The School of Nursing
PhD Program Handbook

2016-2017

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INTRODUCTION

Welcome to the PhD Program in Nursing at Northeastern University!

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

Please direct any questions regarding this handbook to the program director, Dr. Barbara Guthrie (b.guthrie@neu.edu) and/or her administrative assistant, Alice Murphy (A.Murphy@neu.edu).

Important dates for the 2016-2017 Academic Year can be found here: http://www.northeastern.edu/registrar/cal1617-gs-exp-s.pdf.

Dean’s Welcome

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

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

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**Mission Statements**

*Bouvé College of Health Sciences*

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

The mission of the Bouvé College of Health Sciences is to inspire/create the next generation of interprofessional healthcare leaders for the wellbeing of our global community.

The Bouvé vision is to embrace the diversity inherent in humanity and capitalize on our opportunity to educate students, and generate and disseminate new knowledge for the betterment of health and healthcare for people everywhere.

*School of Nursing*

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

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

**PROGRAM DESCRIPTION AND OVERVIEW**

**Program Description & Length**

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

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

For the full-time post-master’s student, the minimum time to complete the degree is three years – two years for coursework and one year for the dissertation. For full-time students who enter the PhD program with a baccalaureate degree, the minimum time for completion is four years – three years for coursework and one year for the dissertation. Time to degree for part-time students will vary depending on how many courses are taken each term. You may find that additional courses or learning experiences are needed to assure
adequate preparation for conducting the scholarly work that is planned. Recommended learning experiences can be found on p. 21. 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 2016-2017.

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

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

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

3. Implement research studies that advance health science outcomes.

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

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

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

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

Administrative Structure
The Nursing PhD office is comprised of a Program Director and an Administrative Coordinator. One nursing faculty member is designated as Program Director (Dr. Barbara Guthrie, B.Guthrie@NEU.edu); the Program Director is responsible for facilitating the day-to-day management of the program. The program’s Administrative Coordinator (Alice Murphy, A.Murphy@NEU.edu) assists the Director, faculty, and students in all program operations.

A PhD Program Committee, comprised of four appointed PhD faculty and 2 doctoral students (primary and alternative), meets regularly to develop program policies, which are then presented to the SON faculty for approval. The PhD Program Committee also responds to student, faculty, and the larger professional needs and concerns, and has the overall responsibility for evaluation of the PhD program. Members of the PhD Program Committee are appointed each year by the School of Nursing’s Steering Committee.

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

This section is for academic policies specific to the PhD program. For school-, college- and university-wide policies, please refer to the School of Nursing’s Graduate Student Handbook (http://www.northeastern.edu/bouve/pdf/son-grad-handbook.pdf), Bouvé’s Graduate Policies and Regulations (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf) and the Graduate Catalog (http://www.northeastern.edu/registrar/catgraddir1415.html). Students are responsible for familiarizing themselves with program, school, college, and university policies.

Quick Guide for Finding Academic Policies

Here is a quick guide on where you can find certain school, college, and university policies.

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- Copyright
- Media and Public Appearances
- Students’ Bill of Academic Rights and Responsibilities
**Parental Leave**
The Parental Leave for Graduate Students policy can be found here: [http://www.northeastern.edu/policies/pdfs/Policy_on_Parental_Leave_for_Graduate_Students.pdf](http://www.northeastern.edu/policies/pdfs/Policy_on_Parental_Leave_for_Graduate_Students.pdf).

**International Travel & Dissertation Policies**
International or U.S doctoral students who anticipate conducting an international dissertation are required to adhere to the School of Nursing and University policy. For the University policy please click on the following link [http://www.northeastern.edu/provost/issac/](http://www.northeastern.edu/provost/issac/).

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

Students traveling internationally must contact and register with the International Travel Coordinator at the Global Experience Office: Justin MacDowell, j.macdowell@neu.edu, 617-373-6465

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

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

**PhD Program’s Expectations of Students**
In addition to the expectations of students outlined at the college and university level, the PhD in Nursing program holds the following expectations of students:

1. Active participation in all classes and seminars.
2. Regular meetings with advisor to track progress in the program according to the benchmarks provided (p. 27). **Students are responsible for scheduling these meetings.**
3. Professional presentations (both poster and podium) at various scientific organizations’ events, including the Bouvé College Interdisciplinary Research Symposium, the Eastern Nursing Research Society, and Sigma Theta Tau, as well as at specialty professional meetings and national conferences.

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

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

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

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

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

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

*Dissertation Chairs*

As a student’s dissertation topic becomes more refined, and once the student passes the Comprehensive Exam, the student will select, in consultation with their academic advisor, the Chair of the Dissertation Committee based upon the faculty member’s expertise and mutual research interests. Once the dissertation chairperson is selected, this individual assumes all advising responsibilities, including academic advising and direction of the dissertation research. The student and Chair of the Dissertation Committee will work collaboratively to identify two other members of the Committee (see ‘Dissertation’, p. 31).

It is the responsibility of the Chair of the Dissertation Committee to:

• All dissertation chairs are responsible for ensuring that their advisees’ 3 articles are approved by the chair and the committee members prior to defending and that a minimum of one School of Nursing faculty is on all of the three manuscripts. If an article has been submitted prior to the formation of the committee, the committee must still vet the article to determine the appropriateness of including it as one of the dissertation’s three manuscripts;
• Vet an international committee member if applicable (see p. 31);
• Review the proposed research for scientific quality and provide advisory input to the student;
• Work with the student to keep an up-to-date dissertation timeline on file at the PhD Office;
• Assure appropriate protection of human subjects according to IRB guidelines and procedures and HIPAA regulations;
• Record and communicate Committee action to the student and to the Director of the Doctoral Program;
• Recommend change in the membership on the Committee, subject to concurrence by the student and the Director of the PhD Program;
• Coordinate timely meetings with the other members (either via email, phone conference, or face to face);
• Convene working and examination meetings;
• Send dissertation defense date to PhD Director and Administrative Coordinator;
• Submit the forms certifying the dissertation defense outcomes

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 (see p. 31)
• Review the dissertation proposal;
• Be available to the student regarding the research and dissertation process;
• Review the dissertation (3 articles) and, once satisfactorily completed, designate the dissertation as complete and ready to be defended orally;
• Participate in the dissertation defense;
• Sign the dissertation defense approval form in a timely matter

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

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

**Change of Advisor or Chair**

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

**Academic Progression**

PhD students must maintain a GPA of 3.0 or better to progress in the program. While enrolled in the nursing PhD program at Northeastern University, you will abide by the Northeastern University Graduate Student Handbook and the Bouvé College Graduate Policies and Regulations 2016-2017. Information on academic standing petitions and academic dismissal policies can be found the Bouve Graduate Policies and Regulations (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf).

As noted in the Registrar’s Graduate Catalog (http://www.northeastern.edu/registrar/catgraddir1415.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 (www.northeastern.edu/registrar/form-inc-grade.pdf) on which the precise agreement for clearing an incomplete grade is specified and that is signed by the student and the instructor
- Make an appointment with the instructor to arrange for clearing the incomplete grade
- Complete the form, sign the agreement, and obtain the instructor’s signature
- Leave a copy with the instructor, take one copy to the Nursing PhD Program Director, take one copy to the Bouvé’s Office of Graduate Student Services, and retain a copy as a personal receipt.
- Upon completion of the incomplete contract, the faculty member must submit an official change of grade form.

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

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

Instructions on how to register for a course can be found in the School of Nursing Graduate Handbook under the ‘Academics’ section ([http://www.northeastern.edu/registrar/calendars.html](http://www.northeastern.edu/registrar/calendars.html)). 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.

