

Uniformed Services University
of the Health Sciences
Graduate School of Nursing
PhD Program (Nursing Science)

Student Handbook

2012 - 2013



IMPORTANT NOTICE: Provisions of this Handbook are informational and subject to change. The USU GSN reserves the right to update and revise the curriculum. Students are advised to consult their academic advisor for quarterly planning and approval prior to course registration.

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**USU PhD Program
2012-2013 Academic Calendar**

Fall Quarter, 2012

Date	Event
Monday-Friday, 23 - 27 Jul 2012	Fall Quarter Registration, Current Students
Wednesday-Thursday, 15 - 16 Aug 2012	Orientation, Incoming Graduate Students
Thursday-Friday, 16 - 17 Aug 2012	Registration, Incoming Graduate Students
Monday, 20 Aug 2012	Fall Quarter Classes Begin
Friday, 24 Aug 2012	Pre-Fall Grades Due
Friday, 31 Aug 2012	Last Day to Drop/Add Courses
Monday, 3 Sep 2012	Labor Day (Holiday)
Monday, 8 Oct 2012	Columbus Day (Holiday)
Monday-Friday, 15 - 19 Oct 2012	Registration for Winter Quarter Classes
Friday, 9 Nov 2012	Fall Quarter Classes Ends
Monday, 12 Nov 2012	Veterans' Day (Holiday)

Winter Quarter, 2012-2013

Date	Event
Tuesday, 13 Nov 2012	Winter Quarter Classes Begin
Thursday-Sunday, 22 - 23 Nov 2012	Thanksgiving Recess
Wednesday, 28 Nov 2012	Last Day to Drop/Add Courses
Wednesday, 28 Nov 2012	Fall Quarter Grades Due
Saturday, 22 Dec 2012 - Wednesday, 2 Jan 2013	Winter Recess
Monday, 21 Jan 2013	Martin Luther King Jr.'s Birthday (Holiday)
Monday-Friday, 28 Jan 2013 - 1 Feb 2013	Spring Quarter Registration
Friday, 15 Feb 2013	Winter Quarter Ends
Monday, 18 Feb 2013	President's Day (Holiday)

Spring Quarter, 2013

Date	Event
Tuesday, 19 Feb 2013	Spring Quarter Classes Begin
Tuesday, 5 Mar 2013	Last Day to Drop/Add Classes
Tuesday, 5 Mar 2013	Winter Quarter Grades Due
Saturday-Sunday, 16 - 24 Mar 2013	Spring Recess
Monday-Friday, 22 - 26 Apr 2013	Summer Quarter Registration
Monday-Wednesday, 13 - 15 May 2013	USU Research Week
Tuesday, 14 May 2013	Graduate Student Colloquium
Friday, 17 May 2013	Spring Quarter Ends
Saturday, 18 May 2013	USU Graduation

Summer Quarter, 2013

Date	Event
Monday, 20 May 2013	Summer Quarter Begins
Monday, 27 May 2013	Memorial Day (Holiday)
Friday, 31 May 2013	Last Day to Drop/Add Courses
Friday, 31 May 2013	Spring Quarter Grades Due
Thursday, 4 July 2013	Independence Day (Holiday)
Monday-Friday, 22 - 26 Jul 2013	Fall Quarter Registration
Friday, 9 Aug 2013	Summer Quarter Ends
Friday, 9 Aug 2013	Academic Year Ends

WELCOME TO GRADUATE STUDIES AT USU!

We are pleased that you have chosen USU for pursuit of your doctoral degree in nursing.

The Graduate School of Nursing is committed to excellence in the didactic and research training of masters and doctoral degree students. USU graduates serve the nation in public service, create new knowledge, train the next generation of scientists, and contribute to the advancement of health and science in both public and private positions.

The GSN faculty initiates research in four key areas in order to provide the scientific foundation needed for military and Federal nursing practice and health policy. These Interdisciplinary Options provide a concentrated area of study in the following domains of inquiry: Biobehavioral Theory & Research, Ethics, Policy & Leadership, Health Services Research, and Patient Safety and Rehabilitation Outcomes. These areas of research require basic science and laboratory studies as well as social sciences, behavioral and clinical investigations using both qualitative and quantitative methods. Students will match their interests with one of the Interdisciplinary Options and with their academic advisor, develop a plan of study to include cognate courses, research experiences, seminars and other educational offerings both within and external to USU.

This handbook is designed as a reference for your use in finding answers to frequent, recurring questions concerning graduate study at USU. Much of the information contained herein also appears on the USU GSN Web site. Go to www.usuhs.mil/gsn

The Handbook contains critical information about all aspects of graduate student life at USU, including progress during your academic program and important issues such as the expectations of the University on topics such as academic integrity, ethics and military issues. **You are responsible for all the information contained within this Handbook.**

Graduate studies at USU consist of a rigorous schedule of lectures, small group sessions, seminars, and a variety of research experiences. The Program Director and the Associate Dean for Academic Affairs will ensure that the policies of USU are uniformly and fairly applied to all graduate students. The Program Director and your Advisor are available to answer questions regarding your academic life at USU or any other aspect of the University that pertains to your tenure as a graduate student.

You are enrolled in a University that is proud of its tradition of academic and scientific excellence, and we want you to benefit from the faculty and facilities available on this campus as well as the DC area. The faculty and staff in the Graduate School of Nursing wish you success in your academic studies, and we are ready to assist you in your progress towards your degree.

Ada Sue Hinshaw RN, PhD, FAAN
Dean and Professor

PURPOSE

The purpose of the handbook is to establish specific guidelines, policies, responsibilities, and procedures for graduate nursing students assigned to the Uniformed Services University of the Health Sciences (USU).

APPLICABILITY

This handbook is applicable to all Graduate School of Nursing (GSN) PhD Program students.

POLICY CHANGES

Students should not construe the provisions in this handbook as an irrevocable contract. The GSN reserves the right to make policy and regulatory changes at any time. The GSN does not assume responsibility for giving advance notice of changes made in policies.

However, changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.

Students and graduates of the GSN must also recognize that changes in the law or military service policy may affect their rights and obligations. The Student Handbook attempts to provide a general summary of the policies of the uniformed services that affect USU students. Individual military service policies may differ from those listed in this handbook, in which case the service policy governs. Additional information, to include military requirements, is located in Appendix A.

A. HISTORY OF USU

The 92nd Congress, with the passage of Public Law 92-426 providing the authority to grant appropriate advanced degrees, established the Uniformed Services University of the Health Sciences (USU). The 25-year effort of Congressman F. Edward Hébert (D-LA) led to the congressional passage of legislation that created USU. The University was initially established to provide a comprehensive education in medicine to select young men and women who demonstrated potential for and commitment to careers as Medical Corps Officers in the Uniformed Services. The University is organized under the Department of Defense, and is advised by a Board of Regents, composed of 15 members prominent in the fields of health and education, nine of whom are appointed by the President with the advice and consent of the Senate. In 1983 Congress passed legislation officially designating the School of Medicine at USU as the F. Edward Hébert School of Medicine.

Four years after the passage of the legislation creating the University, the School of Medicine admitted its charter first-year class of 32 students in the fall of 1976. Sixty-eight medical students were admitted in 1977 and 108 in 1978. Current enrollment is 165 per class. The Graduate Program in the Biomedical Sciences

has also grown steadily since the first graduate students were admitted in 1977. In 1994 there were 106 graduate students enrolled in Doctoral and Master's programs in the basic medical sciences.

The Graduate School of Nursing (GSN) is the newest school at USU. In the fall of 1992, the Department of Defense received the authority along with an appropriation to plan and implement a nurse practitioner education program at USU. The intent of the legislation was to meet the needs for advanced practice nurses in the Uniformed Services, which include the Army, Navy, Air Force and U.S. Public Health Service.

Since graduate degrees in nursing are granted only by a school of nursing, the creation of a GSN at USU was appropriate to grant the Master of Science in Nursing (MSN) degree. The program areas initially targeted were Family Nurse Practitioner and Nurse Anesthesia. The Family Nurse Practitioner (FNP) Program admitted its first students in August 1993. The Nurse Anesthesia (RNA) program admitted students in June of 1994. The Clinical Nurse Specialist (CNS) Perioperative Program admitted students in June of 2003. The Adult Psychiatric Mental Health Practitioner (PMH-NP) Program admitted students in June of 2008. Students are prepared as future Federal advanced practice nurses. Excellence in clinical practice along with the ability to respond to military mobilization, humanitarian needs and disaster relief during times of war and peace are the hallmarks of the graduates of this program.

The USU PhD in Nursing Science Program was established in 2002 to meet an evolving need for nursing research relevant to the Federal health care system and military operational environments. Established to provide nurses with the opportunity to study in this unique environment where Federal health care and military operational research is already a priority, nurses prepared in this program will be uniquely qualified leaders in research, education, administration and clinical practice in Federal health care and military operations. The rigorous curriculum of the program is designed to prepare nurse scientists to conduct relevant research in Federal and military health care.

B. USU MISSION

The Uniformed Services University of the Health Sciences is the Nation's Federal health sciences University and is committed to excellence in military medicine and public health during peace and war. We provide the Nation with health professionals dedicated to career service in the Department of Defense (DOD), and the United States Public Health Service and with scientists who serve the common good. We serve the uniformed services and the Nation as an outstanding academic health sciences center with a worldwide perspective for education, research, service, and consultation; we are unique in relating these activities to military medicine, disaster medicine, and military medical readiness.

C. USU VISION

We are the Nation's Federal health sciences University, recognized as an outstanding scholarly education center. Our component schools and institutes are dedicated to excellence and innovation in education, research, and service worldwide.

We are a University that grants degrees in the health sciences at all levels, producing outstanding scientists and healthcare practitioners for the Nation.

We are recognized as the preeminent center for the study of military medicine, tropical disease, disaster medicine, and adaptation to extreme environments.

We are a major coordinating center for consultation, support, and advocacy education and operational readiness training in the health sciences throughout the careers of uniformed medical personnel.

We have cooperative, mutually supportive and valued interaction with DOD hospitals that enhances undergraduate education, graduate medical education, research programs and patient care.

We have a partnership with the Henry M. Jackson Foundation for the Advancement of Military Medicine that enriches our scholarship and contributes to our fiscal stability and maximum development.

We attract a diverse population of qualified individuals and encourage their personal and professional development. Our students, faculty and staff appreciate that they are essential to the work and success of each other and the University.

We prepare and inspire our students, faculty and staff for a lifetime of learning, leadership, and service.

Our programs, scholarly activities, faculty and graduates make outstanding contributions throughout the medical and scientific communities.

D. USU GUIDING PRINCIPLES

As we strive to accomplish our mission, we are committed to all of the following principles. Each one represents an essential and equally important core value.

Caring

We foster an atmosphere of caring, mutual respect, courtesy, pride in work and personal development. Each member of the university community is important.

Communication

We interact and share information in a timely manner with openness, candor and sensitivity.

Integrity

We conduct ourselves responsibly, ethically and honestly.

Loyalty

We are dedicated to each other, the University, the Department of Defense and the Nation.

Quality

We strive to excel through continuous quality improvement.

Scholarship

We are committed to academic freedom as fundamental to the advancement of knowledge and a lifetime of

learning.

Service

We are sensitive to the needs of those we serve and are responsive to new ideas and change.

Teamwork

We value the contributions of each member of our community and work to achieve an environment characterized by cooperation, collegiality, and an appreciation of diversity.

E. GSN MISSION, VISION & GUIDING PRINCIPLES

GSN MISSION STATEMENT

The Graduate School of Nursing is a diverse, interdisciplinary community providing the Nation with the highest quality advanced practice nurse clinicians, scientists and scholars dedicated to Federal Health Service.

GSN SHARED VISION

The premier nursing education and research graduate school; innovative in serving the needs of the Federal Health System.

GSN GUIDING PRINCIPLES (T-R-I-C-E)

Teamwork - -build a community to achieve an environment characterized by cooperation, collegiality, and appreciation of diversity

Respect - -genuine consideration of others' rights, values, and traditions; -regard for others' feelings, wishes, and traditions

Integrity - -adherence to one's principles; do what is morally and ethically right

Communication - -listen and share information in a timely and constructive manner with openness, candor, and honesty

Excellence in all Pursuits - teaching, research, practice, service and collaboration

F. GSN PHILOSOPHY

The philosophy of the GSN is derived from the mission and goals of the University. The philosophy is built on a foundation of nursing theory, research, and advanced practice that fosters critical thinking and a vision of future health care with consideration of the unknown and unforeseen.

G. ACCREDITATION

The University is accredited by the Middle States Commission on Higher Education.

H. DOCTOR OF PHILOSOPHY (NURSING)

Students admitted into the USU GSN Doctor of Philosophy (PhD) Program transition from a master's specialty to a rigorous program of study that includes emphasis on science, leadership and research. The PhD program is uniquely focused on advancing the science guiding the future of individuals and systems within Federal and military systems.

Designed to prepare research scientists, the PhD Program provides core foundational courses such as research methods, statistics, ethics, policy, nursing science, philosophy and professional issues. In addition, cognate courses are required specifically addressing the interdisciplinary sciences undergirding students' research interests. Cognate courses in the physical or social sciences may be taken outside of the GSN within the University. Electives selected by students in conjunction with their primary advisor provide for a comprehensive and rigorous program of scholarship.

