## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>East Carolina University – The Institution</td>
<td>4</td>
</tr>
<tr>
<td>Dean’s Welcome</td>
<td>5</td>
</tr>
<tr>
<td>College of Nursing Administrators</td>
<td>6</td>
</tr>
<tr>
<td>History of the College of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy of the College of Nursing</td>
<td>8</td>
</tr>
<tr>
<td>College of Nursing Expectations for MSN, DNP &amp; PhD Students</td>
<td>8</td>
</tr>
<tr>
<td>College of Nursing Graduate Information and Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Office of Student Services</td>
<td>9</td>
</tr>
<tr>
<td>Performance Standards</td>
<td>10</td>
</tr>
<tr>
<td>Clinical Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Health Forms and Documentation</td>
<td>22</td>
</tr>
<tr>
<td>My Record Tracker</td>
<td>24</td>
</tr>
<tr>
<td>Licensure Verification</td>
<td>31</td>
</tr>
<tr>
<td>College of Nursing General Information</td>
<td>31</td>
</tr>
<tr>
<td>CON Technology Team</td>
<td>31</td>
</tr>
<tr>
<td>Office of Research &amp; Creative Activity (ORCA)</td>
<td>32</td>
</tr>
<tr>
<td>Student Representation on College of Nursing Standing Committees</td>
<td>32</td>
</tr>
<tr>
<td>College of Nursing Convocation</td>
<td>33</td>
</tr>
<tr>
<td>Nursing Organizations</td>
<td>33</td>
</tr>
<tr>
<td>Sigma Theta Tau International Honor Society - Beta Nu Chapter</td>
<td>33</td>
</tr>
<tr>
<td>MSN Concentrations</td>
<td>34</td>
</tr>
<tr>
<td>Objectives of the MSN Program</td>
<td>34</td>
</tr>
<tr>
<td>East Carolina University College of Nursing Curriculum Plans</td>
<td>35</td>
</tr>
<tr>
<td>Post-MSN Certificate Programs</td>
<td>36</td>
</tr>
<tr>
<td>Masters Student Progression Procedure</td>
<td>36</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td>38</td>
</tr>
<tr>
<td>MSN Appendices</td>
<td>41</td>
</tr>
<tr>
<td>MSN - Appendix A – Release to Share CBC Information</td>
<td>41</td>
</tr>
<tr>
<td>MSN - Appendix B - Event Report Form</td>
<td>42</td>
</tr>
<tr>
<td>MSN - Appendix C – Criminal Background Check &amp; Drug Screening</td>
<td>45</td>
</tr>
<tr>
<td>MSN - Appendix D - Notice of Drug Screening</td>
<td>46</td>
</tr>
<tr>
<td>MSN - Appendix E - Physical Exam Form</td>
<td>47</td>
</tr>
<tr>
<td>MSN - Appendix F - Consent Waiver and Release</td>
<td>49</td>
</tr>
<tr>
<td>MSN - Appendix G - Health Insurance Waiver</td>
<td>50</td>
</tr>
<tr>
<td>MSN - Appendix H - The Pin of East Carolina University College of Nursing</td>
<td>51</td>
</tr>
<tr>
<td>MSN - Appendix I – Nursing 6500 Independent Study Form</td>
<td>52</td>
</tr>
<tr>
<td>DNP Program</td>
<td>53</td>
</tr>
<tr>
<td>DNP Program Purpose</td>
<td>53</td>
</tr>
<tr>
<td>DNP Program Emphasis</td>
<td>53</td>
</tr>
<tr>
<td>Campus Requirements</td>
<td>54</td>
</tr>
<tr>
<td>Clinical Placement Process</td>
<td>54</td>
</tr>
<tr>
<td>DNP Program Academic Regulations</td>
<td>56</td>
</tr>
<tr>
<td>DNP Programs of Study</td>
<td>56</td>
</tr>
<tr>
<td>The Post-master’s DNP</td>
<td>56</td>
</tr>
<tr>
<td>BSN to DNP</td>
<td>57</td>
</tr>
<tr>
<td>Example Curriculum Plans</td>
<td>57</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>59</td>
</tr>
<tr>
<td>Scholarly Project</td>
<td>59</td>
</tr>
<tr>
<td>DNP Essentials I - VIII</td>
<td>60</td>
</tr>
<tr>
<td>The Scholarly Project</td>
<td>63</td>
</tr>
<tr>
<td>Scholarly Project Committee Requirements</td>
<td>64</td>
</tr>
<tr>
<td>Scholarly Project Process and Procedures</td>
<td>67</td>
</tr>
</tbody>
</table>

---

2
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly Project Committee Chair/Committees</td>
<td>68</td>
</tr>
<tr>
<td>Scholarly Project Format</td>
<td>69</td>
</tr>
<tr>
<td>Time Limits for Completion of Scholarly Project</td>
<td>70</td>
</tr>
<tr>
<td>Scholarships</td>
<td>70</td>
</tr>
<tr>
<td>Student Travel Assistance</td>
<td>70</td>
</tr>
<tr>
<td>DNP Appendices</td>
<td>71</td>
</tr>
<tr>
<td>DNP - Appendix A - Faculty Research Interests</td>
<td>71</td>
</tr>
<tr>
<td>DNP - Appendix B - Request for Transfer Credit Form</td>
<td>73</td>
</tr>
<tr>
<td>DNP - Appendix C - DNP Milestones</td>
<td>75</td>
</tr>
<tr>
<td>DNP - Appendix D - Annual DNP Student Portfolio Progress Report</td>
<td>76</td>
</tr>
<tr>
<td>DNP - Appendix E - NURS 8500 Independent Study Form</td>
<td>78</td>
</tr>
<tr>
<td>DNP - Appendix F - Form for Selection of Scholarly project Committee Chairperson</td>
<td>79</td>
</tr>
<tr>
<td>DNP - Appendix G - Pre-Thesis or –Scholarly Project Approval Form</td>
<td>80</td>
</tr>
<tr>
<td>DNP - Appendix H - Non-Exclusive Distribution License</td>
<td>81</td>
</tr>
<tr>
<td>DNP - Appendix I - Graduate Programs Scholarship Application</td>
<td>83</td>
</tr>
<tr>
<td>DNP - Appendix J –Graduate Assistantship</td>
<td>85</td>
</tr>
<tr>
<td>DNP - Appendix K - Request for Support of DNP in Nursing Student Travel for Poster or Podium Presentations</td>
<td>85</td>
</tr>
<tr>
<td>PhD Section</td>
<td>86</td>
</tr>
<tr>
<td>PhD Program Purpose</td>
<td>86</td>
</tr>
<tr>
<td>PhD Program Emphasis</td>
<td>86</td>
</tr>
<tr>
<td>PhD Program Objectives</td>
<td>86</td>
</tr>
<tr>
<td>Course Registration</td>
<td>87</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>87</td>
</tr>
<tr>
<td>Plans of Study and Style of Delivery</td>
<td>91</td>
</tr>
<tr>
<td>BSN to PhD Option Plans of Study</td>
<td>91</td>
</tr>
<tr>
<td>BSN to Doctor of Philosophy in Nursing - PhD</td>
<td>91</td>
</tr>
<tr>
<td>Advisement and Progress</td>
<td>92</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>93</td>
</tr>
<tr>
<td>Guidelines for the Conduct of PhD Candidity Exams</td>
<td>94</td>
</tr>
<tr>
<td>The Dissertation Process and Procedures</td>
<td>95</td>
</tr>
<tr>
<td>Dissertation Advisory Committee Selection</td>
<td>96</td>
</tr>
<tr>
<td>Dissertation Proposal Approval</td>
<td>96</td>
</tr>
<tr>
<td>Teaching Assistantships</td>
<td>100</td>
</tr>
<tr>
<td>PhD Appendices</td>
<td>105</td>
</tr>
<tr>
<td>PhD - Appendix A - Faculty Research Interests</td>
<td>105</td>
</tr>
<tr>
<td>PhD - Appendix B - Request for Transfer Credit Form</td>
<td>106</td>
</tr>
<tr>
<td>PhD - Appendix C – PhD Program Progress</td>
<td>107</td>
</tr>
<tr>
<td>PhD - Appendix D – Annual PhD Student Portfolio Progress Report</td>
<td>108</td>
</tr>
<tr>
<td>PhD - Appendix E – NURS 8255 Directed Research Form</td>
<td>110</td>
</tr>
<tr>
<td>PhD - Appendix F – NURS 8500 Independent Study Form</td>
<td>111</td>
</tr>
<tr>
<td>PhD - Appendix G – Application for the Candidacy Exam</td>
<td>112</td>
</tr>
<tr>
<td>PhD - Appendix H – Approval of Candidity Committee Chairperson</td>
<td>113</td>
</tr>
<tr>
<td>PhD - Appendix I – Form for Selection of Dissertation Advisory Committee Chairperson</td>
<td>114</td>
</tr>
<tr>
<td>PhD - Appendix J - Pre-Thesis or –Dissertation Research Approval Form</td>
<td>115</td>
</tr>
<tr>
<td>PhD - Appendix K - Non-Exclusive Distribution License</td>
<td>115</td>
</tr>
<tr>
<td>PhD - Appendix L – Graduate Programs Scholarship Application</td>
<td>116</td>
</tr>
<tr>
<td>PhD - Appendix M – Graduate Assistantship Contract</td>
<td>118</td>
</tr>
<tr>
<td>PhD - Appendix N - Request for Support of PhD in Nursing Student Travel for Poster or Podium Presentations</td>
<td>118</td>
</tr>
<tr>
<td>Frequently Used Campus Resources</td>
<td>121</td>
</tr>
<tr>
<td>Campus Safety / ECU Police</td>
<td>121</td>
</tr>
<tr>
<td>William E. Laupus Health Sciences Library</td>
<td>121</td>
</tr>
<tr>
<td>Joyner Library</td>
<td>121</td>
</tr>
<tr>
<td>Other University Resources</td>
<td>124</td>
</tr>
</tbody>
</table>
Introduction

East Carolina University

The Institution

To be a national model for student success, public service, and regional transformation, East Carolina University:

- Uses innovative learning strategies and delivery methods to maximize access;
- Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;
- Develops tomorrow’s leaders to serve and inspire positive change;
- Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
-Transforms health care, promotes wellness, and reduces health disparities; and
- Improves quality of life through cultural enrichment, academics, the arts, and athletics.

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.

(ECU Mission Statement, 2014)

The university is the third largest in the University of North Carolina (UNC), which consists of the state’s sixteen degree-granting public institutions and one residential high school. ECU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s, and doctoral degrees and is designated as an academic health center by the Association of American Health Centers. Governed by its own Board of Trustees which is responsible to the UNC Board of Governors, ECU offers 73 departmental certificates, 100 baccalaureate degree programs, 77 master’s degree programs, 2 specialist degree programs, 6 professional practice doctoral programs, and 15 research/scholarship doctoral programs in our professional colleges, the Thomas Harriot College of Arts and Sciences, the School of Dental Medicine, and the Brody School of Medicine. It confers more than 6,000 degrees annually, and it has approximately 155,000 living alumni. ECU has a workforce of more than 5,700, a faculty numbering more than 2,000, and operating expenses of more than $780 million.

ECU is located in the coastal region of North Carolina in Greenville, a rapidly growing city of more than 87,000 persons in Pitt County (population 172,554); it serves a large rural area. Of the 26,000-plus students enrolled at the university, 26 percent are minorities and 74 percent are white non-Hispanics. Twenty-one percent of all students are enrolled in distance education courses only. With a mission of teaching, research, and service, ECU is a dynamic institution connecting people and ideas, finding solutions to problems, and seeking the challenges of the future.

Last Modified: 5/20/14
Welcome to the Graduate Programs at East Carolina University College of Nursing. We are honored that you have chosen to continue your education at ECU. We will work with you to ensure that this endeavor is enjoyable and satisfying.

The purpose of this handbook is to facilitate your socialization to graduate study and student life in the Master of Science in Nursing, DNP and PhD programs. Please read the handbook at the beginning of your graduate program and refer back to it throughout your course of study.

The administration, staff, and faculty of the College of Nursing will be responsive to your questions and concerns. Please feel comfortable seeking assistance as needed. We are here to help you advance your nursing career, learn new skills, and foster your scholarship in the profession of nursing. Our success depends on your achievements—you are our biggest investment!

Best wishes as you pursue your advanced degree in nursing.

Sylvia T. Brown, EdD, RN, CNE
Dean and Professor
College of Nursing
College of Nursing Administrators

*Sylvia Brown,* Dean, 4205L Health Sciences Building
*Sonya R. Hardin,* Associate Dean for Graduate Programs, 3166A Health Sciences Building
*Patricia Crane,* Associate Dean for Research and Creative Activity, 4210C Health Sciences Building
*Laura Gant,* Associate Dean for Nursing Support Services, 2137 Health Sciences Building
*Robin Corbett,* Interim Department Chair, Graduate Nursing Science, 3185A Health Sciences Building
*Alta Andrews,* Director for Community Partnerships and Practice, 4205H Health Sciences Building

**Program Directors**
*Micelle Skipper,* DNP Program Director, 4165N Health Sciences Building
*Elaine Scott,* PhD Program Director, 4165S Health Sciences Building

**Concentration Directors**
*Rebecca Bagley,* Nurse Midwifery Concentration Director, 3160 Health Sciences Building
*Carolyn Horne,* Adult Gerontology and Neonatal Clinical Nurse Specialist Concentration Director, 3171 Health Sciences Building
*Amy Jnah,* Neonatal Nurse Practitioner Concentration Director
*Cheryl Kovar,* Nursing Leadership Concentration Director, 3122 Health Sciences Building
*Maura McAuliffe,* Nurse Anesthesia Concentration Director, 3112 Health Science Building
*Carol Winters,* Nursing Education Concentration Director, 2126 Health Sciences Building

**Executive Director**
*Erin Rogers,* Executive Director of Student Services, 2150F Health Sciences Building

History of the College of Nursing

The College of Nursing was created by the North Carolina General Assembly in 1959 and admitted its first undergraduate students in 1960. The College has been approved by the North Carolina Board of Nursing since 1961 and accredited by the National League for Nursing (NLNAC) from 1964 to 2010. In April 2010, the college was accredited by the Commission on Collegiate Nursing Education (CCNE) granting full approval until June 2015. Currently, the college is a member of the National League for Nursing, the American Association of Colleges of Nursing (AACN), and the Southern Council of Collegiate Education for Nursing (SREB).

Since its founding, the College of Nursing has continued to grow in numbers of faculty and enrolled students. The first class of nursing students was admitted in the fall quarter of 1960. Seventeen nursing majors graduated during commencement in 1964. In 1960, there were 25 students and three faculty members. Currently, there are over 8500 graduates from the College of Nursing employed throughout the world. Today, the College of Nursing serves over 1300 students and employs more than 140 faculty and staff.

From 1967 until 2006, the college occupied the Rivers Building complete with research and instructional facilities, including a Learning Resource Center, a Concepts Integration Lab, six classrooms and 40 faculty offices. In July 2006, the college moved to the new Health Sciences Building on the west campus. This facility has expanded the College of Nursing space to include a Learning Resource Center with 40 computer workstations and 8 Concepts Integration labs. In addition, the nursing section of the Health Sciences Building houses 12 classrooms and 125 faculty offices.

Authorization to plan a graduate program in nursing at East Carolina University was granted in 1975 by the General Administration, University of North Carolina System. The proposed Master of Science in Nursing (MSN) Program was developed and presented to the appropriate bodies for approval. Program authorization was granted in August 1977, and the first students were admitted one month later in September 1977.
Today this program remains the only Master of Science in Nursing Degree program in eastern North Carolina and offers major study concentrations in the following areas: Nursing Leadership, Adult-Gerontology Clinical Nurse Specialist, Neonatal Clinical Nurse Specialist, Adult-Gerontology Nurse Practitioner (no longer accepting applications), Family Nurse Practitioner, Neonatal Nurse Practitioner (no longer accepting applications), Nurse Anesthesia, Nurse-Midwifery, and Nursing Education. Certificate programs are available for post-master’s study in all concentrations except Family and Adult-Gerontology Nurse Practitioner.

In spring 2001, approval was received from the UNC Board of Governors to begin a PhD program in nursing. The first students were admitted in fall 2002 and the first doctoral degree was conferred in May 2005. The doctoral program has grown to over 30 students and courses are taught one day each week to meet the scheduling needs of students.

Approval was recently granted for the College of Nursing to offer the PhD in both BSN to PhD and DNP to PhD format. The purpose of the PhD in nursing is to prepare nurse researchers and scholars to explore, develop, and move forward the scientific bases of nursing practice and nursing education. Students are prepared to conduct research in the domains of nursing science and collaborate with other professionals on interdisciplinary projects. Upon graduation, students are ready to assume positions as researchers, administrators in public and private health care organizations, policy makers and analysts, and university faculty.

Approval to establish the Doctorate of Nursing Practice (DNP) Program was given by the Board of Governors on February 8, 2013. The first cohort of Post Masters DNP students began Fall 2013. The first cohort of BSN to DNP students began the program Fall 2014. The purpose of the DNP in Nursing is to prepare nurses for advanced practice roles and as clinical scholars skilled in the translation of research and other evidence into clinical practice, measurement of patient outcomes, and transformation of health care systems to ensure quality and safety. Graduates will be leaders in policy advocacy and setting national agendas.

The College of Nursing is part of the Division of Health Sciences along with the College of Allied Health Sciences, the Brody School of Medicine, the Laupus Health Sciences Library and the School of Dental Medicine. The Division is led by the Vice Chancellor for Health Sciences who is located on the first floor of the Brody Building.

### East Carolina University College of Nursing Accreditations and Approvals

- ECU College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW Suite 530, Washington, DC 20036; telephone 202-887-6791.
- ECU College of Nursing is approved by the North Carolina Board of Nursing
- The nurse anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs 222 South Prospect Avenue, Park Ridge, IL 60068; telephone 847-692-7050.
- The nurse-midwifery concentration is accredited by the Accreditation Commission for Midwifery Education (ACME) formerly called the American College of Nurse-Midwives, Division of Accreditation, 8403 Colesville Road, Suite 1550, Silver Spring, MD 20910; telephone 240-485-1802, fax 240-485-1818. website http://www.midwife.rog/acme.
Philosophy of the College of Nursing

Vision:

East Carolina University College of Nursing (ECUCON) will be nationally recognized for innovative programs in nursing education and collaborative, interdisciplinary partnerships that improve the way health care is provided in rural underserved communities as well as for research that advances nursing science. Our intent is to improve the health and well-being of citizens in the region and around the world.

Mission:

The mission of ECUCON is to serve as a national model for transforming the health of rural underserved regions through excellence and innovation in nursing education, leadership, research, scholarship and practice.

Values:

The ECUCON believes:

- All people should be treated with respect, dignity, and compassion.
- Caring relationships are the core of nursing practice.
- The profession of nursing contributes to the health and well-being of individuals, families, organizations, and communities.
- High quality education, which includes both face-to-face and online learning, transforms lives.
- Students should be prepared to actively participate in a global community.
- Nursing practice and education should occur in a diverse and inclusive environment.
- Our tradition of service learning, community engagement, and leadership provides a model for transforming the health of the region, nation, and the world.
- Knowledge development and dissemination are our responsibility and commitment.

These guiding principles form a belief system, which is foundational to our BSN, MSN and PhD programs.

Reaffirmed Nov 2013

College of Nursing Expectations for MSN, DNP & PhD Students

***It is your responsibility to become acquainted with university and College of Nursing policies, regulation, rules, guidelines and procedures and abide by them. ***


Academic Regulations are also located in the Graduate Catalog http://catalog.ecu.edu/content.php?catoid=6&navoid=378.

Procedures unique to the College of Nursing are described in this handbook.

This handbook is maintained on the College of Nursing Web site; changes in guidelines or procedures will be updated electronically.
Students should refer to the ECU homepage Quicklinks http://www.ecu.edu to access E-mail, Blackboard, Helpdesk, Academic Calendars, Saba Meeting, Pirate ID, Pirate Port, Banner, Transit, Student Stores.

Information for Adult Learners is found at online distance education options www.options.ecu.edu and information for Continuing Studies is located at the Division of Continuing Studies Homepage http://www.ecu.edu/dcs/.

Change of Name and Address

It is the obligation of each student to notify the Office of the Registrar of any change in name or address. A student may also change his/her address via Banner Self Service. Failure to do so can cause significant delay in communication with the student.

Students Serving as Witnesses to Legal Documents

It is illegal in the sovereign state of North Carolina for nursing students as well as nurses and doctors, as agents of a health agency, to witness living wills (NCGS 90-320-322). It is the procedure of ECU College of Nursing that students, graduate as well as undergraduate, are not to serve as witnesses to legal documents of any kind (wills, informed consent, living wills, etc.) while in the role of the nursing student in a clinical practicum (including health agencies, clinics, and even home visits). The exceptions to this procedure are those consents students need to obtain from clients, peers or others in order to meet educational objectives; for example, interviewing clients and obtaining research subjects’ consents.

Application for Graduation

A graduation application must be completed by the date set in the ECU academic calendar. This date is usually very early in the semester in which the student graduates. This policy is reiterated in the ECU graduate catalog. Graduation exercises are held at the end of the Fall and Spring semesters. However, degrees are conferred at the end of summer session. Summer graduates may participate in the Fall Convocation and graduation following completion of all courses.

College of Nursing Graduate Information and Procedures

Office of Student Services

The Office of Student Services is responsible for a wide array of student-related activities. The office maintains MSN, PhD and DNP student records and acts as a liaison between students and administration. This office is responsible for processing admissions and providing scholarship information. All communication to students will be via the student’s ECU email account. Each student is responsible for checking his/her email frequently.

Tuition Differential

The College of Nursing charges a tuition differential of $125 per credit hour for graduate classes in the MSN program, Post-Master’s Certificate options and the PhD and DNP programs. This revenue is used to support operational expenses, student financial aid based on financial need and/or merit, costs associated with recruiting and retaining graduate faculty, and support for student research. In addition, there is a clinical fee of $175 for each clinical/practicum course. These courses are resource intensive and necessitate a small student to faculty ratio to meet accreditation requirements.

Student Records

The Registrar’s Office of East Carolina University maintains all official grades and records of students. In the College of Nursing, the Office of Student Services, maintains official College of Nursing information, including: health information required by clinical agencies, professional liability insurance, and health insurance coverage. Reference letters and enrollment verification archived in this file along with copies of letters from faculty, administration, or the Graduate Student Affairs Committee.
The CON procedure for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act, also known as the Buckley Amendment or FERPA. This policy provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university. The policy also protects the confidentiality of personally identifiable information in student records. Faculty, administrators, and staff are not permitted to talk with family members and/or friends regarding student performance unless the student has identified the individual on the FERPA release form. The student completes the form on OneStop. The faculty or Office of Student Services can validate with the Registrar’s Office those individuals whom the student has agreed to allow sharing of academic information.

For detailed information regarding Graduate Student Educational Records and Policy on Posting Grades is provided in the Graduate Student Catalog under Academic Regulations at http://catalog.ecu.edu/content.php?catoid=6&navoid=378 - Policy_on_Posting_Grades.

Performance Standards

Performance Standards for Admission and Progression
East Carolina University College of Nursing Graduate Programs

The East Carolina University College of Nursing has interest and experience in accommodating certain disabilities without compromising the integrity of the curriculum or the academic achievement required of all students. The following performance standards describe the non-academic qualifications that the college considers essential for successful admission and progression in the nursing program. These standards have been developed upon consideration of various factors, including the minimum competencies expected of any nurse, the demands of nursing education and clinical training, and the welfare of patients who will entrust their health and lives to nursing college graduates.

Students accepted by the College of Nursing need to have sufficient abilities and skills in the core performance standards for this program listed below. The examples with each standard are not inclusive of all expected abilities and should be used only for comparative purposes by applicants and students currently enrolled in this program.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong>– abilities sufficient for effective interaction in verbal, written and nonverbal form with healthcare team members and the public.</td>
<td>Able to follow written and verbal instructions. Able to provide effective client teaching. Able to consult with other health care providers in a professional manner.</td>
</tr>
<tr>
<td><strong>Mobility</strong>- Physical abilities include standing, walking, bending, and range of motion in extremities.</td>
<td>Able to administer cardiopulmonary resuscitation, move around client rooms, work spaces, treatment areas, and maneuver in small spaces.</td>
</tr>
<tr>
<td><strong>Motor skills</strong> – gross and fine motor abilities sufficient to monitor and assess health needs.</td>
<td>Able to ambulate patients safely, administer medications intravenously, by injection, and orally. Calibrate and use equipment. Write or enter information on the patient’s record.</td>
</tr>
<tr>
<td><strong>Tactile</strong>- sufficient sensation ability for physical assessment and care</td>
<td>Able to assess a pulse, perceive temperature, and other aspects of assessment. Able to manipulate syringes.</td>
</tr>
<tr>
<td><strong>Visual</strong>- sufficient visual ability for observation and assessment necessary in care provision</td>
<td>Able to read charts, monitors, thermometers. Able to assess skin color, pupil response, wound appearance. Accurately withdraw proper amounts of injectable medications.</td>
</tr>
<tr>
<td><strong>Hearing</strong> – sufficient auditory ability to monitor and assess health needs.</td>
<td>Able to hear monitor alarms, emergency signals, a patient’s breath sounds.</td>
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<tr>
<td><strong>Personal behavior</strong>- emotional health sufficient for full</td>
<td>Demonstrate honesty, integrity and accountability.</td>
</tr>
</tbody>
</table>
utilization of intellectual abilities, effective functioning during stressful situations, ability to adhere to professional boundaries and ethical conduct in accordance with the Code of Ethics for Nurses (www.nursingworld.org) Adapt to changing patient care situations, respect client rights and avoid criminal behavior. Avoid unprofessional behaviors such as chemical dependency and abuse.

4/11/2007 approved by electronic vote of faculty

Technological assistance may compensate for deficiencies or disabilities in some of these areas, but must not compromise the fundamental role of the nurse or have the potential to jeopardize patient safety. A nursing college applicant requesting special consideration or accommodation on the basis of a disability may be requested to provide pertinent information for review by the Office of Student Services. All decisions regarding applicant requests for special consideration or accommodation will be made on an individual, applicant-by-applicant basis after careful review and thorough consideration of all relevant factors, in keeping with East Carolina University policies.

Applicants who identify a disability and request accommodations after acceptance to the College of Nursing will be referred to the ECU Department of Disability Support Services for evaluation and assistance.

Student Misconduct

CON faculty members have academic, legal, and ethical responsibilities to protect the public, health care community and property from unsafe nursing practices. It is within this context that graduate students risk disciplinary action and/or dismissal from the CON for conduct which threatens or has the potential to threaten property or the safety of a client, a family member or substitute familial person, the student him/herself, a faculty member, or other health care provider.

I. Student Awareness

Within CON courses, counseling, official information materials, and other instructional forums of the CON, students will be made aware of appropriate Nursing Practice Act, Code and Standards. All nursing students are expected to be familiar with the content of these documents and are expected to comply fully with the documents.

