



## STUDENT HANDBOOK

Doctor of Philosophy (Ph.D.)

2008-2009

**Note: The Ph.D. Nursing degree is a program under the auspices of the Graduate School of Arts and Sciences (GSAS). The information herein does not supersede GSAS rules, regulations, policies, and procedures. Other GSAS information can be found at:**

GSAS Handbook: <http://artsandsciences.virginia.edu/gradschool/glossary/index.html>

Academic Policies:

[http://records.ureg.virginia.edu/content.php?catoid=12&page=06a\\_academic\\_regulations.html](http://records.ureg.virginia.edu/content.php?catoid=12&page=06a_academic_regulations.html)

GSAS forms: <http://artsandsciences.virginia.edu/gradschool/forms/index.html>

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Section  
A.

Academic Policies and Procedures

## Academic Calendar

<b>Fall Semester 2008</b>	
Orientation	Saturday, August 23 - Monday, August 25
Final Registration	Monday, August 18 - Friday, August 29
Courses begin	Tuesday, August 26
Add/Drop/Withdrawal	<p><b>Remember:</b> These Add/Drop/Withdrawal dates are GSAS dates. Other Nursing program dates are different. PhD students should abide by the GSAS dates and contact the GSAS Registrar with any questions related to these dates.</p> <p>Add: Sept 9 Drop: Sept 30 Withdraw: Oct 17</p>
Reading Days	Saturday, October 11 - Tuesday, October 14
<a href="#">Fall Convocation Family Weekend</a>	Friday, October 24 – Sunday, October 26
Thanksgiving recess	Wednesday, November 26 - Sunday, November 30
Courses end	Friday, December 5
Reading Day	Sunday, December 7
Examinations	Monday, December 8 - Tuesday, December 16
Reading Days	Thursday, December 11; Sunday, December 14
Fall degrees conferred	Tuesday, December 30 (no ceremony)
<b>Spring Semester 2009</b>	
Final Registration	Wednesday, January 7 - Friday, January 16
Courses begin	Tuesday, January 13, <i>(the classes held are those normally scheduled for Monday, January 19)</i>
Courses suspended	Monday, January 19, Martin Luther King Day (Special University activities to be proposed)
Add/Drop/Withdrawal	Vary by school
Spring recess	Saturday, February 28 - Sunday, March 8
Courses end	Tuesday, April 28
Reading Day	Wednesday, April 29
Examinations	Thursday, April 30 - Friday, May 8 (No exams on Sunday, May 3, or Wednesday, May 6)
Reading Days	Sunday, May 3; Wednesday, May 6
<a href="#">Final Exercises</a>	Sunday, May 17

**For an up to date calendar:** <http://www.virginia.edu/registrar/calendar.html#083>

## School of Nursing Faculty

### Dean's Office

Dorrie K. Fontaine, PhD, RN, FAAN, Dean\*  
 Sarah P. Farrell, PhD, RN, APRN-BC, Associate Dean for Academic Programs\*  
 Elizabeth Merwin, PhD, RN, FAAN, Associate Dean for Research\*  
 Ivora Hinton, PhD, Coordinator of Data Analysis  
 Clay Hysell, MA, Assistant Dean for Graduate Student Services  
 Theresa Carroll, PhD, Assistant Dean for Undergraduate Student Services  
 Marty Doherty, MBA, Associate Dean for Administration  
 Lori Cwalina, MED, Assistant Vice President for Health System Development-Nursing  
 Julie Goodlick, MS, Director of Development and Alumni Affairs  
 Mary Beth Knight, Director of Development: Annual Giving & Major Gifts Alumni/Development

### Professors

Valentina Brashers, MD\*  
 Suzanne Burns, MSN, RN, AGNP-CS, FAAN  
 Eugene Corbett, Jr., MD, FACP  
 Mikel Gray, PhD, CUNP, CCCN, FAAN\*  
 Emily Hauenstein, PhD, RN\*  
 Patricia J. Hollen, PhD, RN, FAAN\*  
 Arlene Keeling, PhD, RN\*  
 Jeanette Lancaster, PhD, RN, FAAN\*  
 Elizabeth Merwin, PhD, RN, FAAN\*  
 Barbara Parker, PhD, RN, FAAN\*  
 Richard Steeves, PhD, RN, FNP, FAAN\*  
 Ann Gill Taylor, EdD, RN, FAAN\*

### Associate Professors

Cheryl Bourguignon, PhD, RN\*  
 Sarah Farrell, PhD, RN, APRN-BC\*  
 Doris Glick, PhD, RN\*  
 Doris Greiner, PhD, RN\*  
 Ann B. Hamric, PhD, RN, FAAN\*  
 Catherine Kane, PhD, RN, FAAN\*  
 Pamela Kulbok, DNSc, RN\*  
 Connie Lee, EdD, RN, ARNP, IBCLC\*  
 Carol Manning, PhD\*  
 Catherine Ratliff, PhD, RN, CETN, CS\*  
 Juanita Reigle, MSN, RN, ACNP-CS  
 Sharon Utz, PhD, RN\*

### Assistant Professors Continued

Marianne Baernholdt, PhD, RN\*  
 Edie Devers Barbero, PhD, RN, APRN-BC\*  
 Cathy Campbell, PhD, RN, ARNP\*  
 Reba Moyer Childress, MSN, RN, APRN-BC, FNP  
 Deborah Conway, MS, RN

\* Indicates School of Nursing Ph.D. Faculty.

### Assistant Professors Continued

Kathleen Cox, PhD, RN\*  
 Regina DeGennaro, MSN, RN, AOCN  
 Sarah Delgado, MSN, RN, NP  
 Emily Drake, PhD, RN\*  
 Theresa Drought, PhD, RN\*  
 Elizabeth Epstein, PhD, RN\*  
 Elizabeth Erwin, PhD, RN, APRN-BC\*  
 Kathleen Fletcher, MSN, RN, APRN-BC, GNP  
 Elizabeth H. Friberg, MSN, RN, PAHM  
 Mary Gibson, PhD, RN\*  
 Rebecca Harmon, PhD, RN, APRN-BC\*  
 Kathryn Haugh, PhD, RN\*  
 Randy Jones, PhD, RN\*  
 Bonnie Jerome-D'Emilia, PhD, RN, MPH\*  
 John Kirchgessner, PhD, RN, PNP\*  
 Kathryn Laughon, PhD, RN\*  
 Carol Lynn Maxwell-Thompson, MSN, RN, CFNP  
 Lynn Noland, PhD, RN, CPNP\*  
 Mary O'Laughlen, PhD, RN, APRN-BC, FNP\*  
 Kathryn Reid, PhD, RN, CCRN, CFNP\*  
 Dawn Rigney, PhD, RN\*  
 Karen M. Rose, PhD, RN\*  
 Vickie Southall, MSN, RN  
 Anita Thompson-Heisterman, MSN, RN, APRN-BC  
 Dorothy Tullmann, PhD, RN\*

### Research Assistant Professors

Sarah Anderson, PhD, RN  
 Kim Innes, PhD, RN  
 Irma Mahone, PhD, RN  
 Audrey Snyder, PhD, RN  
 Ishan Williams, PhD\*

## Policies and Procedures

### **Compliance with University Regulations**

Students are held responsible for adhering to the Standards of Conduct as listed in the Graduate Record. “The University reserves the right to suspend, enforce the withdrawal of, or expel a student whose academic standing is in its judgment unsatisfactory or who violates the University’s Standards of Conduct.” An electronic copy of the Graduate Record is available from the University Registrar’s website at <http://records.ureg.virginia.edu>.

### **Honor System**

The Honor System of the University of Virginia has traditionally been a standard of conduct based on a community of trust. Simply stated, lying, cheating, and stealing are not tolerated within the community and are grounds for dismissal from the University. As part of the University, the School of Nursing falls under the jurisdiction of the Honor system and upholds its basic belief of honesty. Each time a nursing student takes a test, writes a paper, or turns in a client history and care plan, he/she is required to sign a pledge stating that the work is his/her own.

### **Release of Information about Students**

The University may disclose directory information from a student’s education records without a student’s prior written approval, unless the student informs the Vice President for Student Affairs in writing and within 14 days of registration, that specified categories of directory information are not to be released without the student’s prior written consent. Directory information includes the student’s name; home and school address; home and school telephone number; date and place of birth; age; major field of study; school of enrollment; full-time/part-time status; year in school; participation in officially recognized activities and sports; dates of attendance; degrees, honors, scholarships, and awards received; and the most recent previous educational agency or institution attended. In addition, directory information includes the names, addresses, telephone numbers and occupations of students’ parents or guardians and the weight and height of members of athletic teams.

### **Accuracy of Students’ Records**

Students are ultimately responsible for maintaining the accuracy of their records. Grade reports are accessible to students via the online student registration system. The School of Nursing does not change grades after one semester has lapsed, therefore students should promptly bring any error on the grade report, transcript or advising sheet to the attention of the Associate Dean. Students are encouraged to utilize the University of Virginia’s Student Registration System (ISIS) to check the accuracy of their grades. The VISTAA (Virginia Student Academic Audit) report is also available in ISIS and students are encouraged to utilize this report to monitor their progression through their program.

### **Course Load**

Graduate students in the Graduate School of Arts and Sciences must be enrolled in 12 credits per semester. Students wishing to be part-time must obtain the written permission of the Associate Dean for Academic Programs in the Graduate School.

### **Overload of Credit Hours**

Students who wish to enroll in more than the allowed maximum hours for their program must gain approval to do so (More than 17 credits). In order to receive approval, a student must complete a Request for Increased Course Load form. The student will fill out the form and attach it to a completed Course Action Form that lists the course(s) that the student wishes to add into their schedule. Students will be required to complete a request for overload form and have the Associate Dean's approval before the overload courses can be added into the student's schedule. The student needs to turn in the signed request AND the completed Course Action Form to the Office of the School of Nursing Registrar for processing.

### **Waiving Courses**

Graduate students can waive courses in lieu of equivalent courses completed at other institutions. A course waiver will waive a required course but the substitution will carry no credits. Graduate students seeking substitutions follow the same procedure for transferring credits.

### **Transfer Credit / Waiving a Course**

The University of Virginia School of Nursing faculty will consider requests for transfer of credit from other two or four year colleges or universities for courses which may be equivalent to those in graduate nursing programs. Other University of Virginia faculty may evaluate courses equivalent to those in other areas. Implementation of this policy will not negate the residency requirement policy.

When a student requests transfer of credit for courses completed in other colleges or universities to meet requirements in the University of Virginia School of Nursing or substitution of one UVA course for another, the following procedures must be followed:

1. The student must submit to the Office of the School of Nursing Registrar a completed Request to Transfer or Substitute Courses for Credit form with all required signatures and documentation. A separate form must be completed for each course for which transfer credit/substitution is requested.
2. The following support materials must be submitted with this form:
  - a. A course syllabus containing a course description, objectives and content outline of the course.
  - b. An official transcript that validates grade and credit for the course. The student must request that this be sent directly to the Office of the School of Nursing Registrar. If the request concerns a course to be taken at another institution, an official transcript

must be sent at the request of the student immediately following completion of the course. Credit will not be awarded until the official transcript is received.

Exceptions to this policy include:

- Students who have completed a course as a part of a baccalaureate program may not use that course toward the MSN degree (Exception: MSN-CNL students).
- Graduate students may receive a maximum of four graduate-level courses (up to 12 credits) completed at other institutions for transfer credit. In order to be considered for transfer, the courses must have been completed with a minimum grade of B.

### **Academic Probation and Suspension**

Students who fail to remain in good academic standing will be placed on academic probation. A student is subject to suspension after two semesters on academic probation.

### **Incomplete Grades**

A grade of IN becomes an F ten days after the end of the examination period unless a form requesting an extension of time has been signed by the course instructor and approved by the Association Dean. An approved grade of IN does not convert to F until four weeks after the end of the examination period. The faculty has adopted a policy that, unless authorized by the dean's office, students must complete all course work before taking the final examination. Instructors are not authorized to extend the time for completion of course work without the dean's approval. Forms for securing extensions are available from the Office of the School of Nursing Registrar.

Students with two or more outstanding incomplete designations (in the same semester or cumulatively) may not enroll in courses in subsequent terms.

### **Grade Changes**

No grade may be changed without the approval of the Associate Dean for Academic Programs after it has been submitted to the University Registrar. The Associate Dean for Academic Programs is not authorized by the faculty to change a grade submitted to the University Registrar except when an instructor certifies that, because of errors in calculation or transcription, an incorrect grade has been submitted. Extra work to raise a grade, once submitted, is not permitted.

### **Appealing a Grade**

Students who wish to appeal a course grade must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student consults with the chair of the department. If this path proves unsuccessful in the resolution of the matter, the student may appeal to the Associate Dean for Academic Programs, who will then form a Grade Review Committee. For grades awarded for the fall semester, the written appeal must be submitted no later than 14 calendar days after the beginning of the spring semester. For grades awarded for the spring semester or summer sessions, the written appeal must be submitted no later than 14 days after the first day of the fall semester. For January term, a written appeal must be submitted no

later than 14 days after the end of that session or term. Appeals submitted after the deadline will be heard only in exceptional cases, as determined by the Associate Dean for Academic Programs.

**Credit/No Credit (CR/NC)**

Required courses may not be taken as CR/NC unless CR/NC is the only grading option.

**Registration**

Information on registration will be provided by the Graduate School of Arts and Sciences and by the Office of the Admission and Student Services in the School of Nursing. Students are required to register for courses and/or research each semester (excluding summer sessions) until the dissertation is concluded. The Graduate School of Arts and Sciences Registrar is Doris M. Lamb (dmg2u@virginia.edu), located in 438 Cabell Hall P.O. Box 400773.

Ph.D. students should be aware that registration schedules differ between the School of Nursing (degrees other than the Ph.D.) and the Department of Nursing in the Graduate School of Arts and Sciences.

Course enrollment dates are only announced through general University-wide communication channels - i.e., the student is not notified directly.

**Registration and the Advising Code**

All students in the PhD in Nursing program are assigned a faculty advisor. Students are required to see their advisor prior to course registration each semester. Advisors will have a specific advising card for each advisee that displays the advisee's registration time, any outstanding registration blocks or holds, and a unique advising code. This code will be necessary for the advisee to log into ISIS. It is the student's responsibility to meet with their advisor and to make sure they receive their advising code from their advisor each semester.

**Registration Hold / Block**

Students who are not registered for courses during final enrollment and students who have registration blocks during final enrollment will have their student accounts terminated. It is the student's responsibility to ensure they do not have holds. Registration holds can be viewed on ISIS. If a student has a registration hold, that student must contact the office who placed the hold in order to have that hold lifted once the reason for the hold has been remedied.

**Withdrawing from a Course**

After the last date to drop courses has passed, students may withdraw from courses prior to the sixth week of classes (see the academic calendar for the exact date). To withdraw from a course, the student must obtain a Withdrawal Form from the Graduate School of Arts and Sciences. Each withdrawal must be approved by the course instructor, the student's faculty advisor, and the Associate Dean of the School of Nursing, and by the Graduate School.

## **NetLearning**

Throughout your educational experiences at the University, you will be required to complete competencies on a yearly basis. These competencies are delivered on the internet through the NetLearning system. All students are required to complete all the assigned and mandatory learning modules and will be able to log onto the NetLearning system to complete this training. You can access the NetLearning web site at: <http://netlearning.nursing.virginia.edu>. Most students are automatically assigned modules to complete. If, however you are a hospital employee, you may be required to self-assign modules as the SON administrator does not have access to your NetLearning Profile. Hospital employees will be requested to provide copies of their NetLearning transcripts to the SON Registrar periodically for tracking purposes.

## **CPR**

All graduate students must provide a CPR card by the end of September of the first year of enrollment with an update required every year. UVA accepts only the American Heart Association AED certification for Healthcare Providers. You must have Adult, Infant and Child training. The School of Nursing offers free classes every fall in the first week of classes.

## **Instructor no-show**

Students are required to wait 15 minutes for an instructor who is late or a no-show.

## **Nursing Uniform Policy**

There is no uniform policy for most PhD students. BSN-to-PhD students are expected to follow the below graduate student policy when on their specialty clinical assignments.

Any deviation from or creative interpretation of this policy is done at the discretion and with the approval of the clinical faculty responsible for students on a particular unit.

### ***All Graduates***

Students are to wear their usual uniform or scrubs, and when on rounds, a white lab coat that is clean and starched. Hair should be tied back, minimal jewelry, no facial rings. Students must wear an ID that says MSN student on it, not their usual ID.

## **Identification Badges/Cards**

A valid University ID card allows students to cash checks, vote in student elections, and attend athletic events, movies, and concerts. It allows students to use recreational facilities and Student Health. Students on meal plans use the ID card as their ticket to eat in the dining halls. Students must present the ID card to the checker each time they enter a dining facility.

Lost or damaged ID cards may be replaced at the Business Operations Office on the lower level of Observatory Hill Dining Hall, Monday through Friday, 8 am to 5 pm. There is a \$10.00 charge to replace ID cards.

***Health Sciences Photo ID Badge***

All students using UVA Health System facilities for any purpose must have a UVA Health System identification badge. This badge is different from the student ID which is received at registration. Students are expected to wear, in a highly visible location, the Health System ID badge at all times when on clinical units. Students will be expected to get hospital ID badges during the second year of study. Lost or damaged ID badges may be replaced at the Hospital Security. There is a \$10.00 charge to replace ID cards.

***University Photo ID Card***

Each student registered at the University (except Special Fee students) is required to have a valid Photo ID card for the current semester. A new ID card will be produced during registration for all newly-admitted students.

**Home Visiting Policy**

All clinical courses requiring home visiting will include the following policy in the syllabus.

Instructors:

1. Instructors will assign students to individuals or families based on the instructors and/or nurse's familiarity with the individual or family.
2. If any family poses a risk or, for any reason, a potential risk to the students' safety or the students perceives such a risk, the individual or family will not be visited by the student.
3. Instructors will use their discretion to make the assignments for students to visit alone or in pairs.
4. Instructors will know where and when students are visiting.
5. The instructor will be accessible to the students by phone or beeper while they are visiting.

Students:

1. Students will keep instructors apprised of when and where they are visiting. Students will notify instructors of any perceived danger.
2. Students will keep detailed logs of each visit and instructor will review the logs.
3. Students will follow all safety guidelines (see safety policy).

**Insurance**

All students must be covered by year-round health insurance. Each student must be insured under the University Health Insurance Plan or by another insurance contract that the student or his/her parents consider to be comparable in benefits to the University Plan. All students must present proof of insurance with your Pre-Enrollment health forms.

**Vehicles**

All students are allowed to have a vehicle on Grounds. More information regarding vehicles can be found in the Record and at the Department of Parking and Transportation, <http://www.virginia.edu/parking>.

**Textbooks**

Textbooks may be purchased at Newcomb Hall Bookstore and at the satellite Medical Center Bookstore across from the Main Hospital. Some Nursing course books may be at the Student Bookstore on the Corner instead. Books are identified by the course number and faculty teaching the course. New students should wait until they have attended Orientation before they plan to purchase textbooks.

**SON Snow Line**

If there is inclement weather and you need to check on class scheduling changes, please check the University of Virginia Web site, the University Snow Line (924-SNOW), or call 924-0141.

**Distance Learning**

All students taking online courses or “distance learning” students must meet the same standards and policies as all students who are on Grounds. Online students should become familiar with these guidelines by reading this Handbook.

