# The School of Nursing
## PhD Program Handbook
### 2017-2018

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Welcome to the PhD Program in Nursing at Northeastern University!

This handbook has been created to be a ready resource for all enrolled PhD students and faculty. The handbook should be used in conjunction with the Registrar’s Graduate Catalog (http://www.northeastern.edu/registrar/catsugd.html#gr), School of Nursing Graduate Handbook (http://www.northeastern.edu/bouve/pdf/son-grad-handbook.pdf) as well as Bouvé’s handbook of Graduate Policies and Regulations (https://bouve.northeastern.edu/pdf/grad-handbook.pdf) which supersedes this handbook. Students are accountable for the information, policies, procedures and regulations outlined in each of the aforementioned handbooks. As the PhD program continues to update policies and procedures to ensure a quality and timely program, the content in this handbook is subject to change.

Please direct any questions regarding this handbook to the program director, Dr. Pam Burke (pj.burke@northeastern.edu) and/or the Administrative Coordinator of Doctoral Programs, Ali Salinger (a.salinger@northeastern.edu).

Important dates for the 2017-2018 Academic Year can be found here: https://www.northeastern.edu/registrar/cal1718-gs-s.pdf

Dean’s Welcome

The Northeastern University School of Nursing has a proud tradition of preparing nurse leaders and scientists in practice, education and research. A major goal of the School of Nursing PhD program is to improve urban health and reduce health disparities. PhD students acquire essential knowledge, research and teaching experience that develops their role as nurse scientists, educators, and leaders who seek to improve health and healthcare of vulnerable and underserved populations across the lifespan.

The PhD faculty recognize the critical importance of learning within an interdisciplinary environment and coordinate educational experiences with faculty throughout Bouvé’ and other colleges at Northeastern. Our doctoral students take full advantage of collaborative learning, research, and leadership opportunities. Our graduates are prepared for national and international faculty and leadership roles. Welcome to the Northeastern University School of Nursing community of scholars!

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Mission Statements

Bouvé College of Health Sciences
The Bouvé College of Health Sciences (BCHS) strongly supports the mission of Northeastern University to educate students for a life of fulfillment and accomplishment and to create and translate knowledge to meet global and societal needs.

The mission of the Bouvé College of Health Sciences is to inspire/create the next generation of interprofessional healthcare leaders for the wellbeing of our global community. The Bouvé vision is to embrace the diversity inherent in humanity and capitalize on our opportunity to educate students, and generate and disseminate new knowledge for the betterment of health and healthcare for people everywhere.

School of Nursing
The primary mission of the School of Nursing (SON) is to prepare leaders for basic and advanced practice thereby contributing to the health of the nation. The nursing faculty works collaboratively with those in other disciplines to support the mission of the University. In so doing, the School of Nursing has committed itself to developing strategies to achieve the university goal of becoming an outstanding national research, practice-oriented, student-centered, urban institution as it relates to nursing education.

The mission of the School of Nursing is to educate our students to provide evidence-based, culturally and linguistically competent, ethical healthcare that is high quality, safe, and accessible to diverse local, national and global communities. Our programs prepare students to become leaders as nurse clinicians, educators, scholars, and researchers.

Nursing PhD PROGRAM DESCRIPTION AND OVERVIEW

Program Description & Length
The PhD Program in Nursing prepares scholars to be nursing scientists, educators and leaders who seek to improve health and health care across the lifespan with an emphasis on urban, vulnerable and underserved populations. Students are expected to develop analytical, conceptual, and methodological skills and abilities essential to developing a research trajectory.

PhD students will be mentored by research-focused faculty within and outside of Northeastern University's School of Nursing. Through collaborations with other Northeastern departments, centers, and Boston area academic health centers and community agencies, PhD students will be afforded opportunities to be members of and be mentored by interdisciplinary research teams.

For the full-time post-master's student, the minimum time to complete the degree is three years – two years for coursework and one year for the dissertation. For full-time students who enter the PhD program with a baccalaureate degree, the minimum time for completion is four years – three years for coursework and one year for the dissertation. Time to degree completion for part-time students will vary depending on how many courses are taken each term. You may find that additional courses or learning experiences are needed to assure
adequate preparation for conducting the scholarly work that is planned. Northeastern University policy requires that all degree requirements must be completed within seven years of matriculation. Information and guidelines for program extension or leave of absence are provided in the Bouvé College of Health Science’s Graduate Policies and Regulations 2017-2018.

Terminal Objectives
At the completion of the PhD program in Nursing, students will be able to:

1. Assume leadership in the promotion of health and well-being of urban populations nationally and internationally.

2. Design a program of research that builds upon the historical and philosophical foundations of nursing science.

3. Implement research studies that advance health science outcomes.

4. Participate as a member of an interdisciplinary research team.

5. Conduct research that demonstrates the theoretical, methodological, and analytical knowledge, skills, and strategies to address population health.

6. Assume faculty, leader, and/or nurse scientist roles.

7. Apply principles of professional research ethics and judgment in the conduct of research.

Administrative Structure
The Nursing PhD office is comprised of a Program Director and an Administrative Coordinator. One nursing faculty member is designated as Program Director; the Program Director is responsible for facilitating the day-to-day management of the program. The Administrative Coordinator for doctoral programs assists the Director, faculty, and students in all program operations.

A PhD Program Committee, comprised of PhD faculty appointed by the School of Nursing’s Steering Committee and doctoral student representation. The PhD Committee meets regularly to develop program policies, which are then presented to the SON faculty for approval and has the overall responsibility for PhD program evaluation. The PhD Program Committee endeavors to respond to the needs and concerns of students, faculty, and the professional community

A PhD Advisory Board provides broad guidance on the program direction and supports the development of university and community partnerships.
ACADEMIC POLICIES FOR PHD STUDENTS

This section is for academic policies specific to the PhD program. For school-, college- and university-wide policies, please refer to the School of Nursing’s Graduate Student Handbook (http://www.northeastern.edu/bouve/pdf/son-grad-handbook.pdf), Bouvé’s Graduate Policies and Regulations (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf) and the Graduate Catalog (https://www.northeastern.edu/registrar/catsugd.html). Students are responsible for familiarizing themselves with program, school, college, and university policies.

Quick Guide for Finding Academic Policies
Here is a quick guide on where you can find certain school, college, and university policies.

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Parental Leave
The Parental Leave for Graduate Students policy can be found here:
http://www.northeastern.edu/policies/pdfs/Policy_on_Parental_Leave_for_Graduate_Students.pdf.

International Travel & Dissertation Policies
International or U.S doctoral students who anticipate conducting an international dissertation are required to adhere to the School of Nursing and University policy. For the University policy please click on the following link:
https://www.northeastern.edu/policies/
https://www.northeastern.edu/policies/pdfs/Policy_on_International_Travel.pdf

Additionally, international dissertations must have a dissertation committee member within the country where research is being conducted who can serve as the student’s onsite advisor. See Dissertation Committee, p. 32, for requirements.

Students traveling internationally must contact and register with the Global Experience Office: geo@northeastern.edu

Academic Integrity
In accordance with the expectations for student behavior outlined in the Northeastern University Graduate Student Handbook, the Bouvé College of Health Sciences (BCHS) assumes that all students come to the College for a serious purpose and expects them to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of research or professional ethics within the academic community.

The health care professions and health sciences in the College require more than simple mastery of technical knowledge and skills. Equally important is earning the respect and confidence of those who seek health care. The nearly universal existence of ethical codes of conduct among the various health professions is evidence that certain types of conduct are expected in order to promote this respect and confidence. Fundamental to most of these codes is an understanding that health care professionals and researchers are required to conduct their activities in a manner that reflects a concern for the total well-being of the patient/client and research subject. Students are expected to follow the code of conduct of their individual professions and program/department. All students are responsible for knowing their program’s code of conduct, professional policies and procedures.

PhD Program’s Expectations of Students
In addition to the expectations of students outlined at the college and university level, the PhD in Nursing program holds the following expectations of students:
  1. Active participation in all classes and seminars.
  2. Regular meetings with advisor to track progress in the program according to the benchmarks provided (p. 27-28). Students are responsible for scheduling these meetings.
3. Professional presentations (both poster and podium) at various scientific organizations’ events, including the Bouvé College Interdisciplinary Research Symposium, the Eastern Nursing Research Society, and Sigma Theta Tau, as well as at specialty professional meetings and national conferences.

4. Submission of three manuscripts for publication in peer reviewed journals (approved by advisor) within a program of study. The timing of these submissions should correspond to specific course requirements.

5. Authorship: If collaborating with a nurse scientist other than your advisory, you should discuss authorship with collaborators before submitting manuscripts. If your advisor assists with development and writing of a project and/or manuscript, your advisor will be second author on any manuscript submitted for publication.

Program Evaluation
Your feedback about all aspects of the PhD program will be solicited through course evaluations, end of the year evaluations, end of program evaluations, and alumni follow-up surveys, as well as formal and informal feedback to advisors, the Program Director, and the Administrative Coordinator. Participation in the evaluation processes is expected of all students.

Student-Advisor Relationship and Expectations

Faculty Advisors
Upon admission to the Ph.D. program, the Director of the PhD Program assigns each student an academic advisor based upon the student’s scholarly interests and potential dissertation topic. The faculty advisor meets regularly with the doctoral student during the academic year. The faculty advisor assists the student in designing a program of study to meet the student’s individual needs and meet the requirements of the curriculum in a timely manner.

Students are expected to meet with their Faculty Advisor at least twice a semester – once for a general check-in and once more before registration opens to review and update their plan of study (if in coursework). **Students are responsible for ensuring an updated plan of study is kept on file in the PhD office each semester.**

It is the responsibility of the Faculty Advisor to:

- Review and update the student’s plan of study prior to registration
- Identify any issue and concerns that have the potential to interfere with the timely progression of their advisee
- Assist in the selection of electives and cognates according to the student’s area of interest
- Assist the student in finding a Research Practicum
- Write a short end of year summary reviewing student strengths and room for improvement using the form provided in **Appendix A (1.)** Recommended PhD student **Benchmarks** can be found on p. 27-28.
- Assist the student in preparing for their comprehensive exam committee
Submit the forms certifying the outcomes of the Comprehensive Examination
Appendix C (1.)

**Dissertation Chairs**

As a student’s dissertation topic becomes more refined, and once the student passes the Comprehensive Exam, the student will select, in consultation with their academic advisor, the Chair of the Dissertation Committee based upon the faculty member’s expertise and mutual research interests. Once the dissertation chairperson is selected, this individual assumes all advising responsibilities, including academic advising and direction of the dissertation research. The student and Chair of the Dissertation Committee will work collaboratively to identify two other members of the Committee. (Note that there is additional information about Dissertation further on in this handbook.)

It is the responsibility of the **Dissertation Committee Chairperson** to:

- Ensure that their advisees’ 3 articles are approved by herself/himself and the committee members prior to defending and that a minimum of one School of Nursing faculty is on all of the three manuscripts. If an article has been submitted prior to the formation of the committee, the committee must still vet the article to determine the appropriateness of including it as one of the dissertation’s three manuscripts;
- Vet an international committee member if applicable;
- Review the proposed research for scientific quality and provide advisory input to the student;
- Convene a dissertation proposal hearing;
- Submit the *Approval of Dissertation Proposal* Form Appendix D (3.) verifying the outcome of the student’s proposal defense.
- Work with the student to keep an up-to-date dissertation timeline on file at the PhD Office;
- Assure appropriate protection of human subjects according to IRB guidelines and procedures as well as HIPAA regulations;
- Record and communicate Committee action to the student and to the Director of the PhD Program;
- Recommend change in the membership on the Committee, subject to concurrence by the student and the Director of the PhD Program;
- Coordinate timely meetings with the other members (either face to face or via phone conference or through email);
- Convene working meetings and schedule the student’s dissertation oral defense in collaboration with the other committee members;
- Confirm dissertation defense date and meeting room with the PhD Program Director and Administrative Coordinator;
- Ensure that the *Approval of Dissertation* Form Appendix D (4.) certifying the dissertation defense outcome has been appropriately circulated and signed.

It is the responsibility of the Dissertation Committee to:

- Advise the student with respect to the research plan;
- Vet an international committee member if applicable;
- Review the dissertation proposal;
• Participate in the dissertation proposal hearing and approve the student’s research plan;
• Be available to the student regarding the research and dissertation process;
• Review the dissertation (3 articles) and, once satisfactorily completed, designate the dissertation as complete and ready to be defended orally;
• Participate in the dissertation defense;
• Sign the dissertation defense approval form in a timely matter.

Students in the dissertation phase are responsible for submitting their dissertation timeline. **Students are responsible for ensuring that an updated dissertation timeline is kept on file in the PhD Program office each semester.** Dissertation timelines should be developed in conjunction with the Dissertation Chair and include dates/time-frames for the following:

1. Dissertation committee selection
2. Proposal development
3. Proposal defense
4. IRB
5. Data collection and analysis
6. Writing outcomes
7. Oral defense

**Change of Advisor or Chair**

Certain situations may result in a student needing to change their advisor or dissertation chair (i.e. his or her advisor or chair has left the university, the student’s phenomenon of interest has changed, etc.). In order to initiate a change of advisor or chair, the student must first meet with the PhD Director to discuss. To make a change in dissertation chair, complete the Change in Dissertation Committee form (Appendix F) and submit it to the PhD Director. To request a change in advisor, complete the Change in Advisor Request Form (Appendix I) and submit it to the PhD Director.

