

School of Nursing

Graduate Program Policy Manual

The logo for the University of Delaware, featuring a large stylized 'UD' monogram on the left and the text 'UNIVERSITY OF DELAWARE' to its right. The 'U' and 'D' are interconnected, with the 'U' having a vertical bar on its left side. The text is in a serif font.

UNIVERSITY OF
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Non-Discrimination Statement

July 2015

The University of Delaware does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation, or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence. Inquiries or complaints may be addressed to:

Susan L. Groff, Ed. D.
Director, Institutional Equity & Title IX Coordinator
305 Hullihen Hall
Newark, DE 19716
(302) 831-8063
titleixcoordinator@udel.edu

For complaints related to Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, please contact:

Anne L. Jannarone, M.Ed., Ed.S.
Director, Office of Disability Support Services
Alison Hall, Suite 130,
Newark, DE 19716
(302) 831-4643

Mission Statement

The mission of the School of Nursing of the University of Delaware is threefold:

- to provide both a liberal and professional education to students of nursing;
- to generate and refine nursing knowledge through nursing research and evidence-based practice; and
- to serve society through professional and volunteer outreach to individuals, families, and communities.

School of Nursing

Reviewed 1/2011

School of Nursing Philosophy

The School of Nursing derives the general principles of its philosophy from the philosophy and functions of the University of Delaware. The faculty of the School of Nursing is responsible for implementing the nursing education component of the three University functions of teaching, research, and service.

The faculty views human beings as biological, psychological, social, spiritual, and cultural systems that have all the properties of open systems. Human beings possess universal needs which influence their capacity for intellectual, emotional, social, and humanistic accomplishments. As they interact with the environment, human beings make choices and decisions that influence need satisfaction.

A society is an organization of individuals and groups that, through interactions, form communities of various sizes and descriptions. Societies are dynamic in nature and culturally diverse. Societies assure that the needs of their members are met. Individuals, families, and communities develop social roles, identities, and values through opportunities provided by the society in which they live.

Because humans are integrated beings, health embodies biological, psychological, spiritual, and sociocultural dimensions. Health is a state of being that fluctuates between varying degrees of wellness and illness. When human needs are altered, varying levels of equilibrium within health may result. If self-regulatory processes fail to maintain or restore wellness, individuals may become functionally inadequate and unable to develop or survive.

Nursing, as a holistic profession, is an essential component of the health care delivery system. Because nursing is concerned with the holistic interrelationship of body, mind, and spirit in an ever changing environment, the profession of nursing practices with an awareness of the integral wholeness of all people, nature, and self. Nursing is based on a rapidly expanding body of scientific knowledge and skills that promotes the achievement, maintenance, or enhancement of dynamic equilibrium

across the lifespan. Through the nursing process and nursing research, nurses use the scientific method to advance knowledge and practice in the discipline.

The faculty of the School of Nursing believes that a major goal of education is to develop socially responsible individuals who can think critically, logically, and creatively. The educational system promotes the intellectual, emotional, and social growth of each individual. The goal of the educational process in nursing is students' internalization of values and beliefs consistent with the roles of professional nurses. An environment conducive to effective learning is one in which learners and teachers share mutual goals, mutual effort, and mutual respect for individual and cultural differences. Educational outcomes of the teaching/learning process are best achieved when learners are active participants and teachers are role models and facilitators.

Baccalaureate education in nursing prepares learners with diverse educational backgrounds for the first level of professional nursing, the generalist level. Through systematic and sequential experiences, baccalaureate students learn to use critical thinking and make independent judgments, to integrate nursing theory and nursing practice, and to provide comprehensive nursing care to individuals and families in a variety of settings. As professional nurses, baccalaureate graduates evaluate current practices, define ways of improving the quality of professional nursing practice, and use research findings in describing, evaluating, and improving practice. As generalists, professional nurses deliver direct nursing care and are prepared to assume leadership responsibilities in guiding and directing others in the provision of nursing care. In addition, professional nurses collaborate with colleagues and other health professionals in health care delivery. In an ever changing society, baccalaureate nurses participate in defining the emerging roles of professional practice.

Master's education in nursing builds on theories and practices acquired at the baccalaureate level and provides the basis for doctoral study in nursing. Master's education socializes learners to advanced nursing roles. Nurses in advanced roles influence the quality of nursing practice and the direction of health care delivery. As nursing specialists, administrators, and/or nurse practitioners, they function independently and interdependently with peers and members of other health care disciplines in direct and indirect care of individuals, families, and community groups. In addition, these nurses are capable of generating scholarly activity and of defining, developing, and adapting to present and emerging advanced roles in nursing. They serve as leaders in professional, civic, and/or community organizations and may be actively involved in political/legislative arenas.

Doctoral study in nursing will advance the art and science of nursing and prepare learners to assume leadership positions in the profession and take responsibility for shaping and advancing healthcare with a goal of improving individual, family, and population health through the integration of theory, research, and evidence-based practice.

In addition to providing opportunities for formal, degree-granting programs, the faculty of the School of Nursing is committed to providing ongoing education for nurses

in conjunction with the University Professional and Continuing Studies. The faculty believes that life-long learning is a means for achieving a satisfying and productive life and is of paramount importance in the delivery of safe, effective, and efficient health care.

Approved by Faculty of the College of Nursing 9/13/94

Revised: JS:sg 9/97 Department of Nursing

Reviewed: Spring 2004

Revised: 5/10

Reviewed by Governance Committee 1/2011 Revised 7/9/2013 EW

School of Nursing Organizational Framework

The curricula of the School of Nursing are based on the School's philosophy and organizational framework. The framework was developed by the faculty as a tool which provides a method of organizing learning experiences to promote an understanding of clients and their interaction with their environment.

Further, this organizational framework represents the faculty's beliefs about nursing and provides a frame of reference for situations which lend themselves to theory testing. The ultimate goal of the organizational framework is to assist the student to implement professional nursing practice.

The organizational framework of both undergraduate and graduate curricula is built on four major concepts: clients, environment, health, and nursing. These are interactive and open systems.

A system is an organized unit with a set of components that mutually react. The system acts as a whole. Systems may be open or closed. Open systems must interact through the exchange of information, energy, and material to maintain a state of dynamic equilibrium. The client (individual, family, and community) openly interacts with the environment. The nurse promotes client health and environmental interaction by providing energy and feedback to the system.

Concepts and Subconcepts:

Clients are individuals, families, groups, communities, and populations with biopsychosocial, spiritual, and cultural dimensions. Client systems are interdependent yet have definable structures, relationships, and boundaries.

Biopsychosocial, spiritual, and cultural dimensions refer to clients biological, psychological, social, spiritual, and cultural components of health across the lifespan.

Environment is the setting in which nursing occurs and the dynamic surroundings of the client, including the physical, psychological, social, ecological, spiritual, and cultural contexts.

Health is a state of being that fluctuates between varying degrees of wellness and illness. Health embodies the subconcepts of promotion, prevention, restoration, and maintenance.

Health Promotion: Is the process of assisting clients to enhance well-being through behaviors that promote health and maximize potential.

Disease Prevention: Is the process of protecting clients from disease, illness, and injury. The specific levels are classified as: primary, secondary, and tertiary. Primary prevention involves stopping the development or occurrence of disease, illness, or injury. Secondary prevention focuses on the early detection and treatment of disease or illness. Tertiary prevention involves rehabilitation to limit excess disability, complications, and/or death.

Health Restoration: The process of assisting clients to return to an optimal state of health.

Health Maintenance: The process of preserving an optimal level of health.

Nursing is a profession that promotes health with clients. Nursing includes the following roles: caregiver, critical thinker/problem solver, researcher, advocate, teacher, collaborator, and leader.

Caregiver: In this role, the bachelor's prepared nurse provides safe, competent, culturally sensitive care. In addition, it is recognized that self-care activities for the caregiver are an essential component of life-long personal growth.

The master's prepared caregiver is an expert clinician who provides, guides, directs and evaluates the nursing care delivered to the individual, family, and community.

PhD-prepared nurses bridge the gap between research and practice. They function as principal investigators and assist others to identify problems and design research studies to promote evidence-based practice. Their role includes development of system-based infrastructures to educate and involve direct care providers in the quest for quality patient care.

Critical thinker/problem solver: The nurse as a critical thinker engages in a deliberative process of analysis, synthesis, and evaluation of facts, theories, principles, and interpretations. In this role, the nurse organizes experiences, creatively approaches problems, and gives explanations.

Researcher: The bachelor's prepared nurse is a research consumer. In this role, the content, method, and applicability of research findings are applied to practice.

The master's prepared researcher identifies current researchable problems, collaborates in research, and evaluates and implements research findings that have an impact on nursing and healthcare.

PhD-prepared nurses bridge the gap between research and practice. They function as principal investigators and assist others to identify problems and design research studies to promote evidence-based practice. Their role includes development of system-based

infrastructures to educate and involve direct care providers in the quest for quality patient care.

Advocate: The nurse provides for the protection of client rights. The nurse also secures care for all clients based on the belief that clients have the right to make informed decisions about their own health.

Teacher: The nurse as teacher promotes health-related learning through formal and informal activities/interaction with clients.

Collaborator: Establishes relationships with clients, families, health care providers, and members of other disciplines. In this role, the nurse coordinates services to facilitate health.

The master's prepared nurse collaborates in interdisciplinary efforts to provide healthcare and improve healthcare delivery systems at local, state, and/or national levels.

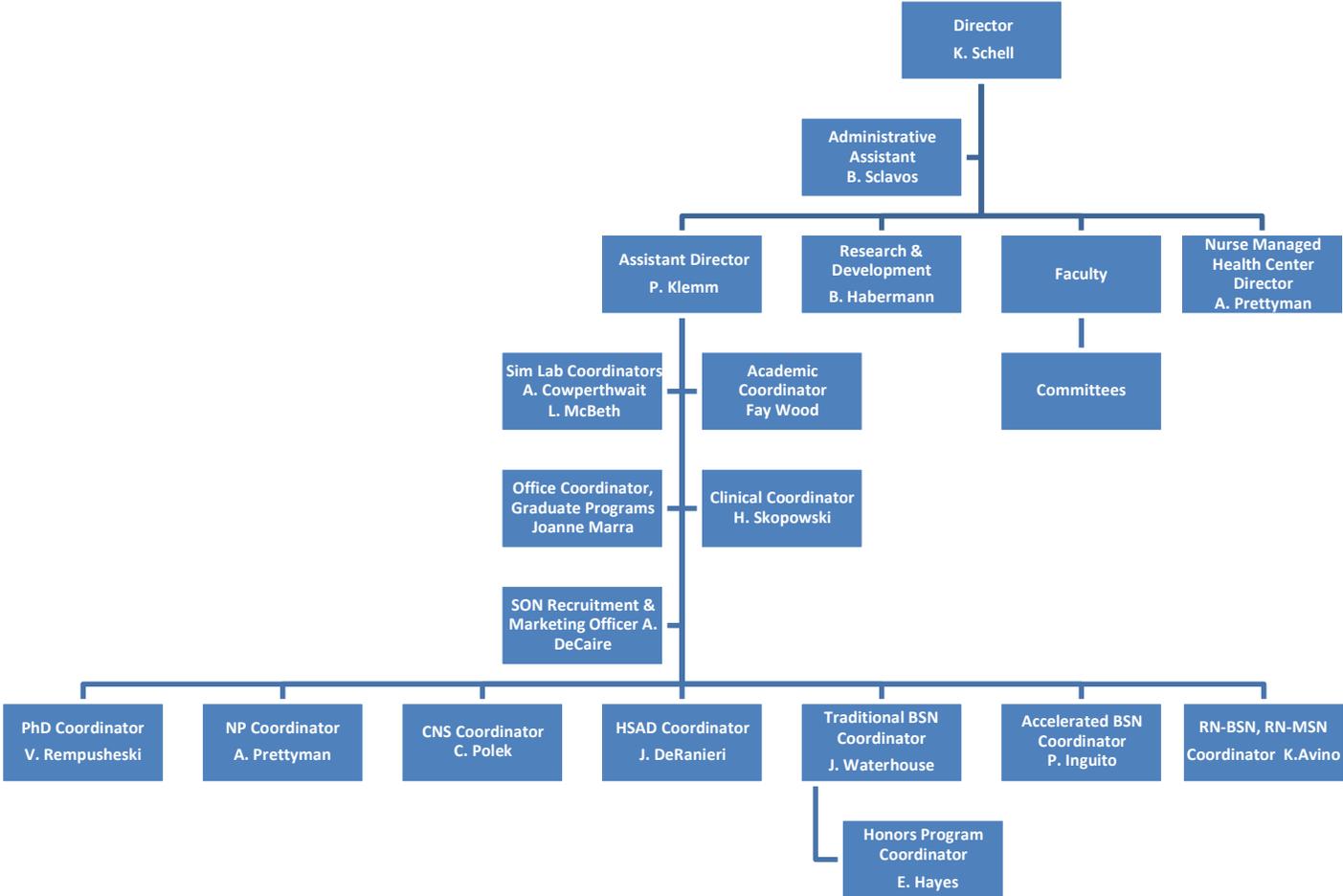
The PhD nurse provides credibility within the interdisciplinary teams who collaborate and contribute to organizational initiatives and system-wide healthcare delivery.

