Mission statement of the OHSU PhD Program

Prepare graduates who

- Contribute to the advancement of nursing science in a substantive area of research
- Provide leadership in the discipline directed toward accessible, high-quality health care, excellent nursing education and translation of research into practice.

PhD Program Director
Jill A. Bennett, PhD, RN, FGSA  (bennett@ohsu.edu)

PhD Program Administrator
Christina Tenorio  (tenorio@ohsu.edu)

Administrative leadership for the Doctor of Philosophy program at the Oregon Health & Science University School of Nursing rests with the PhD Program Director and Associate Dean for Academic Affairs. The faculty leadership for the PhD program rests with the PhD Admissions & Progression Committee, PhD Curriculum Committee, and the PhD Faculty.

The PhD Admission & Progression Committee, composed of elected PhD faculty, oversees admission to the PhD program and students’ progression in the program, including the evaluation of student performance on benchmarks.

The PhD Curriculum Committee, composed of elected PhD faculty, oversees PhD curriculum and Program of Study, including guidelines for benchmarks.
Table of Contents

Mission statement of the OHSU PhD Program ................................................................. 1

   PhD Program Director ........................................................................................................ 1
   PhD Program Administrator .............................................................................................. 1

General Information ............................................................................................................. 4

   Academic Advising ............................................................................................................. 4
   Business Cards .................................................................................................................. 4
   University ID Badge ......................................................................................................... 4

Campus Security Information and Transportation ............................................................ 4

Social Media Guidelines ...................................................................................................... 4

Student Technology ............................................................................................................ 5

Hardware .............................................................................................................................. 5

Software .............................................................................................................................. 6

E-mail ................................................................................................................................. 6

Distance Education Courses .............................................................................................. 7

OHSU Resource: SAKAI ..................................................................................................... 7

OHSU Helpdesk .................................................................................................................. 7

Graduate Nursing Senate ................................................................................................. 7

Research and Teaching Assistantships .............................................................................. 8

Residence Requirement .................................................................................................... 8

Doctoral Center .................................................................................................................. 8

Curriculum Information .................................................................................................... 8

Research Practicum .......................................................................................................... 9

Doctor of Philosophy Courses .......................................................................................... 10

   Post-master’s Doctor of Philosophy ................................................................................. 10
   Post-baccalaureate Doctor of Philosophy ..................................................................... 11

Time to Degree/Extension of Program .......................................................................... 12

Continuous Enrollment .................................................................................................. 12

Leave of Absence ............................................................................................................... 12

Probation & Dismissal ...................................................................................................... 13
<table>
<thead>
<tr>
<th>Academic Grievance</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation-Application for Degree</td>
<td>14</td>
</tr>
<tr>
<td>PhD Program Student Learning Outcomes</td>
<td>15</td>
</tr>
<tr>
<td>PhD Benchmarks</td>
<td>15</td>
</tr>
<tr>
<td>Interim and Terminal Benchmarks</td>
<td>15</td>
</tr>
<tr>
<td>First Year Benchmark – The Integrative Review (IR)</td>
<td>16</td>
</tr>
<tr>
<td>Annual Evaluation of Academic Progress for First Year Students</td>
<td>18</td>
</tr>
<tr>
<td>Second Year Benchmark: Competitive Research Proposal Benchmark (CRPB)</td>
<td>18</td>
</tr>
<tr>
<td>Benchmarks Overseen by the Dissertation Committee</td>
<td>20</td>
</tr>
<tr>
<td>- Oral Examination</td>
<td>20</td>
</tr>
<tr>
<td>- Dissertation Proposal Defense</td>
<td>20</td>
</tr>
<tr>
<td>- Public Defense of the Dissertation</td>
<td>20</td>
</tr>
<tr>
<td>Dissertation Committee</td>
<td>20</td>
</tr>
<tr>
<td>PhD Oral Examination</td>
<td>21</td>
</tr>
<tr>
<td>Dissertation Proposal Defense</td>
<td>24</td>
</tr>
<tr>
<td>- Procedures for Dissertation Proposal Defense (all dissertations)</td>
<td>24</td>
</tr>
<tr>
<td>- PhD Candidacy</td>
<td>26</td>
</tr>
<tr>
<td>- Institutional Review Board Approval (all dissertations)</td>
<td>26</td>
</tr>
<tr>
<td>Conduct of the Dissertation Research Study (all dissertations)</td>
<td>27</td>
</tr>
<tr>
<td>Public Defense of the Dissertation (all dissertations)</td>
<td>27</td>
</tr>
<tr>
<td>Graduation</td>
<td>29</td>
</tr>
<tr>
<td>Format of the Traditional Dissertation</td>
<td>30</td>
</tr>
<tr>
<td>Format of the Manuscript Option Dissertation</td>
<td>32</td>
</tr>
<tr>
<td>Dissemination of the Dissertation: Bindery Services &amp; Electronic Publication of Dissertation (all dissertations)</td>
<td>35</td>
</tr>
<tr>
<td>Format Requirements for the Bound Dissertation (all dissertations)</td>
<td>36</td>
</tr>
<tr>
<td>Postdoctoral Study</td>
<td>38</td>
</tr>
<tr>
<td>Additional Research and Professional Support: PhD students</td>
<td>38</td>
</tr>
<tr>
<td>- Pre-Doctoral Fellowship: National Research Service Award</td>
<td>38</td>
</tr>
<tr>
<td>- Other External Funding</td>
<td>40</td>
</tr>
<tr>
<td>- Authorship of Publications and Presentations</td>
<td>41</td>
</tr>
<tr>
<td>FORMS</td>
<td>42</td>
</tr>
</tbody>
</table>
General Information

Academic Advising

PhD students are assigned an academic advisor when they are accepted in the PhD program, and students should schedule an initial appointment by telephone or in person to get advice before registering for courses. The PhD academic advisor should be an ongoing source of support and advice about matters pertaining to the PhD program. Students are encouraged to meet with their advisors on a regular basis throughout their first year in the program. Students usually select a Dissertation Chair after the first year and the Chair becomes the student’s mentor until graduation.

Business Cards

PhD students may have business cards printed with the OHSU logo and the OHSU School of Nursing as your "place of business" or location. Use your current credentials and specify your title as "PhD Student" or "PhD Candidate" the title “PhD Candidate” may only be used after a student has successfully completed the dissertation proposal defense. PhD Candidates are not to use "PhD C" or "PhD(c)" as credentials. If you choose to include your home address, please specify with (home). If you include your cell and/or home phone numbers, please specify as (cell) or (home). Contact PhD program support staff to order business cards. PhD students may not print their own business cards with the OHSU logo.

University ID Badge

A checklist outlining the procedure for obtaining an OHSU ID badge can be found on the Public Safety’s website: https://o2.ohsu.edu/facilities-and-logistics/services-for-departments/building-access/id-badges.cfm

Campus Security Information and Transportation

Bus and parking information, security information, and much more: https://o2.ohsu.edu/

Social Media Guidelines

OHSU School of Nursing student posts, tweets and photos need to follow the code of conduct, HIPAA and the rights and responsibilities outlined in the student handbook. Violations of the social media guidelines or code of conduct may be grounds for disciplinary action or dismissal. Students should know that:

- Posting information referencing a patient’s name or specific clinical site may violate HIPAA.
- Posting photos from a clinical site may be a violation.
- The OHSU Code of Conduct requires that students report violators to School of Nursing faculty/ administrators.
- The OHSU Code of
Student Technology

The OHSU School of Nursing relies on the use of computers for many student activities, both in the classroom and online. All students are required to own or have access to a personal desktop computer or laptop meeting the current hardware and software requirements. This is to ensure that students will be able to collaborate with both faculty and peers and be able to complete the many activities required during their program.

The hardware requirements listed in this document are minimum requirements for new, incoming students. Most new computers exceed these requirements. Students who have computers and high speed Internet access should be able to successfully complete any required student activities.

Currently enrolled students should compare their computers' specifications to the minimum specification required of new students. If the computer is not close to meeting the new requirements, students should upgrade components or replace their computers. Discounts are available for OHSU students purchasing new computers through Dell and campus bookstores.

The software requirements listed in this document are mandatory for all students. Academic versions of software packages commonly used by the school are available to students at a discount. http://www.ohsu.edu/xd/about/services/information-technology/students/current-student-resources.cfm

PhD students on the Portland campus have 8 computers and a printer available in SON 582

Hardware

Below are the recommended minimum hardware specifications:

- **Operating System**: Windows 7 or Windows 8
- **Memory**: 4.0Gb (8GB or more recommended)
- **Hard Drive**: 160GB or larger
- **Processor**: Intel Core i5 or Core i7

**Windows versus Macintosh computers**: The School of Nursing is a Microsoft Windows environment. Software required for some courses may not come in a MAC version or have differences in functionality between the Windows and MAC versions. Students choosing to use a MAC computer, will need to be aware that issues may arise that prevent full participation in course requirements.

**Laptops vs Desktops**: The School of Nursing encourages the use of laptop computers for all students. They are easily used when working with fellow students in groups and for classroom presentations. All OHSU campuses have wireless networking capabilities at various access points around each campus, but wireless may not be available in all areas.

**Netbooks** are not acceptable as a primary computing device. They are made to keep a person connected by primarily providing access to the Internet, Web site browsing and e-mail. In order to conserve power and...
extend battery life, most are underpowered to run Microsoft Office and do not include DVD drives, which makes installation of additional software difficult.

**Other Devices:** There are a number of portable devices on the market that provide easy and instant access to digital media and the Internet, such as eReaders/Kindles, iPods/iPads, iPhones and other SmartPhones. While the School of Nursing encourages innovation and the use of these devices where possible, they are not a replacement for a regular computer. If students use these devices, they should be aware that their assigned coursework will dictate that these devices be used in conjunction with a good desktop computer or laptop.

**Software**

**Microsoft Office:** All Students are required to own and use the Microsoft Office Suite. Microsoft Works, Apple iWorks, OpenOffice and Corel WordPerfect are not acceptable alternatives. Acceptable versions of Microsoft Office include the following:

- Office 2007, Office 2010, or Office 2013 for Windows
  *(Note: Office 2013 only works with Windows 7 or Windows 8).*
- Office 2008 or Office 2011 for MAC

**Web Browser**

- Required: Microsoft Internet Explorer 8.0 or higher
- Required: Mozilla Firefox 10.0 or higher
- Optional: Apple Safari
- Optional: Google Chrome

**Additional Software:**

- Adobe Acrobat Reader X (or newer)
- Adobe Flash and Shockwave media players
- Apple QuickTime
- RealPlayer

**Internet Security and Antivirus Software**

With all of the Internet threats to personal computers, virus protection is a must. Some campuses and internet providers offer virus protection software for free. Below are a few products to consider.

- Microsoft Security Essentials (free from Microsoft)
- McAfee Antivirus
- Norton Antivirus
- Avast! Antivirus
- TrendMicro Titanium
- AVG Internet Security

**E-mail**

OHSU provides an email and network account for all currently enrolled students. Microsoft Exchange is the product used for e-mail and calendar.
• OHSU email may be accessed through the Internet at www.ohsu.edu/mail using a standard Web browser or by using Microsoft Outlook 2007, 2010 or 2011 (MAC).
• OHSU does allow email to be accessed on mobile devices such as Apple iPhones and iPads or Android-based phones and tablets.
• It is expected that every student maintains and regularly checks the OHSU provided e-mail account to receive critical student updates.
• Cohort-specific email lists are created and utilized to communicate specifically with OHSU students and student groups within the School of Nursing. OHSU units like financial aid, billing and registrar, along with program faculty and staff will communicate important student information to the OHSU email address only.
• Creating rules to forward email to a personal account is prohibited by policy. All students are expected to log in and use their OHSU Outlook account

Distance Education Courses

The School of Nursing delivers many of our courses to distance students over the internet. To participate, students use Adobe Connect on an internet-connected computer for the video/presentations and are required to connect by phone for audio. NOTE: Landline is recommended for optimal audio. Cellular phones are not recommended as they may not provide clear connections or may incur additional charges. Please plan to call in for Adobe/Webinar classes following the instructions below in order to participate through our audio system. This system will allow students to participate during the live class time.