**Academic Progression**

PhD students must maintain a GPA of 3.0 or better to progress in the program. While enrolled in the nursing PhD program at Northeastern University, you will abide by the current Northeastern University Graduate Student Handbook and the Bouvé College Graduate Policies and Regulations. Information on academic standing petitions and academic dismissal policies can be found in the Bouvé Graduate Policies and Regulations ([http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf](http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf)).

As noted in the Registrar’s Graduate Catalog ([https://www.northeastern.edu/registrar/catsugd.html](https://www.northeastern.edu/registrar/catsugd.html)): An incomplete grade may be reported by the instructor when a student has failed to complete a major component of a required course, such as homework, a quiz or final examination, or a term paper. Students can make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the chair of the department. Be aware that instructors’ policies on the granting of incomplete grades may vary and that the final decision on an incomplete grade is up to the instructor. The period for clearing an incomplete grade and for changing a grade other than an incomplete or failure (F or U) is restricted to one calendar year from the date it is first recorded on the student’s permanent record.
To clear an incomplete grade, a student must:

- Obtain an Incomplete-Grade Contract [http://www.northeastern.edu/registrar/form-inc-grade.pdf](http://www.northeastern.edu/registrar/form-inc-grade.pdf) on which the precise agreement for clearing an incomplete grade is specified and that is signed by the student and the instructor.
- Make an appointment with the instructor to arrange for clearing the incomplete grade.
- Complete the form, sign the agreement, and obtain the instructor’s signature.
- Submit the original signed form to the Nursing PhD Program Director, provide the course instructor with a copy, give a copy to the Bouve’s Office of Graduate Student Services, and retain a copy as a personal receipt.
- Upon completion of the incomplete contract, the faculty member must submit an official change of grade form.

**Registration**

PhD students are expected to register themselves for coursework (including dissertation and dissertation continuation) according to their plan of study and by the registration deadline each semester. Students are responsible for meeting with their advisor prior to registration to discuss their plan of study and update as needed. **Students are responsible for maintaining an updated plan of study on file in the Nursing PhD Office.** Academic calendars, including registration deadlines, can be found on the Registrar’s website:

[https://www.northeastern.edu/registrar/cal1718-gs-s.pdf](https://www.northeastern.edu/registrar/cal1718-gs-s.pdf)

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Please note: Students must be enrolled in at least 6 credits or semester hours per term for federal financial aid, with the exception of NRSG 9990 Dissertation. Contact the Financial Aid Office if you are unclear how your academic course load will affect your finances.

Website: [https://studentfinance.northeastern.edu/](https://studentfinance.northeastern.edu/)  
Phone: 617-373-5899

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Instructions on how to register for a course can be found in the School of Nursing Graduate Handbook under the ‘Academics’ section.  

**Students who fail to register by the deadline may be considered ‘inactive’ and lose access to university resources.** Please see the Bouvé Graduate Rules and Regulations for additional information. ([http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf](http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf))

**Directed Studies**

Directed studies may not be used to replace required courses. Directed studies should be used as a last resort when the scheduled electives and cognates fail to meet the student’s needs. Directed studies must be approved the PhD Program Director and the Bouvé College Associate Dean for Graduate Education. Students should plan to submit their Directed Study paperwork to the PhD Program director at least one month prior to the semester they wish to take the directed study.

To register for a Directed Study:

1. The student will need to identify a faculty who is willing to work with them.
2. The student meets with the faculty to develop the overview of the course and the course
goal(s), objectives, and a timeline for completion. Each Directed study must include objectives and expected deliverables. In general a minimum of 3 hours/week of effort (e.g., reading, writing, individual meetings with faculty or field work) is equated to one credit.

3. The student develops a formal written contract between them and the faculty and both parties sign. The contract includes information noted in Step 2.

4. For a doctorate level Directed Study ([NRSG 7976]), the student must complete both the University's **Graduate Directed Study Registration Form**
   https://www.northeastern.edu/registrar/form-gs-dir-study-reg.pdf
   and the **Bouvé College of Health Sciences Directed Study Form**
   https://bouve.northeastern.edu/pdf/grad-handbook.pdf,
   Attach a copy of the contract to the required University and College Forms. **These forms must be completed and approved PRIOR to Registration.**
   Given the multiple signatures required (i.e., the directed study faculty member, the SON PhD Program Director, and the Bouvé College Associate Dean of Graduate Education), students should allow ample time for planning and coordination.

5. Once approved, the student is responsible for registering for the course: **NRSG7976 Directed Study** with their listed faculty member.

**Transfer Policy**
As stated in the Bouve Graduate Policies and Regulations: A maximum of 9 semester/12 quarter hours of credit obtained at another institution may be accepted towards the degree, provided the credits consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better, have been earned at an accredited institution, and have not been used toward any other degree or certificate. These courses must have been taken within 5 years prior to the transfer and cannot be taken in the last semester prior to graduation.

In general, courses listed as **core** PhD courses **may not** be transferred.

If the course had been taken prior to matriculation at Bouvé, the student must:

- Submit to their advisor a petition requesting transfer: a petition to transfer credit form [https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf](https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf), a brief written rationale for the course(s), course description, syllabus, and the official transcript indicating successful completion of the course to be transferred.

- Upon obtaining the advisor’s approval, the student will submit the documentation mentioned above to the PhD Program Director. The Director will consult with atleast one faculty member who has either taught a comparable course or has expertise in the course content and may also consult with other faculty as needed. If the PhD Program Director is the student’s academic advisor of record, then she/he will consult with the SON Assistant Dean of Graduate Programs. All consultations will be documented in the student’s file.

- The PhD Program Director approves or denies the request, and forwards the transfer petition forms to the Bouvé Office of Graduate Student Services for processing. The PhD Program Director will email the decision to the student and advisor and keep a copy of the petition in the student’s file.

- Students must have matriculated **prior** to submitting their transfer request.
Courses that have not yet been taken but will be taken for transfer from another institution must receive pre-approval from the student’s academic advisor and the PhD Program Director. Students should follow the same steps and submit the materials as listed above, excluding their transcript, in order to receive pre-approval. Upon completion of the course, students must then submit their official transcript to the PhD Program Director. If the student has met or exceeded the minimum grade requirement of a B (3.0) then the PhD Program Director will forward the transfer paperwork to Bouvé’s Office of Graduate Student Services.

In some cases, a non-core course that was taken for credit toward a degree may be waived and another course of equivalent credits can be taken in its place. See the Bouve Graduate Policies and Regulations for full information and, if applicable, the student may seek approval from their academic advisor and the PhD Program Director.

Graduation
Please see Bouvé’s Graduate Policies and Regulations handbook for full information on graduation policies (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf).

Please note, the University has a strict policy regarding PhD students and their eligibility to participate in the PhD hooding ceremony and university convocation held in May. University-wide deadlines for PhD students, including deadlines to register for graduation and convocation, can be found here: http://www.northeastern.edu/commencement/docs/Terms_PhD.pdf

Nursing-specific deadlines can be found on p. 38.

ADMISSION REQUIREMENTS
Minimum requirements for admission to the PhD in Nursing program include:

**MSN to PhD**
- A minimum graduate GPA of 3.5
- Official transcript(s) of ALL college-level study
- A minimum GRE of 300 or equivalent for the verbal and quantitative combined and completed within the last 5 years
- Three letters of recommendation that address the applicant’s potential for a career in nursing research, with at least 2 recommendations from persons who have a PhD and can speak to the applicant’s ability to be successful in a PhD program
- Satisfactory completion of an epidemiology course and a basic statistics course
- Essay describing the applicant's goals and reason for pursing a PhD in nursing and their research area of interest
- TOEFL scores (for international applicants)
- Nursing license

**BSN to PhD**
- A minimum undergraduate GPA of 3.5
- Official transcript(s) of ALL college-level study
A minimum GRE score of 300 or equivalent for the verbal and quantitative combined, within the last 5 years
Three letters of recommendation that address the applicant’s potential for a career in nursing research, with at least 2 recommendations from persons who have a PhD and can speak to the applicant’s ability to be successful in a PhD program
Satisfactory completion of a basic statistics course
Essay describing the applicant’s goals and reason for pursuing a PhD in nursing and their research area of interest
TOEFL scores (for international applicants)
Nursing license
Competitive applicants will be invited for an interview.

For the most up to date information on the application process and admissions requirements, please visit the Bouvé College of Health Sciences Application Information page: http://www.northeastern.edu/bouve/graduate/application/.

All official documents should be sent to:
Bouvé Graduate Student Services
123 Behrakis Health Science Center
360 Huntington Ave.
Boston, MA 02115
Tel: 617.373.2708
Fax: 617.373.4701
bouvegrad@neu.edu

FINANCIAL AID & FUNDING OPPORTUNITIES
For the most up to date information on financial aid policies, including tuition and fees, please visit the Student Financial Services website: http://www.northeastern.edu/financialaid/ or contact their office directly:
354 Richards Hall
Graduate Phone: 617.373.5899
Fax: 617.373.8735
E-mail: sfs@neu.edu

Students must be enrolled in at least 6 semester hours per term for federal financial aid, with the exception of NRSG 9990 Dissertation. Students should contact the Financial Aid Office if they are unclear about how your academic course load will affect your finances.

PLEASE NOTE: Some scholarships are taxable. It is the student’s responsibility to determine if their scholarships and funding are taxable or tax exempt. Students should plan their finances accordingly.

Various types of financial aid are available through the University/College/School of Nursing. The University offers a limited number of Stipended Graduate Assistantships (SGAs) which provide up to 12 semester hours of tuition per semester and a modest stipend in return for 20 hours of research and/or teaching each week. Contact the Nursing PhD program office for more information on available SGAs.
Students are urged to seek external funding for their research! There are a number of mechanisms in place within the school to support students’ efforts to compete successfully for funding. New funding opportunities are continually emerging and students are encouraged to learn about new funding sources. Students are expected to work closely with their academic advisor to develop proposals for external funding. Additionally, students are required to inform the PhD Program Director of their plans for external funding and have all proposals for external funding **reviewed prior to submission** by faculty mentors.

**See Appendix F: Examples of Funding Resources and Deadlines**

**PHD PROGRAM REQUIREMENTS**

Northeastern University’s PhD in Nursing program focuses on understanding the influence of social determinants of health and environmental influences on individual/population health behaviors and self-management across the lifespan. The program further emphasizes the importance of valuing the contributions of the professional discipline of nursing and its interdisciplinary team relationships with other health professionals.

The curriculum consists of coursework, research practicum, a comprehensive examination (written and oral), and the completion of a research dissertation. The coursework is designed to help students solidify an area of interest and results in a dissertation. The dissertation is expected to be the foundation for a program of independent research that has the potential to enhance the health of all people, irrespective of race, ethnicity, gender, economic status or educational achievement. Course assignments are expected to assist students in critically exploring previous research in a particular line of inquiry, common theories and frameworks and methodological approaches essential to advancing their respective area of inquiry. With the support of faculty mentors, students are expected to develop professional presentations and publications from their coursework.

See Requirement chart on **p.16** for both Post-MSN and Post-BSN

In addition to the program requirements, there are a number of additional experiences that are recommended to enhance the development of the doctoral student’s scholarship (see **Other Highly Recommended Experiences, p.22**).
## Requirements for the PhD degree include successful completion of:

<table>
<thead>
<tr>
<th>Post-MSN</th>
<th>Post-BSN</th>
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<tbody>
<tr>
<td><strong>Requirement 1: Coursework</strong></td>
<td><strong>Requirement 1: Coursework</strong></td>
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<tr>
<td>a. Core Nursing Courses</td>
<td>a. Core Nursing Courses</td>
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<tr>
<td>• NRSG 7700 Science of Nursing (3cr)</td>
<td>• NRSG 7700 Science of Nursing (3cr)</td>
</tr>
<tr>
<td>• NRSG 7705 Theoretical and Conceptual Foundations in Nursing Research (3cr)</td>
<td>• NRSG 7705 Theoretical and Conceptual Foundations in Nursing Research (3cr)</td>
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<td>• NRSG 7709 Qualitative Research Methods (3cr)</td>
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<td>• NRSG 7712 Quantitative Research Methods (3cr)</td>
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<td>• NRSG 7750 Health Care of Urban Populations (3cr)</td>
</tr>
<tr>
<td>• NRSG 7755 Intervention Research (3cr)</td>
<td>• NRSG 7755 Intervention Research (3cr)</td>
</tr>
<tr>
<td>• NRSG 9984 Research Practicum (x2) (3cr/each)**</td>
<td>• NRSG 9984 Research Practicum (x2) (3cr/each)**</td>
</tr>
<tr>
<td>• NRSG 9845 Dissertation Seminar 1 (3cr)</td>
<td>• NRSG 9845 Dissertation Seminar 1 (3cr)</td>
</tr>
<tr>
<td>• NRSG 9846 Dissertation Seminar 2 (3cr)</td>
<td>• NRSG 9846 Dissertation Seminar 2 (3cr)</td>
</tr>
<tr>
<td>b. Statistics Courses</td>
<td>b. Statistics Courses</td>
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<td>• PHTH 5210 Biostatistics (3cr)</td>
<td>• PHTH 5210 Biostatistics (3cr)</td>
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<tr>
<td>• PHTH 6210 Applied Regression Analysis</td>
<td>• PHTH 6210 Applied Regression Analysis (3cr)</td>
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<tr>
<td>c. Cognates (2 Courses)</td>
<td>c. Epidemiology</td>
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<tr>
<td>d. Dissertation Seminars (x2)</td>
<td>1. NRSG 5121 Epidemiology &amp; Population Health (3cr)</td>
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<tr>
<td>• NRSG 9990 (1cr/each)</td>
<td>d. Cognates (2 courses)</td>
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<tr>
<td>e. Research Colloquium (x1)</td>
<td>e. Electives (2 courses)</td>
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<td>• NRSG 7770 Research Colloquium (core:1cr)</td>
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<td>• NRSG 9990 (1cr/each)</td>
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<td></td>
<td>g. Research Colloquium (x1)</td>
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<td></td>
<td>• NRSG 7770 Research Colloquium (core:1cr)</td>
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</tbody>
</table>

### ALL STUDENTS

**Requirement 2**
- **Note:** NRSG 9984 Research Practicum (6 credits)
- Total of 240 hours that must be completed before their Comprehensive Examination.