Unsatisfactory compliance will be reflected in the final course grade.

II. Definition: misconduct is defined as:

1. an act or specific behavior which threatens or has the potential to threaten the property or the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, the student him/herself, another student, a faculty member, or other health care provider or

2. Any act or behavior which
   a. violates the North Carolina Nursing Practice Act, Article 9 of chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90 171.44) or 90-171.37
   b. violates the Code of Ethics for Nurses of the American Nurses’ Association (available at http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses)
   c. violates the Standards of Nursing Practice of the American Nurses’ Association or
   d. constitutes nursing practice for which a student is neither authorized nor educated at the time of the incident.
III. Investigation and Evaluation of Student Clinical Misconduct

1. It is the prerogative of any faculty/preceptor who determines that a student may have demonstrated clinical misconduct to notify the student to leave the clinical setting. The faculty member will complete the CON Event Report Form (Appendix B) and notify the appropriate Director, Department Chair and/or Director within 24 hours of the event. If the clinical instructor/faculty member does not wish the student to return to the clinical setting, the following process is initiated.

2. The appropriate Director, Department Chair, and Associate Dean for Graduate Programs will investigate the incident within three school days to determine whether there are grounds for believing that violation of clinical misconduct has occurred. During this period of investigation, the faculty, Director, Department Chair and Associate Dean for Graduate Programs will collect data and obtain testimony from the student. While the investigation is conducted, the student will not participate in any clinical nursing courses.

   a. If the determination is that the violation of clinical misconduct is minor, the faculty member, in consultation with the appropriate Department Chair and the Associate Dean for Graduate Programs may prescribe remedial work or instruction for the student and the student may return to classes.

   b. If the determination is that the violation of clinical misconduct is not minor, the Director and Department Chair will notify the Associate Dean for Graduate Programs.

3. The Associate Dean for Graduate Programs will immediately notify the Graduate Student Affairs Committee (GSA) for graduate students and will provide the committee with written information prepared by the faculty member involved.

IV. Meeting Process

1. The GSA through its chairman, will thereafter notify the student, the faculty, Director, the Department Chair and the Associate Dean for Graduate Programs as to the time and place for an official meeting. The meeting will be held within five school days after the committee has been notified by the Associate Dean for Graduate Programs.

2. The GSA will hold a meeting at which time the faculty, and Department Chair and/or Director will be present and will provide documentation and other oral and written evidence regarding the incident. Because of the confidential nature of this meeting, only those invited by the chair of the committee may be present. Any member of the committee with a conflict, bias, or interest in the case must be recused. The student will have the opportunity to challenge the presence of any member of the committee on these grounds and a substitute will be appointed by the chair of the committee to replace the recused member(s). The student will have the opportunity to review any written evidence that will be used in the meeting prior to the meeting. The student will be present and will be given an opportunity to face and to examine witnesses testifying. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the incident. With prior notification of the Chair of the GSA, the student may be accompanied by a person who shall act as a non-participating observer. Minutes of the meeting proceedings (but not deliberations) will be taken and a copy available to the student upon his/her request.

3. Immediately following the factual presentation, the committee will convene in executive session to determine whether clinical misconduct has occurred and to recommend a resolution of the incident. The committee will base its recommendation only on the evidence presented at the meeting. The committee may recommend the following resolutions: no finding of clinical misconduct; finding of clinical misconduct and a reprimand to the student; remedial work, counseling or instruction for the student suspension; or dismissal from the college.

4. The committee shall make its recommendation in writing to the Associate Dean for Graduate Programs within 24 hours after the meeting. The Associate Dean for Graduate Programs will indicate agreement or non-
agreement with the committee’s recommendation based on the minutes from the meeting and report of the committee and forward to the Dean.

V. Post Meeting Process

1. The Dean may accept, reject, or modify the committee’s recommendation. The Dean’s decision will be based on the minutes from the meeting and the report of the committee and Associate Dean for Graduate Programs’ recommendation. The Dean will notify the student, the faculty member, Director, Department Chair and the Associate Dean for Graduate Programs as to the decision.

2. The decision of the Dean is final.

3. Note that dismissal from the CON does not necessarily constitute dismissal from the University.

Disruptive Academic Behavior

I. The East Carolina University and the College of Nursing is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of conduct in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of “drop” according to the applicable university policy and are eligible for tuition refund as specified in the current tuition refund policy.

II. Definitions: Disruptive Academic Conduct is defined as:

1. Any conduct that interferes with the normal conduct of instructional activities and the ability of other students to fully participate in the classroom experience. Such conduct would be considered as disruptive by any reasonable person who is unfamiliar with the specific situation.

III. Investigation and Evaluation of Disruptive Academic Behavior

1. The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. A student who engages in disruptive academic conduct will receive a private verbal warning from the course instructor. The instructor should describe the conduct of concern to the student, explain that it is inappropriate, provide an opportunity to explain his/her conduct and if appropriate, the instructor may direct the student to stop the behavior, suggest ways to modify conduct and provide notice with respect to what the student will be subject should she/he engage in the disruptive conduct in the future.

2. If the conduct continues after a verbal warning, the instructor should describe the conduct of concern to the student, explain that it is inappropriate, provide the student with an opportunity to explain his/her conduct and if appropriate will give the student a written warning indicating that the student will be removed from the course if the conduct does not cease and that the letter will be placed into the student’s educational record.

3. If the conduct persists after the written warning, the course instructor will inform the Department Chair and Concentration/Program Director. The Department Chair and Concentration/Program Director will investigate the incident within three school days to determine whether there are grounds for removal of the student from the course. During this period of investigation, the course instructor and Department Chair and Director will collect data and meet with the student. If the determination is that the disruptive behavior warrants removal from the course, the Department Chair and Concentration/Program Director will notify the Associate Dean for Graduate Programs and make a recommendation for a meeting.

4. The Associate Dean for Graduate Programs will immediately notify the College of Nursing Graduate Student
Affairs Committee (GSA) and will provide the Graduate Student Affairs Committee with written information prepared by the course instructor involved.

5. Meeting Process

a. The GSA through its chair, will thereafter notify the student, the course instructor, and Department Chair and Director as to the time and place for a meeting. The meeting will be held within five school days after the committee has been notified by the Associate Dean for Graduate Programs.

b. The GSA will hold an official meeting at which time the course instructor and Department Chair and/or director will be present and will provide documentation and other oral and written evidence regarding the incident. Because of the confidential nature of the meeting, only those invited by the chair of the committee may be present. Any member of the committee with a conflict, bias, or interest in the case must be recused. The student will have the opportunity to challenge the presence of any member of the committee on these grounds and a substitute will be appointed by the chair of the committee to replace the recused member(s). The student will have the opportunity to review any written evidence that will be used in the meeting prior to the meeting. The student will be present and will be given an opportunity to face and to examine witnesses testifying. Student also has the right call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the incident. With prior notification of the Chair of the GSA, the student may be accompanied by a person who shall act as a non-participant observer. Minutes of the meeting proceedings (but not the deliberations) will be taken and a copy available to the student upon his/her request.

c. Immediately following the factual presentation, the committee will convene in executive session to determine whether the student will be removed from the course.

d. The committee shall make its recommendation in writing to the Associate Dean for Graduate Programs within 24 hours after the meeting. The Associate Dean for Graduate Programs will indicate agreement or non-agreement with the committee’s recommendation based on the minutes from the meeting from the meeting and report of the committee and forward to the Dean.

6. Post Meeting Process

1. The Dean may accept, reject, or modify the committee’s recommendation. The Dean’s decision will be based on the transcript of the meeting and report of the Committee and the Associate Dean for Graduate Programs’ recommendation. The Dean will notify the student, course instructor, Director, Department Chair, and Associate Dean for Graduate Programs as to the decision. If it is decided to remove the student from the course, this decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The Department Chair and/or Director must promptly communicate the decision in writing to the Office of the Registrar so that the student’s schedule will be adjusted accordingly.

2. The decision by the Dean is final.

If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should immediately contact the East Carolina University Police Department for assistance.

This policy does not restrict the instructor’s prerogative to ask a disruptive student to leave an individual class session when appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the East Carolina University Student Code of Conduct.

Approved 3.4.10
Final Version 3.4.10
Substance Abuse Policy

The East Carolina University Policy on Substance Abuse details the University’s commitment to prevent substance abuse through education and counseling and its duty to discipline those members of the academic community who engage in illegal drug-related activities. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of the North Carolina laws that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as —controlled substances in the Article 5 of Chapter 90 of the North Carolina General Statutes. The policy is set forth in the Graduate Catalog, University Policies, Substance Abuse Policy [http://catalog.ecu.edu/content.php?catoid=6&navoid=341](http://catalog.ecu.edu/content.php?catoid=6&navoid=341).

Impairment and Chemical Substance Abuse

1. Rationale: Our philosophy regarding student substance abuse revolves around protecting the public’s health and assisting the student in recovery. To ensure patient safety, comply with clinical facility policies and the North Carolina Board of Nursing [21 NCAC 36.0320(d)], and assist students in recovery, the College of Nursing (CON) has adopted a substance abuse protocol.

2. The CON will be responsible for appropriately identifying and referring students who are abusing substances to [Student Health Services](http://catalog.ecu.edu/content.php?catoid=6&navoid=341) and [Center for Counseling and Student Development](http://catalog.ecu.edu/content.php?catoid=6&navoid=341). The student is accountable for his/her own recovery process.

3. Informed consent: As a condition of admission to the Nursing Program, students are required to comply with this protocol and submit a written statement of informed consent.

4. Definitions: A nursing student is any full-time or part-time student admitted to the CON which includes all degree programs. Substance abuse is the use of illegal/un-prescribed substances or alcohol that impairs performance when engaging in any learning activity: classes, laboratory and/or delivery of patient care.

5. Periodic drug screen: At any point during the curriculum the student may be required to repeat a drug screen prior to starting a clinical rotation as required by the agency.

Procedure

A. Drug Screening Program

1. Admission Drug Screen. Students admitted to the nursing program are selected for admission to the CON pending a negative drug screen. Admission may be denied or withdrawn for a positive drug screen result. The list of drugs that are tested are found in Table 1 below.

2. Procedure for drug screening. Students will be notified about drug screening after the admission letter is sent. Students must use the CON approved vendor and process for reporting drug screen results. Results will be maintained confidentially in the CON Office of Student Services. All expenses associated with drug screening are the responsibility of the student.

3. Implications of Negative Dilute Results. Should a student receive a result of negative dilute, a second urine test will be required. If the second urine test has a result of negative dilute, a blood test will be required. All expenses incurred are the student’s responsibility.

4. Implications of positive results. A drug screen will be presumed positive if any of the drugs listed are found in a blood or urine screen. Presumed positives will be confirmed by a second screen from the original sample. If the screen is determined to be positive, the student will be referred to the ECU Counseling and Student Development Office for evaluation to determine if there is presence or absence of abuse. The ECU Counseling and Student Development Office will notify the Dean of the CON of their evaluation. The results of all screens will be maintained as confidential in the CON Office of Student Services. Access will be limited to the student and the CON administrators for use in the hearing process or for readmission process.
B. Screening based on Reasonable Suspicion

1. A student may be subject to screening at any time when, in the judgment of a faculty member or preceptor, there is reasonable cause to suspect the student is impaired due to substance abuse. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the faculty member, including but not limited to:
   
a. Observed possession or use of illegal /non-prescribed substances or alcohol that impairs performance.
   b. Observed change in appearance or behavior that is reasonably interpretable as being caused by substance abuse by CON faculty or preceptor.

2. When individualized reasonable suspicion is found to exist; the faculty begins the documentation process by completing the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use Form.

3. Once reasonable suspicion is determined by a faculty member and the student has been confronted by the faculty member who documents the suspected conduct, the student will be removed from the learning environment and the faculty member will coordinate the screening procedure with Student Services or the Associate Dean for the Graduate Programs as appropriate and will refer the student to the ECU Counseling and Student Development Office for evaluation to determine if there is presence or absence of abuse. The ECU Counseling and Student Development Office will notify the Dean of the CON of their evaluation. The student is responsible for all expenses associated with drug screening. A consent and release form will be signed by the student for drug screening (Appendix E). Validated copies of the drug screen results will be sent to the CON Office of Student Services.

4. Students engaging in clinical experiences outside the usual screening center business hours will be subject to that clinical agency’s policy on substance abuse and responsible for any fees incurred associated with screening. Students must provide an official copy of results to the CON Office of Student Services.

5. Once the faculty member has confronted and removed the student from the learning environment, the faculty member shall notify the Chair and submit the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use Form to the Executive Director of Student Services or the Associate Dean for Graduate Programs.

6. The Executive Director of Student Services and the Associate Dean for Graduate Programs are responsible for ensuring the student provides the necessary drug screening documents, and informing the Administrators of the CON.

7. If illegal substance abuse is substantiated by screening, the student must agree to participate in a drug education and counseling program and pay all program fees, consent to regular drug screening and other conditions and restrictions, including community service. Refusal or failure to do so shall result in suspension from enrollment for the remaining period of probation. For second or subsequent offenses involving illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion.

C. Voluntary admission of substance abuse. Students who voluntarily report to CON faculty or administrators that they have a substance abuse problem, will be assisted by the CON Executive Director of Student Services or Associate Dean for Graduate Programs to obtain services through East Carolina University Student Health Services and/or the ECU Center for Counseling and Student Development. The CON
Executive Director of Student Services or the Associate Dean for Graduate Programs as appropriate will report voluntary admission to the CON Dean. Continued participation in the program will be at the discretion of the Dean. If a positive drug screen is obtained, the student will submit to drug screens as requested by the CON and will be suspended in a manner consistent with the applicable CON procedures and University policies.

D. Admission/Readmission after a Positive Drug Screen

A student whose admission is withdrawn or suspended from the clinical component of the CON due to a positive drug screen will be considered for readmission if among others, the following conditions are met:

1. Submit at time of reapplication to an evaluation for substance abuse by CON approved agency and complete the prescribed treatment program.

2. Submit to a drug screen prior to admission/readmission. A positive drug screen may result in ineligibility for admission/readmission.

3. Submit to random drug screens as required by CON while enrolled in the program. A positive drug screen will result in permanent dismissal from the CON.

4. Students seeking readmission must reapply in accordance with the readmission protocol in the CON Graduate Student Handbook.

E. Confidentiality of Information Concerning Drug Use

Individual test results of the drug screen will not be provided to clinical agencies. No release of information will be made without the student’s written consent, unless in response to appropriate judicial process such as a subpoena or court order.

F. Appeal Policy

The student is eligible to pursue the University Appeal policy as outlined in CON Student Handbook.

G. Consequences of Permissible Drug Use

When students are prescribed medications that may impair cognitive and/or motor functions, the CON expects the student not to attend clinical or laboratory courses, while impaired by the prescribed medication. If the faculty observes changes in appearance or behavior that is reasonably interpretable as being caused by properly used prescription medications, the student will negotiate transportation from the facility and not return to those settings until the cognitive and/or motor impairment is resolved. The student will continue to be held to the course attendance requirements. The student may be required to have a physician’s endorsement in writing that they are safe to practice nursing while taking prescribed medications before being permitted to return to clinical or laboratory setting.
Table 1. List of Drugs Tested for Abuse by Drug Screen

<table>
<thead>
<tr>
<th>Drug</th>
<th>Drug Type</th>
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</thead>
<tbody>
<tr>
<td>Alfentanil</td>
<td>Amphetamines</td>
</tr>
<tr>
<td>Butorphanol (Stadol)</td>
<td>Barbiturates</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>Benzodiazepines</td>
</tr>
<tr>
<td>Ketamine</td>
<td>Cannabinoids</td>
</tr>
<tr>
<td>MDMA (ecstasy)</td>
<td>Cocaine</td>
</tr>
<tr>
<td>Nalbuphine (Nubain)</td>
<td>Methadone</td>
</tr>
<tr>
<td>Sufentanil</td>
<td>Oxycontin (Oxycodone)</td>
</tr>
<tr>
<td>Tramadol</td>
<td>Phencyclidine</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Propoxyphene</td>
</tr>
</tbody>
</table>

Approved by College of Nursing Faculty Organization on December 6, 2007

Students Who Have Health Issues that Interfere with Academic/Clinical Performance

A. Standards

1. Nursing students are expected to maintain levels of physical and mental health consistent with North Carolina licensure requirements and comply fully with the Performance Standard as stated in the appropriate CON Graduate Student Handbook. The CON will comply fully with all applicable federal, state statutes and regulations, and University policies including but not limited to Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), etc.

B. Requirements

1. Students are required to have a complete physical exam by a licensed health care provider within 6 months of enrolling in the clinical nursing courses and submit the completed CON approved physical examination form via My Record Tracker.

2. Recognizing the possibility that a student could develop health problems that interfere with learning and safe performance in one or more nursing courses:

   a. When health problems become apparent to the student and/or faculty/preceptor (hereafter “faculty”), the student will be referred to the appropriate resources based on the nature of the health problems identified including, but not limited to, the CON Student Development and Counseling Center (SDC) Counselor in the CON (hereafter “Counselor”), Student Health Services or a
private health care provider.

b. In the event that a health problem is identified, then within one school day and after consultation with the appropriate Chair or Director, the faculty recognizing the health problem will

i. Meet with the student and provide referral in writing for evaluation by the appropriate resources.
ii. Inform the student verbally and in writing that he/she will not be allowed to continue in the specified course or courses without clearance from the appropriate resource.
iii. With appropriate written authorization from the student, clearance must be provided in writing from the appropriate referral and must state whether the student is capable of returning to class and can safely provide patient care and perform clinical activities and/or clearly specifies any restrictions placed on the student. This clearance must be in writing and presented to the appropriate Chair or Director within seven school days from the initial consultation meeting in 2b above.
iv. Counsel the student -- where appropriate – regarding the possible effect of the health problem and consequences of absence from class or clinical on the student’s grade in the specified course or courses.
v. Review with the student the progression requirements within the CON.

c. The Chair or Director, in collaboration with the appropriate faculty member(s), will monitor the status of the student during the referral process.

The College of Nursing, in collaboration with the appropriate Director and the Associate Dean for Graduate Programs and with applicable CON procedures and university policies, reserves the administrative right to withdraw a student from courses in the interest of protecting the public or property.

d. If the student does not receive appropriate health clearance, the student may not return to the specified course(s) until clearance is provided. A student may require counseling regarding the need for pursuing a possible medical withdrawal. Physical or mental health changes prohibiting return to the CON do not necessarily constitute a need for dismissal from the University.

e. Should the student’s health status improve and the time of separation from the program does not exceed one year, the student may petition the Associate Dean for Graduate Programs for re-admission into the program. The student must provide in writing medical clearance to return to nursing studies with the request for re-admission.

C. Appeal Process

1. If the student wishes to appeal the referral decision, the student may submit a request for hearing in writing within three school days (following the decision to refer) to the chair of the appropriate Graduate Student Affairs (GSA) Committee.

a. The GSA through its chair, will thereafter notify the student, the requesting faculty, the Director, the Department Chair, and the Associate Dean for Graduate Programs as to the time and place for an official meeting. The meeting will be held within five school days after the committee has been notified of the request for an appeal.

b. The GSA will hold a closed meeting (members of committee and student) at which time the appropriate faculty, Director, Department Chair, and the Associate Dean for Graduate Programs will be present and will provide documentation and other oral and written evidence regarding the change in student health
status. The student will be present and will be given an opportunity to present his/her view and the right to know all documents accepted in evidence. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the cause for referral. With prior notification of the Chair of the GSA, the student may be accompanied by a person who shall act as a non-participating observer. Minutes of the meeting will be made by the Chair and a copy available to the student upon his/her request. Immediately following the factual presentation, the committee will convene in executive session to recommend a resolution on the incident. The committee will base its recommendation on all the evidence presented at the meeting. The committee may recommend the following resolutions: no finding of significant impairment based on physical or mental health changes; finding of significant impairment based on physical or mental health changes requiring student suspension pending appropriate referral and evaluation.

c. The committee shall make its recommendation in writing to the Associate Dean for Graduate Programs with 24 hours after the meeting. The Associate Dean for Graduate Programs will indicate agreement or non-agreement with the committee’s recommendation based on the minutes of the meeting and report of the committee and forward to the Dean.

d. The Dean has final approval or disapproval of the referral decision and will inform the student, faculty, Graduate Student Affair chair, Director, Department Chair and the Associate Dean for Graduate Programs of the decision within three school days of the close of the appeal meeting.

Approved by the College of Nursing Faculty Organization on December 6, 2007

**Laptop Usage in Classrooms**

Students may use laptops during class to record class notes or for other purposes related to the class in session. When using a laptop, it must be fully charged and not require connection to an electrical outlet. This is mandatory based on fire and safety regulations. In the event that a particular computer is disruptive, the instructor has the option to require that the use of the laptop computer be discontinued. Students are requested to ask each professor prior to any voice recordings.

**Online Student Conduct**

Students are expected to communicate in a cooperative, courteous and professional manner at all times. Students should use appropriate online communications which are professional, respectful, non-threatening, and non-offensive. Students who disrupt the learning environment for others will face disciplinary action and may be dismissed from the course in a manner consistent with all applicable ECU policies and procedures. ECU policy on Academic Computer Use is found at http://www.ecu.edu/cs-itcs/policies/academicpolicy.cfm. Online students are held to the same standards of academic integrity as outlined in the ECU Student Handbook. These policies are located at: http://www.ecu.edu/cs-acad/eai/DEStudentIntegrity.cfm.

**Guidelines for Social Media Use by Nursing Students**

**Introduction**

East Carolina University has a ‘Social Media Use’ policy (regulation 08.10.02) which all employees and students are expected to be aware of and follow. The purpose of the ECU policy is ‘to help guide us’ in the professional use of online communications including web and Internet platforms. (Refer to the following link: Social Media Use).
Purpose of the College of Nursing Social Media Guidelines

The College of Nursing faculty believe we are accountable for educating students on the use of social media in their personal as well as professional lives. The federal rules (HIPAA Privacy Act and beginning in September 2013 the HITECH Act, which modifies HIPAA [Federal Register, Volume 78, Number 17 (Friday January 25, 2013/Rules and Regulations)] as they relate to clinical practice are expected to be followed by all nursing students.

Guiding Principles for Social Media Use

1. There are many benefits to using social media including networking, nurturing relationships, dissemination and discussion of nursing related education, research and practice. (ANA Fact Sheet: Navigating the World of Social Media, September 2011).
2. Students are encouraged to utilize social media with knowledge that there are also risks. These risk include the fact that information can take on a life of its own. (ANA Fact Sheet: Navigating the World of Social Media, September 2011).
3. Inaccuracies can become ‘fact.’ The public’s trust in nurses can be compromised and the ‘branding’ of self can undermine an individual’s nursing career. (ANA Fact Sheet: Navigating the World of Social Media, September 2011). You are also negatively branded by the use of slang, inappropriate language and grammar.

Guidelines for Online Professional or Personal Activity with Social Media

1. Carefully consider the criteria for approval of any person you allow access to your site. Remember anyone who accesses your site can read all information posted. (NCSBON Nursing Bulletin, Fall, Volume 7 [number 1] edition 19, 2011).
2. You are legally liable for what you post on your site and your posts on the site of others. Individual blogger has been held liable for proprietary, copyrighted, defamatory, libelous or obscene commentary (as defined by the courts). (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).
3. Think archival systems. Search engines can research posts years after the publication dates. Archival systems save information including deleted postings. (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).
4. Monitor your mood while posting. It is wise to delay posting until you are calm and clear-headed. (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).
5. You will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. Therefore social media platforms are considered inappropriate locations to provide this feedback (adopted from Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013).
6. You are ‘branding’ yourself with each posting as well as representing ECU CON and the nursing profession. (National Student Nurses’ Association, Inc. Recommendations for Social Media Usage and Marinating Privacy, Confidentiality and Professionalism, 2012).
7. Employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. (National Student Nurses’ Association, Inc., Recommendations for Social Media Usage and Marinating Privacy, Confidentiality and Professionalism, 2012).
8. Take advantage of privacy settings and seek to separate personal and professional information online. (ANA Principals for Social Networking and the Nurse, September, 2011, Silver Spring, MD).
9. Pause before you post.

Note: These guidelines are applicable to all forms of media, including newspaper, radio and TV. fe/bg: 3.22.13
ECU Health Sciences Center Smoking Policy

Students, faculty, and staff in the College of Nursing are expected to follow the smoke-free plan of the Health Sciences Campus as stated on the website: http://www.ecu.edu/cs-dhs/prospectivehealth/upload/HSDivisionSmokeFreePlan-1-2.pdf

This policy applies to all faculty, staff, students, patients and to all visitors and contractors.

Clinical Requirements

N.C. General Statute 130A-155.1 requires each college student to present a certificate of proof of immunization against “childhood illnesses.” A detailed listing of the Immunization requirements is a part of the pre-entrance health certificate which must be on file in Student Health Services. The law specifically states that unless these requirements are satisfied, a student cannot continue being enrolled in a North Carolina university or college.

Health Forms and Documentation

Student Health Services requires that the Report of Medical History form be on file prior to a student attending classes. The College of Nursing requires that the physical examination form be completed within 6 months of the start of clinical practicum experiences. Immunization records must also be updated. As part of the health information submitted, a statement from the student’s physician or practitioner must attest to his/her emotional and physical ability to carry out nursing functions. Near the bottom of page 1 of the physical form there is a block that says “Only for Students Admitted to a Health Sciences Program.” This block must be completed by the health care provider to meet a requirement of the North Carolina Board of Nursing. The documentation must be uploaded to MyRecord Tracker no later than August 1st for students admitted for the fall semester and no later than December 1st for students entering in the spring semester.

Students who are admitted to ECU just prior to entering clinical nursing courses need to send original copies of the Report of Medical History form, physical form, and immunization records to Student Health Services and upload copies to MyRecord Tracker to meet the College of Nursing requirements.

Please note: The university does not require distance education students to complete the Report of Medical History form. However, completion of this form, the physical form, and submission of immunization documentation are REQUIRED by the College of Nursing and must be on file prior to enrolling in any clinical or practicum experience.

Students must provide evidence annually of a negative test for tuberculosis (TB). A two-step PPD test or TB Gold Test are acceptable methods to indicate that a student is negative for TB. If a student has a positive PPD, the student must provide evidence of adherence to a treatment plan or the student may elect to have a chest X-ray. Documentation must be uploaded to MyRecord Tracker August 1st or December 1st.

Students are required to comply with the Center of Disease Control and Prevention (CDC) guidelines concerning prophylaxis for hepatitis B. The CDC recommends that health science students who may handle needles, syringes and/or blood more frequently than once per month, be immunized against hepatitis B.

