

Uniformed Services University of the Health Sciences

Graduate School of Nursing

PhD in Nursing Science

Student Handbook

2009





UNIFORMED SERVICES UNIVERSITY
of the Health Sciences
Graduate School of Nursing

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Doctoral Program Handbook
2009

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Introduction

The Graduate School of Nursing (GSN) Doctoral Student Handbook is designed to provide students with specific information about the PhD program at the Uniformed Services University of the Health Sciences (USUHS). Included in this handbook is information pertinent to academic and military/federal aspects of student life. Students are expected to become familiar with the contents of the current Handbook and to adhere to requirements set forth. The GSN web address is <http://www.usuhs.mil/gsn/phd/index.html>. Students will be given a hard copy of the handbook. It will also be posted on blackboard under the student lounge tab. The handbook will be on the USUHS website at a later date. All related policies will be located with the handbooks.

Provisions of this Handbook are informational. The GSN and USUHS reserve the right to affect policy and regulatory changes at any time. The GSN does not assume responsibility for giving advance notice of changes made in policies.

Changes in the curriculum or graduation requirements will not be made retroactively unless these changes are to the student's advantage and can be accommodated within the remaining time before graduation.

All students in the GSN must recognize that changes in the law or service policy may affect their own rights and obligations. In the event that an individual service policy differs from that found in this Handbook, the service policy governs that service's student(s).

Uniformed Services University of the Health Sciences

History

In 1972, the United States Congress established the Uniformed Services University of the Health Sciences (USUHS). The USUHS is the Nation's federal health sciences university and is committed to excellence in military medicine and public health during peace and war. The university provides the Nation with health professionals dedicated to career service in the Department of Defense and the United States Public Health Service and with scientists who serve the common good. USUHS serves the uniformed services and the Nation as an outstanding academic health science center with a worldwide perspective for education, research, service, and consultation. USUHS is unique in relating these activities to military medicine, disaster medicine, and military medical readiness.

Graduate School of Nursing

GSN History

Established by Congressional action in 1993, the mission of the Graduate School of Nursing is to prepare military and federal nurses at the graduate level. The faculty and staff of the GSN have an exceptional blend of experience in the military and/or the federal health care systems, and are prepared to provide a distinctly different educational experience. Graduates are prepared to contribute to peacetime health care delivery systems, military health in support of combat operations, and civil disasters and humanitarian missions.

GSN Mission

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 Vision

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

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

Diversity

Diversity is integral to the University's achievement of excellence. Diversity can enhance the ability of the University to accomplish its mission. The core value of the University is to attach a diverse population of qualified individuals and encourage their personal and professional development. The University seeks to achieve diversity among students, faculty, and staff by

providing access and opportunity for career development to people traditionally under-represented in medicine, science, academia and government service.

The GSN is strongly committed to the pursuit of excellence by including individuals who represent different groups. This commitment stems not only from legal and moral considerations, but also from a conviction that one hallmark of a leading university is that it should mirror the diversity of its nation.

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.

Graduate nursing education builds upon a foundation of undergraduate nursing education. Baccalaureate nurses enrolled in the masters program are provided learning experiences that increase the breadth and depth of their knowledge base in nursing and students acquire a new advanced level of competence while preparing for role specialization. The advanced practice nurse utilizes nursing science as a basis for the delivery of health care by incorporating scientific knowledge and clinical skills. The curricula for advanced nursing practice are constructed upon a balanced theoretical and research base specific to the practice area. The GSN prepares masters students for collaborative and autonomous nursing roles with an emphasis on health promotion; disease prevention; primary care delivery; case management, anesthesia services; administration; and emergency preparedness. Further, they advance the profession of nursing by conducting research and applying findings to nursing practice.

Students accepted into the doctoral program transition from a masters specialty domain to an educational program of study that includes emphasis on nursing leadership, research, education, and practice. The doctoral program is uniquely focused on the needs of individuals and systems within the federal/military sector.

Inherent in the philosophy of the GSN are beliefs regarding the individual, society, environment and culture, nursing, health, and graduate nursing education. The GSN utilizes an eclectic approach to implementing theoretical concepts and nursing models, thus providing a broad yet selective foundation.

Nursing

According to the International Council of Nursing (ICN)(1987), nursing is “an integral part of the health care system, encompassing the promotion of health, prevention of illness, and care of physically ill, mentally ill, and disabled people of all ages, in all care and other community

settings. Within this broad spectrum of health care, the phenomena of particular concern to nurses are individual, family, and group responses to actual or potential health problems. These human responses range broadly from health restoring reactions to an individual episode of illness to the development of policy promoting the long-term health of a population.” This dynamic definition draws upon core aspects of nursing delivered/practiced in a variety of environments such as peacetime, wartime, and disasters. We believe that the ICN definition of nursing captures the essence of what we conceptualize as being foundational to the science of nursing.

Local, National, and International Influence

The Graduate School of Nursing (GSN) prepares highly qualified advanced practice nurse leaders and scientists who have a global impact whether during deployments or peacetime. Students and faculty engage in activities that influence health care, education, ethics, policy, and research at local, national, and international levels. Faculty and students hold positions of leadership at all three levels of influence in support of excellence in practice, education, research, and service.

Research

The Graduate School of Nursing values basic and applied research as a means for testing, refining, and advancing scientific knowledge. Nursing students and faculty at USU contribute to the discovery, development, and transmission of new knowledge. The result of these activities is the development of a scientific body of knowledge that is relevant to military and federal health care. By developing intellectual curiosity and generating knowledge, the GSN is responsive to the Military and Federal Healthcare needs.

Accreditation

The Graduate School of Nursing is accredited by the NLNAC, CCNE, and COA and offers the Doctor of Philosophy Degree (Ph.D.). In 2002, the GSN was granted an 8-year accreditation from the National League for Nursing Accrediting Commission (NLNAC). It expires in 2010. The American Association of Colleges of Nursing Commission on Collegiate Nursing Education (CCNE) granted the GSN a 10-year accreditation in 2002, which expires in May 2012.

Graduate School of Nursing Policy & Precedent Statements and Standard Operating Procedures

GSN P&Ps Statements and the GSN SOPs are available for review online. When new P&Ps or SOPS are published that pertain to students, the information will be provided through each department.

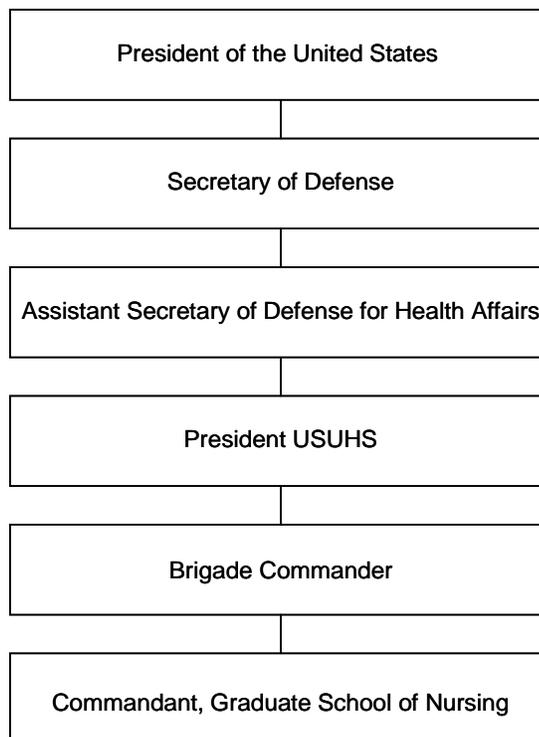
Uniformed Services University of the Health Sciences Brigade Interface