Leader: The bachelor's prepared nurse as a leader guides change, strategically manages, employs vision, and provides motivation both for clients and staff in all environments, including health systems, communities, and the political arena.

The master's prepared nurse leader defines, develops, and implements current and emerging nursing roles and interprets and promotes professional nursing and healthcare to members of the professions, other disciplines, consumers, and legislators.

The PhD prepared nurse provides leadership in intra- and inter-disciplinary and multi-site research in the health sciences.

School of Nursing Organizational Chart



Master of Science in Nursing Beliefs

The School of Nursing faculty believes that the program leading to a master of science in nursing

1. Builds on the theories and practices acquired in the educational program leading to the first professional degree in nursing and provides a basis for doctoral study in nursing.
2. Prepares clinical nurse specialists, nurse administrators, and nurse practitioners who accept accountability for actions as leaders in influencing the quality of nursing practice and the direction of the healthcare delivery system.
3. Focuses on concepts of advanced nursing practice specific to chosen area of specialization as well as key concepts applicable to all of nursing.
4. Emphasizes the independent functions of nursing while recognizing the appropriateness and need for collaboration in achieving the health goals of individuals, families, and communities.
5. Promotes conceptualization, hypothesis formation, theory testing, operationalization of theory in practice, and communication of findings both within and outside the nursing profession.
6. Prepares graduates to practice in a variety of roles and settings with particular focus on expanding roles.

The School of Nursing faculty believes that graduate students in nursing who have diverse educational backgrounds and experiences

1. Are highly motivated to pursue advanced study in a chosen area of specialization.
2. Are self-directed and capable of formulating their objectives to meet required goals of functioning independently and interdependently and of monitoring their own progress.
3. Are prepared to learn to analyze, synthesize, and integrate concepts basic to developing expertise in specialty areas, research competency, and new roles.
4. Are aware of the changing nature of professional nursing practice and of their obligation to participate in activities in professional and academic communities.

The School of Nursing faculty believes that both faculty and students

1. Share responsibility for maintaining a climate conducive to learning.
2. Are active participants in the teaching-learning process.
3. Have mutual respect for the unique qualities of students and teachers.
4. Are committed to sharing expert skills and knowledge in professional nursing practice.

The School of Nursing faculty believes that it has a responsibility to prepare nurse practitioners and clinical nurse specialists with expertise as clinicians and nurse administrators with a variety of management skills; all students receive knowledge in scientific inquiry. The faculty views clinical nurse specialists, nurse practitioners, and nurse administrators as leaders in nursing who

1. Influence the quality of nursing practice and the direction of the healthcare system.

2. Function independently and interdependently with peers and members of other healthcare disciplines in direct and indirect care of individuals, families, and community groups.
3. Formulate research problems and engage in research studies.
4. Define, develop, describe, and adapt to present and emerging roles in nursing.
5. May serve as monitors of healthcare delivery and planners of health programs.
6. Participate in professional organizations to effect changes in the profession.
7. Review current policies in the healthcare system and contribute to change using appropriate political and legislative channels.

Master of Science in Nursing Program Outcomes

Students who complete the Master of Science in nursing program will have developed the ability to practice as clinical nurse specialists, nurse practitioners, or nurse administrators in a variety of healthcare settings. They will demonstrate the following behaviors.

Evaluate theories and concepts drawn from nursing, the arts and humanities, and the biological, social, and physical sciences as the basis for practice as clinical nurse specialists, nurse practitioners, or nurse administrators.

Analyze the influence of value systems and ethnicity on healthcare practices, healthcare systems, and the roles of clinical nurse specialists, nurse practitioners, or nurse administrators.

Demonstrate competence as a clinical nurse specialist, nurse practitioner, or nurse administrator.

Collaborate in interdisciplinary efforts to provide health care and improve healthcare delivery systems to local, state, and/or national levels.

Assume leadership in interpreting and promoting professional nursing to other members of the profession, other disciplines, consumers, and legislators.

Provide leadership in defining, developing, and implementing current and emerging nursing roles.

Develop proposals for studies or projects that can contribute to the expansion of nursing knowledge and practice.

Demonstrate ethical decision making and professional accountability as a clinical nurse specialist, nurse practitioner, or nurse administrator.

Advocate for health legislation at local, regional, and/or national levels.

Master of Science in Nursing Program Overview

There are two admission mechanisms available to meet the education requirements of students interested in applying for the Master of Science in Nursing (MSN) degree. The first option is the traditional full or part time graduate program for students who have already completed a BSN program, including those with an MSN who wish to change their focus of study to fulfill requirements for post-master's certification. The second option is the RN to MSN program for students with a diploma or associates degree in nursing and who do not have a BSN degree.

Traditional MSN Program

The School of Nursing MSN programs require the completion of 34 to 46 course credits. These credits include core courses required of all master's nursing students, the research option (a thesis, a scholarly project, or a course in research utilization), and courses specific to each program. Each MSN program requires the student to complete a series of clinical practicum courses.

RN to MSN Program

Students in the CNS and HSAD RN-MSN major take their courses online, with options for some courses to be offered in a live classroom. Students in the NP concentration will have a mixture of live and online courses. Most clinical requirements can be completed in the student's state of residence. Students complete 134-136 credits of prescribed coursework.

Post-Masters Certificate

Students admitted as a Post-Masters student already have an MSN. Individual plans of study are determined by the student's advisor. Student transcripts and previous syllabi may be evaluated to meet required course work for national certification. At the completion of the program, a Post-Masters certificate is awarded.

Full-Time and Part-Time Status

Students enrolled in at least nine (9) graduate (500 level or above) credit hours or in sustaining credit are considered full-time students. Those enrolled for fewer than nine (9) graduate credit hours are considered part-time students, although students holding assistantships are considered full-time with six (6) credits. Generally, a maximum load is 12 graduate credit hours. Additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate Studies. A maximum course load in either summer or winter session is seven (7) credit hours.

Financial Support

Financial support in the form of traineeships, grants, or teaching assistantships is usually limited to full-time nursing students. Funding is available for part-time students in the last two semesters of study. Limited additional specialty-related funds are available through the Office of the Director of the School of Nursing. Requirements are subject to change.

Graduate Program Concentrations

MSN – Master of Science in Nursing

Clinical Nurse Specialist (CNS) - 34 credit hours (37 with thesis)

- Nursing of Children
- Adult-Gerontology Health

Nurse Practitioner

- Family Nurse Practitioner (FNP) - 46 credit hours (49 with thesis)
- Adult-Gerontology Nurse Practitioner (AGNP) - 43 credit hours (46 with thesis)
- Neonatal Nurse Practitioner (NNP) – 37 credit hours

Health Services Administration (HSAD) - 37 credit hours (40 with thesis)

Health Services Administration (HSAD) for the RN to MSN - 137 – 138 total credit hours

PhD – Doctor of Philosophy (PhD) in Nursing Science – 41 credit hours + dissertation (9 credit hours)
(See Addendum)

Course Requirements for each Concentration

See our website: <http://www.udel.edu/nursing/graduates/index.html> for specific requirements for each concentration.

Admission Requirements

Admission Requirements – MSN and Post-Masters Certificate

To be considered for admission, applicants must have a baccalaureate degree in nursing from an NLNAC or CCNE accredited school of nursing. The School of Nursing Graduate Education Committee evaluates applicants on the following criteria:

- Satisfactory performance in undergraduate academic work as well as in upper-division nursing courses
- Three satisfactory academic and/or professional references
- Critical review of the applicants personal statement / essay
- Licensure as a registered nurse in Delaware, a compact state, or the state where clinical practice is to be arranged
- An interview with faculty from the graduate program
- One year of recent clinical experience in nursing prior to starting clinical courses for the NP concentrations.
- One year management experience in a health-related field or three years' experience in a professional health-related practice for HSAD
- For international students, a minimum score of 600 for the paper test and 100 for the computer based test is required on the Test of English as a Foreign Language.

Admission Requirements – MS Health Services Administration

To be considered for admission, applicants must have completed a Bachelor's degree in a health-related field such as nutrition/dietetics, sports medicine/exercise science, physical therapy, occupational therapy, public policy, information sciences, health education, or health promotion and wellness.

The School of Nursing Graduate Education Committee evaluates applicants on the following criteria:

- Completion of one year of management experience in a health-related field or three year's experience in a professional health-related practice
- Satisfactory performance in undergraduate academic work as well as in upper-division major courses
- Three satisfactory academic and/or professional recommendations
- Submission of a personal statement concerning goals related to health services administration
- Interview with faculty from the graduate program
- For international students, a minimum score of 600 for the paper test and 100 for the computer based test is required on the Test of English as a Foreign Language.

Admission & Matriculation Requirements – RN to MSN

The School of Nursing offers a separate program to allow registered nurses an opportunity to earn a Master of Science in Nursing concurrently with a Bachelor of Science in Nursing. The number of credits for both degrees is a minimum of 134. Licensed registered nurses who are graduates of associate degree or diploma programs may apply for admission to this program. After completing the courses required for the BSN and Nursing 604 and 621 and maintaining a GPA of 3.0, students need to be interviewed for progression into the MSN program. Meeting these criteria does not guarantee admission.

Additional requirements for RN to MSN Health Services Administration concentration:

- Completion of one year of management experience in a health-related field or three year's experience in a professional health-related practice.
- Submission of a personal statement concerning goals related to health services administration.

Additional requirements for RN to MSN Nurse Practitioner concentration:

- Submission of a personal statement concerning goals related to becoming a primary care nurse practitioner.
- Completion of an interview focused on experience and clinical judgment with NP faculty (if requested).

Changing one's major from RN-BSN to RN-MSN is a competitive process and seats may be limited.

Course Waiver Policy

Credits are waived when they are part of an awarded degree but are duplicated in the MSN, MS, or a post master's certificate program. Courses do not have to be substituted for waived credits. For a course to be waived, it must have been taken within the past 5 years and have a grade of B- or better. Students can transfer up to 9 credits with approval into the graduate program.

Transfer of Credit Procedure

University of Delaware Continuing Education Credits

- Students who complete graduate credits with the classification of CEND (Continuing Education Non Degree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that (a) the course was at the 600-800 level, (b) the course was taken within the past 5 years, (c) a grade no less than a B- was received, and (d) the course was in accord with the specific degree program as specified by the Graduate Program Policy Statement of the School of Nursing. Transfer of these credits is initiated by the School of Nursing after the student matriculates.

Another Institution

- Graduate credit earned at another institution is evaluated at the written request of the student. Such a request should include a course description and syllabus and be given to the student's advisor. At the advisor's discretion, course materials may be referred to the Committee for Graduate Education for a decision. A maximum of 9 credits required for the degree will be accepted provided that such credits (a) were earned with a grade of no less than B-, (b) are approved by the student's advisor or the Committee for Graduate Education, (c) are in accord with the specific degree program of the student as specified by the School of Nursing's Graduate Program Policy Statement, (d) are not older than five years and (e) were completed at an accredited college or university. The student is responsible for having an official transcript sent to the graduate program secretary in the School of Nursing. The School initiates the transfer of credits. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits from institutions outside of the United States are generally not transferable to the University of Delaware. A student requesting to take a course for transfer of credit from another institution follows the same procedure.

Advisement and Course Registration

Advisement

Each student receives personalized advisement by a faculty member knowledgeable about graduate education at the University of Delaware. An academic advisor is assigned at the time of admission. The student may change his/her academic advisor and is responsible for notifying the graduate secretary of the change. One of the key responsibilities of the academic advisor is to develop a program of study for the student.

Plan of Study

All students need to make sure the department graduate office has an up-to-date academic plan of study on file. A plan may be developed at the time of the student's initial interview and should be updated at the time of admission, or anytime a change is made with the student's assigned academic advisor. Some courses have co- or prerequisites that must be considered in the plan sequence. It is the student's responsibility to notify his/her academic advisor of any proposed changes to his/her program of study before they are implemented. The plan of study helps the School of Nursing faculty plan when courses are offered and helps students anticipate their needs in arranging work schedules, childcare, travel, etc.

