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# **PhD**

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# **Student Handbook**

**Idaho State**  
UNIVERSITY

College of Nursing

**2018-2019 Ph.D. Student Handbook**

## Table of Contents

Welcome from the Associate Dean of Academic Affairs .....	4
College of Nursing Vision, Mission, and Philosophy .....	5
Ph.D. Program Overview .....	6
Ph.D. Program Curriculum .....	6
Outcomes of the Ph.D. in Nursing Program .....	6
Degree Requirements .....	7
Electives .....	8
Research Seminars .....	8
Approval of Special Problems or Independent Study Courses .....	8
Dissertation Preparation .....	9
Role of the Dissertation Committee Chair .....	9
Qualification and Selection of Dissertation Committee .....	9
Role and Responsibilities of the Dissertation Committee .....	10
Procedure for Changing an Advisor, Dissertation Chair, or Project Committee Composition .....	10
Comprehensive Examination .....	11
Written Comprehensive Examination .....	11
Criteria for Passing the Written Comprehensive Examination .....	11
Scheduling the Dissertation Proposal Oral Defense.....	12
Candidacy for Doctoral Degree .....	13
Dissertation .....	13
Guidelines for the Three Manuscript Option: .....	13
General Guidelines for the Final Oral Defense of the Dissertation or Three Manuscript Option .....	15
Final Program of Study .....	16
Student Progression Policy .....	17
Waiver of Course or Deviation from Published Curriculum .....	17
Policy on Medical Withdrawal .....	18
Student Responsibilities Related to Completion of Degree Requirements .....	18
Length of Time to Complete Requirements .....	19
Continuous Registration Requirements .....	19
Course Grade Appeal .....	20

Policy Regarding Participation in Commencement Ceremony .....	21
Standards of Confidentiality .....	22
Library .....	23
Procedural Information.....	23
Malpractice Insurance .....	23
Financial Assistance .....	23
Registration/Enrollment Procedures .....	24

**Welcome from the Associate Dean of Academic Affairs, Director of Graduate Studies and Professor, Karen S. Neill, Ph.D., R.N., SANE-A, DF-IAFN**



As the Associate Dean of Academic Affairs, Director of Graduate Studies and Professor, I welcome you to the College of Nursing [CON], Kasiska Division of Health Sciences [KDHS] at Idaho State University [ISU]. The faculty and I are pleased that you have chosen Idaho State University, College of Nursing as the destination site for your doctoral studies. This is an exciting time in Nursing; you will be actively involved in the growth of doctoral studies in the profession, building on a rich history of Ph.D. preparation in the discipline. Your achievements in the Ph.D. program will prepare you to conduct independent research and collaborate as a scholar and a leader for improving health and health care globally.

Please take time to read the Ph.D. Handbook and utilize this as a resource as you enter and progress through the program. The Handbook is updated each year or as needed so this is an important document to review on a regular basis. Please feel free to contact me if I can be of assistance as you move forward in this endeavor at (208) 282-2102 (office) or [neilkare@isu.edu](mailto:neilkare@isu.edu).

All students in the Doctor of Philosophy (Ph.D.) program must meet and maintain the requirements specified by (ISU), the Graduate School [GS], the KDHS, as well as the CON including the Graduate Ph.D. Student Homeroom, and within the Ph.D. Handbook.

Students will be enrolled in a Ph.D. Student Homeroom upon admission. This site will provide ongoing information for Ph.D. students, documentation requirements for progression, forms, guidelines, policies and procedural information, as well as other pertinent information. The student must access the Graduate Student Homeroom on a regular basis to remain informed and to support progression.

Students will enter the program holding a Bachelor's degree from an accredited nursing program. A Master's degree in Nursing from an accredited program will be considered for admission. The student must complete a minimum of 59 credit hours on full time status, successfully pass a written comprehensive examination, complete a dissertation or three manuscript option, and complete a final oral examination [defense] in order to graduate with the Ph.D. degree.

All students will begin with a required on campus orientation [Pocatello] in August of year of admission.

For additional information about graduate education at ISU refer to:  
<http://www.isu.edu/graduate/index.shtml>

For additional information about the Ph.D. program in the SON refer to:  
<https://www.isu.edu/nursing/programs/doctor-of-philosophy-Ph.D.-in-nursing/>

## **College of Nursing Vision, Mission, and Philosophy**

### **Mission**

The SON Mission is to prepare caring, exemplary nurse leaders who integrate education, service and scholarship, through practice and research, to enhance the quality of life for rural and diverse populations (November, 2016).

### **Vision**

The SON vision is to be a distinguished College of Nursing committed to being as humanistic and compassionate as we are scientific and innovative (November, 2016).

### **Philosophy**

The faculty in the CON subscribe to a common philosophy about human beings, nursing, and nursing education that encompasses both the undergraduate and graduate programs. Faculty strive to be leaders and visionaries in their role as nurse educators, consumers and advocates for consumers of health care and health professionals.

Humans are dynamic, holistic, and multidimensional. They have intrinsic worth and needs which are uniquely experienced and expressed within the totality of their environment. The manner in which those needs are met influences the individual, family, and community growth and development through the life cycle. Humans have the right and the responsibility for their health and welfare. Moreover, they have the right to access basic services for health promotion, disease prevention, and treatment of acute or chronic illness. To this end, the faculty recognizes their social and professional responsibility to sanction access for health care through educational, leadership, political, and public service activities.

Education is a community responsibility shared by recipients and providers of health care, students, and faculty. Faculty are committed to creativity in the learning process and continuous quality improvement in curriculum and program development. Faculty facilitate the educative process, promote an environment for effective application of knowledge integration, stimulate critical thinking, and professionalism. Learning is a lifelong process. Students are active participants in their education and are accountable for developing personal and professional knowledge.

Professional nursing is educative, facilitative, and caring. Professional nursing practice is grounded in sound scientific and humanistic knowledge formed from a complex and diverse field of study. Furthermore, nursing practice is a collaborative endeavor, which promotes health and wellness in a variety of ways and settings. Nurses administer healing arts and support families through normative and tragic transitions. Professional nurses use knowledge integration from theories, research, and practice to plan and deliver holistic client care. Decision-making, teaching-learning, research, therapeutic communication, and critical thinking processes are used by professional nurses.

Utilization of nursing knowledge is the major focus in the undergraduate curriculum in the development of beginning level practitioners. The undergraduate program prepares graduates to meet the present and emergent community health concerns at local and global levels. Throughout the development of the professional role, students learn to view the recipients of nursing care as individuals, families, groups, or communities within cultural and environmental contexts. The population distribution and geographical nature of Idaho mandates that graduates be proficient in rural and frontier nursing.

Graduate education expands and builds upon undergraduate education. Students are prepared to assume advanced practice or other advanced roles by developing nursing knowledge through research, theory, and practice. At the graduate level, faculty and students contribute to the application

and elaboration of nursing theories to describe, explain, predict, and understand nursing phenomena. Graduate education facilitates learning environments where students can construct their own knowledge integration at an advanced level. The Ph.D. in Nursing prepares the graduate to conduct original research and contribute to the application of research to practice across diverse populations and settings.