Mission

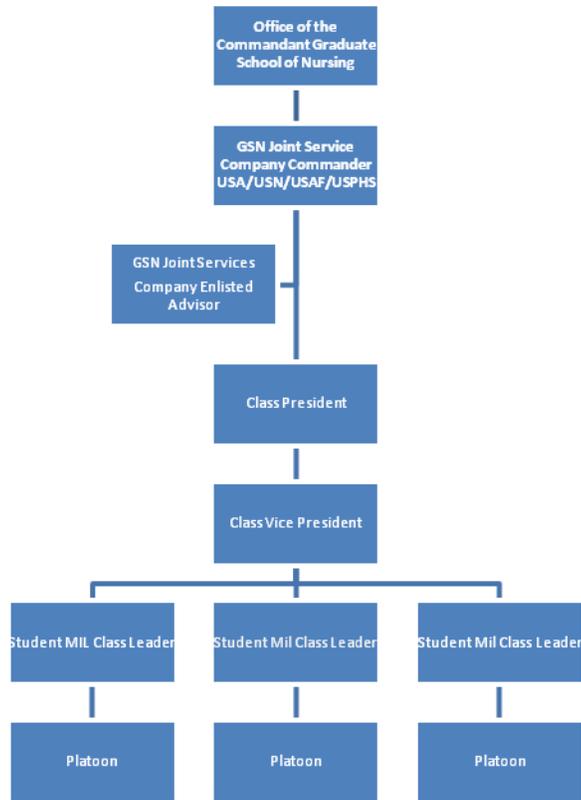
The USUHS Brigade (BDE) is the military command for all full time, uniformed service members, including faculty and staff, and provides support to service members assigned to the School of Medicine and School of Nursing. Numbering over 1000 Navy, Marine, Army, Air Force and Public Health Service members,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

USU Military Chain of Command



GRADUATE SCHOOL OF NURSING ORGANIZATION



Brigade Commander

The Brigade Commander is recognized as the “senior active duty military officer” of the University. It is the responsibility of the Brigade Commander to ensure that uniformed personnel assigned to the University adhere to the Uniformed Code of Military Justice and the appropriate service specific standards set forth by their parent services.

Uniformed students, faculty and staff must participate in activities and events as they would in any other command of the Uniformed Service. Physical fitness exercises, standards, and testing are adhered to; performance evaluations are completed and rated; random, unannounced urine drug screens are conducted; leave and pass procedures must be followed; and uniformed personnel are trained in the appropriate uniformed programs and customs. In addition, guidance about off-duty employment and off duty education policies for full time uniformed students is the responsibility of the Brigade Commander. Specific information can be found at <http://www.usuhs.mil/>.

Commandant, Graduate School of Nursing

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 officer ship.
- 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 (ADSA), 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 supervises the quality of student life and representing the student body to the University Administration.

JOINT SERVICES COMPANY COMMANDER/COMPANY ENLISTED ADVISOR, GSN

The GSN Joint Services Company Commander is responsible for command of over 140 Army, Navy, Air Force and Public Health Service masters and doctoral students and is responsible for their Officer Professional Development, welfare, morale, and readiness. Additional responsibilities include the supervision and management of all administrative aspects of the company, which includes physical fitness testing, weight management, financial management, career development counseling, and drug and alcohol testing. Additionally this position carries with it an appointment as an adjunct faculty member in the Department of Military and Emergency Medicine which entails assisting in the instruction of basic field medical skills courses and combat medical skills courses. The Commander serves as advisor to the Commandant on all matters pertaining to the professional development of all student officers in all the branches of service represented at USUHS: Army, Navy, Air Force, and the Public Health Service.

The GSN Joint Services Company Enlisted Advisor assists the Commander in all matters relating to the professional development of the graduate students. This includes conducting

formations, providing guidance to students on Service policies, instructions and regulations, and providing a positive example of the credibility and capabilities of the NCO Corps.

Military Issues

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 during normal business hours. All students are expected to follow these uniform guidelines.

The following are Uniform of the Day (UOD) guidelines for USU GSN Students, while on station at USU, effective May 2009

- **Army:** BDUs or ACUs Mon/Tues/Wed/Fri. Thursday: Class B
- **USAF:** BDUs Tues/Wed/Fri; sleeves may be rolled up; sleeves will be down at Brigade Formations. Monday & Thursday: Service Uniform
- **USN:** Khakis on Mon/Tue/Wed/Thursday; Cammies on Friday (Optional)
- **USPHS:** Khakis on Mon/Tue/Wed/Thursday; Cammies on Friday
- **USN/USPHS:** Cammies are an acceptable option on M/Tu/W

*For classes held in the evenings, PhD students who are military may choose to wear their uniform or civilian clothing.

Saluting

The area within the walls and central courtyard of the USU complex is a no-hat/no-salute area. Outside the walls (i.e., off the bricks in front of the USU building on the university grounds) officers in uniform are covered and render/return salutes.

Professionalism and Standards of Conduct

Public confidence in the integrity of the Department of Defense is essential to the performance of its mission. 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.

Accountability Systems

- 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 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 correspondence and mailboxes located in the Student Community Center and e-mail at least twice weekly and are responsible for knowing and acting on the information contained therein.

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.

Physical Fitness and Weight Control

Students are required to meet physical fitness, weight and body fat standards 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 from active duty. The University has master fitness instructors who, upon request, will tailor programs to meet individual needs.

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.

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 14 days in advance.
- The GSN Student Company Commander will sign your leave form or approve it through LeaveWeb (Air Force) and forward to the Military Personnel Office (MILPO). MILPO will assign a control number and copies must be obtained from their office (Army & Navy only). Air Force personnel will receive approval via Air Force LeaveWeb email notification.
- A copy of the leave form or Part II must be carried while on leave.
- If unable to return from leave as scheduled, notify the GSN Student Company Commander immediately @ (301)295-9561 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 Commander. 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 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.

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.

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.

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.

Student Support Services

Communications/ Computer Assisted Technology

Faculty, students, and administration have a responsibility to maintain communications. While face-to-face communication is the preferred method, it is often not possible. Various means are provided for communications and are described below:

Mailboxes - Each student will be provided a mailbox in the student lounge for local distribution of internal USUHS/GSN communication.

Electronic Mail - Each student will be provided access to e-mail and will be given the appropriate passwords. Students have use of computers at several locations within the University. Students are required to check their e-mail at least twice a week including while on TDY/TAD. E-mail can also be reached from any computer with Internet access. The University provides remote access to the electronic mail @ www.mxg.usuhs.mil.

Electronic Bulletin Board - An electronic bulletin board is used for information that pertains to groups of people rather than individuals. There are several “boards” available; however, the primary ones for GSN students are the “general” and the “GSN” boards.

Blackboard - Blackboard is web based teaching and learning environment. Blackboard is used for courses, students and faculty, organizations, and as a repository for program policies and other documents. To access Blackboard you must obtain a user name and password from UIS. The USUHS Blackboard is found at: <http://usuonline.usuhs.edu>.

Student Organizations

Full time PhD students are members of three distinct groups. These groups are (1) the University Brigade, (2) the GSN, and (3) their academic program. Part time PhD students are members of the GSN and their academic program. The following are guidelines for the GSN student organizations and class officers:

The class president and vice-president will be the two senior ranking officers with the intention of representing their class and communicating information to and from that cohort. The president/vice-president will speak for the class as a whole and will be asked to ensure that class concerns are addressed within the appropriate chain of command (academic or military).

The Doctoral level Student Advisory Council (SAC) is composed of class presidents, additional student representatives from each class, the Commandant, and a faculty advisor designated by the GSN Dean. The SAC provides an active means for the student body to communicate with the Dean on matters of student interests/concerns. The SAC manages a student account maintained for the collection of funds for graduation and other doctoral student events.

Other Student Opportunities

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:

- * Sigma Theta Tau – Tau Theta Chapter – First Federal Nursing Honor Society Chapter
- * Student Advisory Council (SAC)
- * CADUSUHS Yearbook Committee
- * Student Spouses' Club
- * Dermatone Acapella Singing Group

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. Office of the chaplain facilitates the free exercise of religion. The office of the Chaplain is located near the student lounge, in Room C1099 at 301 295-9658/3193.

