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INTRODUCTION

WELCOME

Welcome to the PhD Program in Nursing at Northeastern University!

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 the Bouvé 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. Students and faculty will be notified of any changes throughout the year.

With that said, our hope is that this handbook can be used as a resource and guide throughout the PhD journey, which can be a long and arduous process, but also incredibly rewarding and transformative. This handbook consolidates as much information as possible to give you an idea of each stage and process involved in the PhD Nursing programming.

Please direct any questions regarding this handbook to the Program Director, Dr. Barbara Guthrie (b.guthrie@northeastern.edu) and/or the Administrative Coordinator of Doctoral Programs, Kalyn Diaz (k.diaz@northeastern.edu).

Important dates for the 2019-2020 Academic Year can be found here: https://registrar.northeastern.edu/group/calendar/

PROGRAM OBJECTIVES

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

- Assume leadership in the promotion of health and well-being of urban populations nationally and internationally.
- Design a program of research that builds upon the historical and philosophical foundations of nursing science.
- Implement research studies that advance health science outcomes.
- Participate as a member of an interdisciplinary research team.
- Conduct research that demonstrates the theoretical, methodological, and analytical knowledge, skills, and strategies to address population health.
- Assume faculty, leader, and/or nurse scientist roles.
- Apply principles of professional research ethics and judgment in the conduct of research.
PROGRAM OVERVIEW
PhD program in nursing prepares research scientists, educators, and leaders who seek to improve health and healthcare across the life span with an emphasis on urban, vulnerable, and underserved populations. Graduates are expected to lead research initiatives that advance nursing science through knowledge development and interdisciplinary scholarly inquiry.

Students will study with nursing faculty whose research addresses questions that extend across a broad health spectrum, including health promotion, risk prevention, and self-management of chronic conditions. Collectively, the faculty have a variety of expertise and interests, such as health issues of women, children, and families; HIV; cancer; mental health; depression; and substance use. In addition, students will have an opportunity to study with faculty from other Northeastern departments, as well as with other Boston-area researchers. This collaboration allows students to work across disciplines and to access populations and sites essential for completing a dissertation.

For students entering the PhD program with a master’s degree in nursing, the minimum time for completion is three years – two years for coursework and one year for the dissertation. For students entering the PhD program with a baccalaureate degree in nursing, the minimum time for completion is four years – three years for coursework and one year for the dissertation. The time to degree completion for part-time students will vary depending on their individualized plan of study. However, 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.

PROGRAM STRUCTURE
The Nursing PhD Program is comprised of a Program Director and an Administrative Coordinator. One nursing faculty member is designated as the Program Director, who 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.

There is a PhD Program Committee, comprised of PhD faculty appointed by the School of Nursing’s Steering Committee, and an invited doctoral student representative. The PhD Program 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, comprised of School of Nursing faculty, Northeastern Faculty, Alumni, nursing community leaders and other stakeholders, meets annually to provide broad guidance on the program direction and support the development of university and community partnerships.
ACADEMIC POLICIES, REGULATIONS AND PROCEDURES

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 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.

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 participant.

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.

COURSE 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 also 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://registrar.northeastern.edu/app/uploads/cal1819-gs-exp-s.pdf

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)
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 by 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 and the Bouvé College of Health Sciences Directed Study Form. Attach a copy of the contract to the required University and College Forms.
   Note: 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. These forms must be completed and approved PRIOR to Registration.
5. Once approved, the student is responsible for registering for the course: NRSG 7976 Directed Study with their listed faculty member.

TRANSFER POLICY
As stated in the Bouvé 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 was taken prior to matriculation at Bouvé, then 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), a copy of the course syllabus, and the official transcript indicating successful completion of the course.
- Upon obtaining their faculty advisor’s approval, the student will submit the documentation mentioned above to the PhD Program Director who will consult with other faculty as needed.
• The PhD Program Director approves or denies the request, and then 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 their faculty 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, in order to receive pre-approval. Upon completion of the course, students must then submit their official transcript to the PhD Program Director and Administrative Coordinator. If the student has met or exceeded the minimum grade requirement of a B (3.0) then the transfer paperwork will be forwarded by the Administrative Coordinator to the Bouvé 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 Bouvé Graduate Policies and Regulations for full information and, if applicable, the student may seek approval from their academic advisor and the PhD Program Director.

**INTERNATIONAL TRAVEL**

International or U.S doctoral students who anticipate conducting an international dissertation or generally plan to travel abroad while enrolled in the program are required to adhere to the University policies. For more information please click on the following links:

https://www.northeastern.edu/policies/ AND

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 the Dissertation Committee section of this guidebook for requirements.

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

**LEAVE OF ABSENCE**

For information and directions on how to request a Leave of Absence, carefully review Northeastern University’s policies and procedures at:

http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/

Prior to submitting paperwork to Northeastern, a student must notify the Program Director of their intent and be able to develop a plan for returning after determining the length of their leave. Details of their leave do not need to be discussed, but the Program Director should be made aware of the student’s intentions on leaving and returning within the jurisdiction that the University has put forth in their policies.
PHD PROGRAM EXPECTATIONS AND PROCEDURES

In addition to the expectations of students outlined at the college and university level, the School of Nursing holds the following expectations of PhD students:

- Active participation in all classes and seminars.
- Regular meetings with faculty advisor to track progress in the program according to the benchmarks provided. **Students are responsible for scheduling these meetings.**
- 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.
- Submission of three manuscripts for publication in peer reviewed journals. [This refers to the three (3) manuscript dissertation format which has been required of all students admitted since 2010.]
- Authorship: If collaborating with a nurse scientist other than their advisor, then students should discuss authorship with collaborators before submitting manuscripts. If their faculty advisor assists with development and writing of a project and/or manuscript, then the advisor should be second author on any manuscript submitted for publication.

ACADEMIC PROGRESSION

PhD students must **maintain a GPA of 3.0 or better** to progress in the program. A passing course grade for all nursing graduate students is 3.0. While enrolled in the nursing PhD program at Northeastern University, students 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 Bouve Graduate Policies and Regulations:


**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 for any questions about how academic course load will affect student finances.

Website: https://studentfinance.northeastern.edu/  
Phone: 617-373-5899

INCOMPLETE GRADES

As noted in the Registrar’s Graduate Catalog: 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-incomplete-grade.pdf](http://www.northeastern.edu/registrar/form-incomplete-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 instructor must submit an official change of grade form.

COURSE & PROGRAM EVALUATIONS

Student feedback about all aspects of the PhD program will be solicited through course 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.

FACULTY ADVISOR

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 “academic” 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 timeline and plan of study (if in coursework). Reminder: Students are responsible for ensuring an updated plan of study is kept on file with the PhD Program Director and Administrative Coordinator 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 issues and concerns that have the potential to interfere with the timely progression of their advisee
- Assist in the selection of electives (post-BSN) 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’s academic progress and their progress developing a program of research. For students who are in the dissertation phase, this review will include an update on the student’s dissertation timeline. [Please refer to Form A1. and the recommended PhD student Benchmarks.]
- Assist the student in preparing for their comprehensive exam
- Submit Form C1: PhD Comprehensive Examination Application
CHANGE OF ADVISOR OR DISSERTATION 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 Nursing PhD Program Director to discuss their individual situation and then submit a change request by completing the appropriate form found in the Appendices (Form A2 or Form D2).