### **Ph.D. Program Overview**

The Doctor of Philosophy in Nursing degree program in the CON at ISU will prepare the student to develop and conduct scientific research and participate actively in lifelong scholarship, leadership, and education. The research emphasis is dedicated to extending the knowledge base of nursing and improving the delivery of health care for rural and vulnerable individuals, families and communities within existing cultural, geographical, and health care context. An interprofessional research focus will provide an opportunity for students to advance science collaborating with other professionals in identifying research opportunities, recognition of the contribution of other disciplines to the improvement of health status, open channels of communication, and prepare graduates for leading change and advancing health and health care systems.

The ISU CON enrolls students interested in improving health status in rural and other vulnerable populations and overcoming fragmented health care systems, practices, and beliefs. The future of nursing practice requires advances in theory and research to address highly complex problems through innovative solutions. The Ph.D. program will prepare graduates to be full partners in health care provision and design for improving health and health care globally.

### **Ph.D. Program Curriculum**

The curriculum sequence for the Ph.D. program is posted in the Ph.D. Student Homeroom. Course descriptions can be found in the ISU Graduate School Catalog. Required doctoral courses are offered according to the established curricular plan. Students should take note of the established curricular pattern for the Ph.D. in Nursing program, and work closely with assigned Faculty Advisor [FA] upon admission to establish a Plan of Study [POS] which is updated each semester by the student and approved by the FA. Students are admitted on full or part time status.

Ph.D. students can petition to have up to 15 graduate level credits approved to meet curriculum requirements for the Ph.D. program excluding the Dissertation course credit [NURS 8890], comprehensive examination, or dissertation proposal options. The student must petition by course to have these credits reviewed by the CON Graduate Studies Council [GSC] for approval. If the credits are approved by vote through the CON GSC, the student must complete the process of approval of these credits through the Graduate School to meet curriculum requirements. The student must work closely with their advisor in the CON to complete this process.

### **Outcomes of the Ph.D. in Nursing Program**

Each student will complete a core curriculum and work closely with their assigned FA to complete an individualized course of study that fulfills the student's goals and develops the foundation for a program of research. Students will complete coursework and Dissertation or Three Manuscript option through online technologies integrating an interprofessional approach to:

- Synthesize and critically evaluate existing literature in nursing and related fields to identify issues and critical gaps in scientific knowledge.
- Participate in extending scientific knowledge through mentored interprofessional opportunities and courses.
- Create original research that contributes to scientific nursing knowledge through collaborative inquiry.

- Practice scientific methodologies and/or contribute to development of methodologies congruent with the broad concerns of the discipline [physiological, bio-behavioral, spiritual, and psychosocial].
- Complete research and disseminate findings with high standards of ethical conduct including, truth, honesty, freedom of inquiry and intellectual autonomy.
- Display readiness for post-doctoral study and early research program development through recognition of high achievement in research and scholarship.
- Develop and assume roles that facilitate discovery, application and integration of new nursing and interprofessional knowledge and leadership.

### **Degree Requirements**

The curriculum for the Ph.D. in Nursing degree [part-time and full-time] are posted on the ISU CON website found at [www.isu.edu/nursing](http://www.isu.edu/nursing).

The student can complete a Dissertation or Three Manuscript option; reference to Dissertation herein refers to either case [Dissertation OR Three Manuscript option].

### **Advisement**

Upon admission, the Administrative Assistant I for Graduate Programs in the CON will assign each student a FA. The student is expected to meet with his/her FA early in the first semester and at the beginning of each semester thereafter. Each student develops collaboratively with his/her FA, a POS that constitutes a unified program, planned within the framework of the established curriculum for the Ph.D. program. Once selected, the Dissertation Chair becomes the student's FA [may be the same individual] and directs the student's dissertation. Formal communication occurs through the student's FA, Dissertation Chair, and/or Director of Graduate Studies as appropriate to support student progress.

### **Qualification and Selection of Faculty Advisors**

Faculty Advisors must hold Full or Allied Graduate Faculty Status. If the FA moves onto become Dissertation Committee Chair, this individual must hold Full Graduate Faculty status. The FA may or may not have specific expertise in the area of the student's anticipated dissertation interests. The Dissertation Committee Chair will have expertise in the student's dissertation topic area.

### **Role of the Faculty Advisor**

The FA plays an important role in orienting the student to the SON and the program, assisting with the initial POS and clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in adjusting to doctoral study.

The specific responsibilities of the FA to the student are to:

- Interpret the doctoral program's design, requirements and policies.
- Assist in planning objectives for doctoral study and clarifying career goals.
- Assist in developing the student's original and ongoing POS in accordance with program requirements, individual dissertation interests and career goals.
- Assist with selection of appropriate elective courses to create a program of study supportive of the student's dissertation interests and career goals.
- Monitor student progress through verification of completion of coursework and progression in required nursing and elective courses as indicated in established POS.
- Communicate with the student on a regular basis and assist the student to identify strategies for success in the program.

## **Student Responsibilities with Respect to Advisement**

The student is responsible for:

- Communicating each semester with his/her FA regarding progress, goals and plans.
- Selecting a Dissertation Committee Chair prior to the fall semester year 2, in consultation with the FA. It is highly recommended that the student begin to form the dissertation committee, particularly that the student select a dissertation committee Chair as early as possible.
- Initiating contact with faculty member whom he/she is considering as Dissertation Committee Chair.
- Initiating contact with faculty member(s) being considered to serve on the Dissertation Committee.
- Selecting, with the approval of the Dissertation Committee Chair, members of his/her Dissertation Committee.
- Reporting problems that delay completion of the degree requirements to the FA/Dissertation Committee Chair in a timely manner.

Becoming familiar with and complying with all relevant policies and procedures as set forth by the CON, GSC, Graduate School, KDHS, and ISU. Policies and procedures relevant to the CON can be found in the DNP Student Homeroom. Policies related to the GS can be found at the GS website at <http://www.isu.edu/graduate/> or in the Graduate Catalog at <http://coursecat.isu.edu/graduate/> which is updated yearly. ISU policies and procedures can be found at <http://www.isu.edu/policy/>.

### **Electives**

Required minimum of [6] credits at the graduate level in courses relevant to the student's identified area of research. An Independent Study [NURS 6658] does not serve as an elective. With the guidance of the FA or Dissertation Committee Chair, students choose two elective courses in an area relevant to their research question. The courses must be graduate level [6000-8000] and must be taken for a letter grade. Students may take additional graduate courses in the SON or in other departments as electives to further enhance their research preparation. A course from another institution for credit can be taken as an elective, the course description must be reviewed and approved by the student's FA/Dissertation Chair. Each elective is documented on the student's POS.

### **Research Seminars**

A Research Seminar course is taken in each semester starting in the spring of the first year of study [NURS 8881, 8882, 8883] during the Ph.D. program. The student will be encouraged to write and submit an application for a grant award [i.e. American Nurses Foundation] to support research and scholarly activities during the first two years of study.