**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 Program Director. Students should plan to submit their Directed Study paperwork to the PhD director at least one month prior to the semester they wish to take the directed study.

To register for a Directed Study:
1. Find a faculty who is willing to sponsor you.
2. Meet with the faculty to develop the overview of the course and the course goal(s), objectives, and a timeline for completion.
3. Develop a formal contract between the faculty and student that should be signed by both parties and includes the information in step 2.
4. For doctorate level Directed Study (NRSG 7976), the student needs to complete the University Form ([https://www.northeastern.edu/registrar/forms.html#gs](https://www.northeastern.edu/registrar/forms.html#gs)) and the Bouvé College of Health Sciences Directed Study form
and attach a copy of the contract noted in step 3. This form needs to be signed by the faculty member, the Director of the nursing PhD program, and the BCHS Graduate Director.

5. Directed study courses may not be utilized to substitute for required courses. Each Directed study must include objectives and expected deliverables.

6. Students should submit their paperwork for approval to the PhD Director at least one month prior to the beginning of the semester. The student must register for the course prior to the beginning of the semester in which the experience occurs.

7. In general a minimum of 3 hours of effort in reading/writing/classroom activity is equated to one credit.

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

Courses listed as core PhD courses (p. 15) may not be transferred.

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

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

- Upon obtaining the advisor’s approval, the student will submit the documentation mentioned above to the PhD Director. The PhD Director will consult with at least one faculty member who has either taught the course or has expertise in the course content. She/he might also consult with the advisor(s) and with the program committee chair if needed. If the PhD Director is the advisor of record, she/he will consult with the Assistant Dean of Graduate Programs. All consultations will be documented in the student’s file.

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

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

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

**Graduation**

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

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

Nursing-specific deadlines can be found on p. 37.

**ADMISSION REQUIREMENTS**

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

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

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

Competitive applicants will be invited for an interview.

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

All official documents should be sent to:

**Bouvé Graduate Student Services**

123 Behrakis Health Science Center
360 Huntington Ave.
Boston, MA 02115
Tel: 617.373.2708
Fax: 617.373.4701
[bouvegrad@neu.edu](mailto:bouvegrad@neu.edu)

**FINANCIAL AID & FUNDING OPPORTUNITIES**

For the most up to date information on financial aid policies, including tuition and fees, please visit the Student Financial Services website: [http://www.northeastern.edu/financialaid/](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 NRS9 9990 Dissertation. Contact the Financial Aid Office if you are unclear how your academic course load will affect your finances.

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

Various types of financial aid are available through the University and School of Nursing. The University offers **Stipended Graduate Assistantships (SGAs)** which provide up to 12 semester hours of tuition per semester and a modest stipend in return for 20 hours of
research and/or teaching each week. Contact the Nursing PhD program office for more information on available SGAs.

Students are urged to seek external funding for their research! There are a number of mechanisms in place within the school to support students’ efforts to compete successfully for funding. New funding opportunities are continually emerging and students are encouraged to learn about new funding sources. Students are expected to work closely with their advisor to develop proposals for external funding. Additionally, students are required to inform the Director of the PhD program of plans for external funding and have all proposals for external funding reviewed prior to submission by Faculty mentors. See Appendix L for a sample of funding opportunities.

Additional examples of funding sources can be found in appendix L.

**PHD PROGRAM REQUIREMENTS**

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

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

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| a. Core Nursing Courses (12 for Post-MSNs, 13 for Post-BSNs) | 6 credits of Research Practicum (NRSG 9984). May register for 1-4 credits per semester. May start as early as the student’s second semester of study in the first year of the PhD program. Students must complete a total of 120 to 180 hours of research practicum before they can register for the comprehensive exam. | a. Comprehensive Examination: Taken after all required coursework is completed. The purpose of the exam is to demonstrate readiness to undertake dissertation research.  
1. Written  
2. Oral  
b. Dissertation & Oral Defense |
| b. Statistics (2 courses) | | |
| c. Epidemiology (Post-BSNs) | | |
| d. Cognates (2 courses) | | |
| e. Electives (2 courses Post-BSN) | | |
| f. Dissertation Coursework (2 courses) | | |

**Core Courses**

- NRSG 7700 Science of Nursing
- NRSG 7701 Theoretical and Conceptual Foundations in Nursing Research
- NRSG 7705 Qualitative Research Methods
- NRSG 7712 Quantitative Research Methods
- NRSG 7715 Measurement in Clinical Research
- NRSG 7740 Health Care of Urban Populations
- NRSG 7770 Research Colloquium
- NRSG 7755 Intervention Research
- NRSG 9984 Research Practicum (taken for a minimum of 6 credits)
- NRSG 9845 Dissertation Seminar 1
- NRSG 9846 Dissertation Seminar 2
- NRSG 7104 Foundations in Nursing Research (required only for Post-BSN)

**Addtional Required Courses**

- NRSG 5121 Epidemiology & Population Health (required only for Post-BSN)
- PHTH 5210 Biostatistics
- PHTH 6210 Applied Regression Analysis
- Cognates (2 courses) related to dissertation research. Cognates may be taken in nursing or any area related to the student’s research, including appropriate methodology and statistics courses. Cognates may include independent studies with a doctoral faculty member within or outside of nursing.
- Electives (2 courses, required only for Post-BSN)

In addition to the program requirements, there are a number of additional experiences that are recommended to enhance the development of the doctoral student’s scholarship (see Other Highly Recommended Experiences, p. 21).

**Course Descriptions**

**NRSG 5121 Epidemiology & Population Health (required only for Post-BSN)**

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

**PHTH 5210 Biostats**

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

**PHTH 6210 Applied Regression Analysis**

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

**NRSG 7104 Foundations in Nursing Research (required only for Post-BSN)**

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

**NRSG 7700 Science of Nursing**

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

**NRSG 7705 Theoretical and Conceptual Foundations of Nursing Science**

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

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

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

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

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

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

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

**NRSG 9984 Research Practicum (can register for 1 to 4 credits each semester, must take a minimum of 6 credits total before the comprehensive exam)**
Offers an opportunity to conduct research under faculty supervision.

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

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

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

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

**Examples of Cognates**
- PPUA 7247 Doctoral Seminar in U.S. Health Policy and Management
- STRT 6220 Strategic Management for Healthcare Organizations
• PHTH 5232 Evaluating Quality of Care

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

**Research Practicum**
Nursing PhD students are required to complete six credits of supervised research practicum (NRSG 9984) with a seasoned researcher who is conducting research. Students may register for 1 to 4 credits of Research Practicum per semester. The purpose of the practicum is to promote the research and to develop student research skills through engagement with an active research project. Research practicum activities vary and may include any or all of the following aspects of the research process:
- Assisting/conduct critical literature reviews
- Developing proposals
- Developing human subjects guidelines
- Recruiting and consenting participants
- Collecting data
- Managing data
- Analyzing data
- Developing presentations
- Writing scholarly research paper(s)

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

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

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

1. Students must have a viable MA RN license.
2. PhD students, with the support of their advisor, are responsible for identifying a research member with whom they can learn the research process and will work with them on the mentor's research project. This mentor is often the student’s faculty advisor. You can find a sample letter explaining the Research Practicum to potential research leaders in Appendix B.
3. Students and research mentors will meet to clearly define the objectives of the research practicum. The student will then complete the Research Practicum Proposal Form (Appendix C), gather the required signatures, and submit it to the Program Director no later than 1 month before the beginning of the Research Practicum semester.
4. Students MUST ensure they have the proper clearance to conduct research at their site. Certain hospitals require credentialing and/or clinical clearance. To determine if your site requires these, please contact Anitra Williams-Nance, Graduate Program Manager, in the Clinical Placement Office (CPO): An.williamsnance@neu.edu
5. Upon approval of the Research Practicum, the student is responsible for registering for NRSG 9984.
6. Students may change faculty research mentors by notifying the Director of the PhD program and submitting a new Research Practicum Proposal Form.
7. Students will report their research activities and hours by maintaining Form A - Research Practicum Activities Log (or similar documentation). You can find the log on p. 47. Research mentors must sign the form, indicating the research practicum objectives have been met. At the conclusion of the research practicum, a completed form must be submitted to the PhD Director.
8. At the conclusion of the practicum, students and faculty complete a Research Practicum Evaluation (Forms B and C) and return the forms to the PhD Director.