GRADUATION

It is the student’s responsibility to be aware of all graduation procedures, policies and timelines. Additional information or requests may be sent from the PhD Program Director and Coordinator.

It is the student’s responsibility to follow updates and respond accordingly.


*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](http://www.northeastern.edu/commencement/docs/Terms_PhD.pdf)

Deadlines can be found on page 31 under *Scheduling of Oral Defense*.

PHD PROGRAM REQUIREMENTS

The curriculum for the Nursing PhD Program consists of coursework, research practicum, a comprehensive examination (written and oral), and the completion of a research dissertation (i.e., the three (3) manuscript format). The coursework is designed to help students build upon their area of interest and formulate their dissertation proposal. Course assignments are expected to assist students in critically exploring research, conceptual models and theoretical frameworks, and methodological approaches to advancing clinical inquiry for their phenomenon of interest. With the support of faculty mentors, students are expected to develop professional presentations and publications from their coursework. The process of completing their dissertation research provides students with a foundation for a future program of independent research.

*See Requirement chart on p.12 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 Appendix #3: Other Highly Recommended Experiences).
**COURSE PLANNING**

**PhD PROGRAM COURSE REQUIREMENTS**

Course descriptions can be found on the PhD Course Catalog website: [http://catalog.northeastern.edu/graduate/health-sciences/nursing/#coursestext](http://catalog.northeastern.edu/graduate/health-sciences/nursing/#coursestext)

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<td>• NRSG 7700 Science of Nursing (3cr)</td>
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<td>• NRSG 7104 Foundations in Nursing Research (3cr)</td>
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<td>• NRSG 7750 Health Care of Urban Populations (3cr)</td>
<td>• NRSG 7715 Measurement in Clinical Research (3cr)</td>
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<td>• NRSG 7755 Intervention Research (3cr)</td>
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<td>• NRSG 9984 Research Practicum (x2) (3cr/each)**</td>
<td>• NRSG 7755 Intervention Research (3cr)</td>
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<td>• NRSG 9845 Dissertation Seminar 1 (3cr)</td>
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<td>• NRSG 9845 Dissertation Seminar 1 (3cr)</td>
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<td>• PHTH 5210 Biostatistics (3cr)</td>
<td>• NRSG 5121 Epidemiology &amp; Population Health (3cr)</td>
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<td></td>
<td>• PHTH 6210 Applied Regression Analysis (3cr)</td>
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**ALL STUDENTS**

**Requirement 2**

**Note:** NRSG 9984 Research Practicum (6 credits)

Total of 240 hours that must be completed before the student’s Comprehensive Examination.

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

**Requirement 3**

**Comprehensive Examination:**

After completing all required coursework (except the two 1cr Dissertation research courses NRSG 9990), 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. After passing their Comprehensives, students are considered to be a “doctoral candidate” and are eligible to defend their dissertation proposal.

**Dissertation Research:**

Students propose a study, conduct the research, write up their work in 3 manuscripts, and orally defend their dissertation research.

**PLAN OF STUDY/BENCHMARKS**

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 Nursing PhD Program Director. Please note however, most courses are only offered in the semester listed and course scheduling is dependent on faculty availability.
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<td>Interventions Research</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>19</strong></td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Year 4</th>
<th>CR</th>
<th>Semester/Year</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 9990</td>
<td>Dissertation Coursework</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 9990</td>
<td>Dissertation Coursework</td>
<td>1</td>
<td>X</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>2</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Credits:** 60

*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: ________________
<table>
<thead>
<tr>
<th>Year 1</th>
<th>CR</th>
<th>Semester/YR</th>
<th>Comments/ Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 700</td>
<td>3</td>
<td>X</td>
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<tr>
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<td>3</td>
<td>X</td>
<td></td>
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<td>NRS 5121</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PHTH 6210</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cognate 1/Elective 1</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
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<td>NRS 7750</td>
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</tr>
<tr>
<td>NRS 7712</td>
<td>3</td>
<td>X</td>
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</tr>
<tr>
<td>NRS 5984</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRS 5984</td>
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<td><strong>Total:</strong></td>
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<table>
<thead>
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<th>Comments/ Transfers</th>
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<td></td>
</tr>
<tr>
<td>Cognate 1/Elective 1</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>NRS 7709</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRS 7755</td>
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<td>X</td>
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<table>
<thead>
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<th>Semester/YR</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 5845</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cognate 2/Elective 2</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRS 5846</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRS 7770</td>
<td>1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cognate 2/Elective 2</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>13</strong></td>
<td></td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Year 5</th>
<th>CR</th>
<th>Semester/YR</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NRS 5990</td>
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</tr>
<tr>
<td>NRS 5990</td>
<td>1</td>
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<td><strong>Total:</strong></td>
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**Total Program Credits:** 60

<table>
<thead>
<tr>
<th>Continuation</th>
<th>CR</th>
<th>Semester/YR</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 9996</td>
<td>0</td>
<td></td>
<td></td>
</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:
# School of Nursing
## PhD Program

### Post-MSN Full Time

#### Sample

**Plan of Study**

<table>
<thead>
<tr>
<th>Student:</th>
<th>NUID:</th>
<th>Advisor:</th>
</tr>
</thead>
</table>

| Date Matriculated: | |

### Year 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CR</th>
<th>Semester/Year</th>
<th>Comments/Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 7700</td>
<td>The Science of Nursing</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PHTH 5210</td>
<td>Biostatistics of Public Health</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7705</td>
<td>Theoretical/Conceptual Foundations</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PTH 6210</td>
<td>Applied Regression Analysis</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7750</td>
<td>Health Care of Urban Populations</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7712</td>
<td>Quantitative Research Methods</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cognate 1</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 9984</td>
<td>Research Practicum 1</td>
<td>3</td>
<td>X</td>
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**Total: 24**

### Year 2

<table>
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<th>Comments/Transfers</th>
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<tbody>
<tr>
<td>NRSG 9984</td>
<td>Research Practicum 2</td>
<td>3</td>
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<td>Cognate 2</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7715</td>
<td>Measurement in Clinical Research</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 9845</td>
<td>Dissertation Seminar 1</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 9846</td>
<td>Dissertation Seminar 2</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7770</td>
<td>Research Colloquium</td>
<td>1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7709</td>
<td>Qualitative Research Methods</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NRSG 7755</td>
<td>Intervention Research</td>
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**Total: 22**

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

**Projected date for comprehensive exams:**

(semester/year)

### Year 3

<table>
<thead>
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<th>Semester/Year</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>NRSG 9990</td>
<td>Dissertation Coursework</td>
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<tr>
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<td>Dissertation Coursework</td>
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**Total: 2**

**Total Program Credits:** 48

### Continuation

<table>
<thead>
<tr>
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<th>Semester/Year</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>NRSG 9996</td>
<td>Dissertation Continuation</td>
<td>*0</td>
<td></td>
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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: __________
## School of Nursing
### PhD Program
#### Post-MSN Part Time