**Degree or Enrollment Verification**

The University of Virginia uses a third party service to verify degrees or enrollment. This service is fast, efficient, and identical to what the University’s former service. Verifications are official and can be used for most, if not, all degree or enrollment requests even if those requests are accompanied by forms. Most institutions accept our third party service. All students must attempt to use the third party service first, and if not accepted, then may discuss other options with the University Registrar or the School of Nursing Registrar. Students must provide documentation that the third party service was not accepted. For more information: <http://www.virginia.edu/registrar/status.html>



Section  
B.

Facility Information

## **Claude Moore Nursing Education Building and McLeod Hall**

The Claude Moore Nursing Education building and McLeod Hall are located across from the Health Sciences Library on 15th Street near the historic grounds of the University of Virginia. McLeod Hall is a five-story brick building that has housed the School of Nursing since its dedication in November 1972. The Claude Moore Nursing Education Building is a new four-story facility that was completed in June 2008.

### **Office of the Dean**

#### **Claude Moore third floor, Dorrie Fontaine, Dean**

The Office of the Dean is responsible for the overall management of all aspects of the School of Nursing. The Dean welcomes opportunities to interact with students and offers regular opportunities for students to meet in small groups to discuss issues of concern to them.

### **Office of the Associate Dean for Academic Programs**

#### **Claude Moore third floor, Sarah Farrell, Associate Dean**

The Office of the Associate Dean is responsible for the academic programs in the School of Nursing. Student services available through this office include academic advising and assistance with course enrollment/registration. In addition, the office monitors student progression, grants leaves of absence, provides assistance with the completion of academic verification forms and addresses student concerns regarding academic issues.

### **Office of the Associate Dean for Administration**

#### **Claude Moore third floor, Marty Doherty, Associate Dean**

The Office of the Associate Dean for Administration is responsible for human resources, financial services, information systems, and the facilities. Student –related services provided by this office include hiring, office assignment, reimbursements for approved purchases by student organizations, technical assistance on School specific software, and classroom equipment support.

### **Office of Admissions and Student Services**

#### **Claude Moore first floor, Theresa Carroll and Clay Hysell, Assistant Deans**

The mission of the Office of Admissions and Student Services is to create a community in the School of Nursing and to provide programs and services that enhance students' intellectual, social and cultural experiences. The office, together with related departments throughout the University, provides leadership, support and guidance to students in all areas of student life including organizations and governance, special events, residence life, health, career planning and community integration. In addition, School of Nursing Admissions, Financial Aid, and Registration are coordinated through this office.

### **Development Office**

#### **Claude Moore third floor, Lori A. Cwalina, Assistant Vice President for Development-Nursing**

The Development Office and the Office of Alumni Affairs/Annual Giving work together on fund-raising activities for the School of Nursing. The Office often works with individual, foundation, and corporate donors to establish scholarships and fellowships that are awarded to students meeting the donor's educational and financial requirements. (Students interested in financial aid should inquire at the Office of Admissions and Student Services). On occasion, scholarship and fellowship recipients have the opportunity to meet their benefactors. In addition, the office works to obtain private funding to enhance educational, outreach, and research programs in the school.

### **Clinical Simulation Learning Center (CSLC)**

#### **McLeod 3005, Reba Moyer Childress, Director**

The Clinical Simulation Learning Centers are located on the third floor of McLeod Hall (Rooms 3004, 3006, 3009, and 3013). The Theresa A. Thomas Intensive Care Simulation Laboratory (ICU), room 3009, is a major feature of the CSLC. It is primarily available to students interested in pursuing acute care nursing.

The primary objective of the CSLC is to provide a state-of-the-art learning environment that is well-equipped and staffed in order to promote acquisition of basic and advanced skills as well as behaviors that are essential for undergraduate nursing students to master. The CSLC offers supervised and independent practice throughout the student's academic endeavor. Students who desire the opportunity to practice a skill they have not used recently or will need in an upcoming clinical assignment may come to the CSLC to receive help from the experienced CSLC staff and to utilize the CSLC resources. Food and drinks are not permitted in the CSLC areas.

### **Faculty Offices**

Claude Moore second and third floors; McLeod fourth and fifth floors  
Each faculty member has an office located in McLeod Hall or Claude Moore. A listing of faculty and their office numbers can be found on each floor outside of the elevators in McLeod Hall. Contact individual faculty for office hours.

## **Bulletin Boards/Monitors**

Claude Moore and McLeod Hall have numerous bulletin boards throughout the building, each assigned to a particular office, class, program or organization. In an effort to minimize the amount of paper used to create individual announcements, important notices, policies, schedules, and course information are posted on these bulletin boards. Students should check the bulletin boards weekly in order to keep well-informed. Additionally, in the lobby area of both buildings, there is a monitor linked into a central server capable of broadcasting School-related events, network news, and emergency information.

## Classrooms

### **Claude Moore Large Classrooms**

The two classrooms on the ground floor are tiered classrooms: Room G010 seats 118 and Room G120 seats 74. The two classrooms on the first floor are flat floor classrooms: Room 1110 seats 48 and Room 1120 seats 40. Each room is fully equipped with state of the art audiovisual equipment.

### **Fenwick Auditorium**

McLeod 1020

With seating for 476, the Fenwick Auditorium is the site of several Medical and Nursing School Conferences throughout the year. In addition to single and dual slide projectors, it has a video projection system for VHS video and computer programs.

## Mailboxes

### **Faculty Mailboxes**

First, second, and third floor, Claude Moore; and Fifth floor, McLeod  
Each faculty member has a mailbox in which they receive outside mail, messenger mail and messages.

### **Student Mailboxes**

Ground Floor, Claude Moore Nursing Education Building

Each enrolled student is assigned a student mailbox. Faculty, staff, and students use these mailboxes to deliver notices concerning School of Nursing activities and news. Students are reminded to check their mailboxes at least once a week.

### **Parking Garages: McLeod Garage and South Garage**

The two-floor parking garage located beneath McLeod Hall is reserved parking from 7 am to 5 pm, Monday-Friday. The South Garage located beside McLeod Hall is reserved parking at all times. Reserved parking permits for these two garages are available, by a priority system, to full-time UVA Health System faculty and staff only. The permit system for this and all other parking lots at the University is strictly enforced. Illegally parked cars are ticketed (and sometimes towed) by the Department of Parking and Transportation.

## Student Common Areas

Both Nursing buildings have common areas for students to relax between classes. Students may watch TV, relax on the sofa, make local phone calls, store snacks in the refrigerator, or use the microwave oven. Vending machines for soft drinks and snacks are located in the student common areas and a food services kiosk is located on the first floor

of the Claude Moore Nursing Education Building. Students are asked to use recycling bins to recycle their waste.

## **Phones and Cell Phones (UVA Alerts and UVA Mobile)**

### **Public Phone**

Students may use telephones located in the front entrance of McLeod Hall. Local calls are made by dialing “9” and then the number. On-grounds calls are made by dialing the last 5 digits of the phone number. Long distance calls may be made only on the telephone in the Student Lounge using a calling card or operator assistance. The telephone at the main entrance does not accept long distance calls.

### **Cell Phones**

Students are encouraged to register with UVA Alerts and to use UVA Mobile. Students who register their cell phone numbers with UVA alerts will receive important emergency messages from UVA when necessary (<https://www.virginia.edu/uvaalerts>). Also, students can view UVA Mobile using web enabled cell phones (<http://mobile.virginia.edu>). UVA mobile provides safety information, bus schedules, news, phone numbers, weather and much more to its users.

## **Other University Facilities**

### **Dining Services**

The University, with ARA, operates a wide variety of dining services including cafeterias, snack bars, grocery stores, and vending machines. All students may purchase meal plans to meet their needs. The administrative offices for ARA Dining Services are located in the basement of Observatory Hill Dining Hall.

### **Learning Needs and Evaluation Center**

The Center provides direct services such as readers, note takers, tutorials, transcribing, word processing, written language assistance, interpreters, etc, for students with a wide variety of learning assistance needs. Students having academic difficulties may also contact the Center for diagnostic studies to help identify underlying learning difficulties. The Center is located in the Elson Student Health Center, 400 Brandon Avenue. The website is: <http://www.virginia.edu/studenthealth/l nec.html>.

### **Libraries**

Students have access to all holdings throughout the University’s library system. There are several libraries that students will find essential throughout course work. Those most commonly used by students in the School of Nursing are Alderman (the central library), Claude Moore Health Sciences, Clemons, Science and Technology, Education, Law, and the Colgate Darden Business Libraries. Reference staff at each library can assist students

with finding document holdings and other reference materials. Alderman is a federal depository for government documents and has specialized personnel in that unit.

### **Claude Moore Health Sciences Library (HSL)**

The Claude Moore Health Sciences Library is the major resource for nursing, biomedical and health care information at the University of Virginia. The Library completed a major renovation project in the late fall 2000 that resulted in an entirely refurbished and expanded area for its collections and user spaces.

Users have access to a large collection of books and journals in the health sciences. In addition, the Library provides access to many electronic databases, journals and other research materials available from workstations inside the Library as well as by remote access via the World Wide Web. The Library's microcomputer lab offers a large number of computer workstations with both general purpose software as well as software in the health sciences.

The Library offers many classes, consultations, tours and general orientations both on an ongoing basis and by request. Classes and other presentations can be tailored to specific topics or needs. Librarians provide assistance at the Reference Desk in using resources, designing a research strategy and locating materials. The Historical Collections and Services department has many historical and archival materials documenting the history of nursing both as a profession and its role at the University of Virginia.

The Library's web site, <http://www.healthsystem.virginia.edu/internet/library>, is an excellent resource for most library services, resources and general information. The HS Library/Nursing liaison is Elaine Attridge.

### **Parking and Transportation**

Parking and Transportation is located on Millmont Drive, behind Barracks Road Shopping Center. Parking on Grounds is controlled by a permit system for specific parking areas and is stringently enforced. The University operates a bus system which serves most student residential areas and commuter parking lots with frequent service to the major academic areas. Student ID cards are valid for unlimited use on the University Transit System. Many commuting students choose to park in the lots located near University Hall and Scott Stadium and take the bus to McLeod Hall.

### **Recreational Facilities**

Full-time students with valid UVA IDs are automatically members through payment of tuition & fees and are eligible to participate in all programs. UVA ID's or membership cards must be presented at registration. There are four recreational centers located on grounds that are equipped with state of the art cardiovascular training equipment, basketball, squash, and handball courts. Two centers have pools and/or whirlpool and saunas. Outdoor recreational facilities are also available

### University Registrar's Office

Located in Carruthers Hall, the Registrar's Office is the main student records office of the University. The Registrar's Office handles registration for spring and fall semesters, official grade reports, official transcripts, and student records. Students needing verification of degrees and past course work should make requests in writing to the Registrar's Office.

### Student Health

The Department of Student Health (Elson Student Health Center 924-5362) provides general outpatient medical care, including specialty services in gynecology and mental health, to regularly enrolled students. When necessary, Student Health will refer patients to consultants in other specialties. Students requiring hospitalization will be admitted to the University of Virginia Hospital. While the Health Service will treat or arrange treatment of any physical or mental ailment, the Department will not pay for services a student receives outside the Health Service when these are related to: accidental injuries; diagnostic testing and procedures performed outside Student Health; eye examinations and eyeglasses; dentistry; allergy workups, serums, and injections; hospitalization; outpatient surgery; long term psychotherapy; pre-existing defects or diseases; or any medical services not authorized in advance by Student Health personnel (from University Regulations in the Graduate Record).

### University Hospital

The University Hospital operates an emergency room 24 hours per day. Students who become seriously ill after Student Health has closed should go to the emergency room for treatment.

### Writing Center

The Writing Center, located in Bryan Hall 314, offers free individual tutoring sessions (up to 50 minutes). The Writing Center offers free tutoring to all students at the University of Virginia. Our tutors can work with you to clarify your ideas, strengthen your argument, improve your transitions, brush up on your grammar, as well as improve other writing skills. You may bring in your paper at any point in the writing process, including the brainstorming phase. In compliance with UVA's honor code, we cannot offer editing or proofreading services. The Writing Center is open from the second Monday of the semester until the last day of classes. Hours are Monday through Thursday, 9:00 A.M. to 5:00 P.M. and 7:00 to 10:00 P.M., and Fridays from 9:00 A.M. to 5:00 P.M. For more information, see

<http://www.engl.virginia.edu/writing/wctr/index.html>, or e-mail the director of the

Writing Center at [writingcenter@virginia.edu](mailto:writingcenter@virginia.edu)

Dissertation Workshops: In conjunction with the Graduate Student Council, we will offer several dissertation workshops again this semester. The workshops are designed to offer graduate students in all disciplines the opportunity to discuss the writing process and to receive feedback on their work. Each of the four workshops consists of 4-8 PhD students and is led by an experienced English instructor trained in composition. Workshops meet 5-6 times per semester.

For more information contact the Assistant Director at [writingcenter@virginia.edu](mailto:writingcenter@virginia.edu)

**ESL/EFL Tutoring**

The Writing Center is now offering free individual tutoring for students learning English as a foreign language. Each ESL tutor is a trained instructor with extensive experience teaching English grammar and syntax. You may bring in an exercise for a class, work on grammar exercises, or simply brainstorm ideas.

For more information, drop by Bryan 314 or call 924-6678  
Visit UVA's Center for American English Language and Culture

**Teaching Resource Center**

The Teaching Resource Center (TRC) offers a number of services and resource materials designed to enhance the teaching abilities of faculty and teaching assistants at the University of Virginia. The TRC also administers several special programs, recognizing the skills and accomplishments of faculty and aiding in the development of courses. The TRC offers workshops, programs, consultations, teaching tips, resources and links. For more information go to <http://trc.virginia.edu>.



Section  
C.

Technology Policies and Information

## Computer Policies and Information

### Computer Requirements

All matriculating students at the School are required to own a wireless-enabled laptop with the Microsoft Windows operating system installed in order to successfully complete their respective academic programs.

Generally speaking, students at the School will have the best experience with a modern laptop computer that is no more than five years of age by the conclusion of their academic program of study at the School. We recommend that newly matriculating students bring a laptop that is either new or, at the most, 1-2 years of age.

The only specific requirements for a laptop are that:

- it runs a current version of the Windows operating system (i.e., Windows XP or Windows Vista – please note: the online testing application used by many School classes is not compatible with the Mac Operating System; also, the online testing application is not compatible with non-English versions of Windows XP and Windows Vista)
- it has wireless networking connectivity
- it has the Internet Explorer web browser installed
- it be capable of running desktop productivity suites (such as MS-office) and, if required by your program of study, statistical analysis applications, such as SPSS

The online testing application used by the School currently also requires that the .NET 2.0 framework, a free download from Microsoft, be installed. Please refer to <http://www.nursing.virginia.edu/technology/hesi.aspx> for complete details about the online testing application and a link to download the .NET 2.0 framework.

For those people who wish a more specific hardware configuration listing, we provide the following as a general guideline:

- Modern generation Windows laptop
- 512MB+ of RAM (we recommend 1GB of RAM for Windows XP; 2GB of RAM for Windows Vista machines)
- Windows XP Professional with Service Pack 2 or Windows Vista (any version)
- 40GB+ hard disk drive (we recommend 60-120GB)

## C. Technology Policies and Information

- An extended-charge battery is recommended (e.g., a 9-cell battery provides greater runtime than a 6-cell battery)
- A DVD/CD or CD/DVD-R/RW drive is strongly recommended (some software that you may need to install may only be available on CD or DVD media)
- 802.11x wireless chip (or add-in card). Wireless should support EAP-TLS encryption (see <http://www.itc.virginia.edu/network/wireless/card-choose.html> for further information). Instructions for setting up a wireless connection for use with the UVA wireless network are available at <http://www.itc.virginia.edu/wireless/encrypted.html>
- MS-Office 2003 or later

Students living off-grounds should have an Internet Service Provider (ISP) so that you may remotely access materials via the Internet.

Each course professor or instructor will have their own expectations of work to be done on a PC. For nursing coursework, a laptop would typically be used for such tasks as:

- Preparation of clinical logs
- Library research (including accessing, via an Internet connection, medical journals and databases hosted through the Health Sciences Library)
- Developing PowerPoint presentations as part of class assignments
- Accessing online class Web sites and course materials, and electronically submitting logs and assignments
- Accessing online case studies
- Completing online examinations (in a classroom setting) using a wireless connection (see <http://www.nursing.virginia.edu/technology/hesi.aspx> for further information)
- Some courses will also have statistical coursework and other exercises that will require specialized software.

Please note: some software applications utilized in the School of Nursing, including the software used with online examinations, is only available for the English version of the Windows operating system – we regret that these programs will not work with Mac computers. Experienced Mac users who also license a copy of the Windows operating system and are able to install it on a compatible Mac computer (i.e., one with an Intel processor) using either a dual-boot configuration or a virtual installation (e.g., Bootcamp or Parallels) may be able to successfully complete assignments and online examinations that require a Windows operating system, provided that you are able to obtain wireless

networking access through such a setup. Please note that such setups are complex, and many students find them to be prohibitively difficult to setup and maintain.

### **Laptop Considerations**

In considering a laptop, you should consider such factors as size and weight (for ease of portability – you will need to carry your laptop to some classes), accidental damage insurance, warranty life, and battery life (you will not always have access to an electrical outlet). Some online examinations that must be completed in a classroom using a wireless connection can last 2+ hours – extended battery life (or carrying a spare, fully charged battery) can be very helpful for completing these examinations (access to electrical outlets will be provided, but some students may find it more convenient to not have to plug into a wall outlet to complete an examination).

We strongly recommend that you consider acquiring specialized insurance for laptops to protect against theft, spills, dropped machines, etc. – these are generally not covered by the machine warranty.

Also, in considering a laptop or a desktop, you may wish to consider a warranty that will cover your entire academic career at UVA. Many laptop manufacturers offer only a 1-year warranty as standard, and some less. Extended warranties typically need to be purchased at the time that the laptop is purchased, or before the standard warranty expires.

### **Personal Printers**

Students may be interested in having a personal printer for printing of assignments and other class materials. Many classes post reading assignments in Adobe Acrobat PDF format at course Websites – in some cases, these documents can be more easily read or studied by printing them. Additionally, there will be many writing assignments throughout the course of your college career – you will be required to submit many of these in a hard-copy format.

Please note that printing in UVA computing labs is on a pay-per-page basis. Please see <http://www.virginia.edu/uvaprint/public.html> for additional information.

### **Purchasing a Laptop Computer (Cavalier Computers Back-to-School program)**

Students anticipating the purchase of a new laptop computer can find examples of laptops that are appropriate for use at the School of Nursing at the University's Cavalier Computers' Back-to-School Website: <http://www.cavcompbts.virginia.edu>

Students are not required to purchase computers through Cavalier Computers or to own any of the specific models presented at the Back-to-School Website; rather, the Back-to-School Initiative offered through Cavalier Computers is merely one option available to students, and may provide some assistance to you as you contemplate your specific computing needs.