The overall objective for the PhD Program is to prepare future scientists and scholars to identify significant knowledge gaps and conduct rigorous research that contributes to the body of scientific knowledge. The GSN values basic and applied research as a means for testing, refining, and advancing scientific knowledge. Graduate students and faculty at USU contribute to the discovery, development, and transmission of new knowledge and the result of these activities is the development of a scientific body of knowledge that is relevant to military and Federal health care.

I. ACADEMIC INFORMATION

Summary of the Program's Curriculum

The curriculum for the PhD in Nursing Science Program is designed to provide rigorous research training to create scientists who will conduct research relevant to both military and Federal health care. The curriculum is built on a series of required core courses, cognate courses in a defined area of study outside the GSN, and courses in one of our three Interdisciplinary Options. All students complete a series of required core courses during the first two years of study that are designed to prepare them to assume leadership roles in the scientific community of military and Federal health care scholars. Core courses provide an academic foundation in (1) Ethics, Policy, Theory and Philosophy, (2) Research Methods, Statistics and Analytic Techniques, (3) Professional Development, and (4) an immersion in a variety of Research Rotations and Internship opportunities. Emphasis of the program is the rigorous training of future scientists and leaders in the research enterprise.

Students are expected to define a focused area of investigation early in the program to aid in the selection of appropriate cognate courses to be taken in other disciplines. With the advisement of their committee they will select a minimum of three courses to define a substantive area of study consistent with the focus of the dissertation.

The PhD Program focuses on four comprehensive areas of scholarship designed to provide students with a significant foundation in both the domain of science as well as the appropriate methodological approaches. These Interdisciplinary Options are (1) Biobehavioral Science & Research, (2) Ethics, Policy & Leadership, (3) Health Services Research, and (4) Patient Safety and Rehabilitation Outcomes. Each Interdisciplinary Option provides courses and research experiences specifically designed to integrate knowledge gained from related disciplines with the techniques and approaches derived from core courses, with the goal of defining the state of the science of a selected problem that forges the dissertation.

J. CURRICULUM

Nursing Knowledge 12 Credit Hours

PhD 800 the Scholarship of Discovery

PhD 812 Public Policy in the Context of Military and Federal Health Care

PhD 813 Theoretical Models in Nursing

PhD 814 Philosophy of Science

Research Methods and Research Ethics 12-15 Credit Hours

PhD 810 Ethics in Science

PhD 811 Research Ethics

PhD 830 Approaches to Scientific Inquiry

PhD 831 Qualitative Research Methods

PhD 832 Survey Research Methods

PhD 883 Systematic Review of the Literature/Meta-analysis [optional]

Advanced Research Design in students' area of interest if needed

Statistics 9-12 Credit Hours

PMO 503 Biostatistics I

PMO 504 Biostatistics II

Advanced statistics required for dissertation

Research Experience/Internship 6-12 Credit Hours

PhD 820-822 Research Experience (required)

PhD 823-826 (to be determined by Academic Advisement Committee)

Professional Development 12 Credit Hours

PhD 840-845 Emerging Scholars Seminar

PhD 880 Professional Issues in Scholarship

PhD 881 Scholarly Writing

Interdisciplinary Options 9-12 Credit Hours

Includes cognate courses in student's area of interest

Dissertation & Dissertation Seminar 9-12 Credit Hours

PhD 882 Research Proposal Development

PhD 910 Dissertation Seminar

PhD 911 Dissertation Research

Research Training

All students are expected to be active in research throughout their graduate studies to include attendance at conferences, seminars, and guest lectures. All students will participate in a series of required research experiences in the first year to increase their scientific expertise and depth of knowledge. Research Internships in the second year are tailored to the student's focused area of study in collaboration with their faculty Advisor(s). Decisions regarding the timing and number of research internships are made in consultation with the student's Academic advisor and advisory committee and approved by the Program Director/Chair.

K. REQUIREMENTS FOR THE PHD DEGREE

Academic Milestones

PhD programs are traditionally designed upon a foundation of courses that provide an introduction to scientific inquiry and indoctrination to the life of a scientist and scholar. The curriculum is comprised of **core courses** required of all students independent of their area of specialization. Core courses are provided to introduce students with the analytic and theoretical approaches to nursing science. Students also select an **Interdisciplinary Option** consistent with their area of research interest. Within each option, there is a combination of courses provided within the GSN as well as cognate courses taken outside the GSN in disciplines that will provide the theoretical and scientific basis of the dissertation. Within each option, there are opportunities for students to design Research Internships in the second year to work closely with selected faculty or scientists to begin a rigorous exploration of a proposed dissertation topic.

The milestones of the program outlined in the diagram below provide a roadmap identifying important steps in students' progression from orientation to graduation. Although there are predictable decision points (e.g., selecting an Advisory Committee), advancement to Candidacy

status and completion of the dissertation is dependent upon the student's academic progression. Maintaining close communication with one's Academic Advisor is essential to meeting these milestones in a timely manner.

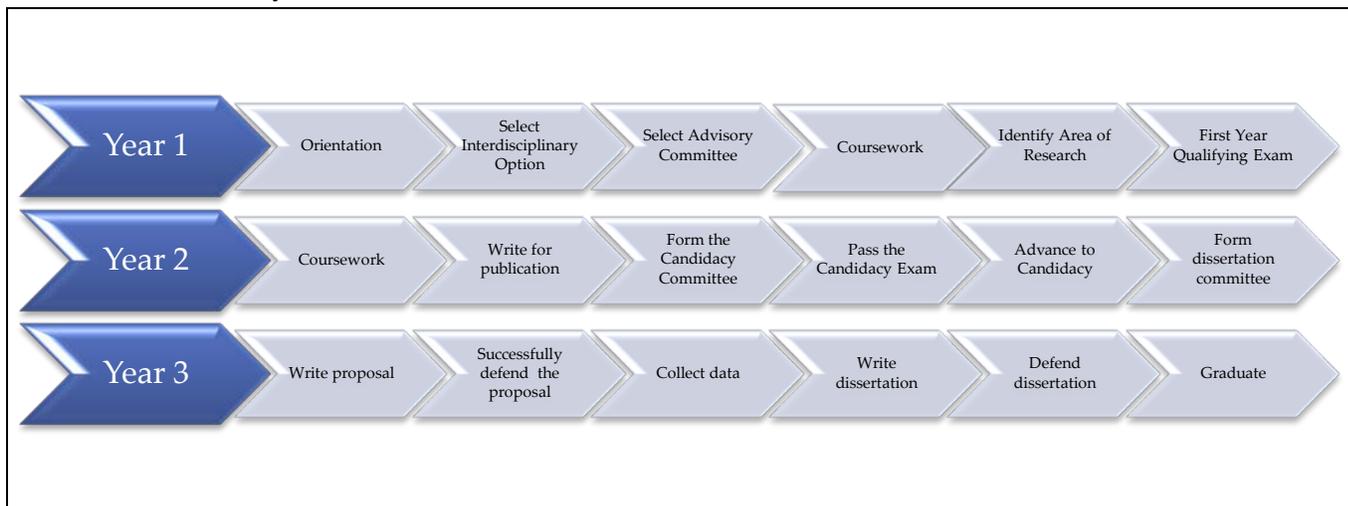


Figure 1. Milestones of the PhD Program

L. ACADEMIC ADVISING

Academic Advisement Committee

During Orientation Week, students are assigned a primary academic advisor by the PhD Program Director based on the student's declared area of study and the expertise of the faculty member. The primary advisor will serve as Chair of the academic advisement committee that is comprised of at least three members including, when appropriate, a cognate area faculty member. The Advisor will assist with the orientation of the student to the doctoral program's expectations and work collaboratively with the co-advisors to design a program of studies to include courses and experiences within the GSN and the School of Medicine Graduate Program. Advisors provide expertise in content areas related to the student interests and provide advice and counsel about professional development. A *Request for Appointment of Academic Advisement Committee* will be submitted to the Program Director for approval.

Should a student desire to change advisors/mentors, the Program Director will be notified. The request to change advisors should be submitted in writing, providing an explanation and appropriate justification for the requested change.

Advisors have the responsibility of meeting on a regular basis to:

- provide guidance in the selection and scheduling of coursework;

- monitor student progress and provide a written yearly evaluation;
- determine the need for counseling, tutoring, or remedial services and referral to appropriate resources;
- inform students of calls for paper presentations, seminars, conferences and other professional development.

It is the student's responsibility to keep advisors informed of any changes in their program plan and/or area of study. Any changes to the approved plan of study must be approved by the advisor and reviewed/approved by the Program Director.

Seminar Requirements

As nurse scientists, PhD students are expected to develop critical thinking and effective oral and written communication skills. Seminars actively involve students in the preparation, development, coordination, and discussion of various research topics, contemporary issues of importance, professional issues, and presentation skills. The Emerging Scholars Seminar (PhD 840 series) is designed to provide a student/faculty forum for scholarly exchange and discourse until students reach Candidacy status. At that time, students join the Dissertation Seminar and form a cohort of candidates engaged in the dissertation process.

First Year Qualifying Examination

At the end of the first year students will take an examination that broadly evaluates the academics provided in the core courses. The examination is designed to provide an indicator of the student's ability to successfully move forward in the program. If remedial instruction is needed, a plan will be developed by the Academic Advisement Committee and approved by the Program Director.

Advancement to Candidacy Status

To advance to the status of candidate, students must satisfactorily pass the candidacy examination. This examination demonstrates the student's knowledge of the scientific literature and an ability to synthesize and integrate content that is related to the research planned for the dissertation. Students must seek approval from their advisor and the PhD Program Director/Chair to sit for the examination.

To be considered for candidacy for the PhD degree, students must complete course requirements with a minimum grade point average (GPA) of 3.0. Further, students may not advance to candidacy until they have successfully passed the comprehensive examination (qualifying examination). In summary, advancement to candidacy is contingent upon:

1. satisfactory completion of all required coursework
2. successful completion of the comprehensive qualifying exam and

3. approval from the student's academic advisor, the PhD Program Director/Chair, and the Dean.

M. DISSERTATION REQUIREMENT

The dissertation is a rigorous research project that results in a substantive piece of original and novel research. Students must present the results of an approved research project they conducted and completed. The dissertation is not complete until the findings of this original research work have been documented and disseminated. Research resources and important links to support research activities are found in the Dissertation Handbook.

Dissertation Options

The dissertation is defined as a written compilation of scholarly work directly related to the student's individual program of research. For the purpose of the dissertation requirement for the PhD, two options exist. Students must choose their dissertation option by the end of the first academic year. One option is the traditional five- chapter dissertation and the other option is a three- manuscript option. Additional information is available in the Dissertation Handbook.

Dissertation Proposal Defense

Once students reach candidacy status, they form a dissertation committee, assemble a formal presentation and orally defend the proposal. The dissertation committee must approve the presentation and plan of research prior to the oral proposal defense. The oral proposal defense is pass/fail.

N. APPLICATION PROCEDURES AND TRANSFER CREDITS

Registration

Students must meet with their academic advisor for course advisement, scheduling and registration. Students are responsible for ensuring that they are registered for the appropriate classes as approved by their academic advisor and the PhD Program Director/Chair.

Transfer Credits/Credit Conversion

Upon admission, students seeking transfer of credits from other universities must formally request consideration of those courses as soon as they are accepted into the program.

While enrolled in the PhD Program, students may be advised to take courses outside of the University or in the School of Medicine. The student must obtain approval for transfer credit for courses taken outside the University. This approval for transfer credit must be obtained from the academic advisor prior to enrolling in the course. Course credits which have been previously used for another academic degree may not be transferred.

The GSN PhD Program is on a quarter system and awards quarter hour credits. In the event that courses are taken from other universities where semester hours are awarded, transfer credit hours will be converted to quarter hours using a nationally recognized conversion chart so that quarter hours can be reflected on the student transcript.

O. STUDENT EVALUATION AND GRADUATION

Grading

All classes are graded on a traditional scale: A+, A, A-, etc. Specific courses are graded as “Pass” or “Fail” and include: Research Experiences, Research Internships, Emerging Scholars Seminar, and Dissertation Seminar.

Awarding of Degrees

The USU holds a formal graduation ceremony once a year in May. Students must complete their dissertation no later than the end of March in order to qualify and participate in the ceremony. Students who finish after this date will be eligible to participate in the ceremony the following year. Students who have successfully completed all requirements toward their PhD will graduate and can receive their degree without participating in the formal ceremony. Degrees are conferred every quarter by the USU Board of Regents.

Transcripts

Official copies of transcripts are available through the GSN Registrar, Terry Malavakis at 301-295-1055 or terry.malavakis@usuhs.edu. USU will be transitioning to an electronic registration system in the near future, however, in the interim students are advised to regularly verify the accuracy of their transcript. Errors should be immediately reported to the PhD Program Director/Chair and to the registrar.

P. GRADING, PROMOTION, AND REMEDIATION PROCEDURES

Academic Standards and Performance

Academic performance of all students is regularly reviewed by the PhD faculty. Students must maintain a cumulative grade point average (GPA) of “B” or 3.0 in all core course work while enrolled in the PhD Program. No grade less than B in a doctoral level course may be used to satisfy any part of the minimal credit hours required for the doctorate.

Withdrawal from a Course

A student may use the “drop” and “add” options within the 1st two weeks of the quarter. (See Academic Calendar). After that date the withdrawal option will be used. Withdrawal grade “W” designation is used when a student withdraws from a course prior to the end of the semester,

without completing all the course requirements. Withdrawal prior to the drop date recorded on the transcript carries no credit and is not averaged into the cumulative grade point average. If the withdrawal occurs after the drop date, the course grade will be designated “WP” (same as “P” grade) or “WF” (same as “F” grade) depending on the student’s performance in the class. The student will seek approval from the PhD Program Director/Chair to withdraw from a course. The Program Chair has the final decision regarding the appropriateness of allowing a student to withdraw from a course.