HEP-B Titer

All nursing students that have had the Hepatitis B series (3 shots) must have a HEP-B titer completed one – two months after receiving the series. If it has been longer than 2 months since your last HEP-B immunization, you must still have your titer drawn before you can start clinical. If the titer is negative, the three injection series must be completed followed by another titer. If the second titer is negative, the student is considered a “non-responder” and no further action is required.
The State Health Director shall investigate the practice of the infected health worker and the risk of transmission. He/she shall appoint an expert review panel. Either an expert review panel appointed by the Chief, Communicable Disease Control Section, NC Department of Environment, Health, and Natural Resources or an ECU expert review panel will review the work situation and clinical condition to assess the need for alterations in job description or infection control techniques. The State Health Director shall protect the confidentiality of the infected health care worker and may disclose the worker’s infection status only when essential to conduct the investigation or periodic reviews. Under University policy, you may notify the Chairman of the Infection Control Committee and/or the Director of Prospective Health. In the College of Nursing, the student shall notify the Associate Dean for Graduate Programs.

Varicella

Students are also required to have immunizations or a titer for chicken pox (varicella). If the student’s varicella titer is negative, 2 doses of varicella vaccine are required. Please remember that a person can have chicken pox and still have a negative titer due to a “light” case. The ECU Student Health Center can draw the varicella titer. It is also necessary to make sure that you are immunized against rubella and rubeola. Tetanus/diphtheria and/or TDAP (preferred) vaccines must be current (within the past 10 years). We suggest you contact your healthcare provider or the Student Health Services to receive these important immunizations and/or titers.

HIV and/or Hepatitis B Infected Health Care Workers (Including Students)

As of October 1, 1992, the North Carolina Commission on Health Services adopted new regulations that pertain to health care workers who know themselves to be infected with HIV and/or have active hepatitis B infection (HBsAg+) = Hepatitis B surface antigen positive. The regulations establish a process to review the operative and infection control practices of certain infected health care workers. These regulations require that all health care workers who perform surgical or obstetrical procedures (vaginal deliveries or surgical entry into tissues, cavities, or organs) or dental procedures and know themselves to be infected with HIV or Hepatitis shall notify the State Health Director. Health care workers who assist in these procedures in a manner that may result in exposure of patients to Hepatitis B shall also notify the State Health Director. The notification shall be made in writing to the Chief, Communicable Disease Control Section, P.O. Box 27687, Raleigh, NC 27611-7687. Failure to follow these procedures constitutes a crime, NCGS 130A-25(a).

Immunization Waivers

Immunizations are mandated in all health care facilities. Students who are unable to receive immunizations due to medical reasons must have a physician’s order or note to cover the student. The student will still need to have a titer drawn for any immunization waived. Documentation must be uploaded to MyRecord Tracker no later than August 1st or December 1st.

JCAHO and Other Agency Requirements

In order for students to participate in agency clinical experiences students are expected to complete confidentiality, health information, and criminal background checks to comply with the agency guidelines for healthcare policies and JCAHO standards. To refuse to do so may result in the removal of a student from the setting and/or enrollment in the course. Students are expected to pay for any fees incurred for criminal background checks. The concentration director/clinical faculty will advise students of necessary requirements to be completed prior to clinical practicum experiences.

CPR Requirements

It is required that all nursing students be certified in cardiopulmonary resuscitation (CPR) through the American Heart Association. The CPR course must be a face-to-face course. The course you choose must prepare you at a provider level or professional level. When your CPR expires during enrollment, you are responsible for bringing proof of a current update to the Student Services’ office. Student Services keeps a partial list of CPR providers. Documentation of certification must be uploaded to MyRecord Tracker no later than August 1st or December 1st.
Professional Liability Insurance

All students are required to present evidence of professional liability insurance prior to enrolling in a clinical practicum. Liability insurance of $1,000,000 each claim and $3,000,000 in aggregate is required for enrollment in all clinical nursing courses. Verification of current coverage is required each year. Information about operating procedures is available in the Undergraduate and Graduate Offices of the College of Nursing.

With the exception of Nurse Anesthesia students, if a student holds professional liability insurance as a registered nurse, he/she is covered for liability during clinical experiences as an undergraduate or graduate student even though this coverage may not be explicitly stated in the policy. Nurse Anesthesia students must have nurse anesthesia student liability insurance of $1,000,000 each claim and $3,000,000 in aggregate for enrollment in all nurse anesthesia clinical courses. Information about this is provided prior to beginning clinical courses and students incur additional costs for the policy.

Nurse-Midwifery students have a separate liability insurance policy and incur additional costs for this policy. More information regarding liability insurance will be provided upon admission to the Nurse-Midwifery Concentration.

Liability insurance provided by an employer does not cover you as a student or registered nurse functioning in any other setting.

Health Insurance Plans for Students

In accordance with the University requirements, all ECU students enrolled in campus based degree seeking programs and enrolled in at least 6 hours of credit must have health insurance coverage, either through the UNC System plan, or have requested and received a waiver for personal/private insurance. Students, who have questions regarding their health insurance, should be referred to the Student Health Center’s Web site for further information.
http://www.ecu.edu/studenthealth/.

Health insurance coverage is a mandatory requirement for enrollment in the College of Nursing whether the student is enrolled in campus based or online programs.

If you elect not to carry health insurance, you must sign a waiver (Appendix G) and have it on file with the College of Nursing. This waiver can be picked up in the Office of Student Services, room 2150. The waiver includes a statement that the student is responsible for any expenses incurred if they become sick or injured and need care while in the clinical setting. Proof of health insurance or the signed waiver must be submitted to the Office of Student Services no later than August 1st or December 15th.

My Record Tracker

Clinical compliance information required for attendance in clinical is housed in My Record Tracker, an electronic record keeping system, coordinated by Student Services. Information regarding My Record Tracker will be sent by Student Services after admission and prior to enrollment in clinical courses.

Student Illness in a Clinical Facility

Regular attendance in the clinical areas is expected in all nursing courses. If an emergency situation arises (such as sudden illness), the student is required to notify the appropriate person in the clinical agency and/or the nursing faculty member as soon as possible so that patient care may be reassigned without delay. This is a professional responsibility, which must be assumed by the individual student and will be taken into consideration in the evaluation of clinical performance.

If a student becomes ill while in the clinical setting, the campus-based faculty member will allow the student to rest in a
quiet area until arrangements can be made for transportation home.

The student should report to the Student Health Center as soon as he/she returns to campus; Distance Education students should see their healthcare provider as soon as possible.

A student requiring emergency treatment while in the clinical area will be taken to the emergency room for emergency treatment only, and then transferred to the Student Health Center.

An incident report, if appropriate is to be initiated at the time of treatment (one for the agency and one for the College of Nursing). The College of Nursing incident report is to be completed and placed on file in the College of Nursing. Do not copy the Agency’s form.

**Lactation Room**

Lactation Room is located in room 4165-G. The key to this room is obtained from the CON Business office room 4205J. This room is designed to provide a private space for students and faculty.
BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIAL EXPOSURE POLICY FOR
STUDENTS, WITH CLINICAL EXPOSURES

Policy:

Student Health Services (SHS) will adapt and modify the policies and procedures of ECU Prospective Health
to evaluate students with clinical exposures to blood and other potentially infectious materials. (i.e. Nursing,
P.A., Allied Health, Sports Medicine, Recreation Services, Human Performance Lab, etc.)

BSOM medical students should contact Occupational Health Services (OHS) at Vidant Medical Center (or
the Patient Care Services Coordinator if OHS is closed) and post-exposure follow up will be conducted by
Prospective Health.

Purpose:

To insure complete and effective management and care to the students receiving exposures. For a full copy of
ECU Prospective Health’s Bloodborne Pathogen Exposure Control policy, or for listed Appendix documents,
visit http://www.ecu.edu/cs-dhs/prospectivehealth/infection.cfm and click on the “Bloodborne Pathogen
Exposure Control Plan.”

Procedure:

I. Responsibility of Academic Departments
   - Review policy with all students before clinical rotation annually
   - Ensure proper vaccination of students
   - Be aware of specific contact persons and policy for each clinical site including after hours policy

II. When an exposure occurs:
   - The student should immediately notify the supervisor or preceptor and complete appropriate
     paperwork.

   The facility policy for counseling and screening the source patient should be instituted immediately (see
   Algorithm, Appendix D, or at end of this policy). Exposures that occur at Vidant Medical Center are first
directed to contact Occupational Health Service (or the Patient Care Services Coordinator if OHS is
closed), who will ascertain risk of blood borne pathogen transfer, source patient labs and make
arrangements for PEP if the source patient is HIV positive. Students at other facilities should check with
their preceptor or clinical coordinator regarding facility policy.
III. **Student with low risk exposure should:**
- Have the following initial screening (either at clinical site or at SHS):
  - HIV antibody
  - Hepatitis B titer (surface antigen & antibody)
  - Hepatitis C antibody
  - Syphilis
- Bring the complete name and demographic information (to include DOB) on the source patient if
  the lab reports are not immediately available so that SHS may obtain lab reports from involved
  facility. Lab reports should include:
  - HIV Antibody
  - Hepatitis B Surface Antigen, Hepatitis B surface antibody, Hepatitis B core antibody
  - Hepatitis C Antibody
  - Syphilis
- Receive counseling including:
  - What constitutes exposure, protocol for determining risk
  - Responsibilities of SHS and student
  - HIV counseling protocols
  - Implications of positive and negative results
  - Reporting symptoms of febrile illness
  - Refraining from blood donation
  - Avoiding pregnancy
  - Using condoms
- Have follow-up screening.
  - 6 wks. – HIV
  - 3 mos. – HIV, Syphilis
  - 6 mos. – HIV, Hepatitis C (if source patient positive)
- Be treated for any positive tests per protocol
- Be offered PEP as soon as possible after exposure if benefit outweighs risk

IV. **Student with known HIV exposure or high risk exposure should:**
- Follow clinical site policy initially; at Vidant Medical Center, Occupational Health will ascertain risk
  and arrange for PEP if necessary. Other facilities may have specific policies as well.
-Report to SHS as soon as possible. In high risk, (PEP) may be considered up to two weeks after exposure. After hours exposure can be handled through the ED per facility policy and report to SHS the next day.
-Bring the complete name and demographic information (to include DOB) on the source patient, so that SHS may obtain lab reports from involved facility as soon as available. Lab reports should include:
  - HIV antibody
  - Most recent CD4 count
  - Viral load
  - Current and previous antiviral treatment
-Be evaluated by the SHS provider to see if the exposure meets the criteria (Appendix G) and if the source patient meets risk criteria (Appendix C). If so, PEP may be offered after consultation with ECU Infectious Disease.
-Receive counseling by SHS provider concerning:
  ✓ risks of developing communicable disease
  ✓ student’s relevant history
  ✓ side effects of medications
-Have the following labs drawn:
  - HIV Antibody
  - Hepatitis B titer (surface antigen and antibody)
  - Hepatitis C antibody
  - Syphilis
  - Serum HCG
  - Executive I
-Be scheduled by SHS for follow-up appointment with Infectious Disease.
-Receive counseling including:
  ✓ What constitutes exposure, protocol for determining risk
  ✓ Responsibilities of SHS and student
  ✓ HIV counseling protocols
  ✓ Implications of positive and negative results
  ✓ Reporting symptoms of febrile illness
  ✓ Refraining from donating blood
  ✓ Avoiding pregnancy, using condoms
-Have follow-up screening including:
  6 wks. – HIV
  3 mos. – HIV, Syphilis
  6 mos. – HIV, Hepatitis C (if source patient positive for Hepatitis C)
-Other follow up labs may be indicated per Infectious Disease to monitor for side effects of PEP
-Be treated for any positive tests per protocol
V. Billing charges may be handled through interdepartmental transferred funds where a departmental fund exists. In incidences where no departmental policy or procedure exists, the student is evaluated at SHS following the above protocols at the student’s expense.

VI. Only source patients who are ECU students may be screened and counseled at SHS. Otherwise, the involved facility/department will be responsible for approaching the source and obtaining blood specimens after consent. Options for screening would include referring the source to his family physician or the Pitt County Public Health Center (will screen for HIV and syphilis only).

VII. Lab reports for the source patient will be kept in a locked cabinet in the Tracking nurse’s office. Blood exposure hotline at Vidant Medical Center for additional assistance: 847-8500.
**Licensure Verification**

All MSN, DNP, and PhD students must provide evidence of a current non-restricted license to practice as a registered nurse (RN) in North Carolina or in a **NCSBN** compact state.

**Guidelines for Dress**

Students should contact their concentration or program directors for guidelines regarding appropriate dress.

**College of Nursing General Information**

The Student Development and Counseling Center (SDC) [http://www.ecu.edu/cs-dhs/nursing/counsel.cfm](http://www.ecu.edu/cs-dhs/nursing/counsel.cfm) is housed within the College of Nursing in room 2145-A. This office is open 8:00 a.m. to 5:00 p.m. Monday through Friday year round.

Nursing students are offered the opportunity to use academic and personal development services. Academic services offered by the SDC include small group and individual academic assessments and interventions in the areas of time management, study skills, test-taking strategies, reading skills and note-taking skills. Personal development services include stress management, anxiety management, and career exploration. Additional services, such as short term counseling, are available to students accepted into the College of Nursing. Counselors are available also to distance education students via CENTRA sessions or telephone appointments.

Strict confidentiality is maintained when a student chooses to take advantage of the counseling services available. There is no notification to the Office of Student Services of the student’s situation unless the student signs a release and requests that information be shared.

**Student Emergency Needs Fund**

The Student Emergency Needs Fund was established to aid nursing students in the event of extreme financial crisis during the academic year. Each semester, the Dean of the College makes a gift to the fund in honor of each first semester student; alumni are encouraged to contribute to the fund to help future nursing students. It is the Dean’s hope that graduates will continue to make contributions to the Student Emergency Needs Fund so that future classes will have a source of emergency funds.

Funds do not take the place of financial aid and gifts are not subject to re-payment. Emergency situations are classified as events that seriously inhibit a student’s financial ability to receive his/her nursing education. Student inquiries should be directed to the Executive Director of Student Services.

**CON Technology Team**

The College of Nursing at East Carolina University has a technology team that provides a wide variety of services to faculty, staff, and students. These services include hardware and software support for faculty and staff computers, Blackboard support for instructors and students, Web site services, multimedia support, special projects/special needs, and much more. The IT manager and the Executive Director of Support Services oversee these services. For more information about DE technology, see the related pages at the CON website at [http://www.ecu.edu/cs-dhs/nursing/tech_team.cfm](http://www.ecu.edu/cs-dhs/nursing/tech_team.cfm).
Office of Research & Creative Activity (ORCA)

The **Office of Research & Creative Activity (ORCA)** supports faculty and students who engage in projects related to the Scholarship of Discovery, Teaching, Integration, and Engagement. The Associate Dean for Research & Scholarship provides administrative oversight for the office. Graduate research assistants, a statistician, and an editorial consultant staff the office. For additional information, please call 252-744-6453. ORCA can provide you with the contact information of the research coordinator at Vidant Medical Center and provide assistance with identifying collaborators related to your research. All faculty, students, and staff that are engaged in human research are required to follow the policies and procedures described by the Office for Research Integrity & Compliance [www.ecu.edu/rgs/irb/](http://www.ecu.edu/rgs/irb/). Additional information is located under the handbook section Office for Research Integrity & Compliance.

Collaborative Research Presentation

A spring Collaborative Research Day is held annually on the last Friday of February in conjunction with Vidant Medical Center, Beta Nu Chapter of STT and EAHEC. Faculty and students are encouraged to submit posters for presentation. During fall semester, the Siegfried Lowin Visiting Scholar lectureship is held. A leading nurse scholar is invited to campus for a presentation and dialogue with students. During spring semester, the entire campus participates in **ECU Research and Creative Activity Week**. There are numerous opportunities for students to present their research during this week. Doctoral students are encouraged to submit poster and podium presentations.

Small Grants Program

Pilot awards are available through ORCA for doctoral students. Contact the Office of Research & Creative Activity (ORCA) at 252-744-6453 for application information.

Poster and Presentation Support

Staff in the ORCA can assist with formatting posters and printing. Formatting guidelines for posters are presented below. The ORCA can assist with “tweaking” the format for you but it is the student’s responsibility to develop the content and format using the guidelines.

East Carolina Center for Nursing Leadership (ECCNL)

The **East Carolina Center for Nursing Leadership** was created to serve this region and the state by fostering leadership development among undergraduate and graduate students, faculty, and practicing nurses in this area. The mission of ECCNL is to mobilize nurses to become effective partners and leaders in creating healthier communities in eastern North Carolina.

Student Representation on College of Nursing Standing Committees

College of Nursing Standing Committees call for graduate student representation, if you are interested in serving, contact your program or concentration Director for further instructions. The committee function is described in the College of Nursing Unit Code of Operations located on the Faculty Senate Homepage [http://www.ecu.edu/fsonline/](http://www.ecu.edu/fsonline/) under Academic Unit Codes of Operation, Nursing.

Research and Creative Activity Committee

(a) Membership:

- Shall consist of 6 elected faculty members and, **three students**, one from each of the following programs: undergraduate, masters, and doctoral; and the Associate Dean for Research and Creative Activity. The Associate Dean shall serve as a voting ex-officio member.
Global Health Committee (GHC)
(a) Membership:
Shall consist of 5 elected faculty members, one of whom is involved in diversity initiatives and **two students** (one undergraduate and **one graduate**).

Graduate Curriculum Committee
(a) Membership:
Shall consist of 5 elected at-large graduate faculty members, at least one shall be permanently tenured and hold an Associate or Graduate Faculty appointment, and **one graduate student**.

Graduate Student Affairs Committee
(a) Membership:
Shall consist of 3 elected Graduate Faculty members, at least one of whom holds associate or full status; the non-voting Executive Director of Student Services, and at **least one graduate student**.

**College of Nursing Convocation**

At the end of each Fall and Spring Semesters, the College of Nursing schedules a ceremony to recognize graduate students who have completed their programs of study. Summer graduates may participate in the fall convocation ceremony. Each MSN student is recognized and hooded by their concentration director. Post masters students are presented a certificate. Doctoral students are recognized at this ceremony, but hooded at the university graduation. This occasion is significant for graduates and their families/friends. Participation is encouraged.

**Nursing Organizations**

**Sigma Theta Tau International Honor Society - Beta Nu Chapter**

Beta Nu Chapter of Sigma Theta Tau International Honor Society of Nursing was established on East Carolina University’s campus in 1974.

The purpose of Sigma Theta Tau International Honor Society of Nursing is to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Graduate students must have completed at least one fourth of the required curriculum in College of Nursing courses and have a minimum grade point average of 3.5 overall in nursing to be invited for membership. Invitation to membership is extended based on criteria established by the Chapter in accordance with the national bylaws. Community leaders may be considered for membership upon the recommendation of a member of Sigma Theta Tau International with supporting evidence of leadership, creative work, support for professional standards, and commitment to scholarly nursing.

A member of Sigma Theta Tau International may transfer his or her membership by writing to the secretary of the previous Chapter or the National Headquarters to request a transfer to East Carolina University’s Chapter (Beta Nu).
American Assembly of Men in Nursing

The American Assembly of Men in Nursing [http://www.aamn.org](http://www.aamn.org) is a national organization dedicated to providing a framework for nurses to meet, discuss, and influence factors which affect men as nurses. However, membership is open to any nurse, male or female. The most important objective of AAMN is the strengthening and humanizing of health care. The East Carolina University Chapter of AAMN.

Multicultural Student Nurse Association

The Multicultural Student Nurse Association (MSNA) was organized during the 2004-05 academic college year in an effort to increase support of multicultural nursing students at East Carolina University College of Nursing. The organization addresses the concerns of minority students and faculty within the College of Nursing regarding cultural sensitivity issues and the lack of minority students that successfully finish the BSN program. BSNA became an official organization active on the campus of East Carolina University within the same year and is led by many students who are focused on recruiting more minorities into the nursing program at ECU.

Nurses Christian Fellowship

The East Carolina University chapter of Nurses Christian Fellowship (NCF) was founded in fall of 2006. The organization's primary focus is to provide a source of Christian encouragement and guidance to nursing students and nurses in the community. NCF offers Bible studies; Christian speakers, prayer times and other activities to help nurses and nursing students incorporate their faith into their practice. Our local NCF chapter is nondenominational and is officially affiliated with both the national Nurses Christian Fellowship [http://www.ncf-jcn.org](http://www.ncf-jcn.org) organization and with the East Carolina University Student Activities Center as a campus approved organization. Meeting and prayer times may vary each semester and will be announced via ECU CON advertisement venues.

MSN Concentrations

Purpose of the Master of Science in Nursing Degree Program

The Master of Science in Nursing program prepares graduates for advanced practice nursing and for leadership roles in a variety of community based or acute care provider agencies. The MSN program offers concentrations in: Nursing Leadership, Adult-Gerontology Clinical Nurse Specialist, Adult-Gerontology Nurse Practitioner (no longer accepting applications), Family Nurse Practitioner (no longer accepting applications), Neonatal Nurse Practitioner, Nurse Anesthesia, Nurse-Midwifery, and Nursing Education. Certificate programs are available for post-master’s study in all concentrations.

Objectives of the MSN Program

Graduates of this program are prepared to do the following:

1. Integrate theories and research from nursing and related disciplines to guide advanced clinical practice; to administer nursing systems; and to influence health policy decisions.
2. Demonstrate proficiency in the ability to critically test theory-based interventions in practice and to participate in studies, which advance professional practice and expand knowledge.
3. Function independently within an interdisciplinary framework to provide or direct expert care that is ethical and sensitive to the needs of a culturally diverse population.
4. Exercise nursing leadership in collaboration with professional colleagues to maintain, reformulate or refine systems of health care that are effective, efficient, and responsive to the needs of all people.
5. Demonstrate a strong professional identity characterized by a commitment to continued learning, ethical decision making, scholarly work, and the capacity to effect desirable changes.
6. Acquire a sufficient knowledge of nursing theory and research on which to base doctoral study in the discipline.
7. Integrate a global health perspective in the development of visionary solutions to health care problems for all citizens but particularly for those in rural underserved areas.

Master of Science in Nursing. The Master of Science in nursing program prepares graduates for advanced practice nursing and for leadership roles in a variety of community based or acute care provider agencies.

The MSN program offers eight (seven accepting applications) concentrations: refer to the ECU Graduate Catalog located on the Graduate School homepage http://www.ecu.edu/gradschool/ under Current Students > Graduate Catalog> select the correct year from the menu. See sample programs of study on the CON Web site at: http://www.ecu.edu/cs-dhs/nursing/masters_overview.cfm

East Carolina University Graduate School: http://www.ecu.edu/gradschool/

East Carolina University College of Nursing Curriculum Plans

- Adult-Gerontology Nursing Practitioner (no longer accepting applications)
- Adult-Gerontology Clinical Nurse Specialist (online)
- Family Nurse Practitioner (online) (no longer accepting applications)
- Neonatal Nurse Practitioner (online)
- Neonatal Clinical Nurse Specialist
  - NCNS
  - NCNS-PM
- Nurse Anesthesia
  - NA - http://www.ecu.edu/cs-dhs/nursing/crna/Plan-of-Study.cfm
  - NA-PM - http://www.ecu.edu/cs-dhs/nursing/crna/Plan-of-Study.cfm
- Nurse-Midwifery (online)
- Nursing Education (online)
- Nursing Leadership (online)

Program Prerequisites

Effective 2013, a course in statistics with a grade of “C” or higher and basic computer skills with both applications software and the internet are prerequisites for all concentrations. A course in basic accounting is a prerequisite for the Nursing Leadership Concentration.
Degree Requirements are located in **Graduate Catalog (see above)** the Depending upon the concentration area chosen within the degree program, the Master of Science in Nursing requires 36-69 s.h. credit. Concentrations are clustered as administrative, clinical, and education.

**Administrative:**
- Nursing Leadership – Acute Care Health Systems, 41 s.h.
- Nursing Leadership – Community Based Health Systems, 41 s.h.
- Nursing Leadership – Educational Systems, 41 s.h.

**Clinical:**
- Adult-Gerontology Nurse Practitioner, 46 s.h. (no longer accepting applications)
- Adult-Gerontology Clinical Nurse Specialist in Adult Health, 42 s.h.
- Family Nurse Practitioner, 50 s.h. (no longer accepting applications)
- Neonatal Clinical Nurse Specialist, 43 s.h.
- Neonatal Nurse Practitioner, 42 s.h.
- Nurse Anesthesia, 69 s.h.
- Nurse-Midwifery, 51 s.h.

**Education:**
- Nursing Education, 37-40 s.h.

**Post-MSN Certificate Programs**

Eight (seven accepting applications) post-MSN certificate options (Adult-Gerontology Nurse Practitioner (no longer accepting applications), Clinical Nurse Specialist, Family Nurse Practitioner (no longer accepting applications), Neonatal Clinical Nurse Specialist, Neonatal Nurse Practitioner, Nurse Anesthesia, Nurse-Midwifery, Nursing Leadership and Nursing Education) offer advanced practice education, qualifying those who complete the clinical options to take national certification exams. In addition, the Nursing Education Post-Master’s Certificate prepares nurses for beginning teaching roles in nursing education.

**Masters Student Progression Procedure**

In order to remain in good academic standing [with the university], graduate students must maintain a minimum cumulative GPA of 3.0 once they have a total of 9 credit hours attempted and any additional or higher academic standards established by their program of study. Students who fail to meet their program’s criteria may be placed on probation or dismissed from the program. In addition to the university requirement, students are required to earn a grade of “B” or above in the courses listed below. A student earning a grade below a “B” in any of these courses will have his/her program of study terminated.

**ADULT-GERONTOLOGY CLINICAL NURSE SPECIALIST**
- NURS 6959, NURS 6960, NURS 6961, NURS 6962, NURS 6993

**FAMILY NURSE PRACTITIONER/ADULT-GERO NURSE PRACTITIONER**
- NURS 6618, NURS 6619, NURS 6620, NURS 6622, NURS 6623 (no longer being taught)

**NEONATAL CLINICAL NURSE SPECIALIST**
- NURS 6417, NURS 6418, NURS 6419, NURS 6420, NURS 6422, NURS 6959, NURS 6960, NURS 6961, NURS 6962, NURS 6993

**NEONATAL NURSE PRACTITIONER**
- NURS 6417, NURS 6418, NURS 6419, NURS 6420, NURS 6421, NURS 6422, NURS 6423, NURS 6424, NURS 6425, NURS 6993
Students desiring to appeal a final grade should refer to the ECU Graduate Student Catalog. The grade appeal process can be accessed by clicking here.

MSN Curriculum and Sequencing

The graduate program in nursing offers a Master of Science Degree in Nursing. A minimum of 42 semester hour credits is required for the Adult-Gerontology Clinical Nurse Specialist, 41 semester hours for the Nursing Leadership concentration, 45 semester hours for the Adult-Gerontology Nurse Practitioner concentration (no longer accepting applications), 50 semester hours for the Family Nurse Practitioner concentration (no longer accepting applications), 42 semester hours for the Neonatal Nurse Practitioner concentration, 69 semester hours for the Nurse Anesthesia concentration, 51 semester hours for the Nurse-Midwifery concentration, and 37-40 semester hours for the Nursing Education concentration.