### **Approval of Special Problems or Independent Study Courses**

Students may elect to take Special Problems (NURS 8899) or Independent Study courses (NURS 6658) in the CON or in other departments on campus to further enhance their research preparation. Enrollment in Independent Study or Special Problems courses requires a contract and approval of the FA. The contract must include learning objectives for the semester and identification of goals or outcomes to be accomplished. The student can petition [using ISU CON petition form] to have an independent study approved to meet an elective requirement on a case by case basis.



## **Dissertation Preparation**

The student is responsible for selecting a Dissertation Committee Chair by the end of the fall semester of the second year of study. The student selects the Dissertation Committee Chair with input from the FA. The FA can move into the Dissertation Committee Chair role if Full Graduate Faculty status is held. The dissertation product is developed based on current GS guidelines published for the Dissertation.

## **Role of the Dissertation Committee Chair**

The Dissertation Chair once selected will become the student's FA unless otherwise requested [must hold Full Graduate Faculty status through the GS]. The Dissertation Chair has the following responsibilities:

- Assist the student in developing a Dissertation Committee.
- Serve as the primary point of contact as the student prepares for the written comprehensive examination.
- Work closely with the student in development of the dissertation proposal and preparation for the dissertation proposal defense.
- Assume primary responsibility for guiding the student throughout the Dissertation [or Three Manuscript option) research process and completion of the Dissertation including selecting and delineating a research topic; preparation and presentation of the Dissertation proposal, IRB approval process, carrying out the research as proposed and approved; and developing the Dissertation, among other responsibilities to support progression.
- Documentation of the student's candidacy for the Ph.D. degree [successful completion of written comprehensive examination and approval of the dissertation proposal by Dissertation Committee vote].
- In conjunction with the student, determine his/her readiness to complete the Final Oral Defense of the Dissertation or Three Manuscript option.
- Work directly with student to set up time/date/place of the Final Oral Defense.
- Complete and forward the *Final Oral Defense Committee Report* to the Director of Graduate Studies at the completion of the Final Oral Defense.
- Communicate student concerns regarding progression to the Dissertation Committee, GSC and/or Director of Graduate Studies as appropriate.

## **Qualification and Selection of Dissertation Committee**

The student will develop a Dissertation Committee by the end of the fall semester of the second year of study. The committee shall consist of the following members:

1. Committee Chair [must hold Full Graduate Faculty Status].
2. Member Full or Allied Graduate Faculty Status]. This individual is selected from the CON faculty.
3. Member [Full or Allied Graduate Faculty Status]. This member is selected from faculty in the KDHS. The student may have a third member outside of the KDHS as appropriate to the dissertation topic and approved through the GSC.
4. Graduate Faculty Representative (GFR) approved through the Graduate School.

The student will work directly with the Dissertation Committee Chair in forming a full Dissertation committee prior to the end of fall semester of the second year of study. The choice of Dissertation committee members is based on mutual agreement between the Dissertation Chair and the student. The GFR represents the GS on the examining committee and is responsible for reporting the results of graduate examinations to the Dean of the GS. Once committee membership is determined, The *Nomination of Dissertation Doctoral Committee* form must be completed by the student working with the Dissertation Chair. The Dissertation Chair posts the completed form in the GSC folder for the next meeting of the GSC, and requests the committee review for approval be placed on the GSC agenda through the Director of Graduate Studies. The final committee membership will be reviewed for approval through the GSC. Once the dissertation committee is

approved through the GSC, the Dissertation Chair forwards this for final approval through the GS. Final approval of the Dissertation committee occurs through the GS, is documented by the Dissertation Chair and the final form with all documentation of approvals is forwarded to the Director of Graduate Studies and the Administrative Assistant I for Graduate programs in the CON. A final copy will be placed in the student's file.

The student can choose the Three Manuscript Option as an alternative to the Dissertation. If the student chooses the Three Manuscript option route, the process is the same as detailed above. The form to be completed is the *PhD. Program Nomination of Three Manuscript Option* found in the Forms Folder of the Ph.D. Student Homeroom.

### **Role and Responsibilities of the Dissertation Committee**

The Dissertation Committee, selected on the basis of experience relevant to the student's proposed Dissertation research, serves in an advisory capacity to the student. The Dissertation Committee ensures that the Dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent researcher. Member(s) of the dissertation committee serve to evaluate the written comprehensive examination, dissertation proposal prospectus, and Final Oral Defense of the Dissertation or Three Manuscript Option.

The responsibilities of the Dissertation Committee are to:

- Advise the student as appropriate on dissertation research plan and the written dissertation proposal.
- Review the written comprehensive examination and make a determination of PASS or NO PASS.
- Hear the oral dissertation proposal presentation. The student must have a majority of the Dissertation committee membership approve the proposal prior to progressing forward in the Dissertation research or Three Manuscript option.
- Be available to the student for consultation regarding the Dissertation while in process.
- Read the Dissertation and, when appropriate, designate the Dissertation to be defensible.
- Members of the Dissertation Committee are members of the student's Final Oral Defense [Examination] Committee.
- Hear the Final Oral Defense of the Dissertation or Three Manuscript option and make a determination of PASS or NO PASS.

### **Procedure for Changing an Advisor, Dissertation Chair, or Project Committee Composition**

When a graduate student seeks a change in his/her FA, Dissertation Committee Chair, or Dissertation Committee composition, the following procedure must be followed:

1. The student must submit to the Director of Graduate Studies a written request for change of FA, Dissertation Committee Chair, or Dissertation Committee composition. This request shall contain the rationale on which the request is based and may include a request by the student for a specific replacement of committee member[s].
2. If the FA, Dissertation Committee Chair, and Director of Graduate Studies accept the rationale, and if a qualified replacement is secured, the Dissertation Committee Chair will document final approval in the student's file.
3. Should the FA, Dissertation Committee Chair, and Director of Graduate Studies not agree to the proposed change and the conditions thereof, and if no compromise acceptable to all parties can be reached, the matter shall be arbitrated by the GSC. Such arbitration may need to consider the question of ownership of the components of the dissertation already undertaken by the student under the supervision of the Dissertation Committee Chair.

4. Any student appeal of the decision in this regard shall be directed to the Director of Graduate Studies in the CON.

### **Comprehensive Examination**

Upon completion of Ph.D. curriculum coursework up to the spring semester of the second year of study, the student must take the comprehensive examination to assess his/her readiness to begin the doctoral Dissertation. The written comprehensive examination is completed in the spring semester of the second year of study and is graded PASS or NO PASS. The written comprehensive examination is graded by the Dissertation Chair and second member of the student's Dissertation committee. Following completion of the written comprehensive examination based on CON established guidelines, the Dissertation Chair documents the outcome of the examination using the *Ph.D. Program Written Comprehensive Examination Final Report* form found in the Ph.D. Forms Folder of the Student Homeroom.