Incomplete

An incomplete (“I”) is assigned at the discretion of the instructor when a student is unable to complete the course requirements within the allotted course time constraints. An incomplete carries no credit and is not averaged into the cumulative grade point average. Prior to issuing a grade of “I”, the course instructor and *student must sign a contract* that specifies the course assignments that must be satisfactorily completed to remove the grade of *Incomplete*, and a timeline for those assignments to be completed. Failure to satisfactorily fulfill the stipulated requirements by the specified date, the end of the following quarter, will result in the conversion of the *Incomplete* to a grade of “F”.

Deficient Grades

PhD students must maintain a B average to remain in good academic standing. A deficient grade may be remediated by repeating the course in its entirety and receiving a passing grade. Core courses or courses that are prerequisites must be repeated the next time the course is offered. Other courses must be repeated no later than the next academic year. No more than *two* courses during the students program of study may be remediated. Upon completion of the repeated course, the previous grade is deleted from the grade point average but remains on the student transcript.

Student Promotions Committee (SPC)

Students who do not meet the academic standards set forth are subject to meeting with the Student Promotions Committee (SPC). Graduate students will be referred to the SPC for review for any of the following reasons:

- a. Failure to meet course objectives or required academic standards.
- b. Failure to meet objectives for clinical training.
- c. Requested by student.
- d. Scheduled interim progress review.
- e. Removal from probation.

f. Other. The Program Director, Commandant or other GSN Senior Leader may refer a student at any time for offenses including but not limited to the following: breach of a professional and ethical standards of conduct, military officership, academic integrity, etc. See GSN Policy and Procedure #94-06 "Student Promotions Committee (SPC).

Failure to Progress

Instances may arise when the PhD Program Director/Chair or Dissertation Chair believes that the quality of the student's course of study is not acceptable. Students who fail to progress will be considered on an individual basis in keeping with the guidelines set forth by the SPC Policy.

Q. ELIGIBILITY FOR ENROLLMENT, EXTENDED ABSENCES, AND NONACADEMIC DISMISSAL

In addition to the requirement to maintain a GPA of 3.0 or above, students must be continuously employed as a Federal employee or serve on active duty while enrolled in the program. The following guidelines will be applied to all students in regards to maintaining eligibility for enrollment:

1. Students who voluntarily leave Federal employment/service will be dismissed, regardless of their point of progression in the program. This includes those electing non-mandatory retirement without matriculation to employment into Federal/military sector.
2. Students who involuntarily leave Federal employment/service before successfully defending their dissertation research proposal will be dismissed.
3. Students who involuntarily leave Federal employment/service after successfully defending their dissertation research proposal will be allowed to complete the program.
4. Students whose license to practice as Registered Nurse is revoked or suspended in any state or territory or do not maintain an active current license to practice as a Registered Nurse in at least one state or territory, will be dismissed from the program.

Extended Leave of Absence

Students are expected to address the need for an extended leave of absence (LOA) with their advisor and the PhD Program Chair. Decisions regarding LOA will be made on a case by case basis.

R. GENERAL INFORMATION

Student Identification Badges

USU identification badges (ID) must be worn on campus and are required for security clearance to get on the Walter Reed National Military Medical Center (WRNMMC)/USU campus. The University ID is essential for the identification of USU graduate students to our campus security forces, and the I.D. provides access to other areas and special functions. Student I.D.s will be issued

during Orientation Week. If the ID badge is lost or stolen, notify the security office immediately and obtain a replacement.

E-mail and Internet Access

Each USU graduate student will be assigned an electronic mail and internet access account whereby the student can send or receive mail messages, check the Bulletin Board for information pertaining to USU, access the Internet, and have remote access to the Learning Resource Center and its databases. Information sent from the Graduate School of Nursing (GSN) is critical and you are required to regularly check your USU e-mail account and the USU GSN web site. Most official information, notices, and reminders are distributed to students only by e-mail or are posted on the web site. **The GSN Office is your OFFICIAL interaction with the University hierarchy. Thus, you are responsible for reading and responding (if asked) to ALL emails sent from GSN.**

Appendix B is a guide to online learning developed by the GSN faculty.

Learning Resources Center (aka Library)

The Learning Resources Center (LRC) is available to all graduate students at USU. During Orientation Week, or shortly after arriving on campus, you should stop by the front desk at the LRC with your USU ID card. This card serves as both a USU ID and a LRC (Library) card. You may also obtain an account that will permit remote access to the LRC online collection of journals, books, and databases.

The LRC also maintains numerous computers, printers, scanners, etc. available for your use. The LRC is part of a network of medical and scientific libraries throughout the nation and can obtain reprints from most scientific journals. Information regarding the utilization of the LRC and methods for obtaining scientific articles is available at the circulation desk.

Hours of the LRC are: Monday – Thursday 7am -11pm, Friday 7am -7pm, Saturday 9am – 5pm and Sunday 12- 11pm. The hours are posted on the doors of the facility and on the USU LRC web site (<http://www.lrc.usuhs.mil/>).

Parking and Mass Transit Program

Parking at USU is restricted to students with hang tags. These tags are issued by the school after the beginning of the school year. Parking is also available at the Henry Jackson Foundation (HJF) building located at 6720C Rockledge Drive. A shuttle bus is available to transport students to and from the HJF building and the USU Campus (USU Flagpole). Shuttle buses are available to transport students to and from the Medical Center Metro Station and run throughout the day. Bicycle parking is available on the first level of Building C, outside the back entrance to the student carrel/study area, and on the ground level of Building B near the Security Office. Reserved parking

spaces are provided for disabled individuals and Government vehicles only. Other parking options will be discussed at Orientation.

Recreational Facilities

Through an agreement between the President of USU and the Commanding Officer WRNMMC, USU graduate students may utilize recreation facilities on this Naval Base. These facilities, called the Comfort Zone, include a gym, fitness center, outdoor recreation facility, and more. The gym is located in Bldg. 17. The hours of operation are: Monday-Friday - 5:00 a.m. to 9:00 p.m.; Saturday, Sunday, and holidays - 9:00 a.m. to 6:00 p.m. Phone: (301) 295-2450. Services: cardio zone exercise center, weight zone strength conditioning area, personal training, stretching and abdominal training area, locker rooms, Jiu-jitsus/Karate, fitness classes, fun-runs and walks. The outdoor facilities include: basketball court, softball field, running track, and picnic pavilions. These facilities are only a short walk from the USU campus. Your USU Identification Badge should be shown when requesting use of the services facilities. In addition to the facilities at WRNMMC, a mini-gym is available on site and is located on the ground floor of Bldg. B. This gym is equipped with free weights, stair masters, treadmills, stationary bikes, and elliptical cross-trainers. Showers and lockers are readily accessible next to the gym.

Graduate Student Council

The Graduate Student Council (GSC) is the voice for and acts on behalf of all USU graduate students to promote communication among graduate students in all Programs and to provide services beneficial to the students. The Council is led by the GSC President who is elected by the graduate students. The President is the student representative on the Graduate Education Committee (GEC). Each Program or Department has a student representative who is selected by the students in that community. All USU graduate students are members of the GSC and are encouraged to attend the bi-monthly meetings and to serve as Student Representatives of their Program, or on the various GSC or USU committees. A copy of the GSC By-Laws is attached (**Appendix C**). Students also serve on University-wide Committees. Current services/activities sponsored by the GSC include a website (<http://www.usuhs.mil/graded/gsc>).

Textbooks

Required textbooks will be issued to the graduate students free of charge for active duty military students. Students from Federal agencies must purchase their own textbooks. Acquisition of textbooks for graduate courses taken outside of USUHS is the responsibility of each student. If you purchase textbooks, you may do so from the vendor of your choice. The Foundation for Advanced Education in the Sciences (FAES) maintains a Bookstore at the National Institutes of Health (NIH) across the street from WRNMMC. Through a cooperative arrangement, USU faculty and students are authorized to utilize this bookstore to purchase textbooks and other study materials. The GSN can also help you determine the best buy.

S. STANDARDS OF CONDUCT

Introduction

When an individual talks about Standards of Conduct these days, they are often speaking about one specific subject. However, Standards of Conduct cover multiple subjects. These standards are the yardsticks by which we are measured as people and professionals, on one hand, but they are also those standards which define us as human beings. This section of the Handbook describes several types of standards, all of which play an important role in the world of developing or mature scientists. Becoming a scientist is not just learning to become a critical thinker or designing an experiment with the proper controls so you can rely on your results. We live in a world where electronic and personal communications have become a constant reminder of the importance of developing people skills. This notion of people skills not only means how well you explain ideas and concepts or how well you can interact with others, but also whether you treat others with the respect and dignity that each person deserves. So herein are some rules and thoughts not only about the meaning of cognitive and non-cognitive skills and values people must develop but also what it means to copy other peoples' ideas or what it means to intimidate or harass others; all these things are a part of Standards of Conduct.

Violations of academic integrity or ethics will be reviewed by the SPC. A lapse in performance and/or evidence of academic or scientific misconduct may result in a recommendation for suspension, probation, or disenrollment.

Academic Integrity

Satisfactory academic standing is determined both by performance in formal courses and by aspects of academic performance that include skills, attitudes, and attributes judged by the graduate faculty to be important for success as a nurse scientist. These include, but are not necessarily limited to academic and scientific ethics, honesty, integrity, reliability, perception, balanced judgment, personal insight, and the ability to relate to and respect others.

Responsible Conduct of Science

The Graduate Students' Code on the Responsible Conduct of Science was developed by USU faculty and modified and adopted by USU Graduate Students. Your behavior as a graduate student and nurse scientist should adhere to these principles.

"I will demonstrate honesty, integrity and professionalism in planning, conducting, interpreting and reporting my scientific research. My work will be rigorous, unbiased, ethical, scholarly, and as far as possible, objective. I will undertake only research for which I am qualified, and will collaborate and cooperate with other specialists when that is beneficial to the research.

I will show respect for my animal research subjects and human research volunteers. I will use both appropriately and humanely. I will consider both the animals and the volunteers' comfort, not causing unnecessary pain or distress in my research, while maximizing potential benefits to both the subjects and to society, while minimizing risks. With human volunteers, I will maximize their welfare and secure fully informed consent stressing voluntariness. I will be knowledgeable about applicable laws and regulations concerning the use of animals and human research participants, and be diligent in ensuring that they are followed.

I will show respect for fellow students and researchers, ensuring that they receive appropriate credit for their contributions to the research. I will share my knowledge, methods, and results with others in a fair and expeditious way. I will provide objective, unbiased reviews of other scientists' work. I will provide accurate and understandable information to fellow scientists and to the public.

I will consider my responsibilities to society in my choice of research topics, in using my resources wisely and safely, and in avoiding conflicts of interest or commitment. I will be involved with the social and ethical ramifications and the environmental impact of my discoveries, proceeding in the best interests in society."

Ethics Course

All doctoral students are required to satisfactorily complete the course "Ethics in Science" (PhD 810) during the first term as they begin their research experiences. Utilizing lectures and discussions, this course provides participants with an opportunity to review the basic principles for responsible conduct of scientific research.

Plagiarism.

Responsible conduct of science and academic integrity concepts also include the respect with which we use other peoples' ideas and concepts. Although the word plagiarism has been defined in various ways, all definitions include a violation of academic integrity and the following constraints on using other investigators' works. A further discussion of the meaning of plagiarism is included in **Appendix D**.

Non-Attribution.

Lectures, discussions and all variety of presentations by guest speakers, seminar leaders, and panelists, including renowned public officials and scholars, constitute an important part of University curricula. So that these guests, as well as faculty and other University officials, may speak candidly, the University offers its assurance that their presentations, will be held in strict confidence. This assurance is derived from a policy of non-attribution that is morally binding on all who attend. Without the express permission of the speaker, nothing he or she says will be attributed to that speaker directly or indirectly in the presence of anyone who was not authorized to attend the lecture.

Academic Freedom.

USU students have the privilege of **respectful dialogue** amongst academic colleagues and may debate any subject related to the USU course materials within the classroom setting. Indeed, one of the goals of professional Federal/military education is to develop officers who can employ innovative thinking when confronted with changing situations; it is imperative that the University provide a learning environment that encourages officers to cast a critical eye on traditional or accepted concepts. In this regard, the University is a safe and proper setting for students to practice the art of communicating innovative and non-traditional concepts. It is expected that officers will debate their viewpoint responsibly reflecting officership, professionalism and military courtesy.

Personal Interactions with Faculty

Students should interact with faculty in a professional manner and with respect for the academic knowledge and authority of the faculty. However, students must not be coerced or become involved in interactions with faculty that create, in fact or appearance, academically inappropriate behavior in what is, by its very nature, an unequal relationship.

Perceived faculty misconduct and/or inappropriate interactions or behavior with or toward a student should be reported to the Program Director/Chair and/or the Associate Dean for Academic Affairs.

Harassment and Discrimination

The USU and the GSN support an environment where the worth and dignity of each student is recognized and respected and where each student has the opportunity to achieve academic success. During the course of their academic and research activities at USU, graduate students must not be the recipients of discriminatory or intimidating actions or behaviors based on sex, race, ethnicity, religion, or sexual orientation. Graduate students should not engage in or be involved in promoting discrimination.