As you consider making a computer purchase, a few benefits of purchasing a computer through Cavalier Computers that you may wish to consider include:

- Most software is pre-installed and pre-configured (to include MS-Office, Norton Anti-Virus, and other University software)
- Restoration CDs which reinstall all software to original settings are provided
- On-grounds hardware support and repair services are offered
- 4-year warranties are offered as standard
- Complete Care Accidental Damage Service are included with Dell laptop models (please consult <http://www.dell.com> or Cavalier Computers for specific coverage information, or visit <http://go.UVAson.net/ED422> to directly access further information on this program)

### Questions Concerning Computer Ownership and Requirements

Students with financial difficulties concerning the computer requirement, or who have additional questions concerning it, may contact the School's Office of Admissions and Student Services at (888) 283-8703 or (434) 924-0141, or via e-mail at [nur-osa@Virginia.EDU](mailto:nur-osa@Virginia.EDU) for further information and assistance.

## Technology Policies and Support

### Computer Labs

At this time, a number of computer labs are accessible on-grounds. The closest computer lab to the School of Nursing is the Health Sciences Library. Please refer to <http://www.itc.virginia.edu/labs/> for additional information. Printing in UVA computing labs is on a pay-per-page basis.

### Software

The University offers a limited selection of site-licensed software to students (most notably anti-virus software) – please refer to ITC Software Central for further information: <http://www.itc.virginia.edu/central>.

Microsoft Office is not site-licensed for student use. You will generally obtain the best pricing for MS-Office by purchasing it with a laptop. Cavalier Computers, the on-grounds computer vendor, is an option for purchasing a boxed version Microsoft Office at academic pricing – please see <http://www.cavaliercomputers.com> for further information.

Statistical applications, such as SPSS, are also offered at academic pricing through Cavalier Computers. Note: it is only necessary to purchase SPSS if you are taking a course that specifically requires it – course instructors will advise of the requirement to purchase SPSS.

The online examination system used by many School courses does not require purchase of any specialized software – the full requirements of this program are listed at <http://www.nursing.virginia.edu/technology/hesi.aspx>.

Online case studies utilized in some courses do not require the purchase of any specialized software, but do sometimes require the purchase of an online access code – this code may be bundled with the class textbook, or it is sometimes purchased separately. Case studies are accessed using a Web browser and a unique sign-on identity. Information on case studies will be provided by individual course instructors.

### **Technology Support**

The University's Information Technology and Communication (ITC) Help Desk provides technical support to students. The Help Desk may be contacted at (434) 924-3731. The Help Desk's hours, subject to change, are typically 8:00AM – 5:00PM Monday – Friday on days that the University is open for business – please see <http://www.itc.virginia.edu/helpdesk/location.html> for current hours. Additional information, including an online trouble submission form, is available at <http://www.itc.virginia.edu/helpdesk>. You may also e-mail support requests to [consult@Virginia.EDU](mailto:consult@Virginia.EDU).

### **Technology Training**

Student computing training opportunities are offered throughout the year, both by ITC and the Health Sciences Library – full details on these offerings are available at: <http://www.itc.virginia.edu/training/student/>  
<http://www.healthsystem.virginia.edu/internet/library/services/education/>

### **Wireless Connectivity**

Students should configure laptops for access to the Cavalier encrypted wireless network when on-grounds. The Cavalier network utilizes WPA Enterprise (802.1X WPA-TKIP) encryption. Instructions for configuring a laptop to utilize the Cavalier encrypted network are available at <http://www.itc.virginia.edu/wireless/encrypted.html>

Walk-in support for configuring wireless connections on student-owned laptops is provided during summer orientation sessions (for undergraduate students) and throughout the academic year. Information on walk-in support clinics is available at <http://www.itc.virginia.edu/helpdesk/walkin.html>

The School of Nursing also typically provides walk-in support on an as-needed basis – information on School of Nursing support clinics will be made available via e-mail and through other announcements as clinics are offered.

### **Accounts and Passwords**

Account information may be obtained by visiting <http://www.itc.virginia.edu/students/accounts>.

### **E-mail**

Please refer to the Accounts information page at <http://www.itc.virginia.edu/students/accounts> for information concerning e-mail.

### **File Storage**

As a student, your computer files will be among your most valuable assets. Hard drives and disks can fail at any time, resulting in lost files. Portable USB drives can be easily lost, as well as experience corruption. You can also find yourself in situations where you will want to retrieve an earlier version of a file that existed before your latest changes or before it became corrupt.

To accommodate the file storage needs of students, the University offers the Home Directory Service (HDS). The HDS is a private, secure storage space on University-maintained servers. The HDS is accessible in many ways, including:

- Mapping a drive letter (usually J:) to the HDS
- Using a Web page to view, upload, and download files
- Using a secure FTP program to move files to and from the server

Benefits of the HDS include:

- It is regularly backed up
- Previous versions of a file, along with accidentally deleted files, can be easily restored through a Web interface
- Your files are not subject to data loss because of corrupted or stolen media
- There is no charge for the service

Further information on the HDS is available at <http://www.itc.virginia.edu/homedir/>.



Section  
D.

Program Academic Policies and Procedures

## Program Overview

### Philosophy

A university is a community of scholars having as its central purpose the enrichment of the human mind. Within this community, the Doctor of Philosophy program in nursing seeks to prepare scholars who will advance nursing knowledge. Scholarly achievement in nursing is accomplished in a spirit of free inquiry directed toward a better understanding of human existence, especially in relation to health and illness. Nurse scholars participate in the study of particular phenomena and in the identification of central domains related to these phenomena. This requires that students be well informed about advanced practice in professional nursing.

Nursing knowledge is advanced through association with other disciplines and is often enhanced by the work of other university scholars. Central to the education of nurse scholars is the opportunity to interact with other scholars throughout the university community. Through dialogue and study with these professionals, nurse scholars expand their understanding of health and illness and the biological, environmental, sociocultural, ethical, legal, philosophic and historic factors influencing nursing care.

Scholars must be inquisitive, informed and committed. This requires expertise in the principles and methods of inquiry and an informed imagination for exploring substantive areas in nursing. The ultimate goal of this inquiry is to enhance nursing's contribution to the health of all persons.

### Aims

The major purpose of the PhD program in nursing is to prepare scholars with expertise in selected substantive areas who will contribute to nursing theory and practice through systematic inquiry.

1. Aims of the PhD program in nursing are to prepare scholars who will:
2. demonstrate advanced knowledge of nursing, related sciences and humanities, and methods of inquiry;
3. expand the research base of nursing theory and practice; and
4. serve the Commonwealth, the nation, and the world by addressing major nursing and health care issues in a scholarly manner.

### Description

Students initially plan their academic programs with an academic advisor and subsequently with a dissertation chairperson in order to develop an individualized comprehensive program that meets the degree requirements and the student's research and educational goals. The PhD degree is not an accumulation of courses, but a rationally

unified plan of study and research. The program is designed so that study in nursing is supported and complemented by a cognate area outside the School of Nursing, and by electives. The dissertation research completes the student's training.

## Program Components

### Nursing Field

The evolution and current state of nursing knowledge are examined from both historical and philosophical perspectives and serve as the basis for the establishment of critical inquiry and study in addressing the increasingly complex health care needs of vulnerable populations. The courses in the nursing field include:

- GNUR 814 Scientific Progress in Nursing
- GNUR 815 Philosophy of Science and Development of Nursing Knowledge

### Research (28 Credits plus 12 dissertation credits)

The research component of the program includes courses in research design and methodology, statistics, individually designed research practicums, and the dissertation. The dissertation is a culminating experience which requires the student to plan and implement a research study of significance to nursing. Courses in the research component include:

- GNUR 800 Historical Inquiry in Nursing
- GNUR 820 Quantitative Research Methods
- GNUR 821 Statistical Methods in Health Care I
- GNUR 822 Statistical Methods in Health Care II
- GNUR 823 Statistical Methods in Health Care III\*
- GNUR 824 Qualitative Research Methods
- BIMS 710 Research Ethics
- GNUR 972 Proposal Writing Seminar I
- GNUR 973 Proposal Writing Seminar II
- GNUR 990 Research Practicum
- GNUR 999 Dissertation

\*In consultation with the advisor, students may substitute a statistics or design course specific to their plan of study for GNUR 823 Statistical Methods in Health Care III.

### Doctoral Electives (9 credits)

- GNUR 860 Vulnerability and Resilience within the Nursing Context
- GNUR 861 Health Behavior and Health Promotion Research
- GNUR 862 Concepts and Methods in Nursing/ Health Services Research

### **Cognate Minor (9-12 credits)**

The cognate requirement includes course work in a single cognate field or combination of fields outside the School of Nursing. The cognate field is intended to complement the student's major scholarly focus. Cognates must be at the 500 level or higher.

### **Electives (3-6 credits)**

Electives are selected by the student on the basis of individual interest. These should complement the total program of study and may be taken both within and outside the School of Nursing. Electives must be at the 500 level or higher.

### **Dissertation (12 credits)**

A culminating experience which requires the student to plan and implement a research study of significance to nursing.

### **BSN to PhD Students**

Students completing their Master's degree while in the PhD program may substitute the following Masters courses for PhD courses:

- In place of GNUR 580, Theoretical Foundations of Nursing  
Take GNUR 815, Philosophy of Science and Development of Nursing Knowledge.
- In place of GNUR 586, Research and Biostatistical Processes in Health Care  
Take the PhD research courses: GNUR 820, 824 and the Stats sequence.

Students entering the PhD program without a Masters degree have several options for progressing through the program. All students are encouraged to take masters level course in their first year. Students who enter the program with a clear idea of what they want to study for their dissertation would also take GNUR 814 in the fall of their first year and GNUR992 in the spring of their first year. This would allow them to submit an early NRSA proposal. Students who are unsure of what they want to eventually study for their dissertation are encouraged to take Master's level courses, particularly specialty courses in their first year of the PhD program. With the approval of their advisor, any master's level course could be counted as an elective.

### **Special Students**

When unusual and/or extenuating circumstances prevent an applicant from completing the admission process prior to the established deadline, special permission may be given for the individual to enroll in a maximum of nine credits of course work as a special student. Special Students may take one course per semester with permission of instructor. Completion of course work as a special student does not guarantee admission to the program. Special student applications may be obtained from the Office of Admissions

and Student Services in the School of Nursing. Special Students who fail a course will not be permitted to take additional coursework in the SON.

### **Recommended Plan of Study for Full-Time Students**

#### Year 1 Fall

- 814 Sci Progress in Nursing
- 815 Phil of Sci/Dev of Nursing Knowledge
- 821 Statistics I
- Cognate/elective

#### Year 1 Spring

- 800 History of Health Care
- 820 Quant Research Methods
- 822 Statistics II
- 972 Proposal Development I or cognate/elective
- BIMS 710 Research Ethics

#### Year 1 Summer

- 990 Research Practicum
- 973 Proposal Development

#### Year 2 Fall

- 823 Statistics III
- 824 Qual Research Methods
- Cognate/elective
- Cognate/elective
- Cognate/elective
- 990 Research Practicum

#### Year 2 Summer

- 990 Research Practicum

Cognates and electives may be taken in different terms and years from those shown here. Students are advised to verify when courses they wish to take will be offered. Some courses are offered only in alternate years; others may be affected by such factors as faculty leaves.

Four credits of Research Practicum, GNUR 990, are taken at any time mutually agreeable to the student and the faculty member. In consultation with the advisor, students develop research experiences with faculty both internal and external to the School of Nursing.

### **Research Practicum Guidelines**

The goal of the research practicum is for the student to have experiences in aspects of research that will facilitate embarking on a career of research and scholarship. The

research practicum is an important pedagogical aspect of the PhD program regardless of funding source or student status, full or part time.

Given that publication is a vital outcome of any PhD program, the research practicum mechanism is an ideal one from which to publish.

- It is understood that not all research training experiences will be the same.
- Decisions regarding research training experiences ultimately rest with the primary research mentor and the student using the following guidelines:
- An average of 8 hours per week per credit should be devoted to this training.
- Ideally, the student will be a part of a research team.
- The range of experiences may include but are not limited to: conceptualization of a study, grant writing, review of literature, data collection, data management, data analysis, preparation of manuscripts, presentations, and laboratory experiences.
- It is highly desirable that the student will participate in a variety of research endeavors throughout the practicum.

Setting goals and objectives for the research practicum:

- It is important to have realistic and objective goals and outcomes to both insure that there are meaningful research training experiences and that research training experiences are documented in the student portfolio.
- Measurable outcomes addressing each goal should be written and agreed upon and monitored for research proposals. Outcomes may include the development of protocols, publications, presentations, or other objective evidence.

### **Recommended Plan of Study for Part-Time Students**

Year 1 Fall

- 814 Sci Progress
- 821 Statistics I

Year 1 Spring

- 820 Quan. Res. Methods
- 821 Stats II

Year 1 Summer

- Cognate/electives

Year 2 Fall

- 815 Phil of Science
- 823 Stats III
- Cognate/electives

Year 2 Spring

- 800 History
- 972 Proposal Writing I
- BIMS 710 Res. Ethics
- 990 Research Practicum

Year 2 Summer

- 973 Proposal Writing II

Year 3 Fall

- 824 Qual. Methods

Year 3 Spring

- Cognates/electives

Year 3 Summer

- 990 Res Practicum/ cognates/ elective

Year 4 Fall

- Cognates/electives

Year 4 Spring

- Cognates/electives

All students in the Graduate School of Arts and Sciences are expected to be registered for full-time status every semester (12 credits). Students who wish to enroll in less than 12 credits in the fall or spring semester must obtain the written permission of the Graduate School of Arts and Sciences every semester. All students in GSAS must be enrolled as a full-time student for at least one academic year (fall/spring). In this plan the University requirement for one year of full time study would be taken in the second year.

**Note:** The proposed plan of study for part time students would be particularly appropriate for students who have not finalized their research interest. Students who are sure of their research topic and program of study should substitute 992 for 820 in the second semester to submit an early NRSA proposal.

## Course Information

### **BIMS 710: Research Ethics** (1 credit)

#### *Spring Term*

This course provides an overview of ethical issues in research, including the protection of human subjects and the integrity of scholarship. It is designed to meet requirements of the National Institutes of Health for instruction in the ethical conduct of research. Such instruction must be included in the program of study as a condition of institutional or individual National Research Service Awards. Information available on the web at: [http://www.healthsystem.virginia.edu/internet/gpo/research\\_ethics/](http://www.healthsystem.virginia.edu/internet/gpo/research_ethics/)

### **GNUR 742: An Introduction to Classroom & Clinical Teaching in Nursing** (2 credits)

#### *Fall Term elective*

This elective course introduces graduate students to the role of nurse educator in the classroom and clinical teaching setting. The course reviews applicable teaching learning principles and presents a variety of classic and contemporary teaching methods and strategies for instruction and student evaluation. Challenges for nurse educators related to student diversity, active learning, use of technology, and student evaluation are explored. The focus is on the acquisition of practical knowledge and skills to begin teaching students in a college of nursing.

### **GNUR 800: Historical Inquiry in Nursing** (3 credits)

#### *Spring Term*

This course is designed to broaden and then refine, through historical analysis, the student's view and understanding of the forces that shaped the current health care system. To accomplish this task three major subjects are explored including: 1) the role that historical inquiry and analysis play in understanding the evolution and status of the health care system; 2) the development of the health professions (nursing and medicine) and institutions (hospitals and public health services); and 3) the interplay of the intellectual, social, economic, and political events that shaped the current health system. Students read selected nursing and medical historical scholarship and supplemental historical work to enhance the student's appreciation of world events of the period.

### **GNUR 814: Scientific Progress in Nursing** (3 credits)

#### *Fall Term*

Prerequisites: Master's level nursing research course.

Through directed readings and seminars in selected topical areas, students develop an appreciation for and an understanding of the historical evolution of nursing's substantive research knowledge and the current state of the science in the selected areas. These topical areas are broadly defined as Individual Responses to Health and Illness, Family Responses to Health and Illness, Environmental Influences on Health, and Therapeutic Interventions. In addition, students become acquainted with exemplary

research programs, analyze and synthesize relevant literature, and develop a plan of studies to prepare them for a research career in the selected area.

**GNUR 815: Philosophy of Science and Development of Nursing Knowledge (3 credits)**

*Fall Term*

This course examines various philosophies of science as they have evolved over time and explores their ontological and epistemological implications for the development of nursing knowledge. Extant programs of research in nursing are critically analyzed to determine the philosophical traditions from which they arise and the consequences of those philosophical traditions for the kinds and the extent of the knowledge produced by those research programs.

**GNUR 820: Quantitative Research Methods (3 credits)**

*Spring Term*

Prerequisite: Master's level nursing research course. This course builds on master's level competencies in research methods to provide an in-depth exploration of scientific methods of testing the effectiveness of nursing interventions. Students learn to design experiments and quasi-experiments suitable to the intervention to be tested, the population, and the clinical or other circumstances. They also increase their knowledge and skills regarding issues of design sensitivity and power, such as sampling, sample size, and measurement. In addition, students learn to integrate into all aspects of research consideration of ethical issues, including protection of human subjects, animal welfare, and scientific integrity.

**GNUR 821: Statistical Methods for Health Care Research I (3 credits)**

*Fall Term*

Prerequisite: Master's level research course. This course is an introductory overview of data analysis for nursing research. Descriptive and inferential statistics will be treated with attention to the application and choice of particular statistical tests. Statistical problems and issues relevant to nursing research will be emphasized.

**GNUR 822: Statistical Methods for Health Care Research II (3 credits)**

*Spring Term*

Prerequisites: GNUR 821, or permission of instructor. An intermediate level course on the application of statistical analysis models and procedures to nursing and health research. The focus of content is on simple and multiple regression, statistical power analysis, analysis of variance models, and quantitative research synthesis; with special attention to the application and choice of particular statistical models and procedures. Statistical problems and issues relevant to nursing research will be emphasized.

**GNUR 823: Statistical Methods for Health Care Research III (3 credits)**

*Fall Term*

Prerequisites: GNUR 821, GNUR 822 or equivalent, and permission of instructor. Focuses upon advanced procedures for data analysis and statistical inference in nursing and health research. The course includes the study of major multivariate procedures and their applicability to nursing and health research; and the study of special issues in

measurement and statistics often encountered in and specific to nursing and health research. The use of the computer as a facilitative research instrument is emphasized.

**GNUR 824: Qualitative Research Methods (3 credits)**

*Fall Term, Second Year*

Prerequisites: Master's level research course. Designed as an introduction to a variety of qualitative research methods. The epistemological principles that underlie interpretive and naturalistic research are discussed as well as techniques for data collection, analysis, and control of systematic bias.

**GNUR 849: Advanced Qualitative and Historical Research Methods:**

*Summer Term elective*

Prerequisites: Completion of an introductory course to qualitative research that is equivalent to GNUR 824 and or completion of an introductory course to nursing, or health care, historical enquiry that is the equivalent of GNUR 800, and/or permission of the instructors.

Course Description: This course is an elective for students who are planning to do qualitative or historical research for their dissertations or want to have advanced training in these areas for use later in their careers. It is designed to give students more in-depth knowledge and further training in the practice of qualitative and historical research methods in areas of concern to nursing science. Philosophical and theoretical approaches to the gathering and analysis of data will be covered, and practice in specific techniques will be provided. The course is designed to further develop expertise in students who have a basic understanding of qualitative and/or historical research.

**GNUR 850: Independent Study. (1-3 credits)**

*All Term elective*

Instructor permission. Advanced level individual study of self-selected topics under the guidance and supervision of a faculty member.

**GNUR 860: Vulnerability and Resilience within the Nursing Context (3 credits)**

*Fall term elective*

Prerequisites: PhD standing or permission of instructor. Examines biological, psychological, and social phenomena that contribute to heightened vulnerability or resilience in individuals, population subgroups, or communities. Emphasis is on a systematic analysis of current research findings that evaluate specific nursing interventions and their outcomes with selected populations.