Students may register for 1-4 credits per semester and may start their research practicum as early as the second semester in their first year of the PhD program.

**Requirement 3**

**Comprehensive Examination:**
After completing all required coursework, students must pass a written and oral exam. This is to demonstrate that they have synthesized their doctoral coursework and are ready to undertake dissertation research.

**Dissertation Research:**
Students propose a study, conduct the research, write up their work in 3 manuscripts, and orally defend their dissertation research.
**Course Descriptions**

**NRSG 5121 Epidemiology & Population Health (required only for Post-BSN)**
Examines the theoretical basis for identification and analysis of the distribution and determinants of health problems at community, national, and international population levels. Considers health disparities that exist among specific populations and the role of government in setting policies for health promotion and disease prevention. Covers three topical areas: basic principles and population measures of epidemiology; epidemiologic study methods; and application of epidemiologic tools in interdisciplinary settings. Complements planned topics with current examples of population health issues. The goal is to understand the principles and practice of monitoring population health. Skills acquired assist advanced practice nurses, other clinicians, or administrators in critically evaluating new epidemiologic literature and in using the basic tools of epidemiology to assess population health and develop strategies for monitoring health improvement.

**PHTH 5210 Biostats**
Offers public health students an opportunity to obtain the fundamental concepts and methods of biostatistics as applied predominantly to public health problems and the skills to perform basic statistical calculations. Emphasizes interpretation and comprehension of concepts. Topics include descriptive statistics, vital statistics, sampling, estimation and significance testing, sample size and power, correlation and regression, spatial and temporal trends, small area analysis, and statistical issues in policy development. Draws examples of statistical methods from the public health practice. Introduces use of computer statistical packages.

**PHTH 6210 Applied Regression Analysis**
Builds upon the fundamental concepts and methods of biostatistics with applications to health disciplines. Topics include hypothesis testing, analysis of variance, linear regression, multiple regression, and logistic regression. Examples and readings are drawn from the public health literature. The SAS statistical software package is introduced and used throughout the course.

**NRSG 7104 Foundations in Nursing Research (required only for Post-BSN)**
Addresses the development of nursing science with specific emphasis on the importance of developing theory-based research. Includes a broad review of the various types of research studies (e.g., descriptive, causal, and relational); the steps of the research process; and the related analytic strategies and/or issues associated with each type of research study. Also reviews the guidelines for conducting critical literature reviews (i.e., systematic or meta-analyses) and how the results are used to determine the type of research study to employ. Discusses the scientific principles and integrity related to the conduct of responsible research and the means for assuring ethical integrity of research on human subjects.

**NRSG 7700 Science of Nursing**
Introduces basic concepts in philosophy of science and the development of knowledge. Explores the historical development and themes for knowledge building in nursing and healthcare. Offers students an opportunity to analyze different ways of knowing and world
views as they relate to the development of programs of research in nursing. Content from this course is applied to each student’s area of research interest. The examination of the scientific literature, identification of gaps in knowledge, and the development of research questions are completed to begin the process of developing a research plan.

**NRSG 7705 Theoretical and Conceptual Foundations of Nursing Science**
This course examines the nature of nursing’s science through a critical analysis of the current relevance of nursing theories and conceptual models to nursing’s scientific development. Various approaches to concept/theory development, analysis, and synthesis are emphasized. Students are expected to develop skills in concept/theory analysis, and synthesis and are expected to apply these skills to a formal analysis of concept relevant to their phenomena of interest. Students are also expected to provide a rationale for their selected approach to concept/theory development and its potential to guide their area of scientific focus. Students are expected to complete a formal analysis of a concept or theory of interest to them.

**NRSG 7709 Qualitative Research Methods**
This course examines published qualitative research in nursing and related disciplines, with an emphasis on major strategies of qualitative inquiry including ethnography, grounded theory, phenomenology, narrative inquiry, and case study. Students will develop beginning mastery in critique of the qualitative research, ethical issues, data analysis techniques, and proposal development.

**NRSG 7712 Quantitative Research Methods**
Introduces different types of quantitative research methods as they relate to investigation of phenomena in nursing and healthcare. Begins with a focus on defining research problems, theory testing, and causal inference, then explores a range of research designs and methodological techniques that are available for empirical research. Quantitative techniques include sampling, data collection, analysis, and interpretation.

**NRSG 7715 Measurement in Clinical Research**
Examines the concepts of measurement, sources of measurement error, control, and instrumentation as they relate to variables in clinical research. Students have an opportunity to explore the procedural aspects of measurement, criterion-referenced and norm-referenced measures, as well as the reliability and validity of measurement techniques. Discusses methods and statistical procedures used in instrument design and testing, such as instrument blueprints, factor analysis, and item response theory. Emphasizes the measurement of variables to evaluate the effectiveness of clinical interventions.

**NRSG 7750 Health Care of Urban Populations**
Provides students with an opportunity to explore the body of urban health research to identify key themes, conceptual foundations, and contemporary research findings. Examines integration of cultural and community contextual factors that affect the health status of urban populations. These include racial, ethnic, and economic health disparities; influences of the urban physical environment and the urban social environment; and the availability of and access to health and social services. Studies the influence of concepts
such as vulnerability, underserved, culture, ethnicity, poverty, discrimination, and disparities in healthcare, urbanization, diversity, social determinants of health, environmental justice, and migration on health status.

NRSG 7755 Intervention Research: Development, Implementation, and Evaluation
This seminar focuses on the critical examination of theory-based intervention research for individuals, groups, populations and systems. The seminar provides an overview of the types of theory-based interventions across the health spectrum. The development and testing of theory-based interventions will be reviewed and special attention is given to understanding the strengths and challenges of integrating technology across the development, testing, and implementation of a theory-based intervention. Emphasis also will be placed on the selection of existing interventions, the process of adaption, and the valid and reliable execution of the selected theory-based intervention through the examination of such issues as treatment, fidelity, intervention duration, context, and interventionist expertise. Intervention research developed for efficacy, effectiveness, and implementation will be compared and contrasted.

NRSG 7770 Research Colloquium
Offers doctoral students an opportunity to explore in-depth key concepts in nursing and healthcare research. Led by a faculty expert, offers students an opportunity to engage in meaningful dialogue and analysis to examine the concept from multiple perspectives.

NRSG 9984 Research Practicum (A total of 6 credits are required).
Students may register for 1 to 4 credits per semester and must complete the requisite 6 credits before they are allowed to take their PhD comprehensive exam.
Offers an opportunity to conduct research under faculty supervision.

NRSG 9845 Dissertation Seminar 1
Guides students through the beginning of the research process as they prepare their dissertation proposals, including writing the literature review and outlining the research design for their projects. Students have an opportunity to work with their dissertation advisors both individually and in small groups.

NRSG 9846 Dissertation Seminar 2
Provides students with an opportunity to finalize their dissertation proposals and make the necessary arrangements to begin their investigations by completing the design and methods and obtaining Investigative Review Board approval. Students have an opportunity to work with their dissertation advisors both individually and in small groups.
Cognates and Electives

**Cognates** are courses that are taken outside of nursing and should provide depth and breadth to the student’s phenomenon of interest. Some examples of outside disciplines include public health, developmental psychology, healthcare policy administration, family and human relations, and sociology. **Electives** may be taken in nursing or an area related to the student's dissertation research, including appropriate methodology and statistics courses.

**How to find cognates and electives**
- Go to Northeastern University’s Registrar web page: [http://www.northeastern.edu/registrar/](http://www.northeastern.edu/registrar/)
- Click ‘Banner Course Schedule’
- Select the appropriate term
- Under ‘subject matter,’ select the subject matter(s) you are interested in. To select multiple subject matters, hold down the control key as you click each subject matter.
- Under ‘course level’ select ‘graduate’

**Examples of Cognates**
- PPUA 7247 Doctoral Seminar in U.S. Health Policy and Management (3cr)
- STRT 6220 Strategic Management for Healthcare Organizations (3cr)

**Examples of Electives**
- NRSG 6301 Human Resources and Operations (3)
- NRSG 6302 Health Policy and Law (3)
- NRSG 6303 Nursing Business (2)
- NRSG 6304 Health Care Informatics (4)
- NRSG 6305 Case Management (2)

**Research Practicum**
Nursing PhD students are required to complete six credits of supervised research practicum (NRSG 9984) with a seasoned researcher who is conducting research. Students may register for 1 to 4 credits of Research Practicum per semester. The purpose of the practicum is to promote the research experience and to develop student research skills through engagement with an active research project. Research practicum activities vary and may include any or all of the following aspects of the research process:
- Assisting with or conducting critical literature reviews
- Developing proposals
- Developing human subjects’ guidelines
- Recruiting and consenting participants
- Collecting data
- Managing data
- Analyzing data
- Developing presentations
- Writing scholarly research paper(s)
The research practicum can start as early as the student’s second semester of study in the first year of the PhD program. The process begins with the student identifying a research mentor whose research aligns with the student’s area of interest.

Six credits of Research Practicum must be completed prior to registration for comprehensive exams. **Paid research assistant hours cannot be used for the six credit Research Practicum requirement.** Students may complete their practicum hours with one research mentor or several.

### Research Practicum Breakdown for a Semester

<table>
<thead>
<tr>
<th># of Credits</th>
<th># of Research Hours</th>
<th>Suggested Hours per Week (based on 12 week semester)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>3.5</td>
</tr>
<tr>
<td>2</td>
<td>80</td>
<td>6.5 to 7</td>
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<td>3</td>
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<tr>
<td>4</td>
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<td>13.5</td>
</tr>
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</table>

**Process:**

Different Research Practicum sites may have additional paperwork and requirements. We highly recommend that students start establishing their Research Practicum at the beginning of the semester prior to their Research Practicum semester(s) or earlier.

1. **Students must have a viable MA RN license.**

2. **PhD students, with the support of their advisor, are responsible for identifying a research member with whom they can learn the research process and will work with them on the mentor’s research project. This mentor is often the student’s faculty advisor. You can find a sample letter explaining the Research Practicum to potential research leaders in Appendix B (1.).**

3. **Students and research mentors will meet to clearly define the objectives of the research practicum. The student will then complete the Research Practicum Proposal Form found in Appendix B (2.), gather the required signatures, and submit it to the SON PhD Program Director no later than 1 month before the beginning of the Research Practicum semester.**

4. **Students **MUST** ensure they have the proper clearance to conduct research at their site. Certain hospitals require credentialing and/or clinical clearance, even if the student is also an employee of that institution. To determine if your site requires these, please contact Anitra Williams-Nance, Graduate Program Manager, in the SON Clinical Placement Office (CPO): An.williamsnance@neu.edu**

5. **Upon approval of the Research Practicum, the student is responsible for registering for NRSG 9984.**

6. **Students may change faculty research mentors by notifying the Director of the PhD program and submitting a new Research Practicum Proposal Form.**

7. **Students will report their research activities and hours by maintaining a Research Practicum Activity Log (or similar documentation). See Appendix B (3.). At the conclusion of the research practicum, the research mentor must sign the student’s completed log, indicating that the research practicum objectives have been met, and the student must submit a copy of that log to the SON PhD Program Director.**

8. **At the conclusion of the research practicum, the student is responsible for**
submitting completed evaluations to the PhD Program Director’s office: 
the Research Practicum Mentor’s Evaluation Appendix B (4.) and the Research 
Practicum Student’s Evaluation Appendix B (5.)

Other Highly Recommended Experiences
The required experiences described above are designed to develop expertise in a selected area as evidenced by the student’s ability to conduct research, communicate information to a variety of audiences and provide service to the profession and community. Success involves the combined efforts of the student, adviser, and all involved in the doctoral program. Other experiences that may enhance development of the doctoral student are highly recommended and include:

- Attend a grant writing workshop at the Office of Research Development
  [http://www.northeastern.edu/resdev/training/workshops/](http://www.northeastern.edu/resdev/training/workshops/)
- Attend NUCare seminars:
  [http://www.northeastern.edu/nucare//?s=NUCare+seminars](http://www.northeastern.edu/nucare//?s=NUCare+seminars)
- Paper or poster presentation at a scientific conference
- Attend a research conferences (e.g., ENRS)
- Submission of a research grant application undertaken as part of a course or a research project with a faculty member, or as an individual effort.
  Examples: a National Research Service Award (NRSA), a Sigma Theta Tau International (STTI) Chapter Research Grant, or a foundation’s Request for Proposal (RFP).
- Service to the university, school and nursing profession
  Examples: hosting potential students, participating in fundraising or recruitment, serving as a graduate student representative on a School of Nursing committee (e.g., PhDProgram Committee) or on a university committee or student organization.
- Professional membership
  Examples: Sigma Theta Tau International (STTI), American Nurses Association (ANA), or a specialty organization such as the Oncology Nursing Society, Association of Nurses in AIDS Care, American Heart Association, American Association of Critical Care Nurses, NAPNAP, etc.