Graduate Clinical Assignments

Clinical assignments for graduate students are negotiated among the Director of the concentration, the clinical preceptor and the student. Each concentration has requirements for education and practice that the preceptor must meet as well as required practicum hours and activities. The concentration directors are responsible for verifying that an ECU CON contract exists with each clinical agency.

Travel

Students are responsible for their own transportation to clinical sites.

Attendance

Regular attendance in the clinical areas is expected in all nursing courses. If an emergency situation arises (such as sudden illness), the student is required to notify the appropriate person in the clinical agency and/or the nursing instructor/preceptor as soon as possible so that patient care may be reassigned without delay. This is a professional responsibility, which must be assumed by the individual student and will be taken into consideration in the evaluation of clinical performance.

Dress Guidelines for Concepts Integration Lab

Professional Dress for Open Laboratory Experiences: Business casual or scrubs with lab coat and ECU CON name pin.
Comprehensive Assessment

General Information

All graduate programs require students to successfully complete a comprehensive assessment. The assessment may include a comprehensive examination (written and/or oral) a research project, thesis, capstone course portfolio, and/or equivalent (ECU Graduate Catalog). The comprehensive assessment will be completed while enrolled in NURS 6993 Advanced Nursing Synthesis in the MSN program.

Purpose

The purposes of the comprehensive assessment are to assess the student’s ability to:

- Synthesize advanced knowledge from nursing and related sciences for specialized practice;
- Integrate research and theory in advanced professional practice;
- Evaluate issues that impact advanced nursing practice; and
- Communicate ideas effectively.

Guidelines

Each concentration will provide specific guidelines for completion of the comprehensive assessment to be completed in a one credit hour course the final semester of the program.

Administrative Process

Each concentration director will oversee the comprehensive assessment process that documents the students’ completion of the master program terminal objectives. This process will be completed during the student’s last semester. The student will receive a letter grade for this course.

In Case of Failure

If a student fails the comprehensive assessment, the concentration director will provide student feedback on his/her performance. The student will have the opportunity to retake the course. The student will have an opportunity revise or retake the comprehensive assessment. Failure on the second assessment will terminate the student’s graduate program.

Approved by GFO 4-23-15

Academic Advisement

Upon admission to the program each graduate student will be assigned to a Concentration Director (CD) academic advisor by the Associate Dean for Graduate Programs. This CD, a member of the East Carolina University Graduate Faculty, will be responsible for assisting the student in meeting the requirements of the program. Generally, the advisory process includes:

- An initial online or face-to-face conference with the CD to plan the overall program. The student should initiate this conference
- Contact with the CD at least once per semester; preferably during the online registration period.
- Continued regular contact with the CD, even if the student is not taking coursework during a particular semester or is engaged in a research practicum.
CDs are available to help students select cognate options, schedule and sequence courses, assist with problems in scheduling, and for referral to other university resources. Appointments should be made with the CD whenever the student has need of this type of assistance.

Specifically, the responsibilities of CDs and students are as follows:

**Concentration Director Responsibilities**

1. CD is responsible for checking
   a. Transfer credits.
   b. Credits taken outside a program in which student has been formally admitted.
   c. Credits from another degree.
   d. Credits that might be used for transfer if within the six year period in which program must be completed. (This means transfer credit cannot be more than six years old at time of graduation).
   e. Evaluation of credit from a second degree or other work that may have application for meeting program requirements.
2. CD is responsible for preparing a petition addressed to the Administrative Board, Graduate School, for consideration of credits for transfer. This action should be initiated by the CD as soon as possible after the first advisement session. Petition is signed by CD and sent to Associate Dean for Graduate Programs, College of Nursing, for approval. From this office, petition is sent to the Graduate School for action.
3. CD is responsible for program planning for the entire program at the time of initial advisement. A Program Planning Sheet should be in each student’s file; the student should have a copy for his/her own use. Program planning sheets are changed and updated as necessary.
4. CD is responsible for checking the Plan of Study when her/his advisee is within twelve hours of graduation. The CD and Advisee sign the Plan of Study. The CD and Associate Dean for Graduate Programs sign the Plan of Study. Care should be taken to make sure that courses listed on the Plan of Study are congruent with courses taken to fulfill program requirements. The Plan of Study requires that the CD verify that the Comprehensive Assessment has been successfully completed. (A statement on performance is placed in each student’s record after the results are in.).
5. CDs are responsible for advising and reviewing schedules for advisees prior to registration.

**Student Responsibilities**

1. Each student, new or continuing, has primary responsibility for assuring that he or she is completing degree requirements.
2. Keeping informed about dates and processes for on-line registration.
3. Actions on removing Incompletes.
4. Making applications for graduation, taking comprehensive exam, and for a placement in clinical practica.
5. Obtaining and completing all permits to take courses other than scheduled ones on the east campus.
6. Maintaining a current copy of the Plan of Study and making sure that course requirements are met.
7. Checking with advisor to determine needed courses.
8. Checking with Registrar at least six weeks prior to graduation; if any problems are found, the advisor and/or Associate Dean for Graduate Programs should be notified immediately.
9. Keeping one’s advisor informed about changes and/or decisions relating to pursuit of the degree. If student becomes inactive for a semester or more, he/she is expected to notify the Advisor about his/her status.
10. Submitting clinical compliance documentation by specified deadlines.
Please note:
- Official communication will be conducted via ECU student e-mail accounts.
- Student should check their e-mail frequently for announcements and information.
- All graduate students are required to save their work (papers, projects, returned exams, etc.) throughout their program in a file folder or portfolio. Faculty will periodically review the portfolio during the course of your program and at the conclusion of your courses for the purpose of outcome evaluation.

Electives

Electives are selected by the student according to the curriculum plan of each particular major concentration in the MSN program. The student’s academic advisor will recommend suitable courses from which to choose. Additional courses may be developed during the academic year. Students from different majors may enroll selected courses from other concentrations or disciplines as electives but should seek the guidance of their academic advisor first.

MSN Program Research Requirements

All Master of Science in Nursing candidates are expected to value the contribution of scholarly activities to the profession and the need to continue scholarly activities on a long-term basis. Program objectives relating to research must be met irrespective of the major culminating in the demonstration of beginning research competencies.
MSN Appendices

MSN - Appendix A – Release to Share CBC Information

Release to Share CBC Information
East Carolina University
College of Nursing

RELEASE TO SHARE BACKGROUND INFORMATION AND AGREEMENT TO REPORT FELONY OR MISDEMEANOR CONVICTIONS

By signature, I agree to provide the College of Nursing with a Criminal Background Check (CBC) for the purpose of complying with contractual requirements of clinical agencies seeking to identify and evaluate care providers who have been convicted of one or more criminal offenses before they participate in patient care. The College of Nursing has my permission, and I direct it, to share information obtained in the investigative report generated by my CBC with health care agencies to whom I have been assigned for clinical educational experiences. Only group information will be shared without my knowledge and opportunity for involvement. I further agree to report any adverse event, including felony or misdemeanor charges and convictions (excluding minor traffic related violations), which occur during my enrollment in the College of Nursing within 5 school days of occurrence.

By this agreement, I understand that:

☐ The College of Nursing will be provided a check of my background seeking information on criminal convictions for the lesser period of either the past 10 years or since my 18th birthday, in all states in which I have resided or worked.
☐ I will use the investigative agency approved by the UNC system to conduct the check;
☐ My privacy will be fully maintained throughout this process.
☐ Any information about misdemeanor or felony charges or convictions learned through this check will be discussed with me prior to my identity and history being shared with external parties.
☐ Only essential information from my CBC report may be shared with applicable agencies.
☐ Should the College of Nursing need to reveal my identity and CBC findings to a clinical agency, I have the right to submit information to the College for inclusion in the transmittal.
☐ The College of Nursing agrees to use my information for the sole purpose of securing placement for educational experiences in any clinical agency.
☐ My failure to permit the sharing of this information will result in the inability of the College of Nursing to secure suitable clinical placement for me, thus rendering me unable to complete my nursing degree program at East Carolina University.
☐ I must report felony or misdemeanor or felony charges and convictions which occur during my enrollment within 5 school days of occurrence to the Executive Director of Student Services.
☐ Failure to report any future misdemeanor or felony charges and convictions in a timely and complete manner will constitute a violation of the academic integrity code.
☐ Failure to report requisite information may constitute grounds for dismissal.
☐ I have the right to appeal administrative actions taken as a result of information obtained in my CBC by submitting a written statement of appeal to the Assistant to the Dean for Student Rights and Responsibilities.

RETAIN A COPY FOR YOUR RECORDS

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID</td>
<td>Date</td>
</tr>
</tbody>
</table>

41
MSN - Appendix B - Event Report Form

Guide For Use of Event Report Forms

The following form is to be utilized whenever an event occurs during clinical experience. Blank copies of the event report are available from the Department Chairs, in the faculty handbook and on the College of Nursing Exchange Web site.

Steps:

1. Follow Agency Policy for reporting events.

2. Fill out one College of Nursing event report form for all occurrences, which fit the following definition.

* Definition: An event is any happening in which injures or has the potential to injure a patient/client, a student or any other individual.
* Those events prevented by some intervention do not need to be reported on this form.

3. Counsel student regarding event. Report treatment received for student injuries. Be sure student is seen at Student Health Services or by a provider.

4. If the event is a possible “Blood Exposure” The Clinical Coordinator is notified immediately for follow-up.

5. Turn in form to your Department Chair /Associate Dean no later than 1700 hours the next school day.

6. The form is then filed in the central file located in the Dean’s Office.

7. Based on the Faculty member’s judgment, this event may be considered in the clinical evaluation of the student but any written discussion should be free of confidential information and should make no reference to the event report.
Complete one copy for the central file. No other copies are to be made or retained. Follow the attached guide.

<table>
<thead>
<tr>
<th>Student Legal Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID #</td>
<td>Time</td>
</tr>
<tr>
<td>Agency</td>
<td>Unit</td>
</tr>
</tbody>
</table>

**For Completion by Student:**

Specific event: Give detailed description of situation and circumstances surrounding incident. Use pertinent history but *do not* use patient identifiers such as name, room number, address, Medical Record (MR) number etc.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
For Completion by Student and /or Faculty:

Action: Include reporting of event and sequelae. If student injured, state how injured and treatment received and by whom.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature

Date

6/24/09

Approved Edits by Executive Committee

Faculty Signature

Date
Instructions – Drug Screen

Students must be authorized first before they are able to complete this process.

1. Click the link below or paste it into your browser: [http://www.applicationstation.com](http://www.applicationstation.com)
2. Enter the Code: **ECUNURSING-SCREEN** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create a new account.
4. Follow the instructions on the Application Station web site to complete your drug screen.
5. Print the “YOUR ORDER IS COMPLETE” page and read the instructions provided.

The following items will need to accompany you to the clinic:

- Identification
- Account Number provided on your “Your Order is Complete” notice.
- Test Coded also provided on your "Your Order is Complete” notice.
- **Within one hour of completion of your lab**, please call Certiphi Screening (a division of Vertical Screen) at (800) 803-7859. The lab will give you a copy of your chain of custody form, please have this on hand when you call Certiphi.

6. Results will be available within 72 business hours. Please log back into your Certiphi profile to upload your results to MyRecordTracker.

Greenville Location:

**LabCorp**
2253 Stantonsburg Rd.
Greenville, NC 27834
252-758-1493
Monday - Friday
10:00 AM – 11:30AM
1:00 PM - 4:00 PM

If you have technical issues visiting the Application Station site, please contact Application Station Support at: 888-291-1369 x2006. Once you have contacted Certiphi for a location in your area, you may schedule an appointment at your local LabCorp at:

[https://www.labcorp.com/wps/portal/patient/findalab](https://www.labcorp.com/wps/portal/patient/findalab)

If you are outside of the immediate Greenville, NC area, please contact Certiphi Screening at (800)803-7859 for collection clinic locations.
To: _______________________________________________________
    (Name of Student)

From: _______________________________________________________
      (Faculty, College of Nursing)

Re: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the East Carolina University College of Nursing Program, you are to report for drug screening as outlined by the substance abuse protocol no later than __________ (time) on ____________ (date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with

a. the procedures established by the East Carolina University College of Nursing Program.

b. your signed consent to the provisions of the protocol and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

Office of Student Services
College of Nursing
East Carolina University
Greenville, North Carolina 27858

______________________________  ______________________________
Nursing Student Signature       Date and time

______________________________  ______________________________
Faculty Signature               Date and time
**MSN - Appendix E - Physical Exam Form**

**ECU College of Nursing**

**Physical Examination Form**

To be completed and signed by Physician, Physician’s Assistant, or Nurse Practitioner.  
(Please print in black ink.)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Area Code/Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>TPR</th>
<th>BP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

**Vision:**
- Corrected Right 20/____ Left 20/____
- Uncorrected Right 20/____ Left 20/____

**Color Blind:**
- Yes _____ No _____
(Please check)

**Hearing:**
- (gross) Right_____ Left_____
- 15 ft. Right_____ Left_____

Are there abnormalities?

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>Description (attach additional sheets if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Head, Ears, Nose, Throat

Eyes

Respiratory

Cardiovascular

Gastrointestinal

Hernia

Genitourinary

Musculoskeletal

Metabolic/Endocrine

Neuropsychiatric

Skin

Mammary

Is there loss or seriously impaired function of any paired organs? Yes____ No_____

Explain

Is student under treatment for any medical or emotional condition? Yes____ No_____

Explain

Recommendation for physical activity (physical education, intramurals, etc.) Unlimited______ Limited______

Explain

Is student physically and emotionally healthy? Yes____ No_____

Explain
### Immunization Record

**To be completed and signed by physician or clinic. A complete immunization record from a physician or clinic may be attached to this form. (Please print in black ink.)**

<table>
<thead>
<tr>
<th>Immunization Item</th>
<th>Month/day/year</th>
<th>Month/day/year</th>
<th>Month/day/year</th>
<th>Month/day/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of DTP and Td</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TDAP/Adacel Vaccine <em>(REQUIRED)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza Vaccine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>MMR (after first birthday)</em></td>
<td></td>
<td></td>
<td>***Titer Date/Result</td>
<td></td>
</tr>
<tr>
<td>MR (after first birthday)</td>
<td></td>
<td></td>
<td>***Titer Date/Result</td>
<td></td>
</tr>
<tr>
<td>Measles (after first birthday)</td>
<td></td>
<td></td>
<td>***Titer Date/Result</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td>***Titer Date/Result</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td></td>
<td>***Titer Date/Result</td>
<td></td>
</tr>
<tr>
<td><strong>Varicella Series of two doses OR</strong></td>
<td>Month/day/year</td>
<td>Month/day/year</td>
<td>***Titer Date &amp; Result</td>
<td></td>
</tr>
<tr>
<td>*<strong>Varicella titer Result</strong></td>
<td>Month/day/year</td>
<td>***Results</td>
<td>PPD 1 Placement Date</td>
<td>Read Date (mms)</td>
</tr>
<tr>
<td><strong>QTF – Quantiferon test (TB GOLD)</strong> <em>(Attach Lab Report)</em></td>
<td>Month/day/year</td>
<td>***Results</td>
<td>PPD 2 Placement Date</td>
<td>Read Date (mms)</td>
</tr>
<tr>
<td>Chest X-ray, if positive PPD <em>(Attach X-Ray results)</em></td>
<td>Month/day/year</td>
<td>***Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B series</td>
<td>Month/day/year</td>
<td>Month/day/year</td>
<td>Month/day/year</td>
<td>***Hep-B Titer</td>
</tr>
<tr>
<td>If Hepatitis B titer <em>(AB Surface)</em> is negative, complete 2nd series of 3 vaccines and a final titer</td>
<td>Month/day/year</td>
<td>Month/day/year</td>
<td>Month/day/year</td>
<td>***Hep-B Titer</td>
</tr>
</tbody>
</table>

**Signature or Clinic Stamp REQUIRED:**

**Signature of Physician/Physician Assistant/Nurse Practitioner** ____________________________ **Date** __________

**Print Name of Physician/Physician Assistant/Nurse Practitioner** ____________________________ **Area Code/Phone Number** ____________________________

<table>
<thead>
<tr>
<th>Office Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

* Must repeat Rubeola (measles) vaccine if received prior to 12 months of age. History of physician-diagnosed measles disease is acceptable, but must have signed statement from physician.

** Only laboratory proof of immunity to rubella, mumps, and varicella is acceptable if the vaccine is not taken. History of rubella, mumps, and varicella disease, even from a physician, is not acceptable.

*** Attach lab reports.
Name of Student: ______________________________________________________________

Home Address: ________________________________________________________________

Phone number: ________________________________________________________________

Banner ID:

(To Be Signed By Student)

I hereby give permission to the College of Nursing at East Carolina University and Vidant Medical Center to prepare, use, reproduce, publish, exhibit my name, picture, likeness, or voice, or any or all of them for use by, including but not limited to, the news media, and the department in their public relations, educational programs and department/university website on the internet. Any photograph, photo transparency, drawing or other illustrative graphic material, audio-visual tape or audio-visual illustration may be used without my prior examination of the finished product.

I have crossed out, dated and initialed any exceptions to this consent waiver and release form.

I hereby waive my rights to privacy in connection with consent above given and I hereby release, discharge, and agree to hold harmless all the parties to whom this consent is given from any liability whatsoever and agree that this consent and waiver will not be made the basis of a future claim of any kind.

_________________________  __________________________
Signature                Date

PURPOSE: (Complete only if student is giving consent for a specific one-time use.)

Upload this document to MyRecordTracker
I understand that health insurance coverage is strongly recommended by the East Carolina University College of Nursing for students enrolled in the nursing program. I also understand that if I become sick or injured and need care while in the clinical area, I will be responsible for any expense incurred.

____________________________________
Print Name

____________________________________
Signature

____________________________________
Date
The pin (as described below) is available for purchase through the ECU Student Stores. The pin is available in 10K gold, gold-filled and sterling silver. A guard with MSN is also available for attachment. Each semester the Student Stores posts notice of the deadline for ordering on bulletin boards with the College of Nursing. Master's of Science in Nursing graduates are welcome and, in fact, encouraged to wear the college pin.

Description of College Pin

The pin for the College of Nursing of East Carolina University was designed by the students and they described the design as follows:

“It is based on a modified shield of trust and is taken from the East Carolina University seal. Nursing is based on trust. Curled around the bottom of the shield is a ribbon bearing the name of the College and the degree awarded. The shield has three points. These stand for three of the characteristics of a good nurse: love, mercy, and understanding. The pin is divided into four sections, three across the top and one at the bottom. In the upper left hand corner is the world. The globe is a never-ending circle which shows the type of service we hope to render. In the upper right hand corner is an open book and a quill and an inkpot. The book is the book of knowledge. The quill and the inkpot are the symbols of a learned person and the arts. In the center section is the caduceus with an ‘N,’ which is the symbol for nursing, as well as the founding date of the College of Nursing. The Florence Nightingale lamp which symbolized service and light is at the bottom. In the flame of the lamp is a ruby which represents a vibrant life. Each nurse should be a vibrant person full of energy. Across the center of the pin is the university motto ‘Servire,’ which means to serve. ‘We are a part of our university, and it is appropriate that we use the university motto as our goal in life.’ Through its symbols the pin represents worldwide service through knowledge.”
Independent Study (NURS 6500)/Selected Topics Form (NURS 6006)
Reading and Research in Nursing (NURS 6521)

1. Student:__________________________________  Banner ID Number:________________________________________

2. Independent Study (NURS 6500) ______
   Selected Topics (NURS 6006) ______
   Readings and Research in Nursing (NURS 6521) ______

3. Term to be offered:____________________   Credit Hours:________

4. Faculty Director:____________________________________________________________________________
   (SIGNATURE)  (DATE)

5. Title of Independent Study / Selected Topic / Readings and Research in Nursing

6. Purpose Statement:

7. Objectives:

8. Plan of Activities: (include number of class/clinical/seminar sessions, length of sessions, etc.)

9. Evaluation Methods: (Criteria for assessment)

Copies:  Student
         Faculty Member
         Associate Dean for Graduate Programs
DNP Program

The Doctor of Nursing Practice (DNP) degree is a practice-focused terminal degree earned by specialists in advanced nursing practice. The DNP focuses on developing nursing experts in translating and applying research findings in clinical practice. Graduates of our DNP program are prepared as nurse leaders in inter-professional health care teams and work to improve systems of care, patient outcomes, quality and safety. Our DNP program is a hybrid model. The curriculum is offered in a distance education format with limited campus requirements. All clinical placement rotations are completed in North Carolina. Two pathways exist to enter the DNP program at the ECU College of Nursing: the post-master’s DNP and the BSN to DNP.

The post-master’s DNP curriculum is a 36 semester-hour curriculum designed for those who have already earned a MSN and are credentialed in one of the four advanced practice RN (APRN). The post-master’s DNP curriculum expands the master's level competencies of the APRN: to encompass the knowledge required of nurse leaders in increasingly complex healthcare systems; to assess published, evidence-informed practice; to improve systems of care; to improve healthcare outcomes; and to make changes which enhance quality of care. The BSN to DNP curriculum is a 73 to 75 semester-hour curriculum that prepares nurses for entry into advanced practice. The curriculum is designed for students who have earned a bachelor's (or higher) degree in nursing, and who now wish to pursue a DNP with an advanced nursing practice specialty focus of either Adult Gerontology Primary Care Nurse Practitioner (AGNP) or a Family Nurse Practitioner (FNP). The AGNP program of study requires 73 semester hours, inclusive of 896 clinical practice hours, and the FNP program of study requires 75 semester hours, inclusive of 896 clinical practice hours.

DNP Program Purpose

The purpose of the DNP in Nursing is to prepare nurses for advanced practice roles and as clinical scholars skilled in the translation of research and other evidence into clinical practice, measurement of patient outcomes, and transformation of health care systems to ensure quality and safety. Graduates will be leaders in policy advocacy and setting national agendas.

DNP Program Emphasis

The emphasis of the DNP in Nursing Program at East Carolina College of Nursing is to prepare advanced practice nurse leaders in interprofessional health care teams and work to improve systems of care, patient outcomes, quality and safety. The location and mission of the College as well as the expertise of the faculty provide a unique opportunity for the discovery of knowledge related to nursing and health issues in rural underserved areas. The faculty is committed to individualized, interdisciplinary education based on the student's interests and career goals.

DNP Program Objectives

The program outcomes of the DNP program reflect integration and application of the knowledge and skills obtained in the program. At the completion of the program the DNP graduate will be able to:

1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.
2. Demonstrate organizational and systems leadership for quality improvement in health care systems.
3. Apply clinical scholarship and analytical methods to evidence-based practice.
4. Use information systems technology and patient care technology to improve and transform health care.
5. Demonstrate leadership in health care policy for advocacy in health care.
Collaborate with inter-professional teams to improve patient and population health outcomes through the application of evidence-based health resources. 12-19-13

Campus Requirements

Post-master’s DNP

Post-master’s DNP students can expect 4 executive on-campus sessions (2-3 days per session; September, February, June, and September). The on-campus sessions are scheduled the first three days of the second full week of the second month of each semester.

BSN to DNP

Additional campus time is required for BSN to DNP students to provide skill building and evaluation processes to ensure assimilation and application clinical knowledge for entry level into advanced practice nursing in a safe and appropriate manner. BSN to DNP students can expect a minimum of 12 required campus visits over the full BSN to DNP program of study. Students will be notified with ample time to arrange obligations to meet these campus requirements. Campus visits are required for the following courses in the prescribed program of study:

1. NURS 6610  
   o Four one-day visits for standardized evaluation
2. NURS 8118(Fall)  
   o Four-day visit for DNP Intensive #1 and skill building first week of the fall semester/August.
   o One OSCE Evaluation mid-semester
3. NURS 8119 and NURS 6622  
   o Four-day visit for DNP Intensive #2 and skill building the first three days of the second week February.
   o One OSCE Evaluation mid-semester
4. NURS 8120, 8123  
   o Three-day (DNP Intensive #3) the first three days of the second week of June
   o One OSCE Evaluation mid-semester
5. NURS 8124  
   o Three-day DNP Intensive #4
   o One OSCE Evaluation mid-semester

Clinical Placement Process

A great deal of behind-the-scenes work occurs to support your clinical experiences. Dr. Alta Andrews, Credentials Director for Community Partnerships and Practice, has administrative oversight of all clinical partnerships. Ms. June Brown is the clinical placement coordinator for the AGNP and FNP options. Please follow Ms. Brown’s specific guidance in securing the best clinical assignment for clinical rotations.

While we make every effort to negotiate clinical rotations in students’ preferred site, clinical placement decisions ultimately rest with the faculty. We are committed to ensuring an appropriate clinical experience that will meet program objectives, and ensure the clinical requirements for certifying examination. All clinical placements associated with the BSN to DNP program are completed in North Carolina.
Adult Gerontology Nurse Practitioner Clinical Rotations (896 Clinical Hours)

1. **Fall**—N8118 (112 clinical hours): Advanced Practice Nursing Practicum I: Primary Care of Adults (Under the direct supervision of onsite clinical preceptors, provides outpatient, community-based primary healthcare to adult clients including those in culturally diverse urban or rural families i.e. family practice, internal medicine, gerontology/long-term care, combined urgent care/family practice.)

2. **Spring**—N8122 (224 clinical hours): Advanced Practice Nursing Practicum II: Care of Older Adults with Acute and Chronic Illnesses (Under the supervision of onsite clinical preceptors, provides healthcare to culturally diverse older adults with acute and chronic illnesses. i.e. long-term care, family practice or internal medicine specializing in Gerontology.)

3. **Fall**-N8123 (224 clinical hours): Advanced Practice Nursing Practicum III: Specialty Care of Adults/Geriatrics (Intensive clinical experience synthesizing theory and research in clinical practice. Under the supervision of on-site clinical preceptors, provides healthcare to culturally diverse adult clients with complex illnesses in a specialty population i.e. cardiology, neurology, palliative care, nephrology, urology, dermatology)

4. **Summer/Spring**-N8124 (336 clinical hours): Advanced Practice Nursing Practicum IV: Primary Care Clinical Residency (Final intensive clinical experience. In-depth application and synthesis of theory and research in clinical practice based on the knowledge and skills learned in previous courses. Under supervision of the onsite clinical preceptors, provides primary healthcare and/or chronic disease management to individuals and families in a variety of clinical settings.)

*NOTE:* AGNP Students must complete 50 hrs. of women's health (GYN) as part of the 112 clinical hours required for N8118 hours

Family Nurse Practitioner Clinical Rotations (896 Clinical Hours)

1. **Fall**—N8118 (112 clinical hours): Advanced Practice Nursing Practicum I: Primary Care of Adults (Under the direct supervision of onsite clinical preceptors, provides outpatient, community-based primary healthcare to adult clients including those in culturally diverse urban or rural families i.e. family practice, internal medicine, gerontology/long-term care, combined urgent care/family practice.)