**Sample Plan of Study**

<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>
<td>NRSG 7700</td>
<td>The Science of Nursing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>PHTH 5210</td>
<td>Biostatistics of Public Health</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>PHTH 6210</td>
<td>Applied Regression Analysis</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7750</td>
<td>Health Care of Urban Populations</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 9984</td>
<td>Research Practicum 1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 9984</td>
<td>Research Practicum 2</td>
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**Total:** 18

<table>
<thead>
<tr>
<th>Year 2</th>
<th>CR</th>
<th>Semester/YR</th>
<th>Comments/Transfers</th>
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</thead>
<tbody>
<tr>
<td>NRSG 7705</td>
<td>Theoretical/Conceptual Foundations</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7715</td>
<td>Measurement in Clinical Research</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7712</td>
<td>Quantitative Research Methods</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7709</td>
<td>Qualitative Research Methods</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Cognate 1</td>
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**Total:** 15

<table>
<thead>
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<th>Semester/YR</th>
<th>Comments</th>
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<tbody>
<tr>
<td>NRSG 9845</td>
<td>Dissertation Seminar 1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Cognate 2</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NRSG 9846</td>
<td>Dissertation Seminar 2</td>
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<td>X</td>
</tr>
<tr>
<td>NRSG 7755</td>
<td>Interventions Research</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7770</td>
<td>Research Colloquium</td>
<td>1</td>
<td>X</td>
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</table>

**Total:** 13

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

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

<table>
<thead>
<tr>
<th>Year 4</th>
<th>CR</th>
<th>Semester/YR</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>NRSG 9990</td>
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<tr>
<td>NRSG 9990</td>
<td>Dissertation Coursework</td>
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**Total:** 2

**Total Program Credits:** 48

### Continuation

<table>
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<tr>
<td>NRSG 9996</td>
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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>Terminal Objectives</th>
<th>PhD Goals</th>
<th>Benchmarks</th>
<th>Overall Assessment Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design a program of research that builds upon the historical and philosophical foundations of nursing science.</strong></td>
<td>Synthesis of knowledge</td>
<td><strong>On-Going</strong></td>
<td>• End-of-semester survey of students for feedback on course content and teacher effectiveness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Maintain required grades per Graduate &amp; NEU PhD Handbooks</td>
<td>• Monthly PhD Committee Meetings to review/discuss PhD Program operations and planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Identify Cognate courses and plan of study to support dissertation</td>
<td>• Annual review of student benchmarks by faculty-advisors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Prepare for Comprehensive Exam</td>
<td>• Student record audit (includes review of plan of study and dissertation timeline)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Successfully complete written and oral comprehensive exam</td>
<td>• Research practicum evaluation and activity log</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>YEAR 1</strong></td>
<td>• Comprehensive Exam (Written &amp; Oral Defense)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>YEAR 2</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Attend relevant lectures, seminars and workshops as well as regional and/or national meetings related to research interests</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>YEAR 1</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Complete requisite NIH/CITI certifications</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Identify and begin research practicum</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>YEAR 2</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Take part in regular meetings with Research Practicum mentor and research team</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Complete Research Practicum experience</td>
<td></td>
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<tr>
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<td></td>
<td><strong>YEAR 3</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Continue to work with research mentor as warranted</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>YEAR 4</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Continue to work with research mentor as warranted</td>
<td></td>
</tr>
</tbody>
</table>

**Nursing PhD Program Assessment Plan** *(Updated July 31, 2018)*
<table>
<thead>
<tr>
<th>Independent research</th>
<th>On-Going</th>
<th>On-Going</th>
<th>On-Going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct research that demonstrates the theoretical, methodological, and analytical knowledge, skills, and strategies to address population health.</td>
<td>Regular meetings with advisor and dissertation committee: ~1-2x per semester or more as needed</td>
<td>Regular meetings with advisor and dissertation committee: ~1-2x per semester or as needed</td>
<td>Regular meetings with advisor and dissertation committee: ~1-2x per semester or more as needed</td>
</tr>
<tr>
<td></td>
<td><strong>YEAR 1</strong></td>
<td><strong>YEAR 1 &amp; 2</strong></td>
<td><strong>YEAR 1 &amp; 2</strong></td>
</tr>
<tr>
<td></td>
<td>◦ Identify research area of interest/dissertation topic</td>
<td>◦ Identify research area of interest/dissertation topic</td>
<td>◦ Identify research area of interest/dissertation topic</td>
</tr>
<tr>
<td></td>
<td>◦ Draft an outline of dissertation plan by end of year 1</td>
<td>◦ Begin to contact faculty leaders across and/or outside NEU who are experts in area of interest.</td>
<td>◦ Begin to contact faculty leaders across and/or outside NEU who are experts in area of interest.</td>
</tr>
<tr>
<td></td>
<td>◦ Begin to contact faculty leaders across and/or outside NEU who are experts in area of interest.</td>
<td>◦ Submit NRSA (F31) to NIH for supervised pre-doctoral research training award</td>
<td>◦ Submit NRSA (F31) to NIH for supervised pre-doctoral research training award</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>YEAR 2 &amp; 3</strong></td>
<td><strong>YEAR 2 &amp; 3</strong></td>
</tr>
<tr>
<td></td>
<td>◦ Finalize specific aims and dissertation research questions</td>
<td>◦ Finalize specific aims and dissertation research questions</td>
<td>◦ Finalize specific aims and dissertation research questions</td>
</tr>
<tr>
<td></td>
<td>◦ Select dissertation committee</td>
<td>◦ Select dissertation committee</td>
<td>◦ Select dissertation committee</td>
</tr>
<tr>
<td></td>
<td>◦ Develop and defend dissertation proposal</td>
<td>◦ Develop and defend dissertation proposal</td>
<td>◦ Develop and defend dissertation proposal</td>
</tr>
<tr>
<td></td>
<td>◦ Become familiar with IRB process and prepare materials for submission</td>
<td>◦ Become familiar with IRB process and prepare materials for submission</td>
<td>◦ Become familiar with IRB process and prepare materials for submission</td>
</tr>
<tr>
<td></td>
<td>◦ Submit goals and timeline for dissertation completion to advisor, PhD Director and dissertation committee</td>
<td>◦ Submit goals and timeline for dissertation completion to advisor, PhD Director and dissertation committee</td>
<td>◦ Submit goals and timeline for dissertation completion to advisor, PhD Director and dissertation committee</td>
</tr>
<tr>
<td></td>
<td>◦ Submit grant proposal(s) to support dissertation</td>
<td>◦ Submit grant proposal(s) to support dissertation</td>
<td>◦ Submit grant proposal(s) to support dissertation</td>
</tr>
<tr>
<td></td>
<td><strong>YEAR 3</strong></td>
<td><strong>YEAR 3</strong></td>
<td><strong>YEAR 3</strong></td>
</tr>
<tr>
<td></td>
<td>◦ Recruit, collect and analyze data for dissertation</td>
<td>◦ Recruit, collect and analyze data for dissertation</td>
<td>◦ Recruit, collect and analyze data for dissertation</td>
</tr>
<tr>
<td></td>
<td>◦ Write up/defend dissertation findings</td>
<td>◦ Write up/defend dissertation findings</td>
<td>◦ Write up/defend dissertation findings</td>
</tr>
<tr>
<td></td>
<td>◦ Identify and submit applications for post-doctoral fellowships</td>
<td>◦ Identify and submit applications for post-doctoral fellowships</td>
<td>◦ Identify and submit applications for post-doctoral fellowships</td>
</tr>
<tr>
<td></td>
<td><strong>YEAR 4</strong></td>
<td><strong>YEAR 4</strong></td>
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<td>◦ Recruit, collect and analyze data for dissertation</td>
<td>◦ Recruit, collect and analyze data for dissertation</td>
<td>◦ Recruit, collect and analyze data for dissertation</td>
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<td></td>
<td>◦ Write up/defend dissertation findings</td>
<td>◦ Write up/defend dissertation findings</td>
<td>◦ Write up/defend dissertation findings</td>
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<td></td>
<td>◦ Identify and submit applications for post-doctoral fellowships</td>
<td>◦ Identify and submit applications for post-doctoral fellowships</td>
<td>◦ Identify and submit applications for post-doctoral fellowships</td>
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</tbody>
</table>

