

The cover features a collage of abstract shapes and textures. In the top left, there is a circular inset showing a modern building with a curved facade. To its right is a green, fan-like texture. Below the building is a grey, pebble-like texture. A large, curved, reddish-brown shape sweeps across the middle. The bottom right corner has a dark blue, textured area. In the center, there is a large, light grey silhouette of a group of people in various dynamic poses, suggesting movement or dance.

Christine E. Lynn
College of Nursing

Graduate
Student Handbook

Introduction

The faculty and staff of the Christine E. Lynn College of Nursing at Florida Atlantic University welcome you to our innovative Graduate programs in nursing. We are committed to both the study and practice of caring and we hope that you will experience that as you engage in study with us. The Graduate Studies office staff is available to assist you at each stage of your time with us in graduate study, from orientation, course work through to graduation.

We have designed an innovative schedule for our graduate programs to allow our students either to gain experience in the faculty and other scholarly roles by participating as a Graduate, Research or Teaching Associate, or to maintain a current position that requires commitment during the week. Please know that successful graduate study will require extensive independent work beyond weekend timing and all students should make plans to accommodate their life commitments to allow them to get the most from our program.

Your advisor is key to helping you plan your courses including cognates and to help you in developing a research plan. Make appointments to see him/her often. A section of this book will allow you to enter your advisor's name, phone and email address for easy reference.

The real strength of any graduate program is its faculty. You will meet many in your coursework, but some faculty teach primarily in the undergraduate or master's level and we will help you to come to know them and their research. Feel free to contact any of the faculty directly and make an appointment to talk about your work. You can see the recent publications of faculty listed in the faculty section of the college website and posted near the office of associate dean for research and scholarship on the third floor.

The Graduate Program office has an open door policy. Feel free to call, email or stop by as you need. This handbook is available online for reference and should answer many of your questions as you begin graduate study.

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College Information

Mission Statement

The Christine E. Lynn College of Nursing, as an integral part of Florida Atlantic University, is committed to the pursuit of higher education grounded in the arts, sciences and humanities. Faculty of the College support the University mission of teaching, research/scholarship and service within an environment that fosters inclusiveness.

The Christine E. Lynn College of Nursing is dedicated to caring; advancing the science, studying the meaning, practicing the art, and living caring day-to-day.

Statement of Philosophy

Nursing is a discipline of knowledge and professional practice grounded in caring. Nursing makes a unique contribution to society by nurturing the wholeness of persons and environment in caring. Caring in nursing is an intentional mutual human process in which the nurse artistically responds with authentic presence to calls from persons to enhance well-being. Nursing occurs in nursing situations: co-created lived experiences in which the caring between nurses and persons enhance well-being. Nursing is both science and art. Nursing science is the evolving body of distinctive nursing knowledge developed through systematic inquiry and research. The art of nursing is the creative use of nursing knowledge in practice. Knowledge development and practice in nursing require the complex integration of multiple patterns of knowing. Nurses collaborate and lead interprofessional research and practice to support the health and well being of persons inextricably connected within a diverse global society.

Persons as participant in the co-created nursing situation, refers to individual, families or communities. Person is unique and irreducible, dynamically interconnected with others and the environment in caring relationships. The nature of being human is to be caring. Humans choose values that give meaning to living and enhance well-being. Well being is creating and living the meaning of life. Persons are nurtured in their wholeness and well being through caring relationships.

Beliefs about learning and environments that foster learning are grounded in our view of person, the nature of nursing and nursing knowledge and the mission of the University. Learning involves the lifelong creation of understanding through the integration of knowledge within a context of value and meaning. A supportive environment for learning is a caring environment. A caring environment is one in which all aspects of the person are respected, nurtured and celebrated. The learning environment supports faculty-student relationships that honor and value the contributions of all and the shared learning and growth.

The above fundamental beliefs concerning Nursing, Person and Learning express our values and guides the actions of Faculty as they pursue the missions of teaching, research/scholarship and service shared by the Christine E. Lynn College of Nursing and Florida Atlantic University.

Organizing Framework for Curricula

The unique focus of nursing at the Christine E. Lynn College of Nursing is nurturing the wholeness of persons through caring. Caring is the basis for examination and further development of the discipline of nursing. Caring in nursing is a mutual human process in which the nurse artistically responds with authentic presence to calls from clients. The caring person demonstrates compassion, commitment, consciences, competence, and confidence.

Nursing situations have simultaneous commonalities and uniqueness. In each nursing situation, there is a call from the client and a response from the nurse. The call arises from the person; the nurse is able to enter the world of the other and respond appropriately to the call to nurture wholeness

through caring. Nursing is studied in each course through the examination of nursing situations and case studies.

Multiple ways of knowing provide an organizing framework for asking epistemological questions in nursing. In order to experience knowing the whole of nursing situation with caring at the center, each of these patterns comes into play.

Central themes of nursing are explored in all courses of the discipline: images of nurse and nursing, nursing as a discipline of knowledge, nursing as profession, wholeness of person connected with others and the environment through caring, and the practice of nursing that demonstrates an understanding of nurturing the wholeness of others through caring. These five themes are introduced in the undergraduate program and expanded in the graduate program. All courses that focus on the practice of nursing have these themes as objectives; sub objectives then address the unique aims of each individual course.

All undergraduate nursing practice courses build on the introductory course, which introduces the five themes to study nursing as a discipline and a profession. Then follows the course on general nursing situations in which students study the meaning of caring as related to self and others in the context of nursing situations involving healthy persons across the life span. In successive practice courses, students study the art of caring in nursing situations involving individuals, families, groups, and communities in a variety of settings including long-term and acute care. In the culminating course, Introduction to Professional Nursing Practice, students study nursing situations within organizational structures as caring environments that influence clients, self, colleagues, and the organization.

Getting Started

Parking Decal

Each year you need to get a parking decal from Traffic and Parking department. You have already paid for this decal when you registered. To get your parking decal, logon to your parking and transportation account through MyFAU.

If you prefer to obtain your decal in person:

1. When on campus go to Traffic and Parking
2. The office hours are Monday through Thursday 7:00AM – 5:00PM and Friday 8:00AM - 5:00PM.
3. Fill out paperwork
4. Put sticker on rear drivers' side window.

Note: You can only get a student decal on line the first month of each semester; after that time period, you must go to Traffic and Parking office to obtain your decal. For more information, call 561-297-2771.

Frequently Asked Questions

Q: My classes are on the weekend, do I have to get a decal?

A: Yes, the traffic and parking enforcement will write you a ticket if you do not have one in your vehicle.

Owl Card

Every student must get an Owl Card. You may need your OWL card to obtain entrance to the College or Nursing for weekend classes.

The Owl Card is your:

1. Library Card
2. Meal Plan Card
3. Discount Card

4. Copy Card
5. Debit Card (if you have BB & T)
6. Identification Card

Frequently Asked Questions

Q: Is there a fee for this card?

A: Yes, it is included in the cost of your first semester's tuition.

Q: There is not an expiration date, when does it expire?

A: Your card is good for 5 years from the date of issue.

Q: I lost my card, can I get another one?

A: Yes, there is a \$10 replacement card fee.

Q: How do I put money on my card for copies?

A: There are Cash to Card machines located through out campus.

Q: How can I use my card as a debit card?

A: You must first open a BB & T Checking account (it's free) then take your card to the bank, and they will code it for debit use.

Q: What identification do I need to obtain an Owl Card?

A: You will need an official, government issued, picture ID (Driver's License, Passport, Military ID), a current tuition payment receipt, or proof of financial aid (scholarship or loan award letter).

FAU Student E-mail

As FAU increasingly uses e-mail to correspond with its students, it becomes more important to have accurate and reliable e-mail addresses for them. When contacting students via e-mail, the University will use only the student's FAU e-mail address. This will ensure that e-mail messages from FAU administration and faculty can be sent to all students via a valid address. E-mail accounts are provided automatically for all students from the point of application to the University. The account will be disabled one semester post-graduation or after three consecutive semesters not registered for a course.