Sexual Harassment is defined as any unwelcome sexual advance, which includes any verbal or physical behavior of a sexual nature, and any direct or implied requests for sexual favors. It also includes any sexually-oriented conduct where a student's acceptance or rejection of such behavior affects his or her level of work performance by creating an intimidating, hostile, or offensive work environment. The majorities of sexual harassment incidents are relatively subtle in nature, frequently associated with the abuse of real or perceived power and are not gender-specific.

It is important for anyone who feels that he or she is or has been a victim of discrimination, intimidation, or sexual harassment to inform the person or persons involved that his or her conduct is unwelcome and must stop. If this behavior continues, or if a hostile work environment is created, the victim should communicate his/her grievance to the Program Director/Chair, Advisor, and/or the Associate Dean for Academic Affairs.

T. ADDITIONAL ACADEMIC INFORMATION

Registration

The PhD Program is based on the quarter credit hour system. Full time students must be registered for 12 or more credit hours per academic quarter until they reach Candidacy status at which time the credits for Dissertation Hours and Dissertation Seminar are 6 per quarter

Each student must confer with his/her advisor to determine his/her curriculum and educational plan. This conference is important to ensure that each graduate student registers for appropriate courses, acquires the required number of graded and total credit hours for the degree they seek, and meets the specific course requirements of his/her program. **It is the responsibility of the student and his/her advisor to ensure that the student is registered for the required number of quarter hours and for courses that are being offered during that quarter.**

USU GRADUATE PROGRAMS IN THE BIOMEDICAL SCIENCES AND PUBLIC HEALTH

The USU Health Sciences Graduate Program provides academic programs and coursework available to GSN doctoral students. PhD students are advised to explore courses and faculty research programs within the graduate program. USU currently offers PhD degrees in three Interdisciplinary Programs:

- Emerging Infectious Diseases
- Molecular and Cell Biology
- Neuroscience

USU also offers doctoral and master degrees in Departmentally-based Programs:

Department of Medical and Clinical Psychology

- PhD in Medical Psychology (research track)
- PhD in Medical Psychology (dual track)
- PhD. in Clinical Psychology*

Department of Preventive Medicine

- PhD in Environmental Health Sciences*
- PhD Medical Zoology
- Doctor of Public Health

*Some degree programs are limited to military students (indicated by *).*

NIH/FAES COURSES

Courses are offered at the Foundation for Advanced Education in the Sciences (FAES) Graduate School at the National Institutes of Health (NIH) located across Wisconsin Avenue (Rockville Pike) from WRNMMC. USU graduate students are permitted to enroll in FAES courses and receive

academic credit at USU if the Advisor and Program Director/Chair deems that an FAES course is required for a student's academic program, and no equivalent course is taught at USU.

Degree Completion Time Limit

Active duty military students are assigned by their respective services for 3 years to complete the doctoral degree. Part time graduate students must complete their degree requirements **no later than 7 years after the initiation of a program of graduate study at USU**. Students will be formally notified 1 year prior to the deadline.

U. STIPENDS AND RESEARCH SUPPORT

Doctoral Student Research Funds (TO Grants)

USU maintains a special fund to finance doctoral student research. This resource is designed to provide research funds to graduate students in addition to those provided by their major advisor. These funds are available to those students who have Advanced to Candidacy and are devoting a majority of their time to their dissertation research. These funds may be used to support research supplies but not travel. Funding beyond 2 years is generally not available. Requests are evaluated on a case by case basis by the Graduate Education Office (GEO). The maximum funds available have varied between \$1,500 and \$2,500/year. Additional funds may be available through the Tri-Service Nursing Research Program or through the Associate Dean for Research in the GSN.

Forms to apply for USU graduate research funding are available from the GEO in the School of Medicine. Deadline for submission of applications is usually October 1st. Applications may be accepted at other times. The applications are relatively short if the funding requested is part of an already accepted University protocol by a major professor. If the research funding represents an entirely new protocol, the normal USU research review procedures must be followed. Information on the appropriate course of action is available in the GEO. These protocols are administered by the Office of Research Administration (REA) at USU. If the funding is approved, the GEO or REA will notify the student, the advisor, and the Program Director.

In Closing

The faculty and staff of the GSN take great pride in the success and accomplishments of our graduates who are among the leading military and Federal nurse scientists in the country. Your program is designed to provide you with the analytic skills, research training, and professional competence to move into roles of increasing responsibility and productivity. We hope your program will be challenging, rewarding and empowering as you continue to serve your country by advancing the science in military healthcare.

APPENDIX A: STUDENT POLICIES/INFORMATION

APPENDIX B: GUIDE TO ONLINE LEARNING

APPENDIX C: GRADUATE STUDENT BYLAWS

APPENDIX D: PLAGIARISM

GRADUATE SCHOOL OF NURSING

PhD STUDENTS

POLICIES AND INFORMATION

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I. MILITARY COMMAND AND CONTROL

A. USU BRIGADE Mission

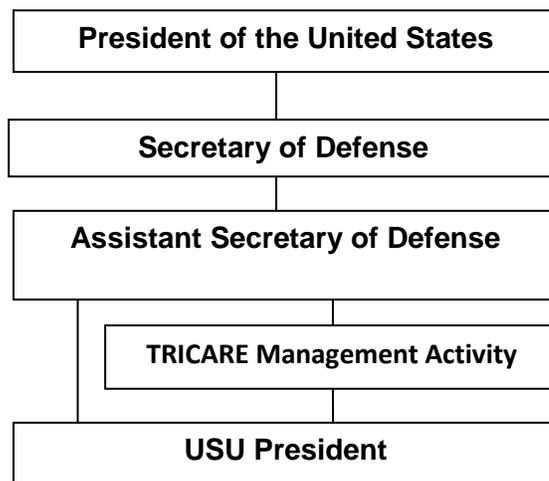
Mission. *The USU Brigade (BDE) is the military command of all uniformed service members, including faculty and staff, and provides support to service members assigned to the School of Medicine and Graduate School of Nursing. Numbering over 1000 Navy, Marine, Army, Air Force and Public Health Service members, the Brigade is a dynamic organization that plays an*

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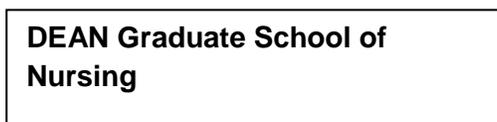
integral role in the University and its tenant activities in the preparation of health care professionals for military readiness and national disasters. Its mission includes:

- *Support worldwide military medical operations and contingencies.*
- *Ensure the health, welfare, morale and spiritual support of BDE members.*
- *Support University military field exercises and events.*
- *Provide professional career development for assigned officers and enlisted personnel that enhance competitiveness for promotion, future assignments and retention in the uniformed services.*

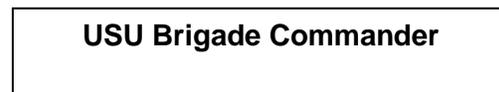
B. Chain of Command



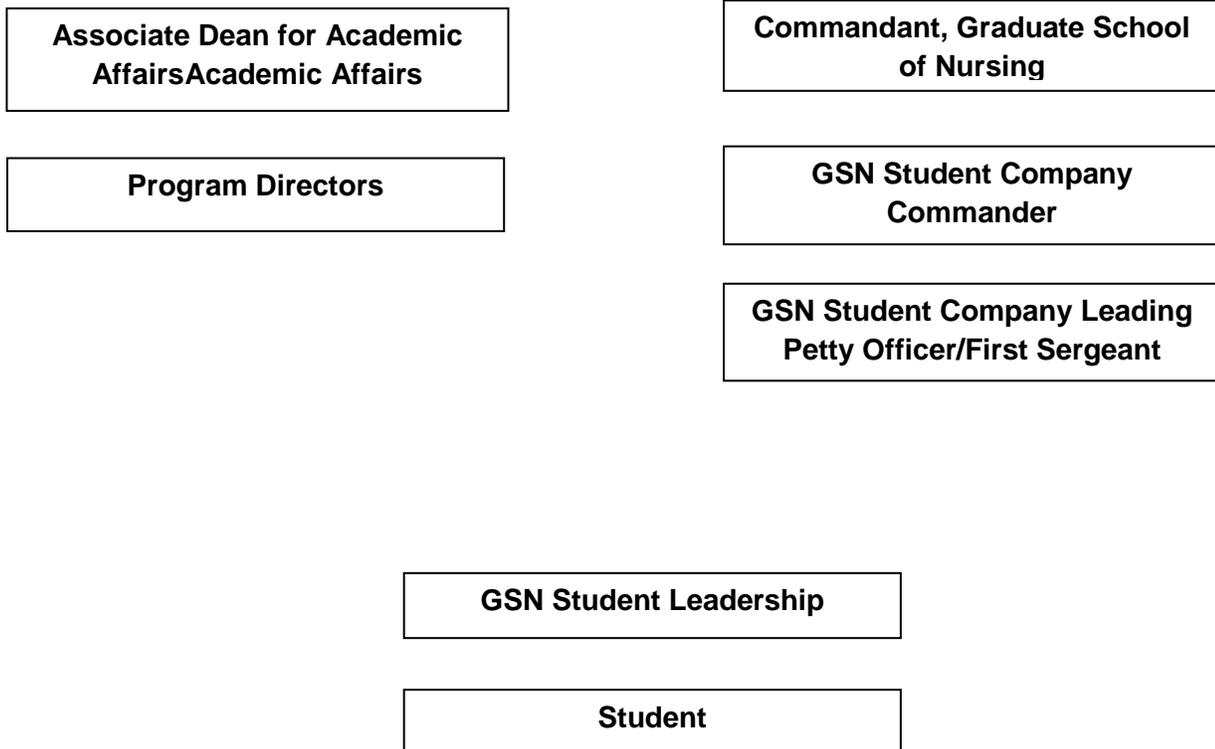
ACADEMIC CHAIN



MILITARY COMMAND AND CONTROL



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C. Brigade Commander

The Brigade Commander is ultimately responsible for the accomplishment of the Brigade mission. The Brigade Commander is recognized as the “senior active duty military officer” of the University and implements the Uniformed Code of Military Justice (UCMJ) within the USU Brigade. It is the responsibility of the Brigade Commander to ensure that uniformed personnel assigned to the University adhere to the appropriate service specific standards set forth by their parent services. In addition, the Brigade Commander makes certain that the interests of the military members assigned to the University are addressed. Under the leadership of the Brigade Commander, the uniformed students, faculty and staff assigned and reporting to the School of Medicine, the School of Nursing, or other University programs and divisions must participate in activities and events as they would in any other command of the Uniformed Services. Physical fitness exercises, standards, and testing are adhered to; performance evaluations are completed and rated; and uniformed personnel are trained in the appropriate uniformed programs and customs.

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D. COMMANDANT, GRADUATE SCHOOL OF NURSING-

ASSISTANT DEAN OF STUDENT AFFAIRS

The Commandant, Graduate School of Nursing, serves as the senior military officer in charge of all Brigade assigned Army, Navy, Air Force and Public Health Service GSN students and is assisted by the GSN Student Company Commander. The commandant reports to the Brigade Commander for military issues and chain of command accountability, and serves as military advisor to the Dean, GSN. The mission of the Office of the GSN Commandant is to:

- *Exercise military command and control of all brigade uniformed service students assigned within the GSN.*
- *Direct service specific mandated programs, physical fitness, weight control, urinalysis, officer professional development and equal opportunity.*
- *Execute plans, programs, and policies to ensure accomplishment of all USU Brigade missions in compliance with directives of higher authority.*
- *Model, stimulate, and foster the qualities and attributes of professional leadership and officership.*
- *Serve as student resource for service specific military career counseling, officer professional development and a facilitator for administrative requirements.*

As the Assistant Dean for Student Affairs, fosters educational and professional development of all assigned students, manages the administration of various student needs in cognitive and non-cognitive areas of growth, administers the student conduct process, coordinates career development programs, and oversees the academic performance of each student. The Assistant Dean for Student Affairs supervises the quality of student life and represents the student body to the University Administration.

E. IN/OUT PROCESSING

- ◆ *All GSN students must formally In-process and Out-process through the USU Military Personnel Office (MILPO), Building C, Room C1016 during the hours of 0730-1530 Monday through Friday except holidays. Contact @ (301) 295-3087.*
- ◆ *Formal In-processing or Out-processing checklist may be obtained from the aforementioned MILPO Office.*
- ◆ *Once you have completed In/Out-processing each activity as designate on checklist, students must return the completed checklist to the MILPO office.*

F. UNIFORM AND GROOMING STANDARDS

Unless otherwise directed by the GSN Commandant, all USU students will wear the University prescribed uniform of the day while attending classes or conducting other official business on campus. All students are expected to follow these uniform guidelines. During the clinical rotations in the military treatment facilities, the normal duty uniform will be that prescribed by the local Commander. During clinical rotations in other than military treatment facilities, the Program/Clinical Director will prescribe the duty uniform.

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The following are Uniform of the Day (UOD) guidelines for USU GSN Students, while on station at USU.