- Dissertation Proposal (Written & Oral Defense)
- Final Dissertation (Written & Oral Defense)
- Student feedback (including exit interview at graduation), alumni follow up (survey at 2-3, 5 and 10 years post-graduation)
- Attempt employer survey with permission of graduates 3 years post-graduation
- Advisory Group input (annual Spring meeting)
<table>
<thead>
<tr>
<th>Assume leadership in the promotion of health and well-being of urban populations nationally and internationally.</th>
<th>Leadership</th>
<th>On-Going</th>
<th>On-Going</th>
</tr>
</thead>
</table>
| Assume faculty, leader, and/or nurse scientist roles. |  | ✷ Attend ENRS, CANS, STTI regional or national meetings related to research interests  
✦ Submit abstract to ENRS or national meeting  
✦ Participate in interdisciplinary professional seminars  
✦ Become a member of professional organization (e.g. STTI-Gamma Epsilon Chapter; ENRS)  
✦ Provide service to NEU, and a professional organization  
✦ Attend seminars or special events offered at Northeastern  
**YEAR 3**  
✦ Submit and interview for a post-doctoral fellowship |  | ✷ Attend ENRS, CANS, STTI regional or national meetings related to research interests  
✦ Submit abstract to ENRS or national meeting  
✦ Participate in interdisciplinary professional seminars  
✦ Become a member of professional organization (e.g. STTI-Gamma Epsilon Chapter; ENRS)  
✦ Provide service to NEU, and a professional organization  
✦ Attend seminars or special events offered at Northeastern  
**YEAR 4**  
✦ Submit and interview for post-doctoral fellowship |

<table>
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<tr>
<th>Apply principles of professional research ethics and judgment in the conduct of research.</th>
<th>Disseminate knowledge</th>
<th>On-Going</th>
<th>On-Going</th>
</tr>
</thead>
</table>
|  | ✷ Prepare/Submit 3 manuscripts towards fulfillment of dissertation requirement  
**YEAR 3**  
✦ Revise paper(s) and resubmit any previous papers for publication.  
✦ Submit final dissertation to committee |  | ✷ Prepare/Submit 3 manuscripts towards fulfillment of dissertation requirement  
**YEAR 4**  
✦ Revise paper(s) and resubmit any previous papers for publication  
✦ Submit final dissertation to committee |
COGNATES AND ELECTIVES

Cognates are courses that are taken outside of the nursing discipline 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.

See Appendix #4: Finding Cognates and Electives for suggestions about how to search for course options as well as a sample list of courses that have been approved in the past.

RESEARCH PRACTICUM

Nursing PhD students are required to complete 6 credits or 240 hours (1 credit per 40 hours) of a supervised Research Practicum (NRSG 9984). The purpose of the practicum is to promote the research experience and develop the student’s research skills through engagement with researchers and participation in research or quality improvement projects. Students may complete their practicum with one or more research mentors, who may be their faculty advisor, another Northeastern University faculty, or someone from the surrounding health care community. Students typically complete their practicum over two semesters and thus may register for 1 to 4 credits per semester. Research practicum activities vary and may include any or all of the following:

- Assisting with or conducting critical reviews of the literature
- Developing proposals
- Recruiting and consenting study participants
- Collecting, coding, or analyzing data
- Developing presentations and disseminating findings with a scholarly research paper or poster
- Participating in interventions or clinical trials

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

Six credits of Research Practicum must be completed prior to registration for the comprehensive exam. Paid research assistant hours cannot be used for the six credit Research Practicum requirement.

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>
</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>
Research Practicum Process

We highly recommend that students start planning their practicum well in advance (at least 2 months or up to a semester prior to starting their practicum).

1. Students must have a current MA RN license.
2. PhD students, with the support of their advisor, are responsible for identifying a research mentor with whom they can work to learn the research process. For a sample letter explaining the research practicum to a potential research leader, see Form B1: Letter for Potential Research Mentor.
3. Students and research mentors will meet to agree upon the objectives of the research practicum. The student will then complete Form B2: Research Practicum Proposal and gather the required signatures, and submit it to the SON PhD Program Director no later than 1 month before the beginning of their research practicum semester.
4. Students MUST ensure they have the proper clearance to do their research practicum at their chosen clinical 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 PhD Program Administrative Coordinator Kalyn Diaz: k.diaz@northeastern.edu.
5. Upon approval of the Research Practicum, the student is responsible for registering for NRSG 9984.
6. Students may change or add research mentors by notifying the Director of the Nursing 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 (Form B3). At the conclusion of the research practicum, the student and her/his research mentor(s) will sign the completed log, indicating that the research practicum objectives have been met, and the student then submits that log to the SON PhD Program Director.
8. At the conclusion of the research practicum experience, both the research mentor and the student complete their respective evaluation form [i.e., Form B4 Research Practicum Mentor’s Evaluation and Form B5 Research Practicum Student’s Evaluation] which should be submitted to the SON PhD Program Director or PhD Administrative Coordinator.
COMPREHENSIVE EXAM
The purpose of comprehensive exams (written and oral) is for PhD students to demonstrate knowledge synthesized from their doctoral coursework and practicum experiences. The exam provides a sample of the student’s knowledge in nursing science, research, and health policy.

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

Scheduling
Comprehensive exams are offered at the end of each semester: e.g., Spring (late April/early May), Summer (July/August), or Fall (late December/early January). Students are given three days to complete the written component (i.e., a take-home, open-book essay exam, usually completed over a weekend) and are then expected to defend their responses during an oral examination scheduled within one to two weeks following the written component.