**GNUR 861: Health Behavior and Health Promotion Research (3 credits)**

*Summer Session elective*

Prerequisites: Doctoral standing, or permission of instructor. This course focuses on conceptual and methodological issues related to health and illness behavior and health promotion research. Through critical analysis of theoretical foundations of health behavior, and critique of relevant research, directions for nursing science will be

explored. Multidisciplinary perspectives and issues related to health and illness behavior will be examined for the advancement of health promotion through nursing research.

**GNUR 862: Concepts and Methods in Nursing /Health Services Research (3 credits)**

*Spring Term elective*

Prerequisites: Doctoral standing or permission of instructor. Recommended elective (to be taken previously or concurrently): Master's level health policy and/or related health issues course. This course builds on knowledge that is essential to conducting services research including social, economic, ethical, and political issues that influence health policy decisions. Students develop conceptual and methodological competencies related to research on the organization, financing, and delivery of nursing services in a variety of health care settings. Empirical investigations of the impact of nursing interventions on outcomes of care such as quality and cost are provided. Finally, the role of databases and nursing informatics in services research is articulated.

**GNUR 875: Mentored Study.**

*All Term elective*

Synthesis focal knowledge (1-4 credits) Offered by arrangement with faculty.

**GNUR 896: Culture and Health (2 credits)**

*Summer Term elective*

This course explores common health care problems related to ethnic and minority populations. Issues related to access to care and social justice will be explored. Theories and assessment instruments related to cultural diversity and cultural competency will also be examined. The role of health care provider as change agent to ensuring equality in the delivery of health care services will be discussed. For students enrolled in the PhD program, lectures related to the historical challenges of conducting research in minority population will be covered. Moreover, discussions related to the recruitment and retention of minority participants and writing a compelling recruitment plan for minority participants will be explored. For students enrolled in the DNP program, a proposal targeting a defined cultural diversity gap and a strategic evidence-based intervention to address the gap will be required.

**GNUR 972: Proposal Development Seminar I (3 credits)**

*Spring Term*

This course teaches the mechanics of proposal writing and introduces the student to the art and science of grant seeking. The course provides a hands on practical approach to proposal writing including the development of a proposal and peer review of a proposal.

**GNUR 973: Proposal Development Seminar II (2 credits)**

*Fall, Spring and Summer Term*

Prerequisites: GNUR 972 or permission of the instructor.

This course builds on the proposal writing skills developed in GNUR 972. Specifically, the student will continue to develop and refine the research proposal from GNUR 972. Students register for GNUR 973 with their faculty advisor/sponsor at a mutually determined semester following completion of GNUR 972. The final product is a submitted grant proposal.

**GNUR 990: Research Practicum (4 credits)**

*Offered by arrangement with the faculty member*

Prerequisite: Permission of instructor and adviser. This course provides the student with opportunity to develop and refine research skills by participating in an ongoing research study. Students should plan on devoting 8 hours a week for each 990 credit enrolled each semester. Students must register for GNUR 990 for a total of 4 credits.

**GNUR 997: Non-Topical Research, Preparation of PhD Research (3 - 12 credits)**

**BIMS 710: Research Ethics (1 credit)**

*Spring Term*

This course provides an overview of ethical issues in research, including the protection of human subjects and the integrity of scholarship. It is designed to meet requirements of the National Institutes of Health for instruction in the ethical conduct of research. Such instruction must be included in the program of study as a condition of institutional or individual National Research Service Awards. Information available on the web at: [http://www.healthsystem.virginia.edu/internet/gpo/research\\_ethics/](http://www.healthsystem.virginia.edu/internet/gpo/research_ethics/)

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Students read selected nursing and medical historical scholarship and supplemental historical work to enhance the student's appreciation of world events of the period.

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*Fall Term*

Prerequisites: Master's level nursing research course.

Through directed readings and seminars in selected topical areas, students develop an appreciation for and an understanding of the historical evolution of nursing's substantive research knowledge and the current state of the science in the selected areas. These topical areas are broadly defined as Individual Responses to Health and Illness, Family Responses to Health and Illness, Environmental Influences on Health, and Therapeutic Interventions. In addition, students become acquainted with exemplary research programs, analyze and synthesize relevant literature, and develop a plan of studies to prepare them for a research career in the selected area.

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*Fall Term*

This course examines various philosophies of science as they have evolved over time and explores their ontological and epistemological implications for the development of nursing knowledge. Extant programs of research in nursing are critically analyzed to determine the philosophical traditions from which they arise and the consequences of those philosophical traditions for the kinds and the extent of the knowledge produced by those research programs.

**GNUR 820: Quantitative Research Methods (3 credits)**

*Spring Term*

Prerequisite: Master's level nursing research course. This course builds on master's level competencies in research methods to provide an in-depth exploration of scientific methods of testing the effectiveness of nursing interventions. Students learn to design experiments and quasi-experiments suitable to the intervention to be tested, the population, and the clinical or other circumstances. They also increase their knowledge and skills regarding issues of design sensitivity and power, such as sampling, sample size, and measurement. In addition, students learn to integrate into all aspects of research consideration of ethical issues, including protection of human subjects, animal welfare, and scientific integrity.

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*Summer Term elective*

Prerequisites: Completion of an introductory course to qualitative research that is equivalent to GNUR 824 and or completion of an introductory course to nursing, or health care, historical enquiry that is the equivalent of GNUR 800, and/or permission of the instructors.

**Course Description:** This course is an elective for students who are planning to do qualitative or historical research for their dissertations or want to have advanced training in these areas for use later in their careers. It is designed to give students more in-depth knowledge and further training in the practice of qualitative and historical research methods in areas of concern to nursing science. Philosophical and theoretical approaches to the gathering and analysis of data will be covered, and practice in specific techniques will be provided. The course is designed to further develop expertise in students who have a basic understanding of qualitative and/or historical research.

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*Spring Term*

This course teaches the mechanics of proposal writing and introduces the student to the art and science of grant seeking. The course provides a hands on practical approach to proposal writing including the development of a proposal and peer review of a proposal.

**GNUR 973: Proposal Development Seminar II (2 credits)**

*Fall, Spring and Summer Term*

Prerequisites: GNUR 972 or permission of the instructor.

This course builds on the proposal writing skills developed in GNUR 972. Specifically, the student will continue to develop and refine the research proposal from GNUR 972. Students register for GNUR 973 with their faculty advisor/sponsor at a mutually determined semester following completion of GNUR 972. The final product is a submitted grant proposal.

**GNUR 990: Research Practicum (4 credits)**

*Offered by arrangement with the faculty member*

Prerequisite: Permission of instructor and adviser. This course provides the student with opportunity to develop and refine research skills by participating in an ongoing research study. Students should plan on devoting 8 hours a week for each 990 credit enrolled each semester. Students must register for GNUR 990 for a total of 4 credits.

**GNUR 997: Non-Topical Research, Preparation of PhD Research (3 - 12 credits)**

*Offered by arrangement with the faculty adviser*

Students register for GNUR 997 concurrently with course work until the dissertation proposal is successfully defended. Credits from non-topical research are not counted in the total program hours of credit.

**GNUR 999: Dissertation Research (12 or more credits)**

*Offered by arrangement with the dissertation adviser*

A culminating experience which requires the student to plan and implement a research study of significance to nursing.

Students register for GNUR 997 concurrently with course work until the dissertation proposal is successfully defended. Credits from non-topical research are not counted in the total program hours of credit.

**GNUR 999: Dissertation Research (12 or more credits)**

*Offered by arrangement with the dissertation adviser*

A culminating experience which requires the student to plan and implement a research study of significance to nursing.

## Program Academic Policies and Procedures

### Student Responsibilities

Students have responsibility for satisfying the requirements and for meeting the formal deadlines of the Graduate School of Arts and Sciences and School of Nursing. Appropriate forms are available to students through the Graduate School of Arts and Sciences (<http://artsandsciences.virginia.edu/gradschool/forms/index.html>).

### Acknowledgement of External Funding

Students who are successful in obtaining funding for their research or training must carefully acknowledge this support in all subsequent publications, presentations and posters. This includes support from a NRSA or other awards such as the Brodie award. This is usually worded “This research was supported in part by a grant from the National Institute of Nursing Research F31 NRG 000000).

### Human Subjects Protection

All PhD students are required to promote the ethical treatment of human subjects including ensuring informed consent, assuring anonymity and confidentiality, guaranteeing fair treatment of subjects and minimizing risks. Human subjects protection requirements are very specific. Students will encounter these requirements in the following situations:

1. When conducting research for classroom assignments.
2. When conducting unfunded research such as the PhD dissertation.
3. When applying for internal or external research funding.

The University of Virginia has two Human Investigation Committees, The Institutional Review Board for Health Sciences Research (IRB-HSR) and The Institutional Review Board for Social and Behavioral Sciences (IRB-SBS) work with your advisor to determine which committee is appropriate for each study.

The Human Investigations committees of the University of Virginia are charged with ensuring that federal regulations concerning the protection of human subjects are met for all research conducted in the University. All research on human subjects must be approved by them prior to the collection of data from subjects. The researcher is responsible for seeking approval from the committee. When research is approved the researcher forms a contract with the committee called the investigator agreement. PhD students who conduct research on human subjects must agree to and follow the terms of that contract.

All researchers must complete training on human subjects protection prior to seeking approval for any research study. This training must be completed annually until a research study is finished. Training can be completed on-line at

<http://www.virginia.edu/vprgs/irb/training.html> by clicking on investigator training. When planning to initiate a research study PhD students should take the following actions:

1. Contact your PhD advisor to review applicable human subject regulations.
2. Go to <http://www.virginia.edu/vprgs/irb/index.html> and check on general information. Read about requirements for protection of research subjects.
3. Using the information from the website prepare a protocol for review by the committee using website guidelines for exempt, expedited, or full committee review.
4. Your advisor must review and sign the application.
5. Provide your advisor with the approval form, consent form with HSR or SBS approval stamp, and the investigator agreement.

Developing skill in ensuring protection of human subjects is an essential component of the PhD student's education. Failure to comply with requirements at a minimum can delay implementation of your research project and at worst losing approval. Should the latter occur, the PhD student's completion of the research component of their PhD education could be severely jeopardized and completion of requirements for graduation delayed.

Students are required to close all studies with the SBS/HIC prior to graduation.

### **Minimum Credit Requirements for Registration and Fees**

For the Doctor of Philosophy degree, a student must complete a minimum of 46 semester hours of graded graduate course work beyond requirements for the master's degree, plus 12 or more semester hours of dissertation research.

After completing course work, a student may pay the research fee rather than the higher tuition rate for the semester in which the student defends the dissertation proposal or the completed dissertation. A student using university resources while working on the dissertation is also expected to pay the research fee. A student working on the dissertation away from the university, without the use of any university resources, may register for the non-resident fee. Registration as a non-resident student is permitted only when the student is using no university resources, including library resources or faculty time. A student living in Charlottesville or Albemarle County must obtain special permission from the Dean of the Graduate School of Arts and Sciences to register as a non-resident student. A student must be registered, at the regular tuition rate or the research rate, for the semester in which the dissertation is defended.

### **Residency Requirements**

Since GSAS students are required to be enrolled full-time (12 credits) every semester), there is no additional residency requirement.

## **Full-Time Course Load**

A full-time course load consists of 12 semester hours of course work in the Graduate School of Arts and Sciences, and all students in the Graduate School of Arts and Sciences must be enrolled for 12 credits every semester. Each student's plan of study is determined in collaboration with the student's faculty advisor. GNUR 997 Non-Topical Research, Preparation for PhD Research, must be registered for concurrently with course work until the time a dissertation chairperson is selected. Credits from the non-topical research courses are counted in the total program hours of credit. For example, a student enrolling in 9 credits of classes would also enroll in 3 credits of GNUR 997.

## **Grades**

The standing of a graduate student in each course is indicated by one of the following symbols: A+ (exceptional), A (very distinguished), A- (distinguished), B+ (very good), B (satisfactory), B- (acceptable), C+, C, C-, D+, D, D-, and F. In general, it is expected that letter grades will be assigned in all required PhD courses. In courses where letter grades are not possible, "CR" (credit) or "NC" (no credit) may be used with permission from the Director of the PhD Program in the School of Nursing to designate student progress. The symbols S (satisfactory) and U (unsatisfactory) are used to report progress on dissertation or special projects. Minimum grades of B-, CR and S are required in all courses offered for any graduate degree. If a student receives a "C+" or lower grade in any course, the course must be repeated. A grade of "C+" or lower in any other course requires repeating the course and earning a satisfactory grade or earning a minimum grade of B- in an alternate course. Students who receive more than one grade in the C or D range are automatically dropped from the program. Any "F" grade results in the student being dropped from the program. A grade of Incomplete (IN) is a non-grade designation given for a course. A grade of IN becomes an F ten days after the end of the examination period unless a form requesting an extension of time has been signed by the course instructor and approved by the Association Dean. An approved grade of IN does not convert to F until four weeks after the end of the examination period. The faculty has adopted a policy that, unless authorized by the dean's office, students must complete all course work before taking the final examination. Instructors are not authorized to extend the time for completion of course work without the dean's approval. Forms for securing extensions are available from the Office of the School of Nursing Registrar.

Students with two or more outstanding incomplete designations (in the same semester or cumulatively) may not enroll in courses in subsequent terms.

## **Time Limitations for Completion of Degree**

Students must complete all requirements for the degree including the dissertation within seven years of matriculation. Establishing a program plan and a timetable at the outset and adhering to them closely help to ensure steady progress. This is especially important at the dissertation stage, when the only structure is that created by the student. Many adult students have serious family and employment obligations that compete for the time and effort needed for PhD study. It is expected nevertheless that they will sustain the focus and

momentum necessary to complete their studies within the seven-year limit. In case of interruption of work by military service, time spent in service will be excluded from the computation of this seven-year period.

### **Financial Aid**

Contingent on the availability of funds, it is the intent of the PhD Program to offer students who are making satisfactory progress financial aid for two years of PhD study (three years for BSN to PhD students). Financial aid may include tuition remission, graduate assistantships, or both. Virginia residents will receive full tuition remission. Out-of-state students will receive the same amount of tuition remission as Virginia students. In addition, out-of-state students will receive a tuition adjustment (to cover the difference between in-state and out-of-state tuition rates) during each semester in which they accept employment as Graduate Assistants for at least 10 hours per week. Graduate Assistants are also paid a stipend based on the standard hourly rate for their work (currently \$16.45 per hour). Graduate Assistantships are open to both Virginia students and out-of-state students.

The School receives scholarship support from a variety of sources (State, federal, and private), and the ability to award scholarship resources depends on annual allocations from these public and private sources.

PhD students who are considering becoming full-time nursing faculty after completion of the program may borrow from the School's Nurse Faculty Loan Program which provides loans for academic expenses (plus books) to fulltime students. Individuals who become full-time faculty members at an accredited nursing program in the US, could have NLFP loans cancelled by up to 85%

Students may augment or extend the basic financial aid package described above by receiving financial aid from other sources, such as research grants or special fellowships. New students interested in receiving financial aid should apply to the Office of Admission and Student Services no later than April 1. Returning graduate students should apply by March 15.

### **Voluntary Withdrawal**

A graduate student may voluntarily withdraw from the Graduate School of Arts and Sciences up to one week immediately preceding the beginning of course examinations. An official application to withdraw must be obtained from the Dean of the Graduate School of Arts and Sciences Office and must be approved in writing by the Dean, with a statement of the reason for the withdrawal. The student must report to the Dean of Students Office for an exit interview. All student identification cards are to be deposited with the Dean of Students at the time of withdrawal. The official withdrawal form will be forwarded to the University Registrar, who notifies all other administrative offices of the withdrawal action.

A student who withdraws from the University for reasons of ill health must notify Student Health Services, and subsequent medical clearance from Student Health Services is among the requirements for readmission.

Failure to comply with the above regulations will subject the student to suspension from the University by the Vice President for Student Affairs.

### **Readmission after Voluntary Withdrawal**

Readmission to the Graduate School of Arts and Sciences is not automatic; after absence of a semester or longer, a former student must apply for readmission to the Graduate School. To apply for readmission to the University, the student must submit an application to the academic dean's office at least 60 days before the next University scheduled class registration.

## **Opportunities to Develop Teaching Skills**

Students are encouraged to develop their teaching skills while in the PhD program. This can be accomplished in several ways. The Teaching Resource Center (TRC) offers workshops and seminars every semester on basic and advanced teaching skills. The TRC also offers information on developing a teaching portfolio and is willing to attend a class and provide the instructor with a thorough critique. An additional way to develop skills is to work as a Teaching Assistant (TA). In working as a TA, the student can develop the skills of preparing a lecture, writing examination questions, grading written assignments and providing clinical supervision. Work closely with your advisor to assure experience in all components of the teaching process. Experienced students may also seek employment as a clinical instructor in the undergraduate program.

## **Financial Resources**

The School of Nursing Office of Admission and Student Services offers assistance to students needing financial aid. A limited number of Institutional Fellowships are available to full time graduate students of outstanding merit. In addition, Federal Nurse Traineeships are available to students in both the Masters and PhD programs, subject to certain restrictions. These resources are available to half-time as well as full-time students who meet the requirements.

Graduate teaching assistantships and research assistantships are available on a limited basis. These positions offer tuition assistance as well as stipend support.

PhD students can seek assistance in gaining support through the National Research Service Awards Program, among others.

All students seeking financial aid must complete a School of Nursing Financial Aid Application in addition to a Federal Financial Aid Form. For information or materials,

contact the Office of Admission and Student Services in Room 1010, McLeod Hall (924-0067).

### **National Research Service Awards (Pre-PhD)**

The U.S. Department of Health and Human Services sponsors a national program of individual predoctoral and postdoctoral nurse fellowships. The student should be aware that the intent of the awards program is to prepare biomedical, behavioral, and nurse scientists who will address continuing problems in health-related research of importance to the public. The student's qualifications to do scholarly work, the advisor's credentials, and the merit of the proposed area of research are the major criteria upon which awards are based. Students will be required to complete portions of the National Research Service Awards application as a component of course work and as a progression requirement. Application forms are available on the NIH web page at <http://www.nih.gov>. Further information is available on the NINR web page at <http://www.nih.gov/ninr>.

### **Additional Sources of Grant Support**

There are several additional sources of grant funding. Students are encouraged to explore organizations in their specialty area. Sources of funding and due dates are listed on the next page.