Bouvé Doctoral Professional Development Seminar
Students are highly encouraged to attend Bouvé College’s Doctoral Professional Development Seminars when offered.

Sample Plans of Study
The following pages include templates for the recommended plans of study (POS) for post-masters and post-baccalaureate students. To best meet individual student needs, a POS may be adjusted in collaboration with their SON faculty academic advisor and with the permission of the PhD Program Director. Please note however, many courses may only be offered in the semester listed and course scheduling is dependent on faculty availability.
<table>
<thead>
<tr>
<th>Year 1</th>
<th>CR</th>
<th>Semester/yr</th>
<th>Comments/Transfers</th>
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</thead>
<tbody>
<tr>
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<td>The Science of Nursing</td>
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<td>X</td>
</tr>
<tr>
<td>PHTH 5210</td>
<td>Biostatistics of Public Health</td>
<td>3</td>
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</tr>
<tr>
<td>NRS 7705</td>
<td>Theoretical/Conceptual Foundations</td>
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<td>Cognate 1</td>
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<tr>
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<td>Cognate 2</td>
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<td>Measurement in Clinical Research</td>
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**Note:** All coursework above must be completed PRIOR to taking Comprehensive Exam.

**Projected date for comprehensive exams:**

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**Total Program Credits:** 48

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</table>

*Although the credit is 0, student will still be charged a dissertation continuation fee.

**Students should meet with their financial aid advisor to discuss specific financial requirements.

**Notes:**

Advisor’s Signature: ___________________________ Date: __________
Student’s Signature: ___________________________ Date: __________
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**Note:** All coursework above must be completed PRIOR to taking Comprehensive Exam.

**Projected date for comprehensive exams:** [Insert date] (semester/year)

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</tr>
</tbody>
</table>

*Although the credit is 0, student will still be charged a dissertation continuation fee.

**Students should meet with their financial aid advisor to discuss specific financial requirements.

**Notes:**

**Advisor’s Signature:** ____________________________  **Date:** ____________

**Student’s Signature:** ____________________________  **Date:** ____________
## Plan of Study

**School of Nursing**  
**PhD Program**  
**Post-BSN Full Time**  
**Plan of Study**  
**revised October 2017**

### Year 1

<table>
<thead>
<tr>
<th>CR</th>
<th>Semester/YR</th>
<th>Comments/Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 7700</td>
<td>The Science of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PTH 5210</td>
<td>Biostatistics of Public Health</td>
<td>3</td>
</tr>
<tr>
<td>NRS 7104</td>
<td>Foundations in Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NRS 5121</td>
<td>Epidemiology &amp; Population Health</td>
<td>3</td>
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<tr>
<td>PTH 6210</td>
<td>Applied Regression Analysis</td>
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<tr>
<td>NRS 7750</td>
<td>Health Care of Urban Populations</td>
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**Total: 18**

### Year 2

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<td>NRS 7715</td>
<td>Measurement in Clinical Research</td>
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<tr>
<td>NRS 7712</td>
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**Total: 18**

### Year 3

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<td>NRS 9845</td>
<td>Dissertation Seminar 1</td>
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<tr>
<td>NRS 7755</td>
<td>Interventions Research</td>
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<td>NRS 7755</td>
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**Total: 22**

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### Note:

All coursework above must be completed PRIOR to taking Comprehensive Exam.  

**Projected date for comprehensive exams: __________________ (semester/year)**

### Year 4

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**Total: 2**

**Total Program Credits: 60**

### Continuation

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<td>Dissertation Continuation</td>
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*Although the credit is 0, students will still be charged a dissertation continuation fee.*

**Students should meet with their financial aid advisor to discuss specific financial requirements.**

**Notes:**

**Advisor’s Signature: ___________________________**  
**Date: ___________________________**

**Student’s Signature: ___________________________**  
**Date: ___________________________**
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<thead>
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<td>NRSG 7770</td>
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**Note:** All coursework above must be completed PRIOR to taking Comprehensive Exam.

**Projected date for comprehensive exams:** (semester/year)

<table>
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<th>Year 5</th>
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<th>Semester/YR</th>
<th>Comments</th>
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<tr>
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| Total Program Credits: 60 |

<table>
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*Although the credit is 0, student will still be charged a dissertation continuation fee.

**Students should meet with their financial aid advisor to discuss specific financial requirements.

Notes:                                                                                             

Advisor’s Signature: _____________________________ Date: ____________

Student’s Signature: _____________________________ Date: ____________
<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
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</thead>
<tbody>
<tr>
<td><strong>Knowledge Dissemination</strong></td>
<td><strong>Leadership</strong></td>
<td><strong>Independent Research</strong></td>
</tr>
<tr>
<td>- Submit Annual Report to dissertation committee</td>
<td>- Become a member of Professional Organization</td>
<td>- Submit dissertation proposal(s) to support post-doctoral fellowship opportunity for a post-doctoral fellowship</td>
</tr>
<tr>
<td>- Submit Paper(s) for publication</td>
<td>- Submit Paper(s) for publication</td>
<td>- Submit Paper(s) for publication</td>
</tr>
<tr>
<td>- Attend regional and/or national meetings related to research interests</td>
<td>- Attend regional and/or national meetings related to research interests</td>
<td>- Attend regional and/or national meetings related to research interests</td>
</tr>
<tr>
<td>- Participate in ENRS or annual meeting</td>
<td>- Participate in ENRS or annual meeting</td>
<td>- Participate in ENRS or annual meeting</td>
</tr>
<tr>
<td>- Submit Paper(s) for publication</td>
<td>- Submit Paper(s) for publication</td>
<td>- Submit Paper(s) for publication</td>
</tr>
<tr>
<td>- Identify and begin research practicum</td>
<td>- Complete Research Practicum experience</td>
<td>- Continue to work with research mentor as warranted</td>
</tr>
<tr>
<td>- Submit NRSA (F31) to NIH for supervised pre-doctoral research training award.</td>
<td>- Select dissertation committee: develop and defend dissertation proposal</td>
<td>- Submit goals and timeline for dissertation completion to advisor, PhD Director and dissertation committee</td>
</tr>
<tr>
<td>- Attend regional and/or national meetings related to research interests</td>
<td>- Attend regional and/or national meetings related to research interests</td>
<td>- Attend regional and/or national meetings related to research interests</td>
</tr>
<tr>
<td>- Complete NIH/CITI certifications</td>
<td>- Complete NIH/CITI certifications</td>
<td>- Complete NIH/CITI certifications</td>
</tr>
<tr>
<td>- Prepare for Comp Exam</td>
<td>- Prepare for Comp Exam</td>
<td>- Prepare for Comp Exam</td>
</tr>
<tr>
<td>- Submit Paper(s) for publication</td>
<td>- Submit Paper(s) for publication</td>
<td>- Submit Paper(s) for publication</td>
</tr>
<tr>
<td>- Identity and begin research practicum</td>
<td>- Identity and begin research practicum</td>
<td>- Identity and begin research practicum</td>
</tr>
<tr>
<td>- Submit Abstract to ENRS or national meeting</td>
<td>- Submit Abstract to ENRS or national meeting</td>
<td>- Submit Abstract to ENRS or national meeting</td>
</tr>
<tr>
<td>- Submit Final Dissertations to committee</td>
<td>- Submit Final Dissertations to committee</td>
<td>- Submit Final Dissertations to committee</td>
</tr>
</tbody>
</table>

**Recommended Requirements**

- NEU PhD Handbooks
- Attend relevant lectures, seminars and workshops
- Attend relevant lectures, seminars and workshops
- Attend relevant lectures, seminars and workshops
- Attend relevant lectures, seminars and workshops
- Attend relevant lectures, seminars and workshops
- Attend relevant lectures, seminars and workshops

**Recommended Requirements**

- On-going Maintenance of Knowledge Synthesis of Gain Research Expertise
- Regular Research Experience with advisor and dissertation committee
- Regular Research Experience with advisor and dissertation committee
- Regular Research Experience with advisor and dissertation committee
- Regular Research Experience with advisor and dissertation committee
- Regular Research Experience with advisor and dissertation committee
- Regular Research Experience with advisor and dissertation committee
<table>
<thead>
<tr>
<th>YEAR</th>
<th>SYNTHESIS OF KNOWLEDGE</th>
<th>INDEPENDENT RESEARCH</th>
<th>EXPERTISE</th>
<th>KNOWLEDGE OF SYNTHESIS OF KNOWLEDGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 1</td>
<td>Maintain required grades per Graduate &amp; NEU PhD Handbooks</td>
<td>Attend required lectures &amp; workshops</td>
<td>Regular meetings with advisor and dissertation committee</td>
<td>Continue to work with research mentor</td>
</tr>
<tr>
<td>YEAR 2 &amp; 3</td>
<td>Prepare for &amp; select dissertation committee</td>
<td>Complete comprehensive exam</td>
<td>Become familiar with IRB process and prepare materials for submission</td>
<td>Complete dissertation research questions and specific aims</td>
</tr>
<tr>
<td>YEAR 3</td>
<td>Finalize dissertation research questions and specific aims</td>
<td>Develop specific aims for NRSA or other grant proposal</td>
<td>Prepare material for submission</td>
<td>Begin to identify dissertation area of interest</td>
</tr>
<tr>
<td>YEAR 4</td>
<td>Revise paper(s) and resubmit any previous papers</td>
<td>Submit final dissertation to committee</td>
<td>Attend ADVANCE at Northeastern or Advance at CANS</td>
<td>Attend ENRS or national meeting</td>
</tr>
<tr>
<td>YEAR 3</td>
<td>Identify and begin dissertation research practicum</td>
<td>Complete research practicum</td>
<td>Participate in interdisciplinary seminars</td>
<td>Become a member of professional organizations</td>
</tr>
<tr>
<td>YEAR 2 &amp; 3</td>
<td>Identity and begin dissertation research practicum</td>
<td>Complete research practicum</td>
<td>Attend ENRS or national meeting</td>
<td>Attend ADVANCE at Northeastern or Advance at CANS</td>
</tr>
<tr>
<td>YEAR 2</td>
<td>Contact faculty leaders across &amp;/or outside NEU who are experts in your research area of interest</td>
<td>Contactor faculty leaders across &amp;/or outside NEU who are experts in your research area of interest</td>
<td>Attend ENRS or national meeting</td>
<td>Attend ENRS or national meeting</td>
</tr>
<tr>
<td>YEAR 1</td>
<td>Identity and begin dissertation research practicum</td>
<td>Identity and begin dissertation research practicum</td>
<td>Attend ENRS or national meeting</td>
<td>Attend ENRS or national meeting</td>
</tr>
</tbody>
</table>

**Required**

- Identity and submit applications for post-doctoral fellowships
- Write and submit dissertation findings
- Collect and analyze data for dissertation
- Continue to work with research mentor
- Submit paper for publication (per year)
- Attend ENRS or national meeting related to research interests
- Submit abstract to ENRS or national meeting
- Participate in interdisciplinary seminars
- Become a member of professional organizations (e.g. STTI-Gamma Epsilon Chapter; ENRS)
- Provide service to professional organizations (e.g. STTI-Gamma Epsilon Chapter; ENRS)
- Attend ADVANCE at Northeastern programs
- Attend NUCare Seminars
- Become familiar with and research team and research practicum mentor

**Recommended**

- Identity and submit applications for post-doctoral fellowships
- Write and submit dissertation proposal to dissertation director and dissertation committee
- Complete ENRSC (E.g. STTI-Gamma Epsilon Chapter) certification
- Attend ENRSC (E.g. STTI-Gamma Epsilon Chapter) seminars
- Attend ENRSC (E.g. STTI-Gamma Epsilon Chapter) conferences and plan attendance
- Attend ENRSC (E.g. STTI-Gamma Epsilon Chapter) conferences and plan attendance
- Attend ADVANCE at Northeastern programs
- Attend NUCare Seminars
- Become familiar with and research team and research practicum mentor
- Submit abstract to ENRS or national meeting
- Participate in interdisciplinary seminars
- Become a member of professional organizations (e.g. STTI-Gamma Epsilon Chapter; ENRS)
- Provide service to professional organizations (e.g. STTI-Gamma Epsilon Chapter; ENRS)
- Attend ADVANCE at Northeastern programs
- Attend NUCare Seminars

**On-going Requirements**

- Maintain required grades per Graduate & NEU PhD Handbooks
- Attend required lectures & workshops
- Regular meetings with advisor and dissertation committee
- Write & defend dissertation proposal to dissertation director and dissertation committee
- Submit paper for publication (per year)
- Attend ENRS or national meeting related to research interests
- Submit abstract to ENRS or national meeting
- Participate in interdisciplinary seminars
- Become a member of professional organizations (e.g. STTI-Gamma Epsilon Chapter; ENRS)
- Provide service to professional organizations (e.g. STTI-Gamma Epsilon Chapter; ENRS)
- Attend ADVANCE at Northeastern programs
- Attend NUCare Seminars

**Recommendation**

- Post-doctoral fellowships
- Independent Research
- Expertise
- Knowledge of Synthesis of Knowledge
**Oral and Written Comprehensive Exam**

The second part of the curriculum is the comprehensive examination (written and oral). The purpose of the comprehensive exam is to ascertain whether the student is prepared to advance to doctoral candidacy. The exam intends to provide a sample of the student’s capacity for original thought, research knowledge, and substantive knowledge, including the analysis and synthesis of knowledge in nursing science.