Dress Code

For military students, a military uniform is to be worn for appropriate military functions and in congruence with University policy. For classes held in the evenings, PhD students who are military may choose to wear their uniform or civilian clothing.

Student Health

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.

Clinic Schedule

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

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.

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.

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.
- 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. Those students who are in Phase II training will seek prior approval through their assigned chain of command.
- 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. Pregnant students will be given a consult to the OB Clinic requesting evaluation of medical suitability for training status and fitness for duty to work in the operating room. Pregnant students in the clinical phase of training will be removed from rooms utilizing general anesthetics or assigned outside the operating room until clearance is obtained from their respective physician.
- The Program Director or Clinical Coordinator will ensure the student has been counseled by the Environmental Health Department on the risks of working in the OR while pregnant. The Program Director or Clinical Coordinator will review service-specific pregnancy guidelines with the student. 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. If the pregnancy occurs during clinical training, a memorandum is forwarded to the Program Director informing the Director of the student's medical status.

University Resources

The Learning Resource Center - All GSN students are eligible to use the James A. Zimble Learning Resource Center. The LRC is located in Building D and information about the LRC can be found online at <http://www.lrc.usuhs.mil/>

Multidisciplinary Laboratories - The multidisciplinary laboratories (MDL) office provides audiovisual equipment and supplies, and coordinates room scheduling. The MDL is located in A2030. The schedule for room assignments can be accessed via the USUHS home page.

University Information Systems (UIS) and Computer Support - UIS is the official information technology department for the entire university. UIS is located on the ground floor in room G074. The UIS Help Desk phone number is 301-295-9800. Operating hours are from 0800-1800 Monday thru Friday.

Students must report in person to the UIS Helpdesk to obtain a Local Area Network (LAN)/E-mail Account.

The University utilizes Novell's GroupWise Client as its official e-mail program. UIS has created a handbook for reference on using GroupWise that can be found at:

<http://www.usuhs.mil>

Academic Guidelines

Standards of Conduct and Avoidance of Inappropriate Behavior

Public confidence in the integrity of the Department of Defense is essential to the performance of its mission. 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. Example: 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.

Academic Integrity

Academic integrity is the hallmark of every student and is part of academic performance. Students who violate academic integrity are subject to dismissal even though they are otherwise academic standing.

Students who commit serious acts of professional or personal misconduct will be recommended for disenrollment. The following are grounds for disenrollment:

- (a) Ethical misconduct.
- (b) Personal or professional misconduct.

Breaches of ethical, personal and/or profession conduct will not be tolerated. These breaches of academic integrity include, but are not limited to, obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination; unauthorized collaboration; multiple submissions; and plagiarism. Faculty/staff components are responsible for ensuring all students and participants who submit material for evaluation or review understand this policy and its implications.

Definitions:

Unauthorized collaboration is defined as students collaborating on an assignment for academic credit that is not otherwise authorized in the syllabus or directly by the faculty/staff/instructor.

Multiple submissions are instances where students submit papers or works to USU that were previously submitted for academic credit by alumni or present senior students without prior approval by the professor or instructor of classes where the paper is submitted.

Plagiarism is the unauthorized use, intentional or unintentional, of intellectual work of another person without providing proper credit to the author. While most commonly associated with writing, all types of scholarly work, including computer code, speeches, slides, scientific

data and analysis, and electronic publications are not to be plagiarized. Dissertations will be screened with plagiarism software “

Ethical and Safe Conduct

Satisfactory academic standing is determined both by performance in formal courses and by other aspects of academic performance, including skills, attitudes, and attributes judged by the graduate faculty to be important for success as an advanced practice nurse. These include factors such as academic and professional ethics, honesty, integrity, reliability, perception, balanced judgment, personal insight, and the ability to relate to others.

Students whose performance is academically and/or professionally unethical and/or unsafe actions are subject to discipline and/or dismissal even though they are otherwise in good academic standing. Students shall not:

- a. Use, attempt to use, or copy any unauthorized material during an examination or graded exercise.
- b. Knowingly provide false information in any academic documents or in any academic exercise.
- c. Knowingly present the work of someone else as their own work.
- d. Forge or alter for advantage any academic document.
- e. Knowingly disregard instruction for the proper performance of any examination or graded exercise.
- f. Intentionally impede or interfere with the ability of fellow students to use academic materials or to complete academic work.
- g. Knowingly violate the ethical and moral standards defined by those professional groups having an impact on the student's program or profession.
- h. Knowingly assist a fellow student in any of the above activities.
- i. In addition to those actions listed above, the Student Promotions Committee (SPC) may determine that other actions demonstrate unethical academic behavior.

Student Rights and Responsibilities

Students have a right to expect:

- That all materials shall be factual and fairly presented and contain detailed information pertaining to the program content, graduation requirements and student rights and responsibilities written in clearly understandable language.
- Fair and non-discriminatory practices in the selection process of the program
- That upon acceptance into an advanced practice nurse accredited 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 the rights and responsibilities of each party of the contract are fully understood and complied with, and student failure to achieve the goal within the time frame expected of which he/she is enrolled based on valid, reliable data information from evaluations, viewed objectively and fairly, and reviewed as may be required by due process mechanisms when contested.
- Fair and accurate evaluations of their progress in the educational program and to be kept informed of the status of the progress.
- Access to transcripts of their academic and clinical achievements. Upon their request have verified copies furnished to institutions, agencies, or others specified by the student or graduate.

Equal Opportunity and Sexual Harassment

- It is the USU policy 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. 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.
- Fair and impartial treatment during all testing, evaluation and grading processes.
- Clearly stated terminal objectives and graduation requirements.
- The Graduate School of Nursing is committed to training advanced practice nursing students.
- Unencumbered access to the chain of command for counseling.
- A fair and impartial due process mechanism, which includes an appeal process.

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 derives 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 nontraditional concepts. It is expected that officers will debate their viewpoint responsibly reflecting officership, professionalism and military courtesy.

Breach of Standards of Professional Conduct

Should students breach standards of professional conduct, they are subject to review by the GSN Student Promotions Committee (SPC) and in the case of uniformed students, they are subject to both review by the GSN and by the military justice system.

The military justice system is one tool used to correct breaches of discipline. Uniform Code of Military Justice (UCMJ) applies to uniformed students only. 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. Appeal of Military conduct decisions are done through the student's respective branch of 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. Students may appeal decisions of the SPC by following procedures outlined in the SPC Policy and Precedent (See Blackboard repository).

Academic Advisement

Initial Program Planning with the Planning Chair

All students will have at least one planning chair (advisor) and may have more than one. For the first semester or two, students will have the PhD program director and/or the assigned faculty member as planning advisors if the research interest of the student is known. The research interests of students not are known upon enrollment, students will be paired with one primary and one secondary faculty planning advisor and that matching of faculty/student may change should the area of research interest not be in the area of expertise of interest of the initially assigned faculty member(s). Designated planning chairs will assist the student with registration, orientation and adaptation to the student role. As soon as possible, ideally before the beginning of the third semester of study, primary and secondary faculty planning advisors who are interested in the student's research topic are selected. The program director is apprised of the

research focus and is requested to approve this selection. It is understood that the student's area of study will fit in the three areas of faculty research concentration. Also, the advisors/chair are experts in the chosen content area.

Student/Faculty Responsibilities

The primary planning advisor is responsible for monitoring student progress and will assist the student in selecting a dissertation committee chair and members. Students will plan, with their advisors, an individualized program of study for their dissertation incorporating coursework from the GSN, SOM and Graduate School.

Advisors and students share the responsibility of meeting on a regular basis to:

- Ascertain student progress with course work;
- Determine the need for counseling, tutoring, or remedial services and, referral to appropriate resources;
- Assist students in determining dissertation committee members;
- Serve as a role model for students; and
- Provide guidance in selection of cognate/elective course work.