*If you do not use a dedicated phone line and incur trouble with a connection, OHSU SON will NOT be held liable for technology difficulties. School of Nursing course fees are non-refundable.*

Web Cameras: For students who participate in distance learning courses a Web cam is required to fully participate in synchronous courses.

OHSU Resource: SAKAI

The School of Nursing uses Sakai to deliver online course content to students.
• An updated browser is required to access Sakai.
• Sakai is supported by OHSU’s Teaching and Learning Center. Students can find more information about Sakai at sakai@ohsu.edu
• Students who need help with Sakai can contact the Sakai Helpdesk at 877 972-5249 or at sakai@ohsu.edu

OHSU Helpdesk

The OHSU ITG Helpdesk is available to assist students with e-mail account or account access issues between 6 a.m. and 6 p.m., Monday through Friday at 503 494-2222.

Graduate Nursing Senate

The Graduate Nursing Senate (GNS) is a student-run representative organization for all matriculated graduate
students within the School of Nursing.

The GNS:

1. Represents graduate students to the School of Nursing committees, the School of Nursing Student Grievance and Conduct Committee, and OHSU wide student committees;
2. Fosters community by facilitating an exchange of ideas and information among students in various disciplines, and graduate student wide;
3. Coordinates and facilitates interchange between students and faculty, including guests and faculty from outside the school; and
4. Represents graduate students’ voice for OHSU campus wide events or issues.

Each fall the Graduate Nursing Senate selects names of students who will agree to serve as student representatives for each graduate nursing program and on the committees named above. Meetings of the Graduate Nursing Senate are held at least quarterly and notices are sent via school email.

Research and Teaching Assistantships

Graduate Teaching Assistantships (GTA) provide an opportunity to gain experience in teaching undergraduate and master’s students in nursing in a university setting. GTA positions are unpaid. Research Assistantships (RA) provide a range of experiences in all aspects of research fundamental to the development of research skills. RA positions may be paid or unpaid. The PhD Program Director and faculty advisors can provide more information on assistantship opportunities.

Residence Requirement

Nine credit hours per quarter are considered full-time study for PhD students. Five credit hours are considered part-time study. Full-time or part-time enrollment may affect financial aid and students are responsible for knowing the rules associated with their specific financial aid requirements. Students should consult with advisors if they are considering attending part-time, so they are aware of prerequisite requirements for courses and can estimate additional time that may be required to progress through the program.

Doctoral Center

PhD students have access to the Doctoral Center located on the 5th Floor of the School of Nursing building, SON 582. The room provides shared study space as well as access to computers. To obtain a key to the Doctoral Center, please see PhD program support staff.

Lockers are available for student use on the 1st and 3rd floor of the School of Nursing building. The lockers are available on a first come, first serve basis, and students provide their own locks. Students should email PhD program support staff to notify her that they are taking a locker.

Curriculum Information

The PhD program is designed to prepare nurses as nurse scientists and academicians, with knowledge and skills essential for teaching, advancing science through research, and leadership in the profession.

Students may enter the PhD program either as a post-baccalaureate or a post-master’s student. Post-
baccalaureate students must be full time and attend courses in person. Post-master’s students may attend part-time, but should be aware that this may greatly extend their time to graduation. Post-master’s students may attend courses using distance technology. Students are required to be continuously enrolled in the PhD program for at least one credit per quarter from matriculation until graduation, unless on an approved Leave of Absence.

Course work is planned for 2-3 years of full-time study. To earn a PhD, students must complete a minimum of 91 credits (103 credits for BS-PhD students) and a dissertation summarizing independent research. Benchmarks must be successfully completed at specified points in the program. OHSU SON is on a quarter system. A typical program of study entails 9-11 credits per quarter and 27-33 credits in a 3-quarter academic year. Some courses are held during the summer quarter and attendance at intensive sessions on campus may be required for some courses. The first year of full-time study encourages students to expand their thinking and includes coursework on conceptualization, knowledge development, philosophy of science, research design, and exploration of major programs of nursing research.

The second year of study encourages students to focus on their intended research, including coursework in advanced methods for research. After completing courses, the second year benchmark, and the dissertation proposal defense, students work on their dissertation research. During this time students register for a dissertation seminar (NURS 607) every quarter, and for dissertation credits (NURS 603) with the Dissertation Chair. A total of 27 dissertation credits (a total of credits from 607 and 603) are required for graduation.

The PhD programs of study can be found at:
http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/doctor-of-philosophy/degree-programs/index.cfm

Research Practicum

A research practicum, NURS 601 Research Practicum, is required for 2 credits during the second year of full time study, but more credits may be taken. The practicum is designed to support the student’s research goals for the dissertation and/or program of research. Practicum opportunities may be identified with the Dissertation Chair or with other faculty researchers.

In addition to the areas of research expertise in the School of Nursing, PhD students may collaborate with researchers across disciplines. OHSU has opportunities to work with researchers at other OHSU research centers, including the Knight Cancer Institute, the Center for Women’s Health, and the Oregon Clinical and Translational Research Institute (OCTRI), and the Layton Center. Such interdisciplinary experiences are typically identified with and facilitated by the student’s Dissertation Chair.
# Doctor of Philosophy Courses

## Post-master’s Doctor of Philosophy *(courses are in numerical order)*

### PhD Nursing Research Core

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 601 Research Practicum</td>
<td>2</td>
</tr>
<tr>
<td>NURS 613 Knowledge Development in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 614 Philosophy of Science</td>
<td>3</td>
</tr>
<tr>
<td>NURS 615 Research Methods in the Contemporary Empiricist Tradition</td>
<td>3</td>
</tr>
<tr>
<td>NURS 616 Research Methods in the Interpretive Tradition</td>
<td>3</td>
</tr>
<tr>
<td>NURS 620 Ethical Issues in the Responsible Conduct of Research</td>
<td>1</td>
</tr>
<tr>
<td>NURS 621 Critical Appraisal of the Research Literature</td>
<td>3</td>
</tr>
<tr>
<td>NURS 622 Influential Programs of Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 623 Evolving Nursing Science</td>
<td>3</td>
</tr>
<tr>
<td>NURS 624A Integrative Seminar in Nursing Research I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 624B Integrative Seminar in Nursing Research II</td>
<td>2</td>
</tr>
<tr>
<td>NURS 625 Qualitative Description and Mixed Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 628 Analysis Methods for Quantitative Research: Applied Stats I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 654 Research Methods for Examining Health Disparities</td>
<td>3</td>
</tr>
<tr>
<td>NURS 656 Theoretical Foundations for Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 657 Synthesis of Research Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Research Methods (Students select a qualitative or quantitative sequence of 6 credits):

### Qualitative Sequence:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 626 Advanced Qualitative Methods I: Design, Sampling and Data Collection</td>
<td>3</td>
</tr>
<tr>
<td>NURS 627 Advanced Qualitative Methods II: Data Management, Analysis, and Dissemination</td>
<td>3</td>
</tr>
</tbody>
</table>

### Quantitative Sequence:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 629 Analysis Methods for Quantitative Research: Applied Stats II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 630 Analysis Methods for Quantitative Research: Advanced Meas.</td>
<td>3</td>
</tr>
<tr>
<td>NURS 631 Nursing Science Focus Area</td>
<td>9</td>
</tr>
</tbody>
</table>

### Electives

| Credits | 6 |

### Dissertation Credits

| Credits | 27 |

**Total credits post-master’s PhD** 91
**Post-baccalaureate Doctor of Philosophy** *(courses are in numerical order)*

**PhD Nursing Research Core (39 credits)**
- NURS 601 Research Practicum 2
- NURS 613 Knowledge Development in Nursing 3
- NURS 614 Philosophy of Science 3
- NURS 615 Research Methods in the Contemporary Empiricist Tradition 3
- NURS 616 Research Methods in the Interpretive Tradition 3
- NURS 620 Ethical Issues in the Responsible Conduct of Research 1
- NURS 621 Critical Appraisal of the Research Literature 3
- NURS 622 Influential Programs of Nursing Research 3
- NURS 623 Evolving Nursing Science 3
- NURS 624A Integrative Seminar in Nursing Research I 2
- NURS 624B Integrative Seminar in Nursing Research II 2
- NURS 625 Qualitative Description and Mixed Methods 3
- NURS 628 Analysis Methods for Quantitative Research: Applied Stats I 3
- NURS 654 Research Methods for Examining Health Disparities 3
- NURS 656 Theoretical Foundations for Nursing Research 3
- NURS 657 Synthesis of Research Literature 3

**Research Methods (Students select a sequence of 6 credits)**

**Qualitative Sequence:**
- NURS 626 Advanced Qualitative Methods I: Design, Sampling and Data Collection 3
- NURS 627 Advanced Qualitative Methods II: Data Management, Analysis, and Dissemination 3

**OR**

**Quantitative Sequence:**
- NURS 629 Analysis Methods for Quantitative Research: Applied Stats II 3
- NURS 630 Analysis Methods for Quantitative Research: Advanced Meas. 3

- NURS 631 Nursing Science Focus Area 9

**Electives** 18
**Dissertation Credits** 27

**Total Credits post-baccalaureate PhD** 103
Time to Degree/Extension of Program

Matriculated students have a maximum of 7 years to complete the PhD program. This Time to Degree Policy does not distinguish between full-time and part-time student enrollment or between post-master’s or post-baccalaureate students. Students who are beyond their 5th year in the PhD program are required to submit quarterly progression updates to the PhD Admissions & Progression committee. If degree requirements will not be completed by the end of the 7th year, a request for extension of program (1 year or less) must be submitted to the Chair of the PhD Admissions & Progression Committee during the preceding year. All requests for extension are reviewed by this committee.

Requests for extension should describe progress in meeting degree requirements and the reason for the need for an extension, as well as a detailed plan and timetable for completing degree requirements. The extension request should be co-signed by or accompanied by a supporting letter from the student’s Dissertation Chair. Granted exceptions are forwarded to the Associate Dean for Student Affairs and Diversity for final approval and letter to the student. Reasons for requested extensions are carefully considered, and extensions are not automatically granted. Extensions of program will not usually be granted if the dissertation proposal defense has not been completed by the end of the 5th year.

Assuming satisfactory progress, the normal approval period of program extension is 1 year. This may be shorter if problems in progression require closer monitoring. Requests for additional extensions are contingent on continuous progress toward degree completion in line with the student’s projected plan for completion.

Continuous Enrollment

The PhD program requires continuous enrollment. Students are required to enroll for courses fall, winter, spring, and summer terms. After students have successfully completed their core PhD coursework, they must enroll for a minimum of 1 credit per term until completion of the program, including during the summer term. These credits are usually 607 (dissertation seminar or special topics) or 603 (dissertation credits) or 605 (reading and conference independent study). Enrollment allows student access to OHSU resources and faculty. A Leave of Absence is required for any term during which a student is not enrolled. Students who fail to register for a term as expected who are not on an approved LOA will be administratively withdrawn from the program.

Leave of Absence

After the successful completion of one term, a student may, under exceptional circumstances and with the approval of the Senior Associate Dean for Academic Affairs, interrupt his or her program of study for a Leave of Absence (LOA).

When requesting a LOA, a student should submit a request to the academic advisor/Dissertation Chair and then to the PhD Program Director. The LOA form can be found at the OHSU Registrar website: [http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/Withdrawal-LOA-Form_Updated-061913-2.pdf](http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/Withdrawal-LOA-Form_Updated-061913-2.pdf)

A LOA is normally granted for a period of 1 quarter to 1 year. Under no circumstances will a LOA be granted for longer than 1 year. If a student does not take a full year (four quarters) in a single LOA, the student may apply for another LOA for the remaining quarters at a later point in the program. Each student is limited to only one year of LOA while in the program. Any exceptions to this four quarter total limit must be
presented to the School of Nursing Academic Council for consideration and approval. Students taking a LOA
do not need to re-apply to the School of Nursing. While on leave, a student is not considered enrolled
and is not eligible for any campus privileges or services from the university, including consultation with
faculty. In most cases, time limit to completion of the degree is not changed by a LOA.

