

TABLE OF CONTENTS

PHD PROGRAM PURPOSE	2
PHD PROGRAM EMPHASIS	2
PHD PROGRAM OBJECTIVES	2
DEGREE REQUIREMENTS	3
BSN TO PHD OPTION PLANS OF STUDY	3
MSN TO PHD OPTION PLANS OF STUDY	3
DNP TO PHD OPTION PLANS OF STUDY	3
TRANSFER CREDIT AND RESIDENCY REQUIREMENTS.....	3
CREDIT BY EXAM.....	4
ELECTIVE COURSES.....	4
DIRECTED RESEARCH	5
COURSE SCHEDULING AND DELIVERY METHODS.....	5
PHD PROGRAM ACADEMIC REGULATIONS.....	6
ADVISEMENT AND PROGRESSION	6
ADVANCEMENT TO CANDIDACY	10
GUIDELINES FOR THE CONDUCT OF PHD CANDIDACY EXAMS.....	11
DISSERTATION REGULATIONS	12
THE DISSERTATION PROCESS AND PROCEDURES	13
DISSERTATION PUBLIC DEFENSE AND FINAL EXAMINATION.....	15
SUMMARY OF DISSERTATION PROCESS.....	16
APPENDIX A – PHD COURSE REGISTRATION FORM.....	18
APPENDIX B – PHD ANNUAL PROGRESS REPORT SURVEY	19
APPENDIX C – NURS 8255 DIRECTED RESEARCH FORM (PHD)	19
APPENDIX D – NURS 8500 INDEPENDENT STUDY FORM (DNP & PHD)	20
APPENDIX E – PHD ADVANCEMENT TO DOCTORAL CANDIDACY APPLICATION FORM.....	21
APPENDIX G – SCORING RUBRIC FOR THE PHD CANDIDACY EXAM	24
APPENDIX H – PHD DISSERTATION APPROVAL FORM.....	26
APPENDIX I - DOCTORAL DISSERTATION AGREEMENT	27
APPENDIX J – PHD DISSERTATION FORMAT	30
APPENDIX K – PHD DISSERTATION PRESENTATION GUIDELINES	32
APPENDIX L – PHD PROGRAM PROFESSIONAL STEWARDSHIP BENCHMARKS ASSESSMENT FORM	34
APPENDIX M – PHD DISSERTATION HOURS CONTRACT	35

PHD PROGRAM PURPOSE

The Doctor of Philosophy 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 with a focus in either bio-behavioral or system science. 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, policy makers 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 and 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. Within the BSN-PhD Program there is also an Early Assurance Program (EAP) for select Undergraduate students. The MSN to PhD option is the traditional post masters pathway for achieving a PhD. The DNP to PhD option is an accelerated pathway that allows up to 15 semester hours from a DNP program to partially fulfill requirements of the PhD program. A minimum of 39 additional semester hours of doctoral coursework taken at ECU is required for a total minimum of 54 semester hours for degree completion.

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, such as nursing administration and nursing education, aimed at understanding interactive and interdependent elements of a complex whole that are applicable in nursing; and 2) Bio-Behavioral Science- The investigation of the interplay of behavioral, biological, sociocultural and environmental factors to better understand nursing’s role in advancing 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. **PhD students are allowed to make one “C” in the program. After receiving a “C” on a course in the program, the student will be placed on academic probation and if the student earns a second “C” they will be discharged from the program.** Academic progress will be evaluated at the end of each semester by the academic advisor, who is responsible for notifying the PhD program director 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 PhD program director, 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.

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)
NURS 8236 Qualitative Methods II
NURS 8242 Emerging Research Priorities and Research Design

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. NURS 8255 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 semester (May) of each year. Students take a hybrid course, NURS 8205 – Nursing Scholarship and Discovery I, during the 11-week summer session. This course includes an onsite intensive as well as online and face-to-face coursework that prepares PhD students for the journey ahead.

Most 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. Online classes may be synchronous or asynchronous, based on faculty teaching preferences. Synchronous online classes will occur on Wednesdays.

PHD PROGRAM ACADEMIC REGULATIONS

To track progression through the program and achievement of benchmarks, students must complete a **Qualtrics Annual Progress Report Survey** each academic year by April 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 clinical 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 plan of study is entered into DegreeWorks and edited as the plan changes. 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 in Degree Works and if needed, submitting updated plans to the PhD Program Assistant by the end of the first month of each fall and spring semester
 - Evaluating 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. All members of the dissertation committee, both from within or outside of the CON must be approved by the ECU Graduate School. 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 Graduate School will notify the PhD program office when the committee has final approval.

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.

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.

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.

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.