A student in good academic standing (no outstanding incompletes or failures in required course work) may take the comprehensive examination after their last semester of course work.

**Scheduling**

Comprehensive exams are offered at the end of each semester: e.g., Spring (late April/ early May), Summer (late August/early September), or Fall (mid-January). Students are given three days to complete the written component. Students are then expected to defend their responses during an oral examination scheduled within two weeks following the written component.

**Registration for Comprehensive Exams**

Students must be officially registered for the semester in which they will be taking the exam. Students intending to sit for the comprehensive exam should deliver the Comprehensive Examination Application Form [see Appendix D (1.) of PhD Handbook] to the PhD Program Director within the first three weeks of the semester in which the student intends to sit for the exam. Students must also notify their advisor by the same date. A letter should be sent at this time from the Disability Resource Center if a student requires any accommodations during the written exam. For more information on disability services, please visit their website:

http://www.northeastern.edu/drc/

**Comprehensive Examination Committee**

All members of the Examination Committee must be full time members of the SON faculty. In consultation with her/his academic advisor, the student selects two members of their Examination Committee from among doctorally prepared nursing faculty with an active program of research, one of whom has expertise in the student’s area of interest. The SON PhD Program Committee will select the third member of the student’s Examination Committee. The Examination Committee is subject to approval by the Director of the PhD Program prior to the mid-term of the semester in which the comprehensive examination will take place. A chair of the student’s Examination Committee is then elected by its 3 members.

**Written Examination**

The written component of the comprehensive examination is completed outside the traditional classroom. Students may use their own computers and resources, or rely on University resources to complete the exam on campus. All students will have the same 3-day period of time to write the exam. For example, questions will be emailed to students at 8:30 AM on a Friday and students must email their answers by 8:30 AM the following Monday.
Students’ responses to all questions must be in the form of an essay, should follow current APA format, and need to be logical, substantive, and concise. References for all unoriginal ideas must be cited appropriately and a reference list included for each question. The examination should be typed in 12-point font, and double spaced with 1-inch margins. The suggested page limit is 12 pages per question. Students should submit their completed exam as an MSWord File and not as a PDF.

**Students are expected to adhere to Northeastern University’s Academic Integrity Policy** [http://www.northeastern.edu/osccr/academic-integrity-policy](http://www.northeastern.edu/osccr/academic-integrity-policy)

**Students are NOT allowed to give or receive any assistance with writing responses to the Comprehensive Examination and may not share their questions or answers with other students. Violations will be subject to academic discipline.**

**Oral Examination**

No later than two weeks after the completion of the written portion of the exam, an oral examination will be held. The oral exam will focus on the student’s area of research but will also include knowledge from within the discipline, health care of urban and underserved populations, and clinical research methods. This is an opportunity for the students to verify, clarify, and expand upon their written responses.

The oral examination will last no more than one hour. Members of the student’s comprehensive examination committee will conduct the oral examination.

**Results of the Examination and Retesting**

The student must successfully complete each of the questions and the oral defense to pass the exam. If a student fails to adequately answer one or more of the questions, then she/he must rewrite the question(s) that were unsatisfactory. A pre-negotiated timeline for completing the retest will be developed by the student’s comprehensive exam committee. If the questions are not adequately answered on the second attempt, then the student fails. The following grading system is used:

- **Pass** P
- **Fail** F

After the completion of the comprehensive examination, the chairperson of the student’s examination committee submits the official PhD Comprehensive Examination Ballot found in Appendix D (2.), graded and signed by each member of the committee, to the PhD Program Director. The student receives a copy of the ballot. Upon successful completion of the comprehensive exam, the student advances to PhD candidacy.
Consequences of Failure
A student who fails the doctoral comprehensive examination may repeat the examination once within 2 years of the original examination pending approval of the PhD Program Director. Based on the evaluation of the examination, the comprehensive examination committee may make recommendations for additional course work or other instruction. These recommendations will be kept in the student’s academic file. Failure to pass upon the second attempt will result in dismissal from the program.

Dissertation Process & Timeline
A dissertation, the third component of the program, is required for satisfactory completion of the requirements of the Doctor of Philosophy Degree (PhD). The dissertation entails an original research project that demonstrates the student’s mastery of relevant knowledge and methods. The originality of the dissertation may consist of the discovery of significant new information, the development of new methods or theories, the testing of a new intervention, or the achievement of a new synthesis. Given the diverse nature of nursing research, dissertations address a wide range of topics and draw on a variety of research designs and methods. The value of the dissertation depends on the significance of the problem, quality of the design, rigor of execution, and clarity of its exposition.

Undertaking the dissertation is a process that unfolds during the course of doctoral study. Through course work and ongoing consultation with faculty mentors, students refine their area of interest, immerse themselves in the literature on their chosen topic, and develop the methodological skills necessary to carry out their proposed study. Key aspects of the process include selecting and working with the dissertation committee, writing and successfully defending the dissertation proposal, and carrying out and successfully defending the completed dissertation (dissertation defense).

In consultation with their faculty advisor and members of their dissertation committee, students should give serious thought to the scale of the proposed dissertation topic. There should be reasonable expectation that the project can be completed in a minimum of one year. The dissertation is meant to set the stage for a lifetime program of research. The quality of the investigation should lend itself to publication in a refereed journal.

Applicants admitted in fall 2010 and thereafter must follow the 3 manuscript dissertation format. Students admitted before fall 2010 should refer to the 2014-2015 guidebook for dissertation options.

Registration for Dissertation
Upon completions of their comprehensive exam, students will enroll in NRSG 9990 Dissertation (1 cr/1 semester hour) with their Dissertation Chair. Students are required to complete two semesters of NRSG 9990 Dissertation. NRSG 9990 is considered full time. If after enrolling in 2 semester hours of NRSG 9990 a student has not completed your dissertation, then the student will be required to register and pay for NRSG 9996 Dissertation Continuation until the dissertation is completed and successfully defended.
While NRSG 9996 is equivalent to 0 semester hours, there is a dissertation continuation fee as well as a dissertation fee. The most up to date fees can be found at on the Financial Aid website: [http://www.northeastern.edu/foundationyear/tuition/index.html](http://www.northeastern.edu/foundationyear/tuition/index.html)

Students enrolled in NRSG 9990 or NRSG 9996 are expected to keep an updated timeline in the PhD office. Timelines should be updated as needed each semester and include:

- Dissertation committee selection
- Proposal development
- Date for proposal defense
- Timeframe for IRB submission
- Timeframe for 3 required manuscripts
- Timeframe for data collection and analysis
- Timeframe for writing outcomes
- Date for dissertation defense

**Phases of Dissertation Development**

The dissertation process is generally viewed as having six phases:

1. Dissertation committee selection
2. Proposal development
3. Proposal defense
4. Data collection and analysis
5. Scholarly written outcome of the investigation
6. Oral defense and committee approval

**1. Dissertation Committee Selection**

Upon qualification as a PhD candidate, you will select a three member Dissertation Committee:

- The chair of the committee must be a member of the School of Nursing faculty.
- At least two committee members (including the chair) must have faculty appointments in Bouvé College of Health Sciences.
- You may elect to have your third member and, if desired, any additional members from outside Bouvé or the University.
- In the case of international dissertations, an additional fourth committee member must be selected from the country in which the dissertation will be conducted. The fourth member must be a full time faculty member in a school of nursing, must submit a current CV that will be vetted by the other three members of the committee. The identified international nursing faculty must agree to directly oversee the data collection process and agree to report any violations of human subjects. The vetted international member also must agree to actively participate in the dissertation committee by phone, email, or webinar.

Prior to approaching the potential committee members, the student should develop a 2-5 page concept paper that will be available for distribution to potential committee members. The purpose of the paper is to fully inform the Dissertation Committee of the content and scope of the research proposal. It should include:

1. Brief overview of the topic
2. Brief summary of literature (ideally in table form)
3. Summary of methods
4. Anticipated or completed manuscripts
5. Proposed timeline for completion

Once all members have agreed to serve on the student’s committee, the student, with the support of her/his Committee Chair, should complete the Dissertation Committee Appointment Form - Appendix D (1.) and submit it to the PhD Program Director. If the committee members change over the course of the dissertation process, then the student is responsible for completing the Change in Dissertation Committee Form - Appendix D (2.).

2. Proposal Development
Once students have completed coursework and passed the Comprehensive Examination, they are eligible to write and defend their research proposal. Students shall defend their proposal within one year from the time of achieving candidacy. The Dissertation Chair is responsible for certifying that all necessary courses and requirements have been completed. The Dissertation Proposal is developed in close collaboration with the Dissertation Chair and Committee members.

The dissertation proposal typically ranges from 25 to 50 pages and should include the following components:

- Introduction – clearly define the general topic, issue or area of concern and thereby establish a well-reasoned context for the literature review.
- Theoretical Framework & Literature Review – relevant trends on the topic and conflicts in theory, methodology, conclusions and/or gaps in knowledge. Explanation of the study’s scope and why the topic was chosen; description of the organization of the proposal.
- A set of hypotheses, proposition or questions that the student intends to pursue. This section should draw upon the previous two sections so as to provide a justification for the hypotheses, propositions or questions.
- Procedure of the methods to be used to address the proposed hypotheses, propositions or questions. If the dissertation proposes to test hypotheses, this section should describe the quantitative analytical procedures to be used. If the dissertation proposes to address a set of propositions or questions, it should describe the qualitative and analytical procedure to be used. A dissertation may rely on mixed methods, including both quantitative and qualitative approaches.
- IRB – if human subjects are involved, address how IRB requirements will be met
- Limitations of the proposed research
- Timeline – tentative outline of anticipated steps in the dissertation process and proposed time to completion
- Description of proposed research site(s)
- Bibliography

All candidates will use computerized data management and analysis strategies, which should be planned during the proposal stage. It is strongly recommended that candidates
are knowledgeable in the use of the appropriate analysis software at the time they finalize
the proposal. This will assist in preparing instruments for coding. The candidate
should also prepare a codebook and preliminary plans for data analysis at this time. For
a list of software available to students, visit NEU’s ITS website:
http://www.northeastern.edu/its/service_cat/software-hardware/.

3. Proposal Defense
The student and Dissertation Committee determine a date and time for the defense of the
dissertation proposal. The student is responsible for contacting the PhD program’s
Administrative Coordinator to reserve a room, A/V equipment, and conference line
(if needed) at least 2 weeks prior to the defense date. The proposal defense meeting is
confined to the student and Dissertation Committee only. The student will present a 20-30
minute overview of the proposed research. The committee members will have the
opportunity to ask questions in relation to the oral presentation of the written proposal. All
members of the Dissertation Committee must approve the proposal. If there are conditions
that require further development, the student will continue to work with the committee to
fulfill any requirements before proceeding with the research. The student should bring the
Approval of Dissertation Proposal Form - Appendix D (3.) to the defense and obtain the
requisite signatures. The completed form is given to the PhD Program Director, with copies
held by the advisor and student.

4. Data Collection and Analysis
IRB Approval (Research involving human subjects)
Following the proposal defense, but prior to any data collection, research involving human
subjects (or data derived from human subjects) must be submitted to the Northeastern
University Institutional Review Board (IRB) for approval.

Information about the IRB approval process and relevant forms to be completed and
submitted can be found on the NEU website:
http://www.northeastern.edu/research/hsrp/forms/

To ensure timely follow-up with all issues, students will place the name, phone and email
address of the Chair of their dissertation committee as the alternative contact person for all
IRB communication. It is important to remember that the IRB process includes terminating
the proposal at the end of the research process and maintaining necessary updates with
IRB. Students are advised to contact Nan Regina, Director, Division of Human Subjects
Research Protection at n.regina@northeastern.edu with any questions or concerns
regarding IRB approval for the study.

Students are responsible for submitting a copy of IRB Assurance Form and IRB Approval to
the PhD office for their file.

Data Collection and Analysis
After the proposal has been reviewed and approved by the IRB, the candidate may proceed
with data collection. It is advised that the candidate, with consultation of the Dissertation
Chair, establish timelines for data collection and analysis.
Unanticipated events or IRB requirements may necessitate changes in the study methods of the original proposal. If such changes are required, the candidate must secure approval of all committee members in writing. Any committee member may request that the committee meet to discuss the changes. The Dissertation Chair is responsible for resolving any conflicting points of view among committee members regarding the dissertation. Any change in methods must be approved by the Northeastern University IRB.

The candidate should plan on working closely with the Dissertation Chair and/or other committee members in the interpretation of the data and in determining additional analyses to be conducted. Students are encouraged to review their analyses and interpretations and to contact Bouvé Research Office for any additional assistance. It is strongly encouraged that students meet with their full committee after initial analysis is completed to review findings and determine if additional analysis should be conducted. The candidate should allow ample time for interpreting and writing the results.

For a list of software available to students, visit NEU's ITS website: http://www.northeastern.edu/its/service_cat/software-hardware/.

5. Scholarly Written Outcome of the Investigation
The final product will consist of a minimum of three (3) manuscripts of publishable quality that have been submitted, will be submitted, or are already published in a peer-reviewed journal. The specific number of articles suitable for a particular dissertation report is based on the agreement of the PhD candidate and the Dissertation Committee. The manuscripts must contribute to a unified work.