Dissertation Advisement

Once the student has selected and received approval for a dissertation topic, a Dissertation Chairperson is selected. The Dissertation Chairperson may or may not have served as the academic planning chair. The Dissertation Chair will be chosen by mutual agreement between the student and faculty member, but must be formally approved by the PhD Program Director. Both the primary faculty planning chair and the Dissertation Chair must be full (non-adjunct) faculty members of USU GSN with their primary appointment in the GSN, who meets GSN faculty by-law guidelines to be academic advisors/chair a dissertation committee. Faculty outside of the GSN may not chair a doctoral dissertation committee. A Committee member may be changed by simple request of the student or the current Committee Chairperson. Identification of the new Chairperson will follow the same format as the identification of the initial Chairperson. Again, the chair and committee must be subject matter experts.

Course Enrollment

Ongoing Eligibility

1. Students must maintain continuous federal employment/service as defined above while enrolled in the program. The following guideline will be applied to all students in regards to maintaining eligibility for enrollment:

a. Students who voluntarily leave federal employment/service will be disenrolled, regardless of their point of progression in the program. This includes those electing non-mandatory retirement without matriculation to employment into federal/military sector.

b. Students who involuntarily leave federal employment/service before successfully defending their dissertation research proposal will be disenrolled.

c. Students who involuntarily leave federal employment/service after successfully defending their dissertation research proposal will be allowed to complete the program.

2. Students whose license to practice as Registered Nurse is revoked or suspended in any state or territory or who do not maintain a current license to practice as a Registered Nurse in at least one state or territory, will be disenrolled from the program.

Study Options

Part-time: Students must take a minimum of 6 semester hours, e.g. two courses, to be considered part-time. Summer semesters are subject to the Program Director's discretion.

Full time: Students must take 9 or more hours to be considered full-time. Summer semesters are subject to the Program Director's discretion. Military students are reminded that they are subject to time constraints implemented by their services leaders.

Change in Student Status

A change in student status refers to a change from part-time to full-time (or vice versa) or a change from the resident program to the distant-learning program. Students may petition in writing the Program Director to change their status at any time during the course of the program. The Student must obtain approval from their advisor and the Program Director with concurrence from the Dean. If military they also must seek approval of the Commandant. The request must be made one month prior to the semester in which the change is to occur.

A change in student status request will be evaluated on a case by case taking into account the availability of classes, impact on program progression, military or employment status and other factors relevant to the request.

Leave of Absence

A student desiring a leave of absence must submit a written request to the Program Director of the GSN at any point in the program. Prior to submitting a request for a leave of absence to the Dean, the student must consult with the Program Director and GSN Commandant. A leave of absence request will be evaluated on a case by case taking into account the reason for the request, proposed length or the leave of absence, impact on program progression, military or employment status and other factors relevant to the request.

Withdrawal from School

A student who wishes to withdraw from the GSN must contact the Program Director, the GSN Commandant (Uniformed students only) or sponsoring agency (civilian students), and the GSN Dean for approval.

A student who has withdrawn from the GSN may seek readmission by reapplying using the application procedure in use at the time of their reapplication. Students reapplying will not receive preferential consideration for readmission.

Student Records and Transcripts

Registration

Students must meet with their academic planning chairs for class advisement. Students are responsible for ensuring that they are registered for the appropriate classes as approved by the planning chairs and PhD Director. Terry Malavakis at 295-1055 or tmalavakis@usuhs.mil is the acting registrar for the GSN.

Transcripts

Students will receive a copy of their transcripts at the end of each semester. Official copies of transcripts are available through Terry Malavakis at 295-1055 or tmalavakis@usuhs.mil. The University will be transitioning to an electronic registration system in the near future. Students are advised to regularly verify the accuracy of the transcript. Errors should be immediately reported to the program chair, program director and registrar.

Academic Evaluation

Grades

All classes are graded on a traditional scale – A, A+, A-, etc. Dissertation Seminars and Dissertation are pass or fail.

Incomplete Grades

An incomplete grade includes grade that 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 grade carries no credit and is not averaged into the cumulative grade point average. Prior to issuing a grade of *Incomplete*, the course instructor and student must sign a contract that specifies:

- a. the course assignments that must be satisfactorily completed to remove the grade of *Incomplete*, and

- b. a timeline for those assignments to be completed.

Failure to satisfactorily fulfill the stipulated requirements by the specified date, the end of the following semester, will result in the conversion of the *Incomplete* grade to a grade of “F”. For full details refer to the GSN P&P.

Academic Standards and Performance

Academic performance of all students is regularly reviewed by the Doctoral program Committee.

Students must maintain a cumulative B average in all formal course work while enrolled in the doctoral program. If the cumulative average falls below B, the student’s program of study is subject to termination.

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. A grade less than B in a course may result in program termination.

A cumulative B average in graduate-level courses is a prerequisite for the administration of the qualifying examination.

Deficient Grades

A deficient grade may be remediated by repeating the course in its entirety and by 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.

Students who do not meet the academic standards set forth are subject to meeting with the Student Promotions Committee (SPC) to discuss the student’s individual case and to receive a recommendation from the Committee. This recommendation goes forward to the Dean of the GSN for final determination. The Student Promotions Committee Policy and Precedent are available to students upon request and are always provided to students who are requested/required to appear before the SPC.

Pass/Fail

Those courses that are pass/fail will be specially designated; others can only be taken as pass/fail with the permission of the PhD Director.

Appeals

The purpose of the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School committee decisions. This Review Process may be utilized by students enrolled in courses in the Graduate School of Nursing (GSN) who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision is not a grievable matter. Only the process that is believed to be inequitably applied, within the referent group, is grievable. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

Progression

Time Limitations

Part-time students are expected to complete their program of study in 5 years from the time of official enrollment.

Full-time students are expected to complete their program of study in 3 years from the time of official enrollment.

Once the student is admitted to doctoral candidacy, both the written portion of the dissertation (traditional – 5 chapters or Dissertation with Deliverables - DWDs) and oral defense must be successfully completed within two to three years.

Students who have unusual circumstances may appeal to doctoral Program Director for an extension.

Failure to Progress

Instances may arise when the PhD Director or Dissertation Chair believes that, despite provision of a variety of resources through which a student might improve, the quality of the student's course of study is not found acceptable. Students who experience such instances will be considered on an individual basis in keeping with the guidelines set forth in the Student Promotions Committee Policy and Precedent #94-06. Recommendations will be made by the Program Director and the course faculty and/or the faculty advisor to the SPC for their consideration. A recommendation is then forwarded to the Dean of the GSN for the final decision.

Withdrawal from Course

A student may use the drop and add options within the 1st to weeks of the semester. After that point the withdrawal option will be used. Withdrawal grade 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 or WF depending on the student's performance in the class. A WF is the same as an F grade. Withdrawal after the drop date are recorded on the transcript and designated as a withdrawal.

The student will discuss with their advisor the reasons they want to withdraw from a course. The discussion should include the impact of the withdrawal on their overall program of study. Consideration should be given to the students overall credit load, their standing as a full time student and any sponsorship issues. If needed, the GSN Commandant should be consulted. Permission to withdraw must be obtained from the course professor.

The student will seek approval from the Program Director to withdraw from a course. The Program Director has the final decision regarding the appropriateness of allowing a student to withdraw from a course. For full details refer to the GSN P&P.

Credit Status

Credit Hours

The GSN is on a semester system and awards semester hour credits. In the event that courses are taken from other Universities or from the Graduate School or School of Medicine at USU where quarter hours are awarded and if the quarter hour courses were approved by the advisor, credit hours awarded will be converted to semester hours using a nationally recognized conversion chart. Semester hours will then be reflected on the student transcript.

