



Graduate Nursing Student Handbook

East Carolina University
College of Nursing
2018-2019

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ECU Mission Statement:

To be a national model for student success, public service, and regional transformation, East Carolina University:

- Uses innovative learning strategies and delivery methods to maximize access;
- Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;
- Develops tomorrow’s leaders to serve and inspire positive change;
- Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
- Transforms health care, promotes wellness, and reduces health disparities; and
- Improves quality of life through cultural enrichment, academics, the arts, and athletics.

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us. (ECU Mission Statement, 2014)

East Carolina University (ECU) is the third largest school in the University of North Carolina (UNC) system, which consists of the state’s sixteen degree-granting public institutions and one residential high school. ECU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s, and doctoral degrees and is designated as an academic health center by the Association of American Health Centers. Governed by its own Board of Trustees, which is responsible to the UNC Board of Governors, ECU offers 84 bachelor’s, 71 master’s, 2 intermediate, 5 professional doctoral, 13 research doctoral degrees, and 82 departmental certificates in 12 professional colleges and schools including an Honors College and the Graduate School. It confers more than 6,000 degrees annually, and it has approximately 165,000 living alumni. ECU has nearly 29,000 students with a workforce of more than 5,800 in faculty and staff providing a typical student-to-faculty ratio of 18 to 1.

ECU is located in the coastal region of North Carolina in Greenville, a rapidly growing city of more than 91,495 persons in Pitt County (population 178,842); it serves a large rural area. Of the 29,000---plus students enrolled at the university, 26 percent are minorities and 74 percent are white non-Hispanics. Twenty one percent of all students are enrolled in distance education courses only. With a mission of teaching, research, and service, ECU is a dynamic institution connecting people and ideas, finding solutions to problems, and seeking the challenges of the future.

Last Modified: 2018

DEAN'S WELCOME

Welcome to the Graduate Programs at East Carolina University College of Nursing. We are honored that you have chosen to continue your education at ECU. We will work with you to ensure that this endeavor is enjoyable and satisfying.

The purpose of this handbook is to facilitate your socialization to graduate study and student life in the Master of Science in Nursing, DNP and PhD programs. Please read the handbook at the beginning of your graduate program and refer back to it throughout your course of study.

The administration, staff, and faculty of the College of Nursing will be responsive to your questions and concerns. Please feel comfortable seeking assistance as needed. We are here to help you advance your nursing career, learn new skills, and foster your scholarship in the profession of nursing. Our success depends on your achievements—you are our biggest investment!

Best wishes as you pursue your advanced degree in nursing.

Sylvia T. Brown, EdD, RN, CNE

**Dean and Professor
College of Nursing**



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HISTORY OF THE COLLEGE OF NURSING

The College of Nursing (CON) was created by the North Carolina General Assembly in 1959 and admitted its first undergraduate students in 1960. The College has been approved by the North Carolina Board of Nursing since 1961 and accredited by the National League for Nursing Accrediting Commission from 1964 to 2010. In April 2010, the College was accredited by the Commission on Collegiate Nursing Education (CCNE) granting full approval until June 2015. Currently the College is a member of the [National League for Nursing](#), the [American Association of Colleges of Nursing](#), the [Southern Regional Education Board](#) (SREB) and the [National Hartford Center of Gerontological Nursing Excellence](#) (NHCGNE). The CON is part of the [Division of Health Sciences](#) along with the [College of Allied Health Sciences](#), [Brody School of Medicine](#), [Laupus Health Sciences Library](#) and the Ross [School of Dental Medicine](#). The Division is led by the Vice Chancellor for Health Sciences, who is located on the first floor of the Brody Building.

Since its founding, the CON has continued to grow in numbers of faculty and enrolled students. The first class of nursing students was admitted in the fall quarter of 1960 with 25 students and three faculty, resulting in 17 graduates in 1964. Currently, there are nearly 9000 graduates from the CON employed throughout the world. Today, the CON serves 1300 students with 140 faculty and staff. From 1967 until 2006, the college occupied the Rivers Building complete with research and instructional facilities, including a Learning Resource Center, a Concepts Integration Lab, six classrooms and 40 faculty offices. In July 2006, the college moved to the new Health Sciences Building on the west campus. This facility has expanded the CON space to include a Learning Resource Center with 40 computer workstations and 8 Concepts Integration labs. In addition, the nursing section of the Health Sciences Building houses 12 classrooms and 125 faculty offices.

The graduate program in nursing at East Carolina University was authorized to grant a Master of Science in Nursing (MSN) with the first students admitted in September 1977. Today this program offers major study concentrations in the following areas: Nursing Leadership, Adult-Gerontology Clinical Nurse Specialist, Adult-Gerontology Nurse Practitioner, Family Nurse Practitioner, Neonatal Nurse Practitioner, Neonatal Clinical Nurse Specialist, Psychiatric-Mental Health Nurse Practitioner (first class 2017), Nurse Anesthesia, Nurse-Midwifery, and Nursing Education. Certificate programs are available for post-master's study in all concentrations.

Since 2005, the PhD program in nursing has conferred degrees. The PhD program has grown to over 30 students and courses are taught in a hybrid format with all face to face classes occurring on one day each week to meet the scheduling needs of students. Approval was granted for the College of Nursing to offer the PhD in a BSN, MSN and DNP to PhD format. The purpose of the PhD in nursing is to prepare nurse researchers and scholars to explore, develop, and move forward the scientific bases of the discipline of nursing. Students are prepared to conduct research in the domains of nursing science and collaborate with other professionals on interdisciplinary projects. Upon graduation, students are ready to assume positions as researchers, administrators in public and private health care organizations, policy makers and analysts, and university faculty.

Approval to establish the Doctorate of Nursing Practice (DNP) Program was given by the Board of Governors on February 8, 2013. The first cohort of Post Masters DNP students began fall 2013. The first cohort of BSN to DNP students began the program fall 2014. The program has grown to over 185 students and courses are taught online. The purpose of the DNP in Nursing is to prepare nurses for advanced practice roles and as clinical scholars skilled in the translation of research and other evidence into clinical practice, measurement of patient outcomes, and transformation of health care systems to ensure quality and safety. Graduates will be leaders in policy advocacy and setting national agendas.

EAST CAROLINA UNIVERSITY COLLEGE OF NURSING ACCREDITATIONS AND APPROVALS

- ECU College of Nursing is accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#), One Dupont Circle, NW Suite 530, Washington, DC 20036; telephone 202-887-6791.
- ECU College of Nursing is approved by the [North Carolina Board of Nursing](#), 4516 Lake Boone Trail, Raleigh, NC 27607; telephone 919-782-3211; fax 919-781-9461.
- The nurse anesthesia program is accredited by the [Council on Accreditation of Nurse Anesthesia Educational Programs \(COA\)](#), 222 South Prospect Avenue, Park Ridge, IL 60068; telephone 847-692-7137.
- The nurse-midwifery concentration is accredited by the [Accreditation Commission for Midwifery Education \(ACME\)](#) formerly called the American College of Nurse-Midwives, Division of Accreditation, 8403 Colesville Road, Suite 1550, Silver Spring, MD 20910; telephone 240-485-1800, fax 240-485-1818.

PHILOSOPHY OF THE COLLEGE OF NURSING

Vision:

East Carolina University College of Nursing (ECUCON) will be nationally recognized for innovative programs in nursing education and collaborative, interdisciplinary partnerships that improve the way health care is provided in rural underserved communities as well as for research that advances nursing science. Our intent is to improve the health and well-being of citizens in the region and around the world.

Mission:

The mission of ECUCON is to serve as a national model for transforming the health of rural underserved regions through excellence and innovation in nursing education, leadership, research, scholarship and practice.

Values:

The ECUCON believes:

- All people should be treated with respect, dignity, and compassion.
- Caring relationships are the core of nursing practice.
- The profession of nursing contributes to the health and well-being of individuals, families, organizations, and communities.
- High quality education, which includes both face-to-face and online learning, transforms lives.
- Students should be prepared to actively participate in a global community.
- Nursing practice and education should occur in a diverse and inclusive environment.
- Our tradition of service learning, community engagement, and leadership provides a model for transforming the health of the region, nation, and the world.
- Knowledge development and dissemination are our responsibility and commitment.

These guiding principles form a belief system, which is foundational to our BSN, MSN, DNP, and PhD programs.

Reaffirmed 11/2013

COLLEGE OF NURSING EXPECTATIONS FOR MSN, DNP & PHD STUDENTS

It is your responsibility to become acquainted with University and College of Nursing policies, regulation, rules, guidelines and procedures and abide by them. This handbook is maintained on the College of Nursing Web site; changes in guidelines or procedures will be updated electronically.

The College of Nursing and its students follow the policies of East Carolina University as set forth in the [Graduate Catalog](#), and the East Carolina University [Policy Manual, Policies, Regulations and Rules Guidelines](#). Academic Regulations are also located in the [Graduate Catalog](#). Procedures unique to the College of Nursing are described in this handbook.

ECU cannot confirm whether any of its courses or programs meets requirements for professional licensure outside of the State of North Carolina. ECU strongly encourages students to contact applicable licensing boards in states they wish to pursue licensure prior to seeking admission or beginning study in an academic program.

Students should refer to the ECU webpage <http://www.ecu.edu> and click in the top right hand side on search glass to access additional resources such as [E-mail](#), [Blackboard](#), [Helpdesk](#), [Academic Calendars](#), [SabaMeeting](#), [PirateID](#), [PiratePort](#). Students may also find additional information under "I am Student" tab such as information pertaining to the [Transit](#) and [Student Stores](#).

Information for Adult Learners can be found online at [ECU Online](#). Distance Education information for Continuing Studies can be found at the [Academic Outreach, Continuing and Distance Education Homepage](#).

CHANGE OF NAME AND ADDRESS

It is the obligation of each student to notify the [Office of the Registrar](#) of any change in name or address. A student may also change his/her address via Banner Self Service in [PiratePort](#). Failure to do so can cause significant delay in communication with the student.

STUDENTS SERVING AS WITNESSES TO LEGAL DOCUMENTS

It is **illegal** in the state of North Carolina for nursing students as well as nurses and doctors, as agents of a health agency, to witness living wills (NCGS 90-320-322). It is the procedure of ECU College of Nursing that graduate and undergraduate **students are not to serve as witnesses to legal documents** of any kind (wills, informed consent, living wills, etc.) while in the role of the nursing student in a clinical practicum (including health agencies, clinics, and even home visits). The exceptions to this procedure are those consents students need to obtain from clients, peers or others in order to meet educational objectives; for example, interviewing clients and obtaining research subjects' consents.

RESOLUTION OF INCOMPLETES

Graduate students must resolve incompletes within one academic year. However, in order to ensure timely progression through a plan of study, students are encouraged to resolve the incomplete within one semester after receiving the incomplete. If a student needs to receive an incomplete, he/she should promptly meet with the instructor to arrange an appropriate timeline for completion of the coursework.

APPLICATION FOR GRADUATION

A [graduation application](#) must be completed by the date set in the [ECU academic calendar](#). This date is usually very early in the semester before the student graduates. The policy is reiterated in the graduate catalog. Graduation exercises are held at the end of the fall and spring semesters and additional information is listed under the [Office of Registrar](#). However, degrees are also conferred at the end of summer session. Summer graduates may participate in the Fall Convocation for the College of Nursing and ECU Commencement upon completion of all courses. [Academic Regalia](#) can be ordered through the bookstore.

Students should consult with their departmental advisor to review their DegreeWorks audit to ensure all academic requirements will be/or have been met before application for graduation. For more information on [DegreeWorks](#), visit the [Office of the Registrar](#) website. An exit survey will be emailed to students for an evaluation of their academic experience prior to graduation. This survey is essential for program improvements and is needed from each student.

PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

The East Carolina University College of Nursing has interest and experience in accommodating certain disabilities without compromising the integrity of the curriculum or the academic achievement required of all students. The following *performance* standards describe the non-academic qualifications that the college considers *essential* for successful admission and progression in the nursing program. These standards have been developed upon consideration of various factors, including the minimum competencies expected of any nurse, the demands of nursing education and clinical training, and the welfare of patients who will entrust their health and lives to nursing college graduates.

Students accepted by the College of Nursing *need* to have sufficient abilities and skills in the core performance standards for this program listed below. The examples with each standard are not inclusive of all expected abilities and should be used only for comparative purposes by applicants and students currently enrolled in this program.

Standard
Critical Thinking - critical thinking abilities sufficient for making critical judgments.
Communication - abilities sufficient for effective interaction in verbal, written and nonverbal form with healthcare team members and the public.
Mobility - Physical abilities include standing, walking, bending, and range of motion in extremities.
Motor skills - gross and fine motor abilities sufficient to monitor and assess health needs.
Tactile - sufficient sensation ability for physical assessment and care
Visual - sufficient visual ability for observation and assessment necessary in care provision
Hearing - sufficient auditory ability to monitor and assess health needs.
Personal behavior - emotional health sufficient for full utilization of intellectual abilities, effective functioning during stressful situations, <i>ability</i> to adhere to professional boundaries and ethical conduct in accordance with the Code of Ethics for Nurses (www.nursingworld.org)

4/11/2007 approved by electronic vote of faculty

Technological assistance may compensate for deficiencies or disabilities in some of these areas but must not compromise the fundamental role of the nurse or have the potential to jeopardize patient safety. A nursing college applicant requesting special consideration or accommodation on the basis of a disability may be requested to provide pertinent information for review by the Office of Student Services. All decisions regarding applicant requests for special consideration or accommodation will be made on an individual, applicant-by-applicant basis after careful review and thorough consideration of all relevant factors, in keeping with East Carolina University policies.

Applicants who identify a disability and request accommodations after acceptance to the College of Nursing will be referred to the ECU [Department of Disability Support Services](#) for evaluation and assistance.

COLLEGE OF NURSING GRADUATE INFORMATION AND PROCEDURES

GRADUATE STUDENT ORIENTATION

The College of Nursing has designed an online orientation for graduate students in blackboard. This course provides information on Distance Education Competencies, confidentiality, writing & plagiarism, library resources, and clinical information. All newly admitted students will have access for one semester.

OFFICE OF STUDENT SERVICES

The [Office of Student Services and Academic Advising](#) is responsible for a wide array of student-related activities. The office maintains graduate student records and acts as a liaison between students and administration. This office is responsible for recruitment, processing admission, clinical compliance, DegreeWorks plans of study, and providing scholarship information. **All communication to students will be via the student's ECU email account.** Each student is responsible for checking his/her email daily. Admissions and student records for the DNP & PhD programs are housed in those program offices.

STUDENT DEVELOPMENT AND COUNSELING CENTER

[The Student Development and Counseling Center](#) (SDCC) is housed within the College of Nursing in room 2145-A. The office is open 8:00 a.m. to 5:00 p.m. Monday through Friday year-round.

Nursing students are offered the opportunity to use academic and personal development services. Academic services offered by the SDCC include small group and individual academic assessments and interventions in the areas of time management, study skills, test-taking strategies, reading skills, and note-taking skills. Personal development services include stress management, anxiety management, and career exploration. Additional services, such as short-term counseling are available to College of Nursing students. Services are also available to College of Nursing distance education students.

Strict confidentiality is maintained when a student chooses to take advantage of the available counseling services. There is no notification to the Office of Student Services of the student's situation unless the student signs a release and requests that information be shared.

STUDENT RECORDS

The [Registrar's Office](#) of East Carolina University maintains all official grades and records of students. In the College of Nursing, the Office of Student Services, maintains official College of Nursing information, including: health information required by clinical agencies, professional liability insurance, and health insurance coverage. Reference letters and enrollment verification archived in this file along with copies of letters from faculty, administration, or the Graduate Student Affairs Committee.

The CON procedure for the administration of student educational records is in accordance with the provisions of the **Family Educational Rights and Privacy Act, also known as the Buckley Amendment or FERPA**. This policy provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university. The policy also protects the confidentiality of personally identifiable information in student records. Faculty, administrators, and staff are not permitted to talk with family members and/or friends regarding student performance unless the student has identified the individual on the FERPA release form. The student completes the form on [PiratePort](#). The faculty or Office of Student Services can validate with the Registrar's Office those individuals whom the student has agreed to allow sharing of academic information.

Detailed information regarding Graduate Student Educational Records and Policy on Posting Grades is provided in the [Graduate Student Catalog under Academic Regulations](#).

TUITION DIFFERENTIAL

The College of Nursing charges a tuition differential of \$125 per credit hour for graduate classes in the MSN program, Post-Master's Certificate options, and the PhD and DNP programs. This revenue is used to support operational expenses, student financial aid based on financial need and/or merit, costs associated with recruiting and retaining graduate faculty, and support for student research. In addition, there is a clinical fee of \$150 for each clinical/practicum course. These courses are resource intensive and necessitate a small student to faculty ratio to meet accreditation requirements.

ACADEMIC BEHAVIOR

- I. The East Carolina University and the College of Nursing is committed to providing each student with a rich, distinctive educational experience. To this end, students, who do not follow reasonable standards of conduct in the classroom or other academic setting, may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of **"drop"** according to the applicable university policy and are eligible for tuition refund as specified in the current [tuition refund policy](#).
- II. Disruptive Academic Behavior:
[http://catalog.ecu.edu/content.php?catoid=15&navoid=1222#Disruptive Academic Behavior](http://catalog.ecu.edu/content.php?catoid=15&navoid=1222#Disruptive_Academic_Behavior)
- III. Investigation and Evaluation of Disruptive Academic Behavior: <http://www.ecu.edu/PRR/11/30/01/>

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Final Version 3/2016

STUDENT MISCONDUCT

CON faculty members have academic, legal, and ethical responsibilities to protect the public, health care community and property from unsafe nursing practices. It is within this context that graduate students risk disciplinary action and/or dismissal from the CON for conduct which threatens or has the potential to threaten property or the safety of a client, a family member or substitute familial person, the student him/herself, a faculty member, or other health care provider.

I. Student Awareness

Within CON courses, counseling, official information materials, and other instructional forums of the CON, students will be provided with copies of the [Nursing Practice Act](#), Code and Standards cited below. All nursing students are expected to be familiar with the content of these documents and are expected to comply fully with the documents.

Unsatisfactory compliance will be reflected in the final course grade.

II. Definition: misconduct is defined as:

1. An act or specific behavior which threatens or has the potential to threaten the property or the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, the student him or herself, another student, a faculty member, or other health care provider or
2. Any act or behavior which
 - a. violates the [North Carolina Nursing Practice Act](#), Article 9 of chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90 171.44) or 90-171.37
 - b. violates the [Code of Ethics for Nurses of the American Nurses' Association](#)
 - c. violates the Standards of Nursing Practice of the American Nurses' Association

or

- d. constitutes nursing practice for which a student is neither authorized nor educated at the time of the incident.

III. Investigation and Evaluation of Student Clinical Misconduct

1. It is the prerogative of any faculty/preceptor who determines that a student may have demonstrated clinical misconduct to notify the student to leave the clinical setting. The faculty member will complete the CON Event Report Form (Appendix B) and notify the appropriate Director, Department Chair and/or Director within 24 hours of the event. If the clinical instructor/faculty member does not wish the student to return to the clinical setting, the following process is initiated.
2. The appropriate Director, Department Chair, and Associate Dean for Graduate Programs will investigate the incident within three school days to determine whether there are grounds for believing that violation of clinical misconduct has occurred. During this period of investigation, the faculty, Director, Department Chair and Associate Dean for Graduate Programs will collect data and obtain testimony from the student. While the investigation is conducted, the student will not participate in any clinical nursing courses.
 - a. If the determination is that the violation of clinical misconduct is minor, the faculty member, in consultation with the appropriate Department Chair and the Associate Dean for Graduate Programs may prescribe remedial work or instruction for the student and the student may return to classes.

- b. If the determination is that the violation of clinical misconduct is not minor, the Director and Department Chair will notify the Associate Dean for Graduate Programs.
3. The Associate Dean for Graduate Programs will immediately notify the Graduate Student Affairs Committee (GSA) for graduate students and will provide the committee with written information prepared by the faculty member involved.

IV. Meeting Process

1. The Graduate Student Affairs Committee chairman, will thereafter notify the student, the faculty, Director, the Department Chair and the Associate Dean for Graduate Programs as to the time and place for an official meeting. The meeting will be held within five school days after the committee has been notified by the Associate Dean for Graduate Programs.
2. The GSA will hold a meeting at which time the faculty, and Department Chair and/or Director will be present and will provide documentation and other oral and written evidence regarding the incident. Because of the confidential nature of this meeting, only those invited by the chair of the committee may be present. Any member of the committee with a conflict, bias, or interest in the case must be recused. The student will have the opportunity to challenge the presence of any member of the committee on these grounds and a substitute will be appointed by the chair of the committee to replace the recused member(s). The student will have the opportunity to review any written evidence that will be used in the meeting prior to the meeting. The student will be present and will be given an opportunity to face and to examine witnesses testifying. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the incident. With prior notification of the Chair of the GSA, the student may be accompanied by a person who shall act as a non-participating observer. Minutes of the meeting proceedings (but not deliberations) will be taken and a copy available to the student upon his/her request.
3. Immediately following the factual presentation, the committee will convene in executive session to determine whether clinical misconduct has occurred and to recommend a resolution of the incident. The committee will base its recommendation only on the evidence presented at the meeting. The committee may recommend the following resolutions: no finding of clinical misconduct; finding of clinical misconduct and a reprimand to the student; remedial work, counseling or instruction for the student suspension; or dismissal from the college.
4. The committee shall make its recommendation in writing to the Associate Dean for Graduate Programs within 24 hours after the meeting. The Associate Dean for Graduate Programs will indicate agreement or non-agreement with the committee's recommendation based on the minutes from the meeting and report of the committee and forward to the Dean.

V. Post Meeting Process

1. The Dean may accept, reject, or modify the committee's recommendation. The Dean's decision will be based on the minutes from the meeting and the report of the committee and Associate Dean for Graduate Programs' recommendation. The Dean will notify the student, the faculty member, Director, Department Chair and the Associate Dean for Graduate Programs as to the decision.
2. The decision of the Dean is final.
3. Note that dismissal from the CON does not necessarily constitute dismissal from the University.

IMPAIRMENT AND CHEMICAL SUBSTANCE ABUSE

[Substance Abuse Policy](#)

The East Carolina University Policy on Substance Abuse details the University's commitment to prevent substance abuse through education and counseling and its duty to discipline those members of the academic community who engage in illegal drug-related activities. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of the North Carolina laws that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as —controlled substances in the Article 5 of Chapter 90 of the North Carolina General Statutes. The policy is set forth in the [Graduate Catalog](#), University Policies, and [Substance Abuse Policy](#).