Every Monday, each service will be dressed in the following:

- **USA:** Monday: Class B **USAF:** Monday: Service Uniform
- **USN:** Monday: Khakis **USPHS:** Monday: Khakis

Tuesday-Friday, each service will wear the following:

- **USA:** ACUs
- **USAF:** BDUs- sleeves may be rolled up, except at Brigade Formations.
- **USN:** NWUs or Khakis
- **USPHS:** Cammies or Khakis

G. PROFESSIONALISM AND Standards of Conduct

Public confidence in the integrity of the Department of Defense is essential to the performance of its mission. Students must adhere to all policies and instructions within the University. For this reason, all students are held to the standards of conduct requiring them to avoid any action, whether or not specifically prohibited, which might result in or reasonably be expected to create the appearance of:

- Using public office for private gain
- Giving preferential treatment to any person or entity
- Impeding government efficiency or economy
- Losing complete independence or impartiality
- Making a government decision outside official sanctions
- Adversely affecting the confidence of the public in the integrity of the government
- Engaging in any activity or acquiring or retaining any financial interest that results in a conflict between their private interest and the public interest of the United States related to their duties.
- Engaging in any activity that might result in or reasonably be expected to create the appearance of a conflict of interest. Not accepting gratuities from defense contractors.
- Using their official position to influence any person to provide any private benefit.
- Using inside information to further private gain.
- Using their rank, title, or position for commercial purposes.
- Engaging in outside employment or activity that is incompatible with one's duties or that may bring discredit to the service.
- Taking or using government property or services for other than officially approved purposes.
- Giving gifts to their superiors or accepting them from their subordinates.
- Conducting official business with persons whose participation in the transaction would be in violation of the law.
- Duplicating copyrighted documents that impinge on copyright law. Single copy of an article for personal educational use may be considered fair use.

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H. ACCOUNTABILITY SYSTEM

- *Normal duty hours are as prescribed by program academic schedule. Attendance at class, clinical, and other required events is mandatory unless officially excused by the appropriate Course/Clinical Coordinator and Commandant. If an unscheduled absence occurs for any reason the Class Leader and Commandant's office and appropriate Course/Clinical Coordinator must be notified immediately.*
- *Students who fail to report for didactic or clinical training will receive counseling from their Clinical/Course Coordinator. Repetitive incidents of tardiness will be referred to GSN Student Company Commander for appropriate disciplinary/administrative action IAW GSN Student Company Commander Policy and Precedent on Student Accountability.*
- *When scheduled class and/or clinical rotation time is missed, the student is responsible for acquiring missed class notes and/or coordinating makeup of time lost.*
- *All students must provide any changes in name, telephone numbers or address to the Commandant's Office no later than 7 days after the change. The information is used to update the recall roster.*
- *Students are responsible for checking their **e-mail daily** and mailboxes located in the Student Community Center at least twice weekly and are responsible for knowing and acting on the information contained therein.*

I. UNIFORM CODE OF MILITARY JUSTICE (UCMJ)

The military justice system is one tool used to correct breaches of discipline. The purpose of the system is to protect the rights of both the institution and the individual service member. The uniformed officer has the responsibility to provide full support to the UCMJ when a breach in discipline occurs; to support the Commandant in the application of the military justice system for maintaining order and discipline; to take appropriate action when breaches of discipline occur; and to report all such violations to the proper authorities. Officers should do everything within their power to prevent breaches of discipline from occurring. If all efforts at prevention fail, the next most reasonable step is correction through expressions of disapproval, verbal reprimands, or remedial training. These corrective methods often bring more desirable results than more punitive methods. However, if these minor corrective methods prove unsuccessful, punitive action may be taken. Punitive methods are used, as a last resort, to punish those who repeatedly or seriously violate the standards of conduct required of military service members. Punishment may be rendered through nonjudicial (Article 15) or judicial means (court martial). Military service members shall not lie, cheat, steal, or engage in activities that bring discredit upon themselves, their service, and the United States Armed Forces. Issues involving breaches in military conduct will be dealt with by the USU Brigade chain of command. Adjudication will be directed through the member's branch of the service. After adjudication, the Student Promotion Committee (SPC) will be briefed on actions taken. The SPC will determine the need for further action as it relates to student status at the university.

J. PHYSICAL FITNESS AND WEIGHT CONTROL

Students are required to meet physical fitness, weight and body fat standards at all times in accordance with their service-specific regulations. Failure to meet these standards can result in adverse administrative actions, including entry into a supervised exercise or weight management program, restriction of clinical rotations to the local area, and potential removal

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from active duty. Graduating students must meet height and weight standards and pass the Physical Fitness test in order to graduate, unless they are exempted from the requirement in writing by a medical authority. The University has master fitness instructors who, upon request, will tailor programs to meet individual needs.

K. DRUG ABUSE PREVENTION

*The Brigade conducts random, unannounced urine drug screens. The Commandant's office is notified 24 hours in advance. The Commandant's office will notify individual students of this requirement when necessary or activate the student alert roster when appropriate. Urinalysis testing is considered a **mandatory formation**. Students selected to participate must report at the appropriate time, in duty uniform with their ID card. Failure to show will result in disciplinary action. Allowances are made for students who are on official TDY/TAD for clinical rotations.*

L. LEAVE, pass, and liberty POLICY

1. The following procedures for requesting and approving leave are applicable to all U.S. Military assigned in student status.

- *Approving authority for all leave is the GSN Student Company Commander.*
- *Leave shall be administered uniformly and equitably within the scope of applicable laws and regulations.*
- *Students will submit leave request in a timely manner, at a minimum, 96 hours prior to start of leave. For overseas request, submission must be in office 30 days in advance. The student must take the required security training and present proof of completion with the leave request.*

- *The GSN Student Company Commander will sign your leave form or approve it through LeaveWeb (Air Force) and NSIPS (Navy) and forward to the Military Personnel Office (MILPO). MILPO will assign a control number and copies must be obtained from their office (Army only). Air Force personnel will receive approval via Air Force LeaveWeb email notification and Navy personnel will receive approval via NSIPS*

- *A copy of the leave form or print-out of electronic approval must be carried while on leave.*
- *If unable to return from leave as scheduled, notify the GSN Student Company Commander immediately @ 301-295-9651 during duty hours or via cell number on recall roster as necessary. Failure to return from leave on time without approval will be considered absent without leave (AWOL).*
- *Use of leave not yet earned (advance leave) is not automatically approved nor recommended. Check with the GSN Student Company Commander for service specific policies.*
- *Emergency leave will be granted when appropriate. Notify the GSN Student Company or Leading Petty Officer/First Sergeant or the GSN Commandant. At a minimum the following information must be provided; the nature of the emergency, dates of the leave period, and the address and phone number for leave period.*
- *Leave during scheduled class time or clinical rotation time must have the approval of the Program Director or their designee prior to submission to GSN Student Company*

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Commander for processing. All absences during “normally” scheduled class/clinical time will be counted as leave.

- *Holiday/Winter Recess Leave/Liberty/Pass shall be executed IAW GSN Student Company guidance.*

◆ **Pass/Liberty**

A pass or liberty can be granted if students are away from their home (greater than 250 miles) for a period of 96 hours or less. Typically passes are used for 3-4 day holiday weekends. Passes must include two days of the weekend (Sat and Sun) and may not include a school day. If a student wishes to be absent from classes a leave form must be submitted. Pass/Liberty does not count against normal leave. Pass/liberty cannot occur concurrently with leave. Passes are requested by submitting a pass form to the GSN Student Company Commander. If unable to return from pass/liberty, for any reason, the GSN Student Company Commander is to be notified. Extension of a pass/liberty may necessitate the entire absence be converted to leave. If the pass/liberty privilege is abused members will be subject to disciplinary action.

M. MEDICAL READINESS

Medical Readiness is the responsibility of each Service member. Students should treat their medical readiness just like their nursing or driver’s license and for knowing the due dates for all requirements and take action before they expire. Students will present a copy of their medical readiness screen with their request for leave, pass or liberty. Request for leave, pass or liberty may be denied if there are delinquencies in any area of the medical readiness requirements. Waivers may be granted depending on the availability of appointments. Do not allow any aspect of your medical readiness to expire.

N. ACADEMIC EVALUATION REPORTS/TRAINING REPORTS/ FITNESS REPORTS

Academic/fitness reports are submitted to each service annually. A brief narrative noting academic progress, military performance, and essential identifying information (rank, SSN, etc) will be forwarded to the Military Personnel Office (MPO). You will be required to submit input to the Commandant and your Program Director for this report.

O. Off-Duty Employment

GSN students at USU receive full pay and allowances. Each uniformed service expects that the student’s primary emphasis and full attention be focused on their studies at USU. DOD Directive 5500.7-R, the Standards of Conduct Regulation, prohibits off-duty employment while attending USU.

Off-duty employment is defined as any non-federal government activity that involves compensation, relates to the service member’s military duty (to include attendance in a regular course of study at other educational institutions) or significantly impacts on the student’s time. Any questions as to whether a particular activity falls within this Directive should be addressed to the Brigade Legal Officer.

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P. OFF-DUTY ACTIVITIES

- ◆ *Attendance in a regular course of study at other educational institutions is prohibited while a student at USU. Courses that are completed in a relatively short time are exempt from DOD Directive 5500.7. If a student is in academic jeopardy, off-duty education will not be approved.*
- ◆ *While the university encourages students to volunteer in the local community, their activities must not interfere with program requirements.*
- ◆ *Any activity deemed to be an outside activity for the purpose of DOD Directive 5500.7-R must be approved before the student is authorized to engage in that activity. While each request will be evaluated on its own merits, as a general rule, activities that involve compensation and long term study will not be approved.*
- ◆ *The process for seeking approval of outside activities is as follows: The student will obtain a USU Form 1004, Request for Approval of Outside Activity, from the Commandant. The completed form will be staffed through the chain of command. The request will be reviewed by the Brigade Legal Officer to ensure compliance with the Joint Ethics Regulation. The Brigade Commander will take final approval action. Point of Contact for these concerns/issues is the Brigade General Counsel.*

II. STUDENT AFFAIRS

A. STUDENT RIGHTS AND RESPONSIBILITIES

Students have a right to expect the following:

- *That all materials shall be factual and fairly presented, and contain clearly understandable, detailed information pertaining to the program content, graduation requirements, and student rights and responsibilities.*
- *Fair and non-discriminatory practices in the selection process of the program*
- *That upon acceptance into a program, they will be provided the quality of education necessary to fulfill the objectives of the program.*
- *That they will not be exploited relative to time commitment of pay for profit of the conducting institution.*
- *That enrollment in the program of study is equivalent to the signing of a contract between the student and the program.*
- *That student failure to achieve goals within the expected time based on date of enrollment and projected graduation date are reviewed and dealt with on an individual basis.*
- *That they will receive due process when contesting evaluative decisions.*
- *Fair and accurate evaluations of their progress in the educational program and to be kept informed of the status of the progress.*
- *Fair and impartial treatment during all testing, evaluation and grading processes.*
- *Access to transcripts of their academic and clinical achievements.*
- *Upon their request have verified copies of transcripts to be furnished to institutions, agencies, or others specified by the student or graduate.*

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- *Clearly stated terminal objectives and graduation requirements.*
- *A fair and impartial due process mechanism, which includes an appeal process.*

B. EQUAL OPPORTUNITY AND SEXUAL HARASSMENT

The USU policy is to provide equal opportunity in all employment matters for all persons; to prohibit discrimination because of race, color, age, religion, sex, national origin, physical or mental handicap, and/or reprisal for participation in protected EEO activity; and to promote the full realization of equal opportunity through continuing affirmative employment programs. Sexual harassment is prohibited and will not be tolerated at USU. All personnel, military and civilian, will be provided a work environment free of sexual harassment. Through aggressive training programs, thorough investigative processes, and decisive resolution systems, USU will continue to take all necessary measures to eliminate and prevent sexual harassment.

C. STUDENT ORGANIZATIONS

The following are guidelines for the GSN student organizations and class officers:

- ◆ **President:** *Senior ranking officer. Acts as the advocate for the GSN student class as a whole. Serves as voting member of the Student Advisory Council (SAC).*
- ◆ **Vice President:** *Second highest ranking class officer. Acts as an extension of the President, replacing him/her in an official capacity during the President's absence, either temporary or permanent. Works closely with the President and class officers and is responsible for special projects as designated by the President. Serves as voting member of the Student Advisory Council (SAC).*
- ◆ **Secretary:** *The secretary will document business meeting minutes that will be forwarded to the President, and maintain a binder with GSN PhD SAC documents. Anonymity of students and faculty must be maintained in the minutes. After minutes of a meeting are approved, the Secretary will forward a copy to the GSN PhD SAC, Commandant GSN, Program Director, and Dean. The Secretary is responsible for retaining records (electronic and hard copy) of results of all PhD SAC elections.*
- ◆ **Vacant Positions:** *If any elected officer is unable to complete his/her term, he/she must make a formal declaration of resignation in writing to the Office of the Commandant. Members may resign without prejudice. Once a resignation statement has been accepted, it is final.*
All vacant positions, with the exception of the office of President/Vice President, will be filled by class election. It is the responsibility of the class President to coordinate and supervise the election of new officers to vacant positions with the assistance of the Office of the Commandant. This election will follow the standard election format and will be conducted at the soonest feasible and reasonable time as determined by the class President.
If a class officer wishes to run for a class office position that has become vacant, they must first officially resign their current position. This will create another vacant position to be filled during the election. An individual may only run for one office during any election.

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All resignations are final and individuals will not revert back to their original positions if they fail to get elected in the new office. Individuals may only hold one class office at any one time.

D.. GSN Committees

Students are appointed by the Dean to several GSN committees and should use this opportunity to communicate with other GSN members and share information with other students.