It is critical that students contact the PhD Program Director and advisor/Chair during the term prior to
their anticipated return to school to confirm their intention to return to active status. Students should
discuss their program of study and review progression requirements with their advisors.

Probation & Dismissal

A student may be assigned to academic probation according to the specific criteria listed in the table
below. The student is in jeopardy of being dismissed from the SON unless certain academic standards
are met within a specified time frame stipulated in the letter of probation. Probation status may delay
student progression. When a student meets one or more criteria for probation, the Associate Dean for
Students and Diversity notifies the student of probationary status. It is the student’s responsibility to
contact the academic advisor/Chair to discuss ways to successfully complete the program.

A student must remain continuously enrolled in the OHSU SON while on probation. Students on
academic probation who complete the following term without additional academic deficiencies will
have their status changed to Good Standing.

Probation and Dismissal:

<table>
<thead>
<tr>
<th>Probation</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course and Grade Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>3 unresolved incomplete grades in courses in the PhD Program of Study</td>
<td>&gt;3 unresolved incomplete grades in courses in the PhD Program of Study</td>
</tr>
<tr>
<td>Lack of continuous enrollment for 1 academic quarter without being on an approved LOA</td>
<td>Lack of continuous enrollment for 2 academic quarters without being on an approved LOA</td>
</tr>
<tr>
<td>One 2.0 (C) grade or WU or NP in course</td>
<td>&gt;one 2.0 (C) grade or WU or NP or combination of two or more</td>
</tr>
<tr>
<td>Failure to maintain a cumulative GPA &gt;3.0</td>
<td>Cumulative GPA &lt;3.0 that persists for 12 months</td>
</tr>
<tr>
<td>A single 0 (failing) grade.</td>
<td></td>
</tr>
<tr>
<td>Failure to complete PhD core courses and research methods courses within 3 years</td>
<td></td>
</tr>
<tr>
<td><strong>1st and 2nd Year Benchmark Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>Failure to submit a program benchmark by required due date</td>
<td>Second attempt failure to meet a program benchmark/failure to complete a benchmark remediation plan</td>
</tr>
<tr>
<td><strong>Candidacy and Dissertation Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>Failure to successfully complete oral examination and proposal defense within 2 years of completing PhD core courses and research methods courses</td>
<td>Failure to successfully complete oral examination and proposal defense within 3 years of completing PhD core courses and research methods courses (or 5 years after matriculation, whichever is shortest)</td>
</tr>
<tr>
<td>Failure to successfully complete and defend dissertation 5 years after completing PhD core courses and research methods courses (or 7 years after matriculation, whichever is shortest)</td>
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<tr>
<td><strong>Requirement to Meet Probation Conditions and Timeline</strong></td>
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<tr>
<td>Failure to meet conditions stipulated in a</td>
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### Probation or Dismissal by Review

A student’s advisor/Chair may request review for probation or dismissal by the PhD Admission & Progression Committee if the student is not making satisfactory progress on her/his benchmarks or dissertation (e.g., failing to meet mutually agreed upon timelines for proposal defense, oral examination, or defense of dissertation).

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**Appeal for Exception to Probation or Dismissal Criteria**

To prevent automatic probation or dismissal, or to appeal after receipt of a probation or dismissal notice, a student must petition for Exception to Probation or Dismissal from the Associate Dean for Student Affairs and Diversity. Appeals prior to probation or dismissal must be received by the Associate Dean at least 3 months before an event is expected to meet probation or dismissal criteria. If the student has received an unexpected probation or dismissal letter, the letter will stipulate the appeal process, which usually must be initiated within 10 days of date of letter. After a student initiates an appeal, s/he may not file a Grievance related to the probation or dismissal; however, a student may appeal the decision of the Associate Dean to the OHSU Provost.

**Academic Grievance**

Students as individuals or as a group, have the right to submit grievances for matters that they deem to be unfair or unreasonable on the part of the SON or an individual or individuals representing the SON. The grievance policy provides a structure for the resolution of grievances. Students are responsible for working with faculty members to try to resolve the matter informally as a first step. If student is unable to resolve the matter, student may submit a written grievance with program director. A decision will be made within 10 business days. Student may appeal decision within 10 days to Senior Associate Dean for Academic Affairs, and may appeal that decision to the SON Dean. The full grievance policy can be found under “academic policies” at [http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm)

**Graduation—Application for Degree**

PhD degree candidates file an application for degree in the term before expected graduation, in order to verify courses and validate eligibility for the PhD degree. The application for degree form can be found at the Registrar’s website: [http://www.ohsu.edu/xd/education/student-services/Registrar/registrar-forms/index.cfm](http://www.ohsu.edu/xd/education/student-services/Registrar/registrar-forms/index.cfm) or in the back of this manual. The completed form should be returned to the Registrar’s office. Responsibility for fulfilling graduation requirements rests with the student.
PhD Program Student Learning Outcomes

At the end of the PhD program the graduate will be able to:

1. Critically evaluate and synthesize a defined body of relevant knowledge.
2. Identify significant, innovative research questions pertinent to human health.
3. Analyze theoretical perspectives and philosophic traditions in research design, identifying and evaluating the underlying assumptions.
4. Demonstrate methodological and analytical competence.
5. Identify appropriate research design, drawing on a deep understanding of methods from at least one research tradition.
6. Understand and comply with current policies on rights of research participants, copyright, ethics, data ownership, and use of animals, hazardous materials, and rDNA.
7. Provide culturally appropriate safeguards for protection of research participants.
8. Collect and store data in accordance with good practices.
9. Design and conduct independent, innovative research project that has the potential of both advancing nursing science and establishing a foundation for a program of research.
10. Accurately and professionally communicate knowledge to others both verbally and in writing.
11. Produce written documents appropriate for publication.

PhD Benchmarks

All matriculated students in the Doctor of Philosophy (PhD) program are required to pass the established interim and terminal benchmarks as indicated in the SON Catalog or other official PhD documents. Specific information about these benchmarks is presented briefly below and then in more detail for each benchmark. Documentation and procedures related to these benchmarks are established, maintained and distributed by the PhD Curriculum Committee, the PhD Admission & Progression Committee and the PhD Program Director. Failure to successfully meet these benchmarks will place a student on probation and may lead to dismissal from the Program. Students should ensure they have the most current version of the benchmark guidelines for the year in which they complete the benchmark. Guidelines for benchmarks are current when this document is revised each summer, but benchmarks may undergo revision.

Interim and Terminal Benchmarks

- First Year Benchmark: Integrative Review (IR)
- Annual PhD Evaluation of Academic Progress for first year students
- Second Year Benchmark: Competitive Research Proposal Benchmark (CRPB)
- Benchmarks overseen by Dissertation Committee
  - Oral Examination
  - Dissertation Proposal Defense
  - Public Defense of the Dissertation
First Year Benchmark – The Integrative Review (IR)

The Integrative Review Benchmark (IR) is a literature synthesis that is a self-contained unit submitted on July 31 of the year in which first year core PhD courses are completed. Students are expected to work independently on the IR without help from advisors or other faculty, but may seek input from other students. First year PhD courses are designed to prepare students with the skills needed to pass the IR benchmark.

Description

Generally, the purpose of an integrative review (or literature synthesis) is to critically analyze a segment of a published body of knowledge using summary, classification and comparison of prior research studies, prior literature reviews, and theoretical articles. The classification (e.g., descriptive, control group, mixed methods) and comparisons across studies are very important because they form the synthesis (i.e., the overall picture) of the body of literature that will support your own research.

Guidelines and IR components

Introduction (1-2 pgs)

State the research question that this literature review will address. Define the topic, issue, or area of concern, scope of the review (e.g., why certain articles were or were not included) and significance of the topic.

Body of the review (10-20 double spaced pages; 20-30 data-based articles (asterisked in references; tables and appendices are not allowed). Other types of relevant articles (literature review, theory, etc) should be used as needed to develop a comprehensive paper; however, these do not count toward the minimum or maximum number of data-based articles. Group studies and other types of literature according to common “patterns.” Some examples are qualitative studies vs. quantitative approaches, results and conclusions of studies, specific purposes of studies, types of samples, chronology, and/or other patterns that fit your IR. Within pattern groupings, summarize studies or articles with as much or as little detail as each merits according to its comparative importance in the literature, remembering that length denotes significance. Provide the reader with strong topic sentences at beginning of paragraphs, “signposts” throughout to make your points clear, and brief “so what” summary sentences at intermediate points in the review to aid in understanding comparisons and patterns. The review must have a clear logical flow that leads to a conclusion that matches the evidence presented in the body of the review.

Conclusion (1-2 pgs)

Summarize major contributions of significant studies to the body of knowledge under review, maintaining the focus established in the introduction. Evaluate the current “state of the art” for the body of knowledge reviewed, pointing out major methodological flaws or gaps in research, inconsistencies in theory and findings, and areas or issue pertinent to future study.

Format
The review should be submitted as a Microsoft Word document in APA format. The document should be double-spaced with standard margins (1” at top, bottom, left and right margins). The page limits do not include references.

Evaluation

General evaluation criteria include clarity, completeness, accuracy, and demonstrated familiarity with relevant literature. In addition, the following critical elements will be used to guide grading of the IR: critical evaluation of research literature; synthesis of literature (identification of patterns, summary statements, etc); logical flow throughout the review; appropriate scope; and, ability to effectively communicate knowledge to others in writing.

Using these criteria, readers will assign a pass or fail grade. The Benchmark subcommittee will oversee and grade the review. Each paper will be reviewed by two members of the Integrative Review Benchmark subcommittee (advisors / dissertation Chairs may not review their own students’ proposal). Each IR will then be presented by reviewers to the full Integrative Review Benchmark subcommittee and discussed in a group format. The subcommittee will reach a group decision to pass or fail the integrative review. As necessary, faculty other than the subcommittee who has specific content expertise for an IR that is not adequately represented by the subcommittee may be invited to participate in either the initial review and/or discussion of the IR; however, invited reviewers will not contribute to the decision to pass or fail the IR.

IRs will be graded and decisions disseminated approximately 2 weeks after submission date. Results and feedback will be released to students and advisors simultaneously via a confidential e-mail (and mailed letter) addressed to the individual student and her/his advisor from the Chair of the PhD Benchmark Subcommittee. The PhD Program Director, Chair of the PhD Admissions & Progression Committee and Senior Associate Dean for Research will be copied on the e-mail and letter. Written feedback to students will include both positive attributes of their work, as well as clear identification of areas for improvement. Students who PASS the IR will receive a letter of congratulations with an attachment providing detailed written feedback. Students who FAIL will receive a letter regarding the outcome with an attachment providing detailed written feedback about the reason(s) they failed.

Students who fail the IR will be permitted to revise and re-submit their proposal. Due date for submission of the revision is in September. Students should meet with their advisors to interpret feedback from the Benchmark Subcommittee, but the revision of the IR must remain an independent effort from the student. Students are entitled to one meeting with the IR evaluation committee, in order to ask specific questions. Student can arrange meeting with program support staff and should do so early so sufficient time remains to complete the revision. Students may enroll in courses during the summer term. Revised IRs will be graded using the same criteria as the original exam and results disseminated approximately 2 weeks after submission. Students who fail the IR twice will be dismissed from the program.

Students are expected to work independently on the Integrative Review without help from their advisors/Chairs.
Annual Evaluation of Academic Progress for First Year Students

The purpose of the Annual Evaluation of Academic Progress is to provide feedback to PhD students on their progression through the PhD program, including strengths, limitations, and deficiencies that may warrant remediation. In addition, students are encouraged to consult with faculty mentors throughout their doctoral experience to ensure timely and successful completion of the program.

At the end of student’s first year. The Evaluation of Academic Progress takes place in June for students who have completed their first year of PhD coursework. Both part-time and full-time students will be evaluated by the PhD faculty. The PhD faculty, including all faculty members who teach and advise PhD students, will meet explicitly for the purpose of the Evaluation of Academic Progress at the first PhD faculty meeting in June. The Admission & Progression Committee will facilitate a discussion of strengths and weaknesses of each student. The advisor/Chair will be present for this discussion and may share any relevant information that might inform the evaluation of a student’s academic progress. Following the discussion, the PhD faculty will reach a consensus on strengths and weaknesses of each student. All students will receive letters from the Admission & Progression Committee summarizing the discussion of strengths and weaknesses. Students are expected to schedule a meeting with the advisor/Chair to discuss the feedback and form a plan to address any recommendations.