Approved by College of Nursing Faculty Organization on 12/6/2007

STUDENTS WITH HEALTH ISSUES THAT INTERFERE WITH ACADEMIC/CLINICAL PERFORMANCE

A. Standards

1. Nursing students are expected to maintain levels of physical and mental health consistent with North Carolina licensure requirements and comply fully with the Performance Standard as stated in the appropriate CON Graduate Student Handbook. The CON will comply fully with all applicable federal, state statutes and regulations, and University policies including but not limited to Family Educational Rights and Privacy Act ([FERPA](#)), Americans with Disabilities Act ([ADA](#)), Health Insurance Portability and Accountability Act ([HIPAA](#)), etc.

B. Requirements

1. MSN and DNP students are required to have a complete physical exam by a licensed health care upon admission and submit the completed CON approved physical examination form via CastleBranch (for students admitted in Spring 2018 and after) or MyRecordTracker (for students admitted in Fall 2017 and before).
2. Recognizing the possibility that a student could develop health problems that interfere with learning and safe performance in one or more nursing courses:
 - a. When health problems become apparent to the student and/or faculty/preceptor (hereafter "faculty"), the student will be referred to the appropriate resources based on the nature of the health problems identified including, but not limited to, the CON Student Development and Counseling Center (SDC) Counselor in the CON (hereafter "Counselor"), Student Health Services or a private health care provider.

- b. In the event that a health problem is identified, then within one school day and after consultation with the appropriate Chair or Director, the faculty recognizing the health problem will
 - i. Meet with the student and provide referral in writing for evaluation by the appropriate resources.
 - ii. Inform the student verbally and in writing that he/she will not be allowed to continue in the specified course or courses without clearance from the appropriate resource.
 - iii. With appropriate written authorization from the student, clearance must be provided in writing from the appropriate referral and must state whether the student is capable of returning to class and can safely provide patient care and perform clinical activities and/or clearly specifies any restrictions placed on the student. This clearance must be in writing and presented to the appropriate Chair or Director within seven school days from the initial consultation meeting in 2b above.
 - iv. Counsel the student, where appropriate, regarding the possible effect of the health problem and consequences of absence from class or clinical on the student's grade in the specified course or courses.
 - v. Review with the student the progression requirements within the CON.
- c. The Chair or Director, in collaboration with the appropriate faculty member(s), will monitor the status of the student during the referral process.

The College of Nursing, in collaboration with the appropriate Director and the Associate Dean for Graduate Programs and with applicable CON procedures and university policies, reserves the administrative right to withdraw a student from courses in the interest of protecting the public or property.

- d. If the student does not receive appropriate health clearance, the student may not return to the specified course(s) until clearance is provided. A student may require counseling regarding the need for pursuing a possible medical withdrawal. Physical or mental health changes prohibiting return to the CON do not necessarily constitute a need for dismissal from the University.
- e. Should the student's health status improve and the time of separation from the program does not exceed one year, the student may petition the Associate Dean for Graduate Programs for re-admission into the program. The student must provide in writing medical clearance to return to nursing studies with the request for re-admission.

A. **Appeal Process**

1. If the student wishes to appeal the referral decision, the student may submit a request for hearing in writing within three school days (following the decision to refer) to the chair of the appropriate Graduate Student Affairs Committee.

- a. The GSA through its chair, will thereafter notify the student, the requesting faculty, the Director, the Department Chair, and the Associate Dean for Graduate Programs as to the time and place for an official meeting. The meeting will be held within five school days after the committee has been notified of the request for an appeal.
- b. The GSA will hold a closed meeting (members of committee and student) at which time the appropriate faculty, Director, Department Chair, and the Associate Dean for Graduate Programs will be present and will provide documentation and other oral and written evidence regarding the change in student health status. The student will be present and will be given an opportunity to present his/her view and the right to know all documents accepted in evidence. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the cause for referral. With prior notification of the Chair of the GSA, the student may be accompanied by a person who shall act as a non-participating observer. Minutes of the meeting will be made by the Chair and a copy available to the student upon his/her request. Immediately following the factual presentation, the committee will convene in executive session to recommend a resolution on the incident. The committee will base its recommendation on all the evidence presented at the meeting. The committee may recommend the following resolutions: no finding of significant impairment based on physical or mental health changes; finding of significant impairment based on physical or mental health changes requiring student suspension pending appropriate referral and evaluation.
- c. The committee shall make its recommendation in writing to the Associate Dean for Graduate Programs with 24 hours after the meeting. The Associate Dean for Graduate Programs will indicate agreement or non-agreement with the committee's recommendation based on the minutes of the meeting and report of the committee and forward to the Dean.
- d. The Dean has final approval or disapproval of the referral decision and will inform the student, faculty, GSA chair, Director, Department Chair and the Associate Dean for Graduate Programs of the decision within three school days of the close of the appeal meeting.

Approved by the College of Nursing Faculty Organization on 12/6/2007

LAPTOP USAGE IN CLASSROOMS

Students may use laptops during class to record class notes or for other purposes related to the class in session. In some rooms, when using a laptop, it must be fully charged and not require connection to an electrical outlet. This is mandatory based on fire and safety regulations. In the event that a particular computer is disruptive, the instructor has the option to require that the use of the laptop computer be discontinued. Students are requested to ask each professor prior to making any voice recordings.

ONLINE STUDENT CONDUCT

Students are expected to communicate in a cooperative, courteous and professional manner at all times. Students should use appropriate online communications which are professional, respectful, non-threatening, and non-offensive. Students who disrupt the learning environment for others will face disciplinary action and may be dismissed from the course in a manner consistent with all applicable ECU policies and procedures. ECU policy on [Academic Computer Use](#) describes standards of academic integrity.

UNIVERSITY AND COLLEGE OF NURSING SOCIAL MEDIA GUIDELINES

East Carolina University has a Social Media Use policy (regulation 08.10.02) which all employees and students are expected to be aware of and follow. The purpose of the ECU policy is 'to help guide us' in the professional use of online communications including web and Internet platforms. Refer to the following link: [Social Media Use](#)

1. There are many benefits to using social media including networking, nurturing relationships, exchange of knowledge and forum for collegial interchange, dissemination and discussion of nursing and health related education, research, best practices, and educating the public on nursing and health related matters. (ANA Fact Sheet: Navigating the World of Social Media, September 2011).
2. Students are encouraged to utilize social media with knowledge that there are also risks. These risk include the fact that information can take on a life of its own. (ANA Fact Sheet: Navigating the World of Social Media, September 2011).
3. Inaccuracies can become 'fact'. The public's trust in nurses can be compromised and the 'branding' of self can undermine an individual's nursing career. (ANA Fact Sheet: Navigating the World of Social Media, September 2011). You are also negatively branded by the use of slang, inappropriate language and grammar.
4. Content once posted or sent can be disseminated to others (https://www.ncsbn.org/NCSBN_SocialMedia.pdf White Paper: A Nurse's Guide to the Use of Social Media, August 2011).

Guidelines for Online Professional or Personal Activity with Social Media

1. Carefully consider the criteria for approval of any person you allow access to your site. Remember anyone who accesses your site can read all information posted. (NCBON Nursing Bulletin, Fall, Volume 7 [number 1] edition 19, 2011).
2. You are legally liable for what you post on your site and your posts on the site of others. Individual blogger has been held liable for proprietary, copyrighted, defamatory, libelous or obscene commentary (as defined by the courts). (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).
3. Think archival systems. Search engines can research posts years after the publication dates. Archival systems save information including deleted postings. (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).
4. Monitor your mood while posting. It is wise to delay posting until you are calm and clear-headed. (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).
5. You will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. Therefore social media platforms are considered inappropriate locations to provide this feedback (adopted from Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013).
6. You are 'branding' yourself with each posting as well as representing ECU CON and the nursing profession. (National Student Nurses' Association, Inc. Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism, 2012).
7. Employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. (National Student Nurses' Association, Inc., Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism, 2012).

8. Take advantage of privacy settings and seek to separate personal and professional information online. (ANA Principles for Social Networking and the Nurse, September, 2011, Silver Spring, MD).
9. Pause before you post.

Note: These guidelines are applicable to all forms of media, including newspaper, radio and TV.

College of Nursing Guidelines for Social Media Use by Nursing Students

The College of Nursing faculty believe we are accountable for educating students on the use of social media in their personal as well as professional lives. The federal rules [HIPAA Privacy Act](#) and beginning in September 2013 the [HITECH Act](#), which modifies HIPAA [Federal Register, Volume 78, Number 17 (Friday January 25, 2013/Rules and Regulations) as they relate to clinical practice are expected to be followed by all nursing students

ECU HEALTH SCIENCES CENTER SMOKING POLICY

Students, faculty, and staff in the College of Nursing are expected to follow the [smoke-free plan](#) of the Health Sciences Campus. This policy applies to all faculty, staff, students, patients and to all visitors and contractors.

JOINT COMMISSION AND OTHER AGENCY REQUIREMENTS

In order for students to participate in agency clinical (and research) experiences students are expected to complete confidentiality, health information, and criminal background checks to comply with the agency guidelines for healthcare policies and JCAHO standards. To refuse to do so may result in the removal of a student from the setting and/or enrollment in the course. Students are expected to pay for any fees incurred for criminal background checks. The Clinical Compliance Office within Student Services will advise students of necessary requirements to be completed prior to clinical practicum experiences.

Students will be given an "Incomplete (I)" in a theory or clinical course if they are not **CONTINUOUSLY** compliant with **ALL** requirements by the date semester grades are due for each semester/summer session. Any requirement that "expires" during the semester **MUST** be updated as required by contracts with clinical agencies. Students may not progress to the next semester until the "Incomplete (I)" is successfully replaced with a passing grade. This will occur even if the student is in the final semester of their program. If a graduate student receives this "incomplete (I)" and is successful in all other course work, they may walk for graduation, but they will not be eligible to receive their diploma until **ALL** requirements have been met and the grade of "Incomplete (I)" is successfully replaced with a passing grade.

EASTERN AHEC CONSORTIUM FOR CLINICAL EDUCATION PRACTICE (CCEP) PARTNERSHIP

East Carolina University College of Nursing partners with Eastern AHEC Consortium for Clinical Education and Practice (CCEP). The purpose of the Eastern CCEP is to standardize the process for credentialing students and clinical faculty utilizing the AHEC Core Orientation training and evaluate clinical education processes. Students completing a clinical rotation or practicum in Eastern NC are required to meet minimum standards not excluding additional requirements specified in agency contractual agreements. Students are expected to meet all requirements as specified by AHEC CCEP or any agency contractual agreement throughout NC.

BLOOD AND BODY FLUID EXPOSURE POLICY

Student Health Services (SHS) will adapt and modify the policies and procedures of ECU Prospective Health to evaluate students with clinical exposures to blood and other potentially infectious materials. (i.e. Nursing, P.A., Allied Health, Sports Medicine, Recreation Services, Human Performance Lab, etc.) BSOM medical students should contact Occupational Health Services (OHS) at Vidant Medical Center (or the Patient Care Services Coordinator if OHS is closed) and post-exposure follow up will be conducted by Prospective Health. In the event of clinical exposure to blood and/or other potentially infectious materials the College of Nursing Event Form in Appendix B should be filled out and submitted to their concentration director.

Purpose is to insure complete and effective management and care to the students receiving exposures. For a full copy of ECU Prospective [Health's Blood borne Pathogen Exposure Control policy](#).

CPR REQUIREMENTS

All students are required to be CPR certified. This certification is due for renewal every two years or prior to the semester of expiration. If your card is expected to expire during the spring or fall semester, you will need to renew by June 15th for the fall semester and November 1st for the spring semester. The cost varies by instructor and ranges from \$45-75. You must take a course given by the [American Heart Association](#). The certification must be at BLS level or Provider Level C (professional) level. One man, two-man, infant, child and adult CPR must be included in the course. Upload a copy of your American Heart Association BLS Healthcare Provider certification to CastleBranch (for students admitted in Spring 2018 and after) or MyRecordTracker (for students admitted in Fall 2017 and before). Online courses are not acceptable.

PROFESSIONAL LIABILITY INSURANCE

Coverage by nurses' professional liability insurance for \$1,000,000 each claim and \$3,000,000 in aggregate is required for enrollment in all clinical nursing courses. Information about the insurance procedure is available in the Office of Student Services at the College of Nursing. The College of Nursing arranges this coverage through the University and students are covered only when engaged in prescribed learning activities. Payment for liability insurance is included in the educational fees on your tuition statement.

With the exception of Nurse Anesthesia students, if a student holds professional liability insurance as a registered nurse, he/she is covered for liability during clinical experiences as an undergraduate or graduate student even though this coverage may not be explicitly stated in the policy. Nurse Anesthesia students must have student liability insurance of \$1,000,000 each claim and \$3,000,000 in aggregate for enrollment in all nurse anesthesia clinical courses.

Nurse-Midwifery students have a separate liability insurance policy and incur additional costs for this policy. More information regarding liability insurance will be provided upon admission to the Nurse-Midwifery Concentration.

Liability insurance provided by an employer does not cover you as a student or registered nurse functioning in any other setting.

LICENSURE VERIFICATION

All BSN-PhD, MSN, DNP, and PhD students must provide evidence of a current non-restricted license to practice as a registered nurse (RN) in North Carolina or in a [NCSBN](#) compact state. In some graduate College of Nursing Distance Education (DE) concentration/programs, DE students must have a license in the state they plan to do their clinical practice. Also in some graduate College of Nursing DE programs, DE students will have to have a College of Nursing ECU Faculty member overseeing that student with an active license in the clinical practice state. In addition, that state must give ECU permission to offer the College of Nursing DE concentration/program in that state. This documentation will have to be uploaded into CastleBranch Compliance Tracker (for students admitted starting Spring 2018) or MyRecordTracker (for students admitted Fall 2017 and before).

GUIDELINES FOR DRESS

Professional dress is required while on campus demonstrative of a leadership role. Dress code required by the clinical agency is required when engaging with staff or patients in any clinical setting.

CHILDREN IN THE CLASSROOM

Children in the classroom can be disruptive to other students, therefore students are expected to secure child care prior to attending on-campus or asynchronous online classes.

LACTATION ROOM

Lactation Room is located in room 2546 in Laupus Library. The main desk can help students access the room. This room is designed to provide a private space for students and faculty.

CON TECHNOLOGY TEAM

The College of Nursing at East Carolina University has a technology team that provides a wide variety of services to faculty, staff, and students. These services include hardware and software support for faculty and staff computers, Blackboard support for instructors and students, Web site services, multimedia support, special projects/special needs, and much more. The IT manager and the Executive Director of Support Services oversee these services. The College of Nursing has a strong Distance Education support team for instructors and for its online graduate students. We are here to help. Please feel free to contact any of our [Distance Education support personnel](#).

STUDENT REPRESENTATION ON COLLEGE OF NURSING STANDING COMMITTEES

College of Nursing Standing Committees call for graduate student representation, if you are interested in serving, contact your program or concentration Director for further instructions. The committee function is described in the College of Nursing Unit Code of Operations located on the [Faculty Senate Homepage](#) under Academic Unit Codes of Operation, Nursing. Students are invited to participate on the Research and Scholarship Committee, Global Health Committee, Graduate Curriculum Committee and the Graduate Student Affairs Committee. If interested contact the Interim Associate Dean of Graduate Programs.

COLLEGE OF NURSING CONVOCATION

At the end of each fall and spring semesters, the College of Nursing schedules a ceremony to recognize graduate students who have completed their programs of study. Summer graduates may participate in the fall convocation ceremony. Each MSN and DNP student is recognized and hooded during the College of Nursing Convocation. PhD students are recognized and hooded at both the University Commencement Ceremony and the College of Nursing Convocation. This occasion is significant for graduates and their families/friends. Participation is encouraged.

SCHOLARSHIPS

The College of Nursing awards a number of graduate scholarships each year and several of them can be awarded to doctoral students. These scholarships have been made available by donors and have identified specific criteria for the award of their scholarship so the committee requests complete information on the College of Nursing Scholarship Application. Recipients of these scholarships are invited to participate in a reception for donors to meet recipients. Recipients unable to attend the reception are required to submit a picture to be shown during the ceremony. The application deadline for the following fall is March so recipients can be notified of their scholarship before the end of the academic year each spring.

There are numerous sources of scholarships such as nursing organizations such as [NC Foundation for Nursing](#) (NCNA non-profit foundation), specialty nursing organizations such as Nurse Practitioners and [NC State Education Assistance Authority](#) for those interested in careers in academe. There are funds to apply for minority applicants such as African American and American Indian.

Some years the CON receives a Federal Nurse Trainee Grant for Traineeships in various disciplines and the application is sent out with a short turn-around so be on the alert each summer and return the application by the deadline. The traineeships are awarded late summer/early fall for the current academic year.

Finally, there is an emergency fund for students experiencing unexpected hardships. Contact Mrs. Erin Beaman in student services for additional information regarding this fund.

ASSISTANTSHIPS

If you plan to pursue an academic career, learning as a Teaching Assistant (TA) or a Research Assistant (RA) can prove to be a valuable learning experience where you can gain some practical on-the-job skills. Even if your career path will take you beyond the university setting, these positions can still be excellent way to supplement the tuition of the graduate school, develop leadership skills, and get mentored teaching and research experience.

The teaching assistantship (TA) offers PhD students opportunities to learn how to teach - and develop an excellent understanding of the course material - in exchange for tuition remission and often a stipend. The research assistantship (RA) offers MSN and PhD students opportunities to learn more about the research process. Full time doctoral students may qualify for tuition remission and often a stipend from the ECU Graduate School.

Although this may initially seem like a challenge along with your own course work, you will most likely find that the demands of the job vary throughout the semester. On average, a TA or RA is required to work ten to twenty hours per week; a commitment that is certainly manageable as it is a prescheduled assignment. For more information regarding an assistantship for please contact the director of the PhD program.

Information regarding Graduate Assistantships & Contracts: <http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm>

Policies for Graduate Assistantships and Fellowships: <http://catalog.ecu.edu/content.php?catoid=15&navoid=1223>

STUDENT TRAVEL ASSISTANCE

The College of Nursing, with the assistance of the ECU Graduate School, attempts to provide travel assistance to doctoral students who are making poster or podium presentations at scholarly conferences. When budget restrictions allow, students may receive support one time during each academic year. Students must request funding from the Department Chair of the student's program. If approved, after attending the conference, students submit travel documentation and receipts to the DNP or PhD Program Office to process the travel forms and reimbursement.

NURSING ORGANIZATIONS

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY - BETA NU CHAPTER

[Beta Nu](#) Chapter of [Sigma Theta Tau International Honor Society of Nursing](#) was established on East Carolina University's campus in 1974.

The purpose of Sigma Theta Tau International Honor Society of Nursing is to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Graduate students must have completed at least one fourth of the required curriculum in College of Nursing courses and have a minimum grade point average of 3.5 overall in nursing to be invited for membership. Invitation to membership is extended based on criteria established by the Chapter in accordance with the national bylaws. Community leaders may be considered for membership upon the recommendation of a member of Sigma Theta Tau International with supporting evidence of leadership, creative work, and support for professional standards, and commitment to scholarly nursing. A member of Sigma Theta Tau International may transfer his or her membership by writing to the secretary of the previous Chapter or the National Headquarters to request a transfer to East Carolina University's Chapter (Beta Nu).

OTHER NURSING ORGANIZATIONS

American Assembly for Men in Nursing

The [American Assembly for Men in Nursing](#) is a national organization dedicated to providing a framework for nurses to meet, discuss and influence factors that affect men as nurses. The ECU chapter of AAMN meets bi-monthly. Our activities include participating in community service and offering programs on topics such as burn care nursing, flight nursing and forensic nursing.

Multicultural Student Nurse Association

The [Multicultural Student Nurse Association](#) aims at increasing support of multicultural nursing students at East Carolina University College of Nursing. Our goals include promoting cultural competency among the student nursing body and the community, recruiting minority students to the college, and promoting diversity.

Holistic Health Organization (H2O)

Holistic care refers to approaches and interventions that address the needs of the whole person: body, mind, and spirit. The [Holistic Health Organization](#) is a student group that is dedicated to advancing the philosophy and practices of holistic health care and to help create health care professionals who practice holistically. H2O provides a way for students in any health profession at ECU to discuss health care issues and to become involved in community and campus activities that promote integrated health care practices.

Nurses Christian Fellowship

The East Carolina University chapter of [Nurses Christian Fellowship](#) provides a source of Christian encouragement and guidance to nursing students and nurses in the community. NCF is nondenominational and offers Bible studies, Christian speakers, prayer times and other activities to help nurses and nursing students incorporate their faith into their practice.

STUDENT REQUIREMENTS

NC [General Statute 130A-155.1](#) requires **each** college student to present a certificate of proof of immunization against “childhood illnesses.” A detailed listing of the Immunization requirements is a part of the pre-entrance health certificate which must be on file in Student Health Services. The law specifically states that unless these requirements are satisfied, a student cannot continue being enrolled in a North Carolina university or college.

HEALTH FORMS AND DOCUMENTATION

Student Health Services requires that the Report of Medical History form be on file prior to a student attending classes. The College of Nursing requires that the physical examination form be completed upon admissions. Immunization records must also be updated. As part of the health information submitted, a statement from the student’s physician or practitioner must attest to his/her emotional and physical ability to carry out nursing functions. Near the bottom of page 1 of the physical form there is a block that says “Only for Students Admitted to a Health Sciences Program.” This block must be completed by the health care provider to meet a requirement of the [North Carolina Board of Nursing](#). The documentation must be uploaded to CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before).

Students (on campus students only) who are admitted to ECU need to send original copies of the Report of Medical History form, physical form, and immunization records to Student Health Services and upload copies to CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before) to meet the College of Nursing requirements. Students are required to activate their CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before) profile upon admission.

Please note: The University does not require distance education students to complete the Report of Medical History form. However, completion of this form, the physical form, and submission of immunization documentation are REQUIRED by the College of Nursing for all students. If a PhD student is conducting research that involves access to and patients, this would be required.

TUBERCULOSIS REQUIREMENT

The College of Nursing requires for all MSN and DNP students to provide evidence each year of one of the following methods to meet the TB Requirement:

- 2 Step TB Skin tests (administered 1 – 3 weeks apart)
- 2 Consecutive annual tests (administered 10 – 12 months apart, with the most recent administered within the past 12 months.
- IGRA Blood Test - QuantiFERON TB Gold, or T-Spot blood test (lab report required).

For positive results, students must submit all of the following:

- A student must provide a clear chest x-ray (lab report required) from any time after positive testing and proof of past positive results.
- College of Nursing TB Screening Questionnaire – (will be due annually thereafter)

HEP-B TITER

Students are required to comply with the [Center of Disease Control and Prevention \(CDC\)](#) guidelines concerning prophylaxis for hepatitis B. The CDC recommends that health science students who may handle needles, syringes and/or blood more frequently than once per month, be immunized against Hepatitis B.