<b>Sponsor</b>	<b>Type of Award/Program</b>	<b>Deadlines</b>
<b>NIH</b>	Institutional National Research Service Awards (NRSA)	January 10 May 10 September 10
	All Academic Research Enhancement Awards (AREA), except those involving AIDS-related research	January 25 May 25 September 25
	New Research Grants, Conferences, and Career Development Awards, all Program Project and Center Grants	February 1 June 1 October 1
	Interactive Research Project Grants	February 15 June 15 October 15
	Competing Continuation, Supplemental and Revised Grants	March 1 July 1 November 1
	Individual National Research Service Awards (NRSA)	April 5 August 5 December 5
	Predocctoral Individual NRSA's for Minority Students, and Predocctoral Individual NRSA's for Students with Disabilities	May 1 November 15
	All AIDS-Related Grants	May 1 September 1 January 2

<b>AHRQ</b>	Health Services Dissertation Research	January 15 May 15 September 15
	Predoctoral Fellowship Awards for Minority Students (F31)	May 1 November 15
	Mentored Clinical Scientist Development Award; Independent Scientist Award;	February 1 June 1 October 1
	Small Project Grant Program	March 24 July 24 November 24
	Small Grant Program for Conference Support	Ongoing
	Individual Postdoctoral Fellowships	April 5 August 5 December 5
	Health Services Research	February 1 June 1 October 1
<b>American Nurses Foundation</b>	Internally Funded and Externally Funded Nursing Research Grants <a href="http://www.ana.org">www.ana.org</a> <b>NOTE: <u>The dissertation proposal must have been defended.</u></b>	May 1
<b>Sigma Theta Tau</b>	Small Grant Program	December 1
<b>Oncology Nursing Foundation</b>	Small Research Grant Career Development Awards	November 1 December 1
<b>CDC</b>	Injury Prevention & Control <a href="http://www.cdc.gov/ncipc/pub-res/research_agenda/Research%20Agenda.pdf">http://www.cdc.gov/ncipc/pub-res/research_agenda/Research%20Agenda.pdf</a>	Feb 1

## Awards

### **Barbara Brodie Ph.D. Scholar Award**

The Barbara Brodie Scholars Endowment was established in 1988 by the many friends and former students of Barbara Brodie as a permanent tribute to an outstanding teacher, mentor, and friend. The guidelines for the award are:

1. Minimum 3.5 GPA.
2. Full or part-time student at the time of application.
3. Defended/approved dissertation proposal related to the humanities or social sciences.
4. Three letters of recommendation

Application forms are available in the Office of Admissions and Student Services and are due by January 30. A review committee from the PhD program faculty will select the recipient.

## **The Phyllis J. Vehronic Award**

The Phyllis J. Vehronic Dissertation Award is given annually to a graduating PhD nursing student whose dissertation is selected as most meritorious. Dissertations are judged by a faculty committee based on the following criteria: The significance of the research problem, the adequacy of the literature review, the appropriateness of the methodology, and the clarity of the presentation of findings, the writing style and the significance of the dissertation to the contribution of nursing knowledge.

Dissertations (or drafts) are submitted to the Director of the PhD Program February 1. The dissertation is reviewed by a committee of PhD faculty and students are notified in writing regarding the outcome. The recipient is announced at graduation and receives a plaque and check.

## **The Inter-Institutional Academic Collaborative**

Involving the Universities of the Atlantic Coast Conference

### **IAC Traveling Scholar Program Procedures**

(Current as of January 10, 2007)

1. The IAC Traveling Scholar Program enables doctoral-level students at participating ACC universities to take advantage of distinctive educational opportunities- specialized courses, unique library collections, unusual laboratories- at any other participating ACC university without change in registration or increase in tuition. Visits may be as short as two weeks or as long as two semesters (or three quarters). Any regularly admitted graduate student in good standing in a doctoral degree program is eligible to apply. A limited number of relocation stipends of up to \$1000 per individual are available upon application. It is not necessary, however, to win a relocation stipend in order to participate in the program.
2. The liaison officers of the ACC universities participating in the piloting of the IAC Traveling Scholars Program are identified below:  
Candace Hetzner (Boston) [hetzner@bc.edu](mailto:hetzner@bc.edu)  
J Bruce Rafert (Clemson) [jbruce@clemson.edu](mailto:jbruce@clemson.edu)  
Bertie Belvin (Duke) [bsb123@duke.edu](mailto:bsb123@duke.edu)  
Dianne Harrison (Florida State) [dfharris@mailier.fsu.edu](mailto:dfharris@mailier.fsu.edu)  
Charles Liotta (Georgia Tech) [charles.liotta@carnegie.gatech.edu](mailto:charles.liotta@carnegie.gatech.edu)  
John Mollish (Maryland) [jmollish@umd.edu](mailto:jmollish@umd.edu)  
Steve Ullmann (Miami) [sullmann@miami.edu](mailto:sullmann@miami.edu)  
Duane Larick (NC State) [duane\\_larick@ncsu.edu](mailto:duane_larick@ncsu.edu)  
Linda Dykstra (UNC-Chapel Hill) [ldykstra@unc.edu](mailto:ldykstra@unc.edu)  
Roseanne Ford (Virginia) [rford@virginia.edu](mailto:rford@virginia.edu)  
Karen DePauw (Virginia Tech) [kpdepauw@vt.edu](mailto:kpdepauw@vt.edu)

Gordon Melson (Wake Forest) [melson@wfu.edu](mailto:melson@wfu.edu)

3. Potential applicants should discuss their interests with their disciplinary advisers. The advisers will assess the likely value of the Traveling Scholar experience, ascertain that a comparable opportunity is not available on the student's home campus, and clear the eligibility of the student with their home-university liaison officer.
4. If the responses to these inquiries are satisfactory, the applicant and her/his faculty adviser work together to identify and contact an appropriate faculty member at the proposed ACC host university. If the host faculty member agrees that the student is qualified to take advantage of the visit and that space and facilities are available, the student and adviser initiate and sign a formal application to the IAC Traveling Scholars Program. [Application forms are available from Liaison Officers at each collaborating university and the Office of the IAC Coordinator ([brown@wfu.edu](mailto:brown@wfu.edu))] After the department chairperson certifies that the student is in good standing in a doctoral degree program, the Liaison officer at the home institution considers the application. If approved, the application is then sent to the Liaison Officer at the host university.
5. In accordance with special security requirements, international students from most universities will need to be cleared for participation in the program by the International Student Office at their "home" university.
6. At this time (or a later stage at least one month prior to beginning the Traveling Scholars Program) the student has the option of applying for a Traveling Scholar Stipend. These stipends are intended to offset the extraordinary costs of temporarily relocating one's residence (e.g., transportation and lodging), and therefore are available only to students who must relocate. Stipends awarded will vary between \$250-\$1000 depending upon the level of extraordinary expense that is involved. The application should be signed and submitted to the home institution liaison officer. If approved by the liaison officer, the stipend application should be forwarded to the IAC at 439 Vanderbilt Road, Asheville, N.C. 28803.
7. The IAC Liaison Officer at the host university confirms that the program is available for Traveling Scholars, obtains the necessary approvals, signs that application, and returns a copy to the Liaison Officer at the home university. The home university liaison officer informs the student of the acceptance.
8. The student then makes arrangements to register and pay for the equivalent number of credits at the home university and to receive a receipt for presentation to the host university. Beyond the Traveling Scholar Stipend (if applicable), financial aid, if any, is normally provided by the home university. All other expenses not explicitly detailed within this agreement are the responsibility of the Traveling Scholar (food, lodging, transportation, etc.).

9. Having verified that the Traveling Scholar has properly registered and paid fees at the home university, the host Liaison Officer arranges for registration at the host campus. Registration at the host university provides the Traveling Scholar access to the same services and benefits available to regular graduate students on that campus. Fees may be assessed for some of the benefit or services. If health insurance is not provided by the home institution or the candidate's personal policy, the host institution may require the Traveling Scholar to pay for the policy it makes available to its own graduate students. Any additional fees will be the responsibility of the Traveling Scholar.
10. Because of different funding arrangements, at some universities this program may not apply to summer term enrollment.
11. If, following consultation with his or her adviser, the Traveling Scholar drops one or more courses, the home university's policies on refunds will apply; adjustments for semester-quarter time differences will be made at the discretion of the home university.
12. At the end of each term the Registrar of the host university forwards appropriate transcripts or grade reports to the IAC Liaison Officer, who in turn forwards them to the home university Liaison Office for transmittal to the Registrar for recording in the student's transcript. Traveling Scholars should check with the home university to discuss the transfer of credits.
13. Students participating in the Traveling Scholar Program shall abide by the rules and regulations of the home and host institutions while participating in the exchange. This is to include, but is not limited to, the academic honor and student conduct codes. Failure to do so or flagrant abuse of accepted standards of personal behavior may result in expulsion from the exchange without financial reimbursement.
14. Applications for the Traveling Scholars Program, with or without stipend, may be secured from an institutional liaison administrator, the IAC coordinator, or by downloading from the IAC web site (cite URL).

Email correspondence may be directed to [brown@wfu.edu](mailto:brown@wfu.edu).

## IAC Traveling Scholar Application

***For Full Time Students Only***

By signing this Application, the Scholar-Applicant consents to the sharing of any and all of his/her educational records between the host university and his/her home institution to the extent that such sharing is necessary for the administration of the program. It is understood that the information may be released orally or in the form of copies of written records, as preferred by the requester. The Scholar-Applicant has a right to inspect any written records released pursuant to this consent (except for parents' financial records and certain letters of recommendation for which the inspiration rights may have been waived). The Scholar Applicant understands that he/she may revoke this consent prospectively.

Name:	SSN or Student ID:
Current Address (room, street, city, state, zip):	Date of Birth: (mm/dd/yy): Citizenship:                      Sex (M,F): Phone:                                      Email:
<b>Describe Program (use back if necessary):</b> Beginning and Ending Dates: Courses (department, course no., credits/course):  Are You Applying for a Traveling Scholar Stipend? (Yes, No)                      If yes, how much?	
<b>Scholar-Applicant Signature:</b>	<b>Date:</b>
<p style="text-align: center;"><b>Home University</b></p> Adviser Name: Campus Address: Adviser Email: Adviser Signature: <u>Date of Signature: _____</u> Dept. Chair Name: Dept. Chair Signature: Dept. Chair Email: <u>Date of Signature _____</u> : CIC Liaison Signature Date of Signature:	<p style="text-align: center;"><b>Host University</b></p> Adviser Name: Campus Address: Adviser Email: Adviser Signature: <u>Date of Signature: _____</u> Dept. Chair Name: Dept. Chair Signature: Dept. Chair Email: <u>Date of Signature _____</u> : CIC Liaison Signature: Date of Signature:
<i>Form issued by the Office of the Coordinator, IAC, 439 Vanderbilt Rd., Asheville, N.C. 28803.                  Email correspondence may be directed to <a href="mailto:brown@wfu.edu">brown@wfu.edu</a>. Phone is 828-274-0828.</i>	
<b>Approvals: Your signature below indicates that the applicant is in good standing and is approved by the Home University for enrollment at the Host University as an IAC Traveling Scholar</b>	

## Progression through the PhD Degree

The student and the advisor have joint responsibility for insuring that each step in fulfilling degree requirements is completed and that an official record is kept.

### Academic Advisor and the Student's Program of Study

Upon entry into the program, the student is assigned an academic advisor. The advisor works with the student during the initial stages of program development, guiding and monitoring the student's program of study.

It is not uncommon for students to discover, once in the program, that another faculty member may offer a better match for the student's research interests than the advisor initially assigned. It is entirely acceptable for the student to change advisors. The student submits the form "Notice of Change of Academic Advisor" (<http://www.nursing.virginia.edu/students/Registrar>) with the signatures of both the former and the new advisors to the School of Nursing Registrar for the student's file, with a copy to the Director of the Ph.D. Program.

The student and advisor jointly plan the student's program of study, using the School of Nursing's computerized advising system "NEUM."

As the student progresses through required courses, he/she needs to identify cognate courses outside of nursing which will complement the student's nursing preparation and projected area of research. After establishing contact and having course experiences with a range of faculty, the student is usually ready to select a Dissertation Chairperson who will continue to monitor the student's program of study and direct the student's dissertation research.

### Submitting Written Assignments

Students should check with faculty regarding the acceptability of submitting written assignments by e-mail. Faculty have the discretion to accept either electronic or written copies. If a written copy is desired, it is the student's responsibility to print and submit paper copies. Faculty are not expected to print copies of student assignments. For assignments with a specific due date, the date the assignment is submitted to the post office is acceptable.

### Dissertation Advising

As soon as the student has identified a problem area for research, a Dissertation Chairperson is selected. The Dissertation Chairperson may or may not have served as the academic advisor. The identification and selection of the dissertation chairperson is initiated by the student and the selection of this individual is dependent upon mutual agreement of the student and the faculty member who is asked to guide the dissertation research. The choice of the Dissertation Chairperson should be made based on the student's proposed area of research and the faculty member's expertise and scholarly interests.

## D. Program Specific Information

The Dissertation Chairperson must be a PhD program faculty member in the School of Nursing. **PhD Faculty must have a PhD or other research oriented doctoral degree with voting privileges in general faculty.** A current list of PhD program faculty is available from the Office of the Associate Dean. A professor emeritus may serve on or chair a dissertation committee.

The Dissertation Chairperson must be the committee member most competent to supervise the research as a whole, but need not be the primary resource person for all aspects of the study. A recommended approach for students to use in identifying a dissertation chairperson is to become informed about faculty members' research interests and areas of expertise. The student and chairperson will work together, often intensively, over a protracted period, so careful selection is essential. The chairperson assumes primary responsibility for assisting the student in developing a continued plan of study, monitoring the student's progress, and guiding the student throughout the dissertation research project.

With the help of the dissertation chairperson, the student selects members of her/his dissertation committee. The committee must consist of a minimum of four faculty members of the graduate faculty of the University of Virginia appointed to the rank of assistant professor or higher. The chairperson is included as one of the four members. One member must be from outside the School of Nursing and serves as a representative of the Graduate School. Three members must be faculty in the School of Nursing. A fifth member from within UVA or another educational institution may be added with the approval of the dissertation chairperson. The purpose of the committee is to guide the student's dissertation research and plan of study. Changes in dissertation chairperson must be approved by the Director of the PhD Program in the School of Nursing and the student. Changes in committee membership must be approved by the dissertation chairperson and the student.

To formalize the committee, signatures from all committee members are obtained by the PhD student and recorded on the form, "Ph.D. Dissertation Committee Appointment or Change Request" (<http://www.nursing.virginia.edu/students/Registrar>) available from the Office of the Associate Dean in the School of Nursing. Committee membership must be approved by the Associate Dean for Academic Programs of the School of Nursing.

### **Changes in PhD Committee Membership**

Changes in committee membership must be approved by the chairperson and the student. Change requests are to be made on the form, "Ph.D. Committee Appointment or Change Request." Requests must be approved by the Associate Dean of Academic Programs, School of Nursing.

### **Approval of Program of Study**

Certification that the student has completed all required and recommended course work for the PhD degree is granted by registrar and dissertation chair prior to defense of the dissertation proposal. To be officially approved, the certification of completion of course work must be signed by the Dean of the School of Nursing and the dissertation chairperson.

### **Scholarly Accomplishment: Research Grant Application**

Students are required to develop and submit a research grant application. This may be done at any time, but early submission is encouraged. It is acceptable and desirable for students to prepare the application with the advisor's (sponsor's) help. The application is not an examination but a learning experience. The advisor will participate in the preparation of the complete application as the advisor deems appropriate in accordance with the requirements of the application and the funding agency.

#### ***Grant Application Guidelines***

##### **Student Responsibility**

1. Identify and approach faculty advisor/sponsor/co-sponsors who match content/methodology of study.
2. Register for GNUR 972 and GNUR 973.
3. Decide on research topic and level of funding at which student is eligible.
4. Develop a curriculum (training) plan that supports the research focus of the project.
5. Write all applicant sections of the proposal.
6. Follow CNR time line for proposal submission.

##### **Faculty Advisor Responsibility**

1. Meet with student as needed to clarify ideas, topics, etc. Approve curriculum (training) plan.
2. Work closely with student on development of proposal – proofread and correct drafts.
3. Supervise student as GNUR 973 faculty.
4. Write sponsor section of proposal including overall PhD program curriculum plan and specific plan for the applicant. Discuss current and future plans for working with the student.
5. Assist with obtaining HIC approval.

##### **CNR Responsibility**

1. Director meets with student as needed to clarify ideas, topics, and provide guidance regarding proposal development.
2. Arrange for outside editorial review.
3. Assist with HIC approval as appropriate.
4. Assist student in getting proposal information on NIH forms.
5. Assure entire proposal package complete and follows agency guidelines.
6. Arrange for sign off and timely delivery.

## **Comprehensive Examination**

### **Knowledge Synthesis and Research Program**

**All students are required to take the Comprehensive Examination**

## D. Program Specific Information

The comprehensive examination may occur within the last semester of course work, but must be held no later than six months after completion of course work requirements as represented in the Plan of Study, and prior to the defense of the dissertation proposal. The purpose of the examination is to demonstrate the student's ability to synthesize knowledge in the student's area of expertise, to visualize the long-term development of a program of research in that area, and to place the planned dissertation research in the context of that program of research and the area of knowledge. The procedure is as follows:

1. The student will identify a substantive area in which he or she is developing an expertise. A brief statement of the area will be drawn up by the student and approved by his/her advisor (who should be the director of the dissertation at this point). Complete the Request form (Section E: Appendices) and return it to the Director of the PhD Program.
2. A committee of three people will be formed by the Director of the PhD Program. The student's advisor will chair the committee and will advise the student in recommending to the Director of the PhD Program a second member who is an expert in the student's subject area. The Director of the PhD Program will choose a third member from among the PhD Program Committee members.
3. The student will draw up a bibliography of literature in his or her area of expertise, including certain methodologies if desirable, concerning which he or she is an expert. The list will be submitted to and approved by all the members of the committee. Committee members may add to the bibliography or suggest deletions as appropriate.
4. The committee will meet without the student and will formulate a set of questions that the student is to address in the written examination. These questions will require the student to do the following:
  - Synthesize knowledge in the field from a nursing perspective to summarize the current state of knowledge and to identify areas in which further research is needed, including identifying key phenomena and methodological approaches for addressing those phenomena and related research questions;
  - Describe how the student foresees developing a program of research in the content area over the five years to seven years, including
  - Identifying the topic of the dissertation research;
  - Showing how the dissertation will contribute to the overall content area and describing its significance to knowledge development and to nursing;
  - Showing how the dissertation will serve as the cornerstone of a program of research, describing the steps to be taken over the next 5 to 7 years to build that program of research.
5. Upon receiving the examination questions, the student will have one week to write the responses. Because the emphasis is on scholarly synthesis rather than memorization, the student may consult published materials, notes, and the like. Responses to the questions must include appropriate references to sources consulted. The student may not, however, receive help from any persons in answering the questions.

6. After receiving the student's responses, the committee may take up to three weeks to read and evaluate the written examination.
7. The committee members will write a brief description and evaluation of the student's performance on the written examination (Section E: Appendices) and submit that with a recommendation of Distinguished, Acceptable, or Failure to the Director of the PhD Program. An initial finding of "Failure" will mean that the student will be given the option either to drop out of the program or to complete specific remedial assignments designated by her or his chair with the approval of the examination committee. If the second option is chosen, a time will be established for a second administration of the examination, for which the questions may be different from those of the first examination. "Failure" on the second examination will mark the end of the student's progression.

## **Dissertation Proposal**

Once a student has passed the examination, and completed course work, he or she is eligible to write and defend the dissertation proposal. The dissertation chairperson is responsible for certifying that all necessary courses have been completed. The proposal must be defended in the presence of the dissertation committee and formally approved by all committee members.

### **Developing the Proposal**

It is not necessary for the student to consult committee members equally about each aspect of the problem and design. Members should be consulted primarily on those aspects directly related to their areas of special competence. Additional faculty or resource persons may be consulted as needed. It is the joint responsibility of the student and chairperson to make the final decisions on problem and method, even if decisions are made that one or more committee members believe to be less than optimal. The committee's responsibility is to act in an advisory capacity rather than as directors of the research. It is up to the student to recognize useful advice and to integrate the study into a coherent whole.