### **Written Comprehensive Examination**

The written qualifying examination will address the synthesis of all completed coursework and based on established program outcomes of the Ph.D. program. A successful PASS on the written comprehensive examination will allow the student to move to doctoral candidacy once all of the required coursework [except NURS 8890] is completed.

The written comprehensive examination will be completed in the final semester of required doctoral coursework (spring semester year 2) preceding enrollment in Dissertation (NURS 8890). The written comprehensive examination will be completed based on established process within the CON and will follow a take-home format. Students will have 15 days to prepare their response to the examination questions. Students must submit their examination by the published deadline. All exams will be judged as PASS or NO PASS. The written qualifying examination will be graded by the Chair of the student's Dissertation committee and second member of the Dissertation committee. Two passing scores must be achieved. If one reader passes the exam and one reader fails it, the exam will go to a third reader whose score will be the deciding factor. In the interest of providing students with feedback on their writing, all students who complete the written examination will receive the comments and be provided the opportunity to meet with the Dissertation Chair for a review of the examination grades. The student must pass the written comprehensive examination to move forward with completion of the dissertation proposal oral defense. The Dissertation Chair has the responsibility of completing the *Ph.D. Program Written Comprehensive Examination Final Report* form following the outcome decision of the Chair and second committee member, and providing this documentation to the Administrative Assistant 1 for Graduate Studies to be placed in the student's file.

The comprehensive examination may be repeated once. If the student does not PASS the written examination, re-examination must occur within 1-6 months from the date of the initial examination. If the student fails the second attempt of the written examination, the student will be separated from the Ph.D. program. The student must PASS the written comprehensive examination to move forward to the dissertation proposal defense. The student must achieve approval of the Dissertation proposal from the full Dissertation committee prior to moving forward with completion of the Dissertation research.

### **Criteria for Passing the Written Comprehensive Examination:**

The student:

Provides answers that are complete, logical and responsive to the specific question[s] asked. All crucial aspects of the question are answered accurately and in detail.

Writes a creative, independent, and original examination.

Selects and applies theoretical framework.

Demonstrates an understanding of the research process. Implications are made which are valid and appropriate.

Demonstrates the ability to analyze and synthesize knowledge from his/her readings and courses.

Organizes material in a logical way that reflects synthesis of pertinent concepts.

Creativity and originality are demonstrated to some degree.

Cites relevant sources to support responses.

Plagiarism, copying and deception are reasons for failure. Suspected cases will be reported to the GSC in the CON. See the Homeroom website for more information on academic integrity. Academic dishonesty can result in expulsion from the program and university.

### **Dissertation Proposal Oral Defense**

Once the student has successfully completed the written comprehensive examination, the student can then move forward with development of the dissertation proposal oral defense. This is guided by the Dissertation Committee Chair. The student is required to present the dissertation proposal to all members of the dissertation committee with the exception of the GFR.

The purpose of the Dissertation Proposal oral defense is to evaluate the student's Dissertation proposal. After the satisfactory completion of the following, the student is eligible to schedule the Dissertation proposal defense meeting:

Completion of all required coursework

Achieving a PASS on the written qualifying examination

Development of a research proposal which has had initial approval of the Dissertation Chair

The Dissertation proposal oral defense will require the student to: (1) identify their primary research strand, (2) identify the researchable problem and/or phenomena of study, (2) research design, (3) discuss the philosophical underpinnings that shape their view of the problem or phenomena, (4) discuss and appropriately apply a conceptual or theoretical framework, (5) provide an introductory review of the literature, (6) proposed research methods/methodology, and provide a discussion and summary that describes how the student's research will contribute to nursing science and shape nursing practice and the delivery of health care.

### **Scheduling the Dissertation Proposal Oral Defense:**

- Prior to scheduling the Dissertation Proposal Oral Defense an approved written proposal [approved by Dissertation Chair] is required.
- When the Dissertation Chair is satisfied with the quality of the proposal, the student will distribute the proposal to the Dissertation Committee members for their feedback.
- After allowing *at least two weeks* for the Dissertation Committee members to read the proposal, the student should contact them for feedback.
- The student should discuss the feedback with the Dissertation Chair, make revisions and redistribute the proposal to the Dissertation Committee *at least two weeks* before the scheduled date for the Dissertation Proposal Oral Defense.
- The student, in consultation with the Dissertation Chair and the members of the Dissertation Committee, is responsible for scheduling the date and place of the Dissertation proposal oral defense. The GFR is not required to attend the Dissertation Proposal oral defense.
- The Dissertation Committee will evaluate the student's Dissertation Proposal and determine if the student is ready to move forward with the full development of the dissertation by a vote of APPROVE/DISAPPROVE.
- The student must achieve a majority vote of approval of the dissertation committee to move forward with completion of the dissertation research. The Dissertation Committee Chair Completes the *Report on Dissertation Proposal Defense* form once the student has successfully completed the dissertation proposal defense meeting. A copy will be placed in student file.

## **Candidacy for Doctoral Degree**

Advancement to candidacy for the Ph.D. degree occurs after the student has successfully passed the written examination and has successfully completed the Dissertation Proposal oral defense. Students must bring to the dissertation proposal prospectus presentation, a copy of the *Request for Advancement to Doctoral Candidacy* form. This form is completed by the Dissertation Chair and submitted to the Administrative Assistant I for Graduate Studies and the Director of Graduate Studies. Ph.D. candidates may then enroll in NUR 8890 [Dissertation] while in the process of research and writing the dissertation or the three paper option. Students must be continually enrolled in a minimum of 1 credit until the Final Oral Defense of the dissertation or three manuscript option is completed.

## **Dissertation**

The Dissertation or Three Manuscript option is required and should demonstrate an original and independent contribution to scientific knowledge in nursing. A dissertation based on the secondary analyses of data are acceptable if approved by the student's Dissertation Chair. The Dissertation must study an original research question, be based upon a sound conceptual framework, meet standards of rigor and scholarly interpretation, and reflect in depth understanding of the qualities and limitations of the data base utilized.

The required format for the Dissertation can be found on the GS website at:

<https://www.isu.edu/media/libraries/graduate-College/Thesis-Dissertation-Instructions.pdf>.

The student's Dissertation Chair will guide the student in the proper formatting of these chapters meeting all guidelines of the ISU Graduate School, however the student has the responsibility to meet formatting requirements.

An alternate format for the dissertation is the Three-Manuscript Option. This option is to complete three peer reviewed articles on the original research completed as an outcome of the process. In this option, the Final Oral Defense is identical to that of the traditional Dissertation. This proposal must be approved by the Three-Manuscript Option Chair and all committee members prior to enrolling in NURS 8890 [Dissertation]. The Three Manuscript Option Chair must notify the CON GSC about the decision for this option via submission of the *Nomination of Three-Manuscript Option* form found in the Student Homeroom. The student is expected to keep the entire committee apprised of any significant changes to the planned manuscripts and their preparation. If the Three Manuscript Option committee decides that the Three Manuscript Option is no longer appropriate after the initial approval was granted, the student will be required to return to the traditional Dissertation format. The Three Manuscript Option committee, during the Final Oral Defense will judge the quality and acceptability of the three manuscripts and must agree that these are of sufficient scholarly quality and scientific merit such that they are suitable for publication.