Comprehensive Exam Registration
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 Form C1: Comprehensive Examination Application to the SON PhD Program Director within the first few weeks of the semester in which they intend to sit for the exam. Students must also formally notify their advisor by the same date. If a student requires any accommodations during the written exam, then a letter should be sent at this time from the Disability Resource Center. For more information on disability services, please visit their website: http://www.northeastern.edu/drc/

Comprehensive Exam 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 may selects two members of their Examination Committee from among PhD 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 final approval by the SON PhD Program Director prior to the mid-term of the semester in which the comprehensive examination will take place. A Chair of the student’s Comprehensive Examination Committee is then agreed upon by its 3 members.

Students are expected to adhere to Northeastern University’s 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 Component**

No later than two weeks after the completion of the written portion of the exam, an oral examination will be held. The oral examination is conducted by the members of the student’s comprehensive examination committee and typically lasts one hour.

**Results of the Comprehensive 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 **Form C2: Comprehensive Examination Completion**, graded and signed by each member of the committee, to the PhD Program Director. The student receives a copy of the form. 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 SON 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.
DISSECTATION
GENERAL PROCESS AND TIMELINE
A research dissertation 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 of content area and methods. The originality of the dissertation may consist of the discovery of significant new information, the development of new methods or theories, replication of a prior study, pilot testing of a new intervention, or secondary analysis of an existing data set. 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.

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 since Fall 2010 must follow the 3 manuscript dissertation format.

DISSECTATION REGISTRATION
Upon completion 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 her/his dissertation, then the student will be required to register and pay for NRSG 9996 Dissertation Continuation each semester (Fall and Spring) until their dissertation is completed and has been successfully defended. While NRSG 9996 is equivalent to 0 semester hours, there is a dissertation continuation fee as well as a dissertation fee. Information about the most up to date fees can be found on the Financial Aid website:
http://www.northeastern.edu/foundationyear/tuition/index.html

Students enrolled in NRSG 9990 or NRSG 9996 are expected to submit updated timelines to the PhD Program Director and Administrative Coordinator.
Phases of Dissertation Development

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

1. Dissertation Chair Selection
2. Dissertation Committee Selection
3. Proposal development
4. Oral dissertation proposal defense
5. IRB Submission
6. Data collection and analysis
7. Write up of study outcomes
8. Oral dissertation defense

Dissertation Chair

As a student’s dissertation topic becomes more refined, and once the student passes their 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 their Dissertation Committee will work collaboratively to identify two other members of the Committee. (Note: There is additional information about Dissertation further on in this handbook.)

It is the responsibility of the Dissertation Committee Chairperson to:

- Ensure that their advisee’s 3 manuscripts have been approved by herself/himself and the dissertation committee members prior to the dissertation defense. Typically at least one School of Nursing faculty or dissertation committee member is a co-author on each of the three manuscripts. If a manuscript was submitted prior to the formation of the dissertation committee, then the committee must still vet the article to determine the appropriateness of including it as one of the three manuscripts in fulfillment of the dissertation requirement;
- 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 and inform the SON PhD office in advance;
- Submit Form D3: Approval of Dissertation Proposal verifying the outcome of the student’s proposal defense;
- Work with the student to keep an up-to-date dissertation timeline on file in the SON 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 agreement of the
student and the Director of the PhD Program;
• Coordinate timely meetings with the other committee 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 Form D4: Approval of Dissertation, certifying the dissertation defense outcome, has been appropriately circulated, signed and submitted to the PhD Office.

DISSERTATION COMMITTEE
Upon qualification as a PhD candidate, the student will select a three member Dissertation Committee:
  o The chair of the committee must be a member of the School of Nursing faculty.
  o At least two committee members (including the chair) must have faculty appointments in Bouvé College of Health Sciences.
  o If desired, the student may elect to have a third member and any additional member be from outside Bouvé College of Health Sciences or the University.
  o 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, and 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 deliberations 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 prospective 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), with a concise Background & Significance
  3. Summary of proposed research method(s)
  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 Dissertation Committee Chair, should complete Form D1: Dissertation Committee Request 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 Form D2: Change in Dissertation Committee
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 3 dissertation manuscripts 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.

PROPOSAL DEVELOPMENT

Note that the focus of NRSG 9845 Dissertation Seminar 1, NRSG 9846 Dissertation Seminar 2, and NRSG 7770 Research Colloquium is on dissertation proposal development. Once students have completed coursework and passed their 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 verifying 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 40 pages. The specific components of a dissertation proposal may vary depending on the research methods as well as the committee’s preferences. The following is what is generally needed for the dissertation proposal:

- **Introduction** – research problem, definition of terms, background and significance, research purpose.
- **Literature Review** - key words/terms and strategies for the literature search, critical review of related research, knowledge gaps.
- **Theoretical Framework** (quantitative) or **Philosophical Assumptions** (qualitative).
- **Study aims and research questions.**
- **Methods** (design, sample, setting/research site(s), and measures).
  - For a quantitative approach, describe the study hypotheses and the analytical procedures to be used.
  - For a qualitative approach, describe their ontological/epistemological positions and the analytical procedures to be used.
  - For a mixed methods design, describe both quantitative and qualitative approaches.
- **Human Subjects Protection** and IRB approval
- **Study Limitations**
- **Timeline** - outline of the anticipated steps in the dissertation process
- **References**
Candidates should use computerized data management and analysis strategies. It is strongly recommended that candidates have a working knowledge about the use of appropriate analysis software when they are finalizing their dissertation proposal. This will assist in preparing instruments for coding. Once their research is under way, candidates will need to prepare a codebook and finalize plans for data analysis.

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

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 but when available the SON PhD Program Director may also attend. 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, then the student will continue to work with the committee to fulfill any requirements before proceeding with the research. The student should bring FamD3: Approval of Dissertation Proposal 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.

IRB APPROVAL
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/

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. 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 maintaining necessary updates with the IRB and then terminating the proposal at the end of the research process.

Students are responsible for submitting a copy of IRB Assurance Form and IRB Approval to the SON 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. 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.

WRITTEN DISSERTATION
The final product will consist of a minimum of three (3) manuscripts of publishable quality. These should be ready for submission if they have not already been submitted or published in a peer reviewed journal. 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)

Requirements for the Three Manuscript Dissertation
The PhD program allows students who published papers during their doctoral program to use these papers as part of their dissertation. The specific format for each manuscript is determined by the target journal (see author guidelines) which must be approved by the Dissertation Chair and Committee members. The following are requirements for the three (3) manuscript 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 (3) 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, peer-review 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 (first) author of all three 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 manuscripts, then the student must receive approval from the chair and committee members.

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

6. Manuscripts 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:
   a. Coherence and substantive quality of the content,
   b. Congruence with the guidelines and format of the journal to which a manuscript is being submitted, and
   c. Agreed upon date for submission.

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

**Recommended Final Dissertation Format**
- Title Page
- Approval of Dissertation Form with Signatures
- Abstract
- Dedication
- Acknowledgments
- Table of Contents
- Chapter 1 Introduction and summary of the overall dissertation research, including the study problem, background and significance, study aims and questions. Also provide a brief overview of the focus of each of the three manuscripts.
- Chapters 2, 3, and 4 Each manuscript has its own chapter.
- Chapter 5 Summarizes the overall conclusions and highlights how each manuscript provides a distinct contribution. Include the implications for nursing science and health policy, as well as recommendations for future research.
- Appendices for relevant materials (e.g., IRB, study forms, or tables/figures).