2. **Spring**—N8119 (224 clinical hours): Advanced Practice Nursing Practicum II: Obstetrics and Pediatrics. (Under the direct supervision of on-site clinical preceptors, provides primary healthcare to obstetrical and pediatric clients, including those in culturally diverse urban or rural families)
   - 112 Pediatric Clinical Hours (in primary care pediatric setting)
   - 112 OB GYN Clinical Hours (in women’s health&/or OB settings)

3. **Summer**—N8120 (224 clinical hours): Advanced Practice Nursing Practicum III: Synthesis in Primary Care (Under the direct supervision of on-site clinical preceptors, provides primary and chronic healthcare to individuals and families, including those in culturally diverse urban and rural ambulatory settings in Family Practice Setting)

4. **Spring**-N8124 (336 clinical hours): Advanced Practice Nursing Practicum IV: Primary Care Clinical Residency (Final intensive clinical experience. In-depth application and synthesis of theory and research in clinical practice based on the knowledge and skills learned in previous courses. Under supervision of the onsite clinical preceptors, provides primary healthcare and/or chronic disease management to individuals and families in a variety of clinical settings.)

*NOTE:* FNP Students must complete 50 hrs. of Geriatrics (age ≥ 65 yrs. old) as part of the 112 clinical hours required for N8118 hours. AHEC honorarium is not available for N8122 & N8123. AHEC honorarium for N8124 is in process and cannot be guaranteed at this time.
DNP Program Academic Regulations

IRB Requirement

The DNP in nursing program requires all DNP students to complete the IRB training prior to the beginning of scholarly projects. Copies of the certificate of completion are forwarded to the College of Nursing’s Office of Student Services DNP Program office for the student file. All studies involving human subjects that are completed by students must be reviewed by the ECU UMCIRB (University Medical Center Institutional Review Board) in addition to IRB review at the institution where the study is conducted. NOTE: If a student has a study approved by a hospital IRB (other than Vidant) and they do the study as part for course credit, it still needs to be approved by our IRB.

Any student who interrupts his or her graduate program by not registering for courses on or off campus during any one semester of the regular academic year must apply for readmission before being allowed to resume graduate work. See ECU Graduate Catalog for readmission procedures.

The office will notify students of the early registration period dates so that students can meet with their academic advisors to plan schedules. If a student is registering for directed research or independent study coursework, the appropriate form, including the faculty member of record and the students’ signatures, should be included on the form before it is sent to the DNP office. This form must be completed before registering for directed research.

If a student and his/her academic advisor agree that a student needs to take coursework outside of the College of Nursing, the department offering the course will need to process the registration. It is the student’s responsibility to contact the appropriate department to secure any special permission necessary to be registered for the course. The student then advises the College of Nursing’s DNP Program office when the non-nursing course has been added to his/her schedule. Students and their academic advisors should respect the University calendar and meet registration deadlines.

DNP Programs of Study

Students are required to complete a minimum of 36 semester hours beyond the master’s degree. A minimum of 12 scholarly practicum credit hours divided over 4-5 semesters, depending on the complexity of the project are included in these requirements. As in other programs of doctoral study, students in this program may expect to enroll in more than the minimum required credit hours and to be aware that study opportunities that focus on particular areas of study are in addition to the basic program requirements. Additional study is individualized and depends on the student’s background and graduate preparation as well as the employment role identified as a career focus. This program of study enrolls both full- and part-time students. Students are expected to closely adhere to the plan of study, as courses are offered once a year. To deviate from the plan of study will mean a delay of one or more semesters before course enrollment is again possible.

The Post-master’s DNP

The post-master’s DNP curriculum is a 36 semester-hour curriculum designed for those who are already have an earned MSN and are credentialed in one of the four APRN roles. The post-master’s DNP curriculum expands the competencies of the APRN from the master’s level to encompass knowledge required as nurse leaders in increasingly complex healthcare systems to assess published evidence informing practice, improve systems of care to improve healthcare outcomes, and to make changes to enhance the quality of care.

Example Curriculum Plans are located on the CON Web site: http://www.ecu.edu/cs-dhs/nursing/dnp/curriculum.cfm
Scholarly Practicum:

In order to achieve the DNP competencies, a minimum of 1,000 hours of practice post-baccalaureate as part of a supervised academic program. Supervised clinical practice hours from previous MSN programs of study can be included in these required practice hours. Practice experiences are designed to help students achieve specific learning objectives related to the DNP Essentials and specialty competencies. These experiences are designed to provide systematic opportunities for feedback and reflection. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful student engagement within practice environments. The DNP program is designed to include four Scholarly Practicum courses that guide the scholarly project development. The scholarly practicum is designed to ensure a minimum of 400 practice hours over four semesters. These hours may or may not include direct clinical practicum hours, depending on the nature of the scholarly practicum project.

BSN to DNP

BSN to DNP Optional Curricular Plans

The BSN to DNP in nursing option provides the choice of two clinical tract options: Adult Gerontology Nurse Practitioner or Family Nurse Practitioner. The American Association of Colleges of Nursing has recommended that the entry level to advanced practice nursing should be at the doctoral level by 2015.

The BSN to DNP curriculum is a 73 to 75 semester-hour curriculum that prepares nurses for entry into advanced practice. The curriculum is designed for students who have earned a bachelor's (or higher) degree in nursing, and who now wish to pursue a DNP with an advanced nursing practice specialty focus of either Adult Gerontology Nurse Practitioner (AGNP) or a Family Nurse Practitioner (FNP). The AGNP program of study requires 73 semester hours inclusive of 896 clinical practice hours while the FNP program of study requires 75 semester hours inclusive of 896 clinical practice hours.

Example Curriculum Plans

Curriculum plans are located on the CON website. [http://www.ecu.edu/cs-dhs/nursing/dnp/curriculum.cfm](http://www.ecu.edu/cs-dhs/nursing/dnp/curriculum.cfm)

Resolution of Incompletes

All doctoral students must resolve incomplete coursework within one semester after receiving the incomplete in order to ensure timely progression through their plan of study. If a student needs to receive an incomplete he/she should promptly meet with the instructor to arrange an appropriate timeline for completion of the coursework. Under extenuating circumstances and with the permission of the instructor, the student may be granted permission to follow the ECU procedure and have a full year to resolve the incomplete.

Grading System for Scholarly Project Courses

The class is graded on a “S/U” basis. An "S" evaluation must be obtained for student participation to receive a passing grade for each progressive scholarly project course.

Elective Courses

Electives (6000 level or above) may be required in beyond the basic DNP core curriculum that supports the area of interest, project focus or role development. Students considering a career in academia/teaching will need to take additional 9 credit hours in curriculum development and pedagogy.
1. 6903. Curriculum Development in Nursing (3) Formerly NURS 6400  
   Foundations, principles, and contemporary issues related to curriculum development in nursing education.
2. 6904. Educational Concepts, Theories, and Strategies in Nursing (3)  
P/C: NURS 6903 or consent of instructor. Explores learning theories and educational strategies used by nurse educators.
3. 6905. Nursing Education Role Practicum I (3)  
P: NURS 6904 or consent of instructor; P/C: NURS 6909 or consent of instructor. Guided practicum with nurse educators in academic and health care settings.
4. 6909. Evaluation in Nursing Education (3)  
P: NURS 6903 or consent of instructor; P/C: NURS 6904 or consent of instructor. Focuses on evaluation of students, faculty, curricula, and programs in nursing education.

Elective hours will give the student more flexibility in selecting course work to support the scholarly project. Discuss possible disciplines for elective courses with your academic advisor. Disciplines to consider for electives are Gerontology (GERO), Public Health (MPH), Public Administration (PADM), Psychology (PSYC), Sociology (SOCL), Speech, Language, and Hearing Sciences (CSDI), Community Health (COHE), Health and Human Performance (EXSS and HLTH), Management (MGMT), Adult Education (ADED), Educational Leadership (LEED), Child Development and Family Relations (CDFR), Social Work (SOCW), and Microbiology and Immunology (MCBI).

**Example Electives in other disciplines:**

ADED 6307 Proposal Writing for Grants and Contracts (3)  
ADED 6240 Effective College Teaching (3)  
ADED 6445 Introduction to Adult and Community Education (3)  
COHE 6000 Health Care Systems and Problems (3)  
EDTC 6010 Introduction to Instructional Technology (3)  
ENGL 7712 Grant and Proposal Writing (3)  
ENGL 7730 Issues in Technical Communication (3)  
LEED 7415 Introduction to Internal Evaluation in Education (3)  
LEED 7521/7522 Directed Readings in Educational Leadership (4)  
PADM 6100 Politics and Management in Public Agencies (3)  
PADM 6110 Human Resource Management in Public Agencies (3)  
PADM 6160 Public Procedure Formulation and Implementation (3)  
MGMT 6802 Organizational Behavior (3)  
MGMT 6832 Human Resources (3)  
MPH 6013 Behavioral Sciences and Health Education (3)  
MPH 6035 Interdisciplinary Rural Health (3)

**Example Electives in Nursing:**

NURS 6035 Interdisciplinary Rural Health (3)  
NURS 6971 Health Procedure (3)  
NURS 7100 Qualitative Project: Analysis and Interpretation (3)  
NURS 7271 Complementary and Alternative Therapies in Nursing Practice (3)

**Plans of Study and Style of Delivery**

The DNP program accommodates both full and part-time students. Core courses are offered once each year in either the fall, spring or summer semester in a distance education format. Electives project may be offered online or with other styles of delivery. Example Plans of Study are located at the CON webpage:
Advisement and Progression

Academic Advising

1. First year students are advised by the DNP program director until an advisor is assigned. Academic advisors work with students as they progress through their program of study; help them identify project ideas for scholarly projects, electives, or independent study for their learning.
2. The advisor and the student complete the Annual Progress Report Form each spring; send a copy to the DNP program office.

Scholarly Project

Scholarly Project Advising

The scholarly project is culmination of the knowledge gained in the DNP courses. The primary objective of these projects is the improvement of healthcare outcomes in the practice setting. These evidence based projects may include changes in the healthcare delivery system, organizational changes that impact healthcare at the local, regional and national level and legislation and health care policies that reduce healthcare disparities.

Students will fully identify their project during the first semester scholarly project course (see project plan below) and continue to develop it through subsequent scholarly project courses. The project must be completed before graduation.

To complete the scholarly project, each student will be assigned a faculty mentor. The student will also have a practice partner(s) who will collaborate with the faculty mentor and student on the scholarly project. The practice partner will:

1. Assist the student in selecting goals that support the objectives of the DNP program.
2. Guide the student in the development and acquisition of leadership skills required for the project.
3. Meet with the student regularly and provide feedback.
4. Support completion of the scholarly project and communicate as needed with the scholarly project faculty.

The DNP scholarly project plan will include:

Overview of the project.

- Problem statement and background information.
- The need and feasibility of the project including market/risk analysis.
- Project objectives.
- Evaluation plan with methodology and measures included.
- Timeframe that is reasonable and comprehensive.
- Budget (if applicable) with funding sources identified.

Types of DNP projects:

- System modification for quality improvement processes.
- Analyze a state or national health care policy and propose a change in the model or implementation of policy.
- Develop and implement information technologies to improve outcomes.
• Compare care and teaching models, potential cost savings, and outcomes.
• Design and evaluate health care or health education programs.
• Lead interprofessional collaborative projects to implement regional, state, or national policy and evaluate care models.
• Lead consumer and professional coalition projects to develop, implement or evaluate programs.

To meet graduation requirements, the scholarly project will include:

Podium presentation of the completed project at a regional, state or national professional conference at the completion of the fourth scholarly project course.

A submitted manuscript of the completed project to a peer reviewed professional journal at the completion of the fourth scholarly project course.

An executive summary of the completed project submitted to the scholarly project faculty and scholarly project mentor at the completion of the fourth scholarly project.

Completed final written report of the scholarly practicum project approved by the Scholarly Practicum Committee and DNP Program Director uploaded into UMB.

Process for selecting a scholarly project chair:

Students select a scholarly project chair with consultation of program director from among the approved Graduate Faculty Project by the end of their first scholarly project practicum. The scholarly project advisor advises the student for the completion of the scholarly project and the remaining program requirements.

The scholarly project advisor and student work together on development of the proposal, selection of committee members, scheduling meeting for approval of the proposal, review of the scholarly project progress, and scholarly project defense.

The DNP Scholarly Project Committee: Roles and Responsibilities

With the proliferation of Doctor of Nursing Practice (DNP) programs, university faculty members are experiencing increasing requests for participation in DNP scholarly project committees. Faculty educational preparation varies, including the PhD, DNP, DNSc, ND, and EdD. The expectations for completion of these degrees are also varied and faculty may have limited, if any, experience with DNP scholarly project committee membership. This document will review the key roles and expectations of DNP committee membership to guide faculty as they facilitate DNP student success.

The DNP Program is designed to meet the American Association of Colleges of Nursing Essentials of Doctoral Education for Advanced Practice Nursing (2006) included below. The DNP Scholarly Project is the students’ representation of successful attainment of these essentials.

DNP Essentials I - VIII

Essential I: Scientific Underpinning

Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.

Use science-based theories and concepts to:

a. Determine the nature and significance of health and health care delivery phenomena;
b. Describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate; and
c. evaluates outcomes.
d. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines
Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking

Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences.

Ensure accountability for quality of healthcare and patient safety for populations with whom they work.

a. Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems.
b. Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery.
c. Develop and/or monitor budgets for practice initiatives.
d. Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes.
e. Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers.
f. Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research.

Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice

Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice.

Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.

Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.

Apply relevant findings to develop practice guidelines and improve practice and the practice environment.

Use information technology and research methods appropriately to:

a. collect appropriate and accurate data to generate evidence for nursing practice
b. inform and guide the design of data bases that generate meaningful evidence for nursing practice
c. analyze data from practice
d. design evidence-based interventions
e. predict and analyze outcomes
f. examine patterns of behavior and outcomes
g. identify gaps in evidence for practice

Function as a practice specialist/consultant in collaborative knowledge-generating research.

Disseminate findings from evidence-based practice and research to improve healthcare outcomes

Essential IV: Information Systems/Technology and Patient Care Technology for the
**Improvement and Transformation of Health Care**

Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.

Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology.

Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases.

Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.

Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.

**Essential V: Health Care Policy for Advocacy in Health Care**

Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.

Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.

Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes.

Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes.

Advocate for the nursing profession within the policy and healthcare communities.

Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.

Advocate for social justice, equity, and ethical policies within all healthcare arenas.

**Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

Lead interprofessional teams in the analysis of complex practice and organizational issues.

Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.

**Essential VII: Clinical Prevention and Population Health for Improving the Nation’s Health**

Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.
Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.

Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.

**Essential VIII: Advanced Nursing Practice**

Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.

Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.

Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.

Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

Guide, mentor, and support other nurses to achieve excellence in nursing practice.

Educate and guide individuals and groups through complex health and situational transitions.

Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

Additionally, the National Organization for Nurse Practitioner Faculties also established core Nurse Practitioner Competencies that must be attained in the BSN to DNP program. These additional NONPF competencies do not apply to the MSN to DNP program.

**The Scholarly Project**

Faculty participation in DNP scholarly project committees is essential to the success of the DNP student. While the structure and function may be similar to other doctorate educational degree dissertation committees, differences do exist. Faculty considering serving on a DNP scholarly project committee must understand the key differences between the traditional dissertation and the scholarly project. The scholarly project does not model the traditional research dissertation although both do provide intellectual contributions to healthcare and are equally rigorous within their own context. The DNP project focuses on the application of available evidence in clinical practice and is typically of a more narrow focus than a dissertation. These projects may include application and evaluation of clinical practice guidelines, system evaluations and recommendations for improvement, and critical evaluation of available evidence with identification of gaps in knowledge related to a particular clinical practice. Key questions that should be considered include the following:

Is there a contribution to comprehensive quality health care?

Are there specific benefits for a group, population, community, or policy?

Does the project advance nursing practice at the local, state, national, or global level?

The DNP program is designed to include four Scholarly Practicum courses that guide the scholarly project development. The faculty members within these courses are experts in the DNP process and will aid the students and committee members in the development and design of the scholarly project. There are established course outcomes and deliverables for each of the four
courses designed to promote the completion of the scholarly project within the established plan of study. Students must accomplish the established course objectives and expectations before progressing to the next course. The committee members and the faculty will support the students’ success through collaboration and advisement. The required textbook for the Scholarly Practicum courses, The Doctor of Nursing Practice Scholarly Project: A Framework for Success (Moran, Burson, & Conrad, 2014) is an excellent resource for committee members and can be accessed electronically upon request.

**Scholarly Project Committee Requirements**

Faculty chairing or professionals serving on a DNP scholarly project committees **must** have appropriate faculty status and/or academic and professional qualifications as defined in the **Faculty Manual**. Students must obtain approval from the DNP Program Director for all committee members. The faculty leading the DNP Scholarly Practicum courses will help students identify faculty/experts who are eligible to serve as scholarly project chairs.

**College of Nursing Criteria for Scholarly project Committee Chair/Committees**

A. **Criteria for faculty members to serve as Chairperson of DNP Student Scholarly Project Committee:**
   1. Member of the Graduate Faculty in the College of Nursing
   2. Has an earned doctoral degree in nursing.

B. **Criteria for faculty member to serve as committee member of DNP student scholarly project committee include the following:**
   1. Member of the Faculty in the Health Sciences Division
   2. University rank of Clinical Assistant Professor or above
   3. Has earned a doctoral degree
   4. Has expertise in the content/or methods area of the student’s intended project

C. **Criteria for non-faculty member to serve as committee member of a DNP student scholarly project committee include the following:**
   1. Demonstrated expertise in the content or method area of the student’s intended project.
   2. Has earned a Masters or Doctoral degree
   3. Persons external to the university serving as one of the three primary members of the scholarly project committee must have expertise relevant to the scholarly project content.
   4. Current Adjunct Graduate Faculty members will continue on as such until their terms expire, at which time they may apply to serve on theses/scholarly project committees as external committee members. There will not be any new adjunct committee member appointments.
   5. Ad-hoc committee members external to the University may serve without additional qualifications as long as at least two members of the committee have the appropriate faculty status as described above.
   6. To request an external member be appointed to a graduate student’s thesis/scholarly project advisory committee, the Program Director will notify the Graduate school. The committee members approval of the external member, along with the approval of the Graduate Program Director, and a copy of the person’s CV must be attached. The dean of the Graduate School then considers the request, and will send a letter granting external member status when approved.

**Scholarly Project Committee Selection**

The faculty assigned to lead the Scholarly Practicum I course will act as the scholarly project advisor. Once a student enrolls in the Scholarly Practicum I course, the student will work with the course faculty to select a Scholarly Practicum chairperson and files the **Form for Selection of Scholarly Project Committee Chairperson** in the DNP Program office. The committee chairperson will facilitate the scholarly project completion in collaboration with the Scholarly Practicum Faculty and DNP
Program Director. The students’ academic advising responsibilities will be retained by the full time DNP program faculty as assigned by the DNP Program Director.

The scholarly project committee chair will assist the student in selecting two other members for the committee, one of whom may be from outside the College of Nursing. The membership of the committee must be approved by the Graduate School. The student and scholarly project committee chair are responsible for filing the Form for Notification of Proposed Scholarly project Topic and Approval of Scholarly Project Committee in the DNP Program Office who then will forward to the Graduate School for the Dean’s approval (approval generally takes one to two weeks). The DNP Program Office will notify the student and the committee chair when the committee membership and proposed topic form has been approved by the Graduate School.

Scholarly Project Proposal Approval

When the student and the scholarly project chairperson agree that the proposal is ready and the committee membership has been approved, the student and the chair convene the committee to approve the candidate’s proposal before scholarly project begins. Once changes have been approved by the chair and/or the committee members and before beginning the project, the DNP Program Director will review each scholarly project and either approve the project or return for additional revisions. All scholarly project forms, papers, and presentations will be submitted through the respective Scholarly Practicum Course in Blackboard. Additionally, the student must complete the Human Subjects requirements (if applicable). It is the scholarly project chair and members of the committee who counsel the student’s project program, critique the scholarly project throughout the process of completing the scholarly project, and conduct the final scholarly project defense with the guidance of the DNP Program Director. Successful attainment of the Scholarly Practicum courses’ objectives and progression through the Scholarly Practicum courses will be approved first by the committee chair and then by the DNP Program Director.

Summary of the Steps of the Scholarly Project Process and Procedure

1. Identify the chairperson for your scholarly project committee and turn in Selection of Scholarly Project Committee Chairperson Form to the DNP Program Office.
2. Collaborate with your chairperson to complete the development of your proposal until the chairperson says your proposal is ready to go to committee for the proposal meeting.
3. Collaborate with your chairperson to identify the members of your scholarly project committee and turn the Proposed Scholarly project Topic and Committee members Form in to the DNP Office for approval of the committee by the DNP Program Director.
4. The DNP Program Office forwards a copy of the form listing the committee members to the Dean of the Graduate School for approval.
5. When the chairperson agrees that the proposal is ready, the proposal goes to each member of your committee.
6. Allow the committee members an adequate amount of time (a week or two is suggested) to review the proposal while you are scheduling and firming up the date for the proposal meeting.
7. Collaborate with the chair and the members of the committee to set the date for a meeting of the committee to review your proposal.
8. Make any changes the committee members and chairperson agree need to be made in the proposal and submit the DNP Scholarly Project Abstract form to the Scholarly Practicum faculty of record, who will then forward to the DNP Program Director for review.
9. Once the approval of your proposal has been obtained, you are now ready to complete the IRB forms for project with human subjects (if appropriate).
10. Collaborate with your chairperson and the other members of your committee to complete the proposed project when approved.
11. Prepare and edit drafts of the written scholarly project until the chairperson approves it, then forward to the members of the committee.
12. Schedule the defense of the scholarly project and presentation to the University community.
Successful DNP education is a process that requires detailed planning, collaboration, and ongoing open communication as a team effort. The student will need guidance but committee members and faculty must remember that the project belongs to the student. All involved must ensure the ownership of intellectual property is protected and remains with the student. Through support and collaboration, the DNP student can emerge as a leader and change agent for health care quality.

**Scholarly Practicum Courses Deliverables**

**Scholarly Practicum I—80 Practicum hours minimum**

Evaluative method:
1. Complete a preliminary draft of the following DNP project:
   a. Problem statement and rationale
   b. Process and outcome objectives
   c. Project plan
   d. Evaluation strategies
   e. Timeline

The course grade will be based on written activities supporting the completion of course objectives as outlined. The written activities will be evaluated by DNP faculty on a pass/fail basis. An “R” evaluation must be obtained for student participation to receive a passing grade for the course. The final project proposal must be completed and approved by DNP faculty before passing this class and being eligible to proceed to Scholarly Practicum II.

**Scholarly Practicum II—100 Practicum hours minimum**

1. Expansion of Scholarly Practicum I Project
   a. Purpose statement
   b. Integration of Marketing Plan and Financial Plan
2. Tools and Evaluation Strategies
   a. Applicable Tools for implementation and evaluation
   b. Applicable Measures for implementation and evaluation
3. Executive Summary
   a. Research Abstract
   b. Sustaining Change

**Project implementation may begin in this semester based on student progress**

**Scholarly Practicum III—100 Practicum hours minimum**

1. Implement DNP project.
2. Develop strategies to address barriers related to implementation of innovation in practice.
3. Employ effective communication and change theories in practice.
4. Develop a dissemination plan for the scholarly practicum project.
5. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.
6. Facilitate individuals and groups through complex health and situational transitions.

**Scholarly Practicum IV—120 Practicum hours minimum**

Completion of this scholarly practicum course requires:
1. Podium presentation of the completed project.
2. Submitted manuscript including results of the scholarly practicum project to a peer reviewed professional
3. Completed final written report of the scholarly practicum project approved by the Scholarly Practicum Committee and DNP Program Director.

*Project Presentation: Students are expected to present their scholarly practicum project proposals. A visual presentation will be prepared and students will verbally present a short overview of their projects.

*Dissemination Plan: There are multiple avenues available to present and publish various elements of scholarly practicum projects. A written dissemination plan will be completed identifying aspects of the project that can be presented or published. Students will also identify potential conferences and journals as vehicles to disseminate their projects.

The nursing faculty Scholarly Practicum Committee chair, practice partner/preceptor, and Program Director will sign the DNP Scholarly practicum Project Completion Form which signifies that the scholarly practicum project meets the requirements for graduation from the DNP program.

The class is graded on a “Q/R” basis. An "R" evaluation must be obtained for student participation to receive a passing grade for the course. A “R” evaluation will be based upon successful completion of the student’s presentation, completion of a written manuscript for submission to a peer reviewed professional journal, and submission of an approved final written project report.

**Progression**

As students progress through the DNP Program they are encouraged to develop updated vitae and their Annual Progress Reports. Student progress is evaluated at the end of each semester by the academic advisor who is responsible for notifying the DNP program director if a student’s academic status is in jeopardy. At the end of each academic year, the student and the academic advisor meet regarding the student’s progress in the program.

At the end of each academic year the student and academic advisor will meet to review the Annual Progress Report. This report documents the student’s academic and scholarly project accomplishments. The advisor and the student discuss the student’s progress and plans for the next year. A copy of the Annual Progress Report is forwarded to the DNP program office in May (prior to the end of the semester) and is retained in the student’s file as well as the student and advisor’s files.

A record of progression through the requirements of the DNP program is maintained by recording the dates on the Milestone List. This list and other forms needed by DNP students throughout their progression are available in the APPENDICES at the end of this handbook and online at www.ecu.edu/nursing.

**Scholarly Project Process and Procedures**

ECU’s instructions and guidelines for preparation and submission of electronic theses and scholarly projects may be found at: http://www.ecu.edu/cs-acad/gradschool/ETD.cfm . Students may direct individual questions concerning formatting and the submission process to the Graduate School Administrative Support at 252-328-5792 or e-mail Dr. Belinda Patterson, Associate Dean at trippm@ecu.edu .

**Scholarly Project Committee Requirements**

67
Faculty chairing or serving on a scholarly project committees must have appropriate graduate faculty status as defined in the ECU Faculty Manual. Students must meet with their advisor and/or the DNP Program director to identify faculty who are eligible to serve as scholarly project chairs.

1. Persons external to the university serving as one of the three primary members of a committee must have expertise relevant to the scholarly project content.
2. To request an external member be appointed to a graduate student’s thesis/scholarly project advisory committee, the Program Director will notify the Graduate school. The committee members approval of the external member, along with the approval of the Graduate Program Director, and a copy of the person’s CV must be attached. The dean of the Graduate School then considers the request, and will send a letter granting external member status when approved.
3. Current Adjunct Graduate Faculty members will continue on as such until their terms expire, at which time they may apply to serve on theses/scholarly project committees as external committee members. There are no new adjunct committee member appointments.
4. Ad-hoc committee members external to the University may serve without additional qualifications as long as at least two members of the committee have the appropriate graduate status as described above.