All nursing students that have had the Hepatitis B series (3 vaccines) must have a HEP-B positive antibody titer completed one – two months after receiving the series. If it has been longer than 2 months since your last HEP-B immunization, Hepatitis B positive antibody titer will be required to show immunity. If the titer is negative, the 2nd series of 3 Hepatitis B vaccines or 2 Heplisav-B vaccine series must be completed followed by another titer. If the second titer is negative, the student is considered a “non-responder” and no further action is required.

The State Health Director shall investigate the practice of the infected health worker and the risk of transmission. He/she shall appoint an expert review panel. Either an expert review panel appointed by the Chief, Communicable Disease Control Section, [NC Department of Environment, Health, and Natural Resources](#) or an ECU expert review panel will review the work situation and clinical condition to assess the need for alterations in job description or infection control techniques. The State Health Director shall protect the confidentiality of the infected health care worker and may disclose the worker’s infection status only when essential to conduct the investigation or periodic reviews. Under University policy, you may notify the Chairman of the [Infection Control Committee](#) and/or the Director of [Prospective Health](#). In the College of Nursing, the student shall notify the Associate Dean for Graduate Nursing Programs.

HIV AND/OR HEPATITIS B INFECTED HEALTH CARE WORKERS (INCLUDING STUDENTS)

As of October 1, 1992, the North Carolina Commission on Health Services adopted new regulations that pertain to health care workers who know themselves to be infected with HIV and/or have active hepatitis B infection (HBsAg+) = Hepatitis B surface antigen positive. The regulations establish a process to review the operative and infection control practices of certain infected health care workers. These regulations require that all health care workers who perform surgical or obstetrical procedures (vaginal deliveries or surgical entry into tissues, cavities, or organs) or dental procedures and know themselves to be infected with HIV or Hepatitis shall notify the State Health Director. Health care workers who assist in these procedures in a manner that may result in exposure of patients to Hepatitis B shall also notify the State Health Director. The notification shall be made in writing to the Chief, [Communicable Disease Control Section](#), P.O. Box 27687, Raleigh, NC 27611-7687. Failure to follow these procedures constitutes a crime, NCGS 130A-25(a). A full copy of [ECU Prospective Health’s Blood borne Pathogen Exposure Control Policy](#).

VARICELLA

Students are required to have immunizations or a titer for chicken pox (varicella). Even if you have had a reported case of chicken pox as a child, a titer is still required to show immunity. If the student’s varicella titer is negative, 2 doses of varicella vaccine are required. Upload lab results of the varicella titer or documentation of the vaccine date(s) to CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before). Remember that a person can have chicken pox and still have a negative titer due to a “light” case.

MMR

Students will need to make sure that they are immunized against rubella, rubeola, and mumps. The College of Nursing requires documentation of two MMR vaccines or documentation of an MMR titer. If MMR titer is shows negative immunity, one MMR vaccine will be required to be uploaded to CastleBranch (for students admitted in Spring 2018 and after) or MyRecordTracker (for students admitted in Fall 2017 and before).

TDAP VACCINE

The Tetanus, diphtheria, pertussis vaccine (TDAP) is required for health care workers who have direct patient contact. Even if you have had a recent tetanus, the College of Nursing will require that you have a TDAP vaccine. We suggest you contact your healthcare provider or Student Health Services to receive these required immunizations/titers. *Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received). Get Td boosters every 10 years thereafter. Pregnant HCWs need to get a dose of Tdap during each pregnancy.*

INFLUENZA REQUIREMENT

All students are required to have the most current influenza vaccine. Documentation will need to be uploaded to CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before). Students will be required to upload documentation of the current year's flu vaccine to CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before). This requirement is due annually by October 1st.

Exemption to Influenza Vaccine

A student may request that ECU College of Nursing consider granting you an exemption to the influenza vaccine:

1. Because the vaccination is medically contraindicated for you, **or**
2. Because you have a sincerely held religious belief, practice or observance that prohibits vaccination.

If you are granted an exemption to the influenza vaccine, ECU College of Nursing may, in its discretion, require you to take other reasonable measures to protect patient safety. The forms to request an exemption will be available in the document section of a student's CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before) profile. If a student requests an exemption, the completed forms are to be sent to the Clinical Compliance Coordinator in the Office of Student Services. The Clinical Compliance Coordinator will upload the approved/denied form to the student's CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before) profile to show the requirement completed if approved and rejected if the exemption was denied. If your request for exemption is denied, the student will need to immediately follow-up to get the current flu vaccine prior to October 1st. All requests for influenza exemption must be resubmitted annually prior to October 1st.

IMMUNIZATION WAIVERS

Immunizations are mandated in all health care facilities. Students who are unable to receive immunizations due to medical reasons must have a physician's/health care provider order or note to cover the student. The student will still need to have a titer drawn for any immunization waived. Documentation must be uploaded to CastleBranch (for students admitted starting Spring 2018 and after) or MyRecordTracker (for students admitted Fall 2017 and before).

HEALTH INSURANCE PLANS FOR STUDENTS

[Student Health Insurance](#)

Health insurance is a requirement for students meeting specific eligibility criteria. An affordable Student Health Insurance Plan (SHIP) is offered through Student Blue from [BlueCross and BlueShield of North Carolina](#), or students may elect to keep their current health insurance coverage if they are already covered by an individual plan or through a parents' plan.



Deadline to take action (either enroll in, or **waive out of** SHIP):

Fall semester **September**
10 Spring semester **January 31**

For more information about the requirement, eligibility criteria, plan benefits, and more, please see the following information at: http://www.ecu.edu/cs-studentaffairs/studenthealth/payment_info/student-health-insurance.cfm.

NONCOMPLIANCE OF REQUIREMENTS

ALL College of Nursing students are required to have their physical exam, TB requirement, CPR, vaccines and titers COMPLETED UPON ADMISSION. Students are responsible for maintaining all requirements throughout their enrollment in the College of Nursing. Students will be given an "Incomplete (I)" in their corresponding courses if they are not CONTINUOUSLY compliant with ALL requirements (both clinical and non-clinical) by the date semester grades are due for each semester/summer session.

MY RECORD TRACKER (FOR STUDENTS ADMITTED FALL 2017 AND BEFORE ONLY)

(800) 803-7860 ext. for customer service, ext. 2006 for technical support

Clinical compliance information required for attendance in clinical is housed in My Record Tracker, an electronic record keeping system, coordinated by Student Services. Information regarding MyRecordTracker will be sent by Student Services after admission. Additional information regarding the cost and to access MyRecordTracker will be sent to the student's ECU e-mail address. Students are required to activate their MyRecordTracker (for students admitted in Fall 2017 and before) profile upon admission to complete all requirements by the deadlines.

CASTLEBRANCH COMPLIANCE TRACKER (FOR STUDENTS ADMITTED SPRING 2018 AND AFTER)

(888)914-7279 or servicedesk.cu@castlebranch.com

Clinical compliance information required for attendance in clinical is housed by CastleBranch's Compliance Tracker called MyCB, an electronic portal that is coordinated and managed by Student Services. Additional information regarding the cost and to access CastleBranch Compliance Tracker will be sent to the student's ECU e-mail address. Students are required to activate their CastleBranch profile upon admission to complete all requirements by the deadlines.

REQUIREMENTS FOR PHD STUDENTS

Students enrolled in the PhD program will be required to complete the College of Nursing requirements listed below, upon admission:

- Verification of Non-Restricted Nursing License
- Media Consent Waiver and Release
- Seasonal Flu vaccine to be completed annually by October 1st.

STUDENT ILLNESS IN A CLINICAL FACILITY

Regular attendance in the clinical areas is expected in some nursing courses. If an emergency situation arises (such as sudden illness), the student is required to notify the appropriate person in the clinical agency (often a preceptor) and/or the nursing faculty member as soon as possible so that patient care may be reassigned without delay. This is a professional responsibility, which must be assumed by the individual student and will be taken into consideration in the evaluation of clinical performance.

If a student becomes ill while in the clinical setting, the campus-based faculty member will allow the student to rest in a quiet area until arrangements can be made for transportation home.

A student requiring emergency treatment while in the clinical area will be taken to the emergency room for emergency treatment only, and then follow up care will be delivered by the Student Health Center.

An incident report, if appropriate is to be initiated at the time of treatment (one for the agency and one for the College of Nursing). The College of Nursing incident report is to be completed and placed on file in the College of Nursing. Do not copy the Agency's form.

ACADEMIC PROBATION

Student admitted by exception are on academic probation for the first 9 hours attempted. Students admitted by exception must have a Cumulative GPA of 3.0 to continue in their program of study.

All graduate students to remain in good standing must maintain a minimum cumulative GPA of 3.0 in all coursework related to their program of study once they have a total of 9 credit hours attempted.

WITHDRAWAL AND RE-ENTRY

If a student withdraws from any graduate program for personal or academic reasons, readmission is not guaranteed and is considered based on past student performance, class availability, and potential matriculation plan. If the student has been out more than one semester (excluding summer semester) the student will be required to complete the following, unless deemed otherwise by the concentration director.

1. Submit a statement of readiness for readmission, including an action plan for successful completion of the plan of study.
2. Interview with designated Readmission Team Member(s) or concentration director.

3. Readmission Team Member(s)/concentration director will develop an individualized student contract for the student to complete prior to being considered for readmission. This may include repeating any core courses that are over 5 years old, updating all requirements (ie, CPR, immunizations, criminal background check, drug screen, etc.), performance of a Comprehensive Physical Assessment, performance of additional Foundations skills deemed appropriate for the level of the student.

The concentration director may determine that the student needs to reapply for selection within the competitive admission process after any withdrawal for any amount of time.

GRADUATE SCHOOL APPEALS PROCEDURE

The graduate school appeals procedures are designed to bring about a resolution of adverse academic actions. Information on the Appeals Procedure is in the [Graduate Catalog](#).

OFFICE OF RESEARCH & SCHOLARSHIP

The [Office of Research & Scholarship](#) supports faculty and students who engage in projects related to the Scholarship of Discovery, Teaching, Integration, and Engagement. The Associate Dean for Research & Creative Activity provides administrative oversight for the office. Graduate research assistants, statisticians, and an editorial consultant staff the office. For additional information, please call 252-744-6453. Office of Research and Scholarship can provide you with the contact information of the research coordinator at Vidant Medical Center and provide assistance with identifying collaborators related to your research. All faculty, students, and staff that are engaged in human research are required to follow the policies and procedures described by the [Office for Research Integrity & Compliance](#). University procedures and procedures related to research can be accessed through the [Division of Research, Economic Engagement, and Engagement](#). All research involving human subjects must be approved by the Institutional Review Board (IRB) and all requests for external funding must be approved by the Office of Sponsored Programs (OSP). The Office of Research & Scholarship is directed by the Associate Dean of Research and Scholarship.

COLLABORATIVE RESEARCH

Collaborative research is encouraged between ECU CON faculty, other departments/schools, [Vidant Medical Center](#) and other clinical agencies. ORCA can provide you with the contact information of the research coordinator at Vidant Medical Center and provide assistance with identifying collaborators related to your research.

A spring Collaborative Research Day is held annually on a Friday in February in conjunction with [Vidant Medical Center](#), [Beta Nu Chapter](#) of STT and [EAHEC](#). Faculty and students are encouraged to submit posters for presentation. During fall semester, the Siegfried Lowin Visiting Scholar lectureship is held. A leading nurse scholar is invited to campus for a presentation and dialogue with students. During spring semester, the entire campus participates in **ECU Research and Creative Activity Week**. There are numerous opportunities for students to present their research during this week. Doctoral students are encouraged to submit poster and podium presentations.

SMALL GRANTS PROGRAM

Pilot awards are available through the Office of Research and Scholarship for doctoral students. Contact the Office of Research & Scholarship at 252-744-6453 for application information.

PIRATE NURSE NOTES

College of Nursing e-newsletter for students, alumni and friends [Pirate Nurse Notes](#).

POSTER AND PRESENTATION SUPPORT

Staff in the Office of Research and Scholarship can assist with formatting posters and printing. The Office of Research and Scholarship can assist with guiding the format but it is the student's responsibility to develop the content and format using the guidelines. Work with your advisor or professor on submitting your poster for printing at [Laupus Library Poster Printing](#).

POSTER PRINTING GUIDELINES

252-744-3081 <https://lib.ecu.edu/laupus/posterprinting/>

FREQUENTLY USED CAMPUS RESOURCES

CAMPUS SAFETY / ECU POLICE 252-328-6787

<http://www.ecu.edu/ecu/safety.php> Receive ECU Alerts at: [ECU Alert Information](#)

WILLIAM E. LAUPUS HEALTH SCIENCES LIBRARY

252-744-2219

The William E. Laupus Health Sciences Library, located in the Health Sciences Building, serves as the primary information resource facility for the university's health science programs. The library is equipped with more than 100 computers and supports a growing program of electronic information and services. Additional information about library programs, services, and hours may be found on the website at <http://www.ecu.edu/cs-dhs/laupuslibrary/>. Posters for graduate student presentations are printed at the Health Sciences Library.

JOYNER LIBRARY

252-328-6518

The main ECU campus library is [Joyner Library](#). All students registered at ECU, regardless of location, have access to electronic library resources, including indexes, full-text databases, and journals through the library's Web site at <http://www.ecu.edu/cs-lib/>. Student status is verified by ECU Exchange e-mail user name and password. Several departments at Joyner Library have created a number of value-added services for distance education students; a web page specifically for distance education students linked from the library home page, guides to electronic resources, web-based tutorials, e-mail reference services, and a subject guide database, the E-Journal Locator, the Virtual Reference Desk and N.C. Periodicals Index. 252-328-6518.

UNIVERSITY & MEDICAL CENTER INSTITUTIONAL REVIEW BOARD

252-744-2914

All faculty, students, and staff that are engaged in human research are required to follow the policies and procedures described by the Office for Research Integrity & Compliance <http://www.ecu.edu/irb/>.

To register and take the mandatory University & Medical Center Institutional Review Board (UMCIRB) training modules, for protection of human research subjects go to the Collaborative Institutional Training Initiative ([CITI](#)) [Web site](#). Please note that the required training is the Basic Course in the Protection of Human Research Subjects. Investigators will choose to take this course as a Biomedical (Group 1) or Social/Behavioral (Group 2) investigator. (The courses on the Responsible Conduct of Research also available on the CITI site are NOT required for the UMCIRB.)

These training modules must be renewed every 3 years by completing the Refresher Course. The UMCIRB office does not send out certificates of completion. All those completing the education modules should print out their Report of Completion after finishing the required modules.

INFORMATION TECHNOLOGY AND COMPUTING SERVICES

252-328-4968

[Information Technology and Computing Services \(ITCS\)](#) provides computing, network, and outreach support. More than sixty student computer laboratories that support both discipline-specific applications as well as general computing are located throughout campuses. Information technology assistance is provided through the university-wide Help Desk and computer-training courses are offered on a regular basis. Students who have technical problems accessing the ECU webpage should telephone the ITCS Help Desk at 252-328-9866 or the Student Help Desk at 252-328-4968. ITCS can be found online at <http://www.ecu.edu/itcs/help.cfm>.

FINANCIAL AID INFORMATION

252-328-9379

There are a variety of resources available for scholarships and loans for graduate students. This information can be obtained from the East Carolina University Financial Aid Office, 2103 Old Cafeteria Building (telephone: 252-328-9379), or online at <http://www.ecu.edu/financial/>. Information and electronic application is located at the College of Nursing Web site at http://www.ecu.edu/cs-dhs/nursing/financial_aid.cfm

Federal funding, and Professional Nurse Traineeships (tuition and stipend) can be requested by students enrolled as full-time students (9 semester hours or more). Requests should be made in writing to Professional Nurse Traineeship Director, indicating the semesters for which traineeship aid is requested and the specific courses to be taken each term to justify full-time student status. The university and College of Nursing provide scholarships for graduate students. Students also have the opportunity to serve as graduate teaching assistants or graduate research assistants. ECU Graduate School policies for graduate assistantships are located at <http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm>.

In addition, the College of Nursing and the [ECU Medical & Health Sciences Foundation, Inc.](#) offer graduate fellowships and scholarships. Electronic application forms are available at the College of Nursing Web site at <http://www.ecu.edu/nursing>. The application deadline is March 30th for each fall semester.

***Students are encouraged to apply for financial aid at the same time they are applying for admission to the program.

STUDENT HEALTH SERVICES

252-328-6841

The Student Health Services provides individualized and quality health care and health education for currently enrolled, fee-paying, ECU students. The outpatient clinic provides health care through appointments and through an urgent care clinic during operating hours. The telephone numbers for Student Health Services are: main switchboard 252-328-6841; wellness education 252-328-6794; pharmacy 252-328-6841, ext. 608. More information can be found on their Web site at www.ecu.edu/studenthealth. Distance Education students can be seen at Student Health for an additional fee.

UNIVERSITY WRITING CENTER

252-328-2020

The University Writing Center is located on the first floor of the Joyner Library. The center proofreads, reviews papers, and provides help with editing, grammar, spelling, and organization of thoughts. There is a wealth of help and information available. Check Web site <http://www.ecu.edu/writing/writingcenter> for information about a satellite center on the Health Sciences Campus.

ECU ONLINE WRITING LAB

252-328-6131

The ECU [Online Writing Lab \(OWL\)](#) offers Distance Education students the opportunity to consult with a trained writing center consultant via email. Off-campus students ask questions about their writing in any stage, from invention to the final draft. Online consultants proofread and edit papers, and provide specific feedback that helps students become better writers. Only students enrolled in Distance Education courses may submit papers to the OWL.

STUDENT STORES

Dowdy: 252-328-6731 Brody: 252-744-3450

Dowdy Student Stores, owned and operated by ECU, is an auxiliary enterprise for the convenience of the university community. The Dowdy Student Stores, stocks books, college supplies, computers, and other tools of the educational process for the students on campus as well as those taking distance education classes. Contact the Dowdy Student Stores Web site at www.ecu.edu/studentstores or phone 252-328-6731 (toll free: 1-877-499-8398).

Distance education students can select, order, and pay for textbooks and have them delivered to your home address through Dowdy Student Stores online at www.studentstores.ecu.edu/shop. Please note, if you accidentally purchase the incorrect text it is easy to exchange if the text has not been used. The [Brody Medical Bookstore](#) at 1 South 04 Brody Building has an assortment of medical texts and reference materials and lab coats.

DEPARTMENT OF PARKING AND TRANSPORTATION SERVICE

252-328-6294

Regulations governing traffic, parking, registration of motor vehicles, and enforcement are set forth in the East Carolina University Traffic Ordinance, which is available at the Department of Parking and Transportation Services located at 305 East Tenth Street. There is also a satellite office in the Health Sciences Campus Student Center. To utilize campus parking facilities, students must register their vehicles with Parking and Transportation Services and purchase a parking permit decal. The university's towing policy is strictly enforced. Parking on campus is by permit only and the permit must be properly displayed. Students are held responsible for uncleared traffic citations. For more information, contact 252-328-6294 or access <http://www.ecu.edu/parking/>.

STUDENT ACTIVITIES

All students, including distance education students, who meet membership criteria are eligible to participate in student organizations and activities. The [Graduate Student Advisory Council \(GSAC\)](#) is the student organization representing the interests of the graduate students in the university. Among its activities, GSAC is responsible for planning and soliciting funds from the Student Government Association [SGA](#) for graduate student events and travel to research conferences. Additional information can be obtained from the Graduate School.

DEAN OF STUDENTS OFFICE

252-328-9297

The Dean of Students Office at East Carolina University is the central campus resource for addressing and responding to student issues and concerns. Staff within the dean's office often serves as liaisons among students, faculty, staff and administrators. The dean's office provides assistance to students, and family members who are navigating their way through various campus procedures. Staff in the dean's office often helps develop, articulate, disseminate and enforce university rules, regulations, and policies. Students are encouraged to call 252-328-9297 for an appointment or to consult with the dean's staff. The web page may be accessed at <http://www.ecu.edu/deanofstudents/>.

STUDENT RIGHTS AND RESPONSIBILITIES

252-328-6824

The mission of the Office of Student Rights and Responsibilities (OSRR) is to promote students' personal and academic integrity as well as a safe learning environment for all. The staff facilitates ethical decision-making and empowers students to become responsible citizens.

OSRR administers the East Carolina University Student Code of Conduct, which governs students' on- and off-campus conduct. Office staff members are also engaged in campus education on various issues, such as academic integrity, citizenship development, and conflict resolution.

OSRR staff members are also available to advise all campus community members on their rights under the Student Code of Conduct and the ECU judicial process as well as to clarify university policies pertaining to student conduct. For more information visit: <https://osrr.ecu.edu/>

CENTER FOR COUNSELING AND STUDENT DEVELOPMENT

252-328-6661

The purpose of the [Center for Counseling and Student Development](#) is to assist students to make the most of their opportunities for academic and personal development. The center offers students counseling in the following areas: personal, academic, career, alcohol, and other drug abuse. In addition to individual counseling, group sessions are conducted for those students who wish to focus on various problems or personal concerns that arise from the stress of university life and interpersonal relations. The center's staff provides both classroom and individual programs for students who wish to improve their study skills. Campus and distance education students are entitled to the services provided by the center without charge.

UNIVERSITY TRANSIT SERVICES

252-328-4724

The Student Transit Authority is funded by student activity fees and is operated by students for students, faculty, and staff at no charge with a valid ECU ID. An extensive bus route providing timely service to, from and around the ECU campus, including commuter parking lots, off-campus housing areas, and several shopping/service areas, is provided. For more information, contact ECU Transit at 252-328-4724 or access <http://www.ecu.edu/transit/>.

DISABILITY SUPPORT SERVICES

252-737-1016

The Department for Disability Support Services works in collaboration with faculty, staff, and departments throughout the university to fulfill the institution's commitment to accessibility. Services and accommodations are designed to meet the individual needs of all students and encompass all aspects of university life. Additional program information is available in Slay 138, by telephone at 252-737-1016, and online at: <http://www.ecu.edu/accessibility/>.

THE CAREER CENTER

252-328-6050

Career Services provides programs and services to assist students with the transition from academic to the world of work by preparing students for life after graduation. Career Services offers services which include career counseling, workshops and seminars on career-related subjects, assistance with resume writing and interviewing, and opportunities for graduate assistantships, practicum, and internships. For more information visit Career Services, 701 East Fifth Street, telephone 252- 328-6050, or in the Health Sciences satellite office, Room 221 in the Health Sciences Campus Student Center. <http://www.ecu.edu/career/>

East Carolina University seeks to comply fully with the [Americans with Disabilities Act \(ADA\)](#). Students requesting accommodations based on a covered disability must go to the [Department of Disability Support Services \(DSS\)](#), located in Slay 138, to verify the disability before any accommodations can occur. The telephone number is 252-737-1016. The Office of Disability Support Services provides sign language interpreters, note takers, tutorial assistance, general counseling, and advocacy, as well as technical support for faculty and staff. Students should contact the office at Slay 138 or call voice TDD 252-737-1016.