- One manuscript must be data-based and report the results of the student's dissertation research.
- The other manuscripts may be of other types such as a conceptual analysis and/or theory application related to the study, an integrated review or a systematic review of the literature pertinent to the study, instrument development, methodological issues, or clinical application of the findings to practice (i.e., significance to nursing).

Format
The format of the manuscripts will be dictated by the guidelines of the peer-reviewed journal to which it is submitted. The journals selected need to be approved by the Dissertation Chair.

The three paper dissertation format should consist of five chapters. The first chapter is the introduction and includes a summary of the body of the work while chapter two through four should be the three prepared manuscripts that have received prior approval (from dissertation chair and/or committee members) and are ready for submission, have been submitted, or are already published. The final chapter, chapter five, is a synthesis and summarizes the conclusions from the research. The dissertation should follow the following format guidelines:

1. The dissertation should begin with an introduction (Chapter 1) that describes the study problem, including the purpose of the study, its significance, and the research
aims or questions that were approved by the committee in the proposal defense. The introduction also should state how each published/publishable paper will be incorporated into the overall dissertation.

2. The rationale, methods and findings of the dissertation can be described within the published/publishable papers. (Chapters 2, 3, and 4). Each paper should be presented as a separate chapter of the dissertation and should be clearly linked to one or more of the original study aims/questions. If key aspects of the dissertation’s methods and/or results are not included in any of the papers, then these aspects must be included as an additional chapter to assure that methods and results critical to the study aims/questions are fully addressed within the dissertation.

3. The final chapter (5) should reflect a synthesis of the dissertation findings for all stated aims, and research questions, describe/interpret the overall significance of the dissertation results, and identify the implication for advancing nursing science and practice. Please note that this chapter should include how the each paper’s finding provide distinct contribution to the overall dissertation research.

4. If the student so chooses, and with the approval of the Dissertation Chair, appendices may be included that contain other relevant materials including an IRB approval letter, forms used for the research process, and data if relevant.

The following table of contents format is recommended for your dissertation:

**The Table of Contents (sample)**

Dissertation Title Page (no page # inserted but counted as page i)
Copyright (blank)...........................................................................ii
Dedication and Acknowledgement (if desired)..............................iii
Abstract ..............................................................................................#
Table of Contents ..............................................................................#
List of Tables (if appropriate).........................................................#
List of Figures (if appropriate).........................................................#
Chapters
  1 Introduction ....................... (no page # inserted but counted as page 1)
  2 Paper 1 (paginated separately)
  3 Paper 2 (paginated separately)
  4 Paper 3 (paginated separately)
  5 Summary and Conclusions (Summarizes the 3 papers as a whole)......#
Appendices ......................................................................................#

**Requirements for the Three Article Dissertation**
The PhD program allows students who published papers during their doctoral program to use these papers as part of their dissertation. The following are the requirements and format for the three article dissertation:

1. Any publications (or publishable papers) to be used in the dissertation must represent research or scholarship comparable in scope and contribution to the standard dissertation.

2. A minimum of three papers should be included that are full-length articles in line with expectations for reviews or reports of original research that are found in recognized journals. At least one of the papers must be a data-based manuscript. Abstracts,
monographs or short summaries are not acceptable. Each paper must be prepared under the supervision of at least one member of the dissertation committee.

3. The student must be the primary author of the papers, with content based on scholarship or research conducted primarily by the student.

4. Potential content, authorship, journals for submission, and anticipated dates for submission of each paper will be agreed upon by the student and dissertation committee when the committee meets to approve the student’s dissertation proposal. If there is a change in one or more of the papers, the student must receive approval from the chair or/and committee members.

5. If papers are submitted for publication prior to the final defense of the dissertation and are to be included within the dissertation, they must have approval of all dissertation committee members.

6. Papers not yet submitted at the time of the final defense, must be approved by all committee members as ready for publication. The committee’s assessment of readiness should consider:
   i. Coherence and substantive quality of the content,
   ii. Congruence with the guidelines and format of the journal to which a paper is being submitted, and
   iii. Agreed upon date for submission.

7. At least one paper must be fully formatted for the chosen journal and ready for submission by the time of graduation.

8. When determining authorship on papers, students should refer to the Publication Manual of the American Psychological Association for information on ‘publication credit.’

Copyright

Students whose manuscripts are accepted for publication before completion of the dissertation should be aware of the agreement that is signed when a journal accepts an article for publication. At that time, the student assigns rights to the journal as publisher. The student must obtain written permission from the copyright holder to include the material in the dissertation. Failure to do so would be in violation of U.S. copyright laws. All copyright permissions should be secured before finalizing the formatting of the dissertation.

6. Oral Defense and Committee Approval

When the Dissertation Chair believes that the dissertation manuscript is complete (minimum of three articles, one of which is the written report of the study), the manuscript will be circulated to the members of the Dissertation Committee. Within two weeks the Chair will contact the committee members to determine the state of readiness of the manuscript(s) for the final oral defense. If revisions are recommended, the Chair will notify the candidate.
Scheduling of Oral Defense

When, in the opinion of the Chair, committee, and the candidate, the appropriate revisions have been made, the final defense may be scheduled. The final defense meeting date should be scheduled at a time that all Dissertation Committee members are available. The Dissertation Chair is responsible for communicating the date to the Administrative Coordinator and PhD Director at least 2 weeks prior to the defense date. The Administrative Coordinator will make arrangements for a room, AV equipment, and announce the defense within the School of Nursing and the Bouvé College of Health Sciences. The School of Nursing requires all dissertation defenses to be publicized in advance and to be open to all faculty and students.

Deadlines to defend for the 2017-2018 academic year are as follows:

<table>
<thead>
<tr>
<th>Deadline to Defend</th>
<th>Convocation</th>
<th>Graduation/Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall – November 8, 2017</td>
<td>May 2018</td>
<td>January 2018</td>
</tr>
<tr>
<td>Spring – March 20, 2018</td>
<td>May 2018</td>
<td>May 2018</td>
</tr>
<tr>
<td>Summer – July 17, 2018</td>
<td>May 2019</td>
<td>August 2018</td>
</tr>
</tbody>
</table>

University-wide deadlines for PhD students, including deadlines to register for graduation and convocation, can be found here: [http://www.northeastern.edu/commencement/](http://www.northeastern.edu/commencement/) and here: [https://www.northeastern.edu/cssh/graduate/commencement/deadlines](https://www.northeastern.edu/cssh/graduate/commencement/deadlines)

Format of Oral Defense

The candidate will open the defense with a brief (no more than 30 minutes) presentation with appropriate slides (no more than 20 slides). The presentation is followed by questions from the Dissertation Committee followed by questions from the general audience members. The candidate is expected to respond to substantive and methodological questions related to the research. The public questioning will last no more than 30 minutes.

At the end of the questioning, the Dissertation Chair will excuse everyone except the Dissertation Committee members. The committee members will be polled for their vote (pass or fail). Upon successful defense, the student will have committee members sign the School of Nursing Approval of Dissertation Form – Appendix D (4). It is the chair’s responsibility to submit the document to the PhD Administrative Coordinator to receive the PhD Program Director’s and SON Dean’s signatures. The student must then schedule a meeting with the Associate Dean of Graduate Education at Bouvé College to obtain the final required signature. A copy must be submitted to the SON PhD Office.

Evaluation Criteria

The candidate will be evaluated upon both the quality and significance of the research manuscripts and the oral defense of the findings. The Dissertation Committee will have primary responsibility for evaluating the candidate’s research including the written dissertation, the formal oral presentation, and the candidate’s responses to questions.

Approval of the Dissertation Committee, with no more than one dissenting vote, is necessary for the recommendation of awarding a degree. The Chair will forward the School
of Nursing and Bouvé College Dissertation Approval Forms to the Director of the PhD Program.

If revisions are needed, the Chair will maintain the forms until all edits are completed to the satisfaction of the committee members. (Note: If major edits of the dissertation are required, the Committee Chair may decide to withhold the forms for signature by the Committee Members until after the major edits are approved.)

Faculty are reminded that the dissertation is either approved or disapproved, and there are no “conditional” passes. In the event of disapproval, the candidate may be permitted to redo the defense in not less than six months and not more than two years from the time the initial defense was held. Only one opportunity for another defense is given. Any candidate who is granted this privilege shall retain the status and obligations of a graduate student until the time of the second defense (i.e. must maintain matriculation through continuous enrollment).

Final Editing and Submission
After a successful defense, the candidate will edit the dissertation based on recommendations.

To meet degree requirements, students must complete the following at least 2 weeks prior to the end of the semester:

1) Upon successful defense of the dissertation or thesis, the student must have the School of Nursing Dissertation Approval form signed by the members of their dissertation committee. - Appendix D (4.)

2) Submit an electronic copy of the thesis/dissertation following the directions outlined on appendix J and at http://etdadmin.com/northeasternbouve. Students are encouraged to include a cover letter explaining the three manuscript process.

3) Make an appointment with the Associate Dean of Graduate Education to submit the Bouvé dissertation approval form. - Appendix D (4.). Once the Associate Dean has signed the form, a copy should be brought to the SON PhD Program office.

4) PhD students must also submit a Survey of Earned Doctorates form to the Bouvé Graduate Office before commencement. This survey will be sent to the student by the Bouvé Graduate Office.

Please see the Bouvé College Graduate Policies and Regulations Handbook 2017-2018 on requirements for dissertation submission and graduation policies.

After the dissertation is submitted electronically and approved by the graduate school, it will be cataloged in NUCAT and within 8-12 weeks made available online in both ProQuest and IRIs, the Northeastern University Libraries Institutional Repository, for research purposes. If you do not wish your dissertation or thesis immediately to be placed in IRIs because you are planning a patent application or formal publication, please opt for one of the embargo options (from 6 months to 2 years) when you submit your paper to ProQuest. The University Libraries will honor the embargo request before making your paper
available via IRis and the Internet. If you have any questions, please contact Joan Krizack, the University Archivist, at j.krizack@northeastern.edu, 617/373-8318. The Northeastern University Archives and Special Collections Department contact information is: Tel #617-373-2351 or email archives@northeastern.edu.

The School of Nursing requires PhD students to submit one copy of their bound dissertation to the PhD Program Director. This copy will remain in the School of Nursing Archives for research purposes and is available for consultation by scholars. For this reason, the physical quality of this bound copy is very important. The minimum requirements for this submitted copy are:

- Paper used in the submitted copy must be chosen for its permanence and durability. The paper must weigh a minimum of 20 lbs. and have a watermark that confirms that the paper is either one of the brands listed below, or that it is acid-neutral or 100% rag (cotton) content. The following papers or their equivalents are acceptable:
  - Crane’s Thesis Paper
  - Eaton Thesis Paper
  - Hollinger Acid-Free Bond
  - Mead Premium Business Stationery with 100% Cotton Fiber
  - Permalife Bond Paper
  - Perma-Dur Papers
  - Southworth 100% Cotton Fiber Paper
  - Strathmore Bond or 100% Cotton Paper
  - Xerox Archival Bond

- Print resolution of the copy must be laser quality and double spaced. Either single or double sided printing may be used.

- Left and right hand margins must be at least 1¼" (one and one-quarter inches) to allow for binding and trimming. Top and bottom margins must each measure 1" (one inch) or 2.54 centimeters.

- The original sign off sheet with original signatures of the review committee, the School of Nursing Dean, and the Associate Dean/Director of the Graduate School, Bouvé College of Health Sciences must be included with the submitted copy.

- The library website contains useful information for searching and viewing dissertations: http://www.lib.neu.edu/archives/collections/theses_dissertations/

You may register your dissertation or order your copy or copies of others from Bell and Howell (http://www.bellhowell.infolearning.com/en-US/products/dissertations/) which publishes dissertations and theses, sells copies on demand, and maintains the definitive bibliographic record for over 1.5 million doctoral dissertations and master’s theses.