## **Guidelines for the Three Manuscript Option:**

- The format of the Three Manuscript Option document should consist of an introduction of 5-10 pages describing the logical linkages between the three papers, and a concluding scholarly discussion of the implications and impact of these integrated findings on nursing knowledge.
- The manuscripts must be full-length articles. Abstracts, monographs or short summaries will not be accepted.
- At least two of the manuscripts must be data-based. One of the three required manuscripts may be either a scholarly review of the literature or have a theoretical focus.
- All manuscripts whether data based or not, must be prepared from start to finish under the supervision of the Three Manuscript Option Committee.
- The student must be the primary author on these manuscripts.
- Planned content for the three manuscripts including title, authorship, and potential journals for submission, are agreed upon by the Three Manuscript Option Committee.

- Manuscripts may be submitted for publication prior to the Final Oral Defense only with the full approval of all Three Manuscript Option committee members.
- Upon successful completion of the Final Oral Defense, manuscripts are to be submitted to refereed journals either in nursing or other disciplines; evidence of manuscript submission as determined at the defense, is required prior to final Three Manuscript Option sign off.

### **Final Oral Defense**

The Final Oral Defense of the Dissertation or Three Manuscript Option will be completed in the final semester of the Ph.D. program. Each student must successfully complete a Final Oral Defense of the Dissertation or the Three Manuscript Option.

The Final Oral Defense must be scheduled in the spring academic semester of the final year of study. The student is required to be on campus [Pocatello or Meridian] to defend the Dissertation or Three Manuscript Option if the student resides within 100 miles of either campus. If the student resides outside the 100 miles may complete the oral defense on ZOOM. The student must have all technology working and ready to go at the scheduled start time of the defense. If technical difficulties occur on the date of the defense or in the process of completing the defense, the student would need to reschedule the Final Oral Defense.

The student completes the *Schedule Request for Final Oral Defense* form and forwards this completed form to their advisor for review. Once reviewed and approved by the student's advisor, this form is forwarded **by the student** to the Administrative Assistant I for Graduate programs in the CON. The Administrative Assistant I will schedule the student's oral defense [date/time/place] and send out the notice of oral defense to all committee members.

**The student is expected to prepare and present a comprehensive power point presentation on the Dissertation or Three Manuscript Option for the Final Oral Defense. The areas detailed in the Graduate School Guidelines provide a beginning guide to the final areas of content to be included in the presentation. The student should consult with the Dissertation or Three Manuscript option committee Chair for guidance in preparing the presentation.** The candidate is expected to respond to any substantive and/or methodological questions raised during the Final Oral Defense. Dissertation or Three Manuscript Option Committee members including the Graduate Faculty Representative [GFR] are responsible for verifying that the completed Dissertation or Three Manuscript Option meets the criteria set by the CON and the ISU Graduate School. Only the committee members and GFR will be allowed to be in the room and participate in deliberation of whether the student receives a PASS or NO PASS on the Final Oral Defense.

The Final Oral Defense must be completed with all members of the Dissertation or Three Manuscript Option Committee present. The Final Oral Defense will be completed based on established process within the CON. The Final Oral Defense will be judged as PASS or NO PASS by the full Dissertation or Three Manuscript Option committee. The student must achieve a PASS by a majority of the Dissertation or Three Manuscript Option committee in order to succeed. A student who does not pass the examination the first time will be permitted to retake the Final Oral Defense examination one time. Any re-examination must occur within 1-6 months from the date of the initial examination and cannot be completed in the summer session. The outcome of the Final Oral Defense is documented by the student's committee Chair on the *Ph.D. Final Oral Defense Committee Report* form and placed in the student's file.

The student must post an announcement for the Final Oral Defense, which is open to the public, a minimum of two weeks in advance of the defense date. The flier should include the following information:

Student Name

Title of the Dissertation or Three Manuscripts

Name of the CON Dissertation or Three Manuscript option Chair

Date, time, and location of the Final Oral Defense.

The announcement can be posted online on the CON website. All members of the student's committee must be present, thus the student is advised to schedule the meeting well in advance.

The candidate is expected to respond to any substantive and/or methodological questions raised during the Final Oral Defense.

Dissertation Committee members and GFR are responsible for verifying that the completed dissertation meets the criteria set by the CON and the ISU GS.

### **General Guidelines for the Final Oral Defense of the Dissertation or Three Manuscript Option**

- When the Dissertation [or Three Manuscript option, whichever is appropriate] Chair is satisfied with the quality of the dissertation, the student can then plan for the Final Oral Defense.
- The student works closely with the Dissertation Chair to schedule the Final Oral Defense which will include all members of the Dissertation committee.
- The student has the responsibility to distribute the final copy of the Dissertation to all members of the Dissertation committee at least three weeks in advance of the Final Oral Defense.
- The Dissertation committee will evaluate the student's performance on the Final Oral Defense and will determine whether the student achieved a PASS or NO PASS. The student will pass with no more than one NO PASS vote.
- The Final Oral Defense may be repeated once within 3-6 months of initial examination and must be scheduled in the regular academic year.
- The same Dissertation committee evaluates a retake of the Final Oral Defense. The student will PASS with no more than one NO PASS vote. If the student is not successful on the second attempt of the Final Oral Defense, that student will be separated from the Ph.D. program.
- If the student is unable to take the examination on the specified date because of illness or other emergency, he/she must notify the Dissertation Chair as soon as possible, for approval to reschedule examination.
- The Dissertation Chair will be responsible for final verification that the completed dissertation and Final Oral Defense meets the criteria set by the CON and the GS for an acceptable dissertation.
- The Dissertation Chair has the responsibility of completing the *Ph.D. Program Final Oral Defense Committee Report* form and providing this to the Administrative Assistant I for Graduate Studies and the Director of Graduate Studies following completion of the Final Oral Defense.

After the successful defense of the dissertation, the student must submit all appropriate documents to the GS within two weeks. When the Dissertation Chair determines that the dissertation is ready, the student submits the library ready dissertation to the library archivist as required by the GS. Please refer to the following web link for instructions on preparing the dissertation document:

<https://www.isu.edu/media/libraries/graduate-College/Thesis-Dissertation-Instructions.pdf>

Failure to submit the final Dissertation within two weeks of successful defense may delay graduation. If the required documents are not submitted within one year, the Dean or Associate Dean of the Graduate School may declare the defense void and require that it be repeated.

### **Final Program of Study**

The Final Program of Study lists all course requirements that must be completed by the student in order to receive the DNP degree. A Final Program of Study form must be reviewed and completed by the student based on all coursework completed through to graduation. The Final Program of Study will then be signed by the student, submitted to their advisor to review who will turn the form into the Administrative Assistant I to forward on for further review and appropriate signatures. The form will then be forwarded to the KDHS for review and signatures then finally sent forward to the GS for the final signature and a thorough review with the student's transcript and registration data. The student has the responsibility of completing the *Final Program of Study* form and forwarding this to their advisor. Based on the established timeline set by the GS, the Final Program of Study must be submitted and approved by the GS in the semester prior to the semester in which a student intends to graduate.