Audit

Students are allowed to audit classes at USUHS, with the permission of the course instructor and the student's planning chair. Audited course work does not count toward the student's graduation, but may improve the student's overall academic performance, and will appear in the student's transcripts. Student's who audit courses are expected to attend class regularly as if they were a regular student. Students are permitted to audit courses anywhere.

Transfer Credits

Upon Admission - Students seeking transfer of credits from other universities upon admission must formally request consideration of those courses as soon as

they are accepted into the program. This request must be completed using the Credit Transfer forms. There is a limit of credit hours which may be transformed.

While Enrolled in PhD Program - While in the PhD program, students may be advised to take courses outside of the University or in the School of Medicine. In such cases, approved for transfer-in credit must be obtained by the faculty advisor in conjunction with the Doctoral Program Director.

Course credits which have been previously used for another academic degree may not be transferred.

Independent Study

Students in collaboration with their faculty advisor may plan independent studies that can serve as cognates or as electives depending upon the content and the need of that content to undergird their scientific knowledge (a cognate) or to enhance the students' breadth of knowledge (elective). Syllabi are to be developed and submitted for review and approval by the PhD Program Director prior to beginning such a course for credit. These courses should be taken after they have taken the appropriate interdisciplinary cognates for their area of specialty. Courses should not be created within the GSN if the same or similar course is offered in the SOM or Graduate School courses should not be specially created for a student just because taking a regularly scheduled course is inconvenient.

PhD. Program

Introduction & Objective

Designed to prepare research scientists, the PhD program provides core foundational courses such as general research methods, statistics, ethics, policy, nursing science, and professional issues. In addition, cognates specifically addressing the science undergirding students' research interests are required. These are interdisciplinary and taken outside of the GSN. Electives selected by students in conjunction with their primary advisor provide for a comprehensive and rigorous program of doctoral study. Programs of study are approved by the program director.

The PhD. program prepares nurses who contribute to developing the empirical and theoretical base of nursing practice through research. The overall objective for the PhD Program is to prepare students to be able to identify relevant research problems and conduct research in a defined area of nursing science. The acquisition of research knowledge and skills enables students to add novel findings to the body of scientific knowledge in nursing.

Program Description & Focus

Overview

The PhD Program in Nursing Science includes a common core of required courses and electives. The program consists of the following areas of concentration: 1) *Nursing Science*; 2) *Research Methods, Statistics, and Designs*; 3) *Cognates/Electives*; 4) *Professional Issues in Nursing*, and 5) the *Dissertation*.

The *nursing* course content consists of courses focusing on philosophy of science; development and application of scientific theory in nursing and related disciplines; ethical, legal, and policy issues in nursing practice and research; and role of the scientist. *Research* methods, designs, and statistics are courses in which students examine various scientific approaches to research. Advanced research methods courses address selected areas to promote individual student research agendas. *Cognate* courses provide the core scientific basis that form the basis of the selected research focus. Electives are courses selected primarily to facilitate an individual doctoral student's development in their area of expertise. *Professional Issues in Nursing* focuses on federal and military-specific issues as well as academic-related issues important to graduate students as they prepare to take their place in the international academic and scientific community. These four components culminate in the fifth component, the *dissertation*, which follows the successful completion of the preliminary examination and the qualifying examination. Included in this component is the dissertation proposal; dissertation seminar; dissertation hours; and ultimately dissertation defense.

Research Experiences

All PhD students will participate in research experiences to increase their scientific expertise and depth of knowledge. Students are expected to work with Graduate School, GSN, SOM or adjunct faculty members for a designated period of time (on average 4-6 hours per week throughout the semester). Decisions regarding research practicum are made in consultation with the Program Planning Chair or PhD Program Director.

Seminar Requirements

Doctoral students are expected to develop critical thinking and effective oral and written communication skills as a nurse scientist. Seminars actively involve students in the preparation, development, coordination, and discussion of various research topics. Students will present and lead topics of discussion in all of the GSN developed course work. Students are also encouraged to attend related research seminars and colloquia in other departments and at NIH.

PhD. Program

Doctoral study in nursing is designed to prepare scholars who are capable of developing an empirical base for nursing practice in both current and emerging healthcare systems. Graduates from this program are expected to create new scholarship and science. To achieve the purpose, the program outcomes supply the baseline that prepares graduates for a lifetime of intellectual inquiry that manifests itself in creative scholarship and research.

Graduates of USU-GSN PhD program will be prepared to:

- implement the role of nurse scientist through a planned original program of research relevant to the federal/military sector of the graduate school of nursing (GSN);
- implement a leadership role effectively by conducting and directing collaborative research consistent with mission at assigned agencies;
- contribute to knowledge-building through publications, presentations, and participation in professional and community activities;
- integrate global as well as local health care concerns that influence practice and research; and
- participate in activities that contribute ethical solutions to advance health care in a culturally diverse global society through strategies that serve to public interest.

PhD. Candidacy Requirements

Advancement to Candidacy

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). These milestones must be taken in the order listed. Faculty advisors and content experts work with the student to determine when the student is ready to take this examination. In other words, advancement to candidacy is contingent upon: 1) successful completion of the comprehensive qualifying exam; 2) recommendation of the Committee Chairperson; 3) approval of the Director of the PhD Program and the Dean; and 4) satisfactory completion of all required coursework.

Comprehensive Examination - A comprehensive examination is administered once the qualifying student has completed all core courses or is concurrently taking those courses that semester. This examination demonstrates the student's knowledge of the scientific literature and all ability to synthesize and integrate content that is related to the research planned for the dissertation. The dissertation chair should be assigned and students must seek approval from their chair and the PhD Program Director in order to take the Examination.

Comprehensive Examination Paper

1. Background and significance of dissertation topic of interest. Build a scientific case for conducting a research study on this question. How would this create new knowledge and advance Nursing Science?
2. Comprehensive review and synthesis of the literature on the dissertation topic area of interest. Identify gaps in the literature.
 - a. Concepts/variables of interest - comprehensive review and synthesis of the literature related to specific variables/content in the area of interest; describe how variables are operationally defined and measured in the literature.
 - b. Include acceptance/rejection of research methods with rationale. This content can be covered in this section or in Section # 5.
3. Background and significance of the research must be approved by the dissertation chair and scientific content expert. Aspects that must be approved include the scientific approach, scientific and/or conceptual/theoretical model, and rationale for the choice of model.
4. Survey other scientific research approaches for the proposed study methods.
5. Discuss the methodology needed/required for the study. Provide rationale for the method(s) used for your chosen area of study and/or in similar types of studies.

The qualifying exam is expected to ready the student for the dissertation proposal. Best preparation is to use the format for the U.S. Department of Health and Human Services Public Health Service, PHS398 grant form, but must include the specific details outlined above. Using the PHS 398 format as a guide will prepare the student to meet all of the qualifying exam requirements, while preparing the student for proposal defense, research approval submission and grant submissions. The format for the qualifying examination must be approved by the student's planning chair and the PhD program Director. The student is allowed 30 days to complete the examination.

In conjunction with the Dissertation Chair, the student will select peer reviewed research journal(s) in which to submit future manuscripts to complete the dissertation if the dissertation with deliverables is so chosen. Based on this selection, the writing format of the journal(s) can be used (instead of APA format) for the organization/submission of the Comprehensive Examination paper.

The Comprehensive Examination Paper will be evaluated as a pass/fail project. The Dissertation Chair (in conjunction with the PhD program Director) will provide the final decision regarding the grade of the paper as a quality control measure for all Comprehensive Examinations. The Dissertation Chair will use a second reader (i.e. scientific content expert). Other readers for

sections of the paper may be chosen based on needed expertise. Following a committee “pass” and approval by program director, the student will be advanced to candidacy and may enroll in Dissertation Seminar and Dissertation credits.

Readers will decide by simple majority vote if the students qualifying exam is successful or if the exam must be resubmitted (pass/fail). An exam may be resubmitted only once. Students who are unsuccessful at their second writing of the qualifying exam will be disenrolled from the program.