At the end of student’s 2nd-4th year. Students who have completed their second year in the PhD program and beyond will be evaluated annually by their Dissertation Chairs. Each student’s Chair will decide what documents (if any) should be submitted by the student and a meeting should be held to evaluate progress and set goals.

At the end of student’s 5th year and beyond. Students beyond the 5th year of enrollment in the PhD Program are required to submit quarterly progress reports to the PhD Admissions & Progression Committee. Students’ Dissertation Chairs are required to submit a letter annually to the PhD Admissions & Progression Committee describing progress of the student in the past year and goals for next year.

Second Year Benchmark: Competitive Research Proposal Benchmark (CRPB)

The purpose of the Competitive Research Proposal Benchmark (CRPB) is for the PhD student to demonstrate understanding and knowledge of a substantive area of nursing by developing a full research plan. Ability to write a funding proposal is a core competency for independent researchers. The CRPB is designed to be a learning experience and an opportunity to receive feedback from a review committee, similar to the experience of submitting a research funding proposal as an independent researcher. Students are required to submit their CRPB the summer following the completion of the core courses, and must have successfully completed the Integrative Review benchmark. The CRPB proposal benchmark is due on the last day of June in year student completes all PhD core courses.

The CRPB is similar to the format of NIH proposals and other proposals for research funding. It will consist of a Specific Aims page (limited to 1 page) and Research Strategy (limited to 6 pages) described below. Therefore, the entire CRPB should be no longer than seven pages in length (excluding references). Proposals should use a minimum of Arial 11 point font and 0.5 inch margins, and be single spaced. If a CRPB exceeds the page limit or does not adhere to format requirements, it will not be reviewed until it is revised to comply.

Specific Aims: The student should concisely describe the Specific Aims, the broad, long-term objectives, and the goal of the proposed research (one page).
Research Strategy: The Research Strategy section should address 1) the Significance of the proposed study, including the background leading to the proposed research and significance of the research; and 2) the Approach (design and methods) for achieving the Specific aims, including the rationale and the expected/alternative outcomes of the proposed study. Relevant preliminary data that supports the proposed research or other experiences that support the student’s competence and/or feasibility to conduct the study should be included. The Research Strategy section, including tables, graphs, figures, diagrams, and charts, is limited to 6 pages (excluding references).

Consultation while preparing the CRPB

Students are encouraged to recognize the size, scope and seriousness of the CRPB and also the opportunity it presents for synthesizing all that has been learned in PhD courses. Students are strongly encouraged to work with their Dissertation Chairs in preparing their CRPBs. Students may consult with members of their dissertation committees and other faculty members as needed. There is no restriction on seeking help from faculty and other persons who are willing to consult. Peer consultation is allowed. The process is similar to asking for help from others when preparing a research proposal as an independent researcher.

Evaluation

A key criterion for evaluation of the CRPB is the requirement for congruence of aims, background review, and approach throughout the CRPB. For example, the variables from the aims should be discussed in the background section, and assessed in the methods. The design, methods, and analysis should be congruent with the Aims and should be supported by the background section.

Evaluation criteria for Specific Aims include the need for succinct but thorough rationale, clarity, and completeness. Evaluation criteria for the background section include critical synthesis of the literature; inclusion of seminal nursing and other literature; integration of theory, assumptions, and philosophy of science; relevance to topic; and logical coherence. Evaluation criteria for Approach include knowledge of a relevant method, accuracy in description of approach, and scope appropriate for dissertation. The proposal should represent a potential original contribution to the discipline. The writing should be organized, succinct, and clear, adhere to formatting guidelines, and be stylistically sound.

The CRPB committee will review using a process similar to that of review panels for assessing funding proposals. Each CRPB will be read by at least two CRPB committee members, one of whom must be a content expert (the student’s Dissertation Chair is not permitted to be a reader for that student but may be a reader for another student). Both reviewers will prepare written feedback for student. If necessary, outside readers will be appointed for content expertise, but will not take part in the committee discussion. The entire committee will discuss each CRPB and additional comments will be incorporated into the written feedback sent to student. CRPBs will not be graded.

If the CRPB committee judges that the CRPB does not meet an acceptable standard, the student’s Chair and student will be required to develop a plan to address deficiencies through additional education or other activities, for example taking a writing course or a reading and conference course. The student will be required to revise the CRPB to the satisfaction of his/her dissertation committee members. The written remediation plan—including timeline for completion of plan—must be submitted within two weeks to the PhD Admissions and Progression (A & P) Committee and be approved by the committee as addressing deficiencies stated in the CRPB evaluation. The A & P committee will track the completion of the plan as part of annual reviews of the student. Failure to complete a plan or failure to revise the CRPB successfully may be grounds for probation or dismissal. The student must complete a revised CRPB to the satisfaction of her/his dissertation committee before the student is permitted to schedule the oral
examination. Students may not enroll in NURS 607 Dissertation Seminar or NURS 603 Dissertation Credits until CRPB has been revised to acceptable standard.

Feedback from the CRPB committee will be sent approximately 3 weeks after the submission date to students and Dissertation Chairs simultaneously via a confidential e-mail (and mailed letter) addressed to the individual student and her/his Dissertation Chair from the Chair of the PhD Benchmark Subcommittee. The Chair of the Admissions & Progression Committee, PhD Program Director, and Associate Dean for Research will be copied on the e-mail and letter. E-mails (and letters) containing results will be sent out on the same day. Students do not meet with the committee and committee members do not answer additional questions about the CRPB. Students may consult with their Chairs to interpret the written feedback if necessary.

**Benchmarks Overseen by the Dissertation Committee**

- **Oral Examination**
- **Dissertation Proposal Defense**
- **Public Defense of the Dissertation**

**Dissertation Committee**

The student’s Dissertation Committee oversees the completion of the last three benchmarks, the oral examination, the dissertation proposal defense, and the dissertation defense. The committee is composed of the Dissertation Chair and at least two additional committee members. The Dissertation Committee’s membership should reflect a balance of research experience, content expertise, and methodological expertise. Although the exact composition of the committee may vary depending on the student's topic and the availability of faculty, the following criteria must be met:

1. The criteria for serving as a PhD Dissertation Chair include the following:
   a. an earned research doctorate
   b. member of the OHSU School of Nursing faculty;
   c. previous membership on at least one dissertation committee;
   d. experienced in university teaching or mentoring;
   e. primary investigator or co-investigator on at least one externally funded research project;
   f. demonstrated scholarship through data-based publications and presentations;
   g. expertise and/or current research related to the student’s dissertation and research;
   h. commitment to working with the student throughout student’s program of study and mentoring her/him in multiple dimensions of her/his future role.

2. Members of the Dissertation Committee are selected according to the following criteria:
   a. an earned doctorate;
   b. content, methodological, or practice expertise related to the content of the dissertation topic.

Dissertation Committee members are selected by the student during the second year of study with the approval of the Dissertation Chair. Two members of the Committee, including the Chair, must be faculty from the OHSU School of Nursing. At least one member of the Dissertation Committee must be a doctorally-prepared nurse from the OHSU School of Nursing.
Appointing a Dissertation Chair: The Dissertation Chair will work closely with the student until the completion of the dissertation. The Dissertation Chair and Committee Member Agreement Form (see URL: http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm#PhD) must be signed by the faculty member who has agreed to serve as the Dissertation Chair. The student is responsible for obtaining this form from the SON website, obtaining the Dissertation Chair’s signature, and then returning the form to the PhD program staff, who will notify the Program Director and file the form in student file. This form must be completed prior to enrolling in NURS 603: Dissertation Research.

Adding or changing dissertation committee members: The same Agreement form is resubmitted with the Dissertation Chair’s signature if committee members are identified or changed at a later date.

Changing a Dissertation Chair: If a student desires a change in Dissertation Chair, the student must discuss this with his/her current Chair. Once a new Chair has been identified, the student must submit a PhD Change of Dissertation Chair form (see URL: http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm#PhD). If a faculty member who is a Dissertation Chair leaves the School of Nursing, a PhD Change of Dissertation Chair form must be completed, and PhD Program Director must approve the change. The departing Chair may remain on the dissertation committee.

All PhD students who expect to propose and conduct dissertation research must complete the Responsible Conduct of Research Education online training module. Please submit a copy of your RCR training certificate for your student file to verify completion of the module. Please go to the OHSU Research Development Website for more information about this training requirement: http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/faq.cfm#rcr.

Authorship of future publications from the dissertation should be discussed with the Dissertation Chair early in the dissertation proposal development process. It is expected that the student will discuss authorship with the committee and invite committee members to participate in authoring and/or acknowledge their role and expertise in publishable articles. Please refer to the OHSU Authorship policy (40-35-005 - Authorship Attribution) for more information at URL: https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-12-other-policies/ohsu-policy-12-70-010.cfm

PhD Oral Examination

The purpose of the oral examination is to ascertain readiness of the student to proceed to defense of the dissertation proposal and conduct of dissertation research. The oral examination will test the breadth and depth of the student’s knowledge gained from PhD core courses and may include questions related to the student’s research field.

The oral examination is usually held within 1 year of successful completion of the CRPB benchmark. The maximum time allowed after completion of CRPB is two years. The specific time during this 2-year period will be determined by the student’s Dissertation Chair with the consent of the committee.

The dissertation committee conducts the oral examination and the Dissertation Chair leads the examination process. Because the PhD faculty committees oversee the PhD benchmarks, a representative from the PhD Admissions & Progression Committee and/or the PhD Curriculum Committee may attend oral examinations, but does not question students.

Oral Examination
It is expected that student responses to the questions will demonstrate the following characteristics of scholarship:

1. Recognizing, analyzing, and interpreting assumptions, including the assumptions implicit in the questions;
2. Using relevant evidence and principles to answer questions;
   a. Citing the work of recognized authorities in the field (selected as examples) and
   b. Using examples to illustrate points;
3. Showing a logical progression and ordering of ideas;
4. Discussing “trade-offs” made in decisions regarding issues in research, theory, and practice;
5. Recognizing and articulating divergent points of view with respect to the same phenomenon;
6. Defending one’s response by sound argument and, when a position is taken, presenting it clearly;
7. Presenting definitions of terms to indicate the way in which they will be used in the context of answering the question.

Three Weeks Prior to the Oral Examination

The dissertation committee provides up to three questions that frame the boundaries of the oral exam at least three weeks prior to the oral examination date. Student may request clarification of the questions from the Dissertation Chair, but no further information about the questions. Student may not seek help or advice on answering the questions from any other person.

A pre-Oral Examination meeting of Chair and student will be scheduled three weeks before the oral examination for the following purposes:

a. Review the guidelines for the oral examination.
   b. Provide the 3 questions that will frame the boundaries of the oral exam.
   c. Review guidelines about student interaction with committee members and other faculty during the three-week period until the examination.

Oral Examination Day

1. All dissertation committee members must be present in person or by audio/video conference. If any committee member is not present, the oral examination should be rescheduled.
2. The oral examination is not open to other students or faculty with the exception of members of the PhD Curriculum Committee and/or PhD Admissions & Progression Committee.
3. Student may not bring extensive notes or prepared materials including PowerPoint presentations to the examination. **Notes on one side of an 8 ½ x 11″ piece of paper are allowed into the exam.** Notes should not be in paragraph form, but should consist of bullets with key concepts, authors etc. to prompt the student’s memory and alleviate nervousness. The expectation is that student will not read from the notes when answering questions (and in fact doing so would not lead to a passing grade). At the end of the examination, student must submit the notes to the committee as they deliberate the student’s responses to each question.
4. The examination should not exceed two hours.
5. Prior to the start of the oral examination the Chair should:
   a. Ask the student to wait outside while the committee meets briefly.
   b. Convene the committee to:
      • Review the examination procedures.
      • Discuss committee preferences for the oral examination process (e.g., the order of questions; who will go first? how will questions proceed?).
   c. Invite the student into the room.
   d. Proceed with questioning by inviting the pre-arranged committee member to ask the first question; continue as agreed upon by the committee.
e. The Chair should ask the committee member to restate or rephrase the question if it is not clear.

f. If the student takes too long to respond to a single question, the Chair may give the student a signal to bring the response to a close.

g. The Chair should monitor and respectfully intervene if a committee member shares too much of his or her own thinking (e.g., lecturing, initiating a discussion with another committee member instead of the student).

h. The student or any committee member may ask for a short break at any time during the examination.