To find out what your username is, also known as FAUNetID, from FAU's homepage, go to the CURRENT STUDENTS tab and then click on "MyFAU login." Then select "Lookup Username/FAU Net ID." This will take you to a secure site where you can enter your Social Security number and your PIN. Your PIN, unless you've changed it, is 2 zeros followed by the 2-digit day and 2-digit year of your birth (if your birthday were August 4, 1987 your PIN would be 000487). Once you've entered your SSN and PIN, the system provides you with your username. Your initial password will be the same as the PIN you had entered.

You cannot forward your FAU e-mail messages to another e-mail address for security purposes. You must use MyFAU to read messages. Accounts not used for 60 days are automatically disabled (not removed) for security purposes. If your account is disabled, contact the IRM Helpdesk at 7-3999 to re-activate your account.

The FAUNetID is used for various computing services offered by FAU: MyFAU (e-mail, calendar, announcements, etc.), Blackboard, computer lab access, file storage (also known as Active Directory/ANDI). For more information on these services, visit the FAUNetID/Accounts page and click on FAQ/Help. The MyFAU site also includes an interactive demo of MyFAU features.

Financial Support

Financial Support

The College of Nursing has numerous forms of financial support available to graduate level nursing students. Students seeking federal financial aid in the form of federal student loans must go the Florida Atlantic University Office of Student Financial Aid at www.fau.edu/finaid in order to access the most current information.

Other forms of financial aid provided through the College of Nursing are listed below. For specific information on dates and application procedures, all students must visit the Christine E. Lynn College of Nursing website at www.fau.edu/nursing. The Financial Aid and Scholarship section is located under the "Future Students" tab. The College of Nursing content is considered the most current information on all issues and overrides any information that might be found in this section.

Christine E. Lynn Financial Support for Graduate Students - At a Glance

Fund Source	FNP/ANP-GNP	Educator	Administrator	CNL	PhD	DNP
Federal Traineeship (% of Tuition remission depends upon funding)	FT* or final year	FT or final year	FT or final year	FT or final year	FT or final year	FT or final year
Nurse Faculty Loan Program (tuition plus books)		FT or PT 85% Loan Forgiveness if work as faculty for 4 years			85% Loan Forgiveness if work as faculty for 4 years	
University Assistantship (80% tuition remission plus salary for work)	FT 10 hours/week work with College	FT 10 hours/week work with College	FT 10 hours/week work with College	FT 10 hours/week work with College	FT 10 hours/week work with College	FT 10 hours/week work with College
NET Stipend funds from State					FT Commit to stay in FL	FT Commit to stay in FL
College Scholarships and Stipends					FT	FT

* Full Time status = 9 credits in Fall and Spring, 6 credits in Summer

Federal Traineeship

This program supports preparation of Advanced Nurse Education. The College receives support based upon the number of students committed to work with underserved after graduation. Students do not need to repay funds but must be Full Time or in final year of their program. Apply each semester you meet the qualifications.

Nurse Faculty Loan Program

Nurse Faculty Loan Program supports graduate students who are preparing for careers as nurse faculty. Students can borrow money up to full tuition expenses plus books. A promissory note is signed committing to repay the loan. Loan amounts can be forgiven (up to 85%) if the graduate supplies evidence that they are teaching full time in nursing. Student must be full time to be eligible and may apply for multiples years of study.

University Assistantship

Graduate students working as teaching assistants for the college may be eligible to receive tuition benefits. Beginning fall 2013, the level of tuition benefits available is dependent upon the type of appointment:

- To receive 100% tuition benefits in the fall and spring semester, students must have a 0.5 FTE appointment (20 hours per week) and be classified as a full-time student.
- Students with FTE employment conditions between .25 and .5 receive a tuition benefit percentage equal to two times the FTE appointment provided they are enrolled full time.

In addition to the tuition benefits, the student receives an hourly wage and there is no requirement to repay the funds. Students must have an approved Plan of Study on file with the Graduate College to receive tuition benefits beyond the second semester of study. Assistantships for post-Masters PhD students will be limited to two years of funding. BSN to PhD students may receive up to three years of funding. Students must reapply annually. Assistantships are awarded based on funds available, demonstrated progression towards the degree and satisfactory performance of assigned activities.

To view the complete Tuition Benefits Policy for Graduate Students (Draft: 12-12-12), please visit the [Graduate College website](#). The document can be found under the "Meeting Materials" section.

NET Stipends

The State of Florida supports preparation of nurses in advanced roles, primarily to prepare nurse educators. Students apply once an academic year for a \$30,000 stipend. Successful applicants must sign a commitment to remain in Florida working as a nurse for 3 years following the award. If this work commitment is not met, repayment of funds is required.

College Scholarships/Stipends

The Christine E. Lynn College of Nursing has Scholarships/stipends that are open for application based upon fund availability. Students must maintain Full Time Status. Applications are submitted annually, for the up coming academic year. Current scholarship and application information can be found on the [College of Nursing website](#) under Future Students.

For questions regarding applying to these programs, contact Alison Heim, 561-297-1110 or aheim@fau.edu.

University Resources

Library Access

FAU Libraries' mission is to support the University's instructional, research, and service activities through provision of access to information and materials, assistance and instruction in their use, and preservation of collections for use by future generations of students and scholars.

The main library is the S.E. Wimberly Library on the Boca Raton campus. There are also collections and services at our branch and joint use facilities:

- University/College Library located on the Davie campus of Broward Community College
- John D. MacArthur Campus Library in Jupiter

The libraries have approximately 2.5 million items including books, periodicals, government documents, microforms, and audiovisual materials. We also subscribe to several hundred databases and thousands of electronic journals.

Like many other university libraries, the FAU Libraries are somewhat complex and intimidating at first glance; the electronic environment where many of our resources reside makes it more so. To assist with research we offer a full range of services:

- reference help in person, by phone, email or instant messenger
- circulation help for accessing and borrowing materials
- interlibrary loan to locate items we do not own
- workshops and instructional sessions to develop research skills

The librarians and staff of FAU Libraries wish you much success in your academic career at Florida Atlantic University, and look forward to working with you.

Writing Center

The University Center for Excellence in Writing is devoted to the support and promotion of writing for all members of the FAU community—undergraduate and graduate students, staff, faculty, and visiting scholars. Our Center provides a range of free support services, including informed and sensitive readers who help writers become more reflective readers and more self-sufficient crafters of their written work. We will help at any point in the writing process (i.e. brainstorming, drafting, revision) with papers for courses, senior or master theses, dissertations, job applications, applications for graduate school, articles for publication, grant proposals, and other documents. In the future, we hope to provide a host of other services, including supporting computer-facilitated teaching and learning for writing classes, and hosting brown-bag discussions, workshops, and presentations by guest speakers for FAU and local communities. The UCEW will eventually serve as the clearinghouse on campus for research in literacy, pedagogy, and computer-facilitated writing across the curricula.

Conferences

Conferences will vary according to the writing project. In some cases, writing consultants will help writers unpack difficult readings, understand assignments, or generate and clarify ideas. In others, they may help writers flesh out weak or biased arguments, understand documentation and citation practices, or follow task-appropriate format. In still others, conferences may help writers develop strategies for identifying patterns of error that can be tracked and proofread for conformity to American academic English. Consultants specializing in creative writing will also provide expert perspectives for creative projects.

We provide writing aid rather than an editing service. Consequently, consultants will write with, not for writers. This means that consultants may not get to all of a paper's issues, but writers will come away with a fresh perspective on their work and documents that are improved in one or more aspects.

We encourage all writers to take advantage of this free service to interact with other writers, gain perspective on their own work, and further develop strategies in reading and writing for all writing projects.

We welcome suggestions for improving our services.

Workshops

The University Center for Excellence in Writing is pleased to host writing workshops addressing a variety of issues for your students. UCEW consultants present our interactive workshops in your classroom utilizing a PowerPoint presentation format and can be customized to suit the needs of your class.

To request a workshop, call the University Center for Excellence in Writing at (561) 297-3498. Workshops should be scheduled at least one week in advance.

Frequently Asked Questions

What services does the University Center for Excellence in Writing offer?

- Writing consultants help writers at any point of the writing process (i.e. brainstorming, drafting, revision) with a variety of documents: papers for courses, senior or master theses, dissertations, job applications, applications for graduate school, articles for publication, grant proposals, course syllabi, among other documents.
- Consultants help writers understand assignments, generate ideas, and flesh out weak or biased arguments.
- Consultants help writers identify and address patterns of error in sentence structure, mechanics, grammar, and documentation format, as well as share proven proofreading strategies.
- Consultants will provide consultations for creative writers and their writing projects.