Scholarly Project Committee Chair/Committees

D. Criteria for faculty members to serve as Chairperson of DNP Student scholarly project committees:
   1. Member of the Graduate Faculty in the College of Nursing
   2. Has an earned doctoral degree

E. Criteria for faculty member to serve as committee member of DNP student scholarly project committees include the following:
   1. Member of the Graduate Faculty in the College of Nursing
   2. College of Nursing rank of Clinical Assistant Professor or above.
   3. Has expertise in the content/or methods area of the student’s intended study

Scholarly Project Advisory Committee Selection

Once a student has chosen the scholarly project has identified as scholarly project idea, s/he selects a scholarly project advisory chairperson and files the Form for Selection of Scholarly project Advisory Committee Chairperson in the DNP Program office. After appointment by the program director, the scholarly project advisory committee chair assumes responsibility for advisement for the remainder of the student’s program.

The scholarly project advisory committee chair will assist the student in selecting two other members for the committee, one of whom may be from outside the College of Nursing. The membership of the committee must be approved by the Graduate School. The student and scholarly project committee chair are responsible for filing the Form for Notification of Proposed Scholarly project Topic and Approval of Scholarly project Advisory Committee in the DNP Program Office who then will forward to the Graduate School for the Dean’s approval (approval generally takes one to two weeks). The DNP Program Office will notify the student and the committee chair when the committee membership and proposed topic form has been approved by the Graduate School.
Scholarly Project Format

Each doctoral student conducts project that adds to the body of nursing knowledge, and communicates that project in a written scholarly project.

The Graduate School has specific guidelines for the presentation and writing of the thesis or scholarly project. The Graduate School requires a specific page order and formatting of each page. See "Required Elements of Theses/Dissertations," (http://www.ecu.edu/cs-acad/gradschool/Required-Elements-of-Theses-and-Dissertations.cfm) for the suggested page order and examples of pages for the scholarly project or thesis. The components to be included in any given thesis or scholarly project should be determined by mutual agreement between the student and his/her advisory committee. For each component of the thesis there is a prepared format to ensure that the student complies. This site has prepared templates formatted according to Graduate School guidelines. These are to be used as samples. It is the responsibility of each student to 1) follow the guidelines of the Graduate School for the elements of the scholarly project and 2) attend a workshop on Graduate School thesis/scholarly project submission (electronic or hardcopy). See www.ecu.edu/gradschool for a copy of the specific guidelines and schedule of workshops.

East Carolina University Graduate School Requirements Related to Scholarly Project

1. Required elements in order of placement:
   a. Abstract (required)
   b. Blank page (required)
   c. Title page (required)
   d. Copyright page (required)
   e. Signature page (required)
   f. Dedication (optional)
   g. Acknowledgement (optional)
   h. Table of Contents (required)
   i. List of Tables/Figures (as appropriate)
   j. List of Symbols/Abbreviations (as appropriate)
   k. Preface (optional)
   l. Text (body of thesis or scholarly project)
   m. References (required)
   n. Appendix A (IRB or IACUC Approval letters required if human subjects or animals used)
   o. Appendix B (as appropriate)
   p. Blank page

2. The DNP in nursing program uses the most recent edition of APA Manual of Style that provides specific guidelines for preparing the scholarly project.
   a. Podium presentation of the completed project.
   b. Submitted manuscript including results of the scholarly practicum project to a peer reviewed professional journal.

3. Completed final written report of the scholarly practicum project approved by the Scholarly Practicum Committee and DNP Program Director.
   a. In addition to the body of the scholarly project, Appendices such as the IRB approval for each study, instruments (unless they are copyrighted), and other Appendices determined by the committee are included.
   b. Submit the NON-EXCLUSIVE DISTRIBUTION LICENSE. See Appendix H.
i. Final approval of the scholarly project rests with the student’s scholarly project advisory committee.

ii. The Graduate Student Graduation Summary form is completed and filed with the Graduate School during the semester of anticipated graduation according to the Graduate School deadline. This form is available at [www.ecu.edu/gradschool](http://www.ecu.edu/gradschool).

iii. Information about deadlines for completion and submission of the scholarly project including guidelines for electronic scholarly project submission and for all other paperwork related to completion of the degree is available in the *Graduate Catalog*, which is also available online at [www.ecu.edu/gradschool](http://www.ecu.edu/gradschool).

Once the student has successfully completed the written component of the scholarly project, s/he defends the scholarly project orally to the scholarly project advisory committee and presents the scholarly project in a public forum. The grade of “U” for unsatisfactory or “R” for completion is determined by the committee and the chairperson notifies the Director of the DNP program. The DNP program office notifies the Dean of the Graduate School to award the degree.

**Time Limits for Completion of Scholarly Project**

The DNP degree program must be completed before the end of the twelfth semester (6 years) excluding summers, following initial enrollment. With endorsement of the student’s scholarly project committee and the director of the DNP program, a student may request an extension of two semesters (one year).

**Scholarships**

The College of Nursing has a number of scholarships to be awarded each year and several of them can be awarded to doctoral students. These scholarships have been made available by donors and have identified specific criteria for the award of their scholarship so the committee requests complete information on the College of Nursing Scholarship Application. Recipients of these scholarships are invited to participate in a reception for donors to meet recipients. Recipients unable to attend the reception are required to submit a picture to be shown during the ceremony. The application deadline for the following fall is April so recipients can be notified of their scholarship before the end of the academic year each spring.

There are numerous other sources of scholarships such as nursing organizations such as [NC Foundation for Nursing](http://www.ncfoundation.org) (NCNA non-profit foundation), specialty nursing organizations such as Nurse Practitioners and [NC State Education Assistance Authority](http://www.ncsseaa.org) for those interested in careers in academe. There are funds to apply for minority applicants such as African American and American Indian.

Each year the CON receives a Federal Nurse Trainee Grant for Federal Nurse Traineeships and the application is sent out with a short turn-around so be on the alert each summer and return the application by the deadline. The traineeships are awarded late summer/early fall for the current academic year.

Finally, there is an emergency fund for students experiencing unexpected hardships. Contact Mrs. Erin Rogers in student services for additional information.

**Student Travel Assistance**

Generally the College of Nursing, with the assistance of the ECU Graduate School, provides travel assistance to doctoral students who are making poster or podium presentations at scholarly conferences. When budget restrictions allow, students may receive support one time during each academic year. Students must request assistance as soon as they are notified of abstract acceptance. If approved, after attending the conference students submit travel documentation and receipts to the DNP Program Office to process the travel forms and reimbursement.
DNP Appendices

DNP - Appendix A - Faculty Research Interests

Faculty Research/Creative Activity Interests

Diana K. Bond, Nursing education, nursing faculty shortage, nursing faculty development

Robin Webb Corbett, Women's Health - pica in pg, weight gain in pg/PP and perinatal outcomes, menopause and then separately CV Health (by default - family members)

Patricia Crane, Cardiovascular Disease, Secondary Prevention, Biobehavioral studies, Cytokines, Fatigue, Depression

Connie Dewees, Nurse-midwifery workforce issues; historical research on midwifery; factors associated with successful midwifery practices

Lou Everette, Steppfamilies., Using Art to Express Emotion, qualitative research.

Patricia Fazzone, Domestic violence, substance abuse and mental health: co-occurring issues, Military nurses/healthcare /spiritual care providers and reintegration issues, Violence and psychiatric/behavioral sequelae

Laura Gantt, Emergency nursing, Use of simulation in education, Simulation workforce development

Sonya Renae Hardin, Research Interest-Cardiovascular Disease; Geriatrics; Critical Care; Culture; Technology Innovation

Candace Harrington, Chronic Heart Failure in Frail Older Adults, End-of-Life Care, Advanced Practice Nursing Curriculum for Primary Care of Adults

Carolyn Horne, Vascular disease, Amputation Pain, Patient Education

Barbara Kellam, Atypical sound reduction among hospitalized premature infants, Explicating Stein's phenomenology apart from Husserl.

Debra Kosko, Inter-professional education, Global health; HIV/AIDS, Health policy

Nanette Lavoie-Vaughan, Dementia, Interventions for Behavioral Problems in Dementia, Caregiver Stress and Education, Preventing Resident on Staff Violence in Long-term care

Maura McAuliffe, General and regional anesthesia, international advanced nursing practice, advanced practice nursing education, perioperative communication and safety
Connie Mullinix, Nurses in State Legislature and impact on public policy. Nurses on hospital boards.

Annette Peery, Nursing education, children with type 1 diabetes, chronic sorrow

Lecia Wooten Reardon, Colorectal cancer screening (CRC) high risk populations, provider knowledge of cancer screening guidelines (NP focused), Barriers to CRC screening

Pamela Reis, Inter-professional education, mindfulness during pregnancy, use of self-care/preventive health measures in ethnic minority women

Mary Ann Rose, Obese Patients and Pressure Ulcer Prevention, Safety, and Transitions of Care.

Elaine Scott, Leadership development and theory, transitions, patient and nursing outcomes, the impact of polarities, conflict, change and complexity on organizational and inter-professional behavior. Quantitative and qualitative methods, and the innovative use of large data sets.

Michelle Taylor Skipper, Pregnancy Counseling with Adolescents, Contraception, Faith-Based Mission Work with New Nurse Practitioner Graduates

Jan Tillman, Inter-professional practice, access to primary care, motivational interviewing

Tomika Williams, Older Adults, Long-Term Care, Physical Activity

Carol Winters, Nursing education, online learning and teaching, nurse faculty mentored leadership
DNP - Appendix B – Request for Transfer Credit Form
(DEGREE AND NON-DEGREE)
EAST CAROLINA UNIVERSITY
THE GRADUATE SCHOOL

Name_____________________________________ ECU ID ____________________

School/Department_____________ Semester/Session Admitted______________

Degree student is pursuing _______ Program of Study _________________________

Minimum Number of hours required for this degree______ (e.g., 30, 36, etc.)

How many hours of transfer credit have already granted for this student:
Non-degree credit from ECU?_______ From other accredited institutions?_______

CHECK BELOW ALL THAT APPLY & LIST THE COURSE INFORMATION.
SEE PAGE TWO OF FORM FOR INFORMATION GOVERNING TRANSFER CREDIT.

☐ This request is for course(s) TAKEN AT ANOTHER ACCREDITED INSTITUTION.
   (NOTE: An official transcript from the other institution showing the courses MUST be attached)

☐ This request is for course(s) TO BE TAKEN AT ANOTHER ACCREDITED INSTITUTION.
   (NOTE: An official transcript from the other institution showing the completion of the course MUST be sent to the Graduate School before credit will be given)

☐ This request is for NON DEGREE COURSE(S) TAKEN at ECU
   (NOTE: Use this request only for course credit over the 9 sh of non-degree credit already allowed)

<table>
<thead>
<tr>
<th>Institution Where Taken</th>
<th>Course Prefix &amp; Number</th>
<th>Credit Hours</th>
<th>Year &amp; Term Completed</th>
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</table>

(Signature & Date) of Chairperson or Authorized Official

GRADUATE SCHOOL USE ONLY

☐ Approved ☐ Disapproved

(Signature & Date) Dean or Associate Dean of Graduate School

cc: Registrar
Department (The department should also give a copy to the student)
Graduate School
Up to 20% of the credit hours in a non-doctoral program may be earned in a different but regionally accredited institution. NO CREDIT HOURS COMPLETED AS PART OF AN EARNED GRADUATE DEGREE CAN BE COUNTED TOWARD A SECOND MASTER’S DEGREE. Transfer of graduate level course work must be approved by the chair or other authorized unit official and the Dean or Associate Dean of the Graduate School. Refer to the Graduate Catalog for more details. SUBMISSION OF OFFICIAL TRANSCRIPT(S) FOR NON ECU WORK IS THE STUDENT’S RESPONSIBILITY. PETITIONS WITHOUT A TRANSCRIPT WILL NOT BE CONSIDERED.

Number of Transfer Hours Allowed From Other Accredited Institutions

For a

- 30-33 hour graduate program  only 6 s.h. are allowed
- 36-39 hour graduate program  only 7 s.h.
- 42 hour graduate program  only 8 s.h.
- 45-48 hour graduate program  only 9 s.h.
- 51-54 hour graduate program  only 10 s.h.
- 57 hour graduate program  only 11 s.h.
- 60 hour graduate program  only 12 s.h.
<table>
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<tr>
<th>Milestone</th>
<th>Date Completed</th>
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<tr>
<td>Admission to the program</td>
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<tr>
<td>Completion of required course work</td>
<td></td>
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<tr>
<td>Selection of doctoral scholarly project chairperson</td>
<td></td>
</tr>
<tr>
<td>Selection of scholarly project committee members</td>
<td></td>
</tr>
<tr>
<td>Scholarly project proposal approved by committee</td>
<td></td>
</tr>
<tr>
<td>Human subjects approval of research plan by UMCIRB (if applicable)</td>
<td></td>
</tr>
<tr>
<td>University Application for graduation filed</td>
<td></td>
</tr>
<tr>
<td>(complete before 2nd week of semester you will graduate – follow the Academic Calendar for the Graduate School to meet all other deadlines for graduation)</td>
<td></td>
</tr>
<tr>
<td>Scholarly project defense and presentation</td>
<td></td>
</tr>
<tr>
<td>Submission of scholarly project to Graduate College</td>
<td></td>
</tr>
<tr>
<td>(see deadline on Academic Calendar for the Graduate School)</td>
<td></td>
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<tr>
<td>Graduation</td>
<td></td>
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</tbody>
</table>

6/2016 ANB
DNP - Appendix D – Annual DNP Student Portfolio Progress Report
East Carolina University
College of Nursing
Annual DNP Student Portfolio Progress Report

Name ___________________________ Banner # _____________________ Date ______________

To be completed each year and forwarded to your advisor. Please feel free to schedule an appointment to discuss your progress if desired. Otherwise a copy will be kept in your file.

**Academic Progress**

Attach a copy of the program of study you are following to this report.

Date of entrance into program _______________ Expected completion date _______________

Current Status (Check one):

__1. Currently taking coursework: Number of credits completed by end of present semester __

__2. Completed coursework, but not yet defended scholarly project proposal

__3. Working on scholarly project

Anticipated semester for candidacy exam ______________

Anticipated date of scholarly project proposal approval ______________________

Anticipated date of scholarly project defense ____________________________

Current GPA: __________

**Professional Performance and Potential**

Please complete the following information below:

1. Professional goal statement
2. Goals for the next academic year
3. Papers published or submitted (Use APA format – indicate under review, in press, or published)
4. Presentations at professional conferences (List organization, date, title of presentation, location).
5. Current funding (List all funding received to support your doctoral education or scholarly project during the current academic year–title of project, grant number if relevant, funding source, amount received this year, beginning & ending dates, faculty sponsor if applicable).
6. Funding applications (List all funding that you applied for to support your doctoral education or scholarly project during the current academic year that is not already listed in the previous section – title of project, grant number if relevant, funding source, amount, faculty sponsor if relevant; include the status of funding: awarded [with start date and end date], pending, or not approved.
7. Other
1. Professional Goal Statement:

2. Goals for Academic Year:

3. Papers published or submitted:

4. Presentations at professional conferences:

5. Current Funding:

6. Funding Applications:

7. Comment briefly on your progress in achieving your academic goals in the past year. Note areas in which you are experiencing any difficulty.

_______________________________________________    ________________________
Student                                                 Date

_______________________________________________    ________________________
Advisor                                                 Date

6/2012 ANB
This NURS 8500 Independent Study Form is to track student independent study experiences throughout the program. This internal form remains in the student’s file as a record of student’s educational experiences to meet the elective requirements in the DNP program.

**COURSE DESCRIPTION**

NURS 8500 Independent Study (1-3) May be repeated. May count a maximum of 6 s.h. P: Consent of instructor. Independent exploration of an area(s) of interest in nursing science.

1. Faculty description of the study activity for the student:

2. Student learning objectives for the experience developed by faculty and student:

3. Student outcomes to meet stated objectives:

4. Number of semester hours (s.h.) of credit (1-3) agreed upon for the experience: _________

5. Semester during which this experience will occur: ______________________________

6. Faculty signature: ______________________________

7. Student signature: ______________________________

6/2012 ANB
DNP - Appendix F – Form for Selection of Scholarly project Committee Chairperson

East Carolina University
College of Nursing
DNP in Nursing Program
Form for Selection of Scholarly project Committee Chairperson

__________________________, ______________________, candidate for the DNP degree,
Student’s name       Banner ID Number
(Doctor of Nursing Practice) has selected the following person as Chair of the Scholarly project Committee:

______________________________________________
Name

______________________________________________
Rank

______________________________________________
Other Titles (if applicable)

This signature indicates agreement to serve as the Scholarly project Committee Chairperson for the above-listed student.

Scholarly project Committee Chair: ______________________________

Signature and Date

APPROVAL
This signature indicates the person selected is approved to serve as chair of scholarly project committees.

Director of DNP Program: ______________________________

Signature and Date

CC:    Scholarly project Advisory Committee Chair
       Student
       DNP Program Office

MEP 6/2012
Before beginning thesis or scholarly project, this check list should be completed by the master’s or doctoral candidate in conjunction with the thesis or scholarly project director. Please NOTE: All thesis and scholarly project must be approved by the thesis or scholarly project director and the Unit Graduate Program Director. All students whose scholarly project projects involve human subjects must have their proposed project approved by the University and Medical Center Institutional Review Board (UMCIRB) before beginning the studies involving those subjects. Likewise, all students whose projects involve animals must have their proposed project approved by the Institutional Animal Care and Use Committee (IACUC) before beginning those studies. A copy of the appropriate approval must be submitted with this form, or with an updated form when it is known that the project requires the involvement of such subjects, and must be included in the Appendix of the completed thesis or scholarly project.

Date: ________________

Student name, phone number, and email address:
__________________________________________________________________________________

Banner ID: ____________________

Working Title of Thesis or Scholarly Project: ___________________________________________________________________________________
___________________________________________________________________________________

___ Have you selected an appropriate director for your master’s or doctoral work?

Name________________________________________

___ Have you selected an appropriate committee for your master’s or doctoral work?
If so, please list:
1. _________________________ 2. _________________________
3. _________________________ 4. _________________________

___ Has your proposed project been reviewed and approved by your director?

___ Does your project involve human subjects?
   ___ Has it been approved by the UMCIRB?
   If not, when will it be reviewed for approval? __________

___ Does your project involve animals?
   ___ Has it been approved by the IACUC?
   If not, when will it be reviewed for approval? __________

___ Does your project involve potential biohazards such as recumbent DNA, viral vectors, infectious agents, human blood products etc.?
   ___ Has it been approved by the by the Biosafety Committee?
   If not, when will it be reviewed for approval? __________

Approvals:

<table>
<thead>
<tr>
<th>Scholarly project Director Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Program Director Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Acknowledgement of Receipt by Graduate School:</td>
<td></td>
</tr>
<tr>
<td>Dean of the Graduate School or designee</td>
<td>Date</td>
</tr>
<tr>
<td>------------------------------------------</td>
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</tbody>
</table>
The undersigned ("the Author") hereby grants to East Carolina University ("ECU") the non-exclusive right to reproduce, distribute, display, and transmit, in whole or in part, the author’s scholarly project ("the Work") in such tangible electronic formats as may be in existence now or developed in the future, including, but not limited to, electronic distribution and display of the Work via the World Wide Web. The Author further grants to ECU the right to retain one or more copies of the Work, in any format, whether electronic or hardcopy, for nonprofit educational use and archival purposes. The Author retains all copyright rights in the Work and nothing herein shall be construed as an assignment of the Author’s copyright rights in the Work to ECU.

The Author represents and warrants that the Work is his/her original work and that he/she has the legal right to grant this license to East Carolina University. The Author further represents and warrants that the Work does not contain any libelous, defamatory, or unlawful material and that the work does not infringe upon or violates any third-party’s copyright, patent, or other proprietary right.

If the Work contains content for which the Author does not own the copyright, the Author represents and warrants that he/she has obtained all necessary permissions from the copyright holder to use the content. The Author further represents and warrants that he/she has obtained all necessary rights to permit ECU to reproduce and distribute third party materials contained in any part of the Work. The Author shall clearly identify and acknowledge such third party content in the Work. ECU may elect not to distribute and/or publish the Work for any reason, including for a determination that all necessary rights of third parties have not been secured by the Author.

The Author hereby agrees to indemnify, hold harmless, and release ECU and all of its officers, officials, administrators, agents and employees from and against all third party claims of damages, demands, actions, or causes of actions, which arise from or are in any way connected to this Agreement and/or the Work as submitted for publication.

If the Work was sponsored or supported by any entity or organization external to ECU (the “Sponsor”), the Author represents and warrants that he/she has complied with all requirements of the Sponsor for the Work (such as a right of review of the Work prior to its publication or other contractual obligation with the Sponsor).

East Carolina will use reasonable efforts to ensure that the Author’s name remains clearly associated with the submission and that no alterations of the content are made.

I agree to the terms of the Non-Exclusive Distribution License.

_____________________________  ________________________
Student Author Signature          Date

______________________________
Print Name

______________________________
Title of Work

I have consulted with my scholarly project advisor (__Yes __No) concerning potential intellectual property and/or prior publication issues related to the electronic distribution of my Work as verified by the signature below.

______________________________
Signature of Scholarly project Director
Electronic Distribution Options:
In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the Work will be available in ECU’s Institutional Repository* with the following status:

1. OPEN ACCESS: Release the entire Work immediately for free access worldwide.
2. CAMPUS ACCESS: Release the entire Work immediately for access only by ECU faculty, students and staff (access authenticated by valid PirateID).
3. DELAYED ACCESS: Embargo the entire work for patent and/or proprietary purposes for the time period indicated below with ___ Open Access or ___Campus Access (initial choice) at end of the embargo period and any extension. Access to the full text of your work will be delayed for the time period you specify beginning with the date the work is received by Joyner Library.
   - 6 month embargo
   - 1 year embargo
   - 2 year embargo

Extension of Embargo
You may request an extension of your embargo period. To request an extension, you must contact Joyner Library at ALS_ETD@ecu.edu. The request to Joyner Library should be made no less than one and no more than two months before the embargo period is scheduled to expire. Please note that you also are responsible for contacting Proquest to request an extension of the embargo on your work in the ProQuest database. In certain rare instances, a complete restriction of the Work (bibliographic data, abstract, and full text) may be warranted. Please contact the Dean of the Graduate School for approval of this type of restriction. *It is important to note that when your ETD is released to Joyner Library it will be available in the Institutional Repository according to the choices you have indicated on this form irrespective of the choices you made on the ProQuest site.
If you are interested in being considered for College of Nursing scholarship funds, please complete this general application.

**Important information about the scholarships:** If awarded, the scholarship must be split between the 2 semesters. Certain information is requested because donors have particular criteria for applications. If you do not meet the qualifications, the award cannot be given. Therefore, it is important that you carefully answer all of the questions. *If you are selected for a scholarship you will be invited to attend the ceremony for recipients and donors. You will need to send a photo to be shown at the ceremony if you cannot attend.*

Name: __________________________  Banner #:____________________________

Home Address: ____________________________________________________________

_____________________________________________________________________

Are you a North Carolina Resident? ____Yes ____No

North Carolina County of Residence ___________________________________________

Are you a graduate of the following high school: Ayden-Grifton? ____Yes ____No

Are you employed by the Brody School of Medicine? ____Yes ____No

E-mail address: ____________________________________________________________

Home Phone: (____)____________________

Academic Status in fall: 200__ First Year ____ Second Year ____ Other ____

Currently enrolled: Yes ____ No__  Full time ____ Part Time ____ Non-Degree Student: __________

Will you be enrolled full time in the fall? Yes ____ No__

Anticipated Graduation Date: __________________________

**List the areas of nursing which interest you the most:**

Geriatrics _____ Oncology _____ Rural focus _____ Nurse Anesthetist_____ Pediatrics _____

Emergency/ Critical Care_____ Hospice____ Community Health____Family Nursing Practice____

Nurse-Midwifery_____

**Concentration/Program:**

Adult-Gerontology Nurse Practitioner______   Family Nurse Practitioner ______   Nursing Leadership ______

Neonatal Nurse Practitioner ___ Nurse Anesthesia ___________   Education ______ Nurse-Midwife ______

Clinical Nurse Specialist _____  DNP ______

83
WHAT ARE YOUR CAREER PLANS AFTER GRADUATION?

___________________________________________________________________________________________
___________________________________________________________________________________________

IF THE SCHOLARSHIP IS BASED UPON FINANCIAL NEED EXPLAIN HOW YOU WOULD QUALIFY FOR THE AWARD (Give brief explanation)

___________________________________________________________________________________________
___________________________________________________________________________________________

LIST THE TYPES OF WORK EXPERIENCES YOU HAVE HAD (OR ATTACH A RESUME):

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

WHAT TYPE OF COMMUNITY OR SCHOOL SERVICE HAVE YOU BEEN INVOLVED?:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

PLEASE LIST ANY FINANCIAL ASSISTANCE YOU ARE CURRENTLY RECEIVING, SUCH AS: NURSE TRAINEESHIP, NURSE SCHOLARS, EMPLOYEE TUITION REIMBURSEMENT, GI BILL, OR OTHER SCHOLARSHIPS:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

This information is considered confidential and available only to Scholarship Committee. Please return this application by April 15th to the Graduate Programs Office in Health Sciences Building 2150C. **One letter of reference must accompany this application.**

6/2012 ANB
DNP - Appendix K - Request for Support of DNP in Nursing Student Travel for Poster or Podium Presentations
Grad School-College of Nursing Matching Fund for Doctoral Students

2013/2014 AY

NOTICE: Please check with the DNP Program Office to learn whether travel funds are available for this academic year.

Doctoral Program: NURSING

Student’s Name: ___________________________ Banner ID: ____________

Meeting date, location, and reason: ____________________________________________
____________________________________________________________________________
____________________________________________________________________________
Registration _______________
Travel_______________________
Lodging_______________________
Per diem_______________________
Total expenses _______________

College of Nursing contribution: _______________________________________________

Graduate School contribution: ________________________________________________

Approved by the Graduate School: ____________________________________________
Date: _______________________

DNP Program Director’s signature: _____________________________________________
Date: _______________________

8/2012 ANB/MEP
PhD Section

PhD Program Purpose
The doctor of philosophy in nursing prepares nurse researchers and scholars to explore, develop, and move forward the scientific bases of nursing practice and education. Students are prepared to conduct research in the domains of nursing science. The innovative curriculum enriches learning through elective study in social, behavioral, and biological sciences, administrative leadership, and education. Dissertation research prepares graduates to contribute their discoveries to the body of nursing and health care knowledge. The location and mission of the College of Nursing as well as the expertise of the faculty provide a unique opportunity for the discovery of knowledge related to nursing and health issues in rural underserved areas. Upon graduation, students are prepared to assume leadership positions as researchers, administrators in public and private health care organizations, policy makers and analysts, and university faculty.

The BSN to PhD option is a plan of study leading to the PhD degree for students entering without a MSN. This graduate level option blends the doctoral curriculum with two different MSN concentrations – the nursing education concentration or the nursing leadership concentration. It reduces the number of master’s level courses required in the traditional MSN program and facilitates completion of the PhD in Nursing.