Course Registration

Students can register on the Web using UDSIS, the University's online interactive student information system. Students are required to register during the pre-registration period for required core and clinical facilities to assure placement. If faculty permission is needed to register for a course, contact the graduate program secretary, by phone (302) 831-8386, e-mail jmarra@udel.edu, or in person. After permission is granted, students wanting to register for distance courses complete the registration through the UD Online Office of Continuing Education. This website (see web sites of interest) has useful information about registration forms, etc. Students are required to register during pre-registration for required core and clinical courses to assure placement.

Fulfillment of the Research Requirement

The decision to complete NURS869 Thesis, NURS868 Scholarly Project, or the course NURS687 Nursing Science: Research Application is made by the student in consultation with the academic advisor after completion of NURS609. Each of these options provides an opportunity to explore and use concepts from other disciplines that support expansion of nursing knowledge and advancement of nursing practice. If the student chooses to complete a thesis or scholarly project, the following guidelines apply.

Thesis Option

The thesis option requires students to take NURS609 Nursing Science: Theory and Research and 6 credits of NURS869 Thesis. In this option, students design and implement a research study and write the report in a formal paper, the thesis, using APA format, the School of Nursing's Guide for the Thesis (available from the graduate program secretary in the School of Nursing), and the most current University of Delaware Thesis and Dissertation Manual (available from U-Discover Online).

Students pursuing the thesis option select one research advisor to guide them through the research process. A list of faculty available for thesis advisement is available from the graduate program secretary. The student has the responsibility to initiate discussion with faculty and to ask a faculty member to be the thesis advisor. The thesis advisor must sign a form, agreeing to the topic and study design. This form is placed in the student's file. After the student develops the proposal with the guidance of the research advisor, the procedure for the protection of human subjects must be approved by the Office of Research.

Distribution of the required 6 credits for thesis must be approved by the thesis advisor. All 6 credits may not be taken in one semester. Before registering for thesis credits, the student must submit the completed Thesis/Scholarly Project Registration Approval form to the graduate program secretary in the School of Nursing.

The final copy of the thesis must be signed by the thesis advisor, indicating approval of the completed project. The completed document is submitted to the Director, School of Nursing, for signature and approval. **Submission to the Director must occur 2 weeks BEFORE thesis are due in the Office of Graduate Studies.** Final approval is given by the Office of Graduate Studies.

Scholarly Project Option

In the scholarly project option, students take NURS609 Theory and Research and NURS868 Research. The project may include the development of clinical practice guidelines, practice-oriented instruments, or educational programs. The completed project is described in a formal paper using APA format and the School of Nursing Guide to the Scholarly Project (available from the graduate program secretary in the School of Nursing) and the most current University of Delaware Thesis and Dissertation Manual (available from U-Discover Online).

Students electing to do the scholarly project select a project advisor to guide them. A list of faculty available for project advisement is distributed in NURS609 or available through the graduate program secretary. The student has the responsibility to initiate discussion with the project advisor. The advisor must sign a form agreeing to the project topic. This form is placed in the student's file.

Distribution of the required 3 credits for the scholarly project must be approved by the project advisor. Before registering for project credits, the student must obtain a second reader for the project and submit the completed Thesis/Scholarly Project Registration Approval form to the graduate program secretary in the School of Nursing.

The final copy of the project must be signed by the advisor and second reader, indicating approval of the completed project. The completed document is submitted to the Director, School of Nursing, for signature and approval. Submission to the Director must occur 3 weeks before the end of the semester.

NOTE: Past theses and projects are available to be borrowed from the School of Nursing graduate office in McDowell Hall.

Nursing Science: Research Application (NURS-687)

This course follows NURS609 and focuses on the application of research to nursing practice. The course includes a critical analysis of research through an organized critique process, examination of data, and examination of facilitators and barriers to research and research utilization, models of research utilization, and methods of quality management.

Thesis / Project Information

Course Requirement

The scholarly project fulfills the graduate program's terminal objective relating to research. Students who plan to complete a scholarly project must take a Research course and three credits of NURS 868 Research (scholarly project). These credits can be taken in either one semester or sequentially, depending upon the student's academic schedule, the project advisor's schedule, and the timetable for completion. Students are encouraged to select a topic early in his/her career and that can be modified and used for the scholarly project.

Choosing a Thesis/Project Advisor

Students should meet with their academic advisor to explore a direction for the scholarly project and to plan an appropriate course of study. Once the potential topic has been identified, students should refer to the list of faculty specialty areas available from the graduate program secretary to ascertain which faculty specializes in the student's area of interest. Students are encouraged to ascertain faculty availability preferably in their research course but no later than one semester prior to registering for the project because some faculty may be unable to serve as an advisor due to their workload assignment or scheduled sabbatical leave. Students should make an appointment to talk with the potential advisor about the project idea. The advisor and second reader must sign a form of agreement which is available from the graduate program secretary. It is important to communicate frequently with the advisor, especially if the timetable for completion has changed.

Change of Thesis/Project Advisor

A student may request a change in thesis or project advisor by notifying the advisor of his/her intent to request a change and then submitting a written request to the advisor's Director, School of Nursing. In making such requests, students should be aware that it is the prerogative of a new advisor, after reviewing the student's work, to require substantial revisions and/or refocusing of the thesis or project, regardless of the stage of the research/project. The decision to grant a request for a change of advisor is made by the Director, School of Nursing in consultation with the student's current and prospective thesis or project advisors. If a change in faculty thesis or project advisor becomes necessary because of workload or extended leaves from the School, the Director School of Nursing, the student, and the prospective advisor negotiate a reassignment.

Ideas for the Scholarly Project

There are many different possibilities for a scholarly project. It may be a project that benefits a specific institution or meets the student's own special interest within his/her specialty area. Past ideas have included a proposed year-long orientation program for new managers; educational modules for staff,

clients, and families to satisfy a variety of needs; a continuing education program on communicating with foreign staff, or development of a business plan for opening a new patient care unit.

Some other suggestions for topics for the project include but are not limited to: comprehensive review of the literature on a timely topic; refined proposal for a research study; comprehensive curriculum for an educational offering for staff nurses, allied health personnel, or patients; plan for development of a counseling program, focus, or support group.

Additional creative possibilities to consider for the scholarly project: A comprehensive review of the literature of a defined area of knowledge to develop, elaborate, compare, or contrast a concept or concepts with reference to their implication(s) for enriching managerial or administrative practice: A centered investigation in a managerial/administrative role or related area using such methods as interviews and/or observation with a view to proposing a new set of standards, operating protocols, measurement tools, or furthering the theoretical base for managerial/administrative practice.

Guidelines for Format for Scholarly Project

The project must be written as a scholarly paper and must adhere to a discipline specific referencing guideline, except where the University of Delaware's Thesis Guide supersedes, such as the title page, signature page, and table of contents. The main body of the paper is the rationale and process of development of the project. The finished product will include a copy of the actual project, preceded by problem identification, significance of the project, a comprehensive review of the literature, and the process of project development. Typically, the chapter format is similar to the thesis format, although there are fewer chapters. It is recommended that students visit the Graduate and Professional Education Office website www.udel.edu/gradoffice. You can find detailed information for current students under graduation information for the formatting of chapters, table of contents, appendices, and signature pages. Students are encouraged to review other completed scholarly projects available from faculty or from the Graduate Program Secretary, 349 McDowell Hall.

Procedure

When the scholarly project is complete and the project advisors have signed the signature pages, one copy of the project and all signature pages should be submitted to the Director for the School of Nursing. Deadline for submission of the project to the Director is one to two weeks after the date published on the University of Delaware calendar for the submission of theses to the Graduate office. Consult your project advisor for the exact date. Once all signatures are complete, students are notified.

Before a grade for the project is submitted, students must supply three copies of the project, (department, advisor, and co-advisor copies) with signed signature pages to the Graduate Program Secretary. The projects must be in either a black or heavy plastic pressure binder (can be purchased at the Lieberman's).

Grades for Thesis/Project

Until the thesis or project is completed, a temporary grade of S (Satisfactory) or U (Unsatisfactory) is submitted for any semester or session in which the student is registered for thesis or project credits. When the thesis or project is completed, the advisor assigns a letter grade for the work. The advisor may assign one grade for the entire number of credits or may assign a separate grade for each period of registration for thesis or project credits. If a student receives a U for a period of registration, he/she will receive a final grade of B or below for that semester or session.

Sustaining Status

Once a graduate student who is electing a thesis/project option has completed all required credits needed for the degree but has not yet submitted the thesis/project, the student must maintain his/her matriculation in the degree program by registering for Master's Sustaining: Thesis (UNIV899), Project (UNIV895). All students, including sustaining students, must be registered in the semester in which the degree is officially awarded. Sustaining registration is not required for summer sessions unless the degree is to be awarded at the conclusion of the summer session. Registration for sustaining status is completed by contacting the graduate program secretary. There is a sustaining fee for each semester.

Summary

- The student will approach faculty to gain consent to act as the advisor and co-advisor.
- The student will meet with the scholarly project advisor to discuss and obtain approval of the topic/project and to develop a proposal for the project.
- To register for NURS 668 Research credits, the project advisor must provide written approval of the student's plan for completion of the scholarly project by signing the thesis/research registration approval form. Forms can be obtained from the Graduate Program Secretary, and are to be returned to the student with the project advisors' signatures before the student can be registered.
- If human subjects are involved, students must submit the proposal to the University Research and Human Subjects Review Committee. The advisor will indicate when the proposal is developed sufficiently for the student to seek approval from the Human Subjects Review Committee of the University. The Criteria for Approval of Proposals for the Protection of Human Subjects are to be followed in preparing the proposal to submit to the committee and can be obtained from the Graduate Program Secretary.
- The project must show evidence of scholarly effort based on the accurate and appropriate selection and utilization of verified knowledge. The finished project must show evidence of appropriate analysis and synthesis of the information obtained.
- All written material must be in acceptable discipline specific manuscript form (APA), except where the University of Delaware's Thesis Guide supersedes such as the title page, signature page, and table of contents.
- When the project is completed, the advisor and co-advisor must sign the approval pages.
- Once advisor and co-advisor approvals have been received, the entire document must be submitted to the Director, School of Nursing for signature on the approval pages. Deadline for submission of the project to the Director must occur one to two weeks after the deadline for submission of theses to the Graduate Office. Consult your project advisor for the exact date. The deadline for theses submission is published in the University calendar.

Final copies of the scholarly project are to be in black folders: one copy is to be placed on file in 349 McDowell Hall, Graduate Nursing Office; and two copies should be provided for the advisor and co-advisor.

Progression in the Program – MSN Students

Successful progress toward candidacy for the MSN degree is determined by the student's performance in the courses for which he/she is registered. Graduate students in nursing are subject to the standards for academic status set forth in the University of Delaware Graduate Catalog. To be eligible for an advanced degree, a student's cumulative grade point average must be at least 3.0.

If a student:

- 1) receives a grade below a B- in a graduate nursing course will not be counted toward the course requirements for a degree, but is calculated in the student's cumulative grade point average. A graduate student who receives a grade less than a B- in a required nursing course must repeat the course (both didactic and clinical components). Only two courses may be repeated and each course may be repeated only one time. Students may not progress if they have not earned a B- or better in the prerequisite course/s. If a student fails to obtain a B- or better after repeating a

course, it will be recommended to the Office of Graduate Studies that the student be dismissed from the program.

- 2) receives a C- or below in a nursing course with a practicum, he/she will not be permitted to repeat the course, and it will be recommended to the Office of Graduate Studies that the student be dismissed from the program.

Revised 5/19/2015, approved by faculty 5/19/2015.

Monitoring of Progress

- Each student is evaluated according to the requirements established by the course instructor or instructors. Didactic courses generally include a combination of the following evaluation measures: written examinations, class presentations, term papers, and self and/or group evaluations. A practicum within a course may be evaluated by clinical observations, supervision, logs, clinical papers, clinical projects, performance testing, self-evaluation, and preceptor/faculty evaluation.
- Each student's record is reviewed each semester by the student's advisor. If academic difficulties are identified, the faculty advisor counsels the student and files the recommendations with the Committee for Graduate Education in the School of Nursing.

Change of Program Concentration

Students in good standing may request a change in concentration/option by discussing their interest to change with (a) their academic advisor; (b) the faculty coordinating their current concentration/option; (c) the faculty coordinating the concentration/option they wish to enter; and (d) completing the appropriate form available from the graduate secretary, School of Nursing. The decision to grant a request for a change in program concentration is made based on a space available basis by the faculty coordinating the program. Once permission is granted, the appropriate form must be signed and put into the student's record.