Who may use the Center?

- Our services are available to all members of the FAU community: full- and part-time undergraduate and graduate students, staff, faculty, and visiting scholars

College of Nursing Resources

Diabetes Education and Research Center

Diabetes Prevention and Management

Diabetes is a national health crisis. In fact, it is the fastest growing disease in the United States today. According to the Centers for Disease Control, someone is diagnosed with diabetes every 21 seconds.

Type 2 diabetes, formerly referred to as adult-onset diabetes, is a serious epidemic caused by obesity is becoming more prevalent across all age groups every single day. What is most distressing is that diabetes is affecting the lives of our youngest members of society — even our elementary school aged

children. The Florida Atlantic University (FAU) Diabetes Education and Research Center is committed to providing innovative programs to slow down and prevent the effect of diabetes within our community.

Our Vision

As a center of the Christine E. Lynn College of Nursing our Vision is: "to advance the body of Caring Knowledge in nursing through education, practice, research and scholarship to transform care locally, nationally, and globally."

DERC Mission Statement:

The overall goal of the Diabetes Education and Research Center (DERC) is to provide and evaluate a comprehensive program of family and community centered diabetes education and care for children and adults who are at risk for diabetes or its complications without regard for the person's ability to pay. Essential goals also include multidisciplinary education and training of university students in various professional disciplines with particular emphasis on the preparation of nursing professionals.

The Florida Atlantic University Diabetes Education and Research Center can help in preventing or living with diabetes; call us at 561-803-8880 for an appointment. We provide a comprehensive holistic multidisciplinary team approach to prevent, treat, and manage diabetes. The Florida Atlantic University Diabetes Center is funded by Palm Healthcare Foundation.

emillend@fau.edu

We are moving! Beginning January 2, 2014, the FAU Diabetes Education & Research Center/ FAU Community Health Center will be located at 1650 Osceola Drive; West Palm Beach, FL 33409. We enjoy serving as your community health center and will continue to offer the same quality service at our new address. We will also be expanding our services to include mental health counseling, as well as women's health services. We hope you will get acquainted with our new location very soon. Please note, for appointments or questions, our phone number will remain the same: 561-803-8880. For more information on the FAU Diabetes Education & Research Center, visit www.faudiabetescenter.org.

The Louis and Anne Green Memory & Wellness Center

The Louis and Anne Green Memory and Wellness Center is a unique Center of the Christine E. Lynn College of Nursing and is grounded in the College's concept of caring. Our mission is to meet the complex needs of persons with memory disorders, such as Alzheimer's disease, and their families through a comprehensive array of services, compassionate and innovative programs of care, research and education. Our intention is to treat each person with dignity and respect, enabling each client to function at his or her personal best and to maximize quality of life.

In addition to service, the Center conducts research on best practices in care for persons with Alzheimer's disease and related disorders and caregiver support. We also provide practicum experiences for students of nursing, medicine, social work, exercise science, communication disorders, health administration and other disciplines.

We aim to understand "what matters most" to each client and family and to respond to individual needs in a caring way.

History: The Center opened in November 2001 with a start-up grant from the National Institute of Health, Administration on Aging. The Center moved into its new building in December 2004. Funding for the facility came from a very generous gift from Louis and Anne Green which was matched by the State of Florida. The building was specifically designed to house a diagnostic clinic, a dementia-specific adult day center, counseling and educational activities and research activities.

In 2005 the Memory and Wellness Center became a State-designated Memory Disorder Clinic under the State of Florida's Alzheimer's Disease Initiative. As such, the Center participates actively in the State network of 15 Memory Disorder Clinics.

Professional Practice Lab Guidelines

The Professional Practice Lab at the Christine E. Lynn College of Nursing provides space, equipment, supplies, and instructor support to serve the learning needs of nursing students. The purpose of the lab is to provide a safe, nurturing and non-threatening environment where nursing students can come to practice technological and physical assessment skills. The Casual Learning Area has an extensive library of books, videos, and computer-based learning modules; seven open computers with internet and printing capability; and three assessment rooms which are all available for student use. Additionally, customized simulation experiences can be created to provide enhanced understanding of nursing concepts and skills. Students are expected to behave in a professional manner during nursing practice experiences.

The Professional Practice Lab is located in NU 218. Open learning hours are scheduled for each semester. Since we encourage students to come and use this space and its resources as much as possible, additional appointment times can always be scheduled with the Professional Practice Lab Coordinator to meet specific learning needs.

The guidelines listed below are designed to facilitate the use of the Professional Practice Lab:

- A faculty member or teaching assistant must be present at all times when the Casual Learning Area is in use.
- Students may not remove any of the audiovisual materials, technological, or physical assessment equipment from the lab without the approval of the Coordinator.
- All materials used should be returned to their original location prior to leaving the area.
- All equipment and lights should be turned off upon leaving.
- The Professional Practice Lab is a smoke-free environment.

Referral and Use

General Information

As faculty, our commitment to students includes the referral to resources within both the college and the university. Within the college, the Professional Practice Lab is available to students for review and practice of technological skills in preparation for nursing practice course requirements.

Possible uses of the Professional Practice Lab include:

- Math practice
- Assessment of specific systems or general assessment skills
- Technological skills
- Competency development and practice
- Use of the extensive collection of resource materials; including books, videos, computer-based learning modules, task training manikins, and human patient simulators.
- A place to meet with other students for study groups

Referral

Faculty and instructors can refer students to the Professional Practice Lab for additional practice and review of nursing skills and concepts. Students will be given a referral form by the faculty member, and will then contact the Professional Practice Lab coordinator for an appointment. Students are to

bring the referral form to their scheduled appointment, as it will be signed and sent back to the referring faculty member to communicate learning progress.

Availability

Open learning hours will be posted each semester. Additional times can always be scheduled with the Professional Practice Lab Coordinator.

Academic Integrity Policy

Beliefs about learning and environments that foster learning are derived from an understanding of person, the nature of nursing knowledge, and the mission of the University. Learning involves the creation of understanding through the integration of knowledge within a context of value and meaning. A supportive environment for learning is a caring environment. A caring environment is one in which all aspects of the human person are respected, nurtured and celebrated. The learning environment emphasizes collegial relationships with faculty and students.

One piece of academic honesty involves the written word. While not all written work is original, students must credit the authors' work if their words are used in any papers. There are many websites that address what plagiarism is and what it is not. A sample of these may be seen at www.plagiarism.com.

The University policies regarding academic integrity are enforced in the Christine E. Lynn College of Nursing. The code of academic integrity is found in the Florida Administrative Code, Regulation 4.001 and the link has been included in the following section of this handbook. Adherence to the Code of Academic Integrity is a professional competency and an expectation of all students. ANY act of dishonesty that violates the code and misrepresents your efforts or ability may be grounds for immediate failure of a course, or may result in dismissal from the College of Nursing.

A software program to assist faculty members in determining if plagiarism has occurred may be utilized in nursing courses and by nursing instructors. This service helps educators prevent plagiarism by detecting unoriginal or similar content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and the importance of proper attribution of any borrowed content. You may either be asked to submit your written work for detection prior to handing it in at the scheduled time for a grade OR the faculty member may submit the paper on your behalf.

The code of academic integrity informs students about the consequences of cheating, plagiarism, and other forms of dishonesty. Specific consequences for each course may be delineated in the syllabus. These consequences may range from a grade of zero on the assigned work to failure of the course. Students should always read the entire syllabus to be aware of requirements, responsibilities, and consequences of failure to do as instructed.

The Code of Academic Integrity, Regulation 4.001, may be read at this [here](#).

Policies and Regulations

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University approved reasons for

absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absence and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Background Checks

Legislation and policy changes now require a full background check for all individuals applying for admission to Christine E. Lynn College of Nursing programs. Each nursing program has required coursework that involves patient contact such as practice in a health care facility, conducting a research study or project, or interfacing with patients individually or collectively. Partnering agencies where students receive nursing practice experiences also now require background checks, as well as additional information such as arrests without convictions, verification of employment, and social security verification, aimed at protecting the public.