Grading the Oral Examination

1. When the Chair has determined that all reasonable questions have been asked and that the student has had ample opportunity to answer them, the student is once again asked to leave the room.

2. The Chair then asks each committee member to voice an opinion about how the student performed during the oral examination. The Chair may lead a discussion and record general impressions, specific evaluations, strengths, weaknesses, recommendations, and overall decision about results. If there is no consensus among committee members as to whether the student has passed or failed the examination, a vote will be taken and the majority carries the decision. In the event of a tie vote, the student will be asked to re-take the examination.

3. The student may pass the examination in one of two ways:
   a. The student’s performance is deemed acceptable and the student is determined to have passed the oral examination with no recommendations from the dissertation committee.
   b. The student’s performance leads to specific recommendations from the committee concerning additional areas in which the student needs to work to prepare for the dissertation. A copy of the written recommendations for improvement is given to the PhD Admissions & Progression Committee and the PhD support staff. The Chair of the dissertation committee monitors and oversees the completion of required action on the student’s part and informs the PhD Admissions & Progression Committee and the PhD program support staff of the student’s progress.

4. The student may fail the examination in one of two ways:
   a. Fail with opportunity for remediation and repeat of oral examination as there is evidence of fair performance in most abilities and minimal or unacceptable performance in others. In this case specific verbal and written feedback about performance deficiencies and how to address each is provided by the Chair to the student. The student will have one additional opportunity to retake the oral examination after completing the remediation work.
   b. Fail without opportunity for remediation. In this case, student may not retake the oral examination and is dismissed from the PhD Program.

5. When the committee has made a decision about the outcome of the oral examination, the student is asked to return to the room and the Chair reviews the committee’s recommendations with the student. The Chair and committee members sign a statement denoting performance outcome, which is forwarded to the PhD program office. The Chair should also send notification of oral examination outcome to the PhD Admissions & Progression Committee.
Dissertation Proposal Defense

Types of PhD Dissertations
There are two types of PhD dissertation at the OHSU School of Nursing, the traditional dissertation and the manuscript option dissertation. The proposal defense and final dissertation defense procedures are similar for both types, but the content of the proposal and dissertation differs. Some information in these sections applies to both types of dissertations, and some is specific to either a traditional or a manuscript option dissertation. There is a section describing the proposal and full dissertation for the manuscript option dissertation.

The procedures for the proposal defense are the same for both types of dissertations, but the requirements for the proposal itself are different.

- The full proposal for a traditional dissertation includes three chapters: 1.) Introduction, 2.) Review of Literature and Theoretical Framework, and 3.) Research Design and Methods. These chapters include the purpose and aims of the study, a comprehensive review of related research and the conceptual basis for the study, specific hypothesis to be tested (if appropriate), description and proposed research design and methods (including sample, setting, instruments or methods, and data collection procedures), data analysis plans, and human subjects protection.
- The proposal for the manuscript option dissertation is described in a separate section.

Procedures for Dissertation Proposal Defense (all dissertations)

Scheduling the Proposal Defense
The proposal defense is scheduled no sooner than two weeks after the oral examination.

Pre-Proposal Defense Meeting of Chair, student, and dissertation committee (optional)
Purpose: The final review of the last draft of the dissertation proposal. The pre-proposal defense review is an opportunity for the committee to identify problems that indicate that the proposal is not ready for defense. This meeting is OPTIONAL and at the discretion of the Dissertation Chair.

1. The student should circulate a complete final draft of the dissertation proposal to committee members at least two weeks prior to the pre-proposal defense committee meeting.
2. The Chair and committee members review the draft dissertation proposal, provide feedback, and determine whether the proposal is ready for defense:
   a. Drafts that are acceptable as is or that require only minor revisions are ready for defense. The proposal is a draft of what will eventually be revised into the dissertation.
   b. If there are serious concerns about the proposal, the proposal defense should be postponed until the student has an opportunity to address the concerns and revise the proposal.
3. At the end of the pre-proposal meeting, the Chair should:
   a. Review in detail required changes in the proposal draft prior to the defense.
   b. Confirm the proposed date and time are acceptable to all members.
4. At the end of the pre-proposal meeting the student should:
   a. Schedule a room for the proposal defense and audiovisual equipment.
   b. Work with PhD support staff to develop a publicity flier for the proposal defense.

The Proposal Defense

1. At least one week before the proposal defense, the student must provide the updated
2. At least two hours should be scheduled for this meeting. All committee members must be present or available in the meeting by audio/visual connection. If a committee member is unavailable, the meeting must be rescheduled.

3. Any person may attend the defense from the university or the community.

4. The Chair should:
   a. Meet the student in the room in which the proposal defense is being held 30 minutes prior to the defense to assure that the room is set up appropriately, and the audiovisual equipment is working properly.
   b. Invite the observers and guests into the room and convene the proposal presentation.
   c. Introduce the student (briefly), committee, and welcome the observers
   d. Review the process with the entire group:
      • The presentation is 20-25 minutes in length.
      • Floor opened for questions and comments from others for a limited time.
      • Observers will be excused from the room and committee members will question the student about the dissertation proposal.
   e. Supervise the presentation:
      • The presentation should be no longer than 20-25 minutes so that there is enough time for observers’ questions. The Chair is expected to give a five-minute warning to the student when time is running out.
      • Invite questions from the observers; if there are no more questions or after 10 minutes, whichever comes first, the Chair asks the observers to leave the room to allow the committee time to question the student.

Grading the Proposal Defense

1. When committee members have completed asking their questions, the Chair excuses the student from the room. The committee members discuss the evaluation of the dissertation proposal, and its defense. If there is no consensus among the committee members as to whether the student has passed or failed the proposal defense, a vote will be taken and the majority carries the decision. In the event of a tie vote, the student will be asked to retake the defense. The Chair invites the student into the room, and shares the results of the exam.

2. The student may pass the proposal defense in one of two ways:
   a. The student’s performance is deemed acceptable and the student passes the proposal defense with no recommendations from the dissertation committee.
   b. The student’s performance leads to the committee requiring revisions in the document prior to its acceptance as sufficient for the proposal defense. It is the responsibility of the Chair to be very clear about the required changes, summarize them verbally to the student and later provide them in writing to student and committee members. If changes in the methods and/or procedures are required, Chair must review the protocol prior to its submission to IRB.

3. The student may fail the proposal defense and have one opportunity to repeat the defense:
   a. Fail with the opportunity for remediation and repeat of the proposal defense as there is evidence of fair performance in most abilities and minimal or unacceptable performance in others. In this case specific verbal and written feedback about performance deficiencies and how to address each is provided by the committee Chair to the student. The student will have one additional opportunity to retake the proposal defense after completing the remediation work.

A revised final copy of the proposal should be submitted to PhD program support staff (SN 5 -South) along with the Proposal Approval form signed by all committee members (see URL: http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm#PhD This form is used to document approval by the dissertation committee that a student
may proceed with the research proposed for the dissertation.

After successful defense of the dissertation proposal, close contact with the Dissertation Chair is required throughout the institutional research approval process, the data collection process, and the preparation of the written dissertation.

PhD Candidacy

Following successful completion of all course work, the oral examination, and the dissertation proposal defense, the student is admitted to doctoral candidacy if 1.) the student’s transcript is in order (i.e., all required course work is completed and there are no "I" grades), 2.) the dissertation committee indicates in writing that the dissertation proposal has been successfully defended, and 3.) the student is in good academic standing.

Note: Use of PhDc, PhDC, or PhD (C) or similar lettering after a student’s name is not consistent with OHSU policy of avoiding any PhD designation until after the Board of Trustees has formally awarded the degree. It is permissible to identify oneself by the words “PhD candidate.”

Institutional Review Board Approval (all dissertations)

Human Subjects Compliance
Following the proposal defense, but prior to data collection, research involving human subjects (or data derived from human subjects) must be submitted to the OHSU Institutional Review Board (IRB) for approval. Information about the IRB approval process, the forms, and documents, which must be completed and submitted to the IRB, is available from the OHSU IRB website at: http://www.ohsu.edu/xd/research/about/integrity/irb/. OHSU uses an electronic form of review called eIRB, and more information can be found online at: http://www.ohsu.edu/xd/research/about/integrity/irb/eirb.cfm.

The student should work closely with the Dissertation Chair in writing human subjects informed consent form and preparing the IRB materials. The Dissertation Chair is the Principal Investigator of the student’s study for IRB purposes.

A student may submit proposed dissertation research for IRB review prior to the proposal defense if the Dissertation Chair has been working closely with the student, knows that the proposal is likely to be accepted with minor changes at the defense, and the Chair carefully examines the student’s application to the IRB before submission.

IRB review may be a lengthy process, especially during times of peak submissions. Students should plan submissions accordingly and contact the IRB staff at (503)494-7887 for assistance with any of the details of preparation for submission or estimated time for review of protocol.

Other approvals may be needed prior to commencing research. The Knight Cancer Institute must approve IRB submissions related to cancer and the Institutional Animal Care & Use Committee must approve research involving animals. Other organizations, such as hospitals, may require approval by their own IRBs. Student and Dissertation Chair must insure that all necessary approvals are obtained as early in the process as possible so student research is not delayed.
Conduct of the Dissertation Research Study (all dissertations)

After the research protocol has been reviewed and approved by the IRB, the student may proceed with the dissertation research. The student, with the approval of the Dissertation Chair, should develop a plan and timeline for data collection and analysis and for writing the dissertation.

If unanticipated events require a significant change in the study methods of the original proposal, the student must secure the written approval of all committee members. Any committee member may request that the committee be reconvened. The Dissertation Chair is responsible for resolving any conflicting points of view among committee members regarding the dissertation. Changes in methods must be approved by the OHSU IRB.

The student should work closely with the Dissertation Chair in interpretation of the data and in determining additional analyses to be conducted. Student is encouraged to meet with the full committee after initial analysis is completed to review findings and determine if additional analysis should be conducted. The student should work closely with Dissertation Chair to interpret findings and write the full dissertation, and consult with committee members as needed. Dissertation Chair will counsel student on when to submit drafts of portions of dissertation to committee members for comment. When Dissertation Chair decides the student is ready to defend the full dissertation, copies of the dissertation in its entirety should be submitted to the committee members at least three weeks prior to the dissertation defense or sooner, in order to allow sufficient time to incorporate their suggestions and comments.

Writing the dissertation requires a significant amount of time. Regularly scheduled meetings between the Dissertation Chair and student will facilitate progress in a timely manner. The Publication Manual of the American Psychological Association (APA; the most recent edition) should be consulted for format guidelines.

Public Defense of the Dissertation (all dissertations)

The dissertation defense is a public forum and faculty and anyone is welcome to attend and participate. The dissertation defense provides the committee and the audience with an opportunity to question the student on the research, how it was conducted, the conclusions that were drawn, and other topics. The student is responsible for working with PhD program support staff to reserve a room and publicize the dissertation defense well in advance.

Pre-Dissertation Defense Meeting of the Student, Chair, and Committee

Purpose: The final pre-defense review of the last draft of the dissertation. The pre-defense review is an opportunity for the committee to identify problems that indicate that the dissertation is not ready for defense.