Dissertation Proposal Defense

After the Comprehensive Examination (paper) has been graded and the student has been assigned a grade of “Pass”, the student will proceed to the proposal defense phase, designated as a doctoral candidate, and will be allowed to initiate the dissertation research process.

The student must form a dissertation committee, put together a formal proposal presentation and orally defend the proposal in a public forum. The dissertation committee essentials are outlined elsewhere in the handbook. The oral defense is a brief presentation covering the background and significance of the proposed dissertation research, the hypotheses (es), specific aims, methodology, planned statistical analysis, expected results and significance to nursing science. The proposal must be submitted to the committee at least two weeks prior to the proposal defense. The dissertation committee must approve the presentation and plan of research prior to the oral proposal defense. The oral proposal defense is pass/fail, based on the vote of a majority of the committee.

Doctoral Dissertation

Overview

The dissertation is an essential part of doctoral education. The dissertation is rigorous research project that results in a substantive piece of original and novel research. Students must present the results of a research project they conducted and completed. The dissertation is not completed until the findings of this original research work has been documented and disseminated.

Committee

The student will form a committee of at least three members and will meet with the committee to assess and ensure progress towards completion of the research project. As discussed above, an oral defense of the proposal must be completed. The complete dissertation will be presented to the committee members at least two weeks before the scheduled defense. The Dissertation defense will consist of a public seminar for presentation and questions and answer period. Subsequent to the oral defense, the committee will deliberate in private and determine the degree to which the student did or did not meet the expectations of the defense and the creation of new science. If either the dissertation or the oral defense is deemed unsatisfactory, the committee shall formulate recommendations for appropriate remedial action.

Dissertation End Products

The 2 styles of dissertation end products are as follows:

- Traditional (Chapters 1, 2, 3, 4, 5 + Tables & Bibliography)
- Dissertations with Deliverables (DWDs) – e.g. portfolio of manuscripts from the dissertation research.

Dissertation Portfolio

1) Traditional Dissertation	2) Dissertations with Deliverables
1) Acknowledgement. 2) Abstract Table of Contents. 3) List of Tables. 4) List of Figures. 5)	1) Acknowledgements. 2) Abstracts Table of Contents. 3) List of Tables. 4) List of Figures.
Chapter 1: Introduction (Purpose, Specific Aims, Background & Significance.	Proposal * PHS Form 398 format
Chapter 2: Review of Literature.	1.) Manuscript/Literature Review or Methods paper.
Chapter 3: Methods (design sample, procedure, statistical analysis)	
Chapter 4: Results	2) Manuscript 1: Data Analysis 3) Manuscript 2: Data Analysis
Chapter 5: Discussion	1) Abstract presented at Regional/National Conference 2) Other Publications Placed in Appendices
Appendix A: 1) List of Abbreviations. 2) References. 3) Curriculum Vitae. 4) Other Publications Placed in Appendices.	Appendix A: 1) List of Abbreviations. 2) References 3) Curriculum Vitae. 4) Other Publications
Dissertation Defense - Slides	Dissertation Defense - Slides

Paper Requirements: Dissertation with Deliverables

Three manuscripts must be submitted to peer-reviewed research or scholarly journals for publication. Attention is to be paid to the journals ranking and impact factor. Prior to submission, all manuscripts and intended journal must be approved by the dissertation chair and committee and then be submitted to the GSN for clearance.

Dissertation Student Checklist

At the end of all dissertation work, the student dossier will include:

- Proposal and PowerPoint (PPT) slides and handouts used during the student's dissertation proposal defense; copies of official documents indicating successful completion of the proposal phase
- Manuscripts 3: is DWD (Manuscript may be replaced by the published article.)
- Letters of acknowledgement from journals receiving all/each of the above manuscripts.
- Dissertation Defense PPT slides and handouts used during the student's dissertation defense; copies of official documents indicating successful completion of the dissertation defense phase
- An abstract that is submitted to a regional/national/international scientific conference (peer-reviewed) for presentation.
- Any additional publications by the student while in PhD studies at USUHS are included in the appendices
- Lastly, the student completes an executive summary (DWD only) that provides the dissertation research overview and the context of publications according to traditional dissertation chapters 1-5.
- Submission of Deliverables and Packaging to LRC.
- Appendices:
 - Student Dissertation Checklist
 - Approval Forms
- CD/DVD with PDF's of Portfolio contents

Student Notebooks

All students are highly encouraged to keep a current CV along with notebook of their progress through the program. The notebook should include copies of all import papers and documents in the program as well as copies of manuscripts submitted for the dissertation (and supporting approval documents), any other papers published during study at USUHS, a copy of the presentations for the proposal defense and dissertation defense, abstracts for national and international meetings while in the program, and any significant awards received while a student. The notebook will serve as a professional portfolio for the student and serve as a resource for the accomplishments of the student. A final student submission dossier will be turned in as a CD/DVD to program director following the dissertation defense.

Review Process for Doctoral Dissertations

The Graduate School of Nursing requires that the dissertation of all doctoral students be reviewed by the Plagiarism Prevention Program "Turnitin". Using this Program, all dissertations will be compared for matches or similar text to information in databases available to "Turnitin". The University does not condone plagiarism and considers plagiarism, by any member of the academic community, as a breach of ethics, unacceptable behavior, and an example of major

academic misconduct by the individual. The generation of a uniform policy is a priority of the University and is currently under advisement.

Details on the operational plan, the "Turnitin" program, and the status of plagiarism policy development are available from the Office of Dean of the GSN and the Office of the Associate Dean for Graduate Education.

Formation of a Dissertation Advisory Committee

With the guidance of the Dissertation Advisor, the student will select a Dissertation Advisory Committee. The Dissertation committee will consist of the chair and at least two additional members. At least one of the additional members must also be a full (non-adjunct) faculty member of the USU GSN with a primary appointment in the GSN. At least two committee members must be registered nurses with research doctoral degrees. Persons with non-research terminal degrees (i.e. JD, ND, and DNP) may serve as advisory members of the committee but may not chair the committee.

* This committee assures that both the dissertation research and written dissertation of sufficiently rigorous to demonstrate to the scientific community at large the student's competence as an independent researcher.

Role of the Dissertation Advisory Committee

This committee is selected on the basis of scientific research and scholarly expertise relevant to the dissertation research, such as clinical, administrative, laboratory, or methodological content expertise. Committee members are expected to have specific and complimentary knowledge in the student's area of research and provide the student with guidance and supervision throughout the research and writing process. The student needs to select committee members as soon as possible after passing the qualifying examination.

The policies and forms about the formation of a Dissertation Committee, roles of the Committee Members' and the student's responsibilities are located on "Blackboard".

Expectations of Research

Research Infrastructure

The Graduate School of Nursing (GSN) is committed to promoting clinical excellence, and furthering research and scholarship in healthcare. The PhD program has a research-intensive focus. The GSN is located within the Uniformed Services University of the Health Sciences and enjoys interdisciplinary and collaborative relationships with medicine, public health and other health related professions.

The Office of Research and Evaluations

The Uniformed Services University of the Health Sciences Office of Research reviews and monitors all matters dealing with research at the University. Office of Research functions include identification of potential funding sources; pre-award administration; post-award administration; grant award and receipt; administration of the Program for the Protection of Human Participants in Research (PPHPR), including Institutional Review Board (IRB) review and approval; and monitoring of compliance with all federal regulations regarding the conduct of research. The Office of Research staff provides support for three communities: faculty and student investigators, the University, and the funding organizations that support university research. Students are strongly encouraged to consult with the Office of Research and Evaluations at the time they are formulating their research proposal for assistance with funding and compliance with regulatory mandates. Students are also advised to review guidelines governing various aspects of conducting research. These include:

Institutional Review Board (IRB) - Institutional Review Boards were established in order to protect humans who volunteer to be subjects in research projects. More information regarding IRBs can be found at: <http://www.hhs.gov/ohrp/about/ohrpfactsheet.htm>.