STUDENT MEDIA

The *East Carolinian*, the university paper, is published three times weekly by the students. It carries university and alumni news and is designed to furnish an outlet for student expression on all matters pertaining to student educational and social development. The paper is available on-line at <http://www.theeastcarolinian.com>. *Expressions*, a periodic magazine, is published by the students. It includes campus news, much of which is of particular interest to minority students. *Expressions* may be accessed at <http://www.ecu.edu/cs-studentaffairs/expressions/>. The *Rebel* is the university literary magazine published by students, [WZMB](#) is the student radio station offering news and a variety of musical programs of interest to all segments of the university community and a yearbook (Buccaneer).

CENTRAL TICKET OFFICE

252-328-4788

Tickets for all concerts, movies, lectures, and activities sponsored by Student Involvement & Leadership are available here. The [CTO](#) is located on the main floor at the entrance to Hendrix Theatre. Generally, ECU home game football tickets will be available here during the week of home games. For most events, students may purchase advance tickets at discount prices and tickets at the door will be sold full price. To receive student discounts, you will need to present a valid ECU 1 Card. Hours of Operation: Monday-Friday 9:00 am-6:00 pm, Saturday 1:00 pm-5:00 pm; Phone: 252-328-4788 or 1-800-ECU-ARTS

DINING

252-328-3663

Campus Dining Services offers well-balanced, nutritious meals throughout the day at each of its numerous locations around Main Campus and Health Sciences Campus. More information about campus dining is available at the ECU Dining Services offices in Todd Dining Hall; telephone 252-ECU-FOOD (328-3663) or visit the Web site at <http://ecu.campusdish.com/>.

RECREATIONAL FACILITIES

Student Recreation Center: 252-328-6387

Mendenhall Student Center: 252-328-4700

Health Sciences Campus Student Center: 252-744-1053

The Department of Recreational Services is located in the Student Recreation Center and provides a broad and diverse program of wellness-oriented activities to all students, faculty, and staff. Recreational Services strives to enhance positive recreation and wellness lifestyles of the university community and to foster a lifelong commitment to learning skills associated with physical, social, emotional and mental well-being. A variety of recreational opportunities are available. To receive more information, telephone 252-328-6387.

The 150,000 square foot Student Recreation Center located next to Mendenhall Student Center houses six multi-sports courts, one squash and seven racquetball courts, a 28 foot climbing wall, one-seventh mile track, indoor/outdoor pool with lounging area, Center Court juice bar, three exercise studios, 10,000 square foot cardiovascular and weight training area, outdoor adventure center, locker rooms, and administrative offices. Currently enrolled students who have paid activity fees are automatically members of the Student Recreation Center. For additional information access the Web site at: <http://www.ecu.edu/cs-studentaffairs/crw/Student-Recreation-Center.cfm>.

The Mendenhall Student Center (MSC) provides quiet and comfortable study areas and, for group studying, private rooms may be reserved. A full-service computer lab is open seven days a week. For relaxation there are free movies, a wide-screen TV lounge, bowling, billiards, and an art gallery. Additional conveniences include ATMs, meeting and dining areas, and ECU's Central Ticket Office. Information desk: 252-328-4700.

North Recreational Complex

The [North Recreational Complex](#) located on Highway 264 East (10 minutes from main campus) features eight multipurpose activity fields. The fields can be sized to accommodate soccer, flag football, lacrosse, ultimate Frisbee, and rugby. A field house overlooks the fields providing equipment storage and a covered seating area with restrooms. Parking is provided adjacent to the field house. The property also includes 6 acres of water for fishing and boating, a sunbathing sand beach, fitness equipment, a .5 mile trail around the lake, sand volleyball, corn-hole, and 18-hole [disc golf](#) course. Our brand new Odyssey High Challenge Course at NRC is approximately 40ft tall and has 8 distinct high elements. The main course is 120ft long with two 300ft zip lines as option to finish the course. The NRC also features six walking/jogging trails and one 5K running trail. Free kayaks, disc golf discs, sand volleyball, corn-hole, and sunbathing for all ECU students and CRW members.

Blount Recreational Complex

Home to intramural and club sports, some challenge course groups and special events, the [Blount Recreational Complex](#) is located off of Charles Boulevard behind the Belk Building. The facility offers numerous opportunities in a variety of sports such as flag football, soccer, softball, lacrosse, ultimate frisbee, rugby, lacrosse, and field hockey. A field house with restrooms is also on-site for convenience to participants. Parking is available in the lot next to the fields off Charles Boulevard. The fields can be reserved for use by campus groups with advance notice.

Health Sciences Campus Student Center

[Health Science Campus Student Center](#) offers 25,000 square footage of recreation and fitness space. The two-story open concept facility that can accommodate a variety of athletic activities, lectures, banquets, and other events. We will be offering small group training, group fitness classes, functional cross training, intramural sports, and special event reservations. Other recreational events are scheduled frequently through the School of Music, the Theatre Arts Department, and other campus groups. Students should watch the East Carolinian (student newspaper), the local newspapers, and posted announcements for information concerning these events.

INTERNATIONAL PROGRAMS

252-328-4829

East Carolina University is a member of several consortia which are designed to facilitate and promote the exchange of students abroad. Students can attend more than 150 foreign institutions in over 35 countries by utilizing these exchanges. Study Abroad information and applications are available and processed through the Office of International Affairs 252-328-4829. <http://www.ecu.edu/Intlaffairs>.

OFFICE OF INTERCULTURAL STUDENT AFFAIRS

252-328-4350

The mission of the Office of Intercultural Student Affairs is to assist in creating an environment that is supportive and conducive to meeting the educational, intellectual, and social needs of multiethnic students on the ECU campus. This is achieved through creative programming efforts such as peer mentoring, social justice institutes, leadership development opportunities for student organizations, and providing administrative assistance to student organizations. For more information, visit the office in Ragsdale 105, call 252-328-4350.

MSN PROGRAM

PURPOSE OF THE MASTER OF SCIENCE IN NURSING DEGREE PROGRAM

The Master of Science in nursing program prepares graduates for advanced practice nursing and for leadership roles in a variety of community based or acute care provider agencies. The MSN program offers concentrations in: Nursing Leadership, Adult-Gerontology or Neonatal Clinical Nurse Specialist, Neonatal Nurse Practitioner, Nurse Anesthesia, Nurse-Midwifery, Psychiatric-Mental Health Nurse Practitioner, and Nursing Education. Certificate programs are available for post-master's study in all concentrations.

OBJECTIVES OF THE MSN PROGRAM

Graduates of this program are prepared to do the following:

1. Integrate theories and research from nursing and related disciplines to guide advanced clinical practice; to administer nursing systems; and to influence health policy decisions.
2. Demonstrate proficiency in the ability to critically test theory-based interventions in practice and to participate in studies, which advance professional practice and expand knowledge.
3. Function independently within an interprofessional framework to provide or direct expert care that is ethical and sensitive to the needs of a culturally diverse population.
4. Exercise nursing leadership in collaboration with professional colleagues to maintain, reformulate or refine systems of health care that are effective, efficient, and responsive to the needs of all people.
5. Demonstrate a strong professional identity characterized by a commitment to continued learning, ethical decision making, scholarly work, and the capacity to effect desirable changes.
6. Acquire a sufficient knowledge of nursing theory and research on which to base doctoral study in the discipline.
7. Integrate a global health perspective in the development of visionary solutions to health care problems for all citizens but particularly for those in rural underserved areas.

GFO approved 12/12/13

MSN CURRICULUM AND SEQUENCING

The graduate program in nursing offers a Master of Science Degree in Nursing with various concentrations. All concentrations are described in the [Graduate Catalog](#).

- [Neonatal Nurse Practitioner](#) (online)
 - NNP - <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NNP.pdf>
 - NNP-PM - http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NNP_PM.pdf
- [Nurse Anesthesia](#)
 - NA - http://www.ecu.edu/cs-dhs/nursing/crna/customcf/downloads/CRNA_Plan-of-Study-MSN.pdf
- [Nurse-Midwifery](#) (online)
 - NM - <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/cnm.pdf>
 - NM-PM - http://wwwr.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/cnm_pm.pdf
- [Nursing Education](#) (online)
 - NE - <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NE.pdf>
 - NE –PM - http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NE_PM.pdf
- [Nursing Leadership](#) (online)
 - NL - <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NL.pdf>
 - NL-PM - http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NL_PM.pdf
- [Adult Gerontology Clinical Nurse Specialist](#) (online)
 - Adult CNS- <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/AGCNS.pdf>
 - Adult CNS PM- http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/AGCNS_PM.pdf
- [Neonatal Clinical Nurse Specialist](#) (online)
 - Neonatal CNS- <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NCNS.pdf>
 - Neonatal PM- http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/curricula/NCNS_PM.pdf
- [Psychiatric-Mental Health Nurse Practitioner](#)
 - PMHNP - <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/Curricula/PMHNP-MSN.pdf>
 - PMHNP-PM - <http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/Curricula/PMHNP-PMC.pdf>

Program Prerequisite

11/30/13 - A course in statistics with a grade of “C” or higher and basic computer skills with both applications software and the internet are prerequisites for all concentrations. Degree Requirements are located in [Graduate Catalog](#)(see above.) the Depending upon the concentration area chosen within the degree program, the Master of Science in Nursing requires 37-69 s.h. credit. Concentrations are clustered as administrative, clinical, and education.

Administrative:

- Nursing Leadership – Acute Care Health Systems, 42 s.h.
- Nursing Leadership – Community Based Health Systems, 42 s.h.
- Nursing Leadership – Educational Systems, 42 s.h.

Clinical:

- Adult-Gerontology Clinical Nurse Specialist in Adult Health, 43 s.h.
- Neonatal Clinical Nurse Specialist, 43 s.h.
- Neonatal Nurse Practitioner, 42 s.h.
- Nurse Anesthesia, 69 s.h.
- Nurse-Midwifery, 53 s.h.
- Psychiatric-Mental Health Nurse Practitioner, 43 s.h.

Education:

- Nursing Education, 37-40 s.h.

POST-MSN CERTIFICATE PROGRAMS

Six post-MSN certificate options (Clinical Nurse Specialist, Neonatal Nurse Practitioner, Nurse-Midwifery, Nursing Leadership, Nursing Education and Psychiatric-Mental Health Nurse Practitioner) offer advanced practice education, qualifying those who complete the clinical options to take national certification exams. In addition, the Nursing Education Post-Master's Certificate prepares nurses for beginning teaching roles in nursing education.

MASTERS STUDENT PROGRESSION PROCEDURE

Students are required to earn a grade of "B" or above in the courses listed below. A student earning a grade below a "B" in any of these courses will have his/her program of study terminated:

ADULT-GERONTOLOGY CLINICAL NURSE SPECIALIST

NURS 6959, NURS 6960, NURS 6961, NURS 6962, NURS 6993

NEONATAL NURSE PRACTITIONER

NURS 6417, NURS 6418, NURS 6419, NURS 6420, NURS 6421, NURS 6422, NURS
6423, NURS 6424, NURS 6425, NURS 6993

NURSE ANESTHESIA

NURS 6814, NURS 6811, NURS 6819, NURS 6815, NURS 6820, NURS 6816, NURS 6821, NURS 6824, NURS 6822,
NURS 6823, NURS 6993

NURSE-MIDWIFERY

NURS 6112, NURS 6113, NURS 6115, NURS 6116, NURS 6117, NURS 6119, NURS 6993

NURSING EDUCATION

NURS 6903, NURS 6904, NURS 6909, NURS 6905, NURS 6908, NURS 6993

NURSING LEADERSHIP

NURS 6977, NURS 6978, NURS 6993

PSYCHIATRIC-MENTAL HEALTH NURSE PRACTITIONER

NURS 6993, NURS 7501, NURS 7502, NURS 7510, NURS 7511, NURS 7520, NURS 7521, NURS 7530, NURS 7531

Rev. 7-27-11/cwm Approved

9/22/2011 by GFO

GRADUATE CLINICAL ASSIGNMENTS

Clinical assignments for graduate students are negotiated with the directors of the concentration, the clinical preceptor and the student. Each concentration has requirements for education and practice that the preceptor must meet as well as required practicum hours and activities. The concentration directors are responsible for verifying that an ECU CON contract exists with each clinical agency. Students are responsible for their own transportation to clinical sites.

MSN COMPREHENSIVE PROGRAM ASSESSMENT

All MSN graduate programs require students to successfully complete a comprehensive assessment. The assessment is a portfolio in NURS 6993 Advanced Nursing Synthesis in the MSN program.

The purposes of the comprehensive assessment are to assess the student's ability to:

- Synthesize advanced knowledge from nursing and related sciences for specialized practice;
- Integrate research and theory in advanced professional practice;
- Evaluate issues that impact advanced nursing practice; and
- Communicate ideas effectively.

Each concentration will provide specific guidelines for completion of the comprehensive assessment portfolio to be completed in NURS 6993 prior to graduation.

ACADEMIC ADVISEMENT

Upon admission to the program, the Associate Dean for Graduate Nursing Programs will assign each MSN graduate student to a Concentration Director (CD) or Specialty Director (SD) who serves as the student's academic advisor or other faculty member assigned within the students' declared concentration. This CD/SD, a member of the East Carolina University Graduate Faculty, will be responsible for assisting the student in meeting the requirements of the program. Generally, the advisory process includes:

- An initial online or face-to-face conference with the CD/SD to plan the overall program. The student should initiate this conference
- Contact with the CD/SD at least once per semester; preferably during the online registration period.
- Continued regular contact with the CD/SD, even if the student is not taking coursework during a particular semester or is engaged in a research practicum.

CD/SDs are available to help students select cognate options, schedule and sequence courses, assist with problems in scheduling, and for referral to other university resources. Appointments should be made with the CD/SD or advisor whenever the student has need of this type of assistance.

Specifically, the responsibilities of CD/SDs and students are as follows:

Concentration/Specialty Director Responsibilities

1. CD/SD is responsible for checking
 - a. Transfer credits.
 - b. Credits taken outside a program in which student have been formally admitted.
 - c. Credits from another degree.
 - d. Credits that might be used for transfer if within the six year period in which program must be completed. (This means transfer credit cannot be more than six years old at time of graduation)

- e. Evaluation of credit from a second degree or other work that may have application for meeting program requirements.
2. CD/SD is responsible for preparing a petition addressed to the Administrative Board, Graduate School, for consideration of credits for transfer. This action should be initiated by the CD/SD as soon as possible after the first advisement session. Petition is signed by CD/SD and sent to Associate Dean for Graduate Programs, College of Nursing, for approval. From this office, petition is sent to the Graduate School for action.
3. CD/SD is responsible for program planning for the entire program at the time of initial advisement. A Plan of Study for each student is in DegreeWorks.
4. CD/SD is responsible for checking the Plan of Study when her/his advisee is within twelve hours of graduation. The CD/SD and Advisee approve the Plan of Study in DegreeWorks. Care should be taken to make sure that courses listed on the Plan of Study are congruent with courses taken to fulfill program requirements. CD/SDs are responsible for advising and reviewing schedules for advisees prior to registration each semester.

Student Responsibilities

1. Each student, new or continuing, has primary responsibility for assuring that he or she is completing degree requirements.
2. Keeping informed about dates and processes for on-line registration.
3. Student contract established with instructor on removing Incompletes.
4. Making applications for graduation, taking comprehensive exam, and for a placement in clinical practicum.
5. Obtaining and completing all permits to take courses other than scheduled ones on the east campus.
6. Maintaining a current copy of the Plan of Study and making sure that course requirements are met.
7. Checking with advisor to determine needed courses.
8. Checking with Registrar at least six weeks prior to graduation; if any problems are found, the advisor and/or Associate Dean for Graduate Programs should be notified immediately.
9. Keeping one's advisor informed about changes and/or decisions relating to pursuit of the degree. If student becomes inactive for a semester or more, he/she is expected to notify the Advisor about his/her status.
10. Submitting clinical compliance documentation by specified deadlines.
11. Maintaining health records with East Carolina University.
12. Students are responsible for notifying their assigned advisor of failing grades within a week of receiving the grade.

Please note:

- Official communication is conducted via student ECU e-mail accounts.
- **Student should check their e-mail daily** for announcements and information.
- All graduate students are required to save their work (syllabi, papers, projects, returned exams, etc.) throughout their program. Faculty will periodically review the portfolio during the course of your program and at the conclusion of your courses for the purpose of outcome evaluation.

ELECTIVES

Electives are selected by the student according to the curriculum plan of each particular major concentration in the MSN program. The student's academic advisor will recommend suitable courses from which to choose. Additional courses may be developed during the academic year. Students from different majors may enroll in selected courses from other concentrations or disciplines as electives but should seek the guidance of their academic advisor first.

DNP PROGRAM

The [Doctor of Nursing Practice \(DNP\)](#) degree is a practice-focused terminal degree earned by specialists in advanced nursing practice. The DNP focuses on developing nursing experts in translating and applying research findings in clinical practice. Graduates of the DNP program are prepared as nurse leaders in inter-professional health care teams and work to improve systems of care, patient outcomes, quality and safety. The DNP program is a hybrid model. The curriculum is offered in a distance education format with limited campus requirements, with the exception of the Nurse Anesthesia Specialty which is campus based. All clinical placement rotations are completed in North Carolina. Three pathways exist to enter the DNP program at the ECU College of Nursing: **the post-master's DNP, the BSN to DNP and the post-doctoral certificate.**

The post-master's DNP curriculum is a 27-36 semester-hour curriculum designed for those who have an earned MSN in advanced practice nursing role such as Nurse Anesthesia, Clinical Nurse Specialist, Nurse Midwifery, Nurse Practitioner, Nursing Leadership or Nursing Administration. The post-master's DNP curriculum expands the master's level competencies to encompass the knowledge required of nurse leaders in increasingly complex healthcare systems; to assess published, evidence-informed practice; to improve systems of care; to improve healthcare outcomes; and to make changes which enhance quality of care. A total of 1000 clinical hours are required for the DNP. The hours obtained during your MSN are included in the calculation of hours.

The BSN to DNP curriculum is a 61-90 semester-hour curriculum that prepares nurses for entry into advanced practice. The curriculum is designed for students who have earned a bachelor's (or higher) degree in nursing, and who now wish to pursue a DNP with an advanced nursing practice specialty focus of either Adult Gerontology Primary Care Nurse Practitioner (AGPCNP), Family Nurse Practitioner (FNP), or Nurse Anesthesia(CRNA). The AGPCNP program of study requires 61 semester hours, inclusive of 896 clinical practice hours, FNP program of study requires 70 semester hours, inclusive of 896 clinical practice hours, and the Nurse Anesthesia program of study requires 90 semester hours, inclusive of 2000 clinical practice hours.

A post-doctoral certificate program is available for Family Nurse Practitioner or Adult-Gerontology Primary Care Nurse practitioner. The **post-doctoral certificate** is a 12 to 36 credit hour program designed for the DNP or PhD prepared nurse who wishes to add a primary care nurse practitioner role to their scope of practice.

DNP PROGRAM PURPOSE

The purpose of the DNP in Nursing is to prepare nurses for advanced nursing practice roles and as clinical scholars skilled in the translation of research and other evidence into clinical practice, measurement of patient outcomes, and transformation of health care systems to ensure quality and safety. Graduates will be leaders in policy advocacy and setting national agendas.

DNP PROGRAM EMPHASIS

The emphasis of the DNP in Nursing Program at East Carolina College of Nursing is to prepare advanced practice nurse leaders in interprofessional health care teams and work to improve systems of care, patient outcomes, quality and safety. The location and mission of the College as well as the expertise of the faculty provide a unique opportunity for the discovery of knowledge related to nursing and health issues in rural underserved areas. The faculty is committed to individualized, intra-professional and interprofessional education based on the student's interests and career goals.

DNP PROGRAM OUTCOMES

The program outcomes of the DNP program reflect integration and application of the knowledge and skills obtained in the program. At the completion of the program, the DNP graduate will be able to:

1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.
2. Demonstrate organizational and systems leadership for quality improvement in health care systems.
3. Apply clinical scholarship and analytical methods to evidence-based practice.
4. Use information systems technology and patient care technology to improve and transform health care.
5. Demonstrate leadership in health care policy for advocacy in health care.
6. Collaborate with inter-professional teams to improve patient and population health outcomes through the application of evidence-based health resources.

CAMPUS REQUIREMENTS

Post-Master's DNP

Post-master's DNP students can expect 4-6 executive on-campus sessions (**2-3 days per session; September, February, June, and September**). The on-campus sessions are scheduled the first three days of the second full week of the second month of each semester.

BSN to DNP and Post-Doctoral Certificate Students

Additional campus time is required for BSN to DNP and certificate students to provide skill building and evaluation processes to ensure assimilation and application clinical knowledge for entry level into advanced practice nursing in a safe and appropriate manner. BSN to DNP students can expect a *minimum of 12 required campus visits over the full BSN to DNP program of study*, with the exception of Nurse Anesthesia which is a campus-based program. Students will be notified with ample time to arrange obligations to meet these campus requirements. Campus visits are required for the following courses in the prescribed program of study:

1. NURS 6610
 - o Four one-day visits for standardized evaluation.
2. NURS 8118(Fall)
 - o Four-day visit for DNP Intensive #1 and skill building.
 - o One OSCAE Evaluation later in the fall semester.
3. NURS 8119 and NURS 8122
 - o Four-day visit for DNP Intensive #2 and skill building.
 - o One OSCAE Evaluation during DNP Intensive.
4. NURS 8120, 8123
 - o Three-day (DNP Intensive #3) the first three days of the second week of June.
 - o One OSCE Evaluation during DNP Intensive.
5. NURS 8124
 - o Three-day DNP Intensive #4
 - o One OSCE Evaluation during DNP Intensive.

BSN to DNP Admission <http://www.ecu.edu/cs-dhs/nursing/dnp/Doctor-of-Nursing-Practice-Students-Admissions.cfm>

CLINICAL PLACEMENT PROCESS (FOR FNP AND AGPCNP STUDENTS)

A great deal of behind-the-scenes work occurs to support your clinical experiences. The Director for Community Partnerships and Practice, has administrative oversight of all clinical partnerships. The Clinical Placement Coordinator will facilitate clinical placement for the AGPCNP and FNP options.

While we make every effort to negotiate clinical rotations in students' preferred site, clinical placement decisions ultimately rest with the faculty. Due to competition for clinical sites, students may be placed within a four-hour commute (one-way). Once clinical placements are confirmed, any change will be coordinated by the student. If a second clinical site is needed, the student will work with Clinical Placement Coordinators in securing another site. We are committed to ensuring an appropriate clinical experience that will meet program objectives, and ensure the clinical requirements for certifying examination. All clinical placements associated with the BSN to DNP program are completed in North Carolina.