To order bound copies of your dissertation, contact ACME Bookbinding Company, 100 Cambridge Street, Charlestown, MA (617.242.1100), or one of the larger photocopying businesses. You can also order it through ProQuest Dissertation Publishing. Orders are delivered to individuals within 5-7 business days. See Appendix E for additional information on preparing your dissertation manuscript for submission.
Sample Checklist for PhD Student Requirements

- Schedule 2+ meetings with Faculty Advisor or Dissertation Chair per semester (minimum)
- Coursework (p.16): Track through updating Program of Study: sent to PhD Admin/Director
- Benchmarks (see p. 27)
- Comprehensive Examination
  - Written Exam
  - PowerPoint
  - Oral Exam
- Dissertation
  - Concept Paper
  - Dissertation Committee Formation
  - Dissertation Proposal
  - IRB
  - Data Collection
  - Data Analysis
  - Dissertation
    - Manuscript 1: ______________________________
    - Manuscript 2: ______________________________
    - Manuscript 3: ______________________________
  - Dissertation defense (contact PhD Admin. Coordinate to schedule)
  - Revisions and submission of manuscript
    - ProQuest
    - Meet with Associate Dean of Graduate Students at Bouvé
    - Submit copy of signed Dissertation Approval form to PhD Office
    - Submit a hard copy of dissertation to the PhD Office
- Register for graduation
RESOURCES & USEFUL LINKS

LIST & BIOS OF SCHOOL OF NURSING FACULTY
http://www.northeastern.edu/bouve/nursing/directory/

LIST & BIOS OF BOUVE FACULTY AND STAFF
http://www.northeastern.edu/bouve/directory/

ACADEMIC CALENDAR
http://www.northeastern.edu/registrar/calendars.html

TIPS FOR CREATING POSTERS
http://www.aaea.org/UserFiles/file/Poster_Powerpoint_AgEcon_Search.pdf

APA PUBLICATION MANUAL, 6TH EDITION
http://www.apastyle.org/manual/

BOUVE COLLEGE OF HEALTH SCIENCES GRADUATE POLICIES AND REGULATIONS
https://bouve.northeastern.edu/undergraduate/student-manual/

COS FUNDING OPPORTUNITIES DATABASE
http://pivot.cos.com/funding_main

DIGITAL REPOSITORY SERVICE (DRS, FORMERLY IRIS)
http://library.northeastern.edu/services/drs-digital-repository-service

GRADUATE STUDENT GOVERNMENT
http://www.northeastern.edu/gsg/

GRADUATE PETITION TO TRANSFER CREDITS

IRB FORMS
http://www.northeastern.edu/research/facts_rates_forms/forms/#human_forms
RESOURCES & USEFUL LINKS

LIBRARY SERVICES
http://library.northeastern.edu/

PROQUEST
http://www.proquest.com/

PROQUEST DISSERTATION SEARCH

LIBRARY SERVICES
http://library.northeastern.edu/

PROQUEST
http://www.proquest.com/

PROQUEST DISSERTATION SEARCH

PROQUEST DISSERTATION SUBMISSION
http://www.etdadmin.com/cgi-bin/main/submschools

SOFTWARE DOWNLOADS
myneu.neu.edu Click on Services and Links. Scroll down to Software Downloads
https://www.northeastern.edu/its/general-access/

STUDENT FINANCIAL SERVICES
http://www.northeastern.edu/financialaid/graduate/index.html
School of Nursing PhD Program
Academic Advisor Review of Progress Form

Student Name: ________________________________  ID #: ________________________________

Progress Report for Academic Year: _______ to _______
Semester/Year Student Matriculated: ____________________

1. Comments Regarding Student Progress Over the Past Academic Year
   Please refer to the Benchmarks outlined on pages 27-28 of the School of Nursing PhD Program Handbook

   Required Elements of Progress

   Other Exemplars of Progress

2. Student Progress in Developing a Program of Research

3. Other comments / concerns / recognitions regarding student progress

__________________________________________  ________________________________
Faculty Advisor Signature                    Date

I have read these comments and discussed them with my advisor.

__________________________________________  ________________________________
Student Signature                           Date

Please submit a copy of this completed form to the SON PhD Program Office
School of Nursing PhD Program
Review of Progress Form: PhD Dissertation-Phase Semester Check List

Note: Students enrolled in NRSG 9990 or NRSG 9996 are expected to communicate their dissertation timeline with PhD Director and Admin Coordinator. Timelines should be updated each semester.

Academic Year: \[\square\square\square\] Fall Semester \[\square\square\square\] Spring Semester \[\square\square\square\]

I. Dissertation committee selection
   a. Chair:
   b. Member:
   c. Member:
   d. Other:
   e. Comments:

II. Proposal Development: Start Date: \[\square\square\square\square\]
    Describe your progress from your start date:

III. Proposal Defense Date: \[\square\square\square\] Is this date confirmed? Yes\[\_\] No\[\_\]

IV. Describe your working timeframe for a timely IRB submission:

V. Describe your working timeframe to get your 3 required manuscripts:

VI. Describe your working timeframe for data collection and data analysis:

VII. Describe your working timeframe for writing your outcomes

VIII. Date for Dissertation Defense: \[\square\square\square\] Is this date confirmed? Yes \[\_\] No \[\_\]

Student Comments/Concerns:
School of Nursing Ph.D. Change of Academic Advisor Form

Name of Student: ____________________________ NU ID #: __________________

After discussing the matter with both faculty members and the PhD Program Director, I request a change of advisor as follows:

From: ____________________________

(Print Name of Present Advisor)

To: ____________________________

(Print Name of New Advisor)

Signatures

Student: ____________________________ Date: ______________

Current Advisor: ____________________________ Date: ______________

New Advisor: ____________________________ Date: ______________

PhD Program Director: ____________________________ Date: ______________

*Please return this completed form to the SON PhD Program Office*
Letter for Potential Research Mentor

Dear Prospective Research Mentor,

Nursing PhD students are required to complete six credits of supervised research practicum (NRSG 9984) with a seasoned researcher who is conducting research. The purpose of the practicum is to promote the research experience and to develop the student’s research skills through engagement with an active research project. Research practicum activities vary and may include any or all of the following aspects of the research process:

- Assisting in literature reviews
- Developing proposals
- Recruiting and consenting participants
- Collecting/generating/analyzing data
- Developing presentations and disseminating findings within a scholarly research paper
- Aspects of project managing, developing a budget, and if possible and if warranted, experience with participating in interventions or clinical trials

The research practicum can start as early as the student’s second semester of study in their first year of the PhD program. The process begins with the student identifying a research mentor whose research aligns with the student’s area of interest.

Six credits of Research Practicum must be completed prior to registration for comprehensive exams. Paid research assistant hours cannot be counted towards the research practicum hour requirement. Students may complete their practicum hours with one research mentor or several.

<table>
<thead>
<tr>
<th># of Credits</th>
<th># of Research Hours</th>
<th>Suggested Hours per Week (based on 12 week semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>3.5</td>
</tr>
<tr>
<td>2</td>
<td>80</td>
<td>6.5 to 7</td>
</tr>
<tr>
<td>3</td>
<td>120</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>160</td>
<td>13.5</td>
</tr>
</tbody>
</table>

Process:
1. PhD students, with the support of their academic advisor, are responsible for identifying a research mentor with whom they can learn the research process and work on the mentor’s research project. (This mentor is often the student’s faculty academic advisor.)
2. Students and research mentors will meet to clearly define the objectives of the research practicum. The student will then complete the Research Practicum Proposal Form, gather the required signatures, and submit that to the PhD Program Director at least 1 month in advance of the beginning of the Research Practicum semester.
3. Students may change faculty research mentors by notifying the PhD Program Director and submitting an updated Research Practicum Proposal Form.
4. Students will document their research activities and hours by maintaining a Research Practicum Activities Log. At the conclusion of the research practicum, the student and research mentor must sign that form, indicating that the research practicum objectives have been met, and submit that form to the PhD Program Director.
5. Also at the conclusion of the practicum, the research mentor and student must each complete a Research Practicum Evaluation and return those forms to the PhD Program Director. The student should also provide their faculty academic advisor with a copy.
School of Nursing PhD Program Research Practicum Proposal Form

Student Name: ____________________________  Student ID #: ____________________________

Research Mentor Name: ____________________________  Email: ____________________________

Title: ____________________________  Organization: ____________________________

Anticipated # of Research hours: ______ and corresponding # of Credits: ______

Brief description of the research project:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Objectives of the Research Practicum (may be attached as separate document):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signatures:

Student: ____________________________  Date: __________

Research Mentor: ____________________________  Date: __________

Faculty Advisor: ____________________________  Date: __________

PhD Program Director: ____________________________  Date: __________
## Research Practicum Activity Log

**Student:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**Research Mentor:**

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<tr>
<th>Date</th>
<th>Activity</th>
<th>Hours</th>
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</table>
# Research Practicum Mentor’s Evaluation

**Updated July 2017**

<table>
<thead>
<tr>
<th></th>
<th>1 Extremely Satisfied</th>
<th>2 Very Satisfied</th>
<th>3 Satisfied</th>
<th>4 Not at all Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>How satisfied were you with the student’s work ethic?</td>
<td></td>
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<tr>
<td>How satisfied were you with the student’s preparation and follow through?</td>
<td></td>
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<tr>
<td>How satisfied were you with the student’s research skills?</td>
<td></td>
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</tbody>
</table>

1. What would you describe as the student’s strengths:

2. What would you describe as the student’s areas for improvement?

3. What are your overall recommendations for the student as he/she continues to develop his/her research knowledge and skills?

Research Mentor’s Signature: ________________________________  Date: ___________
PhD Research Practicum Student’s Evaluation

Updated July 2017

Student’s Name: _________________________________  Mentor’s Institution: __________________________

Mentor’s Name: _________________________________  Practicum:  From _____/_____/_____ To _____/_____/_____

<table>
<thead>
<tr>
<th></th>
<th>1 Extremely Satisfied</th>
<th>2 Very Satisfied</th>
<th>3 Satisfied</th>
<th>4 Not at all Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>How satisfied were you with the research practicum?</td>
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<tr>
<td>How satisfied were you with the mentor-mentee relationship?</td>
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<tr>
<td>How helpful was the practicum for preparing you for your dissertation?</td>
<td></td>
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</tr>
</tbody>
</table>

1. What would you describe as your strengths during this research practicum?

2. What areas do you need/want to work on as you continue to develop your research knowledge and skills?

3. What advice would you offer other students based upon your experiences during this research practicum?

Student’s Signature: _________________________________  Date: _____________
Northeastern University  
Bouvé College of Health Sciences  
School of Nursing

Appendix C (1.)  
PhD Comprehensive Examination Application Form  
Updated July 2017

Student’s Name: ________________________________ Date: __________

Student’s Signature: ________________________________

Semester/Year of Comprehensive Exam: ________________________________

Chairperson (Academic Advisor): ________________________________

Proposed Committee Members: ________________________________

___________________________________________________________________

Student’s Comments: ________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

PhD Program Director’s Comments: ________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

PhD Program Director’s Approval:

________________________________________________________

Signature Date

52 | P a g e
PhD Comprehensive Examination Ballot

Student’s Name: ____________________________ Date of Oral Exam: ________

Comp. Committee Chairperson: ____________________________

Comp. Committee Members: ____________________________

Examination Results:

PASS  ____ The written comprehensive examination is satisfactory

FAIL  ____ The written comprehensive exam is unsatisfactory.

Signatures of the Examination Committee:

________________________________________  __________________________
Chairperson                  Date

________________________________________  __________________________
Member                      Date

________________________________________  __________________________
Member                      Date

PhD Program Director:

________________________________________  __________________________
Signature                  Date
The Dissertation Committee is selected by the student. This committee will recommend the student to the candidacy for the Ph.D. degree. They will guide the student during the dissertation process and will judge the acceptability of the dissertation. There will be a minimum of three committee members. The chair of the Committee must be a member of the School of Nursing faculty. At least two committee members (including the chair) must have full-time faculty appointments in Bouvé College of Health Sciences. The student may elect to have one or two additional committee members from outside the School of Nursing or outside of Northeastern University.

**Student’s Name:** ___________________________ **ID #:** ___________________________

The following faculty members have agreed to serve on the student’s Dissertation Committee:

<table>
<thead>
<tr>
<th>Committee Chairperson</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member, School of Nursing</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Committee Member, Department</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Committee Member, Department</td>
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<td>Date</td>
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<tr>
<td>Committee Member, Department</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Approval:** Signatures below indicate approval of this Dissertation Committee.

<table>
<thead>
<tr>
<th>Director, PhD Program</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, School of Nursing</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Submit completed form to the SON Ph.D. Program Director or Administrative Coordinator*
Change in Dissertation Committee Request

Updated July 2017

To: ___________________________________________ Date: __________
    PhD Program Director

From: ____________________________________________
    Doctoral Student’s Name (Printed)                Signature

Does this include a change of Dissertation Chair?  ___ yes  ___ no

Please include a brief description of reasons for proposed changes:
_________________________________________________________________
_________________________________________________________________

<table>
<thead>
<tr>
<th>Previous Committee</th>
<th>New Committee</th>
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<tbody>
<tr>
<td>Committee Chair</td>
<td>Committee Chair</td>
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<td>Committee Member</td>
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Approval: Signatures below indicate approval of this new Doctoral Committee

Committee Chair ___________________________ Date __________
New Committee Chair (if applicable) ___________ Date __________
New Committee Member ______________________ Date __________
New Committee Member ______________________ Date __________
New Committee Member ______________________ Date __________

Director, PhD Program ______________________ Date __________
Dean, School of Nursing _____________________ Date __________
To: Director, PhD Program in Nursing

From: ____________________________  ____________________________  ____________________________
Dissertation Chair  ____________________________  Date

______________________________  ____________________________
Doctoral Student’s Name  NEU ID#

______________________________  ____________________________
Area of Concentration  Date Admitted to PhD Program

**The Dissertation Committee has approved the doctoral student's dissertation proposal, a copy of which is attached.**

**Dissertation Title:**

________________________________________________________________________

________________________________________________________________________

**Approvals:** Signatures below indicate approval of the attached dissertation proposal and recommendation to candidacy for the Ph.D. Degree.

______________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________
Dissertation Chair  Committee Member  Committee Member  Committee Member  Committee Member  Committee Member  Director, PhD Program

**Submit this form to the SON PhD Program Office**
Date of Dissertation Defense: ___/___/____

Student’s Name: ____________________________  NU ID # ______________

Date Admitted to PhD Program in Nursing: ___/___/____

The Doctoral Committee of the above named student has approved the dissertation entitled:

__________________________________________________________________________

__________________________________________________________________________

**Approvals:** Signatures below indicate approval of the dissertation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Dissertation Chair</td>
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<td>Committee Member</td>
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<td>Committee Member</td>
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<tr>
<td>Director, Nursing PhD Program</td>
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<tr>
<td>Dean, School of Nursing</td>
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<tr>
<td>Associate Dean of Graduate Education</td>
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</table>

After this form has been signed by the **Dissertation Committee Chair and Members** as well as the **SON PhD Program Director** and **SON Dean**, the student must also obtain the signature of the **Bouvé College Associate Dean of Graduate Education**.