HIPPA - Health Insurance Portability and Accountability Act of 1996 was enacted to protect the privacy of personal health information. More information regarding HIPAA can be found at: <http://www.hhs.gov/ocr/hipaa/>.

Institutional Animal Care and Use Committee (IACUC) - Institutional Animal Care and Use Committees were established in order to ensure humane care and use of animals in research. More information regarding IACUCs can be found at: http://grants.nih.gov/grants/olaw/National_Academies_Guidelines_for_Use_and_Care.pdf.

USDA-OLAW - Office of Laboratory Animal Welfare works in concert with IACUCs in an effort to ensure humane care in use of laboratory animals for research. More information regarding OLAW can be found at: <http://grants.nih.gov/grants/olaw/olaw.htm>.

Requirements for Participation in the USUHS Annual Graduation Ceremony

The USUHS holds a formal graduation ceremony once a year in mid-May. Students must complete their dissertation no later than the end of March in order to qualify for walking during the ceremony. Students who finish after this date will be eligible to walk in the ceremony the following year. However, degrees are conferred every quarter by the USUHS Board of Trustees. Students will be allowed to graduate and receive their degree without participating in the formal ceremony.

Forms

All GSN Forms can be found on-line at **Blackboard**. Hard copies can be obtained from **the Doctoral Program Office**. (Examples of all forms below)

PhD Student Biographical Sheet (Form A)

Date: _____

Last Name: _____ First Name: _____

Middle Name: _____ Maiden Name: _____

Rank/GS CIV: _____ DOR (Military): _____ Service: _____

DOB: _____ Skill Designator/Job Title: _____ SSN: _____

Student Status: Part-time: _____ Full-time: _____

End date last evaluation (Military): _____

Work Location Address: _____

Work Location Phone Number: _____

Non-USU E-mail address: _____

LOCAL ADDRESS (Note: If temporary, notify Program Director/Commandant of permanent address when available)

Street: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____

Spouse name: _____

Spouse address: _____

Number of dependent children: _____

Names and ages: _____

NEXT OF KIN / EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____

Telephone: _____

NURSING LICENSE

State: _____ License #: _____ Expiration date: _____

State: _____ License #: _____ Expiration date: _____

CERTIFICATION

ALS exp: _____

BLS exp: _____

ALS Instructor exp: _____

BLS Instructor exp: _____

Other Certifications: _____

Memberships:

Privacy Act Statement:

The Uniformed Services University, Graduate School of Nursing, collects personal student information that is considered necessary to fulfill its purpose as an institution of higher education. This information is maintained and made available on a need to know basis in accordance with the privacy act of 1974, Sec. 552.a. The Privacy Act covers information maintained in a system of records housed at the Uniformed Services University, GSN, to include, but not limited to: The GSN central data base (housed on the S drive); Student Academic folders (housed at GSN); Student Admission Folders (Housed in the GSN registrar office); Student Military folders (housed in the Commandant’s Office).

Demographic information, to include name, social security number, phone numbers, home address, permanent address, email accounts, age, family demographics, military demographics, deployment demographics, and certifications, are maintained in the system of records noted above in order to fulfill requirements such as:

- Statistical reports
- Alumni contact information
- Emergency contact
- License verification
- Accreditation/credentialing
- Military accountability
- Military evaluations

Signing this section affirms your agreement with the above Privacy Act Statement.

Student: _____ Date: _____

(Print and sign your name)

Please contact Charles Coffee, PhD Program Assistant, (301) 295-9698, Fax (301) 295- 1722, charles.coffee@usuhs.mil for any questions or concern about this form.

Uniformed Services University of the Health Sciences
Graduate School of Nursing

End-of Year Appraisal for Doctoral Students (Form B)

Name of Student: _____

Semester: _____ Area of Specialization _____

Area of Cognates _____

Instructions: The advisor should complete this form at the end of each year (Spring Semester) and attach a copy of the Program Planning Form indicating courses completed and courses planned for the upcoming year. A signed copy should be forwarded to the Assistant Director, Doctoral program by 1 July each year. Progress since the last evaluation should be addressed. The progress report should be discussed with the student and signed by the faculty advisor and the student. Active duty, full-time students will have their annual Academic Evaluation Report (AER) attached to this form. The original copy will be placed in the student's record at the GSN and the student and faculty advisor will each retain a copy for their own records.

Written and oral communication skills:

Qualifying examination target date: _____

Comprehensive target date: _____

Progress toward Dissertation:

Outside scholarly activities (e.g. publications/posters)

Additional Comments/Recommendations:

Advisor's Signature

Date

I have read the End of Year Progress Report and discussed the contents with my advisor.

Student's Signature

Date

Student may attach comments.

Doctoral Program Director's Signature

Date

Graduate School of Nursing
Request for Appointment of Dissertation Advisory Committee (Form D)

Name of Student: _____

Semester: _____ Area of Concentration _____

Dissertation Chairperson: _____

Selected Faculty to Serve as Dissertation Advisory Committee:

_____ Phone # _____

_____ Phone # _____

_____ Phone # _____

_____ Phone # _____

The above named student has selected the named faculty members to serve as the Dissertation Advisory Committee (attach NIH biosketch and rationale for the selection of each).

The undersigned faculty members agree to serve as the Dissertation Advisory Committee, understanding all responsibilities that are part of this critical role:

Printed Name of Faculty Member Signature

Printed Name of Student Signature

Uniformed Services University of the Health Sciences
Graduate School of Nursing

Request for Appointment of Dissertation Advisory Committee (Form D cont.)

Approval/Disapproval

Signature: _____
Director, Doctoral Program

Date: _____

Approval/Disapproval

Signature: _____
Dean, Graduate School of Nursing, USUH

Date: _____

Uniformed Services University of the Health Sciences
Graduate School of Nursing
Report of Proposal Defense Examination for the
Doctor of Philosophy Degree (Form E)

The proposal defense of _____,

entitled:

was held on _____ from _____ to _____. The decision of the Examining Committee is:

PASS

A. Both the proposal and the oral explanation are satisfactory: _____

B. Minor changes are recommended by the Dissertation Advisory Committee and are to be made to the satisfaction of the Dissertation Chairperson: _____

DEFER

A. Major change(s) in the proposal is/are required. Changes must be made to the satisfaction of the Dissertation Chairperson: _____

B. Major change(s) is/are required. Changes must be made to the satisfaction of the Dissertation Advisory Committee: _____

C. Remediation required prior to making major changes. Completion of remediation must meet the satisfaction of the Dissertation Advisory Committee: _____

FAIL

Neither the oral performance nor the proposal is adequate: _____

Signatures of the Committee

Chairperson: _____

Member: _____

Member: _____

Member: _____

Member: _____

Approval/Disapproval

Signature: _____

Director, Doctoral Program

Date: _____

Approval/Disapproval

Signature: _____

Dean, Graduate School of Nursing, USUHS

Date: _____

**Uniformed Services University of the Health Sciences
Graduate School of Nursing**

**Request for Dissertation Defense Date for the
Doctor of Philosophy Degree (Form F)**

Name of Student: _____

Request for doctoral dissertation defense date of the student named above:

The title of the dissertation is: _____

The Dissertation Advisory Committee and Readers can appear on this date:

_____	_____	Yes or No
Signature, Chairperson	Printed Name	

_____	_____	Yes or No
Signature, Committee Member	Printed Name	

_____	_____	Yes or No
Signature, Committee Member	Printed Name	

_____	_____	Yes or No
Signature, Committee Member	Printed Name	

_____	_____	Yes or No
Signature, Committee Member	Printed Name	

Approval/Disapproval

Signature: _____

Date: _____

Director, Doctoral Program

Approval/Disapproval

Signature: _____
Dean, Graduate School of Nursing, USUHS

Date: _____

Uniformed Services University of the Health Sciences
Graduate School of Nursing
Report of Dissertation Defense for the
Doctor of Philosophy Degree (Form G)