PhD Program Emphasis
The emphasis of the PhD program at East Carolina College of Nursing is to prepare nurse scholars to advance the science of nursing practice, education, and administration/health policy. The location and mission of the college as well as the expertise of the faculty provide a unique opportunity for the discovery of knowledge related to nursing and health issues in rural underserved areas. The faculty, moreover, are committed to individualized, interdisciplinary education based on the student's interests and career goals as congruent with the program's purpose and the college's mission.

PhD Program Objectives
The doctoral program prepares graduates to:
1. Advance nursing science through intellectual inquiry and creative scholarship.
2. Synthesize knowledge from nursing and related disciplines to promote quality nursing practice.
3. Contribute productively as scholars within health care, health procedure, and academic arenas.
4. Contribute to the resolution of health disparities in rural populations.

PhD Program Academic Regulations
IRB Requirement
The PhD in Nursing program requires all doctoral students complete the IRB training prior to beginning any research projects. Copies of the certificate of completion are forwarded to the College of Nursing’s PhD Program office for the student file. All studies involving human subjects that are completed by students must be reviewed by the ECU UMCIIRB (University Medical Center Institutional Review Board) in addition to IRB review at the institution where the study is conducted. NOTE: If a student has a study approved by a hospital IRB (other than Vidant) and they do the study as part for course credit, it still needs to be approved by our IRB.
Course Registration

The College of Nursing’s PhD Program office is responsible for registering all students for courses. The office will notify students of the early registration period dates so that students can meet with their academic advisors to plan schedules. Once a student has selected courses for a semester, they should notify the PhD program office for registration. If a student is registering for directed research or independent study coursework, the student must have a faculty of record that will work with them to design a course of study or research. The appropriate forms, including the faculty member of record and the students’ signatures, should be included on the form before it is sent to the PhD Program office. The NURS 8255 Directed Research Form (Appendix E) must be completed and signed before registering for directed research and the NURS 8500 Independent Study Form (Appendix F) must be completed and signed before registering for independent study coursework.

If a student and his/her academic advisor agree that a student needs to take coursework outside of the College of Nursing, the department offering the course will need to process the registration. It is the student’s responsibility to contact the appropriate department to secure any special permission necessary to be registered for the course. The student then advises the College of Nursing’s PhD Program office when the non-nursing course has been added to his/her schedule. Students and their academic advisors should discuss how the course will support the student’s research objectives and should respect the University calendar and meet registration deadlines.

Degree Requirements

Students are required to complete a minimum of 56 semester hours beyond the master’s degree (includes a minimum of 6 s.h. for dissertation) with the exception of BSN to PhD students who are required to complete between 74 and 80 semester hours. A minimum of two-thirds of course work must be taken at the doctoral level. Students must maintain a cumulative grade point average of 3.0 (on a 4.0 scale) throughout the program. Student progress is evaluated at the end of each semester of study by the advisor who is responsible for notifying the doctoral program director if a student’s academic status is in jeopardy. As in other research-focused programs of doctoral study, students in this program may expect to enroll in more than the minimum required credit hours and to be aware that study opportunities that focus on particular areas of study are in addition to the basic program requirements. Additional study is individualized and depends on the student’s background, graduate preparation, research interests, as well as the employment role identified as a career focus. This program of study enrolls both full- and part-time students. Since enrollments in doctoral programs tend to be small, students need to closely adhere to the plan of study, as courses are offered once a year. To deviate from the plan of study will mean a delay of one or more semesters before course enrollment is again possible. Graduate credits earned at other institutions may be accepted in partial fulfillment of the requirements for the doctoral program. Courses offered for transfer credit are evaluated individually by the doctoral program director relative to Graduate School requirements, program requirements, and the student’s plan of study. Transfer of more than 9 credits from another institution must be approved prior to admission. PhD students must complete at least five consecutive semesters in residence. Residence is defined as taking courses on the campus of East Carolina University.
BSN to PhD Nursing Education Course Requirements - 71 s.h.:

Nursing Education Concentration Courses - 24 s.h.:

NURS 6080 - Theory for the Practice of Advanced Nursing
NURS 6081 - Research for the Practice of Advanced Nursing
NURS 6082 - Influencing Healthcare Quality, Safety, and Policy
NURS 6083 - Healthcare, Finance, and Economics
NURS 6903 - Curriculum Development in Nursing
NURS 6904 - Educational Concepts, Theories, and Strategies in Nursing
NURS 6905 - Nursing Education Role Practicum I
NURS 6909 - Evaluation in Nursing Education

PhD in Nursing Core - 47 s.h.:

NURS 7004 - Research Ethics for a Complex World
NURS 8200 - Grant Writing for Nursing Research
NURS 8201 - Seminar in Research Agendas
NURS 8202 - Seminar in Interprofessional Research
NURS 8203 - Seminar in Research Dissemination
NURS 8220 - Philosophy of Science
NURS 8225 - Development of Nursing Knowledge
NURS 8226 - Statistical Methods for Nursing Research I
NURS 8227 - Statistical Methods for Nursing Research II
NURS 8235 - Qualitative Methods
NURS 8240 - Quantitative Methods
NURS 8241 - Instrumentation and Measurement
NURS 8255 - Directed Research (6 s.h. minimum)
NURS 8260 - State of Nursing Science
NURS 8265 - Evolving Nurse Scientist
NURS 9000 - Dissertation Research (6 s.h. minimum)

BSN to PhD Nursing Leadership Course Requirements - 76 s.h.:

Nursing Leadership Concentration Courses - 29 s.h.:

NURS 6080 - Theory for the Practice of Advanced Nursing
NURS 6081 - Research for the Practice of Advanced Nursing
NURS 6082 - Influencing Healthcare Quality, Safety, and Policy
NURS 6083 - Healthcare, Finance, and Economics
COHE 6971 - Health Policy
NURS 6973 - Management of Human Resources and Professional Relationships in Health Systems
NURS 6974 - Financial Management and Decision-making in Nursing Leadership
NURS 6978 - Nursing Leadership Practicum II
NURS 6983 - Administrative and Organizational Theory and Ethics: Applications in Nursing and Health Systems
NURS 6986 - Analytical Foundations of Nursing Leadership
PhD in Nursing Core - 47 s.h:

NURS 7004 - Research Ethics for a Complex World
NURS 8200 - Grant Writing for Nursing Research
NURS 8201 - Seminar in Research Agendas
NURS 8202 - Seminar in Interprofessional Research
NURS 8203 - Seminar in Research Dissemination
NURS 8220 - Philosophy of Science
NURS 8225 - Development of Nursing Knowledge
NURS 8226 - Statistical Methods for Nursing Research I
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NURS 8240 - Quantitative Methods
NURS 8241 - Instrumentation and Measurement
NURS 8255 - Directed Research (6 s.h. minimum)
NURS 8260 - State of Nursing Science
NURS 8265 - Evolving Nurse Scientist
NURS 9000 - Dissertation Research (6 s.h. minimum)

PhD in Nursing Requirements - 56 s.h:

Core Courses - 47 s.h:

NURS 7004 - Research Ethics for a Complex World
NURS 8200 - Grant Writing for Nursing Research
NURS 8201 - Seminar in Research Agendas
NURS 8202 - Seminar in Interprofessional Research
NURS 8203 - Seminar in Research Dissemination
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NURS 8255 - Directed Research (6 s.h. minimum)
NURS 8260 - State of Nursing Science
NURS 8265 - Evolving Nurse Scientist
NURS 9000 - Dissertation Research (6 s.h. minimum)

Elective Courses - 9-12 s.h.

Resolution of Incompletes

All doctoral students must resolve incomplete coursework within one semester after receiving the incomplete in order to ensure timely progression through their plan of study. If a student needs to receive an incomplete he/she should promptly meet with the instructor to arrange an appropriate timeline for completion of the coursework. Under extenuating circumstances and with the permission of the instructor,
the student may be granted permission to follow the ECU procedure and have a full year to resolve the incomplete.

**Grading System for 9000 Courses**

Each student is required to conduct an original research project, which adds to the body of knowledge in nursing, and to communicate the research in a written dissertation and an oral defense of the dissertation within five years of admission to candidacy. Dissertation hours are registered as 9000 courses. The letter grades of “S” or “U” will be assigned at the end of each semester by the professor of record. The grade of S denotes satisfactory progress in research with attempted and earned hours assigned. The letter grade of “U” denotes unsatisfactory progress in research; credits will not be earned but the hours will be included in attempted hours. Upon final approval of the thesis or dissertation by the Graduate School and receipt of the signed Acknowledgement Form, the Registrar’s Office will assign a letter grade of “R” denoting completion. Grades of “S”, “U”, and “R” will not be included in the cumulative grade point average.

Any grade of “Q” in 7000 or 9000 courses on a student’s record from terms prior to spring 2011 will be replaced with a grade of “R” at the time of completion and approval of their thesis or dissertation.

**Elective Courses**

Electives (6000 level or above) are required in a discipline other than nursing and are comprised of 9-12 hours of courses in disciplines that supports the area of interest, research focus or role development. These elective hours will give the student more flexibility in selecting course work to support the dissertation research. Discuss elective courses both within and outside of the College of Nursing with your academic advisor. Disciplines to consider for electives are Gerontology (GERO), Public Health (MPH), Public Administration (PADM), Psychology (PSYC), Sociology (SOCI), Speech, Language, and Hearing Sciences (CSDI), Community Health (COHE), Health and Human Performance (EXSS and HLTH), Management (MGMT), Adult Education (ADED), Educational Leadership (LEED), Child Development and Family Relations (CDFR), Social Work (SOCW), Microbiology and Immunology (MCBI) and Health (HLTH).

**Examples of elective courses outside of nursing that might fit your plan of study:**

- ADED 6445 Introduction to Adult and Community Education (3)
- COHE 6000 Health Care Systems and Problems (3)
- EDTC 6010 Introduction to Instructional Technology (3)
- ENGL 7730 Issues in Technical Communication (3)
- LEED 7415 Introduction to Internal Evaluation in Education (3)
- LEED 7521/7522 Directed Readings in Educational Leadership (4)
- PADM 6100 Politics and Management in Public Agencies (3)
- PADM 6110 Human Resource Management in Public Agencies (3)
- PADM 6160 Public Procedure Formulation and Implementation (3)
- MGMT 6802 Organizational Behavior (3)
- MGMT 6832 Human Resources (3)
- MPH 6013 Behavioral Sciences and Health Education (3)
- MPH 6035 Interdisciplinary Rural Health (3)

**Examples of Nursing electives that may fit your plan of study:**

- NURS 6035 Interdisciplinary Rural Health (3)
NURS 6971 Health Policy, Law, Regulation (3)
NURS 7100 Qualitative Research: Analysis and Interpretation (3)
NURS 7270 Introduction to Historical Nursing Research (3)
NURS 7271 Complementary and Alternative Therapies in Nursing Practice (3)

**Directed Research**

Directed Research (NURS 8255) provides research experience for all students and 2 (3 credit hours) courses are included in each program of study. Directed Research involves one or more research experiences under the supervision of a graduate faculty member, or members, for the purpose of mentorship and interdisciplinary/multidisciplinary research experiences. The Directed Research Form must be completed to specify student learning objectives from the experience. This completed form is kept in the student file to serve as a record of the student’s research experience.

**Plans of Study and Style of Delivery**

Plans of study are located on the CON Web site. [http://www.ecu.edu/cs-dhs/nursing/doctorate_phd_curriculum.cfm](http://www.ecu.edu/cs-dhs/nursing/doctorate_phd_curriculum.cfm)

The PhD program accommodates both full and part-time students. Core courses are offered once each year in either the fall or spring semester on Tuesday. The PhD program is conducted entirely on-site in the College of Nursing. Electives, independent studies, and directed research may be offered online or with other styles of delivery.

**Accelerated Plans of Study**

The core courses in the plans of study are not typically offered in the summer sessions. Progression through the program may be accelerated by completing other program requirements in the summer sessions. Examples of courses taken in summers are: NURS 8255 Directed Research, NURS 8500 Independent Study, electives, and after candidate status has been achieved, NURS 9000 dissertation research.

**BSN to PhD Option Plans of Study**

The BSN to PhD in Nursing option is available in two concentrations: Nursing Education and Nursing Leadership. Students are admitted into the program and required to complete selected master’s level core courses prior to beginning the PhD curriculum.

**BSN to Doctor of Philosophy in Nursing - PhD**

**Admission Requirements**

1. Satisfactory performance on the Graduate Record Exam (GRE) within five years prior to admission.
2. Written statement of personal career, educational, and scholarship goals.
3. Three written professional references from individuals with expertise to comment on the applicant’s capability for research and scholarship (for example, university professors, employers). At least one of the references must be from a doctorally-prepared nurse.
4. A master’s degree in nursing from an accredited school. (Applicants without a MSN must have a BSN from an accredited program.) See below for details on the BSN to PhD admission requirements.
5. Grade-point average of 3.2 on a 4.0 scale on all graduate work.
6. Evidence of current unrestricted license to practice as a nurse in North Carolina or a NCSBN compact state. Students on foreign student visas must present evidence of professional standing in their respective countries.
7. Satisfactory performance on Test of English as a Foreign Language (TOEFL) where English is not the first language.
8. Computer competency, with proficiency in basic software. The school requires that all students use e-mail and World Wide Web access for communication and course work.
9. A graduate statistics course which included inferential statistics.
10. A current curriculum vita.
11. A representative example of scholarly work done by the applicant.
12. A personal interview with two members of the Graduate Faculty to include a discussion of congruence between the student’s research interests/career goals and the expertise and research of faculty.

Applicants for admission to the BSN to PhD option must meet general admission requirements for the PhD program. Additional requirements include:

1. Minimum GPA of 3.3 and no grade below B on all previous coursework.
2. BSN from an accredited nursing program.
3. Recommendation of the Director for the MSN Concentration selected and the PhD Program Director.
4. Completion of at least two calendar years of full time employment experience or the equivalent in clinical nursing practice as a Registered Nurse prior to entering the doctoral program of study.
5. A graduate statistics course which includes inferential statistics prior to enrolling in doctoral courses.

Advisement and Progression

Advising

There are two primary advisors for PhD in nursing students: an academic advisor who advises the student until candidacy and a dissertation advisor who chairs the student’s dissertation committee.

Academic Advising

1. First year students are advised by the PhD program director until they identify a research interest and work with the PhD program director to solicit a dissertation advisor. All new PhD students transition to a dissertation advisor by the spring semester of the first year of study.
2. Academic and Dissertation advisors work with students as they progress through their program of study, help them select courses for elective study, and assist in identifying directed research projects, electives, or independent study for their learning.
3. The advisor and the student complete the Annual Progress Report Form (Appendix D) each spring semester and send a copy to the PhD program office by May 1st. The academic advisor also advises the student about their readiness for the candidacy exam.

Dissertation Advising
1. Students select a dissertation advisor with consultation of program director from among the approved Graduate Faculty after they have passed the candidacy exam and achieved candidate status.
2. The dissertation advisor advises the student for the completion of the dissertation research and the remaining program requirements.
3. The dissertation advisor and student work together on development of the proposal, selection of committee members, meeting scheduling for approval of the proposal, review of the dissertation progress, and dissertation defense.
   The dissertation advisor and the student continue to complete the Annual Progress Report Form (Appendix D) each spring semester by May 1st until the dissertation is completed. A copy of the report is forwarded to the PhD program office.

Progression

The PhD in nursing program consists of three levels of progression: Level I Foundational, Level II Developing and Refining Research Ideas, and Level III Candidate Status. The levels of progression and the courses are listed below.

As students progress through the PhD Program they are encouraged to develop updated vitae as they complete the Annual Progress Reports. Student progress is also evaluated at the end of each semester by the academic advisor who is responsible for notifying the PhD program director if a student’s academic status is in jeopardy.

A record of progression through the requirements of the PhD program is maintained by recording the dates on the Milestone List (Appendix C).

Advancement to Candidacy

A candidacy examination is conducted at the end of the semester when a student has completed all nursing courses and removed any incompletes. This is a comprehensive exam of the student’s integration of basic knowledge from the core courses and application in their focus area of research. The Application for the Candidacy Exam Form (Appendix G) is filed in the PhD Office at the beginning of the semester in which the student intends to complete the examination. Candidacy exams are scheduled by the PhD Program Office any semester when there are eligible students.

<table>
<thead>
<tr>
<th>Level I Foundational</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 8200 Grant Writing for Nursing Research, NURS 8201 Seminar in Research Agendas, NURS 8202 Seminar in Interprofessional Research, NURS 8220 Philosophy of Science, NURS 8226 Statistical Methods for Nurses I, NURS 8227 Statistical Methods for Nurses II, NURS 8260 State of Clinical Nursing Science</td>
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<table>
<thead>
<tr>
<th>Level II Developing and Refining Research Ideas</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 8203 Seminar in Research Dissemination, NURS 8225 Development of Nursing Knowledge, NURS 8235 Qualitative Methods, NURS 8240 Quantitative Methods, NURS 8241 Instrumentation and Measurement, NURS 8255 Directed Research, NURS 8265 Evolving Clinical Nursing Science &amp; electives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level III Candidate Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidacy Exam, NURS 9000 Dissertation Research</td>
</tr>
</tbody>
</table>
Guidelines for the Conduct of PhD Candidacy Exams

The national office of the Council of Graduate Schools specifies in The Doctor of Philosophy Degree: A Procedure Statement that the purpose of the comprehensive examination “is to determine the student’s readiness to undertake independent research.” “Admission to candidacy means that, in the judgment of the faculty, the doctoral student has an adequate knowledge of the field and the specialty, knows how to use the academic resources, has potential to do original research autonomously, and presumably will complete the dissertation”.

Description of the Candidacy Examination

1. The candidacy examination is comprehensive and draws on basic knowledge from core courses to evaluate readiness for progression to the status of PhD candidate.
2. The examination is conducted at the completion of all required nursing courses, with a satisfactory GPA and no incompletes (currently 48 s.h.), to evaluate readiness to complete NURS 9000 Dissertation Research (and the PhD degree).
3. The candidacy committee members will be comprised of at least three faculty members who have taught the core courses. One committee member is selected by the student.
4. The PhD Program Director selects a committee chair in consultation with the student and serves on all committees to ensure uniformity and consistency in the process.
5. The candidacy exam is designed to evaluate the objectives of candidacy exam listed below.

Objectives of Candidacy Examination

The student is able to demonstrate the capacity to:

1. integrate basic knowledge elements from the core courses,
2. discuss the literature in their area of interest in the context of philosophical and theoretical perspectives,
3. communicate nursing knowledge development ideas clearly orally and in writing, and
4. describe appropriate methods and approaches for knowledge development in his or her area of interest.

Faculty Members’ Roles (chair and members)

1. Candidacy chair reviews questions with the committee
2. Candidacy chair confers with Program Director for approval of questions
3. Committee members evaluate written responses and notify committee Chair,
4. Candidacy chair notifies PhD Director of student performance on written exam
5. Candidacy Committee and Director meet with student to conduct the oral exam
6. Candidacy Committee discusses and informs the student of outcome of candidacy exam

Student Role

1. Discusses readiness for candidacy exam with advisor
2. Submits the completed Advancement to Candidacy Application form to PhD Office
3. Consults with advisor to select one eligible faculty member to serve on the candidacy committee
4. Student works with the PhD Program Director to choose a committee chair and is
informed of the third committee member appointed by Program Director
5. Once the written exam is completed the student submits completed answers to PhD Office for routing to committee members for evaluation
6. Meets with the candidacy committee and complete the oral examination
7. Student is informed of outcome of candidacy exam (fail or pass)
8. Students who pass the exam progress to candidate status.
9. Students failing the candidacy exam may repeat the exam one time after completing additional course work or recommendations issued by the candidacy committee.

Director Guidelines

1. Meets with students to discuss the process of the candidacy examination
2. Serves as advisor to the committee chairs and exam process
3. Notifies faculty members eligible and confirms their agreement to serve
4. Develops timeline for the exam schedule
5. Reviews questions with committee chairs to ensure process for the exam
6. PhD Office distributes the questions to the student on the day of the exam
7. Receives written exam and forwards to candidacy committee members
8. Works with the candidacy committee chair to schedule the oral exam

The Dissertation Process and Procedures

ECU’s instructions and guidelines for preparation and submission of electronic theses and dissertations (ETDs) may be found at: http://www.ecu.edu/cs-acad/gradschool/ETD.cfm. Students may direct individual questions concerning formatting and the submission process to Amy Tripp at the Graduate School Administrative Support at 252-328-5792 or trippm@ecu.edu or Dr. Belinda Patterson, Associate Dean.

Thesis or Dissertation Committee Requirements

Faculty chairing or serving on thesis or dissertation committees must have appropriate graduate faculty status as defined in the Faculty Manual. Students at candidacy must meet with their advisor and/or the PhD Program director to identify faculty who are eligible to serve as dissertation chairs. In general, all members of a thesis or dissertation committee must have either associate graduate faculty status or full graduate faculty status except for the additional conditions outlined below:

1. Graduate teaching faculty may serve as a fourth member of a committee as provided in Appendix F. This means that at least three members must have associate or full graduate faculty status.
2. Persons external to the university serving as one of the three or four primary members of a committee must have adjunct graduate faculty status at the associate level or full level. To request an external member be appointed to a graduate student’s thesis/dissertation advisory committee, the Program Director will notify the Graduate school. The committee members approval of the external member, along with the approval of the Graduate Program Director, and a copy of the person’s CV must be attached. The dean of the Graduate School then considers the request, and will send a letter granting external member status when approved.
3. Current Adjunct Graduate Faculty members will continue on as such until their terms expire, at which time they may apply to serve on theses/dissertation committees as external committee members. There are no new adjunct committee member appointments.
4. Ad-hoc committee members external to the University may serve without additional qualifications as long as at least four members of the committee have the appropriate graduate status as described above.

College of Nursing Criteria for Dissertation Committee Chair/Committees

C. Criteria for faculty members to serve as Chair person (Major Professor) of PhD Student dissertation committees:

1. Tenured member of the Graduate Faculty in the College of Nursing
2. Has an earned doctoral degree
3. College of Nursing rank of Associate or Full Professor
4. Has served as member on a minimum of one thesis/dissertation committee
5. Has conducted research beyond doctoral study
6. Has received funding for research/scholarly/activities
7. Has research publications in refereed journals
8. Has served as academic advisor/mentor of PhD student

D. Criteria for faculty member to serve as committee member of PhD student dissertation committees include the following:

1. Member of the Graduate Faculty in the College of Nursing
2. College of Nursing rank of Assistant Professor or above.
3. Has expertise in the content or methods area of the student’s intended study.

Dissertation Advisory Committee Selection

Once a student is approved for candidacy status, s/he selects a dissertation advisory chairperson in conjunction with the PhD Program Director. The dissertation advisory committee chair will assist the student in selecting three other members for the committee, one of whom may be from outside the College of Nursing. The chair and the committee members must be approved by the Graduate School by filing the Form for Selection of Dissertation Advisory Committee Chairperson and the Form for Notification of Proposed Dissertation Topic and Approval of Dissertation Advisory Committee and submitting it to the PhD Program office. The Program Director forwards these forms to the Graduate School for the Dean’s approval (approval generally takes one to two weeks). The PhD Program Office will notify the student and the committee chair when approval of the committee members, chair, and proposed topic is received from the Graduate School. After appointment by the program director, the dissertation advisory committee chair assumes responsibility for advisement for the remainder of the student’s program.

Form for Notification of Proposed Dissertation Topic and Approval of Dissertation Advisory Committee

Dissertation Proposal Approval
Students work with the dissertation chairperson to prepare a dissertation proposal. Frequently a member of the committee with methodology expertise is also a part of this process. When the student and the dissertation chairperson (major professor) agree that the proposal is ready the student and the chair convene the committee to approve the candidate’s proposal before dissertation research begins. Once changes have been approved by the chair and/or the committee members and before beginning the research project, the student completes the IRB forms for research with human subjects (if appropriate). It is the dissertation chair and members of the committee who counsel the student’s research program, critique the dissertation throughout the process of completing the dissertation, and conduct the final dissertation defense.

Summary of the Steps of the Dissertation Process and Procedure

1. Identify the chairperson for your dissertation research committee and turn in Selection of Dissertation Advisory Committee Chairperson Form to the PhD Program Office.
2. Work with your chairperson to complete the development of your proposal until the chairperson says your proposal is ready to go to committee for the proposal meeting.
3. Work with your chairperson to identify the members of your dissertation committee and turn the Proposed Dissertation Topic and Advisory Committee members Form in to the PhD Office for approval of the committee by the PhD Program Director.
4. The PhD Program Office forwards a copy of the form listing the committee members to the Dean of the Graduate School for approval.
5. When the chairperson agrees that the proposal is ready, the proposal goes to each member of your committee.
6. It is recommended to give the committee members two weeks to review the proposal while you are scheduling and firming up the date for the proposal meeting.
7. Work with the chair and the members of the committee to set the date for a meeting of the committee to review your proposal.
8. Make any changes the committee members and chairperson agree need to be made in the proposal.
9. With the approval of your proposal you are now ready to complete the IRB forms for research with human subjects (if appropriate).
10. Work with your chairperson and the other members of your committee to complete the proposed research project when approved.
11. Prepare drafts of the written dissertation until the chairperson says it is ready to go to the members of the committee.
12. Schedule the defense of the dissertation and presentation to the University community.

Dissertation Format

Each doctoral student conducts an original research project that adds to the body of nursing knowledge, and communicates that research in a written dissertation.

The Graduate School has specific guidelines for the presentation and writing of the thesis or dissertation. The Graduate School requires a specific page order and formatting of each page. See "Required Elements of Theses/Dissertations" (http://www.ecu.edu/cs-acad/gradschool/Required-Elements-of-Theses-and-Dissertations.cfm) for the suggested page order and examples of pages for the dissertation or thesis. The components to be included in any given thesis or dissertation should be determined by mutual agreement between the student and his/her advisory committee. For each component of the thesis there is a prepared format to ensure that the student complies. This site has prepared templates formatted according to Graduate School guidelines. These are to be used as samples. It is the responsibility of each student to 1)
follow the guidelines of the Graduate School for the elements of the dissertation and 2) attend a workshop on Graduate School thesis/dissertation submission (electronic or hardcopy). See www.ecu.edu/gradschool for a copy of the specific guidelines and schedule of workshops.
East Carolina University Graduate School Requirements Related to Dissertation

1. Required elements in order of placement:
   a. Abstract (required)
   b. Blank page (required)
   c. Title page (required)
   d. Copyright page (required)
   e. Signature page (required)
   f. Dedication (optional)
   g. Acknowledgement (optional)
   h. Table of Contents (required)
   i. List of Tables/Figures (as appropriate)
   j. List of Symbols/Abbreviations (as appropriate)
   k. Preface (optional)
   l. Text (body of thesis or dissertation)
   m. References (required)
   n. Appendix A (IRB or IACUC Approval letters required if human subjects or animals used)
   o. Appendix B (as appropriate)
   p. Blank page

The PhD in Nursing program uses the most recent edition of APA Manual of Style that provides specific guidelines for preparing the dissertation. There are two general format options for the dissertation in the College of Nursing:

1. Traditional Option - The traditional dissertation consists of an original study (qualitative or quantitative). The content is usually divided into 5 chapters. General guidelines for the content of each chapter are outlined below. The dissertation committee has the final determination regarding the format.
   a. Chapter 1: Introduction (problem statement and significance; research question or hypotheses, theoretical/conceptual model, conceptual definitions, summary.
   b. Chapter 2: Literature review and synthesis
   c. Chapter 3: Methods (design, instruments, procedure, data analysis, protection of human subjects)
   d. Chapter 4: Results – a summary of the findings
   e. Chapter 5: Discussion, Conclusions, and Recommendations

2. Manuscript Option - The manuscript option contains a minimum of 3 articles that are developed by the student and submitted for publication to refereed journals. The manuscripts must be related in scope and content. At least one manuscript must be data-based. The chapters are recommended by the dissertation advisor and may include the first chapter to introduce the research problem, the significance, linkages between the manuscripts and the chapters they represent, and the last chapter to present a synthesis of the findings, conclusions, and recommendations.