Change from RN to MSN Program to RN to BSN Program

Students may decide to exit the RN to MSN program and pursue only the BSN. These students complete 120 program credits. After completing the BSN, re-entry into the RN to MSN program is not allowed. Students who exit with a BSN degree are eligible to pursue the traditional MSN degree.

Maintaining Student Status

Continuous Registration

Failure to comply with the requirement of maintaining continuous registration in courses, in sustaining status, or with approved leave of absence will be taken as evidence that the student has terminated his/her graduate program, and the admitted status to the graduate program will be terminated. The date of termination will be recorded on the student's transcript.

Leave of Absence

Students who do not register for courses at the University in Fall or Spring semester must request a leave of absence for that semester. Matriculated students who seek a leave of absence from the program must write a letter to their advisor requesting a leave of absence. The school will forward the request to the Office of Graduate Studies. The length of time needed for the leave should be indicated. Upon approval by the Office of Graduate Studies, the student's academic transcript will note the approved leave in the appropriate semesters. The period of absence will not affect the limitation of time for completion of the degree requirements as stated in the student's official letter of admission.

Resignation from the University

A graduate student wishing to resign from the University (i.e., terminate his/her association with the University and a specific degree program) may do so by submitting a letter to the Office of Graduate Studies and the Director, School of Nursing, indicating the reasons for the resignation. The Office of Graduate Studies will cancel the student's matriculation and indicate the effective date of the resignation on the student's transcript.

Student Resources & Information

Student I.D. Cards

All students must carry a valid UD#1 CARD (identification card). New and replacement cards can be obtained at the Student Services Building on Lovett Avenue, weekdays from 8:30-5:00, phone (302) 831-2759. Lost/stolen cards should be reported immediately, 24 hours a day, by dialing (302) UD#1 CARD (831-2273). For more information, visit <http://www.udel.edu/registrar/students/idcard.html>

Parking Permits

Commuting graduate students may purchase a parking permit, to access an online application for a parking permit, go to http://www.udel.edu/transportation/parking/online-services_epark.html. For fees, go to <http://www.udel.edu/transportation/parking/permit-prices.html> Office of Campus Public Safety is located at 413 Academy Street, phone (302) 831-7285, e-mail parking@udel.edu. Students may also park and pay an hourly rate in one of the University parking garages.

Grade Reporting

At the end of each term, grade reports are available through UDSIS personal access website. www.udel.edu/udsis

Computing Technical Support

The UD provides technical support to students and has extended hours for a period before and after semesters call (302-831-6000) or <http://www.udel.edu/help/>

Accessing the Library

University of Delaware users who access the Internet by first connecting to an Internet Service Provider (ISP) other than the University can gain access to materials which are restricted, by license, to University students and staff. If you use an ISP to reach the University's network, you will need to provide your UD user ID and password to access restricted UD Library databases, the UDeploy software site, and some other resources on our campus network. Website: <http://www.lib.udel.edu/>

Course Delivery Formats

Most courses in the Master's programs are offered in a web-classroom delivery format. Web-classroom UD Online distance learning courses have online course materials (instructor information, syllabus, handouts, assignments) that must be accessed through Sakai. Website: <https://sakai.udel.edu/portal>

Ordering Books and Supplies

Textbooks and popular reference books are available at the University Bookstore. Visit the University bookstore's website to purchase textbooks online or check store hours at www.udel.edu/bookstore. The University Bookstore accepts all major credit cards, personal checks, financial aid, debit cards, and cash.

Graduate Studies

Office of Graduate and Professional Education (Graduate Studies) - www.udel.edu/gradoffice
The central location for graduate admissions and enrollment information

UDSIS

The Student Information System (UDSIS) www.udel.edu/udsis With your student identification number and PIN, you can use UD SIS to access grades, bills, unofficial transcripts, and to change addresses.

Student Health Services

Student Health Services (SHS) is located in Laurel Hall, a free standing ambulatory care center on the main campus south green area at the intersection of South College Avenue and East Park Place. This well-equipped facility provides medical treatment and office consultation space for a variety of outpatient services, as well as an inpatient unit. www.udel.edu/shs

Writing Center

The Writing Center is available to assist students with the technical aspects of preparing formal expository and scientific papers. Staff members at the center are most willing to assist students who have writing problems to improve their scholarly communications. The Writing Center is located in 016 Memorial Hall. The phone number is 831-1168 or <http://www.english.udel.edu/wc/>

Communication

E-mail

All students are assigned a UD e-mail address. Faculty and staff will communicate using the UD e-mail address only (not personal e-mail address). The University has set up a method to easily arrange to forward your university e-mail to your personal e-mail (AOL, Hotmail, Comcast, etc.).

To forward your UD e-mail to your personal e-mail, go to <http://www.udel.edu/help>. You only need to complete this process one time. If you have any questions contact the University HELP Center at 831-6000.

Communication with Faculty

Faculty members have voice mail and e-mail. Faculty contact information can be accessed from the University of Delaware home page under the directories search link and from the School of Nursing home page. Students may leave telephone or email messages for a faculty member. Calls or messages will be returned as soon as possible. If students wish to speak to someone immediately, they can call 831-1253 between the hours of 8:00 A.M. and 4:30 P.M.

Communication with Students

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file in the graduate office of the School of Nursing so that they can be reached as needed. Students must also update the University Student Information System records through UDSIS. www.udel.edu/udsis

Academic Honesty

Academic honesty and integrity lie at the heart of the educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Faculty may utilize programs such as TurnItIn to evaluate the originality of papers. Students are urged to consult individual faculty members for explanation of procedures for taking tests, writing papers, and completing other course requirements so that students may fully understand their instructor's expectations. Because faculty and students take academic honesty seriously, penalties for violations may be severe, depending upon the offense as viewed by the Graduate Student Judicial System. The minimum sanction for cases of proven academic dishonesty is an automatic failure for the course and/or expulsion from graduate studies at the University. Access the Official Student Handbook at <http://www.udel.edu/stuguide/10-11/index.html>

Graduation Information

General Information

The University of Delaware holds one Commencement ceremony (May) but confers degrees four times a year (end of fall and spring semesters, and winter and summer sessions). The School of Nursing holds a Convocation ceremony in May.

Application for Graduation

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" obtained from the graduate program secretary in the School of Nursing. Application deadlines are found in the University Academic Year Calendar. The application must be signed by the candidate's academic advisor and School Director. There is an application fee for master's degree candidates (PhD students, please refer to Addendum) Students should complete the form, attach a check made out to the University of Delaware, then turn the form into the Graduate Program's Secretary who will get signatures and send to the Office of Graduate Studies. Students can apply to complete their degree requirements for May, August, December, and February. If a student applies for graduation but does not complete the program requirements, the application will automatically convert to the next completion date.

Application for Graduation with a Post Master's Certificate

Post Master's students fill out an Application for Completion of Post Master's Certificate form that can be obtained from the graduate program secretary in the School of Nursing. There is no application fee.

Mandatory Clinical Requirements

Overview

All nursing graduate students are required to be in 100% compliance with the clinical requirements outlined below, before registration for clinical courses. Graduate students will not be permitted to enroll in clinical courses until proof of compliance is received by the graduate program clinical coordinator in the School of Nursing.

If a student goes to a clinical site and is found to be out of compliance with any of the below requirements he/she will be required to leave the clinical site and report to the program coordinator. Students risk expulsion from the graduate program if any clinical requirements are not met during a semester. Clinical requirements are subject to change at any time based on agency/hospital requirements.

Clinical Requirements Overview

- Photocopy of current Delaware nursing license, license from compact State, or State in which clinical will be arranged.
- Proof of immunization status for:
 - Hepatitis B
 - Rubella
 - Mumps
 - Measles (Rubeola) - if born after 1956
 - German measles (Rubella) - if born after 1956
 - Tetanus (good for ten years)
- Evidence of current TB status (PPD) or chest X-Ray
- Evidence of Varicella status (by titer or documentation of having had chicken pox)
- Pertussis
- Photocopy of current CPR certification
- Proof of Bloodborne Pathogens Safety Training
- Urine Drug Test
- Criminal Background Check
- Blood Borne Pathogen Post-Exposure Evaluation and Medical Management Student Waiver
- Additional requirements for the clinical education may be required by the healthcare agency to which a student is assigned.

Hepatitis B Vaccination

The Hepatitis B vaccination series is strongly recommended for nursing students because of the potential for exposure to the virus in clinical settings. The vaccination consists of three injections over a six-month period. The first two are administered one month apart; the third injection is administered five months later. All three injections are required to establish immunity.

The vaccination series may be obtained privately or through Student Health Services. If the latter is used, the student will pay for each injection at the time of service. For part-time students who have not paid the Student Health Service Fee, there will be an additional charge for each of the three injections. Students should call Student Health for an appointment. The series should be started in the spring of your freshman year, in order to have it completed by the fall semester.

Rubella Documentation

Documentation of receiving 2 doses of the Rubella vaccine is required, usually the MMR vaccine.

Mumps Documentation

Documentation of receiving 2 doses of the Rubella vaccine is required, usually the MMR vaccine.

PPD (Mantoux) Skin Test

A PPD skin test with a negative reading is **required annually**. If a student has a positive PPD skin test, a copy of results of a recent chest x-ray will be required. Students with a history of a positive PPD skin test will also be required to complete a TB symptom review annually. The Annual TB Symptom Review form can be obtained from the Clinical Coordinator at the School of Nursing.

Chickenpox (Varicella)

Verification of immunity to chicken pox by documentation of one of the following:

- Documentation of age-appropriate chickenpox:
 - Preschool-age children (12 months – 3 years): 1 dose
 - School-age children, adolescents, adults: 2 doses
- Verification of history of chickenpox or shingles
- Laboratory evidence of immunity or confirmation of disease

Tetanus

Documentation of receiving a tetanus booster in the past 10 years is required. The tetanus booster can be the tetanus and diphtheria (Td) booster or the tetanus, diphtheria and pertussis (Tdap) booster.

Measles (Rubeola)

Documentation of receiving 2 doses of the Rubella vaccine is required, usually the MMR vaccine.

Pertussis

Documentation of receiving a tetanus, diphtheria and pertussis (Tdap) booster at least once.

Annual Flu Shot

An annual flu shot may be required by some clinical agencies.

CPR Requirement

CPR is a requirement of clinical agencies. There are no exceptions. All students must present a valid Cardiopulmonary Resuscitation (CPR) card to the Clinical Coordinator. Completion of the American Heart Association (AHA) Healthcare Provider CPR course or the American Red Cross Basic Life Support Course in CPR is the required training. This level includes one- and two-rescuer CPR for adults, infant CPR, and management of foreign body airway obstruction in both adults and infants.

The University's Department of Environmental Health and Safety is an accredited American Heart Association training center. Four levels of CPR classes are offered to anyone who is interested. More

information is available at <http://www.udel.edu/ehs/training/cpr-class-registration.html>. Additional classes are arranged through the Student Nurses Association.

Hazardous Chemical and Bloodborne Pathogens Training

An annual on-line (<http://ehs.facil.udel.edu:1569/EXEC>) participation in the University's bloodborne pathogens educational training and the University's Right to Know (<http://www.udel.edu/ehs/safetycomm/downloads/facultycomplianceguide.pdf>) must be completed.

Criminal Background Checks and Drug Screening Policy

A single criminal background check must be done before enrollment in clinical courses. This requirement will suffice for the entire nursing program unless clinical agencies alter their requirements (background checks other than those recommended by the School of Nursing may be appropriate). A single urine ten-panel drug screening must be done before enrollment in clinical courses. This requirement will suffice for the entire nursing program unless clinical agencies alter their requirements.

The University of Delaware's School of Nursing contracts with multiple clinical agencies for clinical education experiences which are an essential component of the nursing curriculum and required to meet the requirements for graduation. An increased number of clinical agencies are requiring all students, participating in activities involving direct client care, to complete criminal background checks and drug screenings. This requirement is a direct reflection of the Joint Commission on Accreditation of Healthcare Organization Comprehensive Accreditation Manual for Hospitals (2004) that requires all students and instructors have criminal background checks and drug screening to participate in clinically-related activities within an accredited hospital agency.