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

- Attend a grant writing workshop at the Office of Research Development (http://www.northeastern.edu/resdev/training/workshops/)
- Attend NUCare seminars (schedule: http://www.northeastern.edu/nucare/events/seminar-series-2015-2016/)
- Paper or poster presentation at a scientific conference
- Attendance at research conferences (e.g., ENRS)
- Submission of a research grant application undertaken as part of a course or research with faculty, from work as a Graduate Research Assistant, or as an
individual effort
Example: NRSA, Sigma Theta Tau, private foundations

- Service to the university, school and profession
  Examples: hosting potential students, participating in fundraising or recruitment, serving as a graduate student representative on a school board (e.g., PhD Program Committee, Graduate Student Government) or university committees

- Professional membership
  Examples: Sigma Theta Tau, American Nurses Association, specialty organization such as Oncology Nursing Society, Association of Nurses in AIDS Care, American Heart Association, American Association of Critical Care Nurse

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

**Sample Plans of Study**
The following pages include the recommended plans of study for post-masters and post-baccalaureate students. To best meet your needs, these templates may be adjusted in collaboration with your Advisor and with the permission of the PhD Director. However, please note that many courses are only offered in the semester that they are listed.
### Post-MSN Full Time Plan of Study

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**Total Program Credits:** 48

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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 their specific financial aid requirements.
# Post-MSN Part Time Plan of Study

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**Total Program Credits: 48**

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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 their specific financial aid requirements.
# School of Nursing
## PhD Program

### Post-BSN Full Time Plan of Study

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Total: 2

Total Program Credits: 60

### Continuation

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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 their specific financial aid requirements.*
# Post-BSN Part Time Plan of Study

<table>
<thead>
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## Year 1

<table>
<thead>
<tr>
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<td>The Science of Nursing</td>
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<td>NRSG 9990</td>
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**Total Program Credits:** 60

## Continuation

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

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

<table>
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<tr>
<th>Table</th>
<th>MSN to PHD</th>
<th>BSN to PHD</th>
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<tr>
<td><strong>PhD Goals</strong></td>
<td><strong>Benchmarks</strong></td>
<td><strong>Required</strong></td>
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<tr>
<td><strong>Synthesis of knowledge</strong></td>
<td><strong>YEAR -1</strong></td>
<td>✓ Identify cognate courses and plan of study to support dissertation</td>
</tr>
<tr>
<td></td>
<td>✓ Prepare for comprehensive exam</td>
<td>✓ Prepare for comprehensive exam</td>
</tr>
<tr>
<td></td>
<td>✓ Maintain required grades per Graduate School &amp; NEU PhD Handbook</td>
<td>✓ Maintain required grades per Graduate School &amp; NEU PhD Handbook</td>
</tr>
<tr>
<td></td>
<td><strong>YEAR 1, 2, 3</strong></td>
<td>✓ Identify cognate courses and plan of study to support dissertation</td>
</tr>
<tr>
<td></td>
<td>✓ Prepare for comprehensive exam</td>
<td>✓ Prepare for comprehensive exam</td>
</tr>
<tr>
<td></td>
<td>✓ Maintain required grades per Graduate School &amp; NEU PhD Handbook</td>
<td>✓ Maintain required grades per Graduate School &amp; NEU PhD Handbook</td>
</tr>
<tr>
<td><strong>Gain research expertise</strong></td>
<td><strong>YEAR -1</strong></td>
<td>✓ Identify and begin their research practicum</td>
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<tr>
<td></td>
<td>✓ Attend ORAF &amp; NRSA seminars - <a href="http://www.northeastern.edu/resdev/training/workshops/">http://www.northeastern.edu/resdev/training/workshops/</a></td>
<td>✓ Attend ORAF &amp; NRSA seminars - <a href="http://www.northeastern.edu/resdev/training/workshops/">http://www.northeastern.edu/resdev/training/workshops/</a></td>
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<tr>
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<td><strong>YEAR -2</strong></td>
<td>✓ Complete Research Practicum experience</td>
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<tr>
<td></td>
<td>✓ Regular meetings with Research practicum mentor and his/her research team ~ every 2 weeks or more as warranted</td>
<td>✓ Regular meetings with Research practicum mentor and his/her research team ~ every 2 weeks or more as warranted</td>
</tr>
<tr>
<td></td>
<td>✓ Attend relevant lectures, seminars, and workshops</td>
<td>✓ Attend relevant lectures, seminars, and workshops</td>
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<tr>
<td></td>
<td><strong>YEAR -1, 2 &amp; 3</strong></td>
<td>✓ Attend relevant lectures, seminars, and workshops</td>
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<tr>
<td><strong>Independent research</strong></td>
<td><strong>YEAR -1</strong></td>
<td>✓ Identify research area of interest/dissertation topic</td>
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<tr>
<td></td>
<td>✓ Contact faculty leaders across and/or outside Northeastern University who are leaders in your area of interest</td>
<td>✓ Contact faculty leaders across and/or outside Northeastern University who are leaders in your area of interest</td>
</tr>
<tr>
<td></td>
<td>✓ Complete draft of dissertation by end of year 1</td>
<td>✓ Complete draft of dissertation by end of year 1</td>
</tr>
<tr>
<td></td>
<td><strong>YEAR -2</strong></td>
<td>✓ Select dissertation committee; develop and define dissertation proposal</td>
</tr>
<tr>
<td></td>
<td>✓ Submit goals and timeline for Dissertation completion to advisor, PhD Director and dissertation committee</td>
<td>✓ Finalize dissertation research questions and specific aims</td>
</tr>
<tr>
<td></td>
<td>✓ Submit revised NRSA or other grant proposal to support dissertation</td>
<td>✓ Develop specific aims for NRSA or other grant proposal to support dissertation</td>
</tr>
<tr>
<td></td>
<td>✓ Complete draft of NRSA or other grant proposal to support dissertation</td>
<td>✓ Complete comprehensive exam</td>
</tr>
<tr>
<td></td>
<td>✓ Become familiar with IRB process and prepare materials for submission</td>
<td>✓ Write and submit NRSA for dissertation</td>
</tr>
<tr>
<td></td>
<td>✓ Regular meetings with advisor &amp; dissertation committee ~ 1-2 times per semester or more as warranted.</td>
<td>✓ Write and define the dissertation proposal</td>
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<tr>
<td></td>
<td><strong>YEAR -1, 2, 3</strong></td>
<td>✓ Regular meetings with advisor &amp; dissertation committee ~ 1-2 times per semester or more as warranted.</td>
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### Leadership

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Activities</th>
</tr>
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</table>
| 1, 2, 3 | - Attend local ENRS, CANS, and/or national meeting related to research interests  
- Submit abstract to ENRS or national meeting  
- Participate in the interdisciplinary professional seminars  
- Become a member of professional organization  
- Provide service to NEU, and a Professional Organization  
- Attend ADVANCE at Northeastern programs - [http://www.northeastern.edu/advance/nsf-advance/](http://www.northeastern.edu/advance/nsf-advance/)  

**YEAR-3**  
- Submit and interview for post-doctoral study

### Disseminate knowledge

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Activities</th>
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</table>
| 1 & 2 | - Submit 1 paper for publication (per year)  
- Revise paper(s) and resubmit any previous papers for publication  
- Submit final Dissertation to committee |

**YEAR-3**  
- Revise paper(s) and resubmit any previous papers for publication  
- Submit final Dissertation to committee

**YEAR-4**  
- Submit 1 paper for publication (per year)  
- Revise paper(s) and resubmit any previous papers for publication  
- Submit final Dissertation to committee

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**Oral and Written Comprehensive Exam**

The second part of the curriculum is the comprehensive examination. The comprehensive exam is designed to ascertain whether the student is to advance to doctoral candidacy. The exam is intended to provide a sample of the student’s capacity for original thought, research knowledge, substantive knowledge, and the analysis and synthesis of knowledge in nursing science.