The proposal should identify the major substantive and methodological issues of the research problem, and be written in excellent form. Preferences regarding the format of the dissertation proposal may vary with the committee members, so it is important to gain an understanding of members' expectations.

The dissertation proposal is in the format of the traditional three chapters (introduction, literature review and methods) or the 25 page PHS398 application. The proposal format must be approved by the Dissertation Chair and committee members prior to scheduling the proposal defense.

### **Proposal Defense and Approval**

Depending on the committee members, it may not be necessary to get feedback from them regarding the final draft of the proposal prior to the defense. It may be suitable to wait to get members' reactions at the proposal defense. Of course, preliminary drafts of part or all

of the proposal can be very useful in individual discussions with committee members prior to the defense. The proposal defense should be viewed as a working session in which differences of opinion can be resolved. It is a good idea to take careful notes of the issues raised and decisions reached during the proposal defense. Committee members' suggestions are usually intended to insure the study's feasibility as well as quality. It is to the student's advantage to consider them seriously.

After the proposal has been distributed, the student arranges a meeting of the committee (usually two hours) to discuss the proposal and to rule on its acceptability. The student should use the "Announcement of Dissertation Proposal Defense" form to confirm the meeting (Section E: Appendices). Although the student is responsible for arranging the meeting and distributing copies of the proposal, the committee chairperson will conduct all sessions. The student must bring a copy of the "Dissertation Proposal Approval Sheet" (Section E: Appendices) to the defense, in order to get committee members' signatures. Names of the committee members must be typed under their respective signature line on the "Dissertation Approval Sheet." After the proposal is accepted, a signed copy of the proposal and the approval form is filed with the Office of the Associate Dean, McLeod Hall.

### **Admission to Candidacy**

After the research grant application has been developed and submitted, course work has been completed, the examination has been passed, and the dissertation proposal has been successfully defended, the student is granted candidacy status. PhD candidacy signifies that all PhD work except the dissertation has been successfully completed, and that if the dissertation research is carried out according to the approved proposal and within the time limit, at the completion of the work the student should be awarded the PhD degree.

## **Dissertation Research**

**After the dissertation proposal has been approved,** the process of gathering the research data may begin. If the student's dissertation involves the use of primary or secondary data on human subjects, both administrative approval and human study approval must be obtained before data collection begins.

**Administrative Approval.** The student must secure a letter from the appropriate official in the research setting, which states that the study described may be conducted there. When the study is to be conducted in a setting outside of the University, administrative approval must be obtained prior to requesting approval from the Human Investigation Committee. If the study is to be conducted within the University of Virginia Hospital, approval must be obtained from the Human Investigation Committee before securing administrative approval from the Hospital.

**Human Subjects Approval.** Before beginning data collection (or analysis of pre-existing data), the student must assure the protection of human rights by having the proposal reviewed and approved by the Institutional Review Board for Health Sciences Research

## D. Program Specific Information

(HSR) or the Social and Behavioral Sciences Review Board. The advisor will assist the student in determining which committee is more appropriate. Every proposal must be judged by the HRS to conform to **45 CFR 46: The Federal Regulations Governing Human Experimentation**, or to be exempt from those regulations according to criteria set forth in the regulations. Information and forms for HSR approval are available at the website (<http://www.virginia.edu/vprgs/irb>). Prior to submitting a proposal to the HSR each investigator must complete the self study module available from the web site. <http://www.virginia.edu/vprgs/irb/training.html>

Information on the Social and Behavior Review Board is available at <http://www.virginia.edu/vprgs/irb/about.html>

The dissertation chairperson is jointly responsible, with the student, for the accuracy of the information provided on any Human Subject Review form and must co-sign HSR/SBS forms with the student.

Procedures and time delay in obtaining administrative and research review clearance vary with the research setting and type of research. HSR/SBS meeting schedules are posted on their web site.

### **Dissertation Research as Part of Funded Grants**

PhD students who elect to do dissertation research with Principal Investigators who have funded grants must secure copyright permission from their dissertation chairperson and/or the Principal Investigator with whom they are conducting the research. It is advisable to reach an understanding at the outset about authorship and credit for any publications that may result from the research.

### **Technical Requirements in Writing the Dissertation**

In general, typewritten drafts of each chapter of the dissertation are submitted to all committee members for their comments and suggestions. Some members prefer to read the rough draft chapter-by-chapter; others prefer to read the rough draft in its entirety. Others prefer not to see the drafts at all. Obtain this information from your committee members early.

The School of Nursing requires that dissertations be written according to the format recommended by the chairperson and consistent with the nature of the research. The student should be consistent in the use of the particular style manual selected throughout the dissertation research.

After making required revisions, the student prepares a final draft of the dissertation and an abstract. Guidelines for the title page and “Physical Standards for Preparing Theses and Dissertation” must be adhered to (Section E: Appendices). Additional copies may be obtained from the Graduate School of Arts and Sciences - Office of Enrolled Students, 4th floor Cabell Hall. Early in the semester the student plans to graduate, they must submit an intent to graduate form (<http://www.nursing.virginia.edu/students/Registrar>) in the Registrar’s office at the School of Nursing.

## Final Dissertation

There are two options for the final dissertation. Both options must follow GSAS guidelines regarding font, paper type, etc. (see Graduate Record). Either option is approved by the Dissertation Chair and Committee members at the time of the proposal defense.

1. Traditional Dissertation Option includes:
  - Five (5) chapters (introduction, literature review, methods, results, and discussion).
  
2. Manuscript Dissertation Option:
  - Final dissertation product includes the dissertation proposal (3 chapters or the 25 page PHS 398 application), journal titles for submission of 3 manuscripts, author guidelines, and three publishable manuscripts based on the dissertation research (one of the manuscripts must be reporting study findings). The final product includes an abstract and introductory and concluding narrative to tie the manuscripts into a comprehensive project.
  - Student must submit journal names and author guidelines to dissertation committee for approval.
  - Student must be the first author on each manuscript involving others.
  - Copies of the reprints are acceptable and will be submitted when the article has already been published.
  - Legally acceptable releases from copyright owner(s) are submitted where applicable.

### Scheduling the Final Defense of the Dissertation

When the dissertation has been written and the dissertation chairperson agrees that it is ready for defense, the student has the responsibility to distribute the finished copy of the dissertation to committee members and to arrange a location, a date, and a time (usually two hours) that is satisfactory to all committee members for the oral defense of the dissertation. The student is expected to allow “a reasonable time” between distribution of the finished copy of the dissertation and the scheduled defense to allow committee members to read the dissertation critically. Committee members have the responsibility to inform the student of the time necessary and to read the dissertation in the agreed-upon time. The student submits the “Announcement of Dissertation Defense” (Section E: Appendices) to the chairperson and all members of the dissertation committee, to the Director of the PhD Program, and to the Associate Dean for Academic Programs.

Students are encouraged to use the rooms in the Rotunda for the dissertation defense. The following rooms are available in the Rotunda. To schedule a room in the Rotunda call the Rotunda Administrator, Leslie Comstock at 924-1019.

ROOM	Number of People allowed	With or without table
North Oval Room	12	Table
Board Room	18	Table
Lower West Oval Room	48	No table

## Oral Defense

It is the student’s responsibility to bring the following to the oral defense of the dissertation: a title page with spaces for signatures (Section E: Appendices), and the “Dissertation Approval Sheet” (Section E: Appendices). Remember: Names of the committee members must be typed under their respective signature line on the “Dissertation Approval Sheet.” The student gives both documents to the chairperson at the beginning of the session.

Typically, the student begins the oral defense with a twenty- to thirty-minute oral summary of the research problem and its significance; research questions, hypotheses, or aims; methods; findings; limitations; and implications. In the ensuing discussion, committee members may question the student about any aspect of the research itself and the relevant contextual and methodological considerations. The committee chairperson will invite members of the audience to ask questions or make comments.

Ideally all members of the committee are present in person for the defense. In the even of an emergency in which the chair cannot be present, the following protocol will be followed: (1) telephone conference call with chair present by phone. (2) vice-chair (a member of the committee appointed by the chair in consultation with the student) assumes responsibility of chair.

After this public session, the student and the audience are asked to leave the room while the committee critiques the dissertation, identifies any changes or additional work to be done, and determines the outcome of the dissertation defense. The student is then invited back into the room and is informed of the result.

The committee discusses with the student any changes or additional work to be done and establishes a time by which such changes or additions are to be submitted. If the changes or additions are minor, committee members will usually, as a matter of convenience, sign the title page of the Dissertation Approval Sheet and the Report of the Final Defense. The chairperson, however, will not sign, date, or submit either form or return the signed title page to the student until all changes or additions have been submitted and found acceptable.

If major changes or additions to the dissertation are required, a date will be established for their presentation and defense. Neither the chair nor the members will sign and date

the forms with a recommendation of approval until and unless these major changes or additions have been presented and defended and the entire dissertation found satisfactory.

### **Reporting the Results of the Dissertation Defense**

When the student has passed the oral defense and all required changes or additions have been made and judged satisfactory by the chairperson and the committee, the chairperson gives the student the signed title page, to be included in bound copies of the dissertation. The chairperson also submits to the Dean of the School of Nursing (with copies to the Associate Dean for Academic Programs and to the Director of the PhD Program) the Dissertation Approval Sheet and the Report of the Final Defense, each form having the required signatures of the advisor and list the committee members and the date of final approval of the dissertation. The Dean adds her or his signature to both forms. She or he returns the Dissertation Approval Sheet to the School's Registrar and forwards the Report of the Final Defense to the Graduate School of Arts and Sciences.

In the event that the committee judges the dissertation to be so grossly unsatisfactory in execution that making it acceptable would virtually require starting over, or that the student does not submit and defend the required changes or additions by the agreed-upon date, or that the committee judges the submitted changes or additions to be unsatisfactory, the committee may report that the student has not passed the dissertation and oral defense and may recommend, on the Report of Final Examination, that the degree not be awarded. In such a situation, the committee should submit to the Dean of the School of Nursing the Report of Final Examination with the committee's recommendation, along with a written report detailing the rationale for the recommendation.

## **Submitting the Dissertation for Inspection and Approval**

The Graduate School of Arts and Sciences requires candidates for the degree of Doctor of Philosophy to submit two letter-quality copies of the dissertation for inspection and binding. Please note that candidates for the PhD in Nursing must submit an additional copy, for a total of THREE. Sometimes called "school copies," these are the University's archival records of the dissertation. After binding, these copies will be delivered by University personnel to Alderman Library, the Claude Moore Health Sciences Library, and the Center for Nursing Research office in McLeod Hall.

Requirements for paper quality, margins, and other details of preparation and submission are found in the *Graduate Record*, under Requirements for Specific Graduate Degrees, in the section headed Doctor of Philosophy, subhead Dissertation. A complete list of acceptable papers is available from any UVA Copy Center in Alderman, UVA Bookstore, Carruthers Hall, Chemistry, or the Hospital. Complete instructions are available on [http://artsandsciences.virginia.edu/gradschool/requirements/thesis\\_dissertation.html](http://artsandsciences.virginia.edu/gradschool/requirements/thesis_dissertation.html).

The student brings the three school copies to the Graduate School Office (Room 438, Cabell Hall) for inspection not later than December 1 if the degree is to be conferred in

## D. Program Specific Information

January, or May 1 if the degree is to be conferred in May, or August 1 if the degree is to be conferred in August. After these copies have been inspected and approved, the student will deliver these copies to the Photography Division of Printing Services, Alderman Library, and pay for the cost of permanent binding. A receipt showing that these three copies of the dissertation have been delivered to the Photography Division of Printing Services must be returned to the Graduate School Office.

When ordering the three school copies, candidates may also order additional personal copies of the dissertation. It is courteous, but not required, to provide a bound copy to the chair of the dissertation committee. The University will not deliver personal copies, including the copy for the dissertation chair (if one is ordered). Graduates may obtain these copies at the Photography Division of Printing Services, Alderman Library.

### Application for Degrees

PhD degrees are granted in January, May and August. The student must be registered during the fall semester to graduate in January, during the spring semester to graduate in May, and during the summer semester to graduate in August. The student pays the research fee for the semester in which the student defends the dissertation. A PhD student who wishes to become a candidate for a degree must file the degree application with the Dean of the Graduate School of Arts and Sciences on a form available at the Graduate School Office (see Section E: Appendices). All PhD degree applications must be submitted no later than February 1 if the degree is to be conferred in May or July 1 if the degree is to be conferred in August or October 1 if the degree is to be conferred in January.

Candidates who do not receive a degree in the session for which their application has been approved must renew their application in proper form at the beginning of the session in which candidacy for the degree is desired (they may also update it by notifying Enrolled Student Office in the GSAS). Candidates who find that they will not be able to receive their degree in the session for which their application was approved must remove their names from the degree list by a specific date in the session (see calendar). If this is not done a duplicate diploma fee will be charged by the University Registrar.

To provide essential information for the printed program at graduation, candidates must submit a copy of the Title Page of the dissertation (signed or unsigned) to the Graduate School Office (Room 438, Cabell Hall) by April 1 for May graduation, July 1 for August graduation, or by December 1 for January graduation.



Section  
E.

Appendices

## PhD Nursing Student Organization Bylaws

**Article I.** Name: The official name of this organization is the PhD Nursing Student Organization at the University of Virginia.

**Article II.** Purpose: The purpose of this organization is:

1. To facilitate communication among PhD students and between PhD students and faculty.
2. To provide a mechanism for student representation on School of Nursing committees and University committees and organizations.
3. To represent the PhD nursing program within the University, the community, and to prospective PhD students.

**Article III. Membership:** The membership consists of students pursuing a doctorate in nursing and is consistent with the University's policy of non-discrimination. It is the policy of the University of Virginia not to discriminate in the administration of any of its educational programs or activities, or with respect to admissions or employment, on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation or status as a disabled veteran of the Vietnam era.

**Ad Hoc Members:** Consistent with Article II, Item 1, students who are not admitted to the PhD program but are enrolled in PhD courses in the school of nursing or students enrolled in PhD nursing studies at other universities can participate in DNSO social activities as ad hoc members. Ad hoc members are not required to pay dues and are excluded from DNSO activities under Article II, Items 2 and 3.

**Article IV.** Organizational structure: The organizational structure consists of the following officers:

An Executive Committee that consists of eight members: the president, the past-president, the president-elect, treasurer, secretary, student representative to the School of Nursing Research Committee, student representative to the School of Nursing PhD Program Committee, a First-Year Class Representative appointed in the fall of each new academic year. The Executive Committee meetings are open to all members of the DNSO. Faculty advisor is appointed for a 2 year term.

1. A President who is responsible for convening the general and executive committee meetings and for coordinating ongoing organizational activities. The President is to communicate as necessary to the Dean of the School of Nursing and other faculty about matters of concern to the DNSO. In addition, the President is to serve as the chairperson of the Executive Committee.
2. A Past-President who is responsible for mentoring the President and other officers as needed. The Past-President is a voting member of the Executive Committee.
3. President-Elect who is to assist the president in the duties of that office, assumes the responsibilities of the president in his or her absence, and serves as the DNSO representative to the GSAS Student Council. The President-Elect becomes the new president of the organization in September of each year.
4. A Treasurer who is responsible for maintaining the treasury in a School of Nursing account and coordinating all financial management of the treasury with the School of Nursing fiscal manager. The treasurer is responsible for collecting annual membership dues and for preparing the application for funding from the University Student Council.
5. A Secretary who is responsible for the minutes of the general and executive committee meetings and for any necessary correspondence related to the business of the DNSO.
6. A School of Nursing Research Committee student representative who is responsible for participation in the Research Committee as a representative of the DNSO.
7. A School of Nursing PhD Committee representative who is responsible for participation in the PhD Program Committee as a representative of the DNSO.
8. A Chairperson of the Caring and Sharing (Social Events) Committee.
9. A First Year Student, who is selected by the first year students.
10. A Faculty Advisor who acts as a resource to for the executive committee.

**Article V. Elections:** The president will appoint the nominating committee in the spring semester of each year. The president-elect, treasurer, secretary, committee representatives are to be elected by closed ballot from a slate of

nominees compiled by a Nominating Committee of the DNSO. Nominations are to be made, if possible, from all class levels. The ballot is to be compiled and elections are to be held during the summer. All elected officers are to assume their responsibilities beginning the Fall semester for the period of one year and may serve no more than two consecutive terms in the same office. The president will make appointments to any office vacancies as needed.

**Article VI. Committees:**

1. The Nominating Committee is appointed by the President and is responsible for compiling a slate of candidates for the elected offices and committees to be presented at the annual PhD retreat for general membership voting. This committee is to be composed of a member of the executive committee as chairperson and volunteers from the general membership. The Nominating Committee is appointed in the spring semester.
2. The Caring and Sharing Committee coordinates events and activities that are designed to promote camaraderie, social support, and DNSO communication. Committee membership is comprised of volunteers from the general membership.
3. Ad Hoc Committees are to be appointed by the President.

**Article VII. Meetings:** The executive committee is to meet, physically or electronically, at least two times a year, at the beginning and end of each semester or more frequently if needed. A general meeting of the membership is to meet at least twice a year. Roberts' Rule of Order will be followed at both the general and Executive Committee meetings.

**Article VIII. Finances and Dues:** The annual dues for membership in the DNSO are twenty (\$20.00) dollars and are collected each September. These and other monies are to be placed in a School of Nursing account by the treasurer who is authorized to conduct transactions in accordance with the fiscal administration policies of the School of Nursing.

**Article IX. Amendment of Bylaws:** Amending the bylaws is to be based on need as determined by the executive committee and/or the general membership and approved and disapproved by a majority vote of the membership.