E. Office of the Brigade Chaplain

The University chaplain and staff support and enhance the quality of life of military personnel and their families through spiritual development. Members of the chaplain's staff facilitate the free exercise of religion. Several faith-specific student associations are currently formed to meet the needs of the students. The office of the chaplain is located near the student lounge, in Room C1099, phone: (301) 295-9658/3193. For more information or to email the chaplain for an appointment or with questions, our website is: www.usuhs.mil/chaplain.

F. Other Student Activities

The wide range of activities and organizations in which both medical students and graduate students are involved reflects the diversity of interests in the student body. Some examples include:

- *CADUSUHS Yearbook Committee*
- *Student Spouses' Club*
- *Dining-In Committee*
- *Dermatone Acapella Singing Group*

STUDENT SPOUSES' CLUB: *The Student Spouses' Club exists primarily to help spouses and significant others of USU students meet others in similar situations to their own and to form friendships to help them through the school years. The club offers many activities throughout the year, including monthly meetings and social activities for each class. The club publishes a newsletter. All spouses and significant others are welcome to participate.*

DERMATONES: *The Dermatones is an acapella singing group, consisting of both men and women voices in barbershop and traditional choral arrangements. The group performs at numerous university functions throughout the year (including mess dinners, social occasions, and memorial services) and special functions (such as Christmas caroling at the Soldiers and Airmen's Home of Washington, D.C.). The Dermatones meet weekly for practice and enjoyment. No dues.*

Students are encouraged to participate in the community health-based volunteer opportunities. Students are encouraged to attend state and local professional meetings after approval by their Program Director and Commandant.

G. STUDENT EXPENSES

- *USU Local Travel Reimbursement Policy: Travelers are authorized reimbursement for local transportation expenses when approved by their designated Approving Officials. Travel must be outside the boundaries of the established Permanent Duty Station (PDS). The Installation Commander may determine the boundaries of the PDS as long as it is not an arbitrary mileage radius.*
- *Title 10, Section 1089, United States Code, addresses student liability while functioning in an official governmental capacity.*
- *Membership in professional organizations is encouraged. Organizations of interest to advanced practice nurses include the Uniformed Nurse Practitioner Association, National Association of Clinical Nurse Specialists, Association of Perioperative Nurses, and the American Association of Nurse Anesthetists; membership fee is the responsibility of the student.*
- *The fee for certification examinations and review courses will be the responsibility of the student and the sponsoring Service or Agency.*

H. GOVERNMENT CREDIT CARD

This card is authorized for use in conjunction with official travel only. It must be used for travel related expenses. All transportation must be purchased through the government contracted agency. It is mandatory that you choose the split disbursement payment option when submitting your travel voucher so that funds will be sent directly by DFAS to current issuer of the government credit card. Government credit card bills will be paid when it is due, regardless of the status of travel settlement. Students are expected to maintain sufficient funds on hand in case of delays in travel settlement, especially during the beginning or ending of the fiscal year. Students with Credit card bills which are not paid when due will be counseled in writing. The student's account All payments must be paid by the due date of statement. Delaying payment while awaiting TDY/TAD settlement payments is NOT authorized.

I. BUILDING SECURITY

- **Security/ Access/ Badges**

USU buildings are open from 0600-1900 hours, Monday through Friday. All other times, USU buildings are secured. Building access during those secured hours is only permitted at the Security Guard Office, Room G-192, on ground level of Building B. Identification badges are required at USU and must be worn on the right front pocket or shoulder area and visible at all times.

- **Parking Permits**

All USU members must register passenger vehicles and motorcycles in the security office, basement level Building A, Room UP001 (301-295-3654). Car pool spaces are available. All vehicles parked overnight must have authorization and an overnight parking pass. Overnight parking is not available for rotation assignments or during periods of official travel.

J. ADVERSE WEATHER

- ◆ *USU personnel may obtain information regarding the operational status of the University as indicated below:*
 - *Emergency conditions before the workday begins are posted on the USUHS home page @ www.usuhs.mil.*
 - *The Announcement on the USU Home Page will reference one of the following categories: “early dismissal”, “delayed arrival”, “unscheduled leave”, or “Federal Government Closed”. NOTE: GSN students are considered **essential personnel**. For all categories, other than “Federal Gov’t Closed”, students will check GroupWise email account for a message detailing instructions on class schedule changes/cancellations.*
 - ****During inclement weather no one should endanger him/herself or others by attempting to come to the University when common sense dictates otherwise.***
 - *Notify your chain of command immediately if you are unable to make it in for class.*
 - *During times of inclement weather students may wear BDUs/ACUs instead of the prescribed uniform. Inclement weather is defined as: USUHS is operating under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy.*

K. ADMINISTRATIVE DETAILS

- *The GSN telephone number is (301) 295-9004 and fax is (301) 295-1707. Lines will be used for OFFICIAL BUSINESS OR EMERGENCIES ONLY. Students WILL NOT receive personal faxes, calls or provide this number to anyone for PERSONAL BUSINESS (such as loan companies, local merchants, mail order firms, etc.).*
- *Students may use the USU telephones centrally located in each building or in the Student Community Center @ (301) 295-9701/3015, for local and on-post dialing. Incoming calls to this number are limited to 3-5 minutes.*
- *See Enclosure (1) for Student Telephone Directory*

III. STUDENT HEALTH

A. THE UNIVERSITY HEALTH CENTER

The University Health Center (UHC) is a full service family health clinic managed by the Department of Family Medicine. It is located on the 1st floor of Building A in Room A1034. The clinic provides care for the students, faculty, staff, and family members enrolled in Tricare Prime and who are eligible for care through the DOD and the U.S. Public Health Service.

Scope of Care

The UHC provides broad-spectrum care for every family member:

- *Adult General Medical Care*
- *Health Maintenance and Disease Prevention*

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- Family Planning Services
- Well Baby/Well Child Care
- Prenatal & Routine Obstetrical Care (including deliveries)
- Immunizations and TB Screening
- Minor Surgical Procedures (including vasectomy)
- Mental Health Counseling (individuals and families)
- Sports Medicine
- Weight Management

Clinic Schedule

For current clinic hours, see: <http://www.usuhs.mil/fap/uhcfaq.html>

B. Appointments

The UHC has "Routine" and "Same Day" appointment availability for Tricare Prime patients, which can be scheduled by calling the UHC at (301) 295-3630. Same Day Appointments are for acute problems and can be made up to 24 hours in advance. Walk-in visits are discouraged and will be triaged by clinic personnel. Walk-ins will be given an appointment time that may be on a later day, depending on appointment availability.

C. SICK CALL/HOSPITAL ADMISSION/SURGERY

- There is NOT an active duty "walk-in" sick call.
- For Same Day Appointments, call the clinic at (301) 295-3630. **Active Duty have priority for appointments when they call between 0715 and 0800.**
- Members who do not feel well enough to come to class, can remain at home on quarters for up to 24 hours without being seen by a provider. Students must call or email the Company Commander & Leading Petty Officer the morning that class is missed, explaining that they are sick in quarters. Students who require more than 24 hours must schedule an appointment for a medical evaluation and report to the company commander's office for accountability.
- If placed on the Sick List or **admitted to a hospital**, immediately notify the Course Coordinator and the GSN Student Company, Office of the Commandant @ 301-295-9561 during normal duty hours. If after duty hours, please contact the GSN Student Company Commander/Commandant via cell phone. These guidelines apply to students on official TDY/TAD travel as well.
- Students requiring surgery must submit a request through their chain of command.
- Students are to review the program's policy on pregnant students.

D. Extended Absence

- Students with a medical condition which significantly interrupts the course of instruction or that has an adverse impact on their ability to carry out tasks associated with their advanced practice role shall be referred to a student review board for the appropriate disposition. In clinical training, all out-rotations are considered mandatory. Students are required to complete all rotations in order to graduate.

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- *Students requesting elective surgery must submit a request for approval through their chain of command (program director and commandant) inclusive of those students in TDY status. Students who report to the school pregnant or become pregnant during training will be evaluated on a case-by-case basis and a referral submitted to the Student Promotion Committee as necessary.*
- *The Program Director will review service-specific pregnancy guidelines with students who are pregnant.. Students, who desire to continue their education, will have a statement placed in their student record that indicates that they were counseled concerning the above.*

IV. FACULTY/UNIVERSITY RESOURCES

A. FACULTY AVAILABILITY

- *Faculty are available by appointment*
- *Responses to student questions/concerns/emails will be responded to within:*
 - *24-48 hours during the week*
 - *72-96 hours on the weekends/holidays*

B. GSN Policies

- *The following policies are posted on Uniformed Services University iLearning Management System under the student lounge tab.*
- *Student Promotions Committee (SPC); Grading & Examination; Faculty Student Joint Authorship; GSN Student Travel*

C. LEARNING RESOURCE CENTER (LRC):

The Learning Resource Center (LRC) provides a rich learning environment with resources that are accessible globally. Audiovisual materials, books, Government publications, and a wide variety of journals are available for use. There are many databases available for use in the LRC or through Remote Computer Services. Other in-house services include Interlibrary Loan, digital radiology workstations, and a computer use area (MAC and PC) that have numerous software programs and email available for student use. Computer classes/assistance is provided for most current application programs. For hours of operation and communication information, see <http://www.lrc.usuhs.mil/lib/main.lasso>.

*The LRC is currently open to students 24/7 with limited services over night. Please check the USU home page for specific hours. *Note: The hours for checking books out are limited. Books must be checked out prior to leaving the LRC.*

D. INSTITUTIONAL REVIEW BOARD PROCESS(IRB):

- <http://www.miami.edu/citireq/>
- http://www.usuhs.mil/usuhs_only/iacuc/
- <http://www.hhs.gov/ohrp/policy/index.html>

Appendix A

E. Multi-Disciplinary Lab (MDL)

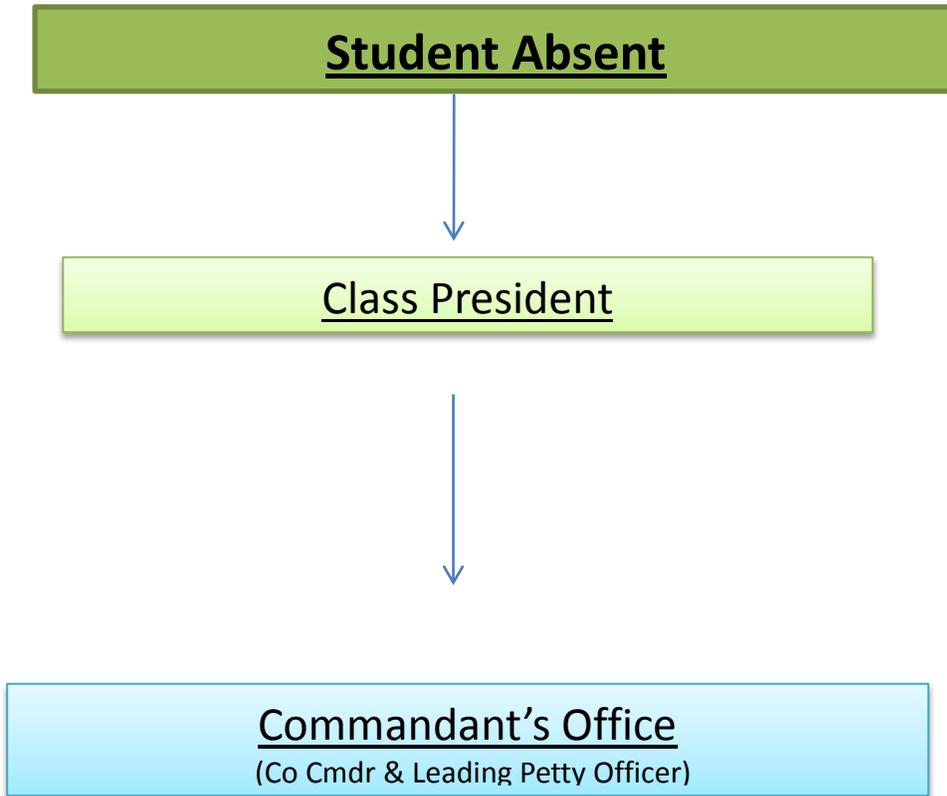
<http://www.usuhs.mil/mdl/aboutmdl.html>

Appendix A

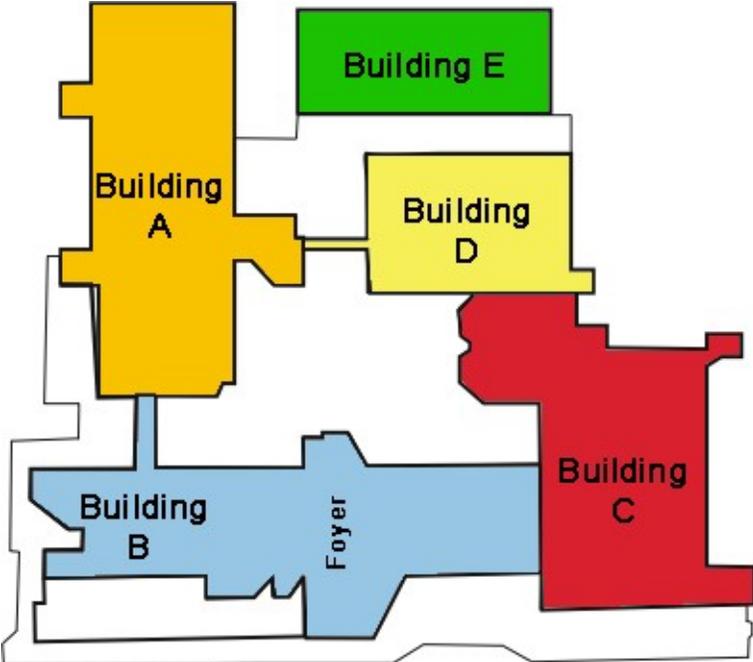
STUDENT TELEPHONE DIRECTORY

(301 prefix)

<i>Brigade</i>	295-9654
<i>Commandant, GSN</i>	295-1022
<i>GSN Company Commander</i>	295-9561
<i>GSN Student Company, Leading Petty Officer/1st Sergeant</i>	295-9556/9652
<i>GSN Secretary</i>	295-9004
<i>PhD Program</i>	295-9004
<i>Military Personnel Office (MILPO)</i>	295-3423
<i>MILPO FAX</i>	295-3125
<i>Brigade Adjutant/Awards</i>	295-3423
<i>Equal Opportunity Office</i>	295-9140/9141
<i>Chaplain</i>	295-3193
<i>Chaplains Assistant</i>	295-9658
<i>General Counsel</i>	295-3028
<i>Security</i>	295-3654
<i>University Health Center</i>	295- 3630
<i>Learning Resource Center (LRC)</i>	295-3189
<i>Multi-Disciplinary Lab (MDL)</i>	295-3301



CAMPUS BUILDINGS



GUIDING PRINCIPLES FOR ONLINE LEARNING

WEB BASED TEACHING AND LEARNING ENVIRONMENT

- **Definition**
For the purposes of this policy, a web based teaching and learning environment is defined as an educational process in which some or all of the instructional interaction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Web based teaching and learning environments may include correspondence, audio, video, or computer technologies. This policy shall apply to all credit-bearing courses, modules and programs offered using some form of web based education within the GSN.
- **Guidelines**
The following guidelines shall apply to all courses, modules and programs with a web-based education learning component.