A student in good academic standing (no outstanding incompletes or failures in required course work) may take the comprehensive examination after the last semester of course work. Students
may be enrolled in NRSG 9846, Dissertation Seminar 2, during the semester in which they sit for the comprehensive examination.

**Scheduling**
Comprehensive exams are offered once each semester: in May during the Spring Semester, in late August during the Summer Semester, and in early January for the Fall Semester. Students are given three days to complete the written portion. Students are expected to defend their responses during an oral examination which will take place within two weeks of the written portion. Prior to the oral exam, students will receive questions from the committee related to their written exam. Students are expected to address these questions through a PowerPoint presentation during their oral exam.

**Registration for Comprehensive Exams**
Students must be officially registered for the semester in which they will be taking the exam. Students intending to sit for the comprehensive exam should deliver the Comprehensive Examination Application Form and Ballot (see Appendix D of your guidebook) to the PhD Program Director within the first three weeks of the semester in which the student intends to sit for the exam. You must also notify your advisor by the same date. A letter should be sent at this time from the Disability Resource Center should your require any accommodations during the written exam. For more information on disability services, please visit their website: [http://www.northeastern.edu/drc/](http://www.northeastern.edu/drc/).

**Comprehensive Examination Committee**
All members of the Examination Committee must be members of the SON faculty. With the student’s advisor, the student selects two members of the Examination Committee. These two faculty members may be any doctorate-prepared SON faculty member with an active program of research. The third member of the Committee will have expertise in the student’s area of interest and will be selected by the PhD Program Committee. The Examination Committee elects a chair. The Examination Committee is subject to approval by the Director of the PhD Program prior to the mid-term of the semester.

**Written Examination**
The written component of the comprehensive examination is a take-home exam. Students may use their own computers and resources, or complete the exam on campus. All students will have the same 3-day period of time in which to write the exam. For example, questions will be emailed to students at 8:30 AM on a Friday and answers must be emailed back by 8:30 AM the following Monday.

The exam consists of 2 comprehensive questions that all students must answer. The questions will require you to integrate the knowledge garnered from all the PhD courses you have taken to date. For the first question, you must decide prior to the examine date whether or not you would prefer to critique a quantitative or qualitative research article.

The second question focuses on your potential dissertation area of inquiry. Once again, you are expected to integrate PhD content into your response.
Your answers to both questions must be in the form of an essay, be logical, substantive, concise, and include references of all unoriginal ideas. The examination should be typed in 12-point font, and double spaced with 1-inch margins. The page limit is no more than 12 pages per question. A reference list should be included and must be in the most recent APA format.

**Students are NOT allowed to give or receive any assistance with writing responses to the Comprehensive Examination.**

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

In advance of the oral examination, students will receive questions from the committee based on their written exam answers. **Students are expected to create a brief PowerPoint presentation (no more than 5 slides) in response to the committee’s questions and present it to the committee during their oral examination.** The oral examination will last no more than one hour. Members of the student’s comprehensive examination committee will conduct the oral examination.

**Evaluation**
Students will be provided with a detailed rubric at the time of their written exam. In general, to adequately complete the exam, the candidate’s written and oral responses should:

- Thoroughly address each aspect of each question
- Reflect accurate, consistent, and appropriate application and synthesis of concepts to the situation presented in the questions
- Show evidence of in-depth application and synthesis of the content of the courses
- Reflect the appropriate use of references, e.g. statistical texts for statistical issues, peer reviewed journal articles.

**Results of the Examination and Retesting**
The student must successfully complete each of the questions and the oral defense to pass the exam. If a student fails to adequately answer one or more of the questions, 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, the student fails. The following grading system is used:
- Pass P
- Fail F

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

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

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

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

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

Registration for Dissertation
Upon completions of their comprehensive exam, students will enroll in NRSG 9990 Dissertation (1 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 you have not completed your dissertation, you will be required to register and pay for NRSG 9996 Dissertation Continuation until the dissertation is completed and successfully defended. While NRSG 9996 is equivalent to 0 semester hours, there is a dissertation continuation fee as well as a
dissertation fee. The most up to date fees can be found at on the Financial Aid website: http://www.northeastern.edu/financialaid/tuitionandfees/.

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

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

Phases of Dissertation Development
The dissertation process is generally viewed as having six phases:
1. Dissertation committee selection
2. Proposal development
3. Proposal defense
4. Data collection and analysis
5. Scholarly written outcome of the investigation
6. Oral defense and committee approval

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

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

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

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

Once all members have agreed to serve on the student’s committee, the student with the support of the Chair should complete the Dissertation Committee Appointment Form (Appendix E) and submit it to the PhD Director. Should the committee members change over the course of the dissertation process, the student is responsible for completing the Change in Dissertation Committee Appointments Form (Appendix F).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Deadlines to defend for the 2016-2017 academic year are as follows:**

<table>
<thead>
<tr>
<th>Deadline to Defend</th>
<th>Convocation</th>
<th>Graduation/Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall – November 14th, 2016</td>
<td>May 2017</td>
<td>January 2017</td>
</tr>
<tr>
<td>Spring – March 31st, 2017</td>
<td>May 2017</td>
<td>May 2017</td>
</tr>
<tr>
<td>Summer – July 31st, 2017</td>
<td>May 2018</td>
<td>August 2018</td>
</tr>
</tbody>
</table>

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

**Format of Oral Defense**

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

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

**Evaluation Criteria**

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

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

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

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

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

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

1) Upon successful defense of the dissertation or thesis, the student must have the dissertation approval form signed by the members of their dissertation committee (appendix H).
2) Submit an electronic copy of the thesis/dissertation following the directions outlined on appendix J and at http://etdadmin.com/northeasternbouve. Students are encouraged to include a cover letter explaining the three manuscript process.
3) Make an appointment with the Associate Dean of Graduate Education to submit the Bouvé dissertation approval form (appendix H). Once the Associate Dean has signed the form, a copy should be brought to the Nursing PhD office.
4) PhD students must also submit a Survey of Earned Doctorates form to the Bouvé Graduate Office before commencement. This survey will be sent to the student by the Bouvé Graduate Office.

Please see the Bouvé College Graduate Policies and Regulations Handbook 2016-2017 on requirements for dissertation submission and graduation policies.

