</td><td>

Residency Requirement (select two semesters):
Summer 20__   Fall 20__   Spring 20__   Summer 20__
 (6 hrs)   *(9 hrs)*   *(9 hrs)*   *(6 hrs)*

Total Core Hrs: _____   **Total Focal Area Hrs:** _____
Total Statistics Hrs: _____   **Total Cognate Hrs:** _____
Total Dissertation Hrs: _____
Total Hours for Degree (66 or more): _____

Plan Approved: **Date:** _____
Student:_____
Faculty Advisor:_____
Graduate Program Coordinator:_____

</td></tr>
</table>

Year 1:
Fall _____

Course Number	Course Title	Hours	Grade

Spring _____

Course Number	Course Title	Hours	Grade

Summer _____

Course Number	Course Title	Hours	Grade

Year 2:
Fall _____

Course Number	Course Title	Hours	Grade

Spring _____

Course Number	Course Title	Hours	Grade

Summer _____

Course Number	Course Title	Hours	Grade

Year 3:
Fall _____

Course Number	Course Title	Hours	Grade

Spring _____

Course Number	Course Title	Hours	Grade

Summer _____

Course Number	Course Title	Hours	Grade

Year 4:
Fall _____

Course Number	Course Title	Hours	Grade

Spring _____

Course Number	Course Title	Hours	Grade

Summer _____

Course Number	Course Title	Hours	Grade

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

PhD Student Annual Benchmarks and Review of Progress

Date: April _____, _____   Year in Program: _____

Student Name: _____

Annual Benchmarks (completed by student):	Review of Progress (completed by student):
Education: Research: Service:	

Benchmarks Approved:

_____
Student   Date

_____
Faculty Advisor   Date

_____
Graduate Program Coordinator   Date

Forward to MCN Office of Student and Faculty Services

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

Annual Evaluation Report
(To be completed by faculty advisor)

Date: _____

Student 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 (original plan of study is current, attach a copy)

_____   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 Graduate Program Coordinator.

Comments or Requirements:

_____
_____
_____
_____
_____

Approved:

_____
Student Signature   Date

_____
Faculty Advisor Signature   Date

_____
Graduate Program Coordinator Signature   Date

*This form and a current Plan of Study must be forwarded to the
MCN Office of Student and Faculty Services*

<div align="center">

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

Annual Evaluation Report - 6 month Follow-up
</div>

To be complete by faculty advisor only when student has a revised plan of study and other requirements following Annual Review.

Date: _____
Student 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 Graduate Program Coordinator.

Comments or Requirements:
_____
_____
_____
_____
_____

Approved:
_____
Student   Date

_____
Faculty Advisor   Date

_____
Graduate Program Coordinator   Date

<div align="center">

Forward to MCN Office of Student and Faculty Services

50
</div>

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy
Comprehensive Exam Registration Form

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

Student Name:_____ Date: _____

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

_____Yes   OR   _____No

I submitted my dissertation outline to MCN Office of Student and Faculty Services:_____
<div align="right">(date)</div>

The following faculty members have consented to serve on my Comprehensive Exam Committee:
Please refer to the PhD Handbook for the comprehensive exam committee requirements.
If a committee member is <u>not</u> on ISU graduate faculty, the Director of the Graduate School must approve. Submit the Request for Comprehensive Exam Committee Exception Form.

Chair: _____
                 Name   Rank

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

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

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

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

Graduate Program Coordinator: _____ Date: _____

Date of scheduled written exam: _____ Date of scheduled oral exam: _____

To be completed by MCN Office of Student and Faculty Services:

Dissertation outline forwarded to committee members: _____ (date)

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

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

Please Forward to MCN Office of Student and Faculty Services

CHANGE OF COMPREHENSIVE EXAM COMMITTEE

Date: _____

Student Name: _____

The following change in the committee is requested:

Committee Chair from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

COMMITTEE MEMBERS:

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

APPROVED:

_____
Committee Chair   Date

_____
Student   Date

_____
Graduate Program Coordinator   Date

Forward to MCN Office of Student and Faculty Services

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:

_____   _____
Name of faculty/committee member   Department/School/Off-campus site

_____   _____
Name of faculty/committee member   Department/School/Off-campus site

_____

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:

_____
Committee Chair   Date

_____
Student   Date

_____
Graduate Program Coordinator   Date

Forward to MCN Office of Student and Faculty Services
OSFS will submit to Graduate School for approval

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

INITIAL REPORT OF COMPREHENSIVE EXAM

The written portion of the comprehensive exam of _____ was evaluated
<div style="text-align:center">(Student Name)</div>

on _____.
<div>   (Date)</div>

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

<u>PASS</u>

_____ Written explanation of the comprehensive exam is satisfactory.

<u>PASS CONDITIONAL</u>

_____ Pass conditional. Please outline expectations for student including:
- Revisions and/or additions to the written exam
- Deadline for submission of revisions to the written exam
- Rescheduling of oral examination
- Other requirements as determined by the committee with deadlines

<u>FAIL</u>

_____ The written portion of the comprehensive exam is not satisfactory.

Signature of the Committee Members:

Committee Chair _____

Committee Member _____

Committee Member _____

Committee Member _____

Committee Member _____

_____
Graduate Program Coordinator

Forward to MCN Office of Student and Faculty Services

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

FINAL REPORT OF COMPREHENSIVE EXAM

The oral comprehensive exam of _____ was held on _____

                                       (Student Name)   (Date)

The decision of the Comprehensive Committee is as follows:

<u>PASS</u>

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

<u>FAIL</u>

_____ The oral portion of the comprehensive exam is not satisfactory.

Signature of the Committee Members:

Committee Chair_____ _____

Committee Member _____

Committee Member _____

Committee Member _____

Committee Member _____

Graduate Program Coordinator _____

Forward to MCN Office of Student and Faculty Services

MCN Office of Student and Faculty Services will submit original to ISU Graduate School

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

REQUEST FOR APPOINTMENT OF DISSERTATION COMMITTEE

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

Date: _____

Student 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 but will need to be approved by the Graduate School using the Request for Committee Exception form.

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

APPROVED:

_____
Committee Chair Signature   Date

_____
Student Signature   Date

_____
Graduate Program Coordinator Signature   Date

Forward to MCN Office of Student and Faculty Services

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

CHANGE OF DISSERTATION COMMITTEE

Date: _____

Student Name:_____

The following change in the committee is requested:

Committee Chair from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

COMMITTEE MEMBERS:
Name   **Rank**   **Dept (if not nursing)**

_____

_____

_____

_____

_____

APPROVED:

_____
Committee Chair Signature   Date

_____
Student Signature   Date

_____
Graduate Program Coordinator Signature   Date

Forward to MCN Office of Student and Faculty Services

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

ADMISSION TO CANDIDACY

Student Name: _____

Anticipated Degree Date: _____

Students are admitted to candidacy for Mennonite College of Nursing Doctor of Philosophy Degree in Nursing when they have completed the research tool requirement which includes:

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

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 Signature   Date

_____
Faculty Advisor Signature   Date

_____
Graduate Program Coordinator Signature   Date

Forward to MCN Office of Student and Faculty Services

OSFS will submit to Graduate School with supporting documents

Illinois State University
Mennonite College of Nursing
Doctor of Philosophy

DECLARATION OF PhD RESIDENCY

Name _____ UID#_____

Address _____

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

Semester and year for Residency (1) _____(2)_____
(i.e. Fall 20__ and Spring 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 Signature_____ Date _____

Faculty Advisor Signature_____Date_____

Graduate Program Coordinator Signature _____ Date _____

Forward to MCN Office of Student and Faculty Services
OSFS will submit to the Graduate School

MENNONITE COLLEGE OF NURSING
DOCTOR OF PHILOSOPHY DEGREE

PROGRAM CHECKLIST

Currently Undergoing Revisions 8/2/12
Utilize PhD Student Benchmarks in this document as a reference.