*The student must also provide a copy of the completed form to the SON PhD Program Office.*
Preparation for Submission (Including Supplemental Files)

Submit as a PDF
The manuscript of your dissertation must be submitted to UMI Dissertation Publishing in Adobe PDF format. When preparing your PDF, be sure to do the following:
• Embed all fonts (further information is provided below related to embedding fonts)
• Make sure there is no password protection on the PDF
• Ensure that security settings allow printing

Verify Proper Formatting
UMI Dissertation Publishing makes no changes to the formatting or content of submitted manuscripts. Therefore, the burden of how the manuscript looks when it is accessed or printed is entirely the responsibility of the author. UMI strongly recommends that individual author takes responsibility for reformatting the document into Adobe PDF, for checking the reformatted document for accuracy, and for submitting the PDF document to the graduate school or library for publication.

Abstract
We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations. Additionally, our print indexes allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript. For additional information regarding formatting of abstracts, please see the FAQ here: http://www.etdadmin.com/cgi-bin/main/faq?siteId=164#ts10

Manuscript Specifications
Your dissertation will be produced in digital, print and microform and/or microfiche format. Your library may have a standing order for reduced (6" x 9") size bound copies. Achieving a legible copy of acceptable quality in all of these formats and sizes requires a conservative approach to paper size and quality, fonts, font sizes, spacing, images and graphics. Your institution may provide you with specifications for some or all of these details, in addition to specifications for required sections, organization, pagination, and others. In cases of variation, your institution's specifications supersede ours. Please adhere to either/both your institutional specifications and those that follow here to ensure the highest quality reproduction of your work.

MAKE SURE all your fonts are embedded. See the end of this guide for instructions on embedding fonts. Manuscripts without embedded fonts can cause ALL punctuation and formatting to disappear when the document is printed from the digital file, and causes delays in our publishing process.
## File Format: Manuscript

Adobe PDF required. **NO compression; NO password protection; NO digital signature.** You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.

## Multimedia files and formats

Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.

**Images**

GIF (.gif); JPEG (.jpeg); TIFF (.tif)

**Video**

Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)

**Audio**

AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)

**Margins**

Left: 1"; Right: 1"; Top and Bottom: 1".

Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾" from edge of page.

**Fonts**

**Embedded fonts REQUIRED.** Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.

**Line spacing**

Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.

**Color**

PDF and Print reproductions will include all color material. Microfilm reproductions will NOT preserve color; colors will appear in shades of gray.

### Supplementary Materials

If supplementary materials - like audio, video, and spreadsheets - are part of your dissertation or thesis, you can submit them as supplementary files during the online submission process. Upload them as part of the submission process, and provide a description of each supplementary file or files in the abstract of your graduate work.

- **Do not embed media files in your PDF:**
- **Upload media files as supplementary files:** During online submission, you will be asked to upload any supplementary files.
- **Describes files in your abstract:** Add a description of each supplementary file in your abstract.
Supporting Documentation for Supplementary Materials
Including supplementary materials with your submission will require additional paper
documentation before we can complete the publishing process. For further information see
“Sample Permission
Letter for Use of Previously Copyrighted Material”
  • Reprint Permission Letters:

If you are going to include multimedia material covered under someone else’s copyright -
an audio or video clip, a digital photograph, etc. - you must provide us with written
permission to include it.
• Third Party Software Licenses (if needed):
If you are including third party software with your submission, you must provide written
permission to distribute it. Note that this is different than including a file generated by a
particular program - i.e., including a copy of Microsoft Excel is different than including
an.xls file generated in Excel. You do not need a software license to include an.xls file.

Additional paper documentation, when required, can be mailed at:
Dissertations Acquisitions
ProQuest
789 E. Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106-1346

Embedding Fonts
This guidance assumes you are writing your manuscript in MS Word on a PC. If you are
using a Mac, similar guidance can be found in help files.
Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of
recommended TrueType fonts and point sizes. Then:
1. On the Tools menu, click Options, and then click the Save tab.
2. Select the Embed TrueType fonts check box.
3. Save the document.

Alternatively, if you have Acrobat Professional available to you, you can follow the excellent
instructions provided by the Graduate Thesis Office at Iowa State University:
  1. Open your document in Microsoft Word.
  2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."
  3. Click on Advanced Settings.
  4. Click on the Fonts folder on the left side of the new window. In the lower box on the
     right, delete any fonts that appear in the "Never Embed" box. Then click "OK."
  5. If prompted to save these new settings, save them as "Embed all fonts."
  6. Now the Change Conversion Settings window should show "embed all fonts" in the
     Conversion Settings drop down list and it should be selected. Click "OK" again.
  7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF.
     Depending on the size of your document and the speed of your computer, this
     process can take 1-15 minutes.
8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."

9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.

10. If you see "(Embedded Subset)" after all fonts, you have succeeded.

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<th><strong>Some recommended TrueType fonts and point sizes</strong></th>
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<tbody>
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<tr>
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<tr>
<td><em>Georgia</em></td>
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<tr>
<td>Lucida Bright</td>
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<tr>
<td>Microsoft Sans Serif</td>
<td>10pt</td>
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<tr>
<td>Tahoma</td>
<td>10pt</td>
</tr>
<tr>
<td><em>Times New Roman</em></td>
<td>12pt</td>
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<tr>
<td><em>Trebuchet MS</em></td>
<td>10pt</td>
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<tr>
<td><em>Verdana</em></td>
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</table>

*Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis onscreen, you may wish to improve the readability of your text by using one of these fonts.*
Appendix F

Examples of Potential Funding Resources*

*Please factor in time needed to obtain letter(s) of support and verification of student status.

Northeastern University’s PhD Network [https://phd.northeastern.edu/network/resources/](https://phd.northeastern.edu/network/resources/)
Northeastern offers a wealth of resources and services to support the research, education, career planning and development, and wellbeing of all PhD students. Check out the website:

<table>
<thead>
<tr>
<th>Type/Source</th>
<th>Grant Application</th>
<th>Brief Description</th>
<th>Considerations</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEU Graduate Student funding to attend/present at conferences</td>
<td>Graduate Student Government <a href="http://www.northeastern.edu/gsg/?page_id=28">http://www.northeastern.edu/gsg/?page_id=28</a></td>
<td>Up to $375 per academic year for reimbursement of conference expenses.</td>
<td>-Must be a full-time student and in good standing</td>
<td>Varied based on conference date. Generally two months in advance.</td>
</tr>
<tr>
<td>NEU Graduate Thesis/Dissertation Research Grant</td>
<td>Grant from Northeastern University <a href="http://www.northeastern.edu/research/funding/graduate-funding/graduate-thesisdissertation-research-grant/">http://www.northeastern.edu/research/funding/graduate-funding/graduate-thesisdissertation-research-grant/</a></td>
<td>The purpose of this Grant Program is to support the scholarly research of graduate students at Northeastern University.</td>
<td>-Full-time students (registration for NRSG 9990 Dissertation Coursework is considered full-time)</td>
<td>Variable, see website.</td>
</tr>
<tr>
<td>NIH NINR Pre-doctoral fellowship/ Training</td>
<td>NIH NINR NRSA Pre-Doctoral Fellowship (F31) <a href="https://www.ninr.nih.gov/training/trainingopportunities/extramural">https://www.ninr.nih.gov/training/trainingopportunities/extramural</a> For other NIH Programs for Graduate &amp; Clinical Students see <a href="https://researchtraining.nih.gov/career/graduate">https://researchtraining.nih.gov/career/graduate</a></td>
<td>-Individual pre-doctoral fellowship can be submitted after beginning the doctoral program. Provides 60% of tuition/fees, health insurance, and a monthly stipend. -Very prestigious award, 1-5 years of funding</td>
<td>-Proposal from submission to award can take up to 9 to 12 months -Often has to be submitted twice. (If already at the dissertation stage, then this is not the ideal opportunity.)</td>
<td>April 8 Aug 8 Dec 8</td>
</tr>
<tr>
<td>AACN</td>
<td>American Association of Colleges of Nursing</td>
<td>See website for various resources for students. <a href="http://www.aacnursing.org/Students">http://www.aacnursing.org/Students</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACCN Scholarship Members of AACCN only</td>
<td>American Association of Critical-Care Nurses Continuing Professional Development Scholarships</td>
<td>See website <a href="https://www.aacn.org/education/scholarship">https://www.aacn.org/education/scholarship</a></td>
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<td></td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th>Source/Type</th>
<th>Grant Application</th>
<th>Brief Description</th>
<th>Considerations</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS Doctoral Degree Scholarships in Cancer Nursing</td>
<td><a href="https://www.cancer.org/research/we-fund-cancer-research/apply-research-grant/grant-types/doctoral-degree-scholarship-nursing.html">https://www.cancer.org/research/we-fund-cancer-research/apply-research-grant/grant-types/doctoral-degree-scholarship-nursing.html</a></td>
<td>Awarded to graduate students pursuing doctoral study in the field of cancer nursing research, and preparing for careers as nurse scientists. Initial awards are made for up to two years with the possibility of a two-year renewal. There is a stipend of $15,000 per year.</td>
<td></td>
<td>Oct 16, 2017</td>
</tr>
<tr>
<td>AHRQ Agency for Healthcare Quality and Research - Sponsored Training Opportunities</td>
<td>See website <a href="https://www.ahrq.gov/funding/training-grants/index.html">https://www.ahrq.gov/funding/training-grants/index.html</a></td>
<td></td>
<td>See website</td>
<td></td>
</tr>
<tr>
<td>ANF American Nurses Foundation</td>
<td>See website <a href="http://www.anfonline.org/Doc-Vault/Programs/NursingResearchGrant">http://www.anfonline.org/Doc-Vault/Programs/NursingResearchGrant</a></td>
<td></td>
<td>See website</td>
<td></td>
</tr>
<tr>
<td>FNSNA Foundation of the National Student Nurses’ Association</td>
<td>See website <a href="http://www.forevernursing.org/promis-of-nursing-regional-faculty-fellowship-graduate.html">http://www.forevernursing.org/promis-of-nursing-regional-faculty-fellowship-graduate.html</a></td>
<td></td>
<td>See website</td>
<td></td>
</tr>
<tr>
<td>STTI Research Grants Sigma Theta Tau International</td>
<td>e.g., NEU’s Chapter - Gamma Epsilon – offers a competitive research grant</td>
<td>Must be a member</td>
<td>January</td>
<td></td>
</tr>
<tr>
<td>MOD Graduate Nursing Scholarships March of Dimes</td>
<td>See website <a href="http://www.marchofdimes.org/professionals/graduate-nursing-scholarships.aspx">http://www.marchofdimes.org/professionals/graduate-nursing-scholarships.aspx</a></td>
<td></td>
<td>See website</td>
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Students are also encouraged to explore addition opportunities for scholarships and/or research grants, such as through their work place, government agencies, and professional organizations.
The Nurse Faculty Loan Program (NFLP) is authorized under Title VIII, Section 846A of the Public Health Service Act, as amended by the Nurse Reinvestment Act of 2002, to increase the number of qualified nursing faculty. The NFLP supports the establishment and operation of a loan fund at the participating institution to provide financial support to graduate students enrolled full or part-time in a nursing education program that prepares nursing faculty; up to 85% of the loan is forgiven if the recipient assumes a fulltime teaching position after graduation.

https://bhw.hrsa.gov/loansscholarships/nursecorps/lrp

Northeastern University is a participating school.

Contact the PhD office for more information.

Additional information on types of aid for graduate students can be found here: http://www.northeastern.edu/financialaid/aid/graduate/typesofaid/.

NU School of Nursing participates in the Advanced Education Nursing Traineeship Program, authorized under the US Public Health Service Act, Title VIII, Section 811. Through this program grants are awarded to eligible institutions to provide financial support through traineeships for registered nurses enrolled in advanced education nursing programs to prepare nurse practitioners, clinical nurse specialists, nurse midwives, nurse anesthetists, nurse administrators, nurse educators, public health nurses and nurses in other specialties requiring advanced education. The award amount varies from year to year. Students can apply for Traineeship funding by contacting the School of Nursing Academic Programs Office.

The Dr. Martin Luther King, Jr. Graduate Fellowship is available to graduate students of African origin who have been accepted into a Northeastern University graduate program. The fellowship covers the full cost of tuition and general fees. Candidates must be able to document American citizenship or permanent resident status.

http://www.northeastern.edu/aai/mlk-fellowship

For further information contact Dr. Richard L. O’Bryant – r.o’bryant@neu.edu

(617)373-3143, at the John D. O’Bryant African-American Institute.

Faculty who have funded research and training grants often will have Research Assistantship or Stipend Graduate Assistantship positions for full-time students. The number, type and support available through these opportunities will vary from year to year. Information about the positions available in a given year can be obtained by contacting the PhD Office.

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Students may contact Maria Morelli, [617-373-5899, m.morelli@northeastern.edu] Associate Director, Graduate Financial Aid, in Northeastern University’s Student Financial Services for information about graduate student loans and available financial aid.

https://studentfinance.northeastern.edu/applying-for-aid/graduate/