**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.
ORAL DISSERTATION DEFENSE

When the Dissertation Chair believes that the dissertation is complete (minimum of three manuscripts, one of which is the written data-based report of the study), it 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 dissertation 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 student is responsible for communicating the date to the Administrative Coordinator and PhD Director at least 2 weeks, but preferably 4 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.


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 questioning period generally lasts about 30-45 minutes.

At the end of the questioning, the Dissertation Chair will excuse everyone except the Dissertation Committee members who will be polled for their vote (pass or fail). Upon successful defense, the student will have committee members sign Form D4: Dissertation Approval. It is the chair’s responsibility to submit the document to the PhD Administrative Coordinator to receive the PhD Program Director and SON Dean signatures. The student must then schedule a meeting with a representative of the Bouvé College Graduate Student Services to obtain the final required signature and 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. If revisions are needed, the Chair will maintain the Approval of Dissertation Form until all edits are completed to the satisfaction of the committee members. (Note: If major edits of the dissertation are required, then the Committee
Chair may decide to withhold the form 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 when the initial defense was held. Students have only one opportunity to redo their dissertation defense. 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 in NRSG 9996 Dissertation Continuation 0Cr).

Final Editing and Submission
After a successful defense, the candidate will edit the dissertation based on their committee’s 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, the student must have the Form D4: Dissertation Approval signed by the members of their dissertation committee.
2. A copy of their dissertation following the directions outlined in Appendix J and at http://etdadmin.com/northeasternbouve. Students are encouraged to include a cover letter explaining the three (3) manuscript process.
3. Make an appointment with the Bouvé Graduate Student Services to submit Form D4: Dissertation Approval. 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 most current Bouvé College Graduate Policies and Regulations Handbook 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 on line in both ProQuest and IRis, the Northeastern University Libraries Institutional Repository, for research purposes. If a student does not wish their dissertation to be immediately placed in IRis (e.g., because they are planning a patent application or formal publication), then they may opt for one of the embargo options (from 6 months to 2 years) when they submit their paper to ProQuest. The University Libraries will honor the embargo request before making the student’s dissertation available via IRis and the Internet. For 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 SON 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
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 dissertation committee, the School of Nursing Dean, and a representative from the Bouvé Graduate Student Services Office must be included with the submitted copy.


Students may register their dissertation or order their copy or copies of others from Bell and Howell ([http://www.bellhowell.infolearning.com/en-US/products/dissertations/](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 their dissertation, students should contact ACME Bookbinding Company, 100 Cambridge Street, Charlestown, MA (617.242.1100), or one of the larger photocopying businesses. They can also order it through ProQuest Dissertation Publishing. Orders are delivered to individuals within 5-7 business days.

See the Proquest website for more information: [https://www.etdadmin.com/cgi-bin/main/home?sitId=164](https://www.etdadmin.com/cgi-bin/main/home?sitId=164)

As well as how to prepare your Manuscript for Submission: [https://media2.proquest.com/documents/Preparing+Your+Manuscript+for+Submission+Revised+31jul2015.pdf](https://media2.proquest.com/documents/Preparing+Your+Manuscript+for+Submission+Revised+31jul2015.pdf)
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/](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](mailto: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 their finances.

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

P LEASE NOTE: Some scholarships are taxable. It is the student’s responsibility to determine if their scholarships and funding are taxable or tax exempt and 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 (Fall and Spring) 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. New funding opportunities are continually emerging and students are encouraged to learn about available 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.

**Nurse Faculty Loan Program (NFLP)**

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](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/](http://www.northeastern.edu/financialaid/aid/graduate/typesofaid/).
APPENDIX 1B: FUNDING RESOURCE EXAMPLES
Updated August 2018

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

Students are also encouraged to explore additional opportunities for scholarships and/or research grants, such as through their work place, government agencies, and professional organizations.

Northeastern University’s PhD Network [https://phd.northeastern.edu/network/resources/](https://phd.northeastern.edu/network/resources/)

<table>
<thead>
<tr>
<th>Type/Source</th>
<th>Grant Application</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEU Graduate Student funding to attend/present at conferences</td>
<td>Graduate Student Government</td>
<td><a href="http://www.northeastern.edu/psg/?page_id=28">http://www.northeastern.edu/psg/?page_id=28</a></td>
</tr>
<tr>
<td>NEU Graduate Thesis/Dissertation Research Grant</td>
<td>Grant from Northeastern University</td>
<td><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>
</tr>
<tr>
<td>NIH NINR Pre-doctoral fellowship/Training</td>
<td>NIH NINR NRSA Pre-DoctoralFellowship (F31)</td>
<td><a href="https://www.ninr.nih.gov/training/trainingopportunitiesextramural">https://www.ninr.nih.gov/training/trainingopportunitiesextramural</a></td>
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<tr>
<td></td>
<td></td>
<td>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>
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<tr>
<td>AACN</td>
<td>American Association of Colleges of Nursing</td>
<td><a href="http://www.aacnnursing.org/Students">http://www.aacnnursing.org/Students</a></td>
</tr>
<tr>
<td>AACCN Scholarship</td>
<td>American Association of Critical-Care Nurses Continuing Professional Development Scholarships</td>
<td><a href="https://www.aacn.org/education/scholarship">https://www.aacn.org/education/scholarship</a></td>
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<tr>
<td>Members of AACCN only</td>
<td></td>
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<tr>
<td>AHRQ</td>
<td>Agency for Healthcare Quality and Research - Sponsored Training Opportunities</td>
<td><a href="https://www.ahrq.gov/funding/training-grants/index.html">https://www.ahrq.gov/funding/training-grants/index.html</a></td>
</tr>
<tr>
<td>ANF</td>
<td>American Nurses Foundation</td>
<td><a href="http://www.anfonline.org/Doc-Vault/Programs/NursingResearchGrant">http://www.anfonline.org/Do c-Vault/Programs/NursingResearchGrant</a></td>
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<tr>
<td>FNSNA</td>
<td>Foundation of the National Student Nurses’ Association</td>
<td>See website <a href="http://www.forevernursing.org/promise-of-nursing-regional-faculty-fellowship-graduate.html">http://www.forevernursing.org/promise-of-nursing-regional-faculty-fellowship-graduate.html</a></td>
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<tr>
<td>STTI</td>
<td>Sigma Theta Tau International &amp; Chapters</td>
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<tr>
<td>Research Grants</td>
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<td>Graduate Nursing Scholarships</td>
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<tr>
<td>Fulbright U.S. Student Program</td>
<td>Fulbright</td>
<td><a href="http://us.fulbrightonline.org/applicants">http://us.fulbrightonline.org/applicants</a></td>
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APPENDIX 2: USEFUL LINKS
Updated August 2019

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

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/

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

IRB FORMS
http://www.northeastern.edu/research/facts_rates_forms/forms/#human_forms