Revised: July 12, 2005

## Faculty Research Interests

Marianne Baernholdt, PhD, RN, MSN, MPH

University of Pennsylvania

Research interests: Research utilization, nurse work environments, international health, rural health, internet research

Cheryl Bourguignon, PhD, RN

University of Toledo

Research interests: Investigating the effects of complementary and alternative therapies on symptoms (pain, fatigue, sleep disturbances, stress, and mood), inflammation, and brain activation (using fMRIs) in persons with rheumatoid arthritis and fibromyalgia

Valentina Brashers, MD

University of Virginia

Research Interests: The role of interdisciplinary healthcare education in promoting collaborative practice

Cathy Campbell, PhD, ARNP

University of Florida

Research interests: Quality of life with a life-limiting illness, qualitative research

Kathleen Cox, PhD, RN

Virginia Commonwealth University

Research interests: Health services research; access, utilization, and outcomes for uninsured patient population; chronic disease

Emily Drake RN, PhD

Virginia Commonwealth University

Research Interests: Internet data collection, Postpartum Depression, Breastfeeding, infant attachment

Theresa Drought, PhD, RN

University of California, San Francisco

Research interests: Clinical ethics, end-of-life care, decision making for cognitively impaired older adults, qualitative research methods

Elizabeth Epstein, PhD, RN

University of Virginia

Research Interests: pediatric, end-of-life issues, and ethics

Elizabeth Erwin, PhD, APRN-BC

University of Virginia

Research interests: Qualitative methods, measure development, child and adolescent psychiatric nursing, adolescent health; violence prevention interventions; African American youth

Sarah Farrell, PhD, RN, CS

Medical College of Virginia

Research interests: Treatment issues for individuals with mental illness, Medicaid funded programs for indigent populations & disabled, client connectedness to community, telehealth and innovative uses of technology

Dorrie Fontaine, PhD, RN, FAAN

The Catholic University of America

Research Interests: Sleep patterns in critically ill patients, pain and sedation in critical illness, and family presence at the end of life in critical care

Mary E. Gibson, PhD, RN

University of Pennsylvania

Research Interests: History of Health Care, early 20th century visiting nursing initiatives, historical study of disability in children, maternal child health in the community

Doris Glick, PhD, RN

Pennsylvania State University

Research interests: Public health; Access to care for vulnerable populations; Global and International health

Mikel Gray, PhD, RN, FAAN

University of Florida

Research interests: overactive bladder dysfunction, depression and urinary incontinence, perineal skin abnormalities in the patient with urinary or fecal incontinence and quality assurance when completing and interpreting results of Urodynamic testing

Doris Greiner, PhD, RN

Georgia State University

Research interests: Authoritative knowledge in nursing & global health

Ann Hamric, PhD, RN, FAAN

University of Maryland

Research interests: Moral Distress and ethical behavior of health care providers, advanced practice nursing, research ethics

Rebecca Harmon, PhD, RN

University of Virginia

Research interest: History of Psychiatric Mental Health Nursing

Emily Hauenstein, PhD, RN

University of Virginia

Research interests: Depression in women & in rural & minority populations; health services research

Kathy Haugh, PhD, RN

Virginia Commonwealth University

Research interests: Cardiovascular nursing, heart failure, myocardial infarction, gerontology, older adults, spirituality

Patricia J. Hollen, PhD, RN

University of Rochester

Quality of life of high-risk oncology populations; Quality of life instrumentation; Adolescent decision-making and risk behavior

Randy Jones, PhD, RN

University of Virginia

Research interests: Health disparities among minority and vulnerable population; treatment decision-making and quality of life; cancer, health behaviors and cultural factors

Catherine Kane, PhD, RN, FAAN

University of Rochester

Research interests: Serious mental illness; schizophrenia; psychoeducation; family care giving; health promotion; rural community services; alternative care delivery models

Arlene Keeling, PhD, RN

University of Virginia

Research interests: "History of Health Care" with a particular focus on advanced practice nursing, prescriptive authority for nurses, and pandemic influenza, 1918

John Kirchgessner, PhD, RN

University of Virginia

Research interests: Nursing and Health Care History, pediatric chronic illness and Pediatric diabetes

Pamela Kulbok, DNSc, RN

Boston University

Research interests: Health promotion behavior across the life span, adolescent, young adult health and risk behavior, community health promotion, continuity of care

Kathryn Laughon, PhD, RN

Johns Hopkins University

Research interests: Violence against women, sexually transmitted infections, HIV prevention, violence prevention

Connie Lee, EdD, ARNP, IBCLC  
University of Georgia  
Research interests: Breastfeeding, prenatal education, domestic violence, and evidence based learning

Beth Merwin, PhD, RN, FAAN  
Virginia Commonwealth University  
Dept. of Health Administration  
Research interests: Workforce & provider studies, rural health, mental health services research

Lynn Noland, PhD, RN  
University of Virginia  
Research interests: Ethics, diabetic nephrology, chronic illness, indigent care

Mary C. O'Laughlen, PhD, RN, FNP-C  
University of Virginia  
Research interests: Pediatric asthma; Health disparities in asthma

Barbara Parker, PhD, RN, FAAN  
University of Maryland  
Research interests: Violence against women; women's health; homicide survivors, methodological and measurement issues

Catherine Ratliff, PhD, RN, CWOCN, CS  
Texas Women's University  
Research interests: Wound, ostomy, and continence, wound infections, antimicrobials to treat infected wounds

Kathryn B. Reid, PhD, RN, CCRN, C-FNP  
Virginia Commonwealth University  
Research interests: diabetes, case management, coaching, cardiovascular nursing, chronic illness, nursing education

Dawn Rigney, PhD, RN  
George Mason University  
Research interests: Strategic management in nursing education and cultural/family influences in health promotion

Mary Ropka, PhD, RN, FAAN  
University of Virginia  
Research interests: Symptom management, compliance/adherence with prevention, diagnostic, and therapeutic regimens

Karen M. Rose, PhD, RN

University of Virginia

Research interests: Gerontological nursing; health outcomes for persons with dementia and their family caregivers; complementary and alternative medicine

Richard Steeves, PhD, RN, FAAN

University of Washington

Research interests: Bereavement, dying, suffering, cancer, homicide survivors

Ann Taylor, EdD, RN, FAAN

University of Virginia

Research interests: Complementary practices and products use including Mind-body and Bioelectromagnetic modalities; Clinical studies to address pain, anxiety, depression and sleep disturbances in multiple populations

Dorothy Tullmann, PhD, RN,

University of California, Los Angeles

Research interest: Delirium in critically ill older adults, ICU nurses' decision-making resedation in mechanically-ventilated patients

Sharon Utz, PhD, RN

University of Toledo

Research interests: Chronic illness/health behavior, health disparities & cultural factors in diabetes and cardiovascular illness

Ishan Williams, PhD

University of North Carolina-Greensboro

Research interests: Older adults and their caregivers; dementia caregiving among diverse populations; emotional and physical well-being of caregivers; and health disparities

Elke Zschaebitz, MSN, FNP-BC

Research Interests: Telemedicine usage: evidence-based outcomes using nurse practitioners, global health with focus on infectious disease management and health promotion, health promotion/lifestyle behaviors in the schools with focus on adolescent issues, collaborative and integrative health care practice in a dynamic health care system

## University Phone Numbers

All University phone numbers can be found online on the University directory at: <http://www.virginia.edu/search>.

Students and others can also call (434) 924-0000 for information and (434) 924-3363 for student locator information.

## Frequently Used Websites

<p><b>Main University Sites</b></p> <p>University of Virginia Summer Orientation Dean of Students</p>	<p><a href="http://www.virginia.edu">http://www.virginia.edu</a> <a href="http://www.virginia.edu/orientation">http://www.virginia.edu/orientation</a> <a href="http://www.virginia.edu/deanofstudents">http://www.virginia.edu/deanofstudents</a></p>
<p><b>Registration</b></p> <p>University Registrar Nursing Registrar Academic Calendars</p>	<p><a href="http://www.virginia.edu/registrar">http://www.virginia.edu/registrar</a> <a href="http://www.nursing.virginia.edu/students/Registrar">http://www.nursing.virginia.edu/students/Registrar</a> <a href="http://www.virginia.edu/registrar/calendar.html">http://www.virginia.edu/registrar/calendar.html</a></p>

## Student Nursing Groups

### Nursing Student Council

Nursing Student Council (NSC) is the student government of the School of Nursing, providing a forum to identify, examine and discuss student and school-wide concerns. NSC consists of a President, Vice-President, Secretary, Treasurer, Representative to the University Student Council, Social Chairs, Presidents and Council Representatives of each class, and representatives from other organizations in the School of Nursing. Elections for NSC positions are held in the spring and all interested undergraduate nursing students who are qualified are encouraged to run for office. First year class officer and representative elections are held early in the fall semester.

NSC is responsible for planning and coordinating activities for nursing students and for the school as a whole. In past years, NSC has sponsored a lunchtime speaker series, organized welcome back and end of year picnics, coordinated community service projects, and organized SON Rotunda dinners.

### **Student Nurse's Association at the University of Virginia (SNAV)**

SNAV is a student-run pre-professional association. It is part of VNSA (Virginia Nursing Students Association) and NSNA (National Student Nurses Association). SNAV is open to all UVA nursing students and new members are always welcome.

SNAV is active in the community and sponsors a number of service projects throughout the year. SNAV members also participate in various NSNA/VNSA events, such as the annual Legislative Day in Richmond, the State Convention in Richmond, and the National Convention.

In addition to doing community service and having fun at NSNA activities, being a SNAV member enables students to meet others in their class, as well as other classes. Since the organization is student-run, there are many leadership opportunities. SNAV dues to NSNA include a subscription to Imprint (the NSNA magazine) and discount rates for conventions and other NSNA activities. NSNA membership brings eligibility for various loan programs and scholarships. Participation in SNAV, VSNA, and NSNA activities prepares student nurses for their professional careers and encourages involvement in professional organizations after graduation.

### **Black Student Nurses' Association**

Black Student Nurses' Association is affiliated with the local Chapter of the National Black Nurses' Association. BSNA promotes the special achievements of black nurses nation-wide and provides academic and cultural support for black nursing students.

### **Nursing Students Without Borders**

Nursing Students Without Borders is a student organization that provides care to international communities while expanding nursing students' educational experiences. NSWB enhances students' scope of nursing practice by providing international opportunities in leadership, organizational skills, health care teaching, and assessment skills at the individual, family, and community levels. NSWB develops student-initiated partnerships with international health communities to meet their healthcare needs within the scope of nursing practice.

### **Men in Nursing**

This organization seeks to bring together undergraduate and graduate students, faculty and nurses in the UVA hospital to provide support to recruitment efforts and discuss issues relative to men in nursing.

### **Honor Committee**

The Honor Committee is responsible for the overall administration of the honor system. It handles cases of lying, cheating and stealing. Each spring the School of Nursing elects two students to serve as representatives to the Honor Committee. These students act as liaisons to the student committee and have duties such as subcommittee work, serving on trial panels, and working to help students change aspects of the system. The School of

Nursing has two votes on the Honor Committee which are cast by the School of Nursing honor representatives.

### **Judiciary Committee**

The University Judiciary Committee is the central body of the University's Judicial System. It is composed of 21 elected representatives (2 from each School of the University and 3 from the College of Arts and Sciences) who also act as judges for all judicial trials. The UJC hears all cases of alleged misconduct by a student or student groups brought to its attention by any member of the academic or civic community. Misconduct is determined by a violation of the Standards of Conduct. The UJC is a separate body from the University Honor Committee.

### **University Student Council**

Student Council is the student government of the University. It allows students to take part in decisions made by the University which may affect academic, economic, social and physical well-being of all students. The Representative Body, consisting of the President, Vice President for Issues, Vice President for Student Organizations, Vice President for Services and Finance, and 25 students representing each School at the University meet each week during the academic year. Students are invited to attend.

### **Sigma Theta Tau International Honor Society of Nursing - Beta Kappa Chapter**

Beta Kappa is the official chapter of Sigma Theta Tau International at the University of Virginia. Membership in this honor society of nursing is reserved for candidates who have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of nursing.

Membership is open to undergraduate and graduate students who meet the specified criteria. Information about Sigma Theta Tau is posted on the bulletin board on the first floor of McLeod Hall next to Room 1003. The names of current members and officers of Sigma Theta Tau are posted. Feel free to contact any of them for information.

### **Distinguished Major Program**

The Distinguished Major at the School of Nursing requires the successful completion of a thesis project, directed by a Nursing faculty member. A thesis is more than a simple research paper that describes an issue or theme. It must present the student's own analysis of a particular problem and an argument based on serious research. The research should be focused and well-defined, but it should also shed light on broader themes and questions within the general field in which the thesis falls. The final project should result in a paper 30 pages in length.

Third year nursing students with a cumulative GPA of 3.4 or better are eligible to apply. Contact Sarah Farrell, Associate Dean for more information.

### **Research Experiences**

The School of Nursing sponsors informal, lunch time research seminars. Students, faculty members, and others present research in progress and solicit suggestions and critique from participants. This is an excellent way to learn about nursing research at UVA. Watch the bulletin boards in the elevators for announcements.

Other experiences in research are also possible. Each year the Alumni Association sponsors two undergraduate students to work with faculty conducting research in the summer. Information on this experience is available from the Alumni Association office.

### **Alumni Association**

The University of Virginia School of Nursing Alumni Association was founded in 1916 by graduates of the University of Virginia Hospital School of Nursing. All graduates of the diploma, undergraduate, graduate and certificate programs are members of the Nursing Alumni Association. The aims of the Association are:

1. to serve as a resource for nursing alumni by providing organizational support for individual and/or group endeavors which promote fellowship among its membership;
2. to work closely with and assist the University of Virginia School of Nursing administration through financial and organizational support;
3. to provide UVA nursing students and faculty with monetary support for scholastic endeavors; and
4. to provide the opportunity for advanced learning in the Science of Nursing through sponsored programs.

The activities of the Nursing Alumni Association are overseen by the Alumni Council. All nursing alumni are encouraged to become active participants in the School of Nursing Alumni Association through volunteer work, board membership, and financial support.

## **School of Nursing Annual Activities**

### **Baccalaureate Recognition Ceremony**

The Fall Recognition Ceremony, which takes place during Family Weekend, is designed to celebrate the academic and clinical achievements of the nursing students at various points in their nursing education. Baccalaureate nursing students receive yearly pins in honor of completing each year in nursing school.

### **Pinning Ceremony**

Pinning, the final ceremony conducted by the School of Nursing prior to graduation in May, commemorates the baccalaureate nursing students' completion of their undergraduate nursing education and the CNL student's completion of preliminary nursing education. Students receive their School of Nursing Pin and student awards are

presented. The ceremony traditionally takes place at dusk on the Saturday before graduation, and includes a ceremony, followed by a short reception. All activities are typically concluded by 8:30 pm.

### **Graduation Weekend**

Graduation is usually held on the third weekend in May. Please check the University Calendar for this year's date. Specific information regarding graduation (i.e. invitations, cap and gown pick-up, etc) is provided during spring semester.

The weekend is filled with ceremonies, activities and events for graduates and their families. **PLANNING FOR THESE EVENTS MUST BEGIN EARLY!** Reservations for hotels and restaurants are sometimes made a year or more in advance. It is not unusual for popular hotels to be fully booked two years in advance.

Details of graduation weekend change slightly each year. Typically, students should plan to be involved in graduation activities all day Saturday and Sunday until approximately 2:00 pm. Rehearsal for the School of Nursing Pinning Ceremony takes place early in the afternoon on Saturday. It typically follows the Valediction Ceremonies.

Final Exercises are held on the Lawn on Sunday morning at 10:00 am. Students begin lining up for the procession down the lawn at 9:00 am. The School of Nursing Diploma Ceremony immediately follows the ceremony on the lawn. Diplomas are awarded on the Rotunda North Steps. These activities are usually concluded by 2:00 pm.

Spring in Virginia can bring very unsettled weather. Students are reminded to listen to the local radio stations before all of these outdoor events. The decision to move an event off the Lawn is usually made 1/2 to 2 hours prior to the event. Please remember that events are sometimes moved indoors because of the threat of severe weather and not the presence of active storms.

## **Forms**

GSAS forms are available at:

<http://artsandsciences.virginia.edu/gradschool/forms/index.html>

Other forms that are specific to Ph.D students are attached. Original copies can be acquired by visiting the Office of the Graduate School of Arts and Sciences Registrar.

The University of Virginia  
School of Nursing

**PhD Dissertation Committee Appointment or Change**

\_\_\_\_\_ Dissertation Committee Appointment \_\_\_\_\_ Change in Dissertation Committee

Student's Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

I request that the faculty members listed below be appointed to serve as my dissertation committee.

\_\_\_\_\_  
Name of Chair\*

\_\_\_\_\_  
Signature, Chair of Committee

\_\_\_\_\_  
Member\*

\_\_\_\_\_  
Signature, Member

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Dean, School of  
Nursing

\* Please type or print.

UNIVERSITY OF VIRGINIA  
SCHOOL OF NURSING

PhD Program

**Request to Write Comprehensive Exam**

I, \_\_\_\_\_ request to take the PhD in Nursing Progress Comprehensive  
Name

Examination during (specify semester, year) \_\_\_\_\_.  
(Attached is a brief statement of substantive area.)

I have completed all required course work and have requested \_\_\_\_\_  
Name  
to serve as my sponsor/mentor in this process.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

This student has permission to take the Nursing Comprehensive Examination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Sponsor/Mentor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean's Signature

Please submit this completed form to the Director of the PhD Program.

Copy to:     Director, PhD Program  
              Faculty Advisor or Dissertation Chairperson  
              Student File (Office of the Associate Dean)

**Evaluation of Comprehensive Exam**

**KNOWLEDGE SYNTHESIS**

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY MEMBER COMPLETING EVALUATION: \_\_\_\_\_

COMPONENT	NOT ACCEPTABLE	ACCEPTABLE	DISTINGUISHED
Synthesis of knowledge in the student's field of study from a nursing perspective to summarize the current state of knowledge and to identify areas in which further research is needed, including identifying key phenomena and methodological approaches for addressing those phenomena and related research questions.			
Identify the topic of the dissertation research and describe how it will serve as the cornerstone of a program of research, describing the steps to be taken over the next 5 to 7 years to build that program of research.			
Description of how the dissertation will contribute to the overall field and describing its significance to knowledge development and to nursing.			
General comments on overall exam as well as additional questions.			

Fail \_\_\_\_\_ Pass \_\_\_\_\_ Distinguished \_\_\_\_\_

Revised: 04-13-05  
05-02-05 approved by PhD program committee

UNIVERSITY OF VIRGINIA  
SCHOOL OF NURSING

**Announcement of Dissertation Proposal Defense**

**Form must be submitted two weeks prior to proposal defense date.**

TO: \_\_\_\_\_  
(Names of Committee Members)

FROM: \_\_\_\_\_  
(Ph.D. Candidate)

DATE: \_\_\_\_\_

My dissertation proposal defense will take place at \_\_\_\_\_  
(Time)  
on \_\_\_\_\_ in \_\_\_\_\_,  
(Date) (Room) (Building)

The chairman of my Dissertation Committee is \_\_\_\_\_

The title of my dissertation is \_\_\_\_\_

\_\_\_\_\_

All members of my Dissertation Committee can attend the defense on the approved date and my Chairman and committee members all agree that the dissertation is in acceptable draft form and ready for presentation.

\_\_\_\_\_  
(PhD Candidate)

cc: All Committee Members  
Office of the Associate Dean  
Director of PhD Program

UNIVERSITY OF VIRGINIA  
SCHOOL OF NURSING

PhD Program

**Dissertation Proposal Approval Sheet**

Formal approval is hereby given to this submitted dissertation proposal by

\_\_\_\_\_ on  
Your name

\_\_\_\_\_  
(Title of Dissertation Proposal)

\_\_\_\_\_ Date

\_\_\_\_\_ Signature, Chair of Committee

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Member

**NOTE:** This is the format for the Dissertation Proposal Approval Sheet that you need for your proposal defense. You should have this sheet prepared at the time of your dissertation proposal defense and bring it to the proposal meeting. A copy of your proposal as approved is to be filed with the Office of the Associate Dean, McLeod Hall, immediately after the defense. **Please use Black ink. (Do not include the words ‘Appendix E’ or the bolded heading ‘dissertation proposal approval sheet’ or the footer matter).** Names of the committee members must be typed under their respective signature line on the “Dissertation Approval Sheet.”

*GRADUATE ARTS AND SCIENCES*

**Physical Standards for Preparing Theses and Dissertation**

- I. **TWO** clear copies of thesis or dissertation on acceptable paper (list attached) **must** be submitted:

**\*School of Nursing** requires 3 copies

**Note:** You may have Printing Services in Alderman Library make your two copies on the acceptable paper for you (in this case you will only need 1 copy for inspection)

- A. **Approved and signed in black ink** (blue does not reproduce clearly) by your readers, committee or appropriate authorities; the minimum requirement being the signature of the thesis advisor and the first reader. **NOTE: You need only to get one set of original signatures – signature pages may be copied onto acceptable paper.**

- B. **Delivery: Must be brought, not mailed**, to the Enrolled Student Office, 438 Cabell Hall, for inspection and approval.