To meet the contractual obligations and provide high-quality and essential clinical learning experiences, all nursing students in all nursing degree programs are required to complete criminal background checks and drug screenings. The following guidelines apply:

In the event of a positive drug screening, the student will be asked to provide a second drug screening. The student will not be allowed to begin or continue clinical activities involving direct client care until documentation of a second negative drug screening is provided. If the second screening is positive, the student will be dismissed from the nursing program and be referred to the University of Delaware's substance abuse professional at Wellspring.

In the event that a student's criminal background check discloses a criminal conviction, such conviction may be the basis of withdrawal from the program. Positive background checks will be reviewed by the student's adviser which may include a recommendation of dismissal. Refusal by the student to complete a criminal background check or drug screening will result in dismissal from the nursing program.

Any student dismissed from the nursing program as a result of this policy may appeal the decision to the Graduate Education Committee. The issue on appeal shall be limited solely to whether a screening or background check contains erroneous information, and the appellant must offer direct evidence to rebut the findings.

Revised and approved by GEC 05/19/2015

Blood Borne Pathogen Post-Exposure Evaluation and Medical Management Student Waiver

This waiver ensures that students who as part of their academic program, are at risk for exposure to human blood, or other potentially infectious materials, understand and acknowledge that the inherent risk of injury and illness is assumed by the student when they decide to enroll in said academic program.

Updated 5/31/2014 jtd

Safety Training

Safety

All students taking on-campus graduate course(s) for the first time will be asked to complete the New Graduate Student Safety Orientation. The goal of the graduate student safety training is to provide a minimum level of safety knowledge for all students and is not meant to replace existing training requirements. This training will be done annually online at <http://www.udel.edu/OHS> ensuring that all students receive this training.

Department of Environmental Health and Safety

The policy of the University of Delaware is to provide the University community with a safe and healthful work environment. Serious attempts will be made to minimize recognizable hazards. The intent of the University is to comply with all occupational health, safety, and fire regulations and recommended practices. The DEHS has resources available at <http://www.udel.edu/OHS>. University of Delaware safety policies can be viewed online at <http://www.udel.edu/ehs/safetycorner/sc2.html>

McDowell Hall Emergency Evacuation Policy And Procedure

Purpose:

This protocol establishes the policy and procedures for evacuating the School of Nursing in the event of a drill or real emergency. The purpose of a fire/evacuation drill is to practice exiting the building "in a simulated emergency situation" so that when an emergency does arise, panic will be minimized and an orderly evacuation will be accomplished.

Authority:

Any person within the School of Nursing who has knowledge of an imminent threat to the safety and well-being of the employees, students, and visitors (such as, but not limited to, visual smoke, burning odor, fire, an armed intruder, abnormal heating of materials, hazardous gas leaks, hazardous material or flammable liquid spill) has the authority to activate the fire alarm system by pulling one of the fire alarm handles. Any person within the School of Nursing who has knowledge of a potential threat to the safety and well-being of the employees, students, and visitors (such as, but not limited to, verbal or written threats, bomb threat, or irate person) should immediately contact Public Safety by University phone (dial 911 or 2222) or by a University Emergency Phone identified by a blue light. Indicate the nature of the threat (i.e., what was said, who said it), all information at hand about the threat, including background information. Public Safety will make a determination as to whether an evacuation is warranted.

Policy

All School of Nursing personnel are required to comply with an evacuation order, whether disseminated by fire alarm or through verbal communication. Failure to comply with an evacuation order will result in disciplinary action.

Procedures:

Everyone must exit the building immediately when the alarm sounds or when instructed to do so by emergency personnel or designee. Everyone must gather at the **School of Nursing MEETING POINT** – at a distance of 200 ft. from the building to allow the safe arrival of emergency response vehicles. Keep entrances, sidewalks, and driveways clear.

School of Nursing MEETING POINT – All School of Nursing personnel are to meet on the grassy area to the side of McDowell Hall and immediately in front of Willard Hall Education Building. In the case of inclement weather or long-term evacuation, the alternate meeting place will be the main lobby of Willard

Hall Education Building. If possible, and you can do so without placing yourself at risk: Gather your keys, purse, briefcase, laptop, and coat as you leave the area.

NOTE: When true emergencies occur, evacuation may be required for several minutes to several hours before the incident is resolved and the building is safe to reoccupy. Practice gathering your keys, purse, briefcase, laptop, and coat so you will be prepared when an emergency occurs. Shut any open windows and close each door that you go through. Shut down all equipment and computers in the area, if possible.

In case of an emergency, a person with a disability shall do the following: Proceed immediately to the designated "Areas of Refuge" within McDowell Hall: Top of stairwell A – stairwell between elevators at front of building. The top of stairwell B which is the stairwell closest to the Willard Hall Education Building. If an "Area of Refuge" is not available, proceed immediately to the nearest marked exit and wait inside the stair tower landing. Alert a responsible person of your intentions to wait at the "Area of Refuge" for assistance. Wait for trained emergency responders to rescue you.

If a small contained fire is discovered, the following may be done using good judgment: Evacuate the immediate area of the fire using verbal instructions. Ask for assistance from a person in the immediate area. Extinguish the fire with a portable fire extinguisher. Contact Public Safety at 911 or 2222 and wait for their response. Contact Environmental Health and Safety at 8475 immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence. Do not allow re-occupancy of the immediate fire area until cleared by Public Safety and/or Environmental Health and Safety.

In the event of a true emergency, administrators and persons with information about the cause of the evacuation and special needs of the evacuees shall dial 911 or 2222 and report the emergency and wait for emergency responders.

Supervisors will be expected to account for all of their subordinates and notify the emergency responders if someone is missing. Supervisors will be expected to alert Public Safety and/or Emergency Responders outside the building that a disabled employee is waiting at the "Area of Refuge" for rescue. DO NOT LEAVE the School of Nursing MEETING POINT until instructed to do so by Public Safety or Designated Officer.

Accidents, Illness & Hazardous Materials

Accident & Illness Reporting and Investigation Responsibilities

Accident reporting/investigation is the responsibility of departmental supervisors and departmental safety committees. Incidents must be reported to the supervisor (instructor) as soon as possible. The DEHS coordinates all accident investigations and receives copies of all employee, student, and visitor investigation report forms. All accidents or illness must be reported. Student and visitor accident reports and investigation report forms must be submitted to the Department of Environmental Health and Safety. Accident/Illness reporting forms for the School of Nursing are located in the Nursing Department office (391 McDowell Hall).

University Ambulance Procedure

Call 9-911 for ambulance service. The University of Delaware Emergency Care Unit (UDECU) was founded by students in 1976 to provide quality emergency ambulance service to the University of Delaware campus and community. Today, UDECU is a state certified ambulance run entirely by student volunteers. Crews consist of Nationally Registered Emergency Medical Technicians, Certified State of Delaware Ambulance Attendants and Emergency Vehicle Operators. The ambulance is available twenty-four hours a day, seven days a week to handle any emergency situation. The ambulance is a basic life support unit in which the latest non-paramedical equipment and techniques to treat and rapidly transport patients are used.

Hazardous Materials

University personnel from DEHS conduct hazard reviews of all tasks performed on the job and to specify the personal protective equipment (PPE) required for these tasks. Supervisors are required to assure personnel and students follow the procedures outlined in the job hazard analysis and use the required PPE. Students are required to purchase an approved eye protection and any needed protective equipment. These items are to be brought to each laboratory or clinical session as required by the instructor.

The University's Department of Environmental Health and Safety has developed a Chemical Waste Management Program to assure that proper handling and disposal procedures are used to protect the health and safety of the University community and to be in compliance with federal and state regulations governing hazardous and solid waste management. Students will be instructed on the proper disposal of laboratory waste. All biohazardous material should be placed into a double-lined autoclave container. Uncontaminated glass should be placed into labeled cardboard containers. All waste debris collected during hazardous materials emergency spill clean-up must be packaged, labeled and disposed of as chemical waste.

Injury Procedure & Mandatory Reporting

If an injury occurs, first determine if emergency medical help is required. Examples of when emergency medical help would be required are: excessive bleeding, loss of consciousness, and broken bones. If emergency medical help is required, call 9-911 for police or ambulance on the campus. For a non-life threatening emergency, administer first aid.

If an injury occurs at a clinical location, follow their procedures for reporting the exposure at the facility if indicated. Contact the supervising faculty member as soon as possible to report the injury. The supervising faculty member is responsible for submitting all the required completed forms which include: 1.) First Report of Injury Form; 2.) Injury/Illness/Loss Investigation Report. All forms are to be submitted via FAX or hand-delivery within 24 hours of the personal injury to the following: UD Department of Environmental Health & Safety 302-831-1528; UD School of Nursing Director's Office 302-831-4250; and UD Student Health Services: 302-831-6407.

Blood-Borne Pathogen Exposure & Mandatory Reporting

1. Blood Borne Pathogen Exposures - Steps for Student Treatment
 - a. Administer first aid, immediately after exposure. Allow a penetrating injury to bleed. Wash the injury site thoroughly with soap and water or rinse the exposed mucous membrane thoroughly with water. If anyone assists with first aid they should wear gloves and eye protection.
 - b. After first aid has been administered, the student must notify supervising faculty.
 - c. Supervising faculty member will complete the Exposure Report Form, First Report of Injury Form and Injury/Illness Loss Investigation Report.
 - d. If injury occurs Monday-Saturday between 8am-8pm or Sunday 9am-5pm, the supervising faculty member will call the closest Medical Aid unit to alert Medical Aid unit that they are referring a student for treatment for BBP exposure.
 - i. Glasgow Medical Aid Unit
Glasgow Medical Center
2600 Glasgow Ave., Newark, DE 19702
302-836-8350
 - ii. Medical Aid Unit at Christiana
HealthCare Center at Christiana
200 Hygeia Drive, Newark, DE 19713
302-623-0444
 - iii. Medical Aid Unit at Middletown
Middletown Care Center

124 Sleepy Hollow Drive, Middletown, DE 19709
302-449-3100

- e. Contact the closest Christiana Care Emergency Room to alert them that they are referring a student for treatment for BBP exposure.
 - i. Christiana ER (Triage Desk) 302-733-1620
 - ii. Wilmington ER (Triage Desk) 302-428-4180
 - f. If injury occurs at a facility out of state or at a significant distance from the above sites, the supervising faculty member will identify the closest urgent care facility or emergency room and contact the identified facility and refer as indicated for BBP exposure.
 - g. The supervising faculty member will provide the student with a copy of the Exposure Referral Guideline.
 - h. The supervising faculty member will contact the University of Delaware (UD) Nurse Managed Health Center (NMHC) at 302-831-3195 to notify them that a student has been referred for treatment for BBP exposure and will require follow-up in the NMHC.
2. Blood Borne Pathogen Exposures - Source Evaluation
 - a. The supervising faculty member is responsible for having the source patient's blood drawn for:
 - i. RAPID HIV testing; no consent is needed.
 - ii. Hepatitis B and Hepatitis C testing.
 - b. The supervising faculty member will complete the Source Patient Information Form.
 3. Blood Borne Pathogen Exposures - Immediate Post-Exposure Documentation
 - a. The supervising faculty member is responsible for submitting all the required completed forms:
 - i. Exposure Report Form
 - ii. First Report of Injury Form
 - iii. Injury/Illness/Loss Investigation Report
 - iv. Source Patient Information Form
 - b. All forms are to be submitted via FAX or hand-delivery within 24 hours of the BBP exposure to the following:
 - i. UD Department of Environmental Health & Safety: 302-831-1528
 - ii. UD School of Nursing Director's Office: 302-831-4250
 - iii. UD Nurse Managed Health Center: 302-831-3193
 4. Blood Borne Pathogen Exposure - Follow-up Care
 - a. The Nurse Managed Health Center (NMHC) upon notification and receipt of the above documentation will contact the student to schedule a follow-up office visit for counseling and health care treatment as indicated.

Doctor of Philosophy (PhD) In Nursing Science Program

Statement of Purpose and Expectation of Graduate Study in Program

The University of Delaware, School of Nursing PhD in Nursing Science program prepares researchers and academic faculty for positions in college, university, and health care settings. Graduates are prepared to advance the art and science of nursing and to assume leadership positions in the profession. They will take responsibility for shaping and advancing healthcare, with a goal of improving individual, family and population health through the integration of theory, research, and evidence-based practice.

The PhD in Nursing Science Program emphasizes specific areas of study in which nursing makes a significant contribution towards health. These areas are defined by the research expertise of faculty in the context of interdisciplinary resources available at the University of Delaware and Delaware Health Sciences Alliance campuses and the local, national and international communities. Graduates are prepared to collaborate with other scientists and health professionals to contribute to the development of knowledge. The breadth of focus of the PhD in Nursing Science curriculum ranges from nursing research in the bio-behavioral sciences to health services.