1. The student should circulate a complete final draft of the dissertation to committee members two weeks prior to the pre-dissertation defense committee meeting. The committee may require additional materials beyond those that are included in the final product.
2. The Chair and committee members review the dissertation draft, provide feedback, and determine whether the dissertation is ready for defense. Drafts that are acceptable as is or that require only minor revisions are ready for defense. If there are serious concerns about the dissertation, the defense should be postponed until the student has an opportunity to address
the concerns. Concerns at this point should focus on the analysis, results, and discussion since concerns about the literature review and methods should have been previously addressed at the proposal defense and these sections approved.

3. At the end of the pre-dissertation defense meeting, the Chair should be very clear about the required changes, summarize them in writing and verbally to the student, and arrange a process for reviewing the final document prior to its defense.

**Final Pre-Defense Meeting of Chair and Student**

1. During this meeting the Chair will review the revised dissertation to determine whether needed changes are incorporated into the dissertation draft. The Chair will then inform the student of the exam process:
   a. The meeting will be no longer than two hours in duration.
   b. The student’s presentation should be 20-30 minutes in length. The Chair will encourage the student to practice his/her presentation to ensure that it will not go over the specified duration.
   c. Responses to questions from committee members or the public should be succinct—he/she should not spend longer than 10 minutes in responding to a question. The Chair will monitor the time and provide a cue when an answer to a question is too long.

**Dissertation Defense**

Thirty minutes prior to the defense, the Chair will meet the student in the room in which the defense is being held to assure that the room is set up appropriately and the audiovisual equipment is working properly.

Fifteen minutes before the defense begins, the Chair will excuse everyone except the committee members from the room. If any committee member is not present in person or by audio/video connection, the dissertation defense must be rescheduled. The Chair will review the defense procedures with the committee and discuss committee preferences for the defense process (e.g., the order of questions; who will go first? How will questions proceed?).

The Chair will then:
1. Invite the student and audience into the room.
2. Introduce:
   a. The student (briefly).
   b. The members of the dissertation committee.
   c. Welcome the observers and guests.
3. Review the defense process with the entire group:
   a. 20-30 minute presentation.
   b. Committee members will question and examine the student.
   c. Floor opened for questions and comments from others.
4. Introduce the student and his/her work:
   a. Year of entry to program.
   b. Any special accomplishments in the doctoral program (scholarships, publications, etc.)
   c. Ask student to begin the presentation.

After the presentation by the student, the Chair will invite the committee members to ask the questions in pre-arranged order. It is the Chair’s responsibility to ask the committee member to restate or rephrase the question if it is not clear. The Chair should monitor and respectfully intervene if a committee member shares a lot of his/her own thinking (e.g., lecturing, initiating a
discussion with another committee member instead of the student).

When committee members have finished asking their questions, the Chair invites questions and comments from the observers. When there are no more questions or 30 minutes prior to the scheduled ending time for the exam, whichever comes first, the Chair asks the students, observers, and guests to leave the room to allow the committee time to deliberate.

**Grading the Dissertation Defense**

The committee members discuss their evaluation of the dissertation and the defense. It is hoped that students will not have been allowed to proceed to the dissertation defense if there were significant problems with the dissertation. However, it is common for committee members to require revisions in the final document prior to acceptance. It is the responsibility of the Chair to be very clear about the required changes, summarize them in writing and verbally to the student, and arrange a process for reviewing the final document prior to its acceptance as complete. When the committee has finished discussing the defense and written dissertation, the Chair invites the student back into the room and shares the results of the committee’s discussion. The Chair may subsequently invite the observers back into the room.

Following the dissertation defense, the student is responsible for incorporating the recommended changes in the final draft of the dissertation. The committee will sign the Examination Certification/Dissertation Approval form (see URL: http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm#PhD) when the final revised dissertation has been accepted. In cases where only minor editorial changes are necessary, committee members may sign the form indicating approval by the committee at the time of the defense, delegating responsibility to the Chair for the final review and acceptance.

The Chair will hold the Examination Certification/Dissertation Approval form until all corrections are made and the final copy, ready for binding, is presented by student for signatures by the committee members. This copy is then taken to the PhD Program Support Staff, for submission to the Dean for signature, along with the Examination Certification/Dissertation Approval form to indicate that the student has met PhD degree requirements.

The student should also include an approval page (after the title page) that provides a place for the Committee and the Dean to indicate approval of the dissertation. The student should check with the Chair or other faculty members and office of the Dean to ensure this page includes the correct credentials and titles for each committee member and the Dean of the School of Nursing.

**Graduation**

For graduation, the following deadlines apply:

1. For all students, the Application for Degree form must be submitted one term prior to the completion of degree requirements. The form is submitted directly to the Registrar’s Office. The form is available online at the following URL: http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/index.cfm
2. Prior to the end of the term in which degree requirements are completed (November 30 for fall term and May 31 for spring completions) one copy of the Dissertation (final form, ready for binding) must be submitted for signature to the dissertation committee. The Certification/Dissertation Approval form will be signed by the Dissertation Chair at this time and submitted to the PhD Program support staff. In addition, signatures are needed on copies of the approval page to be inserted in the bound copies. When submitting those pages for the Dean’s signature, student must include a copy of the dissertation title page for the Dean’s review.

The student must defend the Dissertation at least prior to the end of spring term in order to walk in the June graduation ceremony; unless a petition to walk at graduation, signed by the dissertation Chair and PhD Program Director certifies that the student will have completed all program work by the end of summer term. The petition must be turned in by April 15.

Format of the Traditional Dissertation

The dissertation should be an integrated, scholarly report. Essential components of the traditional dissertation are described here, but the organization and text will vary depending on the particular research question, methods selected, and committee preference. The Dissertation Chair will guide the student on issues of developing the appropriate format for the dissertation. Dissertation chapters for the manuscript dissertation are in a later section.

CHAPTER 1
Introduction
The introduction should contain a clear and precise statement of the purpose and aims of the study. Documentation of the research problem and need for the study based on the literature and the significance of the problem to nursing should be included in this section.

CHAPTER 2
Review of the Literature
This section should begin with an introduction that outlines the scope of literature to be reviewed. A comprehensive review and critical analysis of the pertinent literature should include recent as well as classic works. The primary research relevant to the study should be critiqued. The review of literature should build a logical framework for the research, justify the study by conceptualizing gaps in the literature and demonstrate how the study will contribute to knowledge development. The review of literature should also ground the study in the relevant theoretical and research literature and embed the research question in larger theoretical/research traditions. A summary of the review should complete this section.

Conceptual/Theoretical Framework (QUANtitative traditional dissertation)
This portion of the dissertation provides the conceptual link between the problem, the literature, and the methods of the study. A conceptual framework may be an elaborate statement of the relationships among several concepts and/or theories, or a more simple statement of the relationships among the known or theoretical facts and concepts surrounding the problem area. When appropriate, a drawing of the model may be presented. This section ends with the statement of the assumptions of the study, the hypotheses that were tested or research questions that was addressed, and perhaps the operational definitions of the variables or terms used in the study.

Conceptual/Theoretical Framework (QUALitative traditional dissertation)
Since qualitative research is theory-generating research, a priori concepts and theories are not the focus
and presenting a conceptual or theoretical framework is typically not appropriate. However, the nature of the research question and its associated methodology may be based on a theoretical perspective, tradition, or philosophy and it is often useful to describe that theory (i.e., symbolic interactionism) or philosophy (i.e., Heideggerian phenomenology) as it relates to the proposed research question. The underlying theory/philosophy of the study can be presented in this section or in Chapter 3, wherever it is deemed appropriate by the dissertation committee. This section ends with the statement of the assumptions of the study, the research questions to be addressed, and any descriptions or terms to be used in the study.

CHAPTER 3
Research Design and Methods
This section is a comprehensive description of the research design and methods used in the study. The rationale for the study design, choice of setting, selection of participants, data collection methods, and all procedures used in the study should be included. For QUANtitative studies, the validity, reliability, and scoring methods for all instruments should be described. The measures of the variables, threats to internal and external validity, and the efforts made to control for error and bias should be included. For QUALitative studies, procedures for ensuring methodological rigor should be described. Provision for the protection of human rights should also be described.

CHAPTER 4
Results (QUANtitative traditional dissertation)
A straightforward description of the data with respect to the hypothesized relationships, or research questions, is presented in this section. All data analysis procedures, the type of statistics used, and the rationale for the choice of analysis should be described. Tables, charts, and graphs should be used to present results, in addition to text. No interpretation of the data is provided in this section. Precision of language is important.

Results (QUALitative traditional dissertation)
A straightforward description of the data with respect to the research questions is presented in this section. All data analysis procedures, the type of coding procedures used, and the rationale for the choice of analysis should be described. Tables, charts, and graphs should be used to organize the material. Limited interpretation of the data is done in this section if a separate chapter for discussion is included.

CHAPTER 5
Discussion
This section presents interpretations of the results and discusses the theoretical and practical implications of the findings. The methodological, theoretical, and clinical importance of the findings is discussed and the relationship between the student's findings and previous research (or relevant literature described in Chapter 2) is discussed. For quantitative studies, the statistical and clinical significance of the findings are discussed.

Summary and Implications
This section integrates the entire dissertation. The relationship between the problem addressed by the study, review of the literature, conceptual framework model, methods, findings, and discussion is summarized. The implications of the research for nursing and other disciplines, limitations of the study, and suggestions for future research conclude this section. This section should be a complete succinct summary that could stand alone as a description of what was done, what was found, and why it is important.

REFERENCES
References to the literature should be confined to sources actually cited in the report. Accuracy in citations is of major importance. The purpose of listing the references is to make possible their use by the reader; this cannot be accomplished if the reference data are incorrect or incomplete. The working list of references should be checked against the original publications. Special attention should be given to spelling of proper names, spelling of words in foreign languages, including accents or other special marks, journal names, years, volume numbers, and pages. The student should follow the format prescribed in the APA Publication Manual and DOI numbers should be included in each reference, when available.

APPENDICES
The appendices should include a copy of the consent form for human research, pertinent communications, copies of the interview guides used for data collection, secondary tables, protocols, etc. If it seems desirable to present tabulated raw data or detailed descriptions or techniques or methodology, this material should be included as an appendix.

Format of the Manuscript Option Dissertation

Description
The manuscript option avoids duplication of effort when students have published papers that are comparable to a traditional dissertation in scope and scientific contribution. This option advances a student’s publication record in preparation for a post-doctoral fellowship or faculty position. A minimum of three manuscripts, at least one of which must be data-based, is required and all manuscripts must represent work completed during the student’s PhD study at OHSU. Prior to the dissertation defense, at least one manuscript must be accepted for publication or published in a high-quality professional journal that uses peer review and publishes original research. The dissertation must be first-authored by the student and represent research primarily conducted by the student.

Student should be aware that decision to pursue a manuscript option should be made early, and that requirement for publication may delay final defense of the dissertation.

Examples of data-based papers include, but are not limited to:

- Results paper
- Psychometric testing of a measurement instrument
- Literature review or meta-analysis that includes analysis (not just description) of a body of literature
- Metasynthesis or metasummary that includes analysis (not just description) of a body of literature

Examples of other appropriate papers include, but are not limited to:

- Systematic review of literature
- Concept analysis
- Methods paper
- Theory application

Proposal Defense for Manuscript Option Dissertation

Decision to pursue a dissertation using the manuscript option requires approval by the Dissertation Chair as early as possible in the student’s course of PhD study. Decision must be made prior to the
The following documents are required for the proposal defense of the manuscript option. All other proposal defense procedures should be the same as for the traditional proposal defense as described elsewhere in the PhD Guidelines.

1. Introduction chapter
   Unlike the traditional dissertation proposal introduction chapter, this chapter includes a brief review of literature and the purpose, aims, and overarching theoretical framework or conceptual basis for the entire body of proposed research.