Therefore, a two part background check is required of all applicants prior to admission to the College of Nursing.

Background check results are maintained confidentially within the College of Nursing on the Boca Raton campus and reviewed during the admission process.

If any applicant's background check indicates a history that that might prevent participation in a nursing practice component of the program, the Advisory Panel of the College that rules on such student issues will consider the applicant's individual situation and make a decision about admission in the program.

If the background check results in a current student being denied admission to a clinical agency and/or access to patients in the agency, and if a comparable assignment cannot be made to meet course objectives, the academic requirements of the program cannot be met, and the student will be denied progression in the College of Nursing resulting in withdrawal or dismissal from the program.

Components of the Christine E. Lynn College of Nursing background check include:

1. A background check done online at www.certifiedbackground.com.
2. A Level II Criminal Background Check from the Florida Department of Law Enforcement in conjunction with the Federal Bureau of Investigation.

Instructions for both components of the background check can be accessed on the College of Nursing website at www.fau.edu/nursing in the "Current Students" section under Background Checks. All associated fees and costs are the responsibility of the applicant or student. Applicants to the College of Nursing must have the results of both background checks on file with the College of Nursing prior to consideration for admission. Contact the affiliated program coordinator for specific program requirements. Results usually take several days for the [certifiedbackground.com](http://www.certifiedbackground.com) check and up to 8 weeks for the FDLE Level II check.

Upon admission to the College of Nursing, a drug screening may also be required. Additional screenings may be required throughout the program. In addition, clinical agencies may require students to undergo drug screening prior to placement in their agency. Students whose drug screening results are unsatisfactory may be denied access to clinical experiences by the clinical agencies, and if a comparable assignment cannot be made to meet course objectives, the student will be denied progression in the College of Nursing.

It is important to note that admission to the **Christine E. Lynn College of Nursing does not guarantee eligibility for licensure in nursing in the state of Florida.** The Florida State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine a nursing program graduate's eligibility for licensure if there is an arrest/conviction record. Students should contact the Florida State Board of Nursing for information regarding regulations. Information

may be found on their website at <http://www.doh.state.fl.us/mqa/nursing>. Detailed information can also be found on the Florida Atlantic University College of Nursing website at www.fau.edu/nursing. Completion of the nursing curriculum does not guarantee that the Florida Board of Nursing (or any other licensing body) will allow student with criminal records to take the licensing examination.

If the student experiences a break in enrollment of one or more calendar year(s) from the original background check or most recent oath and affirmation statement, a new complete background check (both components) will be required before the student may resume coursework.

For additional information, please contact Ms. Colleen Slocombe at slocombe@fau.edu.

College of Nursing Professional Statement

When students of nursing begin their course of study, they enter into an implied professional agreement—agreeing to abide by the American Nurses Association (ANA) Code of Nursing Ethics and to conduct themselves in all aspects of their lives in a manner becoming a professional nurse.

The College of Nursing faculty holds a professional ethic of caring and healing, recognizing that each person's environment includes everything that surrounds an individual. Similarly, the College hopes to create an environment that preserves the wholeness and dignity of self and others. The faculty encourages self and socially responsible behavior and will not accept actions that can be perceived as hostile, threatening or unsafe to others. It is the College's expectation that students promote a positive public image of nursing. It is the College's goal, as a professional college, to build an expanding community of nursing scholars and leaders within the context of its caring-based philosophy. Safety of the person being nursed and accountability for individual actions are priorities (or critical components) of a professional nursing education.

Students who do not abide by this policy will be subject to appropriate academic sanctions, which may include dismissal from the College of Nursing and/or disciplinary action, which may include suspension or expulsion from the University.

Communication Devices

In order to enhance and maintain a productive atmosphere for education, personal communication devices such as pagers, beepers, and cellular telephones are to be turned off during class sessions.

Policy on Communicating College of Nursing Changes in Policy and Other Communication that Affects Students

Student communication is crucial to students' success. University policies can be accessed at www.fau.edu/policies/. The College of Nursing will communicate all College of Nursing policy changes and other communication that affects students within thirty (30) days of the change or notice, whenever possible. The official mode of communication between the College of Nursing and students will be via the FAU email address assigned at the time of enrollment to the university.

Policy changes will be communicated by the appropriate dean or designee based on the program in which the student is enrolled. Other student communication issues such as student events and opportunities, may be sent by the administrator, faculty, or staff member overseeing that program. If a student formally changes his/her FAU e-mail address or ISP, it is the student's responsibility to notify the college so that notification of policy changes and student events will continue.

Continuous Enrollment

Graduate students are required to enroll for at least one credit during at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for the degree. Students who

fail to maintain continuous enrollment, as defined above, lose their eligibility for the degree and will have to reapply for admission.

Graduate students who find it necessary to temporarily suspend their studies may apply for a leave of absence from graduate study. Leave of absence is intended for students who are unable to pursue their studies at all, rather than for students who are actively working on their dissertation after completing course work.

Leave of absence is approved by the Director's of the respective Graduate Study Program – Masters or doctoral

Dismissal Policy

A student who is enrolled in the nursing program who fails to meet professional and/or academic standards as defined in the Progression and Retention Policy and include issues related to academic honesty as well as the College of Nursing Professional Statement will be dismissed from the Christine E. Lynn College of Nursing. Academic Standards are defined in the Progression and Retention Policy; Professional Standards are defined in the College of Nursing Professional Statement. The Christine E. Lynn College of Nursing will follow the guidelines set forth by the Office of the Provost: http://fau.edu/provost/files/academic_dismissal_of_students_graduate.pdf

*Students recommended for dismissal have the right to utilize the Student Appeal Procedure. Doctoral, on the basis of the recommendation of the student's advisor and/or the College Dean.

Final Exam Period

Fall and spring term final course examinations will be scheduled during the final week of the term. Some final examinations may be scheduled on Saturdays and Sundays. The summer semesters do not have final examination periods; course examinations may be given at the discretion of the faculty member teaching the course.

Grading Policy

The College of Nursing has adopted the following Uniform Grading Scale. Graduate students must receive a minimum of a C grade in all nursing courses in order to progress.

93-100 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
67-69 = D+
63-66 = D
60-62 = D-
0 – 59 = F

Graduation Process

All students are required to submit an Application for Degree form to the College of Nursing Student Services Office before the deadline stated in the Academic Calendar. If you fail to meet the deadline,

you will not be able to walk in graduation or receive tickets. The application for degree is due early in the semester in which the student graduates.

Guidelines for Directed Independent Study

Procedure:

1. A proposal for directed independent study is developed with the student after initial consultation with the faculty. This document can be found online on the College of Nursing website under the "Current Students" tab in the Graduation Student Information page.
2. The proposal for directed independent study form is completed and is jointly approved/signed.
3. The proposal must be submitted to the Student Services Office and must be approved prior to registration for the DIS.
4. The independent study must be completed and final product submitted to the faculty at least one week before grades are due in to the registrar.

REMEMBER: A 3-credit DIS represents at least 45 hours of class time, as well as normal preparation time.

Incomplete Grades

A student who is passing a course but has not completed all of the required work because of exceptional circumstances may, with the approval of the instructor, receive a grade of incomplete or "I." The grade of I is neither passing nor failing, and is not used in computing a student's grade point average; it indicates a grade of deferral and must be changed to a grade other than I within a specified time, not to exceed one calendar year from the end of the semester during which the course was taken.

The "I" grade is used only when a student has not completed work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term. The instructor will record in writing, and file with the Registrar, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

When the work has been completed or the time for completion has expired, the instructor should submit a change of grade form to the Graduate Program Office. Unless a different grade is submitted, the Registrar will enter on the student's transcript the default grade indicated on the Report of Incomplete Grade form.

Petition Policy and Forms

Academic petitions requesting exceptions to standards or policies specific to individual colleges or programs that meet or exceed university regulations require approval through the College of Nursing Master's or Doctoral Committee. The committee meets approximately one time per month during the traditional academic calendar August – May (fall and spring semesters). Colleges may approve or deny these items, without need for them to be seen by the Graduate Studies and Admissions office.

Students may petition to be allowed to repeat a course in which they received a grade less than a B. Specific course grades; however, cannot be appealed except on a claim of malice by the professor.