### **Protection of Human Subjects**

Any scholarship/research conducted as an ISU graduate student must be approved by the ISU Human Subjects Committee [HSC], Institutional Review Board [IRB]. Application for IRB approval or exemption for the Dissertation is required through the Cayuse system. The student must complete the CITI training in order to obtain a password through the Office of Research to conduct any Dissertation study. Once the student completes the CITI training, the student needs to forward the certificate of completion to the Dissertation Chair who then can request access for the student to the Cayuse system to complete the IRB application for review. Once access is approved for the student, the student can then apply for IRB review through the Cayuse system. The Dissertation Chair must review the IRB application in the Cayuse system, be listed as the advisor, and then move the application forward through Cayuse to the IRB for review. Once the Dissertation study has been approved through the IRB, the student can move forward with completion of the Dissertation research. Communication between the student and Dissertation Chair is critical to move this process forward in a timely manner.

Information on the Human Subjects project approval process, CITI training, and Cayuse IRB are available in the ISU Office for Research, Research Outreach and Compliance at:

<https://www.isu.edu/research/research-support/research-outreach-and-compliance/human-subjects/>

### **Student Progression**

The CON has delineated the following grading system:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below



## **Student Progression Policy**

Students enrolled in all graduate programs must achieve a B or higher in all required courses and electives toward the degree based on Plan of Study. If a student receives a B-, C+, C or C- in any one required course or elective, the student will be initially placed on probationary status. If the student receives a second B-, C+, C or C- in any additional required course or elective, the student will be dismissed from the program.

Any student who receives a D or F in any required course or elective based on the Plan of Study will be dismissed from the program.

A grade point average of 3.0 must be maintained for progression in the Ph.D. degree program. If the FA/Dissertation Committee Chair in the SON determines that a student is not making satisfactory progression toward the degree, a request may be submitted to the Director of Graduate Studies to place the student on probation. Unsatisfactory progress may include; unsatisfactory grades, incomplete grade not completed by the subsequent semester, failure to maintain communication with FA or Dissertation committee Chair, failure to maintain requirements of the Ph.D. Student Homeroom, and/or failure to successfully complete any component of the Ph.D. program. Failure to maintain any requirements may result in termination from the graduate program in the CON.

See the GS home page at <https://www.isu.edu/graduate/>; and Graduate Catalog at <http://coursecat.isu.edu/graduate/> for further information.

## **Waiver of Course or Deviation from Published Curriculum**

A student may petition, using the \*ISU SON Petition form to substitute courses for existing requirements, waive existing requirements, or deviate from the published curriculum for any one option in the graduate program. The student FA, SON GSC, and the CON Director of Graduate Studies must approve such petition. Some waivers may require approval through the KDHS and/or University Graduate Council approval. The student completes a petition form. The written petition for waiver/deviation is to be accompanied by supporting material which is detailed on the petition form. Only a complete petition will be reviewed by the GSC. The petition is forwarded by the student to their FA for consideration and signature. The petition is then posted by the FA in the GSC meeting file for review by the GSC. The FA is to make a request to the Director of Graduate Studies to place this item on the agenda for the next GSC meeting. The petition will be placed on the GSC agenda for consideration and outcome determination. Once the decision is made by the GSC, the outcome is documented on the petition form by the FA and submitted to the Director of Graduate Studies for signature. Decision on such matters are documented in the student's file, and information as appropriate is forwarded to the KDHS and/or Dean of the Graduate College by the Administrative Assistant 1 in the CON. A copy of the completed petition with outcome documented on the petition form, is maintained in the student file and the student is notified by the CON Administrative Assistant 1 of the outcome of the petition process.

## **Incomplete Grades**

Students who have submitted work of passing quality, but are not able to complete course requirements on time because of illness or other extenuating circumstances may with Professor approval be given a grade of Incomplete (I). The ISU Office of the Registrar Policy for Incomplete Grades can be found at:

[http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/.](http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/)

It is expected that incomplete work will be completed before the end of the following semester unless the faculty has stipulated an earlier deadline for completion of the work. Once the work has been completed, the course faculty will complete the ISU Change of Grade form to have the grade recorded. If the course is not completed within one year of the recorded incomplete grade in the course, the "I" will become a permanent "I". The student must then register for the course(s) and

retake the course. Consideration for progression in the Ph.D. program will be evaluated through the GSC based on failure to complete any incomplete grade.

### **Leave of Absence**

A student needing to take a brief period of time off from doctoral studies for an appropriate reason may request a Leave of Absence [LOA]. The *Request for Leave of Absence* form must be completed, submitted and approved by the FA and reviewed for approval through the GSC. It is recommended that the student meet with his/her FA to discuss options. The student must have completed at least one semester in good standing [minimum cumulative GPA of 3.0] prior to making the request. Examples of appropriate reasons to request a LOA are: personal illness, pregnancy complications, illness in the family, or unexpected financial crisis requiring the student to work additional hours. A LOA may be granted for one to four semesters at a time. The maximum amount of time a student may be on LOA is two years. Once the two years have been exceeded, the student must apply for readmission to the university, GS, and the CON and will be considered in competition with other applicants to the program. The Director of Graduate Studies will notify the student, FA/SP Committee Chair and GS if a doctoral student has been approved for a LOA.

### **Policy on Medical Withdrawal**

Students wishing to withdraw completely, medically or otherwise, after the established deadline for withdrawals [see current academic calendar] should contact their advisor in order to determine available options [i.e. incomplete, medical withdrawal, staying enrolled]. If the student makes the decision to pursue a medical withdrawal, the ISU CON adheres to all written policies related to medical withdrawal at the university level. Please see the ISU policies on medical withdrawal in the ISU Student Handbook located at: <https://www.isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/>

Any student that withdraws from the ISU CON graduate program related to medical reasons will be required to submit a formal petition to the Director of Graduate Studies to request readmission to the graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The GC will review student progression given intent to return and determine if there is space available to enter into the option in which the student was enrolled. There is no guarantee of placement; re-entry into the option will be determined based on space availability. All students will be evaluated for progression and may be required to repeat a course or remedial work prior to readmission to any option. The student may be required to submit a letter from a licensed professional indicating medical clearance to return to the graduate program.

The student will receive a letter from the Director of Graduate Studies regarding decision made on re-entry within 15 working days of receipt of letter of intent to return to the graduate program in any fall or spring academic semester. If the student submits a letter of intent to return during the summer session, a letter of decision may not occur until the fall or spring academic semester begins.

The Medical Withdrawal Application Form is located at the following website:

<http://www.isu.edu/healthcenter/forms/>

### **Student Responsibilities Related to Completion of Degree Requirements**

The student is expected to:

- Take an active part in planning his/her POS, including selecting appropriate elective courses.
- Submit any petitions required for approval of courses and to support progress.