Degree Offered

The degree awarded to those who complete this program will be a Doctor of Philosophy (PhD) in Nursing Science.

PhD in Nursing Science Program Outcomes

1. Generate new knowledge through research and theory testing;
2. Reflect a nursing and interdisciplinary perspective in research and scholarly endeavors;
3. Evaluate the relationship of the expanded knowledge base in nursing and external forces (i.e., economic, demographic, political, cultural) on the provision of health care to society, the education of nurses, and the development of health policy;
4. Contribute to solutions that advance health care in a culturally diverse society through communication of knowledge to the intra- and interdisciplinary scientific communities and the community-at-large;
5. Examine ways in which nursing knowledge and practice are related to and influenced by historical developments, philosophical thought, and cultural diversity.

Curriculum Map of PhD in Nursing Science Courses with Program Outcomes

PhD Courses	Outcome #1	Outcome #2	Outcome #3	Outcome #4	Outcome #5
NURS 810	X	X			X
NURS 812	X	X			
NURS 814	X	X		X	
NURS 816	X	X		X	
NURS 833		X	X		X
NURS 834		X			X
NURS 835		X	X		X
NURS 841		X	X		X
NURS 842		X	X		X
Statistics electives	X	X			
Methodology elective	X	X			
Cognate electives		X	X	X	
NURS 850	X	X	X	X	X

NURS 964	X	X	X	X	X
NURS 969	X	X	X	X	X

Admission to the PhD in Nursing Science Program

Applicants must submit all of the following items directly to the Office of Graduate Studies using the online admission process before admission can be considered:

A \$75 nonrefundable application fee must be submitted with the application. Credit card payment is accepted with the online application. Checks must be made payable to the University of Delaware. Applications received without the application fee will not be processed. Foreign students must use a check drawn on a U.S. bank or an International Postal Money Order. Applicants must submit essays to specific questions asked on the application, a resume and a personal statement.

Applicants must submit at least three letters of recommendation. All letters of recommendation can be uploaded as part of the online application. If mailed, send collectively to the Office of Graduate and Professional Education. Applicants who meet admission criteria may be invited to interview with the PhD program coordinator and members of the SON PhD Program Subcommittee

The Graduate Record Examination (GRE) admission test scores are required by the SON. Applicants should request Education Testing Services (ETS) to report official test scores directly to the University of Delaware. The University of Delaware's institutional code for ETS is 5811. Applicants are encouraged to submit student copies of tests scores in their application packets.

One official transcript of all U.S. colleges attended must be sent directly from the institution to the Office of Graduate and Professional Education or be provided in a sealed envelope with the application packet. Students who have attended the University of Delaware need not supply a transcript from Delaware. If the rank of the student is not displayed on the transcript or diploma, the SON may request an official letter of explanation and ranking from the institution where the degree was earned.

One official transcript of all non-U.S. based college records is required. The transcript must list all classes taken and grades earned. If the transcript does not state that the degree has been awarded, send a degree certificate that states that the degree has been awarded. If the degree has not been awarded or the degree certificate has not been issued, evidence of the awarded degree must be provided prior to the first day of classes in the term of admission. For institutions that issue documents only in English, send the English original. For institutions that issue documents both in English and a foreign language, send both the English language original and the foreign language original. For institutions that issue documents only in a foreign language, send the foreign language original and a certified translation in English. The translation must be certified by an official of the issuing institution, a state- or court-appointed translator, or the Embassy of the issuing country in the United States. If it is necessary to send non-original documents:

The documents must be original "attested copies," officially attested to by the issuing institution or the Embassy of the issuing country in the United States; and certified translations must be originals, no copies will be accepted.

International students must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The Test of English as a Foreign Language (TOEFL) is offered by the Education Testing Services in test centers world-wide. The University requires a paper-based TOEFL score of at least 600 or at least 100 IBT with a speaking score of 20. TOEFL scores more than two years old cannot be validated and cannot be considered official. A waiver of the TOEFL exam is allowed only when a degree has been earned in a country where English is the primary language or a degree has been earned already in the United States. The SON will also accept the IELTS, the International English Language Testing System that is jointly managed by the University of Cambridge ESOL Examinations, British Council and IDP: IELTS Australia. A band score of 6.5 is expected by the University, with no

individual sub-score below 6.0.

International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. The University has more than 1000 international graduate students enrolled from more than 96 countries. International students are required to purchase the University-sponsored insurance plan or its equivalent.

All first-time international students are required to attend the Orientation Day for new international students which take place before classes begin.

It is a Delaware State Board of Health regulation and a University of Delaware mandate that all graduate students with a birth date after January 1, 1957, be immunized for measles, mumps, and rubella (MMR). Also, students may be required to provide evidence of PPD (Mantoux) Tuberculosis Screening Test within 6 months prior to beginning of classes. Students who are admitted beginning January 2002 are required to show proof of vaccination against meningococcal disease unless granted a waiver. Students should refer to and complete the Student Health Services Immunization Documentation form upon admission. For additional requirements see mandatory clinical requirements.

Expected Minimum Requirements for Admission

Admission decisions will be made by the School of Nursing (SON) PhD Program Subcommittee. Students will be admitted to the program based on enrollment availability, identification of an appropriate and available committee advisor and their ability to meet the following minimum recommended entrance requirements:

- A baccalaureate in nursing degree from an accredited college or university
- A master's degree in nursing (or other health related discipline, e.g. health administration) from an accredited college or university
- A recommended GRE score of 1050 (300) on math and verbal sections combined, completed within the last 5 years. Scores should be forwarded to the University of Delaware. (School Code 5811, Department Code 0619)
- An undergraduate GPA of 3.0 or higher; a Master's Degree GPA of 3.5 or higher.
- A written statement of goals and objectives that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his or her professional objectives. The statement should indicate how the applicant's research interest aligns with the research expertise of a SON faculty member. One of the personal statement application questions will solicit this information.
- Three letters of recommendation from an academic, employer and/or other professional source who can address the scholarship potential of the applicant. All letters of recommendation should be uploaded by each reference person to the Office of Graduate Studies online application website.
- Official results from the TOEFL or IELTS exam taken within the last 2 years (for non-native English speaking applicants only)
- Copy of active Registered Nurse (RN) license(s)
- A curriculum vitae or resume
- An interview with the PhD program coordinator and/or PhD Subcommittee member(s) is required prior to admission.
- All students are expected to demonstrate competence in oral and written communication.
- A critical writing sample; this sample should demonstrate the student's ability to critique and synthesize the literature on a specific topic related to his/her dissertation research area of interest. One of the personal statement application questions will solicit this information.
- Knowledge of statistics is expected. Completion of a master's level statistics course in the last

five years is required. If students need to complete a statistics course to meet this requirement, but meet all other admission criteria, provisional admission may be granted with the condition that they enroll in an appropriate master's level statistics course before beginning PhD in Nursing Science coursework.

Admission Application Processing

Completed applications (application form, official transcripts and GRE scores, letters of recommendation, curriculum vitae/resume, statement of purpose and personal statement) will be reviewed by the SON PhD Program Subcommittee.

Faculty members advise students whose background, goals and objectives are compatible with their own research and funding. Pending a successful review of the initial application materials, the application is circulated to the PhD Program Subcommittee in an effort to match the student with an advisor. The PhD Program Subcommittee arrives at an admission decision after reviewing the completed application.

To be admitted, a student must have an advisor.

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

Application Deadlines:

For fall semester: February 1

For spring semester: Not applicable

Admission Categories:

Regular status only. Provisional status if requiring completion of a statistics course.

Financial Support

Students are encouraged to compete for University and external fellowships. Competitive awards available through the University include the University Graduate Fellow Award, the University Graduate Scholar Award and the University Dissertation Award. Fellowships, tuition scholarships, assistantships, and traineeships are awarded on the basis of merit from nominations by the PhD in Nursing Science Program Subcommittee, SON director, advisors and/or faculty teaching in the PhD program. Support is awarded on a yearly basis. Awards are granted to full-time students in good academic standing with regular status.

Students receiving full stipends will be expected to work up to 20 hours per week on faculty research and projects. A funded assistantship is available to part-time students during the University-required year of full-time residency. Partial tuition scholarships are available to students enrolled in part-time study. Doctoral students on contract, regardless of their work assignment, are encouraged to contribute to the departmental teaching program in a capacity to be decided by the student's advisor in consultation with the SON director. For additional information on University requirements refer to University Graduate Student Appointments policy and procedures (<http://www.udel.edu/gradoffice/polproc/appts.html>).

Assistantships on funded studies will be awarded on a competitive basis to applicants who best fit the needs of the granting agencies and sponsoring faculty. The SON does not guarantee financial support for the duration of a student's doctoral program. Summer research assistant appointments will be made on an individual basis. Students on contract as a teaching assistant or graduate/research assistant will be evaluated by their immediate supervisor on an annual basis.

Degree Requirements for the Doctor of Philosophy in Nursing

The Doctorate of Philosophy in Nursing Science requires 50 credits including 41 credits of graduate level coursework and 9 credits of dissertation. The coursework will be specified in the student's plan of study and must include the following:

Core Courses (13 credits):

NURS 810: Philosophical and Theoretical Basis of Nursing Science (3) NURS
833: Nurse Scientist Special Topics Seminar I (1)
NURS 834: Nurse Scientist Special Topics Seminar II (1) NURS
835: Nurse Scientist Special Topics Seminar III (1)
NURS 841: Philosophical and Theoretical Basis of Nursing Education (3)
NURS 842: Structure, Processes, & Outcomes of Higher Education in Nursing (3) NURS
850: Dissertation Proposal Seminar (1)

Research/Methods/Analysis Courses (16 credits):

Statistics from ED, PSYCH, SOC (6)
NURS 812: Responsible Conduct of Research (1)
NURS 814: Advanced Quantitative Research in Nursing Science (3) NURS
816: Advanced Qualitative Research in Nursing Science (3) Research
Methodology Course (3)
Course offered by other departments, relevant to student's research focus

Cognates (12 credits):

Electives taken to build substantive knowledge in area of dissertation topic. (12)
Electives are intended to enhance and broaden the student's scholarly involvement, build and inter-professional team of advisors, and build toward successful completion of the dissertation.

NURS 964: Pre-Candidacy Study (3-12P/F)

Research and readings in preparation of dissertation topic and/or comprehensive examination for doctoral students before admission to candidacy but after completion of all required course work

Dissertation (9 credits):

NURS 969: Doctoral Dissertation (9)
NURS 999: Dissertation Sustaining (if needed)

Sample Full Time Plan of Study

Year 1 - Fall	Credits	Year 1 - Spring	Credits
NURS 810	3	NURS 816	3
NURS 812 (online)	1	NURS 833	1
NURS 814	3	Cognate	3
Statistics I	3	Statistics II	3
Year 2 - Fall		Year 2 - Spring	
Research Meth	3	NURS 835	1
NURS 834	1	NURS 841*	3
Cognate	3	NURS 842*	3
Cognate	3	Cognate	3
Year 3 - Fall		Year 3 - Spring	
NURS 964 comp exam & proposal defense	3	NURS 969 dissertation	3
NURS 850	1		
Year 4 - Fall		Year 4 - Spring	
NURS 969 dissertation	3	NURS 969 dissertation	3

Part time plans of study are individually negotiated between student, advisor and program coordinator, and developed to align with student's goals, degree program goals, and University requirements.