Graduate Request to Waive a University Regulation

The Graduate Studies office oversees the policies and procedures of the university. Academic petitions such as a request to waive the GRE requirement for admission require the Request to Waive a University Petition Form; this petition is reviewed at the College level and then forwarded to the office of Graduate Studies and Admissions.

University policies and procedures are printed in the Florida Atlantic University Catalog in the section titled Academic Policies and Regulations and can be found at www.fau.edu.

Progression and Retention Policy

The following are requirements for progression and retention in the Christine E. Lynn College of Nursing Graduate Program:

1. An overall GPA of 3.0, with a minimum grade of C in all required nursing graduate courses.
2. Students will comply with policies related to Academic Honesty.
3. At mid-semester students who are not making satisfactory progress towards meeting course objectives will be counseled and notified in writing.
4. A student who receives a grade of C- or lower in any required nursing course or does not meet the overall GPA of 3.0 will be recommended for dismissal from the College of Nursing. Students recommended for dismissal follow the university Academic Dismissal of a Student from a Graduate Program Policy. A student allowed to continue in the program is required have an approved Academic Progression Plan (APP). A student who receives a grade of C- or lower in any additional required graduate nursing course will be dismissed from the College.*

*Students recommended for dismissal have the right to utilize the Student Appeal Procedure outlined in the Academic Dismissal of a Student from a Graduate Program Policy.

Recruitment and Retention of Disadvantaged Students

The Christine E. Lynn College of Nursing is committed to recruitment and retention of qualified students, including those who are financially and/or situationally disadvantaged. Students who have life circumstances which place them at a disadvantage to succeed academically should talk with the respective Graduate Studies director - Masters or Doctoral, and/or their advisor about their special needs.

The College of Nursing Graduate Program has identified strategies to increase recruitment of disadvantaged students, including providing information on program offerings at special functions such as College Days. Scholarship information is available on the College of Nursing website at www.fau.edu/nursing. Information on services that may assist students with special needs is available through the Division of Student Affairs and Student Financial Aid at the University level.

Religious Accommodation

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations and work assignments. Students who wish to be excused from coursework, class activities, or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Any student who feels aggrieved regarding religious accommodations may present

a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Social Media Policy

Purpose:

The Christine E. Lynn College of Nursing (CON) supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to CON students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA<http://www.hhs.gov/ocr/privacy/>) and Family Educational Rights and Privacy Act (FERPA<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) whether discussed through traditional communication channels or through social media.

General Information:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.

Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and MySpace. While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the CON in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Policy:

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Florida Atlantic University (FAU) CON student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University's Libraries site (<http://www.fau.edu/library/>) or seek consultation through the FAU Libraries Interlibrary and Resource Sharing Policies (<http://www.library.fau.edu/policies/pubpol/illpol.htm>).
- Do not use FAU or CON marks, such as logos and graphics, on personal social media sites. Do not use FAU's name to promote a product, cause, or political party or candidate.
- Use of the CON marks (logos and graphics) for College sanctioned events must be approved (posters, fliers, postings) by CON administration.

- It is expected that during clinicals use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with FAU in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on FAU's behalf, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations:

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a FAU University student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior (Florida Board of Nursing <http://floridasnursing.gov/>; NCSBN Media Policy https://www.ncsbn.org/Social_Media.pdf)
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete

spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences:

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Permission for use granted:

Purdue University School of Nursing, 11/13/14

Christine E. Lynn College of Nursing, Faculty Assembly, 11/24/14

Student Appeal Policy and Procedure

College Procedure: The following is the procedure used to appeal a petition decision or any other sanction or policy decision handed down by the College of Nursing.

The student will complete a Student Appeal Form found on the College of Nursing website at www.fau.edu/nursing in the CURRENT STUDENTS tab in the Graduate Student Information section under Forms. The appeal must be made within 30 days from when the initial disputed decision or sanction was applied.

Graduate Students will return the appeal form to the Graduate Studies Office who will have the involved faculty member(s) fill out the Faculty Response to a Student Appeal form. Then the Graduate Office will forward the documents and the matter to the Committee on Students. This called meeting is led by at least two College faculty members, and two students.

The Committee on Students will meet to render a decision on whether to accept the appeal or reject it. The student will be informed of the date of the meeting and will be given a decision no more than 10 days after the meeting.

If the issue is still unresolved after the meeting with the Committee on Students, the student can take the issue to the University Vice President of Academic Affairs (STEP FOUR). The student is referred to the University Process in the catalog. University policies and procedures are printed in the Florida Atlantic University Catalog in the section titled Academic Policies and Regulations and can be found at www.fau.edu.

To appeal an Academic Dismissal, students must follow section 2 – B in the University Academic Dismissal Procedure: http://fau.edu/provost/files/academic_dismissal_of_students_graduate.pdf

Exceptional Circumstance Withdrawal (Medical Withdrawal)

Students withdrawing from all classes in the current semester due to exceptional circumstances, such as illness of the student, military conscription, call to active duty, or death of an immediate family member (parent, spouse, child, sibling, or grandparent), may receive a full refund, less nonrefundable fees. Students seeking Exceptional Circumstance withdrawals should contact the Office of the Dean of Student Affairs for the appropriate paperwork or visit www.fau.edu.

Drop/Add and Withdrawal

Schedule changes may be made by accessing FAU's online registration system at <http://myfau.fau.edu> by the appropriate deadlines. Drop/add requests and withdrawals also may be made through FAU's Self-Service portal.

For fall and spring semesters, the end of the eighth day of the semester (see the Academic Calendar at www.fau.edu) is the last day for adding/dropping courses and changing sections without incurring a fee and without receiving a "W" on the transcript for dropped courses. Students may continue dropping courses without receiving a "W" on the transcript from the ninth through the 15th day of the semester, but they are fee-labile for the courses during this time.

If a student drops or withdraws from a course from the 16th day of the semester through the eighth week of classes, the student will receive a grade of "W" on the transcript and will be fee-labile for the course. The student may use MyFAU during this period to drop or withdraw from a course. Beyond the eighth week of classes, drops or withdrawals from courses can only be arranged in person in the Office of the Registrar. After the eighth week of classes, a drop or withdrawal incurs an "F" on the student's transcript and the student remains fee-labile.

The extended drop period does not apply during summer terms. To drop or withdraw from courses during summer terms, students should follow the procedures above, but note the shorter time frames in which to complete the drops: the end of the first week of classes is the last day for adding/dropping courses and changing sections. Courses are fee-labile after this date. Refer to the Academic Calendar at www.fau.edu for specific deadlines (and consequences) to drop summer courses after the first week of classes. Proportionate dates for dropping and withdrawing will be established for courses that are offered in less than the normal semester.

Dropping or withdrawing from courses in which the student is involved in academic irregularities is not permitted.

Doctoral Student Specific Information

Programs

The Christine E. Lynn College of nursing has two distinct doctoral programs: The Doctor of Philosophy with Major in Nursing (PhD) and the Doctor of Nursing Practice (DNP). These programs share some courses and resources. General policies will be addressed in this handbook first, followed by policies specific to each program.

Doctoral Lounge

Doctoral students have card access to the doctoral student lounge in the Christine E. Lynn College of Nursing Building which offers access to a computer, has wireless capability for laptop computers, and has mailboxes and a small reference library. Students can consider this their new "home" here in the Christine E. Lynn College of Nursing Building.

Plan of Study

All degree-seeking graduate students at Florida Atlantic University are required to have an approved Plan of Study on file with the Graduate College. The Plan of Study should be submitted by the end of the second semester of study. All College of Nursing graduate students submit their Plan of Study electronically through MyFAU. The guidelines for completing and submitting the electronic Plan of Study, and other Graduate College forms can be found at: <http://www.fau.edu/graduate/currentstudents/graduateforms/index.php>. All students receive written confirmation by email when their Plan of Study is approved by the Dean of the Graduate College.

Graduation Information

A student must apply for a degree by the end of the third week of the semester in which the student expects to graduate. It is the student's responsibility to meet all requirements for the degree. The Application for Degree form is available at www.fau.edu/registrar/forms.php#graduation.