After the dissertation is submitted electronica 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 you do not wish your dissertation or thesis immediately to be placed in IRIs because you are planning a patent application or formal publication, please opt for one of the embargo options (from 6 months to 2 years) when you submit your paper to ProQuest. The University Libraries will honor the embargo request before making your paper
The School of Nursing requires PhD students to submit one copy of their bound dissertation to the PhD Program Director. This copy will remain in the School of Nursing Archives for research purposes and is available for consultation by scholars. For this reason, the physical quality of this bound copy is very important. The minimum requirements for this submitted copy are:

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

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

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

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


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

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

- Schedule 2+ meetings with Faculty Advisor or Dissertation Chair per semester (minimum)
- Maintain updated plan of study or dissertation timeline on file in PhD Office
- Register for courses
- Coursework
- Research Practicum – 6 credits
- Benchmarks (see p. 27)
- Comprehensive Examination
  - Written Exam
  - PowerPoint
  - Oral Exam
- Dissertation
  - Concept Paper
  - Dissertation Committee Formation
  - Dissertation Proposal
  - IRB
  - Data Collection
  - Data Analysis
  - Dissertation
    - Manuscript 1:_________________________________________________________
    - Manuscript 2:_________________________________________________________
    - Manuscript 3:_________________________________________________________
  - Dissertation defense (contact PhD Admin. Coordinate to schedule)
  - Revisions and submission of manuscript
    - ProQuest
    - Meet with Associate Dean of Graduate Students at Bouvé
    - Submit copy of signed Dissertation Approval form to PhD Office
    - Submit a hard copy of dissertation to the PhD Office
- Other recommended experiences:
  - ________________________________________________________________
  - ________________________________________________________________
  - ________________________________________________________________
  - ________________________________________________________________
  - ________________________________________________________________
- Register for graduation (For important deadlines, see: http://www.northeastern.edu/commencement/docs/Terms_PhD.pdf)
RESOURCES & USEFUL LINKS

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

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

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

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


Bouvé College of Health Sciences Graduate Policies and Regulations 2011-2012 –

Bell and Howell - http://www.bellhowell.infolearning.com/products_umi/dissertations/

COS Funding Opportunities data base - http://pivot.cos.com/funding_main

Graduate Student Government - http://www.northeastern.edu/gsg/?page_id=57

Graduate Petition to Transfer Credits - http://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf

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

IRis - http://iris.lib.neu.edu/

NEU PhD Dissertation Guidelines -

NUCAT - http://nucat.lib.neu.edu/screens/dissertations.html


ProQuest Dissertations & Theses Database (PQDT) - http://www.etdadmin.com/cgi-bin/school?siteId=33
Student Financial Services Office - http://www.northeastern.edu/financialaid/graduate/index.html

NUCAT (search for dissertations) - http://nucat.lib.neu.edu/screens/dissertations.html

UMI ETD Administrator (submit your dissertation) - http://www.etdadmin.com/cgi-bin/main/submschools
# DATA ANALYSIS PROGRAMS FOR STUDENT USE

<table>
<thead>
<tr>
<th>Program</th>
<th>OS</th>
<th>Where Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amos</td>
<td>Windows</td>
<td>NUNET labs, Local Install</td>
</tr>
<tr>
<td>ArcGIS</td>
<td>Windows</td>
<td>GIS/CAD, myApps</td>
</tr>
<tr>
<td>Atlas.ti</td>
<td>Windows</td>
<td>NUNET labs</td>
</tr>
<tr>
<td>ChemBioViz</td>
<td>Windows</td>
<td>GIS/CAD</td>
</tr>
<tr>
<td>HLM</td>
<td>Windows</td>
<td>NUNET labs</td>
</tr>
<tr>
<td>LINGO</td>
<td>Windows</td>
<td>NUNET labs, myApps</td>
</tr>
<tr>
<td>Maple</td>
<td>Windows/Mac/Unix</td>
<td>Local Install</td>
</tr>
<tr>
<td>Mathematica</td>
<td>Windows/Mac/Unix/Linux</td>
<td>myApps, Local Install, MacApps</td>
</tr>
<tr>
<td>Matlab</td>
<td>Windows/Mac/Unix</td>
<td>NUNET labs, MacApps</td>
</tr>
<tr>
<td>Minitab</td>
<td>Windows/Mac</td>
<td>NUNET labs, myApps, MacApps</td>
</tr>
<tr>
<td>N6</td>
<td>Windows</td>
<td>NUNET labs, Local Install</td>
</tr>
<tr>
<td>QSR/NVivo</td>
<td>Windows</td>
<td>GIS/CAD/DMC</td>
</tr>
<tr>
<td>R</td>
<td>Windows/Mac</td>
<td><a href="http://www.r-project.org/">http://www.r-project.org/</a></td>
</tr>
<tr>
<td>SAS</td>
<td>Windows</td>
<td>NUNET labs, Local Install</td>
</tr>
<tr>
<td>S-Plus</td>
<td>Windows</td>
<td>NUNET labs</td>
</tr>
<tr>
<td>SPSS</td>
<td>Windows/Mac</td>
<td>NUNET labs, myApps, MacApps, TechMarketplace</td>
</tr>
<tr>
<td>Stata</td>
<td>Windows</td>
<td>NUNET labs</td>
</tr>
</tbody>
</table>

Information on Local Install is available at http://myneu.edu
Information on MacApps is available at http://www.northeastern.edu/infoservices/?page_id=3524
Information on myApps is available at http://www.northeastern.edu/infoservices/?page_id=3526
Appendix A
PhD ADVISORY BOARD
2016-2017

Judith Barr, Northeastern University, Bouvé College of Health Sciences

Donna Berry, Dana Farber Cancer Institute

Timothy Bickmore, Northeastern University, College of Computer & Information Science

Barry Bluestone, Northeastern University, School of Public Policy and Urban Affairs

Diane Carroll, Massachusetts General Hospital

Carmen Castaneda-Sceppa, Northeastern University, Bouvé College of Health Sciences

Maria Dolce, Northeastern University, Bouvé College of Health Sciences

Deb Franko, Northeastern University, Bouvé College of Health Sciences

Alice Gervasini, Massachusetts General Hospital

Barbara Guthrie, Northeastern University, Bouvé College of Health Sciences

Judith Hall, Northeastern University, College of Science

Kathy Horvath, Rogers Memorial Veteran’s Hospital

Tiffany Kim, Northeastern University, Bouvé College of Health Sciences

Karin Lifter, Northeastern University, Bouvé College of Health Sciences

Alisa Lincoln, Northeastern University, College of Science

Margaret McCabe, Boston Children’s Hospital

Nathaniel Rickles, Northeastern University, Bouvé College of Health Sciences

Sue Roberts, Northeastern University, Bouvé College of Health Sciences

Jacqueline Somerville, Brigham & Women’s Hospital

Gary Young, Northeastern University, Center for Health Policy and Healthcare Research
Appendix B

Dear Prospective Research Mentor,

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

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

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

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

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

Process:

1. PhD students, with the support of their advisor, are responsible for identifying a research member with whom they can learn the research process and will work with them on the mentor’s research project. This mentor is often the student’s faculty advisor.
2. Students and research mentors will meet to clearly define the objectives of the research practicum. The student will then complete the Research Practicum Proposal Form, gather the required signatures, and submit it to the PhD Program Director no later than 1 month before the beginning of the Research Practicum semester.
3. Students may change faculty research mentors by notifying the Director of the PhD program and submitting a Research Practicum Proposal Form.
4. Students will report their research activities and hours by maintaining Form A - Research Practicum Activities Log (or similar documentation). Research mentors must sign the form, indicating the research practicum objectives have been met. At the conclusion of the research practicum, a completed form must be submitted to the Director of PhD program.
5. At the conclusion of the practicum, students and faculty complete a Research Practicum Evaluation and return the forms to the Director of PhD program.
Appendix C
School of Nursing PhD Program
Research Practicum Proposal Form

Student Name: ___________________________  Student ID #: ___________________________