- Check transcript at the end of each semester to be certain that courses are listed correctly and grades are reported. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the completion of appropriate form[s] or to notify the instructor that the grade must be filed. This includes courses taken through any other institution.
- Complete any incomplete coursework by the end of the next full semester of enrollment or by an earlier deadline mutually agreed upon with course professor.
- Maintain continuous enrollment after the Dissertation or Three Manuscript Option has been started.
- Maintain a cumulative grade point average of at least 3.0 on a 4 point grade scale and per ISU Graduate College policy.
- Meet all Dissertation or Three Manuscript Option requirements based on established guidelines.
- Submit all necessary forms at the appropriate time.
- Submit changes of name, address, phone or email in writing to the advisor, to the CON Graduate office, and online through Bengal Web.
- Participate in program evaluation process via completion of instructor and course evaluations, surveys, or other as requested by the CON and/or the ISU GS.

### **Length of Time to Complete Requirements**

The student is expected to follow the Plan of Study established in the fall of the year of admission. The normal time for completion of the Ph.D. program is expected to be 6 semesters [3 years]. Student progress including completion of all required nursing core and elective courses is the responsibility of the student, supported by the FA/Dissertation committee Chair. Prolonged time to degree beyond 3 years will result in action ranging from counseling by the FA, Dissertation committee Chair, and/or CON Director of Graduate Studies, to consideration for dismissal from the program. Unsatisfactory academic progress could result in temporary ineligibility for any Teaching Assistant, Graduate Student Research position[s] or other award.

### **Continuous Registration Requirements**

Students are expected to enroll each semester from admission through graduation. All doctoral students must maintain enrollment and follow the Plan of Study. Once the student has enrolled in any NURS 8890 Dissertation credit, the student will be required to maintain continuous enrollment until graduation.

### **Dismissal from the Graduate Nursing Program:**

The following will constitute grounds for immediate dismissal from the graduate program:

- Failure to complete, and update as necessary all requirements of the Graduate Homeroom.
- Failure to meet grade requirements as detailed in the progression policy.
- Failure to complete any course for which an incomplete was recorded through the ISU Registrar by completion of the subsequent semester.
- Failure to maintain a 3.0 grade average.
- The academic judgment of two thirds of the graduate faculty in the CON that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote of the GSC.

### **Student Appeals**

The following policies are in place for resolution of student concerns. The policy serves to:

1. Provide due process for students and faculty.
2. Provide a mechanism for protection of rights of students and faculty.
3. Provide unbiased fairness in resolving disputes of academic matters.

## **Student Concerns**

If a student has a concern regarding a course the student should contact the professor of the course and schedule an appointment to discuss the concern. This is the first point of resolution and should be done in a timely manner so that the concern is addressed and the faculty member is able to respond. If the concern involves the grade on an assignment specific to a course, the student should contact the professor and make an appointment to discuss the assignment. The student has a right to request a second reading by a graduate faculty member selected by the ISU Director of Graduate Studies. In requesting a second read of an assignment, the student agrees to accept the grade as determined by the second reader as the final grade on the assignment.

The process detailed here will be as followed:

The second reader will be provided with a clean copy of the paper assigned a number with the student remaining anonymous. The second reader will grade the assignment based on grading criteria in the course syllabus.

The graded assignment will be submitted to the professor of the course within five working days. The professor of the course will notify the student of the final grade on the assignment through written communication.

## **Course Grade Appeal**

The student has a right to appeal the grade received in a nursing course. If a student disagrees with a grade assigned in a course, the professor of that course is the first point of resolution. The student must make an appointment with the professor to discuss the course outcome within 30 days of the completion of any semester. If the instructor agrees to make a grade change based on evidence submitted by the student, the grade is changed using standard procedures. If the student is not satisfied with the outcome of the meeting with the professor of the course, the student can choose to move forward with a formal appeal process. The formal appeal of a grade must be made within one semester following the posting of the grade. Grades earned in the spring semester that are to be appealed, need not be appealed during the summer, but the appeal process must be initiated in the following fall semester. Documentation of the appeal will be sent to the GC to be placed in the student's file.

In the case of a formal appeal, the student is required to submit a formal written statement to the CON Director of Graduate Studies requesting initiation of a CON appeal process. The letter must include the following:

Student name

Department/College

Date of the appeal

Course title, number and section

Professor name

Detailed information regarding the request for a formal appeal of the course grade

Grade received in the course

Outcome desired

The original statement is submitted to the CON Director of Graduate Studies, and a copy is given to the professor of the course. In response, the professor must prepare a written statement explaining the reasons for the grade and submit the statement to the Director of Graduate Studies. The Director of Graduate Studies will provide a copy to the student. Once the student submits the letter requesting an appeal process, the CON Director of Graduate Studies will assign the appeal to a committee of a minimum of two graduate faculty members, one of which will be designated Chair. The student will be notified of the composition of the committee within five working days following the request for appeal. The student will receive all notifications of the appeal process through the assigned committee Chair for the appeal. The student can submit materials to the committee within a designated time period as determined by the Chair. The committee may request information from the professor of the course as needed for comprehensive review of the appeal.

The assigned appeal committee will meet within 21 working days of the student request for appeal in fall and spring semester. An appeal may be delayed if presented in the summer months [May 15-August 15 of any year] due to faculty availability to hear an appeal. The student will be notified of the meeting date by the Chair of the appeal process. The student has a right to request the opportunity to present to the committee on the date of review. The Professor of the course will be available on the date of review to answer questions, clarify process, etc. as requested by the committee.

The committee will render a decision related to the appeal. A formal letter will be submitted to the CON Director of Graduate Studies within five working days of the completion of the review and appeal committee decision. The Director of Graduate Studies will notify the student through formal letter, the outcome of the appeal process. The student has a right to initiate an appeal process through the KDHS only after an internal appeal process has been completed through the ISU CON. After each step in the procedures for the appeal of a grade, all written appeal requests and decision statements must be copied to all involved parties as appropriate based on ISU CON, ISU GS, and university policy. When a grade appeal involves plagiarism, cheating, or other instances of academic dishonesty, the student is referred to ISU CON policies posted in the Graduate Homeroom and the Academic Dishonesty section of the Graduate Catalog published in the year of the student's admission to ISU.

### **Application for the Ph.D. Degree**

The Dissertation committee Chair submits a Final POS to the GS in the semester in which the student is expected to graduate which is completed after the student has met all requirements for graduation. The student is expected to apply for graduation through the Graduate School. The application and a processing fee are submitted the first two weeks in the semester in which the student is expected to graduate. See [www.isu.edu/graduate/gradapp.shtml](http://www.isu.edu/graduate/gradapp.shtml) for more information.

### **Graduation**

Primary steps to be accomplished in order to graduate include:

1. Development of an initial and ongoing POS.
2. Development of the Dissertation or Three Manuscript Option committee.
3. Completion of all required coursework including removal of any incomplete grades.
4. Successful completion of all components of the comprehensive examination (written comprehensive examination and approval of the dissertation proposal prospectus).
5. Advancement to doctoral candidacy.
6. Successful completion of the Dissertation or Three Manuscript Option.
7. Successful completion of the Final Oral Defense.
8. Application for Graduation and submission of associated fee.
9. Submission of final Dissertation or Three Manuscript Option to the GS. Required materials for Dissertation or Three Manuscript Option must be turned in two (2) weeks after the Final Oral Defense.