Adult Gerontology Primary Care Nurse Practitioner Clinical Rotations

1. **Fall** - *N8118: Advanced Practice Nursing Practicum I: Primary Care of Adults (Under the direct supervision of onsite clinical preceptors, provides outpatient, community-based primary healthcare to adult clients including those in culturally diverse urban or rural families i.e. family practice, internal medicine, gerontology/long-term care, combined urgent care/family practice.)
2. **Spring** - N8122: Advanced Practice Nursing Practicum II: Care of Older Adults with Acute and Chronic Illnesses (Under the supervision of onsite clinical preceptors, provides healthcare to culturally diverse older adults with acute and chronic illnesses. i.e. long-term care, family practice or internal medicine specializing in Gerontology.)
3. **Fall** - N8123: Advanced Practice Nursing Practicum III: Specialty Care of Adults/Geriatrics (Intensive clinical experience synthesizing theory and research in clinical practice. Under the supervision of on-site clinical preceptors, provides healthcare to culturally diverse adult clients with complex illnesses in a specialty population i.e. cardiology, neurology, palliative care, nephrology, urology, dermatology.)
4. **Summer/Spring** - N8124: Advanced Practice Nursing Practicum IV: Primary Care Clinical Transition to Practice (Final intensive clinical experience. In-depth application and synthesis of theory and research in clinical practice based on the knowledge and skills learned in previous courses. Under supervision of the onsite clinical preceptors, provides primary healthcare and/or chronic disease management to individuals and families in a variety of clinical settings.)

***NOTE:** AGPCNP Students must complete 50 hrs. of women's health (GYN) by the end of their clinical hours.

Family Nurse Practitioner Clinical Rotations.

1. **Fall** - *N8118: Advanced Practice Nursing Practicum I: Primary Care of Adults (Under the direct supervision of onsite clinical preceptors, provides outpatient, community-based primary healthcare to adult clients including those in culturally diverse urban or rural families i.e. family practice, internal medicine, gerontology/long-term care, combined urgent care/family practice.)
2. **Spring** - N8119: Advanced Practice Nursing Practicum II: Obstetrics and Pediatrics. (Under the direct supervision of on-site clinical preceptors, provides primary healthcare to obstetrical and pediatric clients, including those in culturally diverse urban or rural families)
 - 50% Pediatric Clinical Hours (in primary care pediatric setting)
 - 50% OB GYN Clinical Hours (in women's health&/or OB settings)

3. **Summer** - N8120: Advanced Practice Nursing Practicum III: Synthesis in Primary Care (Under the direct supervision of on-site clinical preceptors, provides primary and chronic healthcare to individuals and families, including those in culturally diverse urban and rural ambulatory settings in Family Practice Setting.)
4. **Spring** - N8124 (336 clinical hours): Advanced Practice Nursing Practicum IV: Primary Care Clinical Transition to Practice (Final intensive clinical experience. In-depth application and synthesis of theory and research in clinical practice based on the knowledge and skills learned in previous courses. Under supervision of the onsite clinical preceptors, provides primary healthcare and/or chronic disease management to individuals and families in a variety of clinical settings.)

***NOTE:** FNP Students must complete 50 hrs. of Geriatrics (age \geq 60) as part of the clinical hours by the end of their clinical hours.

DNP PROGRAM ACADEMIC REGULATIONS

The DNP in nursing program requires all DNP students to complete the IRB training prior to the implementation of DNP projects. Copies of the certificate of completion of IRB training are forwarded to the DNP Program office for the student file. All projects involving human subjects that are completed by students must be reviewed by the ECU [UMCIRB](#) (University Medical Center Institutional Review Board) in addition to IRB review at the institution where the project is conducted. NOTE: If a student has a project approved by a hospital IRB (other than Vidant) and they do the project as part for course credit, it still needs to be approved by ECU UMCIRB.

Any student who interrupts his or her graduate program by not registering for courses on or off campus during any one semester of the regular academic year must apply for readmission before being allowed to resume graduate work. See ECU Graduate Catalog for readmission procedures.

The office will notify students of the early registration period dates so that students can meet with their academic advisors to plan schedules. If a student is registering for directed research or independent study coursework, the appropriate form, including the faculty member of record and the students' signatures, should be included on the form before it is sent to the DNP office. This form must be completed before registering for directed research.

If a student and his/her academic advisor agree that a student needs to take coursework outside of the College of Nursing, the department offering the course will need to process the registration. It is the student's responsibility to contact the appropriate department to secure any special permission necessary to be registered for the course. The student then advises the College of Nursing's DNP Program office when the non-nursing course has been added to his/her schedule. Students should respect the University calendar and meet registration deadlines. DNP Students are to utilize proper credentials until graduation, which should be listed as (student name), DNP Student.

THE DNP PROJECT

In order to achieve the DNP competencies, a minimum of 1,000 hours of practice *post-baccalaureate is required* as part of a supervised academic program. The Nurse Anesthesia Specialty requires a minimum of 2000 clinical hours of supervised clinical practice. Supervised clinical practice hours from previous MSN programs of study can be included in these required practice hours with the exception of entry level specialty students. Practice experiences are designed to help students achieve specific learning objectives related to the *DNP Essentials* and specialty competencies. These experiences are designed to provide systematic opportunities for feedback and reflection. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful student engagement within practice environments. The DNP program is designed to include four DNP Project courses that guide the DNP project development.

DNP PROGRAMS OF STUDY

Students are required to complete a minimum of 12 DNP Project credit hours divided over 4-5 semesters, depending on the complexity of the project are included in these requirements. As in other programs of doctoral study, students in this program may expect to enroll in more than the minimum required credit hours and to be aware that study opportunities that focus on particular areas of study are in addition to the basic program requirements. Additional study is individualized and depends on the student's background and graduate preparation as well as the employment role identified as a career focus. This program of study enrolls both full- and part-time students. Students are expected to closely adhere to the plan of study, as most courses are offered once a year. To deviate from the plan of study will mean a delay of one or more semesters before course enrollment is again possible.

THE POST-MASTER'S DNP

The Post-Master's DNP curriculum is a 27-36 semester-hour curriculum designed for those who have an earned MSN as an advanced practice registered nurse or nurse leader. The post-master's DNP curriculum expands the competencies of advanced nursing practice from the master's level to encompass knowledge required as nurse leaders in increasingly complex healthcare systems to assess published evidence informing practice, improve systems of care to improve healthcare outcomes, and to make changes to enhance the quality of care.

[DNP Post Masters](#) – Full Time & Part Time Curriculum Plan

BSN TO DNP

The BSN to DNP in nursing option provides the choice of three specialty options: Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP), Family Nurse Practitioner (FNP), and Nurse Anesthesia (CRNA). The BSN to DNP curriculum is a 61-90 semester-hour curriculum that prepares nurses for entry into advanced practice. The curriculum is designed for students who have earned a bachelor's (or higher) degree in nursing, and who now wish to pursue a DNP with an advanced nursing practice specialty focus of Adult Gerontology Primary Care Nurse Practitioner (AGPCNP), Family Nurse Practitioner (FNP), or Nurse Anesthesia (CRNA). Both the AGPCNP and FNP programs encompass 896 clinical practice hours, and the Nurse Anesthesia specialty requires a minimum of 2000 hours of supervised clinical practice.

EXAMPLE CURRICULUM PLANS

[BSN-DNP Adult Gerontology Primary Care Nurse Practitioner \(AGPCNP\) Specialty](#) – Full Time Curriculum Plan

[BSN-DNP Adult Gerontology Primary Care Nurse Practitioner \(AGPCNP\) Specialty](#) – Part Time Curriculum Plan

[BSN-DNP Family Nurse Practitioner \(FNP\) Specialty](#)– Full Time Curriculum Plan

[BSN-DNP Family Nurse Practitioner \(FNP\) Specialty](#)– Part Time Curriculum Plan

[BSN-DNP Nurse Anesthesia \(CRNA\) Specialty](#)– Full Time Curriculum Plan

ELECTIVE COURSES

Electives (6000 level or above) may be required in beyond the basic DNP core curriculum that supports the area of interest, project focus or role development. Students considering a career in academia/teaching will need to take additional 9 credit hours in curriculum development and pedagogy.

1. 6903. Curriculum Development in Nursing (3) Formerly NURS 6400
Foundations, principles, and contemporary issues related to curriculum development in nursing education.
2. 6904. Educational Concepts, Theories, and Strategies in Nursing (3)
P/C: NURS 6903 or consent of instructor. Explores learning theories and educational strategies used by nurse educators.
3. 6905. Nursing Education Role Practicum I (3)
P: NURS 6904 or consent of instructor; P/C: NURS 6909 or consent of instructor. Guided practicum with nurse educators in academic and health care settings.
4. 6909. Evaluation in Nursing Education (3)
P: NURS 6903 or consent of instructor; P/C: NURS 6904 or consent of instructor. Focuses on evaluation of students, faculty, curricula, and programs in nursing education.

Elective hours will give the student more flexibility in selecting course work to support the scholarly project. Discuss possible disciplines for elective courses with your academic advisor. Disciplines to consider for electives are Gerontology (GERO), Public Health (MPH), Public Administration (PADM), Psychology (PSYC), Sociology (SOCL), Speech, Language, and Hearing Sciences (CSDI), Community Health (COHE), Health and Human Performance (EXSS and HLTH), Management (MGMT), Adult Education (ADED), Educational Leadership (LEED), Child Development and Family Relations (CDFR), Social Work (SOCW), and Microbiology and Immunology (MCBI).

Example Electives in other disciplines:

- ADED 6307 Proposal Writing for Grants and Contracts (3)
- ADED 6240 Effective College Teaching (3)
- ADED 6445 Introduction to Adult and Community Education
- (3) COHE 6000 Health Care Systems and Problems (3)
- EDTC 6010 Introduction to Instructional Technology (3)
- ENGL 7712 Grant and Proposal Writing (3)
- ENGL 7730 Issues in Technical Communication (3)
- LEED 7415 Introduction to Internal Evaluation in Education (3)
- LEED 7521/7522 Directed Readings in Educational Leadership
- (4) PADM 6100 Politics and Management in Public Agencies
- (3) PADM 6110 Human Resource Management in Public Agencies (3)

PADM 6160 Public Procedure Formulation and Implementation (3)

MGMT 6802 Organizational Behavior (3)

MGMT 6832 Human Resources (3)

Example Electives in Nursing:

NURS 6035 Interdisciplinary Rural Health (3) NURS

6971 Health Policy, Law, and Regulation (3)

NURS 7100 Qualitative Research: Analysis and Interpretation (3)

NURS 7271 Complementary and Alternative Therapies in Nursing Practice (3)

PLANS OF STUDY AND STYLE OF DELIVERY

The DNP program accommodates both full and part-time students, with the exception of the BSN-DNP Nurse Anesthesia specialty which is a full time program of study. Core courses are offered once each year in either the fall, spring or summer semester in a distance education format. Electives project may be offered online or with other styles of delivery.

DNP ACADEMIC ADVISING

Students are advised by the DNP program director until an advisor is assigned. Academic advisors work with students as they progress through their program of study, electives, or independent study for their learning.

DNP PROJECT

Faculty participation in DNP Project is essential to the success of the DNP student. While the structure and function may be similar to other doctorate educational degree dissertation committees, differences do exist. Faculty considering serving on a DNP Project team must understand the key differences between the traditional dissertation and the DNP Project. The DNP Project does not model the traditional research dissertation although both do provide intellectual contributions to healthcare and are equally rigorous within their own context. The DNP Project focuses on the application of available evidence in clinical practice and is typically of a more narrow focus than a dissertation. These projects may include application and evaluation of clinical practice guidelines, system evaluations, and recommendations for improvement. Key questions that should be considered include the following:

- Is there a contribution to comprehensive quality health care?
- Are there specific benefits for a group, population, community, or policy?
- Does the project advance nursing practice at the local, state, national, or global level?

The DNP program is designed to include four DNP Project courses that guide the project development. The faculty members within these courses are experts in the DNP project process and will aid the students and team members in the development and design of the project. There are established course outcomes and deliverables for each of the four courses designed to promote the completion of the DNP project within the established plan of study. Students

must accomplish the established course objectives and expectations before progressing to the next course. The team members and the faculty will support the students' success through collaboration and advisement.

DNP Project Advising:

The DNP Project is culmination of the knowledge gained in the DNP courses. The primary objective of these projects is the improvement of healthcare outcomes in the practice setting. These evidence based projects may include changes in the healthcare delivery system, organizational changes that impact healthcare at the local, regional and national level and legislation and health care policies that reduce healthcare disparities.

Students will fully identify their project during the first semester DNP Project course (see project plan below) and continue to develop it through subsequent project courses. The project must be completed before graduation. To complete the DNP Project, each student will be assigned a Faculty Team Leader. The student will also have a practice partner(s) who will collaborate with the Faculty Leader and student on the DNP Project. The practice partner will:

1. Assist the student in selecting goals that support the objectives of the DNP program.
2. Guide the student in the development and acquisition of leadership skills required for the project.
3. Meet with the student regularly and provide feedback.
4. Support completion of the DNP Project and communicate as needed with the faculty.
5. Ensure organizational support for the DNP project to be implemented by the student.

The DNP Project plan will include:

Overview of the project:

- Problem statement and background information.
- The need and feasibility of the project including market/risk analysis.
- Project objectives.
- Evaluation plan with methodology and measures included.
- Timeframe that is reasonable and comprehensive.
- Budget (if applicable) with funding sources identified.

Types of DNP projects:

- System modification for quality improvement processes.
- Analyze a state or national health care policy and propose a change in the model or implementation of policy.
- Develop and implement information technologies to improve outcomes.
- Compare care and teaching models, potential cost savings, and outcomes.
- Design and evaluate health care or health education programs.
- Lead interprofessional collaborative projects to implement regional, state, or national policy and evaluate care models.
- Lead consumer and professional coalition projects to develop, implement or evaluate programs.

Grading System for DNP Project Courses:

The class is graded on a "U/S" basis. An "S" evaluation must be obtained for student progression to the subsequent DNP Project course.

DNP Project Team Requirements:

Faculty Leaders or professionals serving on a DNP Project team **must** have appropriate faculty status and/or academic and professional qualifications. The faculty leading the DNP Project courses will help students identify faculty/experts who are eligible to serve as DNP Project members.

A. Criteria for faculty member to serve as team member of DNP student project team include the following:

1. Member of the Faculty in the Health Sciences Division
2. University rank of Clinical Assistant Professor or above
3. Has earned a doctoral degree or
4. Has expertise in the content/or methods area of the student's intended project

B. Criteria for non-faculty member to serve as team member of a DNP student project team include the following:

1. Demonstrated expertise in the content or method area of the student's intended project.
2. Has earned Masters or Doctoral degree.
3. Persons external to the university serving as one of the three primary members of the DNP Project team must have expertise relevant to the DNP Project content.
4. Current Adjunct Graduate Faculty members will continue on as such until their terms expire, at which time they may apply to serve on theses/DNP Project team as external team members. There will not be any new adjunct team member appointments.
5. Ad-hoc team members external to the University may serve without additional qualifications as long as at least two members of the team have the appropriate faculty status as described above.
6. To request an external member be appointed to a graduate student's thesis/scholarly project advisory team the DNP Program Specialty Director will notify the Graduate school. The team member's approval of the external member, along with the approval of the Graduate Program Director, and a copy of the person's CV must be attached.

DNP Project Team Selection:

The faculty assigned to lead the DNP Project I course will act as the Faculty Lead of the DNP Project Team. Once a student enrolls in the DNP Project I course, the student will work with the course faculty to select a non-faculty member from their implementation site. The student submits the **Form for Selection of DNP Project Team to the faculty in DNP Project I, who will then submit to the** DNP Program office. The Faculty Team Leader will facilitate the DNP Project completion in collaboration with the DNP Project Team and DNP Program Specialty Director. The students' academic advising responsibilities will be retained by the full time DNP program faculty as assigned by the DNP Program Specialty Director.

The student and DNP Project Faculty Lead are responsible for filing the **Form for Notification of Proposed DNP Project Topic and Approval of DNP Project Committee** in the DNP Program Office.

DNP Project Proposal Approval:

When the student and the DNP Project Faculty Lead agree that the proposal is ready, the student and the chair convene the team to approve the candidate's proposal before the DNP Project begins. Once changes have been approved by the Faculty Lead and/or the team members and before beginning the project, the DNP Program Specialty Director will review each DNP Project and either approve the project or return for additional revisions. All DNP project forms, papers, and presentations will be submitted through the respective DNP Project Course in Blackboard. Additionally, the student

must complete the Human Subjects requirements (if applicable). It is the DNP Project Faculty Lead and members of the team who counsel the student's project program, critique the project throughout the process of completion, and conduct the final project defense with the guidance of the DNP Program Director. The DNP project committee will approve the topic and approach to the quality improvement project.

Summary of the Steps of the DNP Project Process and Procedure:

1. Collaborate with your DNP Project Leader and team member to complete the development of your proposal and turn in the Proposed DNP Project Topic Form to the DNP Program office for approval by the DNP Program Specialty Director.
2. Collaborate with the Faculty Lead for a meeting of the team to review your proposal.
3. Make any changes suggested in the proposal and submit the DNP Project Evaluation Form (Appendix L) to the DNP Project Course faculty of record, who will then forward to the DNP Program Specialty Director for review.
4. Once the approval of your proposal has been obtained, you are now ready to complete the IRB forms for project with human subjects (if appropriate)
5. Collaborate with your DNP Project Team to complete the proposed project when approved.
6. Prepare and edit drafts of the written project until the Faculty Lead approves it, then forward to the remaining team members.
7. Develop a professional poster to present to the University community.

Successful DNP education is a process that requires detailed planning, collaboration, and ongoing open communication as a team effort. The student will need guidance but team members and faculty must remember that the project belongs to the student. All involved must ensure the ownership of intellectual property is protected and remains with the student. Through support and collaboration, the DNP student can emerge as a leader and change agent for health care quality.

The class is graded on a "U/S" basis. An "S" evaluation must be obtained for student participation to receive a passing grade for the course. An "S" evaluation will be based upon successful completion of the student's presentation, and submission of an approved final written project report.

Students enrolled in DNP Project Courses have objective deliverables that must be accomplished each semester as the project progresses. Failure to complete deliverables will result in a "U" grade, and the current DNP Project course must be repeated. **Students may attempt each DNP Project course a maximum of two times. Failure to meet course deliverables after two attempts will result in dismissal from the program.**

DNP Project Format:

Each doctoral student conducts a project that adds to the body of nursing knowledge, and communicates that project in a written paper. The final written document synthesizing the entire DNP Project will be loaded in the ECU Scholarship Repository.

East Carolina University Graduate School Requirements Related to DNP Project

1. Required elements in order of placement:
 - a. Abstract (required)
 - b. Dedication (optional)
 - c. Acknowledgement (optional)
 - d. Table of Contents (required)
 - e. Introduction

- f. Research Based Evidence
- g. Methodology
- h. Evaluation of the Practice Change
- i. Implications for Nursing Practice
- j. Final Conclusion
- k. References (Required)
- l. Appendices

i. The Graduate Student Graduation Summary is completed and filed with the Graduate School during the semester prior to anticipated graduation according to the Graduate School deadline. This information is completed within Degree Works.

ii. Information about deadlines for completion and submission of the DNP Project including guidelines for electronic DNP Project submission and for all other paperwork related to completion of the degree is available in the *Graduate Catalog*, which is also available online at <http://thescholarship.ecu.edu>. Students must log into this site using their Pirate ID. Students should seek help from the Laupus Library if any difficulties are encountered.

Once the student has successfully completed the written component of the DNP Project s/he defends the project orally to the DNP Project Team and presents the project in a public forum. The team determines the grade of “U” for unsatisfactory or “S” for satisfactory completion and the chairperson notifies the DNP Program Specialty Director. The DNP Program Specialty Director will notify the Dean of the Graduate School to award the degree.

Time Limits for Completion of the DNP Project

The DNP degree program must be completed before the end of the twelfth semester (6 years) excluding summers, following initial enrollment. With endorsement of the student’s DNP Project Team and the director of the DNP program, a student may request an extension of two semesters (one year).

PROGRESSION

As students’ progress through the DNP Program they are encouraged to develop updated vitae and progress is evaluated at midterm and at the end of each semester by the academic advisor who is responsible for notifying the DNP Program Specialty Director if a student’s academic status is in jeopardy. At the end of each academic year or as needed, the student and the academic advisor meet regarding the student’s progress in the program.

PHD PROGRAM

PHD PROGRAM PURPOSE

The doctor of philosophy (PhD) in nursing equips nurse researchers and scholars to explore, develop, and move forward the scientific bases of nursing practice. Students are prepared to conduct research in the domains of nursing science. The curriculum is enriched through electives taken in the social, behavioral, and biological sciences; interdisciplinary-professional research; and the integration of technology in program delivery. Dissertation research prepares graduates to contribute discoveries to the body of nursing and health care knowledge. The location and mission of the College of Nursing as well as the expertise of the faculty provide a unique opportunity for the discovery of knowledge related to nursing and health issues in rural underserved areas. Upon graduation, students are prepared to assume leadership positions as researchers, administrators in public and private health care organizations, policymakers and analysts, and university faculty.

The doctor of philosophy in nursing has three entry methods: BSN to PhD, MSN to PhD, and DNP to PhD options. The BSN to PhD option blends the doctoral curriculum with two different MSN concentrations – the nursing education concentration or the nursing leadership concentration. It reduces the number of master's level courses required in the traditional MSN program and facilitates completion of the nursing, PhD. The MSN to PhD option is the traditional post-master's pathway for achieving a PhD. The DNP to PhD option is an accelerated pathway that allows use of up to 15 semester hours from a DNP program to partially fulfill requirements of the PhD program.

PHD PROGRAM EMPHASIS

The emphasis of the PhD program at East Carolina University College of Nursing is to prepare nurse scholars to advance the science of nursing practice, education, and administration/health policy. Two focus areas of research emphasis exist within the program: 1) System Science- The investigation of complex systems aimed at developing interprofessional foundations that are applicable in nursing and other related disciplines; and 2) Social and Behavioral Science- The investigation of diverse behavioral and sociocultural factors to better understand the continuum of health across and within populations. The faculty, moreover, are committed to individualized, interprofessional education based on the student's interests and career goals as congruent with the program's purpose, research foci, and college's mission.