Research Mentor Name: ___________________________  Email: ___________________________

Title: ___________________________  Organization: ___________________________

Anticipated # of Research hours: ________  # of credits: ________

Brief description of the research project:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

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

Student Signature: ___________________________  Date: ____________

Faculty Advisor Signature: ___________________________  Date: ____________

Research Mentor Signature: ___________________________  Date: ____________

PhD Director Approval: ___________________________  Date: ____________

Updated 8/6/2015
Form A
Research Practicum Activity Log

Student Name: ______________________  Research Mentor: ______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
Form B
Research Practicum Mentor’s Evaluation

Mentor’s Name: ______________________  Student’s Name: ______________________

1. Please check one.

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

2. If not satisfied, please identify which skills the student needs to improve?

3. What are your suggestions for improving future student’s research practicum?

Signature: ______________________  Date: ____________
Form C
Research Practicum Student Evaluation

Name: ___________________________ Date: ___ / ___ / ____

Research Mentor’s Name: ___________________________
Dates of Practicum: ___________________________

1. Please check one.

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

2. What are the three most valuable aspects of your research practicum?

3. What were three aspects of your practicum that you did not find valuable?

4. What if any suggestion would you recommend for other students?
Appendix D
PhD Comprehensive Examination Application Form and Ballot

Northeastern University
Bouvé College of Health Sciences
School of Nursing

Comprehensive Examination Application Form and Ballot

Name: __________________________________________________________

Proposed Date of Written Exam: ____________________________________

Committee Members: ______________________________________________

Chairperson: ______________________________________________________

_________________________________________________________________

PhD Program Director Approval:

Signature Date

_________________________________________________________________

Examination Results:

PASS
________ The written comprehensive examination is satisfactory

FAIL
________ The written comprehensive exam is unsatisfactory.

Signatures of the Examination Committee

_________________________________________________________________

Chairperson Date

_________________________________________________________________

Member Date

_________________________________________________________________

Member Date
Appendix E  
Dissertation Committee Appointment Form  

Northeastern University  
Bouvé College of Health Sciences  
School of Nursing  
Ph.D. Program in Nursing  
Dissertation Committee  
Appointments  

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 if 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. You may elect to have one or two additional committee members from outside the School of Nursing or outside Northeastern University. 

Student’s Name:______________________________ ID #: __________________

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

Committee Chairperson  
Signature  
Date  

Committee Member, School of Nursing  
Signature  
Date  

Committee Member, Department  
Signature  
Date  

Committee Member, Department  
Signature  
Date  

Committee Member, Department  
Signature  
Date  

Approval: Signatures below indicate approval of this Dissertation Committee.

Director, PhD Program  
Signature  
Date  

Dean, School of Nursing  
Signature  
Date  

Submit this form to the Director, Ph.D. Programs in Nursing.

Updated form 8/6/2015
Appendix F
Change in Dissertation Committee Appointments Form

Northeastern University
Bouvé College of Health Sciences
School of Nursing

Change in Dissertation Committee

To: ___________________________________________  Date

Director, PhD Program

From: ___________________________________________  Date

Doctoral Student

Student’s Name: __________________________________

Does this include a change of Dissertation Chair: ____yes  ____no

Please include a brief description of reasons for proposed changes: ________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Previous Committee

Committee Chair

Committee Member

Committee Member

Committee Member

New Committee

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Approval: Signatures below indicate approval of this new Doctoral Committee

Committee Chair_________________________________________Date  ____________

New Committee Chair___________________________________Date  ____________

New Committee Member_________________________________Date  ____________

New Committee Member_________________________________Date  ____________

New Committee Member_________________________________Date  ____________

New Committee Member_________________________________Date  ____________

Director, PhD Program in Nursing________________________Date  ____________

Dean, School of Nursing_________________________________Date  ____________
Appendix G
Approval of Dissertation Proposal Form

Northeastern University
Bouvé College of Health Sciences
School of Nursing

Ph.D. Program in Nursing
Approval of Dissertation Proposal

To: __________________________
   Director, PhD Program in Nursing

From: __________________________
   Dissertation Chair

Student’s Name

Area of Concentration

NEU ID#

Date Admitted

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

A copy of this proposal is attached.

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

Dissertation Chair

Committee Member

Committee Member

Committee Member

Committee Member

Director, PhD Program

Dean, School of Nursing

Submit this form to the Director, PhD Program in Nursing.
Appendix H

Approval of Dissertation Form
Northeastern University Bouvé College of Health Sciences
School of Nursing
Ph.D. Program in Nursing
Approval of Dissertation

To: ____________________________ ____________________________
   Director, PhD Program in Nursing
From: __________________________
    Dissertation Chair

Student’s Name ____________________________ NU ID # ____________
Program ____________________________ Date Admitted __________

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

______________________________________________________________________________________________

Approvals: Signatures below indicate approval of the dissertation.

Dissertation Chair ____________________________ Date __________
Committee Member ____________________________ Date __________
Committee Member ____________________________ Date __________
Committee Member ____________________________ Date __________
Committee Member ____________________________ Date __________
Director, Nursing PhD Program ____________________________ Date __________
Dean, School of Nursing ____________________________ Date __________
Associate Dean of Graduate Education, Bouvé College ____________________________ Date __________

Submit this form to the Associate Dean of Graduate Education at Bouvé College, and a
copy to the Director, PhD Program in Nursing.
Appendix I
Northeastern University Bouvé College of Health Sciences
School of Nursing
Ph.D. Program in Nursing
Change of Advisor Form

Name of Student:_______________________________________________  NU ID #:___________________________

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

From:______________________________________________________________________________

(Print Name of Present Advisor)

To:_________________________________________________________________________________

(Print Name of New Advisor)

Signatures

Student:__________________________________________  Date:__________________________

Present Advisor:__________________________________  Date:__________________________

New Advisor:______________________________________  Date:__________________________

PhD Program Director:_________________________________  Date:__________________________

Return this form to the Nursing PhD Office
Appendix J
School of Nursing PhD Faculty Advisor Review of Progress Form

Student Name:____________________________ Student ID #:____________________________

1. **Comments Regarding Student Progress Over the Past Academic Year**
   
   **Required Elements of Progress**
   Please refer to specific benchmarks noted in bold in the document, *School of Nursing PhD Program Handbook*.

   **Other Exemplars of Progress**
   Please refer to other exemplars of ongoing progression noted in the document, *Progression Guidelines for the PhD Program in Nursing*.

2. **Student Progress in Developing a Program of Research**

3. **Other comments / concerns / recognitions regarding student progress**

_________________________________________________________  ________________
Faculty Advisor Signature                     Date

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

_________________________________________________________  ________________
Student Signature                     Date

(Submit a copy of this form to the Nursing PhD Office) Updated 8/6/2015
Appendix K
Preparing Your Dissertation Manuscript for Submission
(Including Supplemental Files)

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

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

Abstract
We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master’s theses. Additionally, our print indexes allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript. Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English. For additional information regarding formatting of abstracts, please see the FAQ here: http://www.etdadmin.com/cgi-bin/main/faq?siteId=164#ts10

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

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

**DIGITAL MANUSCRIPT**

<table>
<thead>
<tr>
<th>File Format: Manuscript</th>
<th>Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multimedia files and formats</td>
<td>Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.</td>
</tr>
<tr>
<td>Images</td>
<td>GIF (.gif); JPEG (.jpeg); TIFF (.tif)</td>
</tr>
<tr>
<td>Video</td>
<td>Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpg)</td>
</tr>
<tr>
<td>Audio</td>
<td>AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)</td>
</tr>
<tr>
<td>Margins</td>
<td>Left: 1&quot;; Right: 1&quot;; Top and Bottom: 1&quot;. Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾&quot; from edge of page.</td>
</tr>
<tr>
<td>Fonts</td>
<td>Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.</td>
</tr>
<tr>
<td>Line spacing</td>
<td>Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.</td>
</tr>
<tr>
<td>Color</td>
<td>PDF and Print reproductions will include all color material. Microfilm reproductions will NOT preserve color; colors will appear in shades of gray.</td>
</tr>
</tbody>
</table>

**Supplementary Materials**

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

- Do not embed media files in your PDF:
- Upload media files as supplementary files: During online submission, you will be asked to upload any supplementary files.
- Describes files in your abstract: Add a description of each supplementary file in your abstract.
Supporting Documentation for Supplementary Materials

Including supplementary materials with your submission will require additional paper documentation before we can complete the publishing process. For further information see “Sample Permission Letter for Use of Previously Copyrighted Material”

- Reprint Permission Letters:

If you are going to include multimedia material covered under someone else's copyright - an audio or video clip, a digital photograph, etc. - you must provide us with written permission to include it.