As a graduate of the Christine E. Lynn College of Nursing, you must follow the instructions below:

1. At the beginning of each semester there is a limited time to fill out the graduation paperwork. For the deadlines to apply for a degree during the academic year, consult the Academic Calendar online at www.fau.edu.
2. You must go to the Christine E. Lynn College of Nursing Office of Student Services to complete all graduation paperwork.

Please take note:

- Doctoral hoods (part of the academic regalia) must be given to the Registrar's office at least 3 weeks prior to graduation.
- All family members will need tickets to attend the commencement ceremony

PhD in Nursing

The Christine E. Lynn College of Nursing offers a Doctor of Philosophy with Major in Nursing (Ph.D.) degree program. The PhD graduate is expected to expand application of nursing knowledge and theory, enhancing the practice of the profession and directly impacting the health of clients and communities. The focus of the PhD program is to prepare nurse scholars who conduct and build nursing research grounded in caring science and create innovative approaches for addressing nursing practice issues.

The over-arching and grounding framework of the PhD program is the concept of caring. Graduates of this program are educated within a caring-based philosophical framework that integrates essential values such as culturally sensitive caring. In addition to developing advanced research skills, graduates will assist in meeting the tremendous demand for qualified faculty from diverse backgrounds to teach and serve as role models for underrepresented students in colleges and universities.

The program is unique in that most core courses are offered as a Saturday/Sunday program.

Program Outcome Competencies

Graduates of the Doctoral Program will be able to:

- Design and conduct research relevant to nursing practice grounded in caring that informs knowledge development and guides nursing practice

- Construct the foundation for a research program intended to promote well-being for a particular population within the context of lifespan development
- Design research that reflects valuing for human dignity, respecting the environment, and understanding of complex local, national, and global policies that affect the lives of populations of interest

Please refer to the [College of Nursing website](#) for the most current plans of study for each program and track. All students will be required to complete nine credit hours of cognates. Six of these nine credits must be taken outside the discipline of Nursing and be directly related to dissertation research.

Advising and Mentoring

All PhD students receive advising and mentoring from College of Nursing faculty and staff. Course advising and planning is done primarily by the PhD Coordinator, in conjunction with the PhD Program Director. The PhD coordinator will also help students with the course registration process and policy related issues, including procedures for progression toward dissertation completion and graduation. In addition to advising from the PhD Coordinator, all newly admitted PhD students are assigned a faculty mentor and peer mentor. Initial faculty mentor assignments are decided by the PhD Program Director and PhD Coordinator, and are based on the student's expressed research interest and background during the application process.

Mentoring at the doctoral level is the key to student success. Your faculty mentor will talk with you about making the most of your core course work so that it substantively contributes to your research ideas and s/he will help you select cognate courses. He or she will help you plan your program of research. By the end of course work, you will have a clear idea of your area of study for dissertation research.

Students should plan to meet with faculty mentors at least once a month to discuss emerging ideas about their research and receive career guidance from an expert in the field. As students get closer to dissertation, they will meet with their faculty mentor more frequently. Faculty mentors will guide students as they select comprehensive exam and dissertation committee members.

Students are free to change faculty mentors at any point in their PhD studies. This decision should be based upon who can best assist them in completing their work. If a student chooses to change a faculty mentor they must clearly communicate with both their previous and new mentor and then, submit an appropriate request form to the PhD coordinator.

Dissertation chairs and faculty mentors are often the same people. The faculty mentor knows the student's work best and as long as their background and experience is consistent with planned research this relationship can continue. On the other hand, as students refine their ideas during PhD study, they sometimes decide to shift their research focus (e.g., content or methods) and a new faculty mentor would be better prepared to serve as the chair of dissertation research.

Curriculum Planning

Plan of Study

The curriculum for PhD full-time students is pre-set except for cognate courses. It requires a minimum of 9 credits during fall and spring semesters, and a minimum of 6 credits in summer sessions. Part-time students need to work closely with the PhD Coordinator to map out the total plan for accomplishing the curriculum within the usual 5 year period (and not more than 10 years without special permission from the university). Part-time students take fewer credits than the requisite minimum for full-time study during regular and summer semesters. Prerequisite requirements for courses need to be carefully noted in planning the curriculum for any student.

All degree-seeking graduate students at Florida Atlantic University are required to have an approved Plan of Study on file with the Graduate College. The Plan of Study should be submitted by the end of the second semester of study. All College of Nursing graduate students submit their Plan of Study electronically through MyFAU. The guidelines for completing and submitting the electronic Plan of Study, and other Graduate College forms can be found at: <http://www.fau.edu/graduate/currentstudents/graduateforms/index.php>. All students receive written confirmation by email when their Plan of Study is approved by the Dean of the Graduate College. Students should work with the PhD Program Coordinator to complete the electronic Plan of Study.

Cognates

Students consult with their faculty mentor in choosing the cognates for study. Cognates must be directly related to dissertation research and be taken outside the discipline of Nursing. However, a maximum of 3 cognate credits can be taken in Nursing. Cognates must be at the graduate level. Cognates may be transferred from other institutions if appropriate and approved by the student's faculty mentor. These courses are transferred according to FAU's policy stated in the University Catalog, under Academic Policies and Regulations.

Time Limits for Completing the Doctoral Degree

No credit that is more than ten years old at the time the Florida Atlantic University graduate degree is awarded may be counted toward that degree.

Audit a Course

Written faculty permission is needed to audit a course and students must have paid in-state rates for the course. The course will appear on the transcript with a grade of AU. The state employee scholarship (no longer a waiver, but real money) is for employees who are taking courses for credit, and therefore, would not be available to those who are auditing.

Transfer Credits

Students may have taken courses at another university that they wish to transfer to substitute for courses in the curriculum provided the course was not used to apply to another degree. Applying transfer courses towards FAU degree requirements must be discussed with the PhD Program Director and PhD Coordinator. In some instances, PhD Committee approval may be required. The Graduate College has oversight over all transfer credits for graduate degree programs at FAU. Doctoral programs may accept a maximum of 36 credits earned elsewhere in an approved graduate program. A maximum of 6 graduate credits earned from another institution in a non-degree seeking status may be transferred. The Graduate College reserves the right to request a professional evaluation of credits transferred from universities outside the U.S.

Acceptance of transfer credits for a course is dependent upon the following provisions.

1. The student received a grade of 3.0 or better on a 4.0 scale in the course to be transferred.
 2. The course was taken at a regionally accredited institution.
 3. The course is relevant to the graduate program in which the student is accepted, as judged by the PhD Program Director, in consultation with the PhD Faculty committee.
 4. The course is listed on the official transcript received by the Graduate College.
 5. The course was completed within six years preceding admission to the program.
-

Stipend Funding

The College of Nursing offers graduate stipend funding each academic year in support of students pursuing a PhD in Nursing. In return, students will be assigned to a teaching or research assistant position. Support for post-Masters PhD students will be limited to two years of funding. BSN to PhD students may receive up to three years of funding. Students must reapply annually for stipends. Funds will be awarded based on fund availability, demonstrated progression towards the degree and satisfactory performance of assigned teaching (TA) or research assistant (RA) activities.

Research Practicum Requirement

In order to assist doctoral students in gaining experience in conducting research, all students are required to perform 90 hours of supervised research with a faculty member during their program. Students can work with faculty members to accomplish research tasks like collecting, transcribing, and analyzing data or by synthesizing literature and writing summaries. It is acceptable that research hours be done with more than one faculty member as long as all hours are completed and the paperwork is filed with the PhD program coordinator. The form for reporting research hours can be found on the college website under the Research and Writing section within the Resources for PhD Students webpage. Students should note the following about the 90 hour research practicum requirement:

- Students are advised to talk with their faculty mentor about accomplishing the research hours and, if possible, should work with their mentor to accomplish the hours.
 - The student is advised to begin the research practicum during the second year of PhD studies.
 - Paid research assistant hours cannot be used for the 90 research hour requirement
 - The research practicum must be completed prior to enrollment in comprehensive exams.
-

Research Training

Evidence of Research Training is required of all doctoral students. The training can be completed online at the link below. When the training is complete, students can print a copy of the certificate and bring one copy of the certificate so that to be filed in the student's folder in the Graduate Office. The address of the training site is: <http://citiprogram.org/>. The Graduate College offers a series of seminars "Responsible Conduct of Research" and PhD students are strongly encouraged to complete the series prior to registering for the comprehensive examination.