GUIDING PRINCIPLES

- *While the GSN prizes academic freedom and wishes to encourage innovation in instruction, the faculty also has a collective responsibility to ensure the academic quality, consistency and integrity of the GSN courses, modules and programs. This responsibility extends to those courses, modules and programs offered through web based teaching and learning modalities.*
- *Faculty and students have a right to know about and be oriented to the modes of delivery and technological requirements of courses, modules and programs offered by the GSN. Students shall have access to this information before enrolling in any GSN offering.*
- *Web based teaching and learning courses, modules and program offerings shall be consistent with the educational mission of the USU and GSN.*
- *Each web-based offering shall provide the opportunity for substantive, relevant and timely interaction between faculty and students as well as among students.*
- *Students learning in a web-based environment shall have adequate access to library resources.*
- *The USU and GSN shall offer appropriate training and support services to faculty who teach in a web based environment.*

CURRICULUM AND INSTRUCTION

In the curricular review process, faculty teaching web based courses, modules and programs shall demonstrate that they provide the opportunity for substantive, relevant and timely interaction between faculty and students and among students.

Appendix B

Collectively, faculty assumes responsibility for and exercises oversight for web based offerings, ensuring both the rigor of the courses, modules and programs and the quality of instruction.

This oversight includes:

- *Ensuring that the technology used suits the nature and objectives of the web based offering.*
- *Ensuring the currency of web based offering.*
- *Ensuring the integrity of student work and the credibility of the degrees and credits the USU and GSN awards. Faculty members are responsible to ensure that reasonable safeguards are in place to prevent academic dishonesty*

EVALUATION AND ASSESSMENT

- *The method of delivery for new courses, modules and programs shall become part of each curriculum proposal, to be reviewed under the normal curricular process.*
- *Any significant change in the method of delivery for existing courses or programs shall be submitted as a course change proposal, to be reviewed by the Curriculum Committee.*
- *All courses shall be evaluated using standard evaluation assessments of student learning outcomes, student retention, and student satisfaction. This process shall be used to assure the conformity of web based teaching and learning environment courses, modules and programs to prevailing quality standards in the field of web based teaching and learning environment.*

LIBRARY AND LEARNING RESOURCES

- *Students have adequate access to and support in the use of appropriate library resources*
- *In cases where students are learning remotely, they shall have adequate access to laboratories, facilities, and equipment appropriate to the courses or programs.*

STUDENT ON-LINE COMPETENCIES

In order to demonstrate their ability to benefit from the advantages of an online learning system, our students must demonstrate the following competencies:

- *Access the Uniformed Services University iLearning Management System (Sakai) and Intranet Environment*
 - *Knowledge of basic computer functions: turning on/off, accessing/saving files, opening/closing applications, using the mouse, etc.*
 - *Use Internet Explorer to locate the Uniformed Services University iLearning Management System and Intranet following <https://learning.usuhs.edu/xsl-portal>.*
 - *Enter the Uniformed Services University iLearning Management System and with your user name and password (pre-assigned).*
- *Document Handling*
 - *Locate, open and close a course document.*

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- *Upload documents into the Digital Drop box and/or Assignment Function and submit them to the professor(s).*
- *Be able to open and use documents in the following formats:*
 - *Word*
 - *PowerPoint*
 - *Excel*
 - *PDF*
 - *Simple Text*
 - *HTML*
- *Print the Module Competency Performance Assessment (CPA).*

- *Communication*
 - *Post new threads to the discussion area, or reply to existing threads*
 - *Receive and send email through their email client application*
 - *Attach files to emails*
 - *Complete a course evaluation*
- *Gradebook*
 - *Enter the exam area and take an online exam.*
 - *Access the Gradebook and check their grades.*

- *Uniformed Services University iLearning Management System Resources*
 - *Navigate to the LRC remote computer services site and register for remote access.*
 - *Locate assistance if needed (both 24/7 and USU Support).*

- *System maintenance*
 - *Download, save and decompress files from web sites as needed.*
 - *Install basic software such as online plug-ins or Windows updates and patches.*

ONLINE LEARNING ETIQUETTE OR “NETIQUETTE”

General internet etiquette rules must be considered whenever communicating in an online environment. Persons talking with another in the hall or on the phone can change voice tone or rephrase a comment or change facial expression to add “expression” to the communication thus helping to promote accurate understanding.

Electronic communication does not offer these non-verbal cues to the recipient, so some communication rules or “netiquette” should be understood and practiced whenever communicating in an electronic media that does not include a “visual” component.

These rules apply when entering posts in a discussion area, a live chat room or when communicating via email with professors, other students or other individuals. Some general guidelines:

- ***Protect patient privacy:***
 - *Adhere to existing patient confidentiality rules outlined in HIPAA and other government regulations and publications.*

- ***Consider your message and your intended non-verbal cues:***
 - *Think about the content and craft your message carefully prior to sending it.*

Appendix B

- *If angry or upset about something, consider the following actions*
 - *Put off responding for 12-24 hours; count to 10 and then begin writing; write your email, put it in the “Drafts” folder and look at it again when in a calmer state of mind.*
- *Make sure that the content is relevant. Nobody likes to receive junk email.*
- *Be polite. The message should be respectful, friendly, and make the writer seem approachable. Read/re-write the message several times to get the “tone” right.*
- *Maintain professionalism when communicating with professors and senior ranking officers*
- *Use humor and irony sparingly*
- *Be careful with the use of “emoticons” :-) :-(. They may be appropriate with friends, colleagues, but should not be used when corresponding with people who are merely acquaintances or not known.*
- *When corresponding with senior officers or civilian faculty/ instructors, ensure the use of respect and proper military courtesies(i.e. ma’am, sir, respectfully)*
- **Do not be a “Novelist”**
 - *Keep messages concise and to the point. Some people receive hundreds of e-mail messages a day; the last thing they want to see is a long email*
 - *To avoid the annoying “never ending run on” email that does not word-wrap, keep the character limit set at 80 characters per line*
- **Be careful with Punctuation!!!:))))**
 - *Do not get caught up in grammar and punctuation, especially excessive punctuation (a dozen exclamation points at the end of a sentence – called “bangs” in computer circles) are just another form of ending a sentence.*
 - *DO NOT SHOUT AT PEOPLE with capital letters. Use of all capital letters is considered to be very rude.*
 - *If something is important, emphasize the importance in the text of the message, not in the punctuation.*
 - *Consider using a *star* on either side of the word you want to stress*
- **Formatting Is Not Everything**
 - *Do not use fancy fonts, colors, backgrounds, etc. Many e-mail clients (and some servers) cannot handle them*
 - *Do not use email shorthand like “can U plz send me an application?”. What is accepted practice when communicating via Instant Messaging is not OK when communicating with peers, students, etc. via discussion boards, chat rooms or e-mail*
- **There is no such thing as email “Privacy”**
 - *There is no such thing as a private e-mail. With most e-mail systems, the e-mail administrator has the ability to read any and all e-mail messages.*
 - *E-mail software can become infected and your e-mail may get sent to someone else - what you thought was private is not private anymore.*
 - *Hackers can read your e-mail if they try hard enough. No form of security is one hundred percent hacker-proof.*
 - *Do not make personal remarks about third parties. Email messages can come back to haunt the writer of the email.*

Appendix B

- *Do not post personal email addresses on web sites and other public parts of the Internet. If posted, get ready to be deluged with spam.*
- **How to respond to an inflammatory message**
 - *Email writers get “flamed” when they send e-mails that cause the recipient to respond in an angry/hostile way - a verbal attack in electronic form.*
 - *How to respond?*
 - *Ignore it – the better option*
 - *Respond angrily – inciting a “flame war”*
 - *Have a non-electronic conversation to clear the air*
 - *To prevent being “flamed”, do not:*
 - *Send an e-mail in all UPPER-CASE.*
 - *Make a comment about grammar or punctuation.*
 - *Send a mass-mailing.*
- **Small, but important issues**
 - *Make sure the Subject line is relevant*
 - *Include a signature to help the recipient understand who the email is from*
 - *Be careful when “replying to all”. Be sure that the reply is meant for the whole list?*
 - *Delete trivial or irrelevant items in the original email before forwarding*
 - *Tell original senders (whenever possible) if forwarding their message to someone else*
 - *Try not to send attachments – people are wary of them, because they can contain viruses and they slow the recipient down*
 - *Do not send large attachments*
 - *Do not send chain letters or “make money fast” messages*
 - *Do not conduct arguments in public*
 - *Do not send inappropriate email or attachments*
 - *Do not mark messages as “urgent” if they are not*

Article I. Name

Bylaws of the USUHS Graduate Student Council

The graduate students of the Uniformed Services University of the Health Sciences (USUHS) shall be known collectively as the Graduate Student Body. Their official representative body shall be known as the Graduate Student Council (GSC).

Article II. Purpose

The purpose of the Graduate Student Council shall include the following functions:

To represent the graduate students on all matters pertaining to their general welfare as graduate students.

- To provide for and promote graduate student extra-curricular activities.
- To provide for the welcoming and orientation of new graduate students.
- To provide a formal means of communication between the Graduate Student Body and the Graduate Education Committee (GEC).
- To serve as a student advisory committee to the Associate Dean for Graduate Education.

Article III. Membership

A. Graduate Student Body

All full and part-time students enrolled as graduate students of USUHS shall automatically be members of the Graduate Student Body.

B. Graduate Student Council

Any member of the Graduate Student Body who has passed qualifying exams is eligible to serve on the GSC. If there are no students who have passed their qualifying exams, then a student who has not passed the qualifying exams may serve on the GSC.

a. Department/Program Representatives

i. Graduate Student Council representatives shall serve as the liaison between graduate students and the Graduate Student Council.

ii. There shall be one representative for each department/program with currently enrolled graduate students. The departments/programs are Emerging Infectious Disease, Medical and Clinical Psychology, Molecular and Cell Biology, Neuroscience, Pathology, and Preventive Medicine and Biometrics.

iii. Department/program representatives shall be responsible for disseminating information and/or decisions from Graduate Student Council meetings to the graduate students in their respective programs/departments. If a closed meeting has been called (see Article IV below), then the

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department/program representatives are to use discretion in dissemination of confidential information.

iv. New representatives will join the GSC before the August orientation of new students has occurred. Therefore, September will be the beginning of the yearly term for each representative.

v. There is no limit to the number of years a representative may serve on the Graduate Student Council.

vi. Representatives must attend meetings (usually monthly) of the GSC.

vii. If a representative cannot attend a meeting, he/she should designate a proxy to attend. The proxy has full voting rights and is counted as part of the quorum (see Article IV).

viii. At each meeting, there will be a designated Secretary to record the minutes. The Secretary will be a rotating position among the department/program representatives. After each meeting, the designated Secretary will type the minutes and email them to each member of the GSC.

ix. Representatives shall act on behalf of the interests of not only the graduate students within their respective departments/programs, but on behalf of the entire Graduate Student Body.

x. Each department/program is responsible for finding a replacement representative on the GSC if the current representative can no longer serve on the GSC.

b. President of GSC

i. The President of the GSC also serves as the student representative to the GEC.

ii. There is no requirement as to which department/program the president should belong.

iii. The President may not concurrently hold the position of Department/Program Representative and President of GSC.

iv. New presidents will join the GSC before the August orientation of new students has occurred. Therefore, September will be the beginning of the yearly term for each president.

v. There is no limit to the number of years a president may serve.

vi. Election of the president

1. Guidelines/Qualifications

a. Any member of the Graduate Student Body who has passed qualifying exams may be elected as president of the Graduate Student Council.