- Third Party Software Licenses (if needed):
If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different than including a file generated by a particular program - i.e., including a copy of Microsoft Excel is different than including an.xls file generated in Excel. You do not need a software license to include an.xls file.

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

Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance can be found in help files.

Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes. Then:
1. On the Tools menu, click Options, and then click the Save tab.
2. Select the Embed TrueType fonts check box.
3. Save the document.

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

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

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

<table>
<thead>
<tr>
<th>Some recommended TrueType fonts and point sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Arial</td>
</tr>
<tr>
<td>Century</td>
</tr>
<tr>
<td>*Courier New</td>
</tr>
<tr>
<td>Garamond</td>
</tr>
<tr>
<td>*Georgia</td>
</tr>
<tr>
<td>Lucida Bright</td>
</tr>
<tr>
<td>Microsoft Sans Serif</td>
</tr>
<tr>
<td>Tahoma</td>
</tr>
<tr>
<td>*Times New Roman</td>
</tr>
<tr>
<td>*Trebuchet MS</td>
</tr>
<tr>
<td>*Verdana</td>
</tr>
</tbody>
</table>

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

Examples of Funding Resources and Deadlines*

*Don’t forget to factor in time for review by your faculty mentors.

<table>
<thead>
<tr>
<th>Type</th>
<th>Grant Application</th>
<th>Brief Description</th>
<th>Considerations</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding to attend/present at conferences</td>
<td>Graduate Student Government <a href="http://www.northeastern.edu/gsg/?page_id=28">http://www.northeastern.edu/gsg/?page_id=28</a></td>
<td>Up to $375 per academic year for reimbursement of conference expenses.</td>
<td>-Must be a full-time student</td>
<td>Varied based on conference date. Generally 2 months in advance.</td>
</tr>
<tr>
<td>Dissertation Research Grant</td>
<td>Grant from Northeastern University <a href="http://www.northeastern.edu/graduate/current-students/fellowship-opportunities/graduate-thesisdissertation-research-grant/">http://www.northeastern.edu/graduate/current-students/fellowship-opportunities/graduate-thesisdissertation-research-grant/</a></td>
<td>The purpose of the Thesis/Dissertation Grant Program is to support the scholarly research of graduate students at Northeastern University.</td>
<td>-Full-time students (registration for NRSG 9990 Dissertation is considered full-time)</td>
<td>Variable, see website.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Joanne Wood Scholarship <a href="http://joannewoodscholarshipfund.org/">http://joannewoodscholarshipfund.org/</a></td>
<td>The Joanne Wood Scholarship was established to assist exceptional students with financial need in obtaining a masters or graduate degree in: business, math or science.</td>
<td>-$5,000 to be used towards tuition only</td>
<td>See website</td>
</tr>
<tr>
<td>Pre-doctoral fellowship/Training</td>
<td>NIH – NRSA (F31) <a href="http://grants.nih.gov/grants/guide/pa-files/PAR-11-117.html">http://grants.nih.gov/grants/guide/pa-files/PAR-11-117.html</a> NIH – Diversity NRSA (F31) For minority students <a href="http://grants.nih.gov/grants/guide/pa-files/PA-11-112.html">http://grants.nih.gov/grants/guide/pa-files/PA-11-112.html</a></td>
<td>-Individual pre-doctoral fellowship can be submitted after beginning the doctoral program. Provides 60% of tuition/fees (up to $16,000/yr.), health insurance. $21,000+ stipend per year. -Very prestigious award -1-5 years of funding</td>
<td>-Proposal from submission to award can take up to 9 to 12 months -Often has to be submitted twice for funding (if you are already at the dissertation stage, this is not the best opportunity)</td>
<td>April 8 Aug 8 Dec 8</td>
</tr>
<tr>
<td>Scholarship</td>
<td>American Association of Colleges of Nursing AACN Student Scholarship</td>
<td>Two scholarships will be distributed to top nursing school applicants four times a year through 2015. Applicants must be in a baccalaureate or higher degree program. NEU School of Nursing is an AACN member and is affiliated with CertifiedBackground.com</td>
<td>$5,000</td>
<td>January 31 April 30 July 31 October 31</td>
</tr>
<tr>
<td>Scholarship</td>
<td>American Association of Critical-Care Nurses Continuing Professional Development Scholarships</td>
<td>AACN’s scholarship program is designed to promote lifelong learning, personal reflection and professional growth. The program may fund academic activities on a limited basis. Applicants must show a direct link between the content of the learning activity they are proposing and what they need to learn in order to overcome</td>
<td>$3,000</td>
<td>Any time during the year</td>
</tr>
<tr>
<td>Program Type</td>
<td>Organization/Details</td>
<td>Description</td>
<td>Application Deadline</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Pre-doctoral fellowship</td>
<td>American Cancer Society <a href="http://www.cancer.org/Research/ResearchProgramsFunding/doct">http://www.cancer.org/Research/ResearchProgramsFunding/doct</a> oral-degree-scholarships-in-cancer-nursing</td>
<td>Focus on cancer&lt;br&gt;$30,000 over 2 years for tuition</td>
<td>Oct 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Academy of Nurse Practitioners</td>
<td>Advance the role of nurse practitioners through the support of education, research and practice for the improvement of the public's health.</td>
<td>See website</td>
<td></td>
</tr>
<tr>
<td>Dissertation Award</td>
<td>Agency for Healthcare Quality and Research (AHRQ) R3 6 <a href="http://grants.nih.gov/grants/guide/par-files/PA-12-256.html">http://grants.nih.gov/grants/guide/par-files/PA-12-256.html</a></td>
<td>Focus on individuals who are conducting research undertaken as part of an accredited academic program to qualify for a research doctorate degree.&lt;br&gt;-Health services research</td>
<td>Feb 1&lt;br&gt;May 1&lt;br&gt;Aug 1&lt;br&gt;Nov 1</td>
<td></td>
</tr>
<tr>
<td>Dissertation/Small Grant</td>
<td>American Nurses Foundation <a href="http://www.anfonline.org/MainCategory/NursingResearchGrant.aspx">http://www.anfonline.org/MainCategory/NursingResearchGrant.aspx</a></td>
<td>Various types of awards&lt;br&gt;Generally range from $2,500 - $10,000 to fund dissertation research</td>
<td>See website</td>
<td></td>
</tr>
<tr>
<td>Pre-doctoral fellowship/training</td>
<td>BAGNAC <a href="http://www.geriatricnursing.org/applications/applications.aspx">http://www.geriatricnursing.org/applications/applications.aspx</a></td>
<td>Geriatric nursing research&lt;br&gt;$50,000/yr. for 2 years ($100,000 total)&lt;br&gt;-Covers tuition, fees, travel, stipend&lt;br&gt;-Full time student - Allows only part-time employment (&lt; 50%) - Mentor</td>
<td>See website</td>
<td></td>
</tr>
<tr>
<td>Fellowship</td>
<td>Foundation of the National Student Nurses' Association Promise of Nursing Regional Faculty Fellowship</td>
<td>Provides financial support for a Baccalaureate registered nurse who is looking to pursue a career in nursing education</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td></td>
<td>US Department of Education Graduate Assistance in Areas of National Need (GAANN)</td>
<td>This program provides fellowships, through academic departments and programs of IHEs, to assist graduate students with excellent records who demonstrate financial need and plan to pursue the highest degree available in their course study at the institution in a field designated as an area of national need</td>
<td>January (if announced)</td>
<td></td>
</tr>
<tr>
<td>Pre-doctoral Scholarship</td>
<td>John Hartford Foundation Building Academic Geriatric Nursing Capacity (BAGNC) Predoctoral Scholarship</td>
<td>This 2-year scholarship program supports full time doctoral education for nurses committed to careers in academic geriatric nursing</td>
<td>$100,000</td>
<td>Jan 11</td>
</tr>
<tr>
<td>Minority Scholarship</td>
<td>Johnson&amp;Johnson Minority Nurse Faculty Scholarship Program</td>
<td>Provides financial support to graduate nursing students from minority backgrounds who agree to teach in a school of nursing</td>
<td>$18,000</td>
<td>See Website</td>
</tr>
<tr>
<td>Scholarship Type</td>
<td>Institution/Grant Organization</td>
<td>Description</td>
<td>Amount</td>
<td>Deadline</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------</td>
<td>-------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>Dissertation/Small Grant</td>
<td>Local/regional STT chapters</td>
<td>Check with local chapter (if STT member)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td>March of Dimes Graduate Nursing Scholarships</td>
<td>To recognize and promote excellence in nursing care of mothers and babies scholarships are offered annually to registered nurses enrolled in graduate programs of maternal-child nursing</td>
<td>$5,000</td>
<td>January</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Massachusetts Association of Registered Nurses Ruth Lang Fitzgerald Memorial Scholarship</td>
<td></td>
<td>$1,000</td>
<td>Lang: Nov 15, Davis: March 15</td>
</tr>
<tr>
<td>Scholarship</td>
<td>National League of Nursing <a href="http://www.nln.org/researchgrants/index.htm">http://www.nln.org/researchgrants/index.htm</a></td>
<td>Focus on multi-site nursing education research projects. Partnership between established and beginning researchers is encouraged.</td>
<td>$70,000</td>
<td>Wee website</td>
</tr>
<tr>
<td>Doctoral Dissertation Award</td>
<td>National League of Nursing <a href="http://www.nln.org/researchgrants/index.htm">http://www.nln.org/researchgrants/index.htm</a></td>
<td>Focus on minority investigators pursuing research on substance abuse/mental health</td>
<td>-Full time student - Covers tuition, fees -3-5 years</td>
<td>March 1</td>
</tr>
<tr>
<td>Pre-doctoral fellowship/training</td>
<td>SAMSABH <a href="http://www.emfp.org/MainMenuCategory/Fellowships.aspx">http://www.emfp.org/MainMenuCategory/Fellowships.aspx</a></td>
<td>To encourage the research career development of nurses through support of research conducted by beginning nurse researchers or experienced nurse researchers who are entering a new field of study.</td>
<td>Up to $7,500</td>
<td>May 1</td>
</tr>
<tr>
<td>Dissertation/Small Grant</td>
<td>Sigma Theta Tau International/ American Nurses' Foundation Grant</td>
<td>-Various small grants for doctoral students; -$5,000Member of STT Healthcare delivery, education or research in clinical setting Preference will be given to Sigma Theta Tau International and/or Hospice and Palliative Nurses Foundation End of Life Nursing Care Research Grant</td>
<td>Average award</td>
<td>Dec 1, April 1</td>
</tr>
<tr>
<td>Small Grant</td>
<td>Sigma Theta Tau International/National League for Nursing Grant (NLM)</td>
<td>Focus on research that advances the science of nursing education through the use of technology in the dissemination of knowledge.</td>
<td>Up to $5,000</td>
<td>June 1, 2013</td>
</tr>
</tbody>
</table>
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. 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/).