The graduation checklist and other procedures can be found at:

<http://www.isu.edu/graduate/graduation.shtml>

### **Policy Regarding Participation in Commencement Ceremony**

The student must successfully complete all requirements for the degree set by ISU, CON, and GS in order to participate in CON or ISU convocation or commencement ceremonies.

### **Other Information**

#### **Background Checks (See Homeroom)**

All students must complete a criminal background check prior to beginning the program and yearly while continuing as a student. Results of the check will be released to and reviewed by the Associate

Dean, designated administrative faculty, or the Office of General Counsel to determine if the criminal background check is “clean.” A “clean” background check is defined as an evaluation with no pending or past criminal charges described herein, or a charge determined to be a misdemeanor and occurring greater than seven (7) years ago. If the search is “clean” the student will be eligible for admission to and/or continue in the CON program. Any “hits” on the criminal background check will be reviewed confidentially by the Director of Graduate Studies and action will be taken as appropriate. The student may be dismissed from the program based on criminal background check and potential inability to complete clinical rotations based on institutional/organizational policies extent to the CON and ISU.

### **Standards of Confidentiality**

Due to the personal nature of nursing and nursing education, students are bound to strict confidentiality expectations under all circumstances. Confidentiality is defined as private information confined to particular persons or groups. The student will be required to sign the Acceptance of Responsibility for Access to Protected Information form found within the Contracts and Agreements section of the Homeroom. Violation of the standards of confidentiality can place the CON and ISU at a significant legal risk; therefore, consequences can include dismissal from the nursing program. Students are bound to the standards of confidentiality related to HIPAA, and follow standards detailed in the *\*ISU CON Electronic Professionalism Policy* of the College of Nursing.

### **HIPAA Training**

All information relating to a client's health and/or personal status per the Health Information Privacy and Accountability Act [HIPAA] is confidential. HIPAA training is required annually and will be provided to all nursing students by video located in the Homeroom. HIPAA training requirements and process is posted in Typhon. All students must complete HIPAA training and meet established deadline. Students are required to sign a *\*Confidentiality Agreement Acceptance of Responsibility for Access to Protected Information* form which must be signed and posted by the student at the appropriate site in the Contracts and Agreements section of the Homeroom.

### **Simulation**

All observations made during the performance of other participants in the SON's simulation, learning and testing environments are confidential. All events, procedures, and information are confidential at all times during the simulation, learning, and testing and after it has ended, including patient history information obtained prior to the actual simulation experience, as well as information obtained and utilized in the pre-briefing sessions. Information about a simulation, content, learning, or testing process cannot be shared with others. Students are required to sign a *\*Confidentiality Understanding and Consent and Release for Simulation Experiences* form prior to start of first semester of study and by deadline posted in the Homeroom. The form can be found in the Student Contracts section of the Homeroom. Violation of this policy could lead to dismissal from the CON graduate program.

### **Code of Professional and Ethical Conduct**

Professional behavior is an essential part of each student's nursing education. The student enrolled in any program in the ISU CON has the responsibility to maintain professional conduct in both classroom and lab/lab/practicum settings. Unprofessional behaviors that violate the *\*ISU CON Electronic Professionalism Policy* or any ISU policy in this regard can result in immediate dismissal from the graduate program.

Graduate students are expected to be accountable and responsible for professional and ethical behaviors that include but are not limited to: academic honesty in all activities, professional dress when representing ISU, and demonstration of respect for all individuals. Students are expected to communicate appropriately in every situation in which you are representing ISU. This includes but is not limited to faculty, staff, preceptors, patients/clients, peers and the community at large in any

verbal, written or electronic communications.

### **Academic Dishonesty**

Academic integrity is expected of all individuals in academic settings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Students in ISU CON must comply with ISU and GS Policy and Procedures regarding academic dishonesty. The consequence for academic dishonesty of any kind can be immediate dismissal from the CON graduate program. See GS policies in the Graduate Catalog at:

<http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty/>

### **Important Resources**

The PhD program is distinguished from other programs by the unique clinical resources for nursing research provided by the CON, KDHS, Office of Research and Economic Development, Office of Institutional Research, Idaho Center for Health Research, GS, and other entities internal and external to the DHS and university.

### **Instructional Technology Support**

Instructional technology (IT) support is provided through the CON. Please contact IT support technician at 208-282-4022 in the SON for instructional technology support.

### **Library**

The ISU Health Sciences Library has a collection of the standard nursing journals and books that will be needed for the DNP program. The student can access major databases for nursing research through the library. Interlibrary loan service is also available through the library. See CON Graduate Homeroom in the Research and Library Resources section for further information on library resources.

### **Student Health Center**

The Student Health Center makes available a complete range of preventive, diagnostic and primary care therapeutic health services at little or no cost to registered ISU students. All registered and enrolled students are eligible to use the facilities.

### **Procedural Information**

Change in Name/Address/Telephone Number

It is the student's responsibility to maintain up-to-date contact information including name, address, and/or telephone number with each the following:

- Graduate School
- Office of the Registrar
- SON Graduate program Administrative Assistant 1, June Nilsson at [nilsjune@isu.edu](mailto:nilsjune@isu.edu)

### **Student Health Insurance**

All students will be required to hold and provide proof of health insurance through the duration of the program. See DNP Homeroom for specific information on provision of proof of health insurance requirement and contract.

### **Malpractice Insurance**

All students must purchase malpractice insurance through Idaho State University which is a component of the Cost of Attendance.

### **Financial Assistance**

Sources for student financial assistance vary from year to year. Many sources of funding are listed on the Financial Aid website:

<http://www.isu.edu/financialaid/> and <https://www.isu.edu/financialaid/apply-for-financial-aid/graduate->

[students/](#).

Students may contact the Financial Aid office at (208) 282-2756 for information on other sources of funding. If there are questions about Financial Aid, please access the Financial Aid office at <http://www.isu.edu/finaid/>.

### **Registration/Enrollment Procedures**

Registration, payment of fees, and enrollment in classes are separate processes at ISU. Registration fees and other University charges are paid through

Bengal web at <https://bengalweb.isu.edu/cp/home/displaylogin>.

For Registration and enrollment assistance, please call the Registrar's Office at 208-282-2661 for information regarding payment of fees, please call the Cashier's Office at 208-282-2900. Students are responsible for checking their account online and making sure they do not have any outstanding bills. Students will receive an electronic registration bill at the email address they maintain on file in BengalWeb. Payments can be mailed, paid with cash, credit card, ACH, and installment loans.

### **Enrollment in classes at ISU is completed online through BengalWeb**

Students will need their ISU student ID number (9 digit number) and password to enroll or access their records through BengalWeb. The student should meet with their Faculty Advisor each semester and review/update the POS.