2. A summary of each proposed manuscript that will comprise a chapter in the dissertation (note: if a manuscript has been published prior to dissertation proposal defense, that manuscript may be submitted as its own “chapter” with a brief introduction such as that described for each manuscript in the dissertation defense).
   1. Each proposed manuscript “chapter” must contain
      I. a standalone brief introduction of the proposed manuscript and description of the purpose (or aims) of the paper,
      II. a brief review of related prior research in the literature and the conceptual or theoretical basis to be included in the paper,
      III. a description of the body of the proposed manuscript, for example proposed aims, methods, analysis plans, and
      IV. a brief description of human subjects protections, if appropriate
   2. Each proposed manuscript “chapter” must also include the following statements
      i. a statement of how the paper contributes to the requirement for the dissertation to be of appropriate scope and scientific contribution,
      ii. a statement that shows the student will be the primary author and how the content will represent the student’s work,
      iii. a statement of the expected authors and order of authorship (refer to OHSU author guidelines in chapter 12 at https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/index.cfm
      iv. a statement about which portion of a traditional dissertation the manuscript replaces (i.e., literature review, methods, results and conclusions),
      v. the journal to which the manuscript will be submitted along with a statement that describes the standards of the journal and reputation in publishing research (which may include a description of the journal and data such as impact factors and other criteria), and
      vi. the expected stage of submission at the time the dissertation will be defended (i.e., submitted, in review, in revision, in press, or published).

If the dissertation research study changes substantially, a new proposal defense must be conducted. However, if minor adjustments are made to the manuscripts included in the dissertation, but the study remains the same, approval for the minor changes by all committee members is sufficient.

Considerations of Copyright Issues Prior to Publication and Dissertation Defense

Students who plan to use the manuscript option dissertation must be alert to copyright issues related to published papers. Author agreement with the journal should be read carefully and modification if the copyright agreement may be possible if student informs publisher that the paper is part of a dissertation. Each publisher is different. See also the description below of copyright documentation at the end of the description of components of the manuscript option dissertation. OHSU library guidelines
related to dissertations, including copyright, can be found at: [http://www.ohsu.edu/xd/education/library/services/theses-dissertations/your-thesis-and-copyright.cfm](http://www.ohsu.edu/xd/education/library/services/theses-dissertations/your-thesis-and-copyright.cfm). At the bottom of the page is information about using your previously published works in your dissertation, including modules from a course on negotiating with your publisher.

**Components of Manuscript Option Dissertation**

Order of pages and general formatting for the manuscript option dissertation are the same as those described for the traditional dissertation elsewhere in the PhD Guidelines.

A minimum of three manuscripts, at least one of which must be data-based, is required and all manuscripts must represent work completed during the student’s PhD study at OHSU. Prior to the dissertation defense, at least one manuscript must be accepted for publication or published in a high-quality professional journal that uses peer review and publishes original research. The dissertation manuscripts must be first-authored by the student and represent research primarily conducted by the student.

**CHAPTER 1**

Chapter 1 consists of an introduction to the entire scope of the dissertation. The introduction should contain a clear and precise statement of the purpose of the entire group of manuscripts in relation to a theoretically based overarching area of research. A description of the significance and need for the research conducted for the dissertation should be included in this chapter. A table that outlines the purpose of each manuscript “chapter”, and its contribution to new knowledge in nursing, should be included.

**CHAPTERS 2, 3, 4 (at a minimum) or one chapter for each manuscript**

Each manuscript chapter (and its preceding pages) should stand alone as a significant contribution that is comparable in scope to a chapter in a traditional dissertation.

Each manuscript chapter must have a preliminary page that includes the paper title, a statement of each author’s contributions, funding acknowledgements, and citation (including doi and PMID if applicable) if the manuscript has been published. If the manuscript has not been published, expected submission to a journal should be named along with a projected date for submission. Following the preliminary page is a standalone introduction that describes the manuscript that follows. The standalone introduction is a summary of the principal components of the paper and must include:

1. Purpose and aims
2. Review of literature and conceptual basis for the research
3. Specific hypotheses, if applicable
4. Design and methods (including sample, setting, instruments or methods, data collection)
5. Data analysis
6. Human subjects protection summary and IRB approval number
7. Results, discussion (including limitations), and conclusions summary

**FINAL CHAPTER (two sections)**

**Discussion:** This section presents interpretations of the results of the dissertation study as a whole and should include a discussion of the theoretical and practical implications of the findings across all manuscripts included in the dissertation. In addition to the methodological, theoretical, and clinical importance of the research work, the relationship between the student’s findings and previous research, and prior literature, should be discussed.
Summary and implications: In this section, the student should succinctly integrate the entire manuscript option dissertation, and summarize the relationships among the problem(s) addressed by the study, the review of the literature, the methods, the findings, and the salient themes presented in the discussion section. This section should conclude with implications of the research for nursing and other disciplines, strengths and weaknesses of the research, and suggestions for future research. This important section should be concise and complete because it may be the only section read by colleagues not on the dissertation committee, friends, and family.

REFERENCES
References to the literature should be confined to those sources actually cited in the prior chapters (all references in the manuscripts do not need to be listed). The purpose of listing references is to make it possible for readers, especially committee members, to locate references, so accuracy is mandatory.

APPENDICES
Appendices should include a copy of the consent form for human subjects research, pertinent communications, copies of interview guides, protocols, measurement instruments, and other documents directly relevant to the study that is the basis for the dissertation. If it seems desirable to present tabulated raw data or detailed descriptions or techniques or methodologies that are additional to the chapters in the dissertation, these materials should be included as an appendix.

COPYRIGHT
When previously published copyrighted materials are presented in a dissertation, the student must obtain a signed waiver from the copyright owner (usually the publisher) and include it as an appendix in the final dissertation. Some publishers do not allow the inclusion of previously published manuscripts to be incorporated into the dissertation, but do allow pre-proof galleys to be included. Students must contact the publisher about the intent to include the paper in a dissertation prior to signing a copyright agreement for publication. The OHSU library also offers guidance on copyright and dissertation at the web address provided above.

Dissemination of the Dissertation: Bindery Services & Electronic Publication of Dissertation (all dissertations)

Dissemination of Copies of Dissertation (all dissertations)
University policy requires that students submit a print copy of the dissertation to the library, where it will be placed in the permanent collection and listed in the library catalog. Students may also choose to submit an electronic copy of the dissertation to be published as “open access”. The OHSU library website has information about binding, electronic publication, copyright, and other important things to know about dissemination of the dissertation. The index of dissertation topics can be found at URL: http://www.ohsu.edu/xd/education/library/services/theses-dissertations/index.cfm

It is customary for the student to provide a bound copy of the dissertation for the Dissertation Chair and to offer a softbound copy to each of the committee members.

The student will need to make arrangements for the binding of the dissertation. Students are required to submit three bound copies of the dissertation: one to the Dissertation Chair, one to the School of Nursing and one to the library. Consult the OHSU library policy on binding dissertations for the latest information on preparing your dissertation for binding. See: http://www.ohsu.edu/xd/education/library/services/theses-dissertations/index.cfm?

Students may also choose to submit an electronic copy of their dissertation, preferably before or at the
time the dissertation printed copies have been submitted to the library. For current information on publishing your thesis electronically, please see http://www.ohsu.edu/xd/education/library/services/theses-dissertations/electronic-theses.cfm.

Please note that there are three forms to be filled out and submitted:

1. **OHSU Library Thesis Binding Submission Form & Receipt.** Submitted to library only. This form orders (and you pay for) the bound copies and prepares for putting dissertation in the collection (available on library website)
2. **Permission for Electronic Publication of Thesis/Dissertation** submitted to library only (available on library website)
3. **OHSU School of Nursing Dissertation Library Binding Receipt** signed by librarian that dissertation has been submitted and signed form returned to program staff at SON. *This informs the SON you have submitted your dissertation for binding and allows your transcript to be cleared for the degree.* Receipt of this signed form by the PhD Program clears this requirement for graduation (form on SON website or from PhD program staff)

In summary:
Information on binding dissertation, copyright, and other issues is on OHSU library website http://www.ohsu.edu/xd/education/library/services/theses-dissertations/index.cfm

Many forms related to the PhD dissertation are located on the SON website forms page at http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm

Current information about requirements for dissertation publication are available at the OHSU library website http://www.ohsu.edu/xd/education/library/services/theses-dissertations/index.cfm?WT_rank=3

**Format Requirements for the Bound Dissertation (all dissertations)**

**General considerations**
Acid-free twenty-pound weight paper, 8 ½" x 11" (most copy paper fits this description), must be used for the original and all bound copies of the dissertation. The final copy is expected to be grammatically correct and free of typographical errors. All text is to be double-spaced and in letter quality print with dark black characters that are consistently clear and dense. Printing must be done on one side of the paper. Type size should be 12 points or larger. The use of footnotes is discouraged but, if deemed necessary, they should be single-spaced with a double space between each footnote.

Current version of the Publication Manual of the American Psychological Association (APA) should be used to format the dissertation.

**Margins**
The left margin must be at least 1-1/2 inches wide, the top and right margins 1 inch, and the bottom margin not less than 1 inch. Page numbers must be inside the margin in the upper right-hand corner of the page with the first line of text beginning two spaces below the page number.
Tables and Figures
Tables and figures may be single- or double-spaced, but must conform to the margin requirements. They are numbered consecutively and inserted at the closest point following the first citation in the text, or following the main text and references. Tabular materials may be reduced judiciously, in order to display materials on one page. Fold-out pages may be used to display materials that cannot be reduced within acceptable limits. The format for tables and figures must follow the editorial style recommended by the APA Manual.

Illustrations
If illustrations cannot be generated on the computer, they must be drawn in black ink. Non-computer generated drawings, graphs, or photographs should be mounted on 8 ½” x 11” paper which, if necessary, may be heavier than the text paper. They should be numbered consecutively and a description of each should be written on a separate page inserted opposite or underneath the illustration. When several figures are mounted on one page, the descriptions should be written consecutively on the inserted page. The illustrations may be inserted in the text or may be grouped following the main text and references. Graphs, inked diagrams, or other forms of line drawings may be duplicated using the photocopy process.

Lines on graphs must be identified by labels and symbols rather than colors. Similarly, shaded areas, such as countries on a map, have a better contrast if cross-hatching is used instead of color. Photographs embodying gradations of tone must be duplicated photographically. All photographs must be professional quality black and white; the services of the OHSU EdComm has photography services for a moderate fee (URL: http://www.ohsu.edu/edcomm/photography/)

Order of Pages in the Dissertation
The following sequence must be used in all dissertations (see manuscript option section for details of manuscript option). Pages must be presented in the following order:

1. Title Page (see back of this manual for example).
2. Approval Sheet with signatures of committee (see back of this manual for example). All copies of the dissertation and the abstract must be signed by the Dissertation Chair.
3. Acknowledgement of financial support, such as government traineeship or a foundation scholarship.
4. Acknowledgments: This is an optional page that the student may wish to insert acknowledgement of the help and encouragement of specific individuals.
5. Abstract: a statement of the purpose and aims of the study, a brief description of the research, and a summary of the results.
6. Table of Contents: The subject matter is subdivided in this table in a logical sequence. The heading of the Table of Contents should be typed in capital letters not less than two inches from the top of the page.
7. List of Tables.
8. List of Figures.
9. The body of the dissertation with larger divisions and more important minor divisions indicated by suitable consistent headings.
10. References.
11. Tables and Figures, if not in main text
12. Appendices.

Page Numbering
Each page of the manuscript, including all blank pages should be assigned a page number. The
The following plan of page numbering is generally accepted:

1. For pages before the body of the dissertation, use small Roman numerals (i, ii, iii, iv, etc.). The numbering begins with ii; the title page counts as "i", but the number does not appear.
2. For the remainder of the dissertation, including the text, illustrations, appendices and references, use Arabic numerals (1, 2, 3, 4, etc.). Each page must be numbered in the upper right corner within the one-inch margin. Avoid the use of suffixes, such as 10a, 10b. The numbering begins with one and runs consecutively to the end of the dissertation.

**Postdoctoral Study**

Postdoctoral research training is available at the School of Nursing. National and international postdoctoral fellows can be accommodated through a variety of funding mechanisms, including institutional and individual National Research Service Awards (NRSA) as well as self-funded postdoctoral programs. Research training opportunities are available in areas of faculty expertise. Individual postdoctoral funding funded by NINR is by competitive proposal. See: National Institute of Nursing Research at: [http://www.ninr.nih.gov/Training/TrainingOpportunitiesExtramural/](http://www.ninr.nih.gov/Training/TrainingOpportunitiesExtramural/).