IRB Research Proposals

Please make sure that you meet with your faculty mentor to obtain guidance. The student role on the application is co-investigator. The faculty mentor is principal investigator. As principal investigator, only the faculty can initiate an IRB application. The PhD coordinator will review the completed application before submission into IRBNet. Once the faculty advisor signs the application it will be reviewed by the Associate Dean for Research and Scholarship for approval prior to being submitted to the IRB. The IRB application is submitted electronically through FAU's IRBNet. The link for the IRBNet can be found at: <http://www.fau.edu/research/rcs/IRBNet.php>.

Comprehensive Exams

Comprehensive Examinations are written when all course work and research hours are complete. The course title for Comprehensive Examinations is Doctoral Synthesis – NGR7978. Decisions about

members of the comprehensive exam committee, including who will be invited to chair the committee, are made in collaboration with the faculty advisor and submitted to the doctoral committee for approval by mid-semester prior to the comprehensive exam semester. The Doctoral Program Committee will review the proposed committee and topics and may tailor topics before approving them. Tailoring might be the result of combining concepts from more than one of the student's proposed topics. The Doctoral Program Committee may also suggest additional or different members for the comprehensive exam committee.

I. Purpose of the PhD in Nursing Comprehensive Examination

The purpose of the PhD Comprehensive Examination in Nursing is to:

- 1) establish that the student has sufficient breadth of the knowledge in nursing and depth in a specific substantive area of nursing to be a scholar;
- 2) determine that the student can write a publishable manuscript on a topic related to substantive area; and
- 3) affirm readiness of the student to move forward to dissertation research proposal development

II. Exam Application Process and Chair/Committee Selection

Prior to initiating the examination, the student is expected to have completed:

- 1) research practicum
- 2) plan of study filed with Graduate College and approved by Graduate College
- 3) all coursework in the Nursing PhD program excluding one cognate that may be taken concurrently during the semester of the Comprehensive Examination – students cannot register for comprehensive exam with incomplete grades
- 4) meeting with the comprehensive exam committee chair (at least two months prior to the beginning of the semester in which the exam is taken) to discuss faculty expectations for the exam and develop 3 topics for the written portion of the exam
- 5) submission of paperwork documenting comprehensive exam committee members, chair and proposed topics for the written component of the exam.
 - a. This paperwork must be approved by the PhD committee in the semester prior to enrolling for comprehensive exam credit (NGR 7978)

The student must register for a NGR 7978 Doctoral Synthesis, 3 credit hour course, with the Comprehensive Examination faculty chair during the semester in which the student intends to take the exam. The appropriate form must be signed by the chair.

III. Faculty

- 1) Two faculty are required for each comprehensive committee.
- 2) The chair of the committee must be full time nursing faculty, tenured or tenure-earning (not Emeritus).
- 3) Emeritus faculty may serve as members.
- 4) The Comprehensive Exam chair should not be the student's planned dissertation chair.
- 5) No members are outside the College of Nursing.
- 6) Must be associate or full professor and have at least two years of experience working with PhD in Nursing students (committees, advising, teaching PhD courses)

IV. Doctoral Comprehensive Examination Content/Format/Administration/Evaluation

Format:

- 1) The exam process will contain both a written and an oral component.
- 2) The written component consists of a scholarly paper (publishable manuscript) that includes a synthesis of the literature related to the student's substantive area. The topic for this scholarly paper will be determined by the PhD committee using the 3 topics proposed in the semester prior the exam.
- 3) The oral component of the examination will consist of an in-depth discussion with the student that includes content covered throughout their PhD program course work as well as content of the scholarly paper.

- a. Questions posed during the oral component of the examination will address the College of Nursing outcomes for PhD study, covering the student's knowledge and understanding of theory, research methodology and methods related to the proposed area of study.
 - b. Students should review the program outcomes and be prepared to address a broad range of questions in relation to their course work.
- 4) A suggested timeline is described below:

Timeline for Completing the Comprehensive Examination in the PhD Program

Event	Fall Registration	Spring Registration	Summer Registration
Student files proposed questions with PhD Coordinator	Middle of previous spring semester	Middle of previous fall semester	Middle of previous spring semester
Approved Questions distributed	1st day of fall semester	1st day of spring semester	One week prior to the start of summer semester
First draft due to Committee	1st week in October	Third week in February	Mid-June
Committee meets with students to give comments	3rd or 4th week in October	Mid-March	1st week in July

Students should prepare and bring the following forms with them to their comprehensive exam:

1. CON Comprehensive Exam Results form
2. Graduate College Form 8: Admission to Candidacy for the Doctoral Degree

Administration:

- 1) During the Comprehensive Examination semester, the student may meet with the Comprehensive Exam faculty chair regarding the topic, process of completing the examination including the timeline. The student may also meet with the committee to review an outline and draft of the scholarly paper.
- 2) Outside editorial assistance is permitted for the written component.
- 3) During the oral component of the examination, the student will respond to questions without assistance of written, technological or other resources.
- 4) The oral examination must be held prior to the last class day of the semester in which the student is enrolled.

Evaluation:

Students are evaluated on the quality of the scholarly paper and ability to verbally articulate cogent responses to questions presented by the committee. These responses must demonstrate the student's ability to argue for and defend their knowledge and to generate logical conclusions. The oral comprehensive exam rubric will be completed by the committee and filed in the student file.

Similar criteria are used to evaluate the written and oral examinations. The student's written materials and verbal responses to questions reflect a broad and in-depth knowledge of theoretical perspectives and research methods relevant to the student's substantive area of research.

I. Committee Recommendations to the PhD Committee

Based on the committee members' expert judgments of the content areas and the student's performance on both components of the exam, a recommendation will be made to the PhD Committee. If members disagree, an outside reader will be sought by the Director of the PhD program to determine whether the paper is satisfactory or unsatisfactory. The recommendation to the PhD Committee will be one of the following:

- 1) Satisfactory, eligible to apply for admission to candidacy with no conditions.
- 2) Incomplete, satisfactory progress, eligible to apply for admission to candidacy and enroll in NGR 7979 despite specific conditions to be met.
- 3) Unsatisfactory, eligible for re-examination within one year or less.
- 4) Unsatisfactory re-examination, dismiss from the graduate program.

Students who receive a grade of incomplete must complete NGR 7978 within one additional semester. If this condition is not met, the incomplete grade will be changed to unsatisfactory and the student will be unable to progress beyond NGR 7979 without retaking, and successfully completing NGR 7978.

Documentation of Comprehensive Exam Results: The committee's majority decision about the exam is documented on the appropriate form. The student is responsible for completing the form and obtaining signatures of faculty who have agreed to be members of the dissertation committee. The student should also bring a completed Admission to Candidacy for the Doctoral Degree (Graduate College Form 8) and a Dissertation Committee Form to the comprehensive examination. Signed and completed forms are to be submitted to the Coordinator of the PhD program as soon as possible but prior to registering for NGR 7980 (Dissertation).

Dissertation Procedures

The elements of the dissertation procedure are often confusing to students. The following narrative offers a description of the procedure.

- After conferring with the faculty mentor and securing agreement from committee members, students will file the form identifying their dissertation committee members with the PhD program coordinator as soon as the committee is formed. This enables planning and communicating to ensure timely progression through the dissertation phase of PhD studies.
- Following successful completion of the comprehensive exam, the student writes the first three chapters of the dissertation proposal. Sometimes the chair will read one chapter at a time and offer comments and sometimes all three chapters will be reviewed simultaneously by the chair. The chair collaborates with the student to set the pace and format for the dissertation proposal. Historical research is an example of a proposal that may use a different format. The dissertation committee chair will review the drafts and decide when the committee members will see a draft of the proposal. Students should plan that faculty will need 3 weeks to read each draft revision of a dissertation proposal. After faculty have read and commented on the draft, the student will make revisions and submit the next draft. The chair will communicate with committee members about when they think the student is ready to hold a hearing on the proposal.
- The PhD coordinator should be notified when the hearing time is decided. The full committee will attend the hearing so that everyone agrees and has an opportunity to support the student's research plan. An outcome to the dissertation hearing may be that the committee requires the student to submit additional drafts of the proposal, or it may be decided that the student can proceed with data collection.
- The student must obtain Institutional Review Board approval before any data are collected.
- The chair will oversee the dissertation research. When the dissertation research is completed, the chair will read and comment on drafts of the dissertation. When the chair decides that the full committee can receive the dissertation draft, the student sends the draft to the committee. Readers have three weeks to return comments to the student who then revises based on

feedback from the full committee. The student then resubmits the full dissertation to the committee. The chair will poll the committee to determine the readiness of the dissertation for defense. Preparation of a defensible dissertation is an iterative and scholarly process that fully engages the dissertation chair and the student and then involves the entire committee.