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
https://www.northeastern.edu/its/general-access/
The required experiences previously described 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/)
- Present a paper or poster at a scientific conference
- Attend a research conference (e.g., ENRS, STTI)
- Submit a research grant application (e.g., NINR/NIH National Research Service Award (NRSA), a Sigma Theta Tau International (STTI) (Chapter or National grant), an American Nurses Foundation (ANF) Grant, or a Professional Organization-sponsored grant, etc.).
- Become active in service to the university, school and nursing profession (e.g., Hosting potential students, participating in fundraising or recruitment, serving as a graduate student representative on a School of Nursing committee [e.g., PhD Program Committee] or on a university committee or student organization).
- Professional membership (e.g., Sigma Theta Tau International (STTI), American Nurses Association (ANA), or a specialty organization such as the Oncology Nursing Society, American Cancer Society, Association of Nurses in AIDS Care, American Heart Association, American Association of Critical Care Nurses, NAPNAP, etc.)
- Students are highly encouraged to attend special events and seminars offered by Northeastern University for PhD students.
APPENDIX 4: FINDING COGNATES AND ELECTIVES
Updated August 2019

- Go to Northeastern University’s Registrar web page:
  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 within Northeastern
- CAEP 5200 Motivational interviewing in Health Care Settings
- PHTH 5120 Race, Ethnicity and Health in the US
- PHTH 5212 Public Health Administration and Policy
- PHTH 5226 Strategic Management
- PHTH 6204 Society, Behavior and Health
- PHTH 6450 Systematic Review
- PPUA 6553 Non-Profit Financial Resource Development
- PPUA7240 Health Policy

Examples of Electives within Northeastern
- NRSG 6301 Human Resources and Operations
- NRSG 6302 Health Policy and Law
- NRSG 6304 Health Care Informatics
- NRSG 6341 Teaching Nursing
APPENDIX 5: PhD PROGRAM ACADEMIC CHECKLIST
Updated August 2019

✓ Schedule 2+ meetings with Faculty Advisor or Dissertation Chair per semester (minimum)
✓ Coursework: Track through updating Program of Study: sent to PhD Admin/Director
✓ Benchmarks
✓ Comprehensive Examination
  o Written Exam
  o Oral Exam
    ▪ PowerPoint
✓ Dissertation
  o Concept Paper
  o Dissertation Committee Formation
  o Dissertation Proposal
  o IRB
  o Data Collection
  o Data Analysis
  o Dissertation
    ▪ Manuscript 1: ____________________________
    ▪ Manuscript 2: ____________________________
    ▪ Manuscript 3: ____________________________
  o Dissertation defense (contact PhD Admin. Coordinate to schedule)
  o Revisions and submission of manuscript
    ▪ ProQuest
    ▪ Meet with representative at Bouvé Graduate Student Services for exit interview
    ▪ Submit copy of signed Dissertation Approval form to PhD Office
    ▪ Submit a hard copy of dissertation to the PhD Office
✓ Register for graduation
APPENDIX 6: PhD PROGRAM EVENT REQUEST  
Updated August 2019

TO: ______________________________________  Date:___________________  
PhD Program Administrative Coordinator

FROM:______________________________________  Student NU ID #:________  
Student Name

1) I wish to book a room for (check one):

☐ Dissertation Proposal  ☐ Dissertation Defense  ☐ Other: _______________________

2) Title of Event or Dissertation Title: ____________________________________________

3) Date of Event: mm/dd/yyyy

4) Time of Event: 00:00 AM or PM to 00:00 AM or PM
   a. I will need time before or after my event ______YES ______NO

   Time needed before: ______minutes  AND/OR  Time needed after: ______minutes

5) Guest Count: I am expecting (number of people) to be at my event.
   a. I am specifically inviting (list any faculty members, dissertation committee members, etc.):

6) I plan to bring food and/or beverage to my event (CHECK ONE):

   _____FOOD  _____BEVERAGE  _____BOTH  _____NONE

7) Any additional requests (ie Podium, Presentation Clicker):

   __________________________________________________________________________

8) Please initial next to each statement.

   _____ I understand that I am responsible for complete set up and clean up of my presentation, including, but not limited to the use of technology and physical space.
   _____ I understand that I am responsible for bringing my own presentation (via USB or email) and presentation materials.
   _____ I understand that if I wish to provide any food or beverage, then I am responsible financially, for set up and clean up after the event.
   _____ I understand that if I request any additional materials, it is not a guarantee that my request will be met. I will have a back-up plan and be in communication with the PhD Administrative Coordinator about special requests.
PHD PROGRAM FORMS

All forms can be found on the PhD Program Community Information site on Blackboard. Please use the site to download the most current and up-to-date forms.

*Note: Bouvé and School of Nursing have the right to change and update forms throughout the academic year. There are often two forms to complete for any given process. For the most up to date information on forms and processes, please check in with the PhD Program Coordinator and Director.

- FORM A1.1: Academic Advisor Review of Progress
- FORM A1.2: Dissertation Phase Semester Check List
- FORM A2: Change of Academic Advisor
- FORM B1: Letter for Potential Research Mentor
- FORM B2: Research Practicum Proposal
- FORM B3: Research Practicum Activity Log
- FORM B4: Research Practicum Mentor Evaluation
- FORM B5: Research Practicum Student Evaluation
- FORM C1: Comprehensive Exam Application
- FORM C2: Comprehensive Exam Completion
- FORM D1: Dissertation Committee Request
- FORM D2: Change in Dissertation Committee Request
- FORM D3: Dissertation Proposal Approval
- FORM D4: Dissertation Approval
Form A1.1
Academic Advisor Review of Progress Form
Updated August 2019

Student Name: ___________________________________________ Student NUID: __________
Student Matriculation: __/_______ Progress Report for Academic Year: ______ to ______

1. Comments Regarding Student Progress Over the Past Academic Year
   The student’s faculty “academic” advisor should complete this form.
   Please refer to the Benchmarks outlined in 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:

   ___________________________________________________________ Date: ________________
   Faculty Advisor Signature

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

   ___________________________________________________________ Date: ________________
   Student Signature

   Please submit a copy of this completed form to the SON PhD Program Coordinator and Director.
Northeastern University
School of Nursing PhD Program

FORM A1.2
Review of Progress Form: PhD Dissertation-Phase Semester Check List
Updated August 2019

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.