PHD PROGRAM OBJECTIVES

The doctoral program prepares graduates to:

- Integrate philosophical, conceptual, and methodological foundations to guide the generation of new nursing knowledge.
- Formulate research questions and conduct scholarly inquiry that contributes to a body of nursing science.
- Develop expertise within an area of bio-behavioral or systems nursing science.
- Demonstrate interprofessional collaboration in advancing nursing science.
- Convey research findings through multiple modes of dissemination including publications and presentations.
- Demonstrate professional stewardship through service and leadership.

DEGREE REQUIREMENTS

Students are required to complete a minimum of 54 semester hours beyond the master's degree (includes a minimum of 6 s.h. for dissertation) with the exception of BSN to PhD students who are required to complete between 72 and 77 semester hours and DNP to PhD students who are required to complete a minimum of 54 semester hours that may include up to 15 semester hours from a DNP program to partially fulfill requirements of the PhD program. As in other research-focused programs of doctoral study, students in this program may expect to enroll in more than the minimum required credit hours and to be aware that opportunities that focus on particular areas of study are in addition to the basic program requirements. Additional study is individualized and depends on the student's background and graduate preparation as well as the employment role identified as a career focus.

BSN TO PHD OPTION PLANS OF STUDY

[BSN – PhD Admission Requirements](#)

[BSN - PhD Nursing Education Course Requirements](#) – 72 s.h.

[BSN - PhD Nursing Leadership Course Requirements](#) - 77 s.h.

MSN TO PHD OPTION PLANS OF STUDY

[MSN - PhD Admission Requirements](#)

[MSN - PhD in Nursing Course Requirements](#) - 54 s.h.

DNP TO PHD OPTION PLANS OF STUDY

[DNP – PhD Admission Requirements](#)

[DNP – PhD in Nursing Course Requirements](#) – 54 s.h. with up to 15 s.h. transferrable from DNP program

TRANSFER CREDIT AND RESIDENCY REQUIREMENTS

Graduate credits earned at other institutions may be accepted in partial fulfillment of the requirements for the doctoral program. Courses offered for transfer credit will be evaluated individually relative to Graduate School requirements, program requirements, and the student's plan of study. Please refer to the Graduate School Transfer Credits Policy located in the Academic Regulations section of this catalog.

<http://catalog.ecu.edu/content.php?catoid=15&navoid=1222>

The **DNP to PhD option** is an accelerated pathway that awards credit for prior work completed in a doctor of nursing practice (DNP) program. Up to 15 semester hours from a DNP program can be used to fulfill requirements of the PhD program. The student's credit for coursework in a DNP program is determined based on a review of transcripts and course syllabi by the PhD Program Director. DNP applicants are responsible for providing course syllabi to evidence transfer credit. A minimum of 39 semester hours of PhD coursework must be taken at ECU for a minimum total of 54 semester hours for degree completion.

The **BSN and MSN to PhD** students must complete at least five semesters in residence. DNP to PhD students must complete at least three semesters in residence.

Students must maintain a minimum grade point average of 3.0 (on a 4.0 scale) throughout the program. Academic progress will be evaluated at the end of each semester by the academic advisor, who is responsible for notifying the associate dean for graduate programs if a student's academic status is in jeopardy.

PhD students apply to take a candidacy exam upon completion of all required nursing courses and prior to beginning the dissertation. The anticipated examination semester is noted on the student's plan of study and must be successfully completed within five years of matriculation.

Students are required to 1) conduct an original research project, which adds to the body of knowledge in nursing, and 2) communicate the research in a written dissertation and an oral defense of the dissertation within six years of admission. With endorsement of the dissertation committee and the College of Nursing associate dean for graduate programs, students may request one extension of not more than two semesters, summers included. In exceptional circumstances, students can request up to 10 years for completion of the degree; however, this requires consultation with the PhD Program Director and approval by the ECU Graduate School dean.

CREDIT BY EXAM

Credit by examination is a method provided by the University and used by students to demonstrate learning competencies equivalent to university-level graduate course work (i.e. participation in a summer institute for research or health policy via a university continuing education program).

1. Credit cannot be awarded for any course in which the student has been given credit from any educational institution.
2. Credit cannot be granted for a course taken at an educational institution after credit by examination has been awarded.
3. Credit may not be received for a lower-level or prerequisite course when credit has already been received in a higher-level course within the same field.
4. Not more than 20 percent of a degree or Certificate of Advanced Study (CAS) program may be earned through credit by examination, and credit thus earned will not be counted as residence credit.
5. Credit by examination requires approval by the Dean and Program Director or chairperson of the department and finally by the dean of the Graduate School. [The Permit for Credit by Examination form](#)

ELECTIVE COURSES

Six hours of electives (6000 level or above) are required to support the area of dissertation interest. It is highly recommended that students take 3 hours of electives in the content area of the dissertation and 3 hours in advanced methods based on the proposed research design for the dissertation. Discussion regarding elective courses both within and outside of the College of Nursing should be held with your research mentor/advisor prior to registration.

Examples of content elective courses outside of nursing that might fit your plan of study:

- ADED 6445 Introduction to Adult and Community Education (3)
- COHE 6000 Health Care Systems and Problems (3)
- EDTC 6010 Introduction to Instructional Technology (3)
- ENGL 7730 Issues in Technical Communication (3)

LEED 7415 Introduction to Internal Evaluation in Education (3)
LEED 7521/7522 Directed Readings in Educational Leadership (4)
PADM 6100 Politics and Management in Public Agencies (3)
PADM 6110 Human Resource Management in Public Agencies (3)
PADM 6160 Public Procedure Formulation and Implementation (3)
MGMT 6802 Organizational Behavior (3)
MGMT 6832 Human Resources (3)

Examples of nursing electives that may fit your plan of study:

NURS 6035 Interdisciplinary Rural Health (3)
NURS 6971 Health Policy, Law, Regulation (3)
NURS 6903 Curriculum Development in Nursing (3)
NURS 6904 Educational Concepts, Theories & Strategies in Nursing (3)
NURS 6909 Evaluation in Nursing Education (3)
NURS 7100 Qualitative Research: Analysis and Interpretation (3)
NURS 7270 Introduction to Historical Nursing Research (3)
NURS 7271 Complementary and Alternative Therapies in Nursing Practice (3)

DIRECTED RESEARCH

Six hours of mentored research experience (NURS 8250 and NURS 8255) are required for BSN-PhD and MSN-PhD students. While DNP students are only required to take three hours of mentored research (NURS 8250 Research Practicum), it is highly recommended that they also take NURS 8255 Directed Research to pilot their dissertation research. Directed Research involves one or more research experiences under the supervision of a graduate faculty member, or members, for the purpose of mentorship and research experience. The NURS 8225 **Directed Research Form** must be completed by the student and faculty mentor to specify student learning objectives from the experience. This completed form is submitted at the time of registration and is kept in the student file to serve as a record of the student's research experience.

COURSE SCHEDULING AND DELIVERY METHODS

The PhD program is a year-round program that accommodates both full and part-time students. Part-time study is defined as taking 6 courses each fall and spring semester, while full-time study requires nine hours each fall and spring semester until students are post-candidacy. Taking less than 6 hours of study per fall and spring semester is strongly discouraged and requires approval of the PhD Program Director and research mentor/advisor. New cohorts of PhD students begin the program in the summer of each year. Students take a hybrid course, NURS 8205 – Nursing Scholarship and Discovery I, during the 11-week summer session. This course prepares PhD students for the journey

ahead. Nursing classes in the PhD program occur only one time/year and all face-to-face sessions are held at the CON on Wednesdays. Failure to follow the plan of study may result in delayed graduation since the courses will not be offered again until the following academic year. The PhD program is conducted in an online/hybrid delivery format. First year PhD students have 10 onsite and 4 online course dates/semester. Second year PhD students have 7 onsite and 7 online course dates/semester, and third year students have 4 onsite and 10 online course dates/semester. All courses offered in the summer, except NURS 8205, are 100% online. Electives, independent studies, and directed research classes may be offered online, hybrid or F2F. Dates for online classes are posted by July 1st for the next academic year.

PHD PROGRAM ACADEMIC REGULATIONS

Students must complete a **Qualtrics Annual Progress Report Survey** each academic year by May 1st. Students submit this survey to the PhD program office and also share the progress report results annually with the research mentor/advisor. Failure to complete the Annual Progress Report Survey will result in a hold on registering for courses in the next semester. Once submitted, the hold is lifted.

The PhD in Nursing program requires all doctoral students complete mandatory human subjects training offered by ECU and other facilities that are a part of doctoral research study. Institutional Review Board (IRB) approval is required prior to conducting any research in the PhD program. All research studies are reviewed by the ECU University and Medical Center Institutional Review Board (UMCIRB) and the IRB of record for any participating organizations, if conducted as a part of the PhD student role.

Prior to participating in research at any clinical site, students must fulfill all requirements outlined in the graduate handbook. If a student is registering for dissertation hours, directed research or independent study coursework, the student must work with the faculty mentor to design the experience; identifying objectives and outcome expectations. The appropriate forms, including the faculty of record and the students' signatures, should be included on the form before it sending it to the PhD Program office. The NURS 8255 **Directed Research Form** must be completed and signed before registering for directed research and the NURS 8500 **Independent Study Form** must be completed and signed before registering for independent study coursework. The NURS 9000 **Dissertation Agreement Form** must be completed and signed before registering for NURS 9000 dissertation hours.

Students may take an incomplete on up to two classes during the entire PhD course of study. All incompletes must be resolved within **one semester**. Exceptions require approval by the PhD Program Director, research mentor/advisor, and the faculty of record.

ADVISEMENT AND PROGRESSION

Students are assigned a research mentor/advisor by the program director in the fall of year 1 from among the approved graduate faculty. By the end of year one the student/mentor relationship is affirmed or renegotiated with the assistance of the program director. If a student's area of interest changes or if there is not a good fit between the student and the research mentor/advisor, the PhD Program Director will assist the student in finding a new chair from the approved list of faculty. After confirmation, this faculty member assumes advisement and dissertation chair functions for the student. A list of approved graduate faculty is available in the PhD Program office. Unless renegotiated, the research mentor/advisor will become the dissertation and candidacy committee chair for the student and assumes responsibility for advisement the remainder of the student's program of study.

Each student works with a research mentor/advisor to develop a plan of study for successful completion of the PhD program. This plan includes elective courses that will support the student's dissertation interests. The College of Nursing's

PhD Program office is responsible for registering all students for courses within the college and will assist students in finding and registering for electives outside of the college. The office will notify students of the early registration period dates so that students can meet with their research mentors/advisors to plan schedules. Once a student has met with the research mentor/advisor and selected courses for a semester, a **registration form** is completed and submitted to the PhD program office for registration. If a student and his/her research mentor/advisor agree that a student needs to take coursework outside of the College of Nursing, the department offering the course will need to process the registration. It is the student's responsibility to contact the appropriate department to secure any special permission necessary to register for the course. The student then advises the College of Nursing's PhD Program office when the non-nursing course has been added to his/her schedule. Students and their research mentor/advisor should discuss how the course will support the student's research objectives and should respect the University calendar and meet registration deadlines.

1. Academic Advising responsibilities include:
 - Interpreting the doctoral program curricula and policies to the student
 - Assisting the student with the development of a plan of study that will meet program requirements and equip the student to successfully conduct dissertation research
 - Assisting the student with registration procedures, specifically approving and signing all registration materials and other forms to support student progression
 - Monitoring the student's academic progress by reviewing the Annual Progress Report and assisting the student in setting goals to meet program benchmarks
 - Participating in regularly scheduled student meetings to discuss issues, progress, incompletes, academic performance and plans (at least one meeting/semester)
 - Maintaining an up to date plan of study and if needed, submitting updated plans to the PhD Program Assistant by the end of the first month of each fall and spring semester
 - Evaluate student's readiness for progression to candidacy
2. As students' progress through the PhD program, they are required to update their vitae as they complete the Annual Progress Reports. At the end of each semester, the advisor/mentor evaluates student progress and notifies the PhD Program Director if a student's academic status is in jeopardy.
3. The research mentors/advisors work with students as they progress through their program of study, help them select courses for elective study, and assist in identifying directed research projects, electives, or independent study for their learning.

By the end of the fall (semester 5) of the 2nd year, the dissertation chair and student select at least two additional Dissertation Committee members from the CON. Committee selection should include a member with content expertise and a member with methodology expertise. The chair and student choose a fourth member, who may be from the CON, another ECU College or school, or an external member from outside the university. The student provides the PhD program office, in writing, the names of the faculty members selected for the committee and the dissertation chair by completing the **Dissertation Approval Form**. Any changes in chair or committee members requires resubmission of the form.

The three members of the committee from the CON also become the candidacy exam committee for the student and the chair of the committee serves as chair of the candidacy committee. After successfully passing the candidacy exam, the **Advancement to Candidacy form** is completed and submitted to the PhD Program office. At this time, the student finalizes the Dissertation Committee selection and proposed dissertation title, and may renegotiate committee members with the chair. The PhD Program office forwards these forms to the Graduate School for the Dean's approval (approval generally takes one to two weeks). The PhD Program Office will notify the student and the committee chair if the Graduate School requires additional information for approval of the committee members.

In general, all university representatives on a dissertation committee must have graduate faculty status at ECU except for the additional conditions outlined below. Additionally, faculty serving on or chairing dissertation committees must participate in a PhD Faculty Orientation Program and attend PhD Program Update sessions offered at least once/year. A link to faculty in the CON with graduate faculty status as well as who have attended the PhD Faculty Orientation and annual update sessions, may be obtained in the PhD Program Office.

Member 1 - Chair Role	Member 2 & 3 (or 4)	Member 4	Member 5 (additional members)
<p>A. Tenured member or tenure track member (3rd year or greater) of the Graduate Faculty in the College of Nursing who has participated in the PhD faculty orientation and PhD annual updating sessions</p> <p>B. Earned nursing terminal degree</p> <p>C. Served as member on a minimum of two dissertation committees</p> <p>D. If the chair is a tenure track assistant professor, they must have co-chaired a dissertation committee with a tenured faculty member</p> <p>E. Has conducted research beyond doctoral study</p> <p>F. Has a body of published research</p> <p>G. Has current publications in refereed journals or participates in other scholarly activities</p> <p>H. Serves as research mentor/advisor of PhD students</p> <p>I. Faculty chairing or serving on dissertation committees must have graduate faculty status.</p>	<p>A. Member of the Graduate Faculty in the College of Nursing who has participated in the PhD faculty orientation and PhD annual updating sessions</p> <p>B. College of Nursing rank of Assistant Professor or above.</p> <p>C. Has theory, methodological or content expertise in the area of the student's intended research study.</p>	<p>A. Faculty from ECU colleges or schools outside of the CON, must have theoretical, methodological or content expertise in the research area.</p> <p>B. ECU CON Graduate teaching, clinical or research faculty may serve as a fourth member of a committee.</p> <p>To request an external member be appointed to a PhD student's dissertation advisory committee, the Program Director will notify the Graduate school. The committee members approval of the external member, an overview of the member's contribution by the PhD Program Director, and a copy of the person's CV must be attached. The dean of the Graduate School then considers the request, and will send a letter granting external member status when approved.</p>	<p>A. Persons external to ECU may serve on a committee in an advisory capacity as a theory content or methods expert.</p> <p>B. Persons external to the CON or ECU who assist the student with gaining agency or data access for research may also serve on a committee in an advisory capacity.</p> <p>Current Adjunct Graduate Faculty members will continue on as such until their terms expire, at which time they may apply to serve on dissertation committees as external committee members. There will be no new adjunct committee member appointments.</p> <p>Ad-hoc committee members external to the University may serve without additional qualifications as long as at least four members of the committee have the appropriate graduate status as described above.</p>

1. A candidacy exam is conducted at the end of the semester when a student has completed all required PhD courses and satisfied any incompletes. This semester is noted on the PhD student's plan of study. Required coursework includes: NURS 8205, NURS 8206, NURS 8220, NURS 8226, NURS 8227, NURS 8235, NURS 7004, NURS 8225, NURS 8240, NURS 8241, and NURS 8260. The candidacy exam occurs at the conclusion of the semester in which the student takes NURS 8206 Nursing Scholarship and Discovery II. The candidacy exam is a comprehensive exam of the student's integration of basic knowledge from the core courses with application in their focus area of research.
2. The **Application for the Candidacy Exam Form** is filed by the student in the PhD Office at the beginning of the semester in which the student intends to complete the examination. Candidacy exams are scheduled by the PhD Program Office. Candidacy exams may include both an oral and written portion. The written portion of the candidacy exam occurs during the week following the end of PhD classes the fall and spring semesters as needed. The oral exam occurs within 1-2 weeks of the completion of the written exam only if the committee has questions after reading and scoring the written exam.
3. The candidacy exam is comprehensive and draws on basic knowledge from foundational courses to evaluate readiness for conducting independent research and progression to the status of PhD candidate.
4. The candidacy exam is reviewed by the dissertation committee members selected by the student and dissertation chair (a minimum of 3 total CON faculty members must participate in the review). The PhD Program Director serves as an Ex Officio member of all candidacy exam committees. The PhD Program Director assures that candidacy exams are equitable and that they provide comprehensive assessment of the student's abilities.

GUIDELINES FOR THE CONDUCT OF PHD CANDIDACY EXAMS

The following chart outlines the responsibilities of faculty, students, and the PhD Program Director in conducting the candidacy exam:

Faculty Responsibilities	Student Responsibilities	PhD Program Office & Director Responsibilities
1. Candidacy chair develops questions with the committee.	1. Discusses readiness for candidacy exam with research mentor/advisor.	1. Meets with students and advisors as needed to discuss the process of the candidacy exam.
2. Candidacy chair confers with Program Director for approval of questions.	2. Consults with dissertation advisor to determine dissertation committee members to serve on the candidacy committee.	2. Serves as advisor to the committee chairs regarding exam process.
3. Committee members evaluate written responses using the candidacy exam rubric within six days of receipt. Committee Chair convenes a meeting to discuss student performance and prepares the summary report.	3. Invites dissertation committee members and receives their acceptance, notifying the dissertation committee chair.	3. Maintains a list of eligible faculty members who can serve on dissertation committees.
4. Candidacy chair submits summary report of student performance on written exam to PhD program office. Chair also notifies student whether or not oral exam is needed within 24 hours of committee meeting.	4. Once the written exam is completed, the student submits completed answers to PhD program office within 7 business days.	4. Develops timeline for both the written and oral exam schedule.
5. Candidacy Chair schedules oral exam as needed with PhD program office. PhD Program Director, Candidacy Committee and Chair meet with student to conduct the oral exam if needed.	5. Meets with the candidacy committee and completes the oral examination if needed.	5. Reviews questions with committee chairs to ensure the exam is equitable and rigorous.
6. Chair submits the completed Advancement to Candidacy Application form to the PhD program office.	6. Students who do not pass the exam, remediate as directed and retake exam within 1 semester, or as determined by the remediation and retesting plan designed by the student and committee.	6. Receives written exam and forwards to candidacy committee members for evaluation.

The candidacy exam is individualized for each student to assess the student's capacity to:

- integrate basic knowledge elements from the core courses
- discuss the literature in their area of interest in the context of philosophical and theoretical perspectives
- communicate nursing knowledge development ideas clearly

- describe appropriate methods and approaches for knowledge development in the identified area of interest
- demonstrate core research analytics

The candidacy exam focuses on substantive discussion of a concept with relevance to the student's area of research interest, within the perspective afforded by the discipline of nursing. There are up to 3 candidacy exam questions developed by the committee and approved by the PhD Program Director. The student's written examination response may not exceed 30 double-spaced, typed pages of text (references and appendices not included) and should be prepared in keeping with the American Psychological Association standards.

The oral component of the examination occurs only if the written examination results are inadequate and require additional questioning and discussion as determined by the candidacy committee. The oral examination is scheduled for two hours and should consist of questions related to the written components of the exam that are unclear or inadequately addressed. The purpose of the oral examination is to allow the Candidacy Committee to gain additional understanding needed to appropriately score the candidate and to provide feedback to the candidate.

All three members of the Candidacy Committee evaluate the written and when required, oral examination, using a **rubric that provides the grading criteria**. Scoring requires a minimum of two out of the three Candidacy Committee members in agreement. The grading system for the candidacy exam is Pass/Fail. Students who pass may or may not be required to rewrite up to 50% of the exam questions. If the candidate passes but requires the rewrite of less than 50% of the questions, a member of the committee serves as the student's mentor for the process.

If the candidate fails the majority of the exam greater than 50% of questions are failed, a remediation plan, developed by the committee, is implemented. This may include retaking of courses or an independent study under the direction of a committee member. The second and final candidacy exam must be scheduled by the conclusion of the following semester. Failure to pass the second exam will result in student removal from the program.

DISSERTATION REGULATIONS

After successfully completing the candidacy exam, students develop a Dissertation Agreement with their dissertation chair and committee members. Based upon this contract, students register for 1- 6 semester hours of NURS 9000 Dissertation Research every fall and spring semester until their dissertation is complete. Hours of NURS 9000 are determined by research mentor/advisor based upon student outcome expectations for the semester. Students completing dissertation hours must be continuously enrolled in fall and spring sessions for at least one hour of NURS 9000. Summer registration is not required; however, if faculty are working with a student in the summer, the student must register for NURS 9000 hours.

NURS 9000 outcomes are evaluated as either Satisfactory or Unsatisfactory based upon the contracted expectation for that semester. There are no incompletes given for NURS 9000 hours. If NURS 9000 dissertation work is given an unsatisfactory evaluation, no credit for the class will be awarded. Grading is determined by the agreed upon outcomes defined in the **Dissertation Agreement**.

The PhD degree must be completed before the end of the sixth year of study, following initial enrollment. With endorsement of the student's dissertation committee and the director of the PhD program, a student may request an extension of up to two semesters (one year). The ECU Graduate School will approve an extension to complete the degree up to 10 years with a recommendation from the PhD Program Director and adequate justification and review.

<http://catalog.ecu.edu/index.php?catoid=15>

An Application for Degree must be completed and submitted by the student the semester before the student intends to complete the dissertation requirements for the degree and graduate. Should the student not meet the requirements, they must reapply for the degree the semester conferral is expected. Upon completion of a successful dissertation defense, the student must complete and submit the signature page signed by all committee members and the PhD Program Director. The Dean of the Graduate School's signature is added after it is electronically submitted. Instructions for electronically submitting the dissertation is located on the ECU Graduate School website <http://libguides.ecu.edu/vireo/etd>.

THE DISSERTATION PROCESS AND PROCEDURES

The student in consult with the Dissertation Chair, determines the format of the dissertation: traditional dissertation option (TDO) or manuscript dissertation option (MDO). The dissertation proposal format is determined by this decision and the required components are outlined below in the DISSERTATION FORMAT OPTIONS section.