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	Member 4	Member 5 (additional members)
<p>A. Tenured member or tenure track member (completed 2 years) 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 at least one dissertation committee</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>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>

ADVANCEMENT TO CANDIDACY

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 is a comprehensive exam of the student's integration of basic knowledge from the core courses with application in their focus area of research. The dissertation chair must approve the student's progression to candidacy.
2. The **Application for the Candidacy Exam Form** is filed by the student in the PhD Program 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. Annually, a schedule of when candidacy exams are issued and returned as well as when oral exams would be scheduled if needed is posted outside the PhD program office and distributed to all faculty members serving on or chairing dissertation committees.
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 developed by the chairs of candidacy committees for each semester in conjunction with the PhD Program Director. The candidacy exam is submitted to the PhD program office and then 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 as needed. 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:

<i>Faculty Responsibilities</i>	<i>Student Responsibilities</i>	<i>PhD Program Office & Director Responsibilities</i>
1. Candidacy chairs approve student readiness and develop three exam questions each semester.	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 chairs confers with Program Director for approval of questions.	2. Consults with dissertation advisor to determine CON 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 three days of receipt of the exam. 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 as per the annual program calendar.	4. Once the written exam is completed, the student submits completed answers to PhD program office within 7 business days.	4. Develops annual 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 3 candidacy exam questions developed by the candidacy committee chairs 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 a majority of 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 the **Worksheet for Candidacy Examination Findings**. 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, 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 or as determined by the remediation and retesting plan designed by the student and committee. 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 on the agreed upon outcomes defined in the **Dissertation Hours Contract Form** 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 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 at the oral defense. The PhD Program Director also signs the signature page. 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 time for the presentation on one of those defined dates. The examination is open to the public, friends and family, and members of the University community. An initial 20 minute presentation is given by the student see Dissertation Presentation Guidelines. Anyone attending the public defense may ask questions. Before 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, student works with PhD program director to 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 – 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*

SAMPLE ONLY

APPENDIX B – PHD ANNUAL PROGRESS REPORT SURVEY

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

APPENDIX C – NURS 8255 DIRECTED RESEARCH FORM (PHD)

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 CastleBranch? ___ 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. 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: _____

**Any student taking Directed Research or Dissertation Hours in a clinical setting is required to have CastleBranch up to date prior to the first class day.

SAMPLE ONLY

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: _____

SAMPLE ONLY

Advancement to Doctoral Candidacy

Date: _____

To: Dean of the Graduate School, East Carolina University

From: Elaine S. Scott _____ Nursing _____
(Graduate Program Director) (name of doctoral program)

Subject: Advancement to Doctoral Candidacy for _____ B _____
(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 and banner id: _____

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

_____	_____
<small>(Print name and Banner ID here)</small>	<small>(Print name and Banner ID here)</small>
_____	_____
<small>(Print name and Banner ID here)</small>	<small>(Print name and Banner ID here)</small>
_____	_____
<small>(Print name and Banner ID here)</small>	<small>(Print name and Banner ID here)</small>

___ Dissertation research involves human subjects?
No 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? _____

SAMPLE ONLY

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

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

_____, candidate for the PhD Degree _____
Student’s Name Banner ID#

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

Name of Faculty

Faculty Rank

Other Titles (if applicable)

This signature indicates agreement to serve as the Dissertation and Candidacy Committee Chair for the above-listed student.

Dissertation/Candidacy 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 Committee Chair
Student
PhD Program Office

SAMPLE ONLY

APPENDIX G – SCORING RUBRIC FOR THE PHD CANDIDACY EXAM

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

SAMPLE ONLY

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: _____

Signature of Candidacy Committee Member: _____

Signature of Candidacy Committee Member: _____

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: _____

SAMPLE ONLY

APPENDIX H – 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: Traditional Dissertation Option _____ Manuscript Dissertation Option _____

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

SAMPLE ONLY

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.

SAMPLE ONLY

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 5Draft:	_____	_____
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:	_____	_____

SAMPLE ONLY

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.
- 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 appropriate
 - 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

PhD Program Professional Stewardship Benchmarks Assessment Form

Student Name:

Banner ID:

Year Admitted:

Current Program Year: 1 2 3 4 5 6

Directions: 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.

Note: Each benchmark is required to be achieved at least once prior to PhD program; performance of each benchmark more often is encouraged for continued growth in Professional Stewardship.

Benchmark	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Submit a research focused abstract for presentation consideration at a professional conference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend College of Nursing sponsored research activities (e.g. Research Seminars and Siegfried Lowin Lecture).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disseminate a research focused presentation at a Scientific Conference (e.g. poster, podium)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend a regional or national scientific conference (e.g. SNRS, STTI, or population relevant area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-author or author & submit a manuscript for peer reviewed publication consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate on college/university committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in college orientation activities of new PhD student cohort(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve in a leadership role in professional activities (e.g. college, university, or professional committee/taskforce; policy setting group).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other professional stewardship or leadership activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-----Section Below to be Completed by Faculty Advisor-----

Faculty evaluation of the quality of activities participation and progress in achieving benchmarks:

Meets Expectations Needs Improvement

Notes/Comments:

Faculty Advisor's Name: (Printed) _____

Faculty Advisor's Signature: _____

Submit completed form to the Director of the PhD Program by April 1st

SAMPLE ONLY

APPENDIX M – PHD DISSERTATION HOURS CONTRACT

**ECU College of Nursing – PhD Program
PhD Dissertation Hours Contract**

Important Note: This form must be completed every semester that PhD students take only dissertation hours. The form must be completed and filed with the graduate program assistant prior to the semester’s drop/add deadline.

Student Name:

Student Banner Number:

Advisor Name:

Semester and Year:

Number of Dissertation Hours:

Dissertation Work to be Completed that Semester:

Student’s Signature **Date**

Dissertation Chair Signature **Date**

End of Semester Evaluation (Completed by Chair): ___ Satisfactory ___ Unsatisfactory

Chair’s Comments if Unsatisfactory Evaluation:

Advisor’s Signature **Date**