Student Name: _______________________________ Student NUID: ________

Academic Year: ______ Fall Semester____Spring Semester____

I. Dissertation Committee Selection
   a. Chair:
   b. Member:
   c. Member:
   d. Member:
   e. Comments:

II. Proposal Development
   a. Start Date:
   b. Describe your progress from your start date:

III. Proposal Defense Date: __/__/____ 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 completed:

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: __/__/____ Is this date confirmed?
      Yes____No____

IX. Student Comments/Concerns:

________________________________________________________________________
________________________________________________________________________
Faculty Advisor Signature

________________________________________________________________________
________________________________________________________________________
Student Signature

Please submit a copy of this completed form to the SON PhD Program Coordinator and Director.
Northeastern University  
School of Nursing PhD Program  
FORM A2  
Change of Academic Advisor  
Updated August 2019

Student Name:_________________________________________________ Student NUID: ______________

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 Current Advisor)

To:__________________________________________________________  
(Print Name of New Advisor)

Signatures

Student:__________________________________ Date:__________

Current Advisor:__________________________________ Date:__________

New Advisor:__________________________________ Date:__________

PhD Program Director:__________________________ Date:__________

Please submit a copy of this completed form to the SON PhD Program Coordinator and Director.
Date
Research Mentor Name, Credentials
Title
Location
Address
Re: Student, Credentials, PhD Student

Dear Research Mentor,

On behalf of our School of Nursing, thank you for agreeing to be a research mentor for STUDENT NAME. As you know, our PhD students are required to complete a total of six credits or 240 hours (1 credit per 40 hours) for a supervised Research Practicum (NRSG 9984). The purpose of the practicum is to promote the research experience and to develop the student’s research skills through their engagement with researchers and participation on research projects. Students may complete their practicum with one or more research mentors and over one or two semesters. Paid research assistant hours cannot be counted towards the research practicum hour requirement.

Students should meet with their prospective research mentor 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 form to the PhD Program Director at least 1 month in advance of beginning their Research Practicum semester. 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 study participants
- Collecting/generating/analyzing data
- Developing presentations and disseminating findings within a scholarly research paper or poster
- Performing aspects of project management, developing a budget, and if possible participating in interventions or clinical trials

During the practicum, students will document their research activities and hours by maintaining a Research Practicum Activity Log. At the end of the practicum the student and mentor sign the Log, indicating that the objectives have been met. The research mentor and student also complete their evaluations (Research Practicum Mentor’s Evaluation or PhD Research Practicum Student’s Evaluation) and submit these along with their Log to the PhD Program Director as well as to their faculty advisor. A copy of all forms is included for your information.

Sincerely,

PhD Program Director
FORM B2
Research Practicum Proposal Form
Updated August 2019

Student Name:_________________________ Student NU 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:
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Hours</th>
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</table>
Student's Name: ____________________________ Practicum: From ___/___/____ To ___/___/____
Mentor's Name: ____________________________ Mentor's Institution: ____________________________

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<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>How satisfied were you with the student’s work ethic?</td>
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<tr>
<td>How satisfied were you with the student’s preparation and follow through?</td>
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<tr>
<td>How satisfied were you with the student’s research skills?</td>
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</tbody>
</table>

- What would you describe as the student’s strengths:

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

- 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: _______
FORM B5
Research Practicum Student’s Evaluation
Updated August 2019

Student’s Name:_____________________________ Practicum: From ___/___/____ To ____/____/___

Mentor’s Name:__________________________  Mentor’s Institution: ____________________

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<td>How satisfied were you with the research</td>
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<td>practicum?</td>
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<td>How satisfied were you with the</td>
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<td>mentor-mentee relationship?</td>
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<td>How helpful was the practicum</td>
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<td>for preparing you for your dissertation?</td>
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</table>

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

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

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

Student Signature:_________________________________________ Date: ________
Northeastern University
School of Nursing PhD Program

FORM C1

Comprehensive Exam Application

Updated August 2019

Student Name:______________________________  Student NUID: __________

Semester/Year of Comprehensive Exam:        _________FALL________SPRING_______SUMMER

Chairperson (Academic Advisor): _______________________________________________________

Proposed Committee Members:
  i.  
  ii.  
  iii.  
  iv.  

Student Comments:

PhD Program Director Comments:

_________________________________________________________________

Student Signature  Date

_________________________________________________________________

PhD Program Director Signature/Approval  Date
Northeastern University
Office of Graduate Student Services, BCHS

Comprehensive Exam Completion Form

NUID: __________________________

Name: __________________________

Major: __________________________ Department: __________________________

Approval for Exam Completion

Exam Committee Chair

Signature _______________________ Date __________

Printed Name __________________________

Exam Committee Members

Signature _______________________ Date __________

Printed Name __________________________

Signature _______________________ Date __________

Printed Name __________________________

Signature _______________________ Date __________

Printed Name __________________________

Signature _______________________ Date __________

Printed Name __________________________

Signature _______________________ Date __________

Printed Name __________________________

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature __________________________ Date __________

Printed Name __________________________
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 Name:** ________________________________ **NU 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>
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<th>Committee Member, School of Nursing</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<th>Committee Member, Department</th>
<th>Signature</th>
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**Approval:** Signatures below indicate approval of this Dissertation Committee.

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<tr>
<th>Director, PhD Program</th>
<th>Signature</th>
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<th>Dean, School of Nursing</th>
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*Submit completed form to the SON Ph.D. Program Director or Administrative Coordinator*

Northeastern University
School of Nursing PhD Program
FORM D2
Change in Dissertation Committee Request
Updated August 2019

To: ___________________________  Date: __________

PhD Program Director

From: ___________________________  ___________________________

Student’s Name (Printed)  Student Signature

Does this include a change of Dissertation Chair?  YES______NO______

Please include a brief description of reasons for proposed change(s):

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

Previous Committee:  New Committee

Committee Chair: ________________  Committee Chair: ________________

Committee Member: ________________  Committee Member: ________________

Committee Member: ________________  Committee Member: ________________

Committee Member: ________________  Committee Member: ________________

Committee Member: ________________  Committee Member: ________________

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: ______

PhD Program Director ___________________________ Date: ______

Dean, School of Nursing ___________________________ Date: ______
Northeastern University
Office of Graduate Student Services, BCHS

Dissertation Proposal Approval Form

NUID: __________________________

Name: ____________________________

Major: ____________________________ Department: ____________________________

Dissertation Title: ____________________________

Approval for Dissertation Proposal Requirements for Doctor of Philosophy

Dissertation Committee Chair
Signature ____________________________ Date __________
Printed Name ____________________________

Dissertation Committee Members
Signature ____________________________ Date __________
Printed Name ____________________________
Signature ____________________________ Date __________
Printed Name ____________________________
Signature ____________________________ Date __________
Printed Name ____________________________
Signature ____________________________ Date __________
Printed Name ____________________________
Signature ____________________________ Date __________
Printed Name ____________________________

Office of Graduate Student Services, Bouvé College of Health Sciences
Signature ____________________________ Date __________
Printed Name ____________________________

Copies to: □ Bouvé Graduate Office □ Student □ Program Advisor

BCHS 2017/2018
Dissertation Approval Form

Northeastern University
Office of Graduate Student Services, BCHS

NUID: __________________________

Name: __________________________

Major: __________________________ Department: __________________________

Dissertation Title: _______________________________________________________

Approval for Dissertation Requirements for Doctor of Philosophy

Dissertation Committee Chair

Signature __________________________ Date __________

Printed Name __________________________

Dissertation Committee Members

Signature __________________________ Date __________

Printed Name __________________________

Signature __________________________ Date __________

Printed Name __________________________

Signature __________________________ Date __________

Printed Name __________________________

Signature __________________________ Date __________

Printed Name __________________________

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature __________________________ Date __________

Printed Name __________________________

Copy to: □ Student □ Program Advisor □ Bouvé Graduate Office

BCHS 2017/2018