- C. Theses and Dissertations **will not be approved** unless they are in the following form:

1. Each copy must be in a mailing envelope, or small box (no binders), with the following information typed on a label on the outside:

**\*Full name – no initials**

**\*Shortened title of no more than 36 characters including spaces – this will be printed on the spine of the binding**

**\*Date of graduation – ex; May 2008, August 2008, January 2008**

**\*Degree and school – ex; M.S., Graduate Arts and Sciences**

2. Thesis and dissertation must be **typewritten, double spaced** on one side of 8.5 x 11 inch paper.
3. **SIGNATURES OF APPROVAL** – Manuscripts must be signed by your readers, committee or appropriate authorities- the minimum requirement being the signature of the thesis advisor and the first reader—**in the bottom right corner of the title page using black ink**. You need only get one set or original signatures.
4. **PRINT AND TYPE SIZE** – print should be black and the characters consistently clear and dense. Dot matrix printers may be used provided the machine produces sharp, high quality letters; lower case letters must have “true descenders” – e.g., y’s and p’s, etc. must extend below the printed line.

5. **PAPER** – must have a watermark and be acid-free – see attached list.
6. **MARGINS** – Left margin must be 1.5 inches; top, right, and bottom margins are to be 1 inch. Pages are trimmed **before binding so adhering to these requirements are crucial.**
7. **FOOTNOTES** – footnotes may be placed at the bottom of each page or at the end of your document.
8. **PAGE NUMBERING** – each page must be numbered consecutively in the upper right corner of each page – **Remember the margins! Page numbers must be 1 inch from the top of page.** Pages preceding text such as copyright page, abstract, dedication, etc. may be numbered with Roman numerals. Following are instructions for numbering pages using Microsoft Word 7.0:

Select “View”  
Select “Header and Footer”  
Select “Page Setup”  
Select “Margins”  
Go to Header and Footer (depending on where the numbers are to be placed)  
Change “Distance from Edge” to 1 inch  
Select “OK” and “CLOSE”  
Select “Insert”  
Select “Page Numbers”  
Set Position and Alignment of Page Numbering  
Select “OK”

9. **TITLE PAGE** – you must strictly confirm to the sample on page 66. **Use your full legal name as it appears in ISIS.**
10. **SUGGESTED PAGE ORDER:**

\*Dissertation

Signed and Approved Title Page  
Copyright Page (if applicable)  
Abstract  
Signature Page (if applicable)  
Table of Contents (if applicable)  
Dedication Page (if applicable)  
Body of Text

\*Thesis

Signed and Approved Title Page  
Abstract or Introduction (if applicable)  
Table of Contents (if applicable)

## Body of Text

- D. **DELIVERED** – to Printing Services, first floor Alderman Library **after** inspection in 438 Cabell. Binding fees of \$17.50 + tax per copy must be paid upon delivery. Personal copies may be bound for the same price. **Make sure to check your work carefully as no changes can be made once the document has been turned in.**
- E. **RECEIPT** – for binding **must be returned to the Enrolled Student Office,** 438 Cabell.

## II. ADDITIONAL REQUIREMENTS FOR PHD DISSERTATION

- A. **ABSTRACT** – an abstract of no more than 350 words, double spaced, must be in each copy of the dissertation.
- B. **MICROFILMING** – A Microfilm Agreement form, available in the Enrolled Student Office, is required and must be completed for microfilms. A copy of the title page and abstract must accompany the agreement. There is a \$75.00 fee for microfilming and publishing the abstract.
- C. **SURVEY OF EARNED DOCTORATES** – *This survey is a requirement and must be completed and ready to turn in to the [Enrolled Student Office](#) at the time of inspection of your dissertation. Download a [pdf \(332 Kb\) of the Survey of Earned Doctorates](#) form or pick up a hard copy in 438 Cabell Hall.*
- D. **COPYRIGHT** – if you wish to have your dissertation copyrighted, you may obtain this service through Printing Services for a fee of \$50.00. A copyright page must be included in your dissertation with the following information centered at the bottom of the page remembering the 1 inch margin at the bottom:

line 1 © Copyright by  
 line 2 Your Full Legal Name  
 line 3 All Rights Reserved  
 line 4 Date (month and year of graduation – ex; August 1995)

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When submitting a thesis or dissertation digitally, you must submit a signed title page to the [Enrolled Student Office](#) and obtain approval forms from the Enrolled Student Office before submitting two CDs to Alderman Library. Each CD must have a signed title page embedded and be in a separate CD box and labeled with the following information: Full Name, Title of Thesis or Dissertation, Date of Graduation, Degree and School. Digital submission means no hard copies on the shelf in Alderman Library.

(Sample Text Page)

activities help the writer clarify and gain control over his meaning, they will likely eliminate much of the so-called obscurity of his style. This relationship between what a writer has to say and how well he says it is extremely complex; certainly it is one we have not yet completely understood. Yet it seems apparent that one can exercise the techniques of style only in the service of a clear formulation of what it is one wants to communicate, for what purpose and to whom.

The remaining stages of the writing process, the actual writing and revising which I discuss in the next sections, continue the pattern of these first three: reviewing when necessary his guiding decisions, the writer develops questions which focus his choices in the particular stage; he tries to consider the impact of the alternatives from the point of view of his reader; and he makes his choices in the light of his own intended meaning. Theoretically, this pattern can work whether the writer is considering alternative tones he might take, deciding between a loose or periodic, simple or complex construction for a sentence, or choosing the precise work in the fourth line of the third paragraph on page thirty-two. In practice, of course, the writer would be overwhelmed if he were to pause to consider the possible effects of each word, phrase, or sentence.

This relationship between what a writer has to say and how well he says it is extremely complex; certainly it is one we have not yet completely understood. Yet it seems apparent that one can exercise the techniques of style only in the service of a clear formulation of what it is one wants to communicate, for what purpose and to whom.

## Dissertation Paper

Watermarked Papers Acceptable to the University Archives for Theses & Dissertations	
Standard Permalife or Howard, Eaton, etc. paper with registered "permalife" watermark	Atlantic Bond
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Cardinal Bond	Certificate Bond
Chieftan Bond (25% cotton)	Conqueror Bond
Crane's Thesis Paper	Customark
Eagle-A Trojan Bond (25% cotton)	Eaton's Berkshire Bond Berkshire (25% cotton)
Eaton's Eminence Bond Berkshire	Eaton's Opaque Diamond White Bond Berkshire (25% cotton)
Eaton's Parchment Linen Berkshire (100% cotton)	Fox River Bond (25% cotton)
Gilbert Bond (25% cotton)	Gilbert Lancaster Bond (100% cotton)
Hammermill Scriptmark	IBM
Keith Cotton Bond	Millers Falls Old Deerfield Bond
Moore 20 Bond	Neenah Bond (25% cotton)
Old Council Tree Bond (100% cotton)	Old Heritage Opaque Bond (25% cotton)
Old Scotch Bond (25% cotton)	Paper Corp. Of U.S. 25% bond
Permalife (see no. 1)	Permonized Parchment (100% cotton)
Plover Bond Permonized (25% cotton)	Scott
Sheffield Seal (100% cotton)	Southworth Four Star Bond
Southworth Parchment Deed Bond (100% cotton)	Stenocraft World Bond (25% cotton)
Strathmore Bond (25% cotton)	Stuart's Bright White Crest Bond (100% cotton)
Swan Linen Bond	U.S. Seal (by Weyerhaeuser)
Vitae Resume	Weston Bond (25% cotton)
Weston's Winchester Bond (50% cotton)	World Bond (25% cotton)
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Ampad	Classical Laid (25% cotton)
Dataprint TM Bond (by Nashua Corp)	Register Bond
Wang Word Processor	Weston's Defiance Bond (100% cotton)
Proprint Bond (25%/100% cotton)	Gross Pointe Bond (25% cotton/50% recycled) <b>Recycled Paper</b>

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 The above papers must be 20-pound weight for the original copy. Additional copies may be 16-pound weight. Please see *The University Record, Graduate School of Arts and Sciences* for additional information concerning the submission of theses and dissertations or go to [physical standards for theses and dissertations](#)  
 The Manuscripts/Archives Department of Alderman Library will not test additional papers except upon written request of the Graduate Enrolled Student Office, Graduate School of Arts and Science.

**Application for Degree**

SEMESTER AND YEAR ENTERED \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
GSAS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

Due in Graduate School Office: **February 1** for May graduation,  
**July 1** for August graduation, **October 1** for January graduation.

**Do Not Use this form: Contact GSAS at SON for official form.**

**THE GRADUATE SCHOOL OF ARTS AND SCIENCES**  
**University of Virginia**

Application for the degree of Doctor of Philosophy in \_\_\_\_\_  
(major)

be conferred \_\_\_\_\_  
(date)

**FOR DIPLOMA USE:**

Full Legal Name \_\_\_\_\_

(First) (Middle) (Last)  
Degrees now held Where received When received

(Final Transcripts showing the award of these degrees must be on file in GSAS)

<i>Course Name</i>	<i>Number</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Semester and Year of Completion</i>	<i>Grade</i>
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Title of Dissertation \_\_\_\_\_

**Language requirement satisfied as follows (State where taken, when, and how attested):**

All above checked by departmental secretary \_\_\_\_\_  
(signature)

Application approved by \_\_\_\_\_  
(Signature of faculty member directing dissertation)

\_\_\_\_\_  
(Signature of Department Chairman)

Approved by the Dean \_\_\_\_\_

Graduate courses offered for this degree continued:

<i>Course Name</i>	<i>Number</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Semester and Year of Completion</i>	<i>Grade</i>
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Total Credit Hours: \_\_\_\_\_

List 18 hours of Non-Topical Research Below:

..... Non-Topical .....

UNIVERSITY OF VIRGINIA  
SCHOOL OF NURSING

**Announcement of Dissertation Defense**

Form must be submitted two weeks prior to proposal defense date.

**TO:** \_\_\_\_\_  
(Names of Committee Members)

**FROM:** \_\_\_\_\_  
(Ph.D. Candidate)

**DATE:**

My dissertation defense will take place at \_\_\_\_\_  
(Time)  
on \_\_\_\_\_ in \_\_\_\_\_  
(Date) (Room) (Building)

The chairman of my Dissertation Committee is \_\_\_\_\_

The title of my dissertation is \_\_\_\_\_

All members of my Dissertation Committee can attend the defense on the approved date and my Chairman and committee members all agree that the dissertation is in acceptable draft form and ready for presentation.

\_\_\_\_\_  
(Signature, PhD Candidate)

**NOTE TO STUDENT:** You may attach a draft of the material to be presented and defended if the members do not have a copy that reflects your latest efforts.

cc: All Committee Members  
Office of the Associate Dean  
Graduate School of Arts and Sciences

Sample Title Page

**The Role of Internal Politics in American Diplomacy**

John Edward Doe (no initials)

**Your Hometown and State**

BS, Morehouse College, 1998

M.A., University of Virginia, 1990

(list only degrees previously conferred)

A Dissertation (or Thesis) presented to the Graduate Faculty  
of the University of Virginia in Candidacy for the Degree of  
Doctor of Philosophy  
(or Master of Arts)

Department of (your department)

University of Virginia

***Month and Year Degree will be Conferred***

*(Not the date you completed it)*

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Due in Graduate Office – 438 Cabell

for: May Graduation – April 1

August Graduation – July 1

January Graduation – November 1

**\*\*Do not include these dates on your title page\*\***

**Dissertation Approval Sheet**

UNIVERSITY OF VIRGINIA  
SCHOOL OF NURSING

PhD Program

DISSERTATION APPROVAL SHEET

Formal approval is hereby given to this submitted dissertation by

\_\_\_\_\_ on \_\_\_\_\_  
Your name (Title of Dissertation)

\_\_\_\_\_ Signature, Chair of Committee  
Date

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Member

\_\_\_\_\_ Signature, Dean, School of Nursing

NOTE: This is the format for the Dissertation Approval Sheet that is to be used in the dissertation. This form must be placed on bond paper and brought to the final defense for your committee members' signature (Do not include the words 'Appendix E' or the bolded heading 'dissertation approval sheet' or the footer matter). **Names of the committee members must be typed under their respective signature line on the "Dissertation Approval Sheet."**

Comprehensive Exam Cover

GRADUATE SCHOOL OF ARTS AND SCIENCES

438 Cabell Hall

University of Virginia

DO NOT USE THIS FORM: CONTACT GSAS

FOR THEIR OFFICIAL GREEN FORM

TO: Dean, Graduate School of Arts and Sciences

FROM: Department \_\_\_\_\_

\_\_\_\_\_ failed \_\_\_\_\_ passed \_\_\_\_\_ the final examination in  
(Student's Name)

\_\_\_\_\_ on \_\_\_\_\_ for the \_\_\_\_\_ degree.  
(Subject) (Date) (MA, MS, MAT, MFA, PhD)

This examination is in fulfillment of the requirements for a final examination as described in the Record under the appropriate degree. The Ph.D. examining committee, under the chair of the major advisory professor, will consist of not fewer than four members from the graduate faculty, one of whom must be from another department and serves as the representation of the Graduate Faculty. The examining committee for the Master's degree should be conducted by at least two faculty members designated by the department in which the candidate is working.

Names of Examiners (please print)	Instructor #	Department
1. _____ (Major Advisory Professor)	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____ (Graduate Faculty Representative [PhD only])	_____	_____

Title of thesis/dissertation (if appropriate) \_\_\_\_\_

Additional Recommendation of Committee (if appropriate): \_\_\_\_\_

Major Professor: \_\_\_\_\_  
(Signature) (Instructor #)

Departmental Chair or Representative \_\_\_\_\_  
(Signature) (Instructor #)

(Normally the major advisory professor will be responsible for filling out and submitting this form.)

Due in Graduate Office on or by May 1 for May Graduation; Due on or by August 1 for August Graduation; Due on December 1 for January Graduation.

## Dissertation Checklist

THIS FORM IS AVAILABLE ONLINE AT <http://www.virginia.edu/uvaprint>

### GRADUATE OFFICE

### THESIS/DISSERTATION CHECK LIST

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Last Name, First, MI

ARTS & SCIENCE, NURSING EDUCATION  
ENGINEERING, ARCHITECTURE, DARDEN SCHOOL

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No. of Copies																						
1. Arts & Science (Nursing)	2	(Nursing-3)																				
2. Education	2																					
3. Darden School	3																					
4. Engineering	3																					
5. Architecture History	2																					
6. Landscape Architecture																						
<p>B. <b>ORIGINAL and/or COPIES</b> for school must all be single sided and printed/copied on acceptable permalife watermarked paper. To ensure your copies/prints are on the correct paper please visit any of the UVA Copy Centers (Alderman, UVA Bookstore, Carruthers Hall Chemistry, Hospital) to have your thesis/dissertation printed or copied.</p>																						
<p>C. <b>ORIGINAL and/or COPIES</b> must be inserted in manila envelopes or small boxes and labeled (PLEASE PROVIDE ELECTRONICALLY PRINTED LABELS/PCS is not responsible for errors due to misinterpretation of handwritten labels or typos on labels) with the following information</p> <p>Please include the following:</p> <table border="0"> <tr> <td>NAME:</td> <td>JOHN SMITH</td> </tr> <tr> <td>SHORT TITLE (36 CHAR. INCL. SPACES)</td> <td>ENVIRONMENTAL EFFECTS OF OXYGEN</td> </tr> <tr> <td>DEGREE DATE</td> <td>MAY, 2008</td> </tr> <tr> <td>DEGREE &amp; SCHOOL</td> <td>M.S., G.S.A.S.</td> </tr> </table>	NAME:	JOHN SMITH	SHORT TITLE (36 CHAR. INCL. SPACES)	ENVIRONMENTAL EFFECTS OF OXYGEN	DEGREE DATE	MAY, 2008	DEGREE & SCHOOL	M.S., G.S.A.S.														
NAME:	JOHN SMITH																					
SHORT TITLE (36 CHAR. INCL. SPACES)	ENVIRONMENTAL EFFECTS OF OXYGEN																					
DEGREE DATE	MAY, 2008																					
DEGREE & SCHOOL	M.S., G.S.A.S.																					
<p>D. <b>DIGITAL FORMAT:</b> Documents will only be accepted in PDF format (include all fonts, no compression or password protection). Please visit <a href="http://www.virginia.edu/uvaprint/dissertation">http://www.virginia.edu/uvaprint/dissertation</a> for complete details to ensure your files meet all guidelines. *Your "SIGNED" Title page/Signature page must be part of your final file.</p>																						
<p>2. <b>APPROVAL</b></p> <p>A. Earned degree form for: Arts &amp; Science, Engineering &amp; Education Copy of Signature sheet for Engineering, Architecture &amp; Darden School</p>																						
<p>3. <b>DISSERTATIONS</b></p> <p>A. Microfilm Agreement form:</p> <ol style="list-style-type: none"> <li>Microfilm agreement must be signed</li> <li>An extra copy of the title page and short abstract (350 words or less) must accompany microfilm agreement form.</li> <li>Copyright is optional, if desired, a copyright sheet must be included in each envelope with the following information: <ul style="list-style-type: none"> <li>© Copyright by your name must be copyright symbol, not @ All rights reserved</li> <li>Date (Month &amp; Year of graduation)</li> </ul> </li> </ol>																						
<p>4. <b>ABSTRACT</b> must be 350 words or less. A guide line for this is 1 ½ pages, double spaced with a 1" margin all around</p>																						
<p>5. <b>MARGINS</b> Left hand margin 1 ½", all other margins 1" including the page numbers for both thesis &amp; dissertations.</p>																						
<p>6. <b>PAGE NUMBERS</b> All pages are to be numbered in upper right corner, close to the typed text. Please use correct pagination.</p>																						

<p>7. <u>SUGGESTED PAGE ORDER</u></p> <p>A. Dissertation</p> <ol style="list-style-type: none"><li>1. Title Page</li><li>2. Copyright page (if applicable)</li><li>3. Abstract</li><li>4. Signature page (if not on title page)</li><li>5. Dedication page (optional)</li><li>6. Body of text</li></ol> <p>B. Thesis</p> <ol style="list-style-type: none"><li>1. Title Page</li><li>2. Abstract or introduction (if applicable)</li><li>Signature page (if not on title page)</li></ol>	
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All the above requirements have been met and the manuscript is in proper order for submitting to Printing & Copying Services, 1<sup>st</sup> Fl. Alderman Library, for copying, binding and processing.

Revised 3-22-01

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

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2. A copy of the application used to display, play or read the document is available on the CD/DVD and is fully licensed to be copied and installed on a reader's machine.
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5. Your signed title page/signature page must be part of your file.

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XHTML (.html or .htm)

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JPEG (.jpeg)

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TIFF (.tif)

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Audio:

AIF(.aif)

CD-DA

CD-ROM/XA

MIDI (.midi)

MPEG-2

SND (.snd)

WAV (.wav)

### **Supporting Documents**

Supporting documents should remain on paper and be submitted in an 8.5 X 11 envelope. Those documents should include:

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\*Abstract

\*Completed Agreement Form

Completed Author Discount Order Form

Money Order/Check

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A description of software or other applications used to create the CD-ROM/DVD disk, including a list of files and file sizes on the CD-ROM/DVD disk

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