Sample Part Time Plan of Study

Year 1 - Fall	Credits	Year 1 - Spring	Credits
NURS 810	3	NURS 816	3
NURS 812 (online)	1	NURS 833	1
Statistics I	3	Statistics II	3
Year 2 - Fall		Year 2 - Spring	
NURS 814#	3	NURS 835	1
NURS 834#	1	NURS 841*	3
Cognate	3	NURS 842*	3
Year 3 - Fall		Year 3 - Spring	
Cognate	3	Research Meth	3
Cognate	3	Cognate	3
Year 4 - Fall		Year 4 - Spring	
NURS 964 comp exam & proposal defense	3	NURS 969 dissertation	3
NURS 850	1		
Year 5 - Fall		Year 5 - Spring	
NURS 969 dissertation	3	NURS 969 dissertation	3

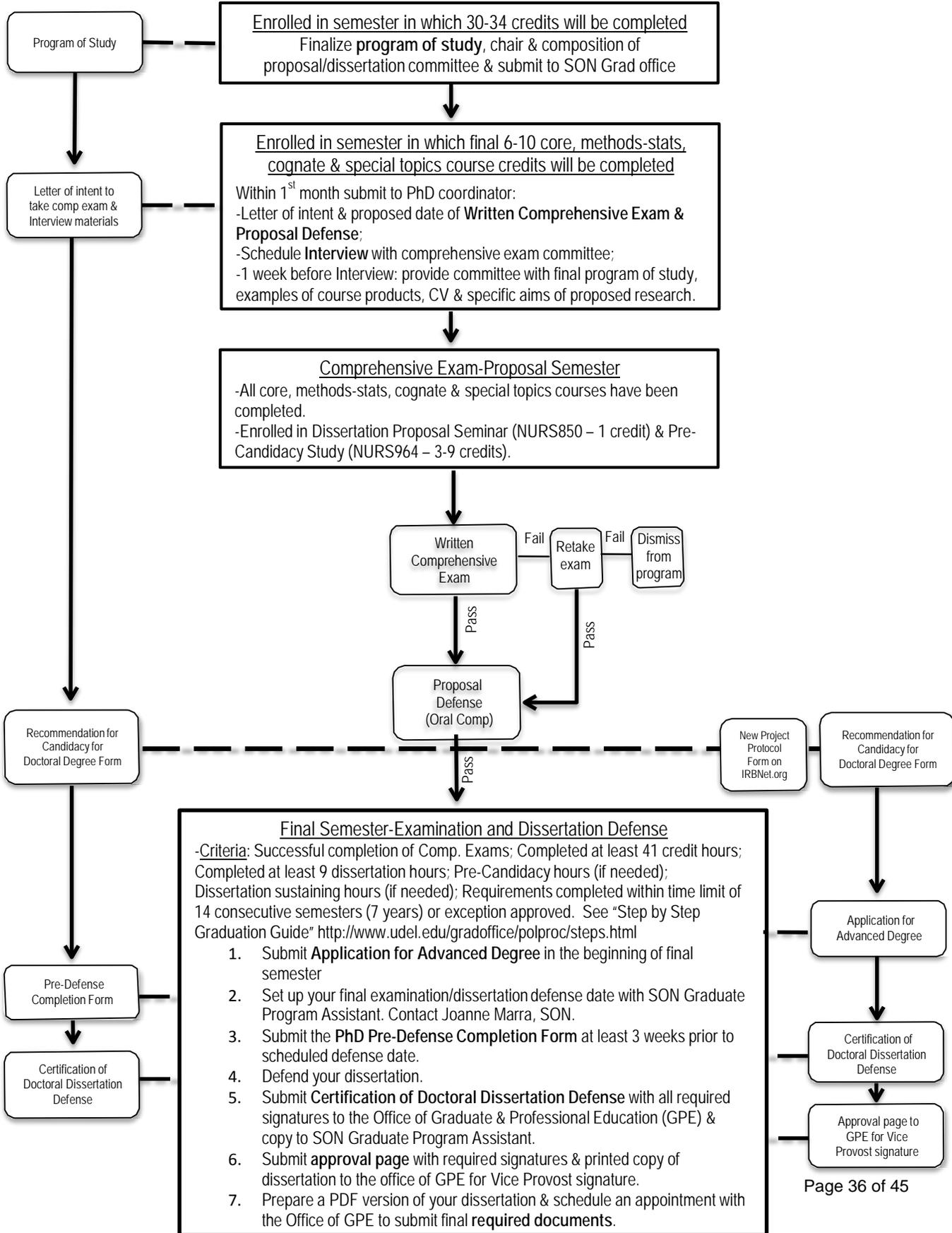
Year 2 designated residency year; fulfill RA#/TA* requirements

Progression to PhD Candidacy & Dissertation Defense

SON Documents to be Submitted

Program Processes

UD Documents to be Submitted



Non-Coursework Requirements

Residency requirements

At least three academic years of graduate work are normally required for the Ph.D. degree. At least one continuous academic year must be devoted exclusively to full-time study (9 credit hours per semester) in the major field in residence at the University of Delaware. This residency requirement may be fulfilled using a fall and spring semester combination or a spring and fall semester combination, but summer or winter sessions do not meet the qualification. Course credit earned in a Master's program at the University of Delaware may be applied toward the doctoral degree residency requirement if the candidate is receiving both degrees from the University in the same major field.

Comprehensive examination

A written comprehensive examination will evaluate knowledge in three areas of content at completion of all course work. These areas include core course content, research methods and analysis, and area of cognate concentration. Successful completion of the written comprehensive examination is required prior to scheduling the dissertation proposal defense.

English proficiency

It is required that all students in the program be proficient in both the verbal and written English language.

University Code of Conduct and academic honesty

Students are expected to adhere to the University of Delaware Code of Conduct. Violations may result in immediate dismissal from the program. Policies on academic honesty can be found at <http://www.udel.edu/stuguide/11-12/code.html>

Petitions for Variance in Degree Requirements

Planned program of study and revisions

Students are required to work with their advisor during their first semester of study to develop a plan of study. The plan must first be approved by the academic advisor and then the PhD in Nursing Science Program Coordinator/Subcommittee by the end of the first semester of study in the PhD program. Potential for transfer of credit and course substitutions will be evaluated on an individual basis by the PhD in Nursing Science Program Subcommittee. After approval of the plan of study, students may need to alter their plan due to change of research focus, new course offerings, scheduling conflicts, or other extenuating circumstances. Students who wish to make changes in their plan of study must first obtain approval from their academic advisor then the PhD in Nursing Science Program Coordinator/Subcommittee.

Completion Deadlines

Students are expected to complete the PhD program in seven years. Students requesting an extension of their time of study must submit a written request to their academic advisor and the PhD in Nursing Science Program Coordinator/Subcommittee. The request will be forwarded to the University's Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension.

Faculty Advisor and Advisement

Faculty members advise students whose background, goals and objectives are compatible with their own research and funding. The SON PhD in Nursing Science Program Subcommittee matches the student with an advisor. The faculty member serving as advisor accepts responsibility for oversight of the student's academic progress in the program.

If during the course of a student's academic program, the advisor is unable or unwilling to continue as advisor, the student will discuss options for a new advisor with the SON PhD in Nursing Science Program

Committee. The new advisor must be identified within 6 months in order for the student to be considered making satisfactory progress toward the degree.

Students may also elect to switch to a different advisor at any time with the approval of the PhD in Nursing Science Program Committee and with the consent of the new faculty advisor. Switching advisors does not change the deadlines for completing the requirements for a degree.

Process and Procedures for Comprehensive Examination

Definition and Scope of Comprehensive Examination

One written and one oral comprehensive examination are required for progression to candidacy. The purpose of the written comprehensive examination is to illustrate the student's ability to integrate course content into practical use as a nurse scientist. The written examination will evaluate knowledge in three areas of content at the completion of course work: (a) core course content, incorporating areas of cognate concentration, (b) research methods and analysis, incorporating areas of cognate concentration, and (c) professional issues and roles relevant to PhD-prepared nurses as scientists, academicians and leaders in health care. The oral comprehensive examination will be the defense of the dissertation proposal. See **Defense of the dissertation proposal**, under **Procedures for dissertation approval in the School of Nursing**

Administration of written comprehensive examination

Two dates will be established for distribution of written comprehensive examinations to students, one at the beginning of the semester and one at the end of the semester. The Coordinator of the PhD Program, in consultation with the PhD Student Advisors/Mentors, is in charge of scheduling. Comprehensive written examination will be administered to students as a take-home exam with a contracted amount of time negotiated with student not to exceed one month.

Written examination committees

Members of examination committees are comprised of at least three (3) members of the faculty who were responsible for course content being evaluated, with a minimum of one faculty representing each area being evaluated (core, research methods and analysis, professional issues and roles). One member will serve as chair. The Coordinator of the PhD Program will call the initial meeting of the committee and initiate the process. Chairs of the committees are responsible for delivering the examination to students and notifying students of their exam results within two weeks of completion. Committee Chairs also are required to notify the Coordinator of the PhD Program of results of examinations within two weeks of the exam.

Pre-requisites and Schedule of Examinations

All Ph.D. core, research/methods/analysis, and cognate course requirements, including any outstanding incomplete grades, must be completed before students are eligible to take the written comprehensive examination and are eligible to enroll in NURS 964: Pre-Candidacy Study and NURS 850: Dissertation Proposal Seminar (during semester in which comprehensive examinations are conducted). During the first month of the last semester of course work students are required to declare, in writing, to The Coordinator of the PhD in Nursing Science Program their intent and anticipated date to take the written comprehensive examination. The Coordinator will notify the relevant Committee members. The Committee will schedule an interview with the student to explore his or her level of preparedness. Students are expected to provide Committee members with written documentation of their preparedness in each area at least a week before the interview (e.g. courses taken, etc.), including the Specifics Aims page of their proposed dissertation.

Students are encouraged to take both written and oral comprehensive exams in the same semester. If unable to take both exams within the same semester, students must complete both exams and any repeat exams needed by the next consecutive semester.

Grading

The outcome of examinations is determined by majority vote. There are four possible outcomes: Pass with distinction, Pass, Conditional outcome, Fail.

- Conditional Outcome: Students receiving this grade are required to complete additional work within two months of formal notification of the committee's decision.
- If the committee is satisfied with the quality of the work, the student will receive a grade of Pass.
- If the committee is not satisfied with the quality of the work, the student will receive a grade of Fail.

Within one week of formal notification of the grade, students will receive a written evaluation from the chair of the examination committee.

Students who fail a written exam, or any part thereof, may request a re-reading from the original examination committee. This request is to be submitted within 14 days of the student receiving the detailed written evaluation.

Repeat Examinations

Successful passing of written examination is required prior to scheduling the oral examination (proposal defense). Only one repeat for each of the three areas of the written examination is permitted (core, research methods and analysis, and professional issues and roles). Failure on a repeat examination is a permanent failure for that area. Permanent failure in one area shall result in dismissal from the program.

Guidelines for approving research proposals involving human or animal subjects

Students are required to complete Human Subjects training prior to conducting research. Students must receive approval from the University Institutional Review Board (IRB) and any other required regulatory review boards (including facility or hospital) as early as possible prior to the presentation and defense of a dissertation proposal that involves the use of human subjects. Information about developing consent forms and submitting studies for review by the IRB can be obtained from the UD Office of Research web link: Human Subjects Review Board Protocol Review & Approval Procedures
<http://www.udel.edu/research/preparing/humansub-protocolreview.html>

Establishment of Dissertation Committee

The student will select a dissertation chair upon approval of the academic advisor (who may be the same) and with approval of the PhD in Nursing Science Program Subcommittee. The student and his/her dissertation chair will create a dissertation committee at the time the student begins to develop the dissertation proposal.

The dissertation committee shall include at least three university faculty members from within the PhD in Nursing Science program, and one member from outside of the program. The dissertation chair must be a member of the faculty in the PhD in Nursing Science program, and at least one of the committee members must be from outside the SON with the approval of the PhD in Nursing Science Program Subcommittee. All PhD dissertation committee members must hold a doctoral degree.

Faculty who have retired or resigned from the university may maintain committee membership or continue to chair committees of students whose work began under their direction prior to their retirement or departure from the university. Faculty who do not have regular faculty status may co-chair the dissertation committee provided that the other co-chair meets the definition for regular faculty status.

Outside committee members must hold a doctoral degree, and may include individuals not affiliated with the University of Delaware SON. These individuals from outside of the University may be nationally recognized for their expertise in the content or methodology of the dissertation research. The PhD in Nursing Science Program Subcommittee must approve dissertation committee members from outside of

the SON and from outside the University.

Prior to the defense, the student must complete and send the Confirmation of Dissertation/Executive Position Paper Committee form <http://www.udel.edu/gradoffice/forms/committeeconfirmation.pdf> to the Office of Graduate Studies.

Departmental and Student Procedures for Changes in Committee Members

It is expected that the student will have a proposal that develops and evolves during the course of study. If the research focus varies significantly from the original plan, or in the case of other extenuating circumstances, students may request to change their dissertation committee chair and committee members. The dissertation chair can only be changed with approval of both the current and prospective dissertation chair and the PhD Program Subcommittee. Other members of the committee may change due to various extenuating circumstances. It is the responsibility of the student in conjunction with the dissertation chair to replace members who withdraw from the committee during the dissertation process.

Procedures for Dissertation Approval in the School of Nursing

Defense of the dissertation proposal

A copy of the dissertation proposal must be available to faculty dissertation committee members at least two weeks in advance of the proposal defense. The dissertation proposal defense will be scheduled only after a majority of members of the dissertation committee have determined that a defense is appropriate. The candidate will present a summary of the proposed research, and will then field questions from the committee, attending faculty, and invited guests. After all questions have been fielded, the dissertation committee will meet privately to decide whether the proposal is accepted, rejected, or accepted with stipulations. A majority vote of the committee is required to accept the proposal. Results of the meeting will then be presented to the student.