It is the dissertation chair and committee members who counsel the student's research program, critique the dissertation proposal and subsequent manuscript development, and conduct the final dissertation defense. The student has **six months** from completion of all required course work to write the dissertation proposal. If the proposal is not completed in that time period, the chair of the committee will counsel the student on her/his progress. The student is then responsible for amending the dissertation agreement and developing a revised, written plan for completion of the PhD program requirements and submitting this to the committee. Students primarily work with the dissertation committee chair to prepare the dissertation proposal; however, frequently a member of the committee with methodology expertise is also an active part of this process. When the student and the dissertation chair agree that the proposal is ready, the student and the chair convene the committee to approve the candidate's dissertation proposal before dissertation research begins. The proposal goes to the committee at least 10 working days in advance of the oral proposal review date.

Dissertation proposals are sent electronically and, if requested by a committee member, also submitted as a hard-copy document. Students are responsible for providing copies of the proposal to chairs and committee members in the format desired. Approval of the dissertation proposal serves as a written agreement between the student and the committee regarding the expectations, limitations, and scope of the dissertation work.

Once the proposal and any required changes are approved by the chair and/or the committee members and before beginning the research project, the student completes the IRB forms for the research study. All dissertation studies must be reviewed, approved and/or exempted by the ECU UMCIRB and the IRB of record for all organizations in which the research will occur, if required. Students are also required to submit the **Dissertation Approval Form**, to the PhD program office, after completion of the dissertation proposal defense, with the signature of all committee members.

The dissertation is the final milestone to be completed by a doctoral student to fulfill the objectives of the PhD in nursing degree. The goal of the dissertation is to engage the student in the research process. The purpose of the dissertation is to demonstrate the student's development as a scholar through implementation of the research process.

If during the course of the dissertation research the student and Chair determine that the research questions and goals need to change, the dissertation committee must be notified and included in the approval process. The student must submit the revisions to the dissertation proposal to the committee with at least 10 working days afforded for consideration and review. Changes may be approved by electronic vote or by reconvening of the committee.

DISSERTATION OPTIONS

Students may choose from two formats for completing the dissertation: Traditional Dissertation Option (TDO) and Manuscript Dissertation Option (MDO).

Option A. Traditional Dissertation Option (TDO)

1. The written research proposal, which outlines the student's independent research plan, should be constructed in three chapters. The proposal should include the following sections:
 - Chapter One*: Introduction and Specific Aims. Provide an introduction, list the broad, long-term objectives and what the specific research is intended to accomplish. State the research questions to be addressed or hypotheses to be tested. Provide conceptual/theoretical framework.
 - Chapter Two*: Background and Significance. Provide a review of the literature leading to the research proposal, critically evaluate existing knowledge, and specifically identify the gaps which the proposal is intended to address. Concisely state the importance and relevance of the research by relating the specific aims to the broad, long-term objectives.
 - Chapter Three*: Proposed Research Design and Methods. Describe the research design (design, sample, variables and measures, data analysis plans) and the procedures to be used to accomplish the specific aims of the project. Include any pilot work or preliminary studies related to the proposal. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

*Chapters 1-3 constitute the dissertation proposal for the TDO. The length of the proposal is usually 75 pages or less, excluding references and Appendix material (including instruments, permissions, and consents).

 - Chapter Four: Results of data analysis
 - Chapter Five: Discussion, conclusions and future research areas

Option B. Manuscript Dissertation Option (MDO)

- Two Publishable Papers:

This option uses the Tradition Dissertation Option outline for Chapters 1-3* (see above). In lieu of Chapters 4 and 5, two publishable manuscripts are to be inserted.

Chapters 1-3 constitute the dissertation proposal for the MDO, two-paper format. Chapter 1 includes a description of the two publishable articles, one of which must be data-based. The length of the proposal should be around 75 pages or less, excluding references and Appendix material (including instruments, permissions, consents, etc).

A student successfully completes the dissertation when he or she:

1. Articulates a theoretical framework that extends or advances knowledge and/or contributes to human/reality understanding of the patient care phenomenon selected for study,

2. Conducts an investigation of a research question relating to some aspect of nursing science and patient care,
3. Completes an investigation that lends itself, in part or in whole, to publication in a refereed journal; and
4. Writes a scholarly dissertation defends the dissertation.

DISSERTATION PUBLIC DEFENSE AND FINAL EXAMINATION

The awarding of the PhD degree requires each student successfully complete a dissertation defense before the dissertation committee, complete a public presentation of the dissertation, and submit a final electronic version of the dissertation document, approved by the Dissertation Committee to ECU Graduate School.

At the beginning of each academic year the PhD Program office issues a calendar of required due dates for completing the dissertation. Failure to meet these submission dates will delay student graduation. Additionally, the University calendar has required submission dates that must also be met.

Dissertation Defense

When the student's chair determines that the dissertation is ready for final review, the student notifies all committee members and date/time is selected for the dissertation defense. Whatever the format agreed upon by the committee and candidate, a copy of the dissertation must be submitted to all members of the Committee at least 10 working days before the final defense meeting. In addition, the student will provide the PhD Program Director with a copy of the dissertation at the same time copies are provided to the Dissertation Committee. The Committee then meets on an agreed upon date to decide if the document is acceptable and defensible.

The dissertation public presentation is by the student with the approval of the Committee, Dissertation Chair, and PhD Program Director. The student also is required to submit the information to be included in the dissertation flyer to the PhD Program office at least 10 working days prior to the scheduled public defense so that a flyer announcing the public defense may be prepared and distributed to all program faculty and students.

Dates for public defense of dissertations are established at the beginning of each semester and the student must work with the PhD Program office to determine a date for the presentation. The examination is open to the public, friends and family, and members of the University community. An initial 30 - 45 minute presentation is given by the student see **Dissertation Presentation Guidelines**. Anyone attending the public defense may ask questions. Either before or after the public presentation, the Dissertation Committee and Chair conducts a private, committee only oral dissertation defense with the candidate. The success of the dissertation defense is determined by a vote of the official Committee. The decision to award the degree must be unanimous.

The Dissertation Committee may request changes to the final written document, and the Dissertation committee chair will be responsible for assuring that the student has made the changes before final sign-off. If the defense is not successful, reexamination will be held within six (6) months from the date of the first defense. If a second defense is required, the dissertation committee chair notifies the PhD Program Director of the date of the second defense. The candidate may re-attempt the final dissertation defense only once.

Dissertation Submission to Graduate School

ECU's instructions and guidelines for preparation, formatting, and submission of electronic dissertations (ETDs) may be found at: <http://libguides.ecu.edu/vireo/etd>.

SUMMARY OF DISSERTATION PROCESS

1. At the end of fall semester in year one, identify a research mentor/advisor and potential committee chair for your dissertation advisory committee.
2. At the end of the fall semester of the second year of study, identify committee members and turn in the **Dissertation Approval Form** to the PhD Program Office.
3. At the end of the required prerequisite courses, pass the candidacy exam.
4. Submit the **advancement to candidacy form** listing the committee members to the PhD program office who will then submit it to the Dean of the Graduate School for approval.
5. Develop the Dissertation Agreement with your Chair. This agreement should comply with College of Nursing and University deadlines and include meetings with your committee as they desire to oversee and support your research.
6. Determine the dissertation format (traditional or manuscript) and prepare the proposal accordingly.
7. Work with your Chair and methodologist to complete the development of your proposal until the Chair says your proposal is ready for review by your full dissertation committee.
8. Negotiate a meeting date, time and place with the dissertation committee and the PhD program office to defend your proposal.
9. Send your dissertation proposal at least 10 working days in advance of your proposal review date to each member of your committee.
10. After presenting the proposal, make any changes the committee members and committee chair agree need to be made.
11. With the approval of your proposal, you are now ready to complete the IRB forms for research.
10. After receiving IRB approval, work with your Chair and other members of your committee to complete the proposed research project.
11. Prepare drafts of the written dissertation until the Chair agrees it can be sent to the members of the dissertation committee for a final presentation and defense.
12. Schedule the defense of the dissertation and public presentation to the University community.
13. Defend your dissertation and complete your public presentation.
14. Upload your final, corrected dissertation via the ECU Graduate School. Edit as advised by the school <http://libguides.ecu.edu/vireo/etd>.

APPENDIX A – RELEASE TO SHARE CBC INFORMATION

This form is located in the student’s CastleBranch (for students admitted in Spring 2018 and after) or MyRecordTracker (for students admitted in Fall 2017 and before).

APPENDIX B - EVENT REPORT FORM

The following form is to be utilized whenever an event occurs during clinical experience. Blank copies of the event report are available from the Department Chairs, in the faculty handbook and on the College of Nursing Web site.

Steps:

1. Follow Agency Policy for reporting events.
2. Fill out one College of Nursing event report form for all occurrences, which fit the following definition.
 - Definition: An event is any happening in which injures or has the potential to injure a patient/client, a student or any other individual.
Those events prevented by some intervention do not need to be reported on this form.
3. Counsel student regarding event. Report treatment received for student injuries. Be sure student is seen at Student Health Services.
4. If the event is a possible “Blood Exposure” the appropriate Department Chair is notified immediately for follow-up.
5. Turn in form to your Department Chair/Associate Dean no later than 1700 hours the next school day.
6. The form is then filed in the central file located in the Dean’s Office.
7. Based on the Faculty member’s judgment, this event may be considered in the clinical evaluation of the student but any written discussion should be free of confidential information and should make no reference to the event report.

East Carolina University
College of Nursing

Event Report

Complete one copy for the central file. No other copies are to be made or retained. Follow the attached guide.

Student Legal Name _____	Date _____
Banner ID# _____	Time _____
Agency _____	Unit _____

For Completion by Student:

Specific event: Give detailed description of situation and circumstances surrounding incident. Use pertinent history but **do not** use patient identifiers such as name, room number, address, Medical Record (MR) number etc.

For Completion by Student and / or Faculty:

Action: Include reporting of event and sequelae. If student injured, state how injured and treatment received and by whom.

Student Signature

Faculty Signature

Date

Date

Agency event form completed. _____ Yes _____ No

Name of Agency and Unit _____

For completion by Department Chair:

Department Chair

Date

6/24/09
Approved Edits by Executive Committee
Editorial edits 10/22/13 Neil/Peery
Reviewed Hand/Peery 06/11/18
Revised Peery 06/20/18

In order to comply with clinical agency contractual requirements and to provide the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with standards of the nursing profession, the College of Nursing requires all students to undergo a Criminal Background Check (CBC) and drug screen. Satisfactory results of a CBC are required for admission and progression in the nursing program. While ECU College of Nursing requires a criminal background check once upon admission. A criminal background check must be repeated upon readmission, transfer from another school, transfer from one program to another within the same school or if students notify the school there has been a change in status including charges and/or convictions before the next scheduled clinical date. Students are responsible for the costs of these requirements.

If you have pending criminal charges, you will not be allowed to participate in a clinical or practicum course. In addition, any pending charges that may occur during your enrollment must be reported to the Executive Director of Student Services within 5 business days upon being charged. If you have pending charges to report, please contact the Clinical Compliance Coordinator in Student Services to schedule an appointment to meet the Executive Director of Student Services. Upon receipt of any charges (excluding minor traffic violations), students must not enter clinical agency as a College of Nursing student until cleared to do so by the Executive Director of Student Services or their designee.

Currently students are expected to complete their criminal background check and drug screen through Certiphi Screening a company of Vertical screen. The current costs for the criminal background check is \$20.75 (\$10.00 for each additional name change). The cost of the drug screen is \$44.75. Students must be authorized in Certiphi's system to complete these required processes. The school will send further instructions to the student to complete this process.

Starting in Spring 2018, new students will be expected to complete their criminal background check and drug screen through CastleBranch. The cost of this package including the CastleBranch Compliance Tracker is \$101.00. This cost may change based on requirements from our clinical agencies. Students are responsible for the costs of these requirements.

APPENDIX D - NOTICE OF DRUG SCREENING

To: _____
(Name of Student)

From: _____
(Faculty, College of Nursing)

Re: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the East Carolina University College of Nursing Program, you are to report for drug screening as outlined by the substance abuse protocol no later than _____(time) on _____(date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with

- a. the procedures established by the East Carolina University College of Nursing Program.
- b. your signed consent to the provisions of the protocol and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

Office of Student Services
College of Nursing
East Carolina University
Greenville, North Carolina 27858

Nursing Student Signature

Date and time

Faculty Signature

Date and time

APPENDIX E - PHYSICAL EXAM FORM (MSN & DNP STUDENTS ONLY)

This form is located in the student's CastleBranch (for students admitted in Spring 2018 and after) or MyRecordTracker (for students admitted in Fall 2017 and before) profile.

APPENDIX F - CONSENT WAIVER AND RELEASE

This form is located in the student's CastleBranch (for students admitted in Spring 2018 and after) or MyRecordTracker (for students admitted in Fall 2017 and before) profile.

APPENDIX G - HEALTH INSURANCE

The Health Insurance Waiver must be completed online through ECU's Student Health Services at:

http://www.ecu.edu/cs-studentaffairs/studenthealth/payment_info/student-health-insurance.cfm

APPENDIX H- THE PIN OF EAST CAROLINA UNIVERSITY COLLEGE OF NURSING

The pin (as described below) is available for purchase through the ECU Student Stores. The pin is available in 10K gold, gold-filled and sterling silver. A guard with MSN is also available for attachment. Each semester the Student Stores posts notice of the deadline for ordering on bulletin boards with the College of Nursing. Master's of Science Degree in Nursing graduates are welcome and, in fact, encouraged to wear the college pin.



Description of College Pin

The pin for the College of Nursing of East Carolina University was designed by the students and they described the design as follows:

“It is based on a modified shield of trust and is taken from the East Carolina University seal. Nursing is based on trust. Curled around the bottom of the shield is a ribbon bearing the name of the College and the degree awarded. The shield has three points. These stand for three of the characteristics of a good nurse: love, mercy, and understanding. The pin is divided into four sections, three across the top and one at the bottom. In the upper left hand corner is the world. The globe is a never-ending circle which shows the type of service we hope to render. In the upper right hand corner is an open book and a quill and an inkpot. The book is the book of knowledge. The quill and the inkpot are the symbols of a learned person and the arts. In the center section is the Caduceus with an ‘N’, which is the symbol for nursing, as well as the founding date of the College of Nursing. The Florence Nightingale lamp which symbolized service and light is at the bottom. In the flame of the lamp is a ruby which represents a vibrant life. Each nurse should be a vibrant person full of energy. Across the center of the pin is the university motto ‘Servire,’ which means to serve. ‘We are a part of our university, and it is appropriate that we use the university motto as our goal in life.’ Through its symbols the pin represents worldwide service through knowledge.”

APPENDIX I - REQUEST FOR TRANSFER CREDIT FORM:

<http://www.ecu.edu/cs-acad/gradschool/upload/Request-for-Transfer-Credit-Request.docx>

Up to 30% of the credit hours in a non-doctoral program may be earned in a different but regionally accredited institution. **NO CREDIT HOURS COMPLETED AS PART OF AN EARNED GRADUATE DEGREE CAN BE COUNTED TOWARD A SECOND MASTER'S DEGREE.** Transfer of graduate level course work must be approved by the chair or other authorized unit official and the Dean or Associate Dean of the Graduate School. Refer to the Graduate Catalog for more details. SUBMISSION OF OFFICIAL TRANSCRIPT(S) FOR NON ECU WORK IS THE STUDENT'S RESPONSIBILITY. PETITIONS WITHOUT A TRANSCRIPT WILL NOT BE CONSIDERED.

Number of Transfer Hours Allowed from Other Accredited Institutions

- For a 30-33 hour graduate program only 11 s.h. are allowed
- 36-39 hour graduate program only 13s.h.
- 42 hour graduate program only 14 s.h.
- 45-48 hour graduate program only 15/16 s.h.
- 51-54 hour graduate program only 17/18 s.h.
- 57 hour graduate program only 19 s.h.
- 60 hour graduate program only 20 s.h.

APPENDIX J – GRADUATE ASSISTANTSHIP CONTRACT

Graduate Assistantship Contract - <http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm>

**College of Nursing
Graduate Programs
Nursing 6500 Independent Study Form**

Independent Study (NURS 6500)/Selected Topics Form (NURS 6006)
Reading and Research in Nursing (NURS 6521)

1. Student: _____ Banner ID Number: _____

2. Independent Study (NURS 6500) _____
Selected Topics (NURS 6006) _____
Readings and Research in Nursing (NURS 6521) _____

3. Term to be offered: _____ Credit Hours: _____

4. Faculty Director: _____
(SIGNATURE) (DATE)

5. Title of Independent Study / Selected Topic / Readings and Research in Nursing

6. Purpose Statement:

7. Objectives:

8. Plan of Activities: (include number of class/clinical/seminar sessions, length of sessions, etc.)

9. Evaluation Methods: (Criteria for assessment)

Copies: Student
Faculty Member
Associate Dean for Graduate Nursing Programs

Reviewed 7/2017

APPENDIX L – DNP PROJECT EVALUATION FORM

ECU CON DNP PROJECT EVALUATION

Student: _____ Course Faculty: _____ Date of Review: _____

Review Type: Mid Term or Final _____ Project Site: _____

Project Title: _____

DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy and address all the DNP Essentials. Clinical significance is as important in guiding practice as statistical significance is in evaluating research. All Criteria must be met for student to progress to NURS 8272 DNP Project II.

Criteria	Met	Not Met	Unclear	Rationale
1. Is the project feasible and realistic within the timeframe of the program of study?				
2. Is there evidence to support the need for the project at the specific site?				
3. Does the project include a theoretical framework for implementation?				
4. Is the project supported by evidence provided through existing scholarly literature?				
5. Does the project focus on a change that impacts healthcare outcomes either through direct or indirect care/clinical practice?				
6. Will the project solve systems or practice problems or directly inform clinical practice?				
7. Does the project have a systems (micro-, meso-, or macro-level) or population/aggregate focus? (Intended project population clearly defined).				
8. Does the project demonstrate implementation in the appropriate setting or area of practice? (Site letter of support is required prior to final approval).				
9. Does the project address outcomes associated with the Triple Aim and/or Healthy People 2020?				
10. Does the project include proposed overall measureable outcomes?				
11. Does the project provide a foundation for future practice scholarship and interprofessional leadership?				

DNP I Faculty comments/discussion: Met 100% OR Did not meet 100%. Explain:

Action Plan: What does the student need to do to meet the unmet needs? Student action plan should include the specific areas needing additional development with specific dates of completion. Student will continue to refine the project proposal until approved:

Faculty Reviewer #1 Signature: _____ **Date:** _____

Faculty Reviewer #2 Signature: _____ **Date:** _____

As the DNP Program Director, I have reviewed this project and Approve OR Do not approve this project.
Comments:

Program Director Signature: _____ **Date:** _____

Updated March 2017/mts/BS

<http://www.ecu.edu/cs-dhs/nursing/dnp/Doctor-of-Nursing-Practice-Students-Admissions.cfm>

APPENDIX N - DNP ESSENTIALS I - VIII

Essential I: Scientific Underpinning

Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.

Use science-based theories and concepts to:

- a. Determine the nature and significance of health and health care delivery phenomena;
- b. Describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate;
- c. Evaluates outcomes;

Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines.

Essential II: Organizational and Systems

Leadership for Quality Improvement and Systems Thinking

Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences.

Ensure accountability for quality of healthcare and patient safety for populations with whom they work.

- a. Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems.
- b. Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery.
- c. Develop and/or monitor budgets for practice initiatives.
- d. Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes.
- e. Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers.
- f. Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research.

Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice

Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice.

Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.

Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.

Apply relevant findings to develop practice guidelines and improve practice and the practice environment.

Use information technology and research methods appropriately to:

- a. collect appropriate and accurate data to generate evidence for nursing practice
- b. inform and guide the design of data bases that generate meaningful evidence for nursing practice
- c. analyze data from practice
- d. design evidence-based interventions
- e. predict and analyze outcomes
- f. examine patterns of behavior and outcomes
- g. identify gaps in evidence for practice

Function as a practice specialist/consultant in collaborative knowledge-generating research.

Disseminate findings from evidence-based practice and research to improve healthcare outcomes.

Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care

Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.

Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology.

Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases.

Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.

Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.

Essential V: Health Care Policy for Advocacy in Health Care

Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.

Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.

Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes.

Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes. Advocate for the nursing profession within the policy and healthcare communities.

Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.

Advocate for social justice, equity, and ethical policies within all healthcare arenas.

Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes

Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

Lead interprofessional teams in the analysis of complex practice and organizational issues.

Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.

Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health

Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.

Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.

Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.

Essential VIII: Advanced Nursing Practice

Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.

Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.

Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.

Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

Guide, mentor, and support other nurses to achieve excellence in nursing practice.

Educate and guide individuals and groups through complex health and situational transitions.

Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

Additionally, the National Organization for Nurse Practitioner Faculties also established core Nurse Practitioner Competencies that must be attained in the BSN to DNP program. These additional NONPF competencies do not apply to the MSN to DNP program.

References

American Association of Colleges of Nursing (2006a). Essentials of doctoral education or advanced practice. Retrieved from <http://www.aacnnursing.org/Portals/42/Publications/DNPEssentials.pdf>

American Association of Colleges of Nursing (2004). AACN Position Statement on the Practice Doctorate in Nursing. Retrieved from <http://www.aacnnursing.org/Portals/42/News/Position-Statements/DNP.pdf>

American Association of Colleges of Nursing (2017). DNP Fact Sheet. Retrieved from <http://www.aacnnursing.org/Portals/42/News/Factsheets/DNP-Factsheet-2017.pdf>

APPENDIX O – PHD COURSE REGISTRATION FORM

**East Carolina University
College of Nursing
PhD in Nursing Program**

Course Registration Form

Student Name:

Banner ID:

Date of Form Completion:

Semester of Registration: Fall _____ Spring _____ Summer I _____

Summer II _____ Summer 11 Week _____

(please type/write in the year behind the preferred semester)

Course Prefix	Course #	CRN #	Section	# of Semester Hours	Faculty

Will you be taking your Candidacy Exam during this semester? YES NO *(please circle one)*

Research Mentor/Advisor Signature: _____

Student Signature: _____

Please complete this form with all required information and submit to Laura Jackson by email barnesla@ecu.edu or hard copy to 4165-P Health Sciences Bldg.

Please be sure to have all signatures and appropriate forms signed by both you and your faculty if needed for a course such as NURS8255 Directed Research and NURS8500 Independent Study and attach those completed forms to the Course Registration Form.

***Extra forms will be located in the PhD Suite in 4165 on the bookshelves if needed*

Survey will be sent to students via email to complete in the Qualtrics Survey Software.