Although these fellowships are typically 2 years in duration, post-doctoral research training can range from 3 months to 3 years. Outcomes of training include further development of the fellows program of research through the conduct of pilot projects, preparation of grant applications, publications, and presentations.

Postdoctoral research programs are individually negotiated between fellows and one or more faculty sponsors. Applicants interested in obtaining postdoctoral research fellowships at OHSU School of Nursing should contact the faculty member whose area of interest best matches their own and negotiate a possible sponsor relationship.

**Additional Research and Professional Support: PhD students**

**Pre-Doctoral Fellowship: National Research Service Award**

All students who anticipate full-time study and are US citizens are encouraged to apply for an Individual Pre-doctoral National Research Service Award (NRSA, F-31) through the National Institutes of Health. Copies of instructions and the SF 424 application guide for the National Institute of Nursing Research (NINR) F-31 may be downloaded from the following website: [http://grants.nih.gov/grants/guide/pa-files/PAR-11-117.html](http://grants.nih.gov/grants/guide/pa-files/PAR-11-117.html). Guidelines are always subject to change, so the following information should be verified by reviewing the current F-31 guidelines on the NINR website.

The F-31 is a training grant that requires an identified PhD-prepared nurse as mentor for the student. The proposal is lengthy to write and should be undertaken with the guidance of the mentor (sponsor), usually the Dissertation Chair. Students should plan well ahead of time to manage the writing task and to meet deadlines for submission.

Inform Amy Goltz (503-494-3852) in the Office of Research Development and Support (ORDS) of your intent to apply for funding at least three (3) months before the deadline to allow advance scheduling of an orientation session and full use of ORDS resources. Lack of adherence to the timelines may result in
postponement of submission of the application to the next submission date.

Procedures to Follow in Completing NRSA Pre-Doctoral Fellowship Applications

The following guidelines should be used when the NRSA pre-doctoral application has been completed and is ready to be submitted for approval and subsequent submission in order to meet the required deadline. The approval/sign-off process may take 2 to 3 weeks.

The Proposed Project Questionnaire (PPQ) is a required approval document and is available online at: http://www.ohsu.edu/xd/research/administration/upload/ppq.pdf

1. Application Approvals
   a. Sponsor: Arrange as needed.
   b. Senior Associate Dean for Research: Allow at least 48 hours for review and signature. Coordinate this review with your ORDS Grant Associate.

After all School of Nursing signatures have been obtained on the PPQ, the proposal can be submitted for review and approval to OHSU’s Research Grants and Contracts (RGC).

After RGC review and signatures (allow 10 business days), the proposal is submitted online: Please note that a final copy of your application and signed PPQ must be provided to ORDS.

2. Copying

The student is responsible for making three (3) hard copies, distributed as follows:

- One copy to sponsor (and advisor, if advisor is not sponsor)
- One copy to the Office of Research Development (ORDS)
- One copy should be retained by student for his/her personal files

3. Submission

NRSA applications are submitted electronically. Instructions for submission can be found in the guidelines: http://grants.nih.gov/grants/guide/pa-files/PAR-11-117.html#_Section_IV._Application.

4. Conditions of NRSA Pre-doctoral Fellowship

Students receiving an Individual NRSA Fellowship should be familiar with the conditions of the award as described in http://grants1.nih.gov/grants/guide/pa-files/PAR-11-117.html#_Section_VI_Award. Students should check the latest NIH guidelines at the time of application. Recipients are expected to pursue their program of study full-time (40 hours per week) for the calendar year. The National Institute of Nursing Research (NINR) places a 10-hour per week limit (.25 FTE) on employment.

5. Termination of Fellowship

NRSA funding terminates on the date of the final defense of doctoral dissertation unless otherwise stated by the NIH Program Administrator. Notify the ORDS Grants Administrator with the date of the doctoral dissertation defense, and he/she will initiate paperwork for termination as indicated by the NIH Program Administrator. Stipends are paid only until the termination date.
6. **Conflict of Interest**

Students who are engaged in research at OHSU need to complete the Conflict of Interest in Research (CoIR) form, which is managed electronically online. The link to the form and other information regarding the OHSU Conflict of Interest in Research policy can be found at: [http://www.ohsu.edu/xd/research/about/integrity/coi/](http://www.ohsu.edu/xd/research/about/integrity/coi/).

Students also need to complete the Responsible Conduct in Research training, managed electronically through "Big Brain." Information regarding RCR and a link to the online training course can be found at: [http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/faq.cfm#rcr](http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/faq.cfm#rcr). This training is in addition to students having their research projects approved by the IRB.

**Post-Doctoral Fellowship: National Research Service Awards**

Post-doctoral research training is available at the School of Nursing. Through a variety of funding mechanisms, including institutional and individual National Research Service Awards (NRSAs, F-32) and other special arrangements, both national and international post-doctoral fellows can be accommodated.

Research training opportunities are available in areas of faculty expertise. Individual post-doctoral fellowships can be obtained through the F32 mechanism (see: [http://grants.nih.gov/grants/guide/pa-files/PA-11-113.html](http://grants.nih.gov/grants/guide/pa-files/PA-11-113.html)) funded by NINR. Outcomes of training include further development of the fellow's program of research through the conduct of pilot projects, preparation of grant applications, publications, and presentations.

Post-doctoral research programs are individually negotiated between fellows and one or more faculty sponsors. Applicants interested in obtaining post-doctoral research fellowships at OHSU School of Nursing should contact the faculty whose area of interest best matches their own and negotiate a possible sponsor relationship.

**Other External Funding**

The PhD program, in collaboration with ORDS, strongly supports and facilitates student applications for external/internal funding for PhD study and research. Students also may wish to seek the assistance of ORDS in locating funding. Previous funding sources for students have included: Nurse Educational Funds, Inc.; Sigma Theta Tau International (and local chapters); nursing specialty organizations such as the Oncology Nursing Society; non-profit organizations such as the American Cancer Society, March of Dimes and University Club; and internal sources such as the Dean’s Dissertation Award. Additional external funding options include Hartford post-doctoral fellowships, Hartford pre-doctoral scholarships, and Nurse Faculty loans. Students interested in these funding options should ask their advisors/Chairs for further information.

The Graduate Partnership Program (GPP) from NINR is a further external funding source for which OHSU PhD students are eligible after they have completed PhD coursework. The goal of the program is to encourage and support the training of nursing doctoral students who are motivated to undertake careers in basic or clinical research. NINR GPP fellows focus their dissertation research primarily in areas of pathophysiological mechanisms related to symptoms and symptom management, health promotion, disease prevention, tissue injury, and genetics. Scholars chosen to participate in this program complete their course work at their respective universities, go to NIH to do research/dissertation work, and, ultimately, receive a PhD degree from OHSU. Students receive a stipend from NINR. To learn more about NINR’s Intramural Research Program For further information on the GPP program, and application
Authorship of Publications and Presentations

Faculty-Student Jointly Authored Publications

All individuals contributing substantively to a publication should be included as authors. For research publications, such contributions may include substantial input to the formulation of the problem, creation of the design or intervention protocol, organization and conduct of the analyses, interpretation of the results, or writing of a major portion of the manuscript. Students who participate in scholarly activities under the supervision of a faculty member should be listed as an author on papers for which they have made such a major contribution. In instances where a major portion of a manuscript submitted for publication is comprised of a student’s dissertation work, the student should be listed as first or sole author. Accepting authorship for a publication entails accepting responsibility for the accuracy, originality, proper acknowledgement, and ethical implications of the content of the publication. Discrete contributions to the conduct of scholarly activities do not necessarily warrant authorship, but should be acknowledged in the text or a footnote. Such contributions may include: literature searches; routine data collection, coding or entry; recruiting participants; or running requested analyses.
Student Name: __________________________________________________________

I have consented to serve as Dissertation Chair for the student named above:
Name: ________________________________________________________________
Signature: ___________________________ Date: ____________________________

Criteria for Dissertation Chair

The criteria for serving as a Dissertation Chair include the following:
  a. an earned research doctorate;
  b. member of the OHSU School of Nursing faculty;
  c. member of at least one dissertation committee;
  d. experienced in university teaching or mentoring;
  e. primary investigator or co-investigator on at least one externally funded research project;
  f. demonstrated scholarship through data-based publications and presentations;
  g. expertise and/or current research related to the student’s dissertation and research; and
  h. commitment to working with the student throughout student’s program of study and mentoring
     her/him in multiple dimensions of his/her future roles.

Dissertation Committee Members:

__________________________________________  ____________________________

__________________________________________  ____________________________

Criteria for PhD Dissertation Committee Member

Members of the Dissertation Committee must have an earned doctorate and are selected because of content,
methodological, or practice expertise related to the content of the dissertation topic. Dissertation Committee members
are selected by the student with the approval of the Dissertation Chair.

Program staff will obtain this signature

Approved: Director, Doctor of Philosophy program

Signature: ___________________________ Date: ____________________________
PhD Change of Dissertation Chair

Student Name: _________________________________________________

Proposed Dissertation Chair Name: _________________________________________________

Signature: ________________________________ Date: __________________

Criteria for PhD Dissertation Chair

The criteria for serving as a Dissertation Chair include the following:
   a. an earned research doctorate
   b. member of the OHSU School of Nursing faculty;
   c. member of at least one dissertation committee;
   d. experienced in university teaching or mentoring;
   e. primary investigator or co-investigator on at least one externally funded research project;
   f. demonstrated scholarship through data-based publications and presentations;
   g. expertise and/or current research related to the student’s dissertation and research; and
   h. commitment to working with the student throughout student’s program of study and mentoring her/him in multiple dimensions of his/her future roles.

Submit completed form to PhD Program office for approval

Program staff will obtain this signature
Approved: Director, Doctor of Philosophy program

Signature: ________________________________ Date: __________________
PhD Oral Examination Certification

Student Name: _____________________________ Date: __________________

This is to certify that this student has been examined by the undersigned in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Recommendations:

Dissertation Chair: ___________________________ Signature: ___________________________

Committee Member: ___________________________ Signature: ___________________________

Committee Member: ___________________________ Signature: ___________________________

Committee Member: ___________________________ Signature: ___________________________

Submit completed form to PhD Program office after completion of the examination.

Program staff will obtain this signature
Director, Doctor of Philosophy Program

Signature: ___________________________ Date: __________________

_____________________________
PhD Dissertation Proposal Approval

Student Name: ____________________________________________________________

Type of Study:

- Qualitative
- Quantitative
- Mixed Methods

Title of Dissertation: ______________________________________________________

Approved by:

Dissertation Chair: ___________________________ Signature: ______________________

Committee Member: ___________________________ Signature: ______________________

Committee Member: ___________________________ Signature: ______________________

Committee Member: ___________________________ Signature: ______________________

Date: ___________________________

Submit completed form to PhD Program office after proposal defense.
Student Name: ________________________________

Degree: Doctor of Philosophy

Title of Study: ________________________________

This is to certify that the student has been examined by the undersigned over the material contained in the Dissertation which has been submitted in partial fulfillment of the requirements of the degree indicated above.

Dissertation Chair: ___________________________ Signature: ___________________________

Committee Member: ___________________________ Signature: ___________________________

Committee Member: ___________________________ Signature: ___________________________

Committee Member: ___________________________ Signature: ___________________________

Date: ___________________________

The final copy of this study has been approved and is ready for binding.

Dissertation Chair: ___________________________ Signature: ___________________________

Date: ___________________________

Submit completed form to PhD Program office when final copies are submitted for the Dean’s signature. 
TITLE PAGE EXAMPLE

{TITLE}

By

{Name of Student}

A Dissertation

Presented to
Oregon Health & Science University
School of Nursing
in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy

{DATE}

{use date dissertation completed, not graduation date}
APPROVAL PAGE EXAMPLE

APPROVED:

__________________________________
{Name, credentials, title}, Dissertation Chair

__________________________________
{Name, credentials, title}, Committee Member

__________________________________
{Name, credentials, title}, Committee Member

__________________________________
{Name, credentials, title}, Committee Member

__________________________________
Dean, School of Nursing