Defense of the dissertation

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at <http://www.udel.edu/gradoffice/forms/thesismanual.pdf>. The dissertation defense will be scheduled only after the dissertation committee chair has determined that a defense is appropriate. The candidate will present a summary of the completed research, and will then field questions from the committee, attending faculty, and invited guests. After all questions have been fielded, the dissertation committee will meet privately to decide whether the dissertation is accepted, rejected, or accepted pending revisions. A majority vote of the committee is required to accept the dissertation. Results of the meeting will then be presented to the student.

Processing the final document

Three copies of the dissertation must be approved by the chair of the student's dissertation committee, the Director of the School of Nursing, and the Vice Provost for Graduate and Professional Education. The dissertation is to be signed by the dissertation chair and all members of the dissertation committee. A separate abstract and abstract approval page must be submitted with the dissertation. The dissertation must be submitted to the Office of Graduate Studies for approval not later than seven weeks prior to the degree conferral date. The dissertation defense must be completed prior to the submission date and the certification of a successful defense, accessible at <http://www.udel.edu/gradoffice/forms/certificationdefense.pdf> must be submitted to the Office of Graduate Studies.

Timetable and Definition of Satisfactory Progress towards the Degree

Academic load and progression

Students who are full time will enroll in 9 credits each semester. Per University policy, students who are hired as research assistants or teaching assistants may enroll in 6 credits each semester and be

considered full time. Normal progression has been described in section IV C-D on p. 38. The PhD in Nursing Science Subcommittee will review the progress of each student annually and students will receive written notification of goals met and goals to achieve in the coming year. Students will be notified in writing if they are not progressing as planned. The chair of the PhD in Nursing Science Program Subcommittee will request a written justification of the student's failure to progress and will request a revised plan of study.

Grade requirements

A passing grade is required for all pass/fail courses and examinations. Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. Students are required to obtain a B- or above in all graded courses in order to progress in the program. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the index. Student who fail an examination are required to successfully complete the examination within 6 months.

Only courses listed within the student's approved plan of study may be used toward the degree requirements. Students who wish to make changes in their program of study must obtain approval from their advisor and the PhD in Nursing Science Program Subcommittee for all changes.

Consequences for failure to make satisfactory progress

Students should progress to degree completion within 7 years. Students who fail to progress in course work as planned will be notified in writing of their progress by the chair of the PhD in Nursing Science Program Subcommittee. Students are required to submit a written revised plan to continue in the PhD in Nursing Science Program. This revised plan must be approved by the PhD in Nursing Science Program Subcommittee. Each student will be evaluated on an individual basis for extenuating circumstances influencing their progress toward degree completion.

Academic deficiencies (cumulative grade point average < 3.0) are handled using the University's Academic Probation Policy. http://academiccatalog.udel.edu/Pub_ShowCatalogPage.aspx?CATID=1589

Students who fail the comprehensive examination (and who display evidence of potential to complete the degree – see B.4.c), dissertation proposal defense, or dissertation defense will receive one additional opportunity to repeat the process and defend a new or modified examination, dissertation proposal, or dissertation within 6 months.

Protocol of grievance procedure if student recommended for program termination

Students who feel that they have been graded inappropriately or receive what they perceive as an unfair evaluation by a faculty member may file grievances in accordance with the University of Delaware policies. See <http://www.udel.edu/stuguide/10-11/grievance.html> Students are encouraged to contact the School of Nursing PhD in Nursing Science Program Coordinator, the SON Graduate Program Coordinator and/or the SON Director prior to filing a formal grievance in an effort to resolve the situation informally.

Dissertation Progress Timetable and Guidelines

University requirements and deadlines for admission to doctoral Candidacy

Upon the recommendation of the doctoral student's dissertation committee and the School of Nursing Director, students may be admitted to candidacy for the Ph.D. degree. The stipulations for admission to doctoral candidacy are that the student has (1) a program of study approved; (2) completed one academic year of full-time graduate study in residence at the University; (3) passed the comprehensive exam; and (4) had a dissertation proposal accepted by the dissertation committee. The deadline for admission to candidacy for the fall semester is August 31, for the spring semester is January 31 and for the summer semester is April 30. Responsibility for seeing that admission to candidacy is secured at the proper time rests with the student.

Registration requirements prior to doctoral candidacy

Course registration requirements are determined by the student's approved program of study. Once the student has registered for all course requirements in a program of study but has not yet met all of the stipulations for passing into candidacy, the student must maintain registration during the fall and spring semesters in course(s). Students who are classified G1 (pre-candidacy) and are holding a graduate assistantship or tuition scholarship must be registered for a minimum of six graduate credits, and those holding a fellowship must be registered for a minimum of nine graduate credits.

Defense of the dissertation proposal

A copy of the dissertation proposal must be available to faculty dissertation committee members at least two weeks in advance of the proposal defense. The dissertation proposal defense will be scheduled only after a majority of members of the dissertation committee have determined that a defense is appropriate.

Dissertation Proposal

Committee members should sign the final copy of the approved proposal. A signed copy of the approved dissertation proposal should be forwarded to the SON Director. The SON Director signs the Candidacy Form.

Registration requirements following admittance to doctoral candidacy

Once a student has met all of the stipulations for candidacy and becomes classified with G2 status (candidacy), the student is required to register for nine credits of Doctoral Dissertation. Students may not register for Doctoral Dissertation until admitted to candidacy (G2 status). Registration in Doctoral Dissertation and Doctoral Sustaining (999) is restricted to students with G2 status. Once the student has registered for nine credits of Doctoral Dissertation, the student is required to maintain matriculation in the doctoral program by registering in Doctoral Sustaining (999) in subsequent semesters until the degree is awarded. All students must be registered in the term in which the degree is officially awarded. Sustaining registration is required in summer/winter session if the degree is awarded at the conclusion of the summer/winter session.

Defense of the dissertation

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at:

<http://www.udel.edu/gradoffice/forms/thesismanual.pdf>

The dissertation defense will be scheduled only after the dissertation chair has determined that a defense is appropriate.

The dissertation defense will be open to the public, and invitations will be sent to all College of Health Sciences (CHS) faculty and students at least two weeks prior the defense date.

A copy of the dissertation must be made available to faculty dissertation committee members at least two weeks prior to the dissertation defense.

The dissertation is expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. The dissertation must be approved by the dissertation chair, the CHS Dean, the SON Director, and the Associate Provost for Graduate and Professional Education.

Dissertation

The dissertation is to be signed by the dissertation chair and all members of the dissertation committee. The certification of a successful defense must be submitted to the Office of Graduate Studies. The dissertation must be submitted to the Office of Graduate Studies for approval by the announced semester deadline of the Office of Graduate and Professional Education. The student sets up an appointment with the Office of Graduate and Professional Education to submit the required documents. Detailed instructions for completing the dissertation process and forms are found at

<http://www.udel.edu/gradoffice/polproc/index.html>

The following forms are submitted:

- Title page (3 originals)
- Three original sets of the signature pages showing approval of the dissertation paper by SON Director and CHS Dean
- Three copies of the abstract on cotton bond
- The dissertation paper as a PDF file
- Certification of Doctoral Defense
- Survey of Earned Doctorates

General Student Responsibilities & Resources

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file in the Graduate Office of the School of Nursing so that they can be reached as needed. Students must also update the University Student Information System records through UDSIS (www.udel.edu/udsis)

Students teaching and/or doing research in the School of Nursing laboratories and/or affiliated clinical agencies must comply with the mandatory clinical requirements (see mandatory clinical requirements). Additional requirements may be necessary dependent on the healthcare agency to which a student affiliates.

Vehicles are not provided for School of Nursing students. Students are responsible for their own transportation to class, laboratory, research and other clinical sites.

PhD in Nursing Science students will have individual file folders labeled with their name in an unlocked filing cabinet in the PhD Student Resource Room on the third floor of McDowell Hall. This folder is used for notes from faculty, for returning course work, etc. in sealed envelopes to maintain confidentiality. Students should check their mailbox as indicated when they are in McDowell Hall.

Students will have access to the SON copy machine for use when conducting work as research assistants and teaching assistants. Students will have access to the SON faculty computer room in McDowell Hall when working as research and teaching assistants. A PhD Student Resource Room is available on the third floor of McDowell Hall and includes carrels/desks, computers, a telephone, and storage/file cabinets. Students have access to McDowell Hall Computing Center during normal operating hours.

Student Government and Organizations

A student representative will be a member of the PhD in Nursing Science Program Subcommittee. Participation in other School of Nursing committees will be solicited as needed and may include but are not limited to Safety Committee, Evaluation and Assessment Committee, and Student Advisement Committee. Students will be encouraged to become involved in the University's Graduate Student Senate. Doctoral students also will be encouraged to become active members of professional organizations such as the Eastern Nursing Research Society, American Nurses Association, Delaware Nurses Association, Sigma Theta Tau International (including the University's Beta Xi chapter), and other professional organizations representing their clinical specialty and research interests

Graduate Student Travel Support

Travel for professional meetings or presentations will be funded as grants and SON funds allow. Decisions will be made on an individual basis.

The SON will help with support for travel expenses incurred by full-time graduate or PhD graduate

students who are making formal presentations of their scholarly work at regional, national, and international meetings of recognized professional organizations. Full-time PhD graduate student who is presenting at a conference will need to provide verification of acceptance with the travel request. If travel involves reporting on sponsored research, it will be appropriate to pay for that travel with grant monies.

Information on how to request travel funds is found below. Please note that this will be strictly adhered to for all graduate/PhD student travel. All requests for travel support must be sent to the Coordinator of the PhD Program no later than October 7th for travel anticipated in the academic year.

Travel Application Process

Complete the Professional Development Award for Graduate Students Application Form (<http://www.udel.edu/gradoffice/forms/profdevaward.pdf>) and submit it to the Coordinator of the PhD program by October 7th. Applications will be reviewed quickly and students will be notified if their application was approved at the SON level.

If students have applied to present at a conference but do not know their acceptance status by the October 7th deadline, or, if students are considering submitting a conference abstract for presentation, they should still apply for funding from the SON by the deadline. All SON travel awards will be approved for the year by November 30th, and no additional travel awards will be approved later in academic year, except in extenuating circumstances with permission of the Program Coordinator.

After approval by the SON, submit the Professional Development Award for Graduate Students Application Form to the Office of Graduate and Professional Education (OGPE). Students must apply to the OGPE for travel funding in order to receive any travel funds from the SON.

See the maximum award available from the OGPE for the academic year; however, funds may be provided at a lower level. The SON will match up to the maximum allowable award provided by the OGPE. If the total amount of a trip is less than the combined SON/OGPE award, each unit will provide up to half of the cost of the trip.

A student can receive the OGPE award two times only during the time s/he is a student. If SON funds permit, money for a third or fourth trip might be possible.

Students will follow procedures instituted for making conference arrangements. As soon as students receive confirmation that their paper or poster has been accepted for presentation, they should make an appointment immediately with SON Director's Administrative Assistant (AA). She will request a Debit Card for students with a maximum balance equal to the amount of travel funds they have been approved to receive and will assist students in making travel arrangements for transportation and hotels as needed. Students may not use their own credit card(s) to make any reservations. Students will not be reimbursed for any expenses charged to their own account(s). There will be NO exceptions to this rule.

Only conference registration, travel arrangements (air, train, and ground) and lodging/hotel will be reimbursed. Food, beverages and incidentals (newspapers, internet charges, phone calls, etc.) will not be reimbursed, even if they are under amount of the award.

All receipts, including travel documents (airline or train tickets and boarding passes), conference registration, and lodging/hotel invoices must be kept and submitted to the SON Director's AA upon the student's return. Students should schedule another meeting with the Director's AA within 15 days of return from the conference and she will help navigate the University's Works Program to reconcile the Debit Card statement.

Students must be able to provide verification that they were a conference presenter/participant, not just an attendee. Conference programs listing student's name and notification of presentation must be submitted along with all receipts.

Approvals:

4-12-2010 / PhD in Nursing Science Program Approved by University of Delaware Faculty Senate;

*5-11-2010 / PhD in Nursing Science Program Approved by University of Delaware Board of Trustees;
2-20-2013 / Revisions to the Process and Procedures for Comprehensive Examination Approved by the PhD in
Nursing Science Subcommittee and the SON Graduate Education Committee.
5-8-2014/editorial revisions/Approved by PhD in Nursing Science Subcommittee*