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

The **Dr. Martin Luther King, Jr. Graduate Fellowship** is available to graduate students of African origin who have been accepted into a Northeastern University graduate program. The fellowship covers the full cost of tuition and general fees. Candidates must be able to document American citizenship or permanent resident status. For further information contact the John D. O’Bryant African-American Institute at (617) 373-3143 or email aai@neu.edu.
Each year the School of Nursing is awarded funding to support Minority Scholarships for graduate students who are from underrepresented racial minorities. Students can apply for a Minority Scholarship through the School of Nursing Academic Programs Office.

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

**Loan Programs through Northeastern University’s Financial Aid Office**

**Federal Stafford Loans.** The maximum yearly award amount beginning in July of 2010 will be $20,500.

**Federal Nursing Student Loan.** Available to full-time nursing students. The interest rate is fixed at 5% and up to $2,500 may be awarded per year, depending on funding levels. Repayment begins nine months after the student ceases to be at least a half-time student, with a repayment period of 10 years.

**Federal Graduate PLUS Loan.** Beginning with the 2006-07 academic year, graduate students are eligible to borrow funds through the federal PLUS Loan program. Unlike other federal loans, the Grad PLUS loan requires credit approval by the lender. Students have up to 25 years to repay the Grad PLUS loan, beginning 60 days after the final loan disbursement. With the Grad PLUS loan, students can borrow up to their total cost of attendance minus other financial aid.

**Other potential funding sources:**

- Academy of Medical-Surgical Nurses Career Mobility Scholarship Award - [http://www.medsurgnurse.org](http://www.medsurgnurse.org)
- American Academy of Nurse Practitioners - [http://www.aanp.org](http://www.aanp.org)
- American Association of University Women Educational Foundation - [http://www.aauw.org](http://www.aauw.org)
- American Indian Graduate Center - [http://www.aigc.com](http://www.aigc.com)
- American Psychiatric Nurses Association - [http://www.apna.org](http://www.apna.org)
- Clinical Nurse Specialist Foundation - [http://www.cns-foundation.org/Pages/default.aspx](http://www.cns-foundation.org/Pages/default.aspx)
- Council of Graduate Schools - [http://www.cgsnet.org](http://www.cgsnet.org)
- Graduate Women in Science [http://www.gwis.org](http://www.gwis.org)
- Hispanic Association of Colleges and Universities - [http://www.hacu.net/hacu/default.asp](http://www.hacu.net/hacu/default.asp)
- Hospice and Palliative Nurses Foundation - [http://www.hpnf.org](http://www.hpnf.org)
- Indian Health Service (IHS) - [http://www.ihs.gov](http://www.ihs.gov)
- National Association of Pediatric Nurse Practitioners - [http://www.napnap.org](http://www.napnap.org)
- National Health Service Corps - [http://nhsc.hrsa.gov](http://nhsc.hrsa.gov)
- Nurse Loan Repayment and Scholarship Program (NLRP) - [http://bhpr.hrsa.gov/nursing/grants/nlrp.html](http://bhpr.hrsa.gov/nursing/grants/nlrp.html)
- Nurses’ Educational Funds, Inc. - [http://www.n-e-f.org](http://www.n-e-f.org)