Student Name: _____

Title of the dissertation: _____

The decision of the Dissertation Committee is:

PASS

- A. Both the dissertation and the oral defense are satisfactory: _____
- B. Minor changes are recommended by the Dissertation Advisory Committee that is to be made to the satisfaction of the Dissertation Chairperson: _____

DEFER

- A. Major changes in the dissertation are required. Changes must be made to the satisfaction of the Dissertation Chairperson: _____
- B. Major changes in the dissertation are required. Changes must be made to the satisfaction of the Dissertation Advisory Committee and at that time the oral defense will be rescheduled: _____

FAIL

Neither the oral performance nor the dissertation is adequate: _____

Signatures of the Committee

Chairperson: _____

Member: _____

Member: _____

Member: _____

Approval/Disapproval

Signature: _____

Date: _____

Director, Doctoral Program

Approval/Disapproval

Signature: _____

Date: _____

Dean, Graduate School of Nursing, USUHS

Uniformed Services University of the Health Sciences
Graduate School of Nursing

Certification of Dissertation (Form H)

Name of Student: _____

This is to certify that the accompanying copies of the doctoral dissertation of the student named above are completed and correct copies as approved by the Dissertation Advisory Committee.

Title of the dissertation: _____

Signature, Chairperson

Printed Name

Date

Approval/Disapproval

Signature: _____

Date: _____

Director, Doctoral Program

Approval/Disapproval

Signature: _____

Date: _____

Dean, Graduate School of Nursing, USUHS

**Uniformed Services University of the Health Sciences
Graduate School of Nursing**

PhD Degree Certification (Form I)

Name of Student: _____

School: Graduate School of Nursing

Degree Date: _____

Total Course Units: _____ GPA: _____

Date passed dissertation proposal oral examination: _____

Date passed final dissertation oral defense: _____

Date Dissertation accepted by the GSN: _____

I certify that the above named student has fulfilled all requirements for the PhD degree.

_____ Signature, Chairperson	_____ Printed Name	_____ Date
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Approval/Disapproval

Signature: _____ Director, Doctoral Program	Date: _____
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Approval/Disapproval

Signature: _____	Date: _____
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The change of the Dissertation Advisory Committee listed above is:

Approved/Disapproved

Signature: _____
Director, Doctoral Program

Date: _____

Approved/Disapproved

Signature: _____
Dean, Graduate School of Nursing, USUHS

Date: _____

Uniformed Services University of the Health Sciences
Graduate School of Nursing

PhD Program
Verification of Completion of
Qualifying Examination
Form L

Student Name: _____

Verification of Submission of Qualifying Examination

Date: _____

Dissertation Chairperson: _____ Date: _____

Verification of PhD Student Passing Qualifying Examination

Date: _____

Dissertation Chairperson: _____ Date: _____

(The verifications above can be notification by
Email or Other Written Communication)

Verification of Successful Completion of Qualifying Examination

Attach Policy Statement from Appropriate Class Year in Handbook Regarding Requirement of Passing Grade on Qualifying Examination
Prior to Dissertation Proposal Defense

Form E: Report of Proposal Defense Examination to Be Attached

**Uniformed Services University of the Health Sciences
Graduate School of Nursing
Research Practicum Proposal Form**

Name: _____ Date: _____

Course Faculty: _____ Practicum Advisor: _____

Signature of Course Advisor

Signature of Practicum Advisor

Research Practicum Objectives:

Activities Required Meeting Each Objective:

Signature: _____ Date: _____

Uniformed Services University
of the Health Sciences
Manuscript Approval or Clearance*

INITIATOR

1. USU Principal Author: _____
2. Academic Title: _____
3. School/Department: _____
4. Phone: _____
5. Type of Publication (submitted to): Paper Article Book
USU WWW Home Page at (location): _____
Other: None
6. Manuscript title: _____
7. Intended publication (include organization if appropriate): _____
8. Required by (publication receipt) date: _____
9. Date submitted for USU approval: _____

CHAIR OR DEPARTMENT HEAD APPROVAL

1. Name: _____
2. School/Department: _____

3. Date: _____
4. Higher approval/clearance required (for University-, DoD or U.S. Governmental-level policy, communication systems or weapons issues review*).
**Note: It is DoD policy that clearance of information or material shall be granted if classified areas are not jeopardized, and the author accurately portrays official policy, even if the author takes issue with that policy. Material officially representing the view or position of the University, DoD, or the Government is subject to editing or modification by the approving authority.*
5. Chair or Department Head Approval

Chair or Department Head Approval/Date

(If approval or clearance is required, see other side of form)

DEAN APPROVAL

1. Name: Dr. Ada Sue Hinshaw
2. School/Department: USUHS, Graduate School of Nursing
3. Date: _____
4. Higher approval/clearance required (for University-, DoD or U.S. Governmental-level policy, communication systems or weapons issues review*).
**Note: It is DoD policy that clearance of information or material shall be granted if classified areas are not jeopardized, and the author accurately portrays official policy, even if the author takes issue with that policy. Material officially representing the view or position of the University, DoD, or the Government is subject to editing or modification by the approving authority.*
5. Dean Approval

Dean Signature/Date

OUA APPROVAL

1. Name: _____
2. Date: _____

3. USU Approved or
 DoD approval/clearance required
 4. Submitted to DoD (Health Affairs) on (date): _____
or
 Submitted to DoD (Public Affairs) on (date): _____
 5. DoD approved/cleared (as written) or DoD approved/cleared (with changes)
 6. DoD clearance/date: _____
 7. DoD disapproval/date: _____
-

Director, OUA Signature/Date

Appendix A:

Uniformed Services University of the Health Sciences

Graduate School of Nursing

PhD in Nursing Science

Submission of Dissertation/Dissertation with Deliverables

to the Learning Resource Center (LRC) and University Microfilm (UMI) for Publication

Upon successful completion of all dissertation work, the student submission dossier will include:

- Doctoral Dissertation Agreement Form – Completed. Put an “X” through the section “Authorization to Apply for Registration of My Claim to Copyright.” Do not put your Social Security Number in the space provided. *See example in the appendices of this handbook????*
- Form I – Certification of Dissertation – Completed
- Notification to Publisher – Completed – See example in the appendices of this handbook.
- Dissertation Abstract
- Title Page of Dissertation – • Table of Contents as designated in Dissertation Deliverables and Packaging on page 30 of this handbook. For the LRC and UMI, do not include other publications while a student if not related to dissertation topic.
- Contents as designated in the Table of Contents of Options 1 and Option 2 Products for Portfolio Notebook
 - o Paper of Excellence
 - o Proposal and PowerPoint (PPT) slides and handouts used during the student’s successful public dissertation proposal defense; copies of official documents indicating successful completion of the proposal phase

- o Manuscripts 2-5 (Manuscript may be replaced by the published article if published during the time of dissertation)
 - o Letters of acknowledgement from journals receiving all/each of the above manuscripts
 - o Dissertation Defense PPT slides and handouts used during the student's successful public dissertation defense; copies of official documents indicating successful completion of the dissertation defense phase
 - o An abstract that is submitted to a regional/national conference for peer-review for presentation (ideally oral presentation)
 - o Lastly, the student completes a linking paper that provides the dissertation research overview and the context of publications according to traditional dissertation chapters 1-5. This product is basically an executive summary of your dissertation.
- Submission of Deliverables and Packaging
 - o In conjunction with the Dissertation Chairperson and the Director of the PhD Program

N.B. The portfolio contents are retained by the Graduate School of Nursing. The packet for the LRC and for UMI is submitted to the LRC designee.

N.B. A copy of what is submitted to the LRC is also submitted to the GSN Research Administrator.