Appendix C

b. The applicant may be self-nominated, nominated by another student, or nominated by a department/program director

2. Application

a. The applicant must submit a formal application consisting of a cover letter and his/her CV to the current GSC President to be considered for the position.

b. The selection committee for the new President shall be comprised of the current GSC President and the Department/Program Representatives.

c. The incoming President will be elected by a majority vote of the selection committee.

vii. The President must attend meetings (usually monthly) of the GSC.

viii. The President must attend meetings (usually monthly) of the GEC during which he/she will present a student report.

ix. The President is responsible for printing meeting minutes and maintaining them in the designated GSC notebook.

x. The President must bring the GSC notebook to all meetings.

xi. The President must attend all graduate student functions, including, but not limited to, New Student Orientation, Open House, and the Graduate Student Colloquium.

xii. The President is responsible for gathering nominations from the Graduate Student Body for the Cinda Helke Award for Excellence in Student Advocacy.

xiii. The President is responsible for facilitating and maintaining communication between the Graduate Student Body, GSC, GEC, and the Associate Dean for Graduate Education.

xiv. The President is responsible for GSC organization and logistics, including when/where meetings will be held and the budget for GSC-sponsored student functions.

xv. The President shall act as the administrative head for the Graduate Student Council and shall not vote in any matters except to break a tie.

xvi. The President shall preside over all Graduate Student Council meetings. If the President is unable to attend a GSC meeting, he/she may designate an individual from the GSC to preside over the meeting.

Article IV. Meetings

A. The President is responsible for organizing the time and location of GSC meetings. B.

The GSC must meet at least once a quarter.

Appendix C

C. The GSC may call closed meetings, if necessary, depending upon the confidentiality of the material that is to be discussed.

D. Meeting Secretary

- a. At each meeting, there will be a designated Secretary to record the minutes. b. The Secretary will be a rotating position among the department/program representatives.
- c. After each meeting, the designated Secretary will type up the minutes and email them to each member of the GSC.

E. GSC Notebook

- a. The President must bring the GSC notebook to all meetings.
- b. The President is responsible for the maintenance and upkeep of the notebook. c. Review and Approval of Previous Meeting Minutes
- i. At the beginning of each monthly meeting, the previous month's minutes will be voted on (see voting procedure below).
- ii. Once the minutes have been approved by the GSC, they are considered the official meeting minutes and the President must print these approved minutes and keep them in the designated GSC notebook.

F. Voting

- a. Each GSC representative shall have one and only one vote.
- b. Unless specified otherwise, voting decisions by the GSC shall be made by simple majority of those present at a GSC meeting.
- c. In the case of a tie, the President may vote to break the tie. d. Quorum
- i. There must be at least four department/program representatives and the President in attendance for there to be a quorum.
- ii. If the President has designated a representative to preside over a meeting, there must be at least five department/program representatives present for a quorum.
- iii. The Presidential designee does not vote unless there is a tie.

The majority of GSC meetings are open to the public, but only active GSC representatives can vote.

Article V. Amendments

- A. Bylaws may be amended by a vote of the Department/Program representatives.

Appendix C

B. Voting procedures for an amendment will follow the same voting procedures outlined above.

Article VI. Graduate Student Enrichment Fund

A. The GSC is responsible for maintaining the Graduate Student Enrichment Fund.

B. The Fund is to be replenished primarily through donations from USUHS alumni. Individual Departments/Programs may also contribute to the Fund.

C. The GSC is responsible for requesting donations from alumni for the Fund via a mailing that has been approved by the Alumni Affairs Office.

Article VII. Awards and Honors

A. The GSC is entitled to present the The Cinda Helke Award for Excellence in Graduate Student Advocacy each year during the Graduate Student Colloquium Awards Ceremony. The Award presentation will be followed by an email announcement of the recipient to the University community no later than one week after the Awards ceremony. The recipient will receive an Award plaque and also have his or her name placed on the Cinda Helke Award for Excellence in Graduate Student Advocacy plaque that will be displayed outside the Graduate Student Office. Funding for these plaques will come from the Graduate Student Enrichment Fund.

B. The purpose of this award is to recognize a faculty or staff member who is an outstanding advocate of graduate student interests within the School of Medicine at USUHS.

C. Nominations of faculty or staff for this award will be accepted from the beginning of the Winter Quarter until January 25th. A call for nominations for this award will go out to all the members of the Graduate Student Body. Only members of the Graduate Student Body are eligible to nominate faculty or staff for this Award. Each GSC representative will collect the nominations from students in his/her respective program/department and present them to the GSC President.

D. Nominations for this award will consist of at least a one-page letter or memo outlining why the nominee should be considered for this Award. Students may garner support for their nominee from other members of the Graduate Student Body with accompanying signatures.

E. The GSC will vote on the nominees during the February GSC meeting, and the winner shall be decided upon by a majority vote.

Appendix C

Article VIII. Social Events

- A. The Graduate Student Council shall host regular social events as determined by the GSC.
- B. Funding for all GSC-sponsored events will come from the Graduate Student Enrichment Fund.

Article IX. Ratification

The ratification of the conventions of the Graduate Student Representatives shall be sufficient for the establishment of these By-Laws between the Graduate Student Representatives so ratifying the same.

Emerging Infectious Disease Representative _____

Ryan Johnson

Medical and Clinical Psychology Representative _____

Anna Vannucci and Camden Elliott

Molecular and Cell Biology Representative _____

Ana Marquez

Neuroscience Representative _____

Tamy Tamashiro and Rachel Lazarus

Preventive Medicine and Biometrics Representative _____

TBD

Physician/ Scientist (MD/PhD) Representative _____

Nathan Davidson

Done in convention by the unanimous consent of the Graduate Student Representatives present the 7th day of March in the year of two thousand six of the formation of the Graduate Student Council.

Graduate Student Council By-Laws Amendments

Amendment I – Amendment Procedures (Approved 7 May 2007)

Unless otherwise specified, all amendments to the Graduate Student Council By-Laws will take effect on the date they are ratified.

Amendment II - Department/Program Representation (Approved 7 May 2007)

Any member of the Graduate Student Body who has passed qualifying exams is eligible to serve on the GSC. If there are no students who have passed their qualifying exams, then a second year master or doctoral student may serve on the GSC.

Amendment III – GSC President Nominations (Approved 7 May 2007)

Nominations for the GSC President position must either be self-nominated or nominated by another student.

Amendment IV – Application Deadline (Approved 7 May 2007)

The deadline to apply for the GSC President or Department/Program representative will be 15 July.

Amendment V – GSC Colloquium (Approved 13 September 2007)

The GSC President will serve as the Master of Ceremonies (MC) for the annual Graduate Student Colloquium. Should the President be unable to serve as MC, a member of the GSC will serve in this function and be appointed by the President.

Amendment VI – Program Representation (Approved 13 September 2007)

A program/department that is does not regularly accept students into its program/department are not required to have a student representative, until such time that it starts to regularly accept students again.

Amendment VII – Quorum (Approved 13 September 2007)

A quorum from this point on will be defined as a having over fifty percent of program/department representatives present.

Appendix B

Plagiarism Guidelines

What is Plagiarism?¹

The Oxford English Dictionary (OED) provides a simple and clear definition of plagiarism: “The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft.”² In 1994, the Office of Scientific Integrity (ORI)³ provided a definition of plagiarism in response to cases of scientific misconduct: “As a general working definition, ORI considers plagiarism to include both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another’s work....Substantial unattributed textual copying means the unattributed verbatim or nearly verbatim copying of sentences and paragraphs which materially mislead the ordinary reader regarding the contributions of the author.”⁴

An important aspect of both the “common practice” definition from the OED and the specific description from the ORI for scientific practice is the fact that plagiarism is broader than just copying text verbatim. It includes the view that—even without ever directly copying someone else’s document word-for-word—you can plagiarize someone else’s text. Copying “someone else’s work” (OED) and the “misappropriation of intellectual property and the substantial unattributed textual copying of another’s work” (ORI) includes copying someone else’s ideas, conclusions or interpretations, and even how they have organized a discussion of a topic. For example, to read through the text of a book, chapter, review, or the summary paragraphs of a scientific publication and re-type the information in one’s “own words” is plagiarism (see below). The author of the text one has paraphrased had collected the information for you (the individual who reads their paper), spent time thinking how to summarize and organize the information in a systematic manner, made decisions about how to present (in what order) the information to the reader, and more than likely included their interpretation or opinion on the topic in how they summarized and selected the information.

Plagiarism may *seem* to be a “grey area” because in science we are discussing “facts” and research findings. Some may argue that repeating scientific data or research results is not really taking someone else’s work; the facts “belong to no one” in particular. True, the findings exist independent of what some author previously wrote about them, but again it is information you *copied*. Even if it was paraphrased from one or more source it is always best to err on the side of including citation(s) to the work you consulted. The basic idea again is that if someone else collected, organized, and interpreted the information for you, they should receive credit.

How can I avoid plagiarizing?⁵

1. Do not obtain text from another source (a friend, purchased or copied from a website) and represent that work as yours—this is plagiarism.
2. Do not “copy and paste” text from a website directly into your paper. This is a very dangerous practice since there is a temptation to directly try and work on the paper by “rewording” the copied material. Worse yet, you might forget that the copied text does not belong to you or you may not remember where you obtained the information so that you cannot properly give credit to its author(s)!

3. To “re-use” or revise *your own paper* from a previous course is “questionable.” *If you plan to revise or use text from a previously written paper that you wrote it is best to consult with the instructor.*

4. When you directly copy text (e.g., more than a few words in a series) from another source, the text should be placed in quotation marks *and* cited.

5. Facts do not need to be attributed to a certain author if they are “general knowledge.” However, a more extensive listing of “facts” that appear in a text you consulted should be cited. Information about the molecular weight or melting point of a chemical compound would not require acknowledging the author or citing the source where you found this information. More specific information that required bringing together information, however, should be cited. For example, if you summarized many facts about the compound that are not common knowledge and you used a source to find out that information, or if it is a collection of facts that you do not know “off the top of your head,” you should attribute the information to the author(s).

6. In cases where you restate or paraphrase (simplify or shorten) a text that you obtained from another author, the material would not be in quotation marks, but the author who wrote the material should receive credit. For example, if you were to summarize information regarding the basic characteristics of glutamate receptors, by restating or paraphrasing, the text should include a citation.

7. Notwithstanding the above, reviewing facts or research findings for a paper or thesis can seem tricky.⁶ If an assignment is to review the basic facts or findings about a specific topic it would make no sense to “not answer the question” directly, to intentionally rearrange a logical order for discussing a topic, or to capriciously vary the sources you cited to avoid the appearance of plagiarism.

8. But paraphrasing or repeating an authors’ text *at length* is plagiarism—even if you cite the material. *Extensive* rephrasing uses the essential ideas, thinking patterns, and selective interpretations that were created by another author. The article(s) by other author(s) should be briefly summarized (providing citation(s) to the work used) and the reader should be referred to the more extensive review(s) you have consulted.

9. When writing, you also can struggle with issues about how closely you *can* “re-phrase” something you have read. If you write at the same time that you are directly reading someone else’s text, it is tempting to re-summarize the work sentence-by-sentence. Some authors suggest you can avoid plagiarism by reading your notes and the papers you consulted, but to then *not look at the material* as you write each paragraph in your own words. After you have written your paper you can go back and check the accuracy of the sources and the facts.

10. Things also get tricky when dealing with ideas and interpretations of scientific information. To write an informative and critical paper we gather information about a topic by reading and discussing the subject with others. This information becomes part of our internal “knowledge base.” Most individuals will not remember every source where they learned certain general interpretations about a topic, or perhaps where they read or heard about a “brilliant” experimental approach to some specific scientific problem. The “creator” of the

interpretation or idea, though, should receive credit. One way to avoid this kind of plagiarism is to responsibly take notes about the sources from where you first read or heard about the idea or interpretation.

11. Likewise, one could “efficiently” write some paragraphs (or an entire paper!) based upon the information in a table that summarizes research findings on a particular topic. For example, a table may summarize the benefits of different psychotherapies for the treatment of anxiety disorders and—without using any text directly from the table—one could use this information as the basis of a paper. A very clear statement should indicate you are summarizing information from the review article (for example, “My review of this field is based primarily upon the references listed in Table 1 of Smith’s 2007 review.”). For all intents and purposes this practice is again paraphrasing *at length* and you should consult your instructor for what is acceptable.

12. Finally, redrawing a diagram, model, or flow chart that is based upon a figure created by someone else should be credited to the author(s) who originally summarized the information in graphic form.

¹ Joseph McCabe, Ph.D., Department of Anatomy, Physiology & Genetics, USUHS, June 25, 2008.

² *Oxford English Dictionary Online*, Draft Revision June 2006 <http://dictionary.oed.com>

³ The ORI is a component of the Public Health Service and provides advice and educational materials and oversees cases of alleged scientific misconduct related to NIH-supported research activity.

⁴ ORI Newsletter, December, 1994, 3(1), 6-7, see: http://ori.dhhs.gov/documents/newsletters/vol3_no1.pdf

⁵ Provided as a general guideline to preparing papers for coursework and theses at USU.

⁶ Examples of how to avoid plagiarism and how to properly cite and review information from other references can be found in L.N. Edwards and M.G. Schoengood, *Avoiding and detecting plagiarism*, The Graduate Center, The City University of New York, March, 2005, <http://web.gc.cuny.edu/provost/pdf/AvoidingPlagiarism.pdf>