East Carolina University - College of Nursing

PhD in Nursing Program

NURS 8255 Directed Research Form

Student Name:

Banner ID #:

CRN#:

Faculty of Record:

of Course Hours:

Semester to Complete:

Date Form Completed:

Does your Directed Research require working in a Clinical Facility? ___Yes ___No

If you answered Yes, to working in a Clinical Facility, Have you completed/updated My Record Tracker? ___Yes ___No

This NURS 8255 Directed Research Form is to track student directed research experiences throughout the program. This internal form remains in the student’s file as a record of student’s research experiences to meet this requirement in the PhD program. It will be useful when writing reference letters for our PhD graduates.

COURSE DESCRIPTION

NURS 8255 Directed Research (1-3) May be repeated for a maximum of 12 s.h. A minimum of 7 s.h. is required. Research experience under guidance of a nursing faculty member for the purpose of mentorship and interdisciplinary research experience.

1. Faculty description of the research activity for the student:

2. Student learning objectives for the experience developed by faculty and student:

3. Student activity to meet stated objectives:

4. Faculty signature: _____ Date: _____

5. Student signature: _____ Date: _____

East Carolina University - College of Nursing
NURS 8500 Independent Study Form

Student Name:

Banner ID #:

CRN #:

Faculty of Record:

Number of Course Hours:

Semester to Complete:

Date Form Completed:

This NURS 8500 Independent Study Form is to track student independent study experiences throughout the program. This internal form remains in the student's file as a record of student's educational experiences to meet the elective requirements in the PhD program.

COURSE DESCRIPTION

NURS 8500 Independent Study (1-3) May be repeated. May count a maximum of 6 s.h.

P: Consent of instructor. Independent exploration of an area(s) of interest in nursing science.

1. Faculty description of the study activity for the student:

2. Student learning objectives for the experience developed by faculty and student:

3. Student outcomes to meet stated objectives:

4. Faculty signature: _____ Date: _____

5. Student signature: _____ Date: _____

3/2015 ESS

**PhD in Nursing Program
Advancement to Candidacy
Application for the Candidacy Exam**

This application is to be filed with the PhD Program Office to apply for the Candidacy Exam at the beginning of the semester during which all required coursework is being completed (see handbook).

Student Name: _____

Banner ID Number _____

Below is the list of courses for which I am currently registered and will complete at the end of this semester:

Course Name, Description, and Semester Hour(s): _____

Course Name, Description, and Semester Hour(s): _____

Course Name, Description, and Semester Hour(s): _____

Course Name, Description, and Semester Hour(s): _____

Student Signature and Date: _____

This signature verifies approval and that all incompletes have been removed.

Academic Advisor Signature and Date: _____

THIS SECTION TO BE COMPLETED BY PhD IN NURSING PROGRAM DIRECTOR

I have reviewed the above information and

_____ approve this student's application to register for the candidacy exam.

_____ do not approve this student's application to register for the candidacy exam.

Explanation for not approving application: _____

PhD Program Director Signature and Date: _____

CC: Student

PhD Program Office

ESS 9/8/15

APPENDIX T – PHD SELECTION OF DISSERTATION COMMITTEE CHAIRPERSON

East Carolina University
College of Nursing
PhD in Nursing Program
Approval of Candidacy Committee Chairperson and Committee Member Form

_____, candidate for the PhD degree,
Student's name Banner ID Number

(Doctor of Philosophy in Nursing) has selected the following person as Chair of the Dissertation Advisory Committee:

Name

Rank

Other Titles (if applicable)

This signature indicates agreement to serve as the Dissertation Advisory Committee Chairperson for the above-listed student.

Dissertation Advisory Committee Chair: _____
Signature Date

APPROVAL

This signature indicates the person selected is approved to serve as chair of dissertation committees.

Director of PhD Program: _____
Signature Date

CC: Dissertation Advisory Committee Chair
Student
PhD Program Office

**East Carolina University College of Nursing
PhD in Nursing Program
WORKSHEET FOR CANDIDACY EXAMINATION FINDINGS**

Student Name: _____

Candidacy Examination Rubric – Completed by: _____ **Date:** _____

(To be completed by each committee member. Please check boxes for all evaluation criteria that you feel are appropriate within each attribute category)

Attribute	Does Not Meet Expectations	Meets Expectations
Overall quality of responses	<input type="checkbox"/> One or more responses reveal(s) unjustified conflicts with state of the science; incongruent	<input type="checkbox"/> Responses are logical and congruent
	<input type="checkbox"/> Does not reflect understanding of subject matter and pertinent literature	<input type="checkbox"/> Exhibits understanding of subject matter and pertinent literature
	<input type="checkbox"/> Arguments are inconsistent or unconvincing	<input type="checkbox"/> Demonstrates critical thinking skills expected of PhD level candidate
	<input type="checkbox"/> Displays limited creativity and insight	<input type="checkbox"/> Displays creativity and insight
	<input type="checkbox"/> Responses are not substantive and do not reflect current state of the science	<input type="checkbox"/> Responses are substantive and reflect current state of the science
Overall breadth of knowledge	<input type="checkbox"/> One or more of the responses lack adequate depth of knowledge on the subject(s)	<input type="checkbox"/> Responses reveal adequate depth of knowledge in subject matter
	<input type="checkbox"/> Responses reflect limited critical thinking skills	<input type="checkbox"/> Responses reflect above average critical thinking skills
	<input type="checkbox"/> Responses do not draw on knowledge or connect knowledge from other disciplines	<input type="checkbox"/> Responses reveal the ability to draw from knowledge in several disciplines
	<input type="checkbox"/> Responses are inappropriately narrow in scope	<input type="checkbox"/> Responses are appropriately broad in scope
Quality of communication	<input type="checkbox"/> Writing and/or oral communication is not clear and succinct; difficult to follow main ideas or direction for flow of information <input type="checkbox"/> Unable to orally articulate gaps identified from written exam	<input type="checkbox"/> Writing is clear and succinct; scholarly (and oral communication is clear, concise and scholarly, if necessary)
	<input type="checkbox"/> Numerous grammatical, spelling, and APA errors	<input type="checkbox"/> Minimal grammatical, spelling, and/or APA errors
	<input type="checkbox"/> Organization is not logical or internally congruent	<input type="checkbox"/> Organization is logical and internally congruent
Overall Assessment	<input type="checkbox"/> Does not meet expectations	<input type="checkbox"/> Meets Expectations

Chair of Examining Committee Signature _____ Date: _____

**East Carolina University College of Nursing
PhD in Nursing Program
FINAL GRADE FOR CANDIDACY EXAMINATION**

Student name: _____ Date: _____

WRITTEN EXAMINATION: ___ PASS ___ REQUIRES ORAL EXAM ___ FAIL
ORAL EXAM IF NEEDED: ___ PASS ___ FAIL
FINAL ADJUDICATION: ___ PASS ___ FAIL

Comments (required if grade of FAIL is assessed):

Signature of Chair of Candidacy Committee: _____ Date: _____

Signature of Candidacy Committee Member: _____ Date: _____

Signature of Candidacy Committee Member: _____ Date: _____

Upon the recommendation of the Candidacy Committee listed above a grade of passing has been recorded signifying advancement to candidate status for: _____
(student's name)

Signature of PhD Program Director: _____ Date: _____

Advancement to Doctoral Candidacy

Date: _____

To: Dean of the Graduate School, East Carolina University

From: _____
 (Graduate Program Director) (Name of doctoral program)

Subject: Advancement to Doctoral Candidacy for _____
 (Student Name) (Banner ID :)

Instructions: This form is used by a doctoral student’s dissertation advisor and graduate program director and/or committee to verify that a student has completed all program-specific and university requirements to advance doctoral candidacy. Students must achieve doctoral candidacy by fulfilling the basic requirements within the time-limits spelled out in the Graduate Catalog under the section “Advancing to doctoral candidacy” and any additional program-specific requirements. The Graduate School reviews and approves candidacy applications to ensure the dissertation advisor and doctoral committee meet required minimum standards (proper number of qualified faculty) and that appropriate steps will be followed if the dissertation research involves use of human subjects, animal subjects or biohazards. **The Graduate Program Director completes and submits form to Marquerite Latham (bassm@ecu.edu)**

The above named student has successfully completed all doctoral candidacy requirements:

- The student’s program of study has been reviewed and approved
- All course work required to sit for the candidacy exam has been successfully completed.
- All required components of the program’s candidacy exam have been successfully completed
- Successful selection of a dissertation research advisor and a dissertation committee
- The student’s dissertation research plan has been reviewed and approved by the dissertation advisor, graduate program director, and/or dissertation committee.

Working Title of Dissertation Research Topic: _____

Dissertation faculty advisor name: _____

Dissertation committee members (at least three faculty with appropriate qualifications)

___ Dissertation research involves human subjects?
 ___ Has it been approved by the UMCIRB? If not, when will it be reviewed for approval? _____

___ Dissertation research involves animals?
 ___ Has it been approved by the IACUC? If not, when will it be reviewed for approval? _____

___ Dissertation research involve potential biohazards such as recombinant DNA, viral vectors, infectious agents, human blood products etc.?
 ___ Has it been approved by the by the Biosafety Committee? If not, when will it be reviewed for approval? _____

___ Dissertation research may lead to inventions or other intellectual property
 ___ Office of Technology Transfer (OTT) has been contacted? If not, when will OTT be consulted? _____

Approvals:

Dissertation Director Signature: _____ Date: _____
 Program Director Signature and / or committee representative: _____ Date: _____
 Dean of the Graduate School or designee: _____ Date: _____

Dear Student:

Congratulations on achieving doctoral candidacy. In recognition of this milestone, the Graduate School would like to announce your accomplishment to the ECU community. In accordance with the provisions of the Family Educational Rights and Policy Act (FERPA), your written consent is required to release this information. Please indicate your consent below by completing A. or B.

A. *By signing below, I hereby give my consent to the East Carolina University Graduate School to announce my advancement to doctoral candidacy through electronic communications and/or other official university notices*

Name (Printed or typed)

Date

Signature

B. *By signing below, I do not give permission for this information to be announced through electronic communications and/or other official university notices.*

Name (Printed or typed)

Date

Signature

APPENDIX W – PHD DISSERTATION APPROVAL FORM

East Carolina University
 College of Nursing PhD
 Program
 Dissertation Approval Form

Student Name: _____

Date: _____

Phone number: () _____ Email address: _____ Banner ID: _____

Working Title of Dissertation Research: _____

Dissertation Option: TDO _____

MDO Option 1 _____

MDO Option 2 _____

Name of Dissertation Chair/Research Mentor: _____

Names of selected and invited dissertation advisory committee members:

Please list members:	Please sign after proposal is approved:
1.	
2.	
3.	
4.	
5.	

Pre-Approval: The student has evidenced his/her preliminary research topic and study design to candidacy examination committee/dissertation committee.

 Dissertation Chair/Research Mentor Signature Date

 Program Director Signature Date

Post Approval: The student has successfully presented his/her final dissertation proposal to the committee & is ready to submit an IRB & proceed with research

 Dissertation Chair/Research Mentor Signature Date

 Program Director Signature Date

Doctoral Dissertation Agreement

This agreement is to be developed and discussed prior to the formal formation of one's dissertation committee.

The advisor and student agree to the following:

This is the student's dissertation.

Trust (for the advisor and student) plays a tremendous role in the dissertation process. Any subsequent publication of this data will be first authored by the student.

They will finish this dissertation. In turn, comes dedication, open communication, and mutual encouragement toward completion.

Ethical standards and practices of research will be upheld.

Though the dissertation is seen as an independent work on the part of the student, this is also a collaborative effort between student and advisor. It takes both to get this done.

Open communication, continual communication, and regular contact play a large role in completing a dissertation.

Moving away from the university will typically increase the length of time it takes to complete a dissertation.

The advisor agrees to the following:

Provide written and oral constructive feedback that attests to global and specific details of the dissertation.

Provide feedback that will ensure a quality dissertation. Provide feedback to the student in a timely fashion.

He/or she will not let the student go to proposal or oral defense until he/she is certain (to the best of his/her knowledge) that the student is ready to accomplish such tasks.

Assist the student in preparing for oral portions of the dissertation process (e.g., proposal and defense) Be knowledgeable about the dissertation process, university guidelines, and programmatic issues regarding completion of the dissertation.

Keep the student on track and focused.

Attempt to foresee difficulties or problems with the dissertation process. This is not always possible but the advisor will try and foresee such issues.

Listen to the students concerns about the dissertation process.

The student agrees to the following: Work hard.

Dedicate substantial hours to the dissertation each week.

Keep in mind that the student is still a student until he/she graduates.

There is no such term as "ABD." "ABD" should not be used.

Adhere to proposed timelines and deadlines. Keep in continual contact with the advisor.

After receiving feedback from the advisor, the student will not only integrate the feedback but also be thoughtful and scholarly in revising the dissertation.

The advisor is not your secretary!

Keep up-to-date with university guidelines and deadlines regarding dissertations.

Adhere to APA Style 6th Edition. If the student does not know it, he/she will read it and then know it prior to starting the dissertation.

Realize that an editor will be required at least one time during the dissertation.

Be honest with the advisor – if the student does not know something, let the advisor know and he/she will provide assistance in gaining that knowledge. This is especially true for the statistics.

Expectations of the Student / Candidate:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Expectations of the Co-Director:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Resources for Literature Review:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Resources for Methodology and Data Analysis:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Personal Resources:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Motivational & Focus Resources:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Anticipated Timeline

	Target 1	Target 2
Graduation:	_____	_____
Copyright:	_____	_____
Defense Date:	_____	_____
Pre-Defense:	_____	_____
Document Complete:	_____	_____
Chapter 4&5 Complete:	_____	_____
Chapter 5 Draft:	_____	_____
Chapter 5 Draft:	_____	_____
Chapter 5 Draft:	_____	_____
Chapter 4 Draft:	_____	_____
Chapter 4 Draft:	_____	_____
Chapter 4 Draft:	_____	_____
Review of Data Analysis:	_____	_____
Data Analysis:	_____	_____
IRB Completed:	_____	_____
Proposal:	_____	_____
Chapter 3 Draft:	_____	_____
Chapter 3 Draft:	_____	_____
Chapter 3 Draft:	_____	_____
Chapter 1&2 Complete:	_____	_____
Chapter 2 Draft:	_____	_____
Chapter 2 Draft:	_____	_____
Chapter 2 Draft:	_____	_____
Chapter 1 Draft:	_____	_____
Chapter 1 Draft:	_____	_____
Chapter 1 Draft:	_____	_____

For Target #1, the student anticipates to dedicate _____ hours each week to the dissertation.

For Target #2, the student anticipates to dedicate _____ hours each week to the dissertation.

NOTE: Both Targets can speed up or slow down depending on a number of factors (writing ability, time spent doing the dissertation, issues with data collection, life, etc.). The Targets are used as a guideline or goal, not in any way a contractual agreement between student and advisor.

Dissertation Chair's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Each doctoral student conducts an original research project that adds to the body of nursing knowledge, and communicates that research in a written dissertation.

The Graduate School has specific guidelines for the presentation and writing of the dissertation. The Graduate School requires a specific page order and formatting of each page. See "Required Elements of Theses/Dissertations" (<http://libguides.ecu.edu/c.php?g=694874&p=4925841>) for the suggested page order and examples of pages for the dissertation or thesis. The components to be included in any given thesis or dissertation should be determined by mutual agreement between the student and his/her advisory committee. For each component of the thesis there is a prepared format to ensure that the student complies. This site has prepared templates formatted according to Graduate School guidelines. These are to be used as samples. It is the responsibility of each student to 1) follow the guidelines of the Graduate School for the elements of the dissertation and 2) attend a workshop on Graduate School thesis/dissertation submission (electronic or hardcopy). See www.ecu.edu/gradschool for a copy of the specific guidelines and schedule of workshops.

East Carolina University Graduate School Requirements Related to Dissertation

1. Required elements in order of placement:

- a. Abstract (required)
- b. Blank page (required)
- c. Title page (required)
- d. Copyright page (required)
- e. Signature page (required)
- f. Dedication (optional)
- g. Acknowledgement (optional)
- h. Table of Contents (required)
- i. List of Tables/Figures (as appropriate)
- j. List of Symbols/Abbreviations (as appropriate)
- k. Preface (optional)
- l. Text (body of thesis or dissertation)
- m. References (required)
- n. Appendix A (IRB or IACUC Approval letters required if human subjects or animals used)
- o. Appendix B (as appropriate)
- p. Blank page

In addition to the body of the dissertation, Appendices such as the IRB approval for each study, instruments (unless they are copyrighted), and other Appendices determined by the committee are included.

1. Submit the NON-EXCLUSIVE DISTRIBUTION LICENSE. See Appendix K.
2. Final approval of the dissertation rests with the student's dissertation advisory committee.
3. The "Graduate Student Graduation Summary Form" is completed and filed with the Graduate School during the semester of anticipated graduation according to the Graduate School deadline. This form is available at <http://www.ecu.edu/cs-acad/gradschool/current.cfm>.
4. Information about deadlines for [completion and submission of the dissertation](#) including guidelines for electronic dissertation submission and for all other paperwork related to completion of the degree is available in the **Graduate Catalog**, which is also available online at <http://catalog.ecu.edu/index.php?catoid=15>.

Once the student has successfully completed the defense of the dissertation, the grade of “U” for unsatisfactory or “R” for completion is determined by the committee and the chairperson notifies the Director of the PhD program. The PhD program office notifies the Dean of the Graduate School to award the degree.

Dissertation Presentation Guidelines

You will present your dissertation at the final meeting with your committee and then in a public forum attended by students, CON faculty and other faculty and students from other departments. You may also invite family or other colleagues that have an interest in your work to the public presentation. The presentation for both of these events can be the same although your committee may make some recommendations for revision before you give your public presentation. The presentation should be 20-30 minutes long and it should be similar to a presentation given at a professional, scholarly meeting.

Content of the Presentation- You should include about 20-25 slides with the following headings.

1. Title slide-Include the title of your presentation, your name, name of the chair and committee members.
 2. Background/Significance-1-2 slides on why your study is important.
 3. Literature Review-1-2 slides on the major findings in the literature. Do not cite every study. Synthesize what the literature says and what the gap is that you are addressing
 4. Theoretical/Conceptual Framework-1-2 slides on your guiding framework. A Figure that displays the major concepts of your study is desirable.
 5. Research Aims/Questions/Hypotheses- 1 slide that describes what was used in your study
 6. Methodology- This will vary depending on the study but should be no more than 5 slides as described below:
 - a. Study Design
 - b. Sample Selection
 - c. Procedure
 - d. Instruments
 - e. Data Analysis Plan
 7. Results- Provide 1-2 slides on descriptive data related to your sample and instruments. Then create one slide for each research/question hypotheses and describe the findings about that question. If you use a graph, be sure it is readable (see general guidelines below). Maximum about 6 slides.
 8. Conclusions/Implications-Depending on you study you might has one summary slide of the “take away” message and then slides titled; (no more than 4 slides)
 - a. Limitations
 - b. Clinical/educational implications as ppropriate
 - c. Recommendations for future research
- Format of the Presentation
Font size should be 24 points
 - No more than 12 line of text per slide
 - Use bullets, numbering, etc. to break up text
 - Use a color scheme that is readable with good contrast between the background and the words

- Don't use video, embedded links, or other distracting movement unless it is integral to the explaining the study.
- Be sure tables and figures are consistent and readable. Never say "I know you can't read this but this is what the slide says."
- If you have a legend to explain the table or figure, be sure that is also readable.
- Practice and time yourself before the presentation – your dissertation chair may request that you give the presentation to him/her so you can practice and perfect it

APPENDIX AA – PHD PROGRAM BENCHMARK FORM

Benchmarks for progression through the PhD program

Name

ID

To be completed by students and advisors in the Nursing PhD program and submitted to the Director of the PhD Program by May 1st of each year that the student is in the program

Year Admitted

Signature of Advisor

Benchmark (Year 1: 0 – 20 credit hours)	Yes	No	Notes
Attend doctoral student orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Begin coursework in accordance with plan of study	<input type="checkbox"/>	<input type="checkbox"/>	
Master APA and use of a Reference Manager Software	<input type="checkbox"/>	<input type="checkbox"/>	
Determine research topic and work with PhD program director to select a research mentor/advisor	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least once each term)	<input type="checkbox"/>	<input type="checkbox"/>	
Submission for publication or poster locally	<input type="checkbox"/>	<input type="checkbox"/>	
Master basic statistical analysis techniques	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars including Siegfried Lowin Lecture and Collaborative Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend Southern Nursing Research Society (SNRS) conference	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual report survey (Qualtrics) and share with advisor by May 1st (attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	
Develop relationship(s) with nurse scientist in your area of research	<input type="checkbox"/>	<input type="checkbox"/>	
Benchmark (Year 2: 20 – 39 credit hours)	Yes	No	Notes
Make continued progress in coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Work with research mentor/advisor to focus research topic and specific research questions and identify candidacy/dissertation committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Attend a Scientific Conference that moves your area of nursing science	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least once each term)	<input type="checkbox"/>	<input type="checkbox"/>	

Submit a Final Dissertation Agreement signed by advisor, to CON PhD Program	<input type="checkbox"/>	<input type="checkbox"/>	
Apply for PhD Candidacy status and successfully complete candidacy examination	<input type="checkbox"/>	<input type="checkbox"/>	
Submit an abstract for a presentation at a regional or national research	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Seminars including Siegfried Lowin Lecture and Collaborative Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Benchmark (Year 2: 20 – 39 credit hours) continued	Yes	No	Notes
If possible, conduct a pilot study for your dissertation research	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual report survey (Qualtrics) and share with advisor by May 1st (attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a relationship with an Interdisciplinary Scientist in your research area			
Benchmark (Year 3: 40 – 54+ credit hours)	Yes	No	Notes
Complete or continue with coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Complete two semesters of research practice (NURS 8250 & NURS 8255), if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
If possible work as a graduate assistant (TA or RA)	<input type="checkbox"/>	<input type="checkbox"/>	
Develop and submit a research grant in your area of nursing science	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm dissertation chair & dissertation committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Achieve Dissertation Agreement benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Seminars including Siegfried Lowin Lecture and Collaborative Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Attend/Present at a Scientific Conference that moves your area of nursing science	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	

Co-author or author & submit 1 additional manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual report survey (Qualtrics) and share with advisor by May 1st (attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit proposal draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation proposal defense	<input type="checkbox"/>	<input type="checkbox"/>	
Register for NUR 9000 Dissertation credits according to Dissertation Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Complete teaching residency, if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3rd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain IRB approval for dissertation research	<input type="checkbox"/>	<input type="checkbox"/>	
Register for NUR 9000 Dissertation credits according to Dissertation Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Collect/Analyze dissertation data	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit dissertation draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply (if career goal is to be an academic or researcher)	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule and Present public defense of dissertation	<input type="checkbox"/>	<input type="checkbox"/>	
Mentor new cohort of PhD students	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and Celebrate!	<input type="checkbox"/>	<input type="checkbox"/>	