- The timing of the dissertation defense should be reported to the PhD program coordinator, who will publicize the defense, a public event, open to all students and faculty.
- Following the dissertation defense, the student may have additional revisions that are required before the final version can be submitted to the Graduate College. The university has guidelines for format and paper type that are available on the graduate website.

Dissertation Committee

After a student has passed the comprehensive examination, a dissertation committee shall be formed to supervise the student's research. The committee will consist of at least three graduate faculty members who are familiar with the research area. At least two committee members will be graduate faculty members from the College of Nursing. At least one member of the committee must be from outside the discipline of nursing (could also be from another institution or industry) and this member should have an academic or professional level compatible with the rest of the committee. The chair will be graduate faculty, members may be graduate faculty or associate graduate faculty (refer to Graduate College website for a list of graduate faculty). <http://www.fau.edu/graduate/faculty-and-staff/graduate-faculty.php>.

If there are two nursing committee members (both graduate faculty members), it is mandatory that the committee member from outside the discipline of nursing (outside member) has graduate faculty status. When the outside member is not graduate faculty of FAU, it is the student's responsibility to initiate the necessary paperwork for attaining graduate faculty status for that member. As the third member of a dissertation committee, the outside member must have either Graduate Faculty or Associate Graduate Faculty status from FAU. Refer to Form 1: Graduate Faculty Status Application for more information. If there is not sufficient time to obtain graduate faculty status for the committee member outside the discipline of nursing, three graduate faculty members from nursing must be on the dissertation committee in addition to the outside member. Questions about obtaining graduate faculty status should be directed to the PhD Coordinator.

The committee is led by the student's dissertation chair. Students are expected to work in close cooperation with their dissertation chair and committee and keep committee members informed about their progress on a regular basis.

Courses and Credits

Students are required to complete a minimum of 15 credits in the dissertation phase of their program. While the student is preparing the dissertation proposal, they should register with their dissertation chair for NGR 7979, Advanced Research. Once the dissertation proposal has been approved, they register with their chair for NGR 7980 "Dissertation". Students should limit their registration in NGR 7979 to a maximum of 6 credits in two semesters (3 each semester). The total credit hours for NGR 7979 and NGR 7980 will be a minimum of 15 credits. Students must receive a grade of satisfactory in each course. The student must be registered for at least one credit in the semester in which they defend their dissertation. Students maintain good standing by registering for 2 of 3 semesters during any academic year.

Proposal Hearing

Prior to pursuing Institutional Review Board approval so that data collection can begin, the student will present the written dissertation proposal to the dissertation committee and schedule and oral

presentation of the proposal. Committee members must have the written proposal 3 weeks prior to the oral presentation. It is important to communicate with the PhD coordinator during this phase of your progression.

1. Contact the PhD coordinator at least 4 weeks prior to your proposal hearing date to schedule your hearing. The Associate Dean for Nursing Research and Scholarship, the Academic Dean, the PhD Program Director, and the Assistant Dean for Graduate Practice Studies are invited to the hearing.
2. The PhD coordinator will schedule your room and any projectors or computer equipment that you might need.
3. Two weeks prior to your proposal hearing contact the PhD coordinator to confirm your plans.

Dissertation Guidelines

Overview

Students are expected to work in close cooperation with their dissertation committee and to keep members informed about their progress on a regular basis. The dissertation chair works with the student in preparation of the dissertation document. The chair must be given 3 weeks to read and comment on any draft of the dissertation. The chair will decide when the dissertation can be reviewed by other committee members. These readers must also be given 3 weeks to read and comment on any draft of the dissertation. Students should plan to revise the dissertation based on comments from the full committee and a final revised version of the dissertation should be provided to the committee 3 weeks prior to the defense date. Dissertations must be defended orally; after an oral defense, the members of the dissertation committee vote on acceptance or rejection of the dissertation. The committee may also suggest that the student do some additional work to make the dissertation acceptable. The decision of the dissertation committee will be reported in the form of satisfactory/unsatisfactory grade for dissertation credits.

Dissertation Defense

Below are the steps for setting up your dissertation defense:

You must make this arrangement 4 weeks ahead of time

1. Contact the PhD Program Coordinator with a tentative date and time for your dissertation defense, and to provide the title of your dissertation.
2. The PhD Program Coordinator will schedule a room for the defense.
3. The PhD Program Coordinator will make and post the flyers for your dissertation defense.
4. Preparation for presentation
 - Prepare powerpoint for a 30 minute presentation and submit to your chair for review 2 weeks in advance of the defense date.
 - Meet with your chair to revise the powerpoint and discuss the presentation. Candidates may invite family/friends to the public defense but should inform them that they cannot participate in the Question and Answer period.
 - Candidates are expected to come prepared to the open defense with printed presentation materials (slides and notes) for their reference.
 - Candidates must bring three copies of their dissertation signature page printed on Southworth Diamond White Paper, a Sharpie Pen and the Transmittal Memo to the dissertation defense. Candidates are responsible for obtaining signatures from their committee members and Dean Smith prior to submitting the signature pages and Transmittal Memo to the PhD Coordinator and the Graduate College for processing.
 - Candidates are expected to be comfortable with the assigned room and use of IT equipment in the scheduled room well before the time scheduled for the dissertation.

- Candidates are expected to be prepared to respond to questions that may be ambiguous, need further clarification, or request information that the candidate does not have immediately available.
- Candidates are expected to dress professionally for this important professional occasion.
- Candidates should allow approximately 3 hours for the total defense (including open and closed defense).

Filing

- The dissertation must be written in the format specified by the university. Students should consult the university's Graduate Thesis & Dissertation Guidelines to be sure their dissertation is properly formatted. The most up-to-date version is found on the Graduate College website at: <http://www.fau.edu/graduate/currentstudents/thesisanddissertation/index.php>. An electronic copy of the dissertation must be submitted to the Graduate College for a formatting review by emailing graduatesupport@fau.edu. It is recommended the student have the format checked as early in the process as possible.
- All dissertation documentation should be filed with the Graduate College, located in the Student Support Services Building (SU-80). Please refer to the academic calendar or the Graduate College website for dissertation and graduate deadline information.

Graduation

Students may participate in any of the three annual university commencements (December, May, and August). Please note that dissertations need to be filed with the Graduate College well before the commencement date. There are several deadlines that must be met in order to insure a timely graduation. Following is a sample timeline for dissertation completion. Individual situations may vary, but for May graduation, defense dates must occur before March 15. For August commencement, a defense date must occur before June 25. For December commencement, the defense date must occur before October 30. . Failure to meet the deadlines will result in a delayed graduation. Graduation deadlines for each semester can be found on the Graduate College website: http://www.fau.edu/graduate/currentstudents/graduation_deadlines.php.

Extramural Funding

PhD students are encouraged to apply for extramural funding. These applications must be routed to the Associate Dean for Nursing Research and Scholarship. Intention to apply for funding must be discussed with the dissertation chair and the Office of Nursing Research, Scholarship and PhD studies must be notified at least 8 weeks ahead of the submission deadline. Generally, faculty mentors will be listed as principal investigator for student proposals. The student will work with the dissertation chair to develop the proposal for funding. Consistent with the guidelines for dissertation proposal preparation, the faculty chair will have at least three weeks to review each draft of the proposal being prepared for extramural funding. All proposal components, including narrative, budget and budget justification, bio sketches and letters of support, must be ready for submission to the Office of Sponsored Programs seven working days before the proposal is due to the funding agency.

NOTE:

The handbook is subject to change. Students are encouraged to check the handbook and the website (nursing.fau.edu) regularly. Florida Atlantic University policies and procedures are printed in the Florida Atlantic University Catalog and can be found at the FAU website at www.fau.edu.