In addition to the body of the dissertation, Appendices such as the IRB approval for each study, instruments (unless they are copyrighted), and other Appendices determined by the committee are included.

1. Submit the NON-EXCLUSIVE DISTRIBUTION LICENSE. See Appendix K.
2. Final approval of the dissertation rests with the student’s dissertation advisory committee.
3. The "Graduate Student Graduation Summary Form" is completed and filed with the Graduate School during the semester of anticipated graduation according to the Graduate School
deadline. This form is available at [http://www.ecu.edu/cs-acad/gradschool/current.cfm](http://www.ecu.edu/cs-acad/gradschool/current.cfm).

4. Information about deadlines for completion and submission of the dissertation including guidelines for electronic dissertation submission and for all other paperwork related to completion of the degree is available in the [Graduate Catalog](http://www.ecu.edu/gradschool), which is also available online at [www.ecu.edu/gradschool](http://www.ecu.edu/gradschool).

Once the student has successfully completed the written component of the dissertation, s/he defends the dissertation orally to the dissertation advisory committee and presents the dissertation in a public forum. The grade of “U” for unsatisfactory or “R” for completion is determined by the committee and the chairperson notifies the Director of the PhD program. The PhD program office notifies the Dean of the Graduate School to award the degree.

### Time Limits for Completion of Dissertation

The PhD degree program must be completed before the end of the twelfth semester (6 years) excluding summers, following initial enrollment. With endorsement of the student’s dissertation committee and the director of the PhD program, a student may request an extension of two semesters (one year).

### Scholarships

The College of Nursing has a number of scholarships to be awarded each year and several of them can be awarded to doctoral students. These scholarships have been made available by donors and have identified specific criteria for the award of their scholarship so the committee requests complete information on the College of Nursing Scholarship Application. Recipients of these scholarships are invited to participate in a reception for donors to meet recipients. Recipients unable to attend the reception are required to submit a picture to be shown during the ceremony. The application deadline for the following fall is April so recipients can be notified of their scholarship before the end of the academic year each spring.

There are numerous other sources of scholarships such as nursing organizations such as [NC Foundation for Nursing](http://www.ncforn.org) (NCNA non-profit foundation), specialty nursing organizations such as Nurse Practitioners and [NC State Education Assistance Authority](http://www.ncsta.org) for those interested in careers in academe. There are funds to apply for minority applicants such as African American and American Indian.

Each year the CON receives a Federal Nurse Trainee Grant for Federal Nurse Traineeships and the application is sent out with a short turn-around so be on the alert each summer and return the application by the deadline. The traineeships are awarded late summer/early fall for the current academic year.

Finally, there is an emergency fund for students experiencing unexpected hardships. Contact Mrs. Erin Rogers in student services for additional information.

### Teaching Assistantships

If you plan to pursue an academic career, testing the waters as a Teaching Assistant (TA) can prove to be an invaluable learning experience where you can gain some practical on-the-job skills. Even if your career path will take you beyond the university setting, the position can still be excellent way to pay your way through grad school, develop leadership skills, and get some great mentored teaching experience.

The teaching assistantship offers students opportunities to learn how to teach - and develop an excellent understanding of the course material - in exchange for tuition remission and often a stipend. As a
graduate Teaching Assistant you can typically expect to receive an annual stipend between roughly $10,000 and $20,000. In essence, as a TA, you're paid to pursue your degree.

The financial rewards of the position are only part of the story. You'll gain valuable experience in and out of the classroom and have the opportunity to interact closely with faculty members in your department. The relationships you develop with your professors are crucial to your future success. Therefore working with them more closely, as colleagues of a sort, can help you to establish yourself and become better known within the department.

While the duties of a TA will vary, depending on the needs of the College of Nursing, you can expect to be responsible for one or more of the following:

1. Teaching or assisting with one or more sections of a course
2. Running clinical laboratory sessions
3. Grading undergraduate/graduate student papers and exams
4. Holding regular office hours and meeting with students
5. Conducting study and review sessions

Although this may initially seem like an onerous burden on top of your own course work, you'll most likely find that the demands of the job ebb and flow throughout the semester. For example, while you may feel overwhelmed as you're grading midterms at the same time you have your own research paper due, you may spend many weeks with little more to do than attend your regular office hours and perhaps deliver a lecture or two. On average, a TA is required to work about twenty hours per week; a commitment that is certainly manageable, especially as the work helps to prepare you for your future career. If you would like more information regarding an assistantship for spring semester please contact the director of the PhD program.

Information regarding Graduate Assistantships can be found at [http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm](http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm)

Policies for Graduate Assistantships and Fellowships: Awards and Assignments are located: [http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm](http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm)

Information regarding Graduate Assistantship Contract can be found at [http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm](http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm) under Contracts/Forms see Graduate Contract (Located in Appendix M).

**Student Travel Assistance**

Generally the College of Nursing, with the assistance of the ECU Graduate School, provides travel assistance to doctoral students who are making poster or podium presentations at scholarly conferences. When budget restrictions allow, students may receive support one time during each academic year. Students must request assistance as soon as they are notified of abstract acceptance. If approved, after attending the conference students submit travel documentation and receipts to the PhD Program Office to process the travel forms and reimbursement within one week.

**Office of Research & Creative Activity (ORCA)**

The CON Office of Research & Creative Activity (ORCA) supports faculty and students in the research process in a variety of ways. University procedures and procedures related to research can be accessed through the Office of Research and Graduate Studies. [http://www.ecu.edu/rgs/](http://www.ecu.edu/rgs/). All research involving
Collaborative Research/Representation

Collaborative research is encouraged between ECU CON faculty, other departments/schools, Vidant Medical Center and other clinical agencies. ORCA can provide you with the contact information of the research coordinator at Vidant Medical Center and provide assistance with identifying collaborators related to your research.

Research Council

The Research Council meets before every Graduate Faculty Organization meeting to discuss topics related to research and provide networking and support. All faculty and doctoral students are welcome and encouraged to attend. The dates and time are on the CON calendar.

Educational Opportunities

A spring Collaborative Research Day is held annually on the last Friday of February in conjunction with Vidant Medical Center, Beta Nu Chapter of STT and EAHEC. Faculty and students are encouraged to submit posters for presentation. During fall semester, the Siegfried Lowin Visiting Scholar lectureship is held. A leading nurse scholar is invited to campus for a presentation and dialogue with students. During Spring semester, the entire campus participates in ECU Research and Creative Activity Week. There are numerous opportunities for students to present their research during this week. Doctoral students are encouraged to submit poster and podium presentations.

Small Grants Program

Pilot awards are available through ORCA for doctoral students. Contact the Office of Research & Creative Activity (ORCA) and Scholarship at 252-744-6453 for application information.

The Quest

This newsletter is published 1-2 times per semester to provide information about research opportunities, changes in procedures and procedures and information about research.

Poster and Presentation Support

Staff in the ORCA can assist with formatting posters and printing. Formatting guidelines for posters are presented below. The ORCA can assist with “tweaking” the format for you but it is the student’s responsibility to develop the content and format using the guidelines.

Work with your advisor or professor on submitting your poster. See Laupus Library Poster Printing Guidelines at http://www.ecu.edu/cs-dhs/laupuslibrary/services/PosterPrinting.cfm.
**Printing Guidelines:**

Posters will be printed Monday-Friday from 8:00am to 4:00pm, excluding holidays when the library is closed.

Only ECU Division of Health Sciences faculty, staff, and students may request posters. We will verify your ECU status.

The poster must be in one of the following formats: **PDF (preferred)**, PowerPoint, Illustrator, or Word. When creating a poster slide using PowerPoint, the slide MUST be setup at the actual size that you will have printed. For example, if you are requesting a 36 x 48” poster, then the slide dimensions under the Page Setup options should be 36 x 48” as well. If however, either dimension of your poster will exceed 56”, you’ll need to cut both of your final dimensions in half and create your slide at that size. For example, if you will require a 42 x 72” poster, set up your PowerPoint slide to be 21 x 36” – this will allow us to print it at 200% and achieve your desired size. This is necessary because of PowerPoint’s size limit of 56” on the dimensions of a slide.

We are not responsible for editing or formatting posters.

We will review the poster to ensure it is for ECU business. Personal posters will not be printed. The poster will be printed within one business day, unless there is a problem with the poster or we experience a high number of requests. Forms submitted Saturday or Sunday will be printed before Tuesday morning.

After the poster has been printed, you will receive an email notifying you to pick up the poster at the Laupus Library Service Desk. If you do not receive an email within one business day, please contact the Computer Lab.

We reserve the right to refuse printing to anyone not meeting these guidelines.

**Helpful Hints on Setting up Your Poster**

We only use 42” wide paper rolls. Either the width OR length of your poster may exceed 42”, but not both dimensions.

If the width AND length your poster is smaller than 42” (i.e. poster size is 18”x24”) you will need to trim your poster to the desired size after printing. We do not have any paper smaller than 42” rolls.

We will not print any document 11”x17” or smaller. To print documents 11”x17” or smaller, you should contact [ECU Rapid Copy](#).

Make sure you have a small margin (at least 0.5”) on all sides of your poster. The printer cannot print to the edge of the paper so you need to leave room between the text/images and the side of the poster.

A known compatibility issue exists with graphs exported into PowerPoint posters directly from Prism Graph software for printing on our HP Designjet poster printer. The easiest way to work with graphs in a PowerPoint poster is to create graphs in Excel, and copy them to the poster.

**Size**

*Set the page size first.* Resizing the poster later will almost always cause problems.

Example: a template set up for 21 x 36” allows for printing at 200% to achieve a final size of 42 x 72”.

103
2. The Library uses 42" wide paper rolls. Either the width OR length of your poster may exceed 42", but not both dimensions.
3. If the width AND length your poster is smaller than 42" (i.e. poster size is 18"x24") you will need to trim your poster to the desired size after printing. We do not have any paper smaller than 42" rolls.
4. Make sure you have a small margin (at least 0.5") on all sides of your poster. The printer cannot print to the edge of the paper so you need to leave room between the text/images and the side of the poster.

**Format / Design**

If you are presenting on ECU’s behalf, we have a poster template used for marketing cohesiveness (See Tamara McKeel in room 4210).

Use a WHITE background whenever possible. Backgrounds (gradient, textures, etc.) do not translate well onto paper. In addition, they use a lot of ink, are taxing on the printer and take much longer to print, and may not do anything to enhance your creation.

As a general rule you should not PASTE text, images, charts, tables, etc. These items should be inserted or manually typed. Pasted items are generally linked, not imbedded. When printing linked items, you will get low resolution or possibly none at all. When resizing tables, hold down the shift key. This will keep the image from distorting.

What you see on your screen is not always what you will get out of a printer. Unless resolution settings are correct, images that look great on your computer screen may look pixilated or grainy when printed.

The colors that you see on your monitor will not reproduce exactly the same on the printed poster. To reproduce the correct ECU colors, use formulas for RGB (red, green, blue):

- Purple  RGB 80.45.127 or Pantone 268C
- Gold  RGB 255.200.46 or Pantone 123C

Example of use:

On a text box, right click & select **Format Shape**
Select **Fill or Line color**
Select **Color**. Use the drop down box to select hues.
Under **More Colors**, select Custom and load your RGB #’s

5. Pictures imported from Web sites are almost always low-resolution images. Resolution must be high enough so as not to appear pixilated. Do not use a picture with high resolution (1200) and another with lower resolution (300) on the same poster.

**Font**

A good size font to start with for your Headings is 36. Try to use **non serif** for Titles and a **serif** font for text, as it is easier to read longer text.

When inserting a text box, uncheck **AUTO FIT TEXT BOX**. This will make it easier for poster formatting.
PhD Appendices

PhD - Appendix A - Faculty Research Interests

Faculty Research/Creative Activity Interests

1. Diana K. Bond, Nursing education, nursing faculty shortage, nursing faculty development
2. Robin Webb Corbett, Women's Health - pica in pg, weight gain in pg/PP and perinatal outcomes, menopause and then separately CV Health
3. Patricia Crane, Cardiovascular Disease, Secondary Prevention, Biobehavioral studies, Cytokines, Fatigue, Depression
4. Connie Dewees, Nurse-midwifery workforce issues; historical research on midwifery; factors associated with successful midwifery practices
5. Martha Engelke, school nursing, case management for children with chronic illnesses, and community-based research
6. Lou Everett, Stepfamilies, Using Art to Express Emotion, qualitative research.
7. Patricia Fazzone, Domestic violence, substance abuse and mental health: co-occurring issues, Military nurses/healthcare /spiritual care providers and reintegration issues, Violence and psychiatric/behavioral sequelae
8. Laura Gantt, Emergency nursing, Use of simulation in education, Simulation workforce development
9. Sonya Renae Hardin, Research Interest-Cardiovascular Disease; Geriatrics; Critical Care; Culture; Technology Innovation
10. Candace Harrington, Chronic Heart Failure in Frail Older Adults, End-of-Life Care, Advanced Practice Nursing Curriculum for Primary Care of Adults
11. Carolyn Horne, Vascular disease, Amputation Pain, Patient Education
12. Amy Jnah: Mentoring, non-invasive testing for neonates, simulation-based learning
14. Debra Kosko, Inter-professional education, Global health; HIV/AIDS, Health policy
15. Cheryl Kovar, Adolescent High Risk Behaviors, Teen Parenting, Curriculum Development
16. Kim Larson, Community-based participatory research (CBPR) with Latino leaders and school nurses; the influence of international cultural immersion on nursing practice; and adolescent sexual risk reduction interventions.
17. Nanette Lavoie-Vaughan, Dementia, Interventions for Behavioral Problems in Dementia, Caregiver Stress and Education, Preventing Resident on Staff Violence in Long-term care
18. Diane Marshburn, magnet culture impact on nurse retention, patient outcome; nurse sensitive quality indicators, aging nursing workforce
1. Maura McAuliffe, General and regional anesthesia, international advanced nursing practice, advanced practice nursing education, perioperative communication and safety
2. Charlotte McNeill, Pediatric asthma, ADHD management, Patient-centered medical home documentation
1. Janice Neil, Bariatric Nursing, Perioperative Nursing, intraoperative care
3. Annette Peery, Nursing education, children with type 1 diabetes, chronic sorrow
4. Lecia Wooten Reardon, Colorectal cancer screening (CRC) high risk populations, provider knowledge of cancer screening guidelines (NP focused), Barriers to CRC screening
5. Pamela Reis, Interprofessional education, mindfulness during pregnancy, use of self-care/preventive health measures in ethnic minority women
6. Donna Roberson, IV care and prevention, incarcerated women's health, bariatric care, nursing education: technology uses
7. Mary Ann Rose, Obese Patients and Pressure Ulcer Prevention, Safety, and Transitions of Care.
8. Ann Schreier, Oncology, symptom management, self-care behaviors, pain and patient education
9. Elaine Scott, Concepts of leadership development and theory, transitions, patient and nursing outcomes, the impact of polarities, conflict, change and complexity on organizational and inter-professional behavior. Quantitative and qualitative methods and the use of large data sets.
10. Joy Shepard, elderly, hospice, end-of-life, wounds, skin failure, quality of life at end-of-life
11. Michelle Taylor Skipper, Pregnancy Counseling with Adolescents, Contraception, Faith-Based Mission Work with New Nurse Practitioner Graduates
12. Jan Tillman, Inter-professional practice, access to primary care, motivational interviewing
13. Felecia S. Williams: Transition to Practice Among New Graduate Registered Nurses
14. Tomika Williams, Older Adults, Long-Term Care, Physical Activity
15. Carol Winters, Nursing education, online learning and teaching, nurse faculty mentored leadership

PhD - Appendix B - Request for Transfer Credit Form:  
http://www.ecu.edu/cs-cfac/soad/upload/transfer-credit-form.pdf
Admission to the program

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Completion of required course work & Application for Candidacy Exam (Appendix G)

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Advancement to Candidacy (Comp. Exam)

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Approval of Candidacy Committee (Appendix H)

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Candidacy Exams completed

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Selection of doctoral dissertation chairperson (Appendix I)

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Selection of dissertation committee members & Dissertation Research Approval Form (Appendix J)

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Dissertation proposal approved by committee

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Human subjects approval of research plan by UMCIRB (if applicable)

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Dissertation defense and presentation

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University Application for Graduation filed
(complete before 2nd week of semester you will graduate – follow the Academic Calendar for the Graduate School to meet all other deadlines for graduation).

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Submission of dissertation to Graduate College
(see deadline on Academic Calendar for the Graduate School).

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Graduation
8/22/13/MEP

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Name ___________________________ Banner # ___________________ Date ________________

To be completed each year and forwarded to your advisor by May 1st of each academic year. Please feel free to schedule an appointment with your advisor to discuss your progress and plan of study. A copy will be kept in your file.

The PhD program at the CON is designed to meet the American Association of Colleges of Nursing (AACN) 2010 Pathways to Excellence. This evaluation is critical for the ECUCON to evaluate your progress toward your degree and the program's curriculum toward meeting the Pathways to Excellence.

Date of entrance into program _______________ Expected completion date ________________

Current Status (Check one):

_1. Currently taking coursework: Number of credits completed by end of present semester __

_2. Completed coursework, but not yet defended dissertation proposal

_3. Working on dissertation

Anticipated semester for candidacy exam ________________

Anticipated date of dissertation proposal approval ________________

Anticipated date of dissertation defense ________________

Current GPA: ________________
Professional Performance and Potential
Please complete the following information below:

1. Papers published or submitted (Use APA format – indicate under review, in press, or published)

2. Presentations at professional conferences (List organization, date, title of presentation, location).

3. Current finding (List all funding received to support your doctoral education or research during the current academic year-title of project, grant number if relevant, funding source, amount received this year, beginning & ending dates, faculty sponsor if applicable).

4. Funding applications (List all funding that you applied for to support your doctoral education or research during the current academic year that is not already listed in the previous section – title of project, grant number if relevant, funding source, amount, faculty sponsor if relevant; include the status of funding: awarded [with start date and end date], pending, or not approved.

5. Other Professional accomplishments
This NURS 8255 Directed Research Form is to track student directed research experiences throughout the program. This internal form remains in the student’s file as a record of student’s research experiences to meet this requirement in the PhD program.

**COURSE DESCRIPTION**

NURS 8255 Directed Research 2 (2 hour courses). A minimum of 6 s.h. is required. Research experience under guidance of a nursing faculty member for the purpose of mentorship and interdisciplinary research experience.

1. Faculty description of the research activity for the student:

2. Student learning objectives for the experience developed by faculty and student:

3. Student outcomes to meet stated objectives:

4. Semester during which this experience will occur: ________________________________

5. Faculty signature: ________________________________

6. Student signature: ________________________________

6/2012 ANB
This NURS 8500 Independent Study Form is to track student independent study experiences throughout the program. This internal form remains in the student’s file as a record of student’s educational experiences to meet the elective requirements in the PhD program.

**COURSE DESCRIPTION**

NURS 8500 Independent Study (1-3) May be repeated. May count a maximum of 6 s.h. Consent of instructor. Independent exploration of an area(s) of interest in nursing science.

1. Faculty description of the study activity for the student:

2. Student learning objectives for the experience developed by faculty and student:

3. Student outcomes to meet stated objectives:

4. Number of semester hours (s.h.) of credit (1-3) agreed upon for the experience: _________

5. Semester during which this experience will occur: ________________________________

6. Faculty signature:____________________________________

7. Student signature: _______________________

6/2012 ANB
PhD - Appendix G – Application for the Candidacy Exam
East Carolina University
College of Nursing
PhD in Nursing Program
Advancement to Candidacy
Application for the Candidacy Exam

This application is to be filed with the PhD Program Office to apply for the Candidacy Exam at the beginning of the semester during which all coursework except the dissertation is being completed.

Student Name: ______________________________ Banner ID Number __________________

Below is the list of courses for which I am currently registered and will complete at the end of this semester:

Course Name, Description, and Semester Hour(s): __________________________________________________
Course Name, Description, and Semester Hour(s): __________________________________________________
Course Name, Description, and Semester Hour(s): __________________________________________________
Course Name, Description, and Semester Hour(s): __________________________________________________

Student Signature and Date: ___________________________________________________

This signature verifies approval and that all incompletes have been removed.

Academic Advisor Signature and Date: __________________________________________

THIS SECTION TO BE COMPLETED BY PhD IN NURSING PROGRAM DIRECTOR

I have reviewed the above information and

_____ approve this student’s application to register for the candidacy exam.

_____ do not approve this student’s application to register for the candidacy exam.
Explanation for not approving application: ________________________________

PhD Program Director Signature and Date: ______________________________________

CC: Student
PhD Program Office
MEP 6/2012

112
Appendix H – Approval of Candidacy Committee Chairperson and Committee Member Form

East Carolina University
College of Nursing
PhD in Nursing Program

Approval of Candidacy Committee Chairperson and Committee Member Form

_______________________ has been approved to take the PhD in Nursing Student’s name

Candidacy Exam and has selected the following:

Candidacy Committee Chair

Name

____________________________________
Rank and Other Titles (if applicable)

Signature and Date

Candidacy Committee Members

Name

____________________________________
Signature and Date

Name

____________________________________
Signature and Date

Name

____________________________________
Signature and Date

Director of PhD Program:

____________________________________
Signature and Date

CC: Candidacy Committee Chair
    Student
    PhD Program Office

6/2012 ANB

113
PhD - Appendix I – Form for Selection of Dissertation Advisory Committee Chairperson
East Carolina University
College of Nursing
PhD in Nursing Program
Form for Selection of Dissertation Advisory Committee Chairperson

___________________________. ____________________________, candidate for the PhD degree,
Student’s name Banner ID Number

(Doctor of Philosophy in Nursing) has selected the following person as Chair of the Dissertation
Advisory Committee:

______________________________________________
Name

______________________________________________
Rank

______________________________________________
Other Titles (if applicable)

This signature indicates agreement to serve as the Dissertation Advisory Committee Chairperson
for the above-listed student.

Dissertation Advisory Committee Chair:________________________________________
Signature and Date

APPROVAL
This signature indicates the person selected is approved to serve as chair of dissertation
committees.

Director of PhD Program:________________________________________
Signature and Date

CC: Dissertation Advisory Committee Chair
Student
PhD Program Office
MEP 6/2012
PhD - Appendix J - Pre-Thesis or Dissertation Research Approval Form
http://www.ecu.edu/cs-acad/gradschool/ETD.cfm

PhD - Appendix K - Non-Exclusive Distribution License
http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf
PhD - Appendix L – Graduate Programs Scholarship Application

College of Nursing Scholarship Application
East Carolina University
College of Nursing
Graduate Programs Scholarship Application

If you are interested in being considered for College of Nursing scholarship funds, please complete this general application below or at: http://www.ecu.edu/cs-dhs/nursing/financial_aid.cfm by February 15.

Important information about the scholarships: If awarded, the scholarship must be split between the 2 semesters. Certain information is requested because donors have particular criteria for applications. If you do not meet the qualifications, the award cannot be given. Therefore, it is important that you carefully answer all of the questions. If you are selected for a scholarship you will be invited to attend the ceremony for recipients and donors. You will need to send a photo to be shown at the ceremony if you cannot attend.

Name: ___________________________________________  Banner #:____________________________

Home Address: __________________________________________________________

________________________________________________________________________

Are you a North Carolina Resident? ____ Yes _____ No____

North Carolina County of Residence ____________________________________________

Are you a graduate of the following high school: Ayden-Grifton? _____ Yes ____ No

Are you employed by the Brody School of Medicine? _____Yes ___No

E-mail address: _____________________________________________________________

Home Phone: (_____)_______________________

Academic Status in fall: 200___ First Year ____ Second Year ____ Other ___

Currently enrolled: Yes ____ No____ Full time _____ Part Time _____ Non-Degree Student: __________

Will you be enrolled full time in the fall? Yes ____ No____

Anticipated Graduation Date: __________________________

List the areas of nursing which interest you the most:

Geriatrics _____ Oncology _____ Rural focus ____ Nurse Anesthetist_____ Pediatrics _____

Emergency/ Critical Care_____ Hospice____ Community Health____Family Nursing Practice____

Nurse-Midwifery _____

Concentration/Program: Adult-Gerontology Nurse Practitioner______ Family Nurse Practitioner ______

Nursing Leadership ______ Neonatal Nurse Practitioner ___ Nurse Anesthesia _________ Education ______

Nurse-Midwife _______ Clinical Nurse Specialist _____ PhD ________
WHAT ARE YOUR CAREER PLANS AFTER GRADUATION?

___________________________________________________________________________________________

_____________________________________________________________________________________

___________________________________________________________________________________________

IF THE SCHOLARSHIP IS BASED UPON FINANCIAL NEED EXPLAIN HOW YOU WOULD QUALIFY FOR THE AWARD (Give brief explanation)

___________________________________________________________________________________________

_____________________________________________________________________________________

___________________________________________________________________________________________

LIST THE TYPES OF WORK EXPERIENCES YOU HAVE HAD (OR ATTACH A RESUME):

___________________________________________________________________________________________

_____________________________________________________________________________________

___________________________________________________________________________________________

WHAT TYPE OF COMMUNITY OR SCHOOL SERVICE HAVE YOU BEEN INVOLVED?

___________________________________________________________________________________________

_____________________________________________________________________________________

___________________________________________________________________________________________

PLEASE LIST ANY FINANCIAL ASSISTANCE YOU ARE CURRENTLY RECEIVING, SUCH AS: NURSE TRAINEESHIP, NURSE SCHOLARS, EMPLOYEE TUITION REIMBURSEMENT, GI BILL, OR OTHER SCHOLARSHIPS:

___________________________________________________________________________________________

_____________________________________________________________________________________

___________________________________________________________________________________________

This information is considered confidential and available only to Scholarship Committee. Please return this application by April 15th to the Graduate Programs Office in Health Sciences Building 2150C. One letter of reference must accompany this application.
Grad School-College of Nursing Matching Fund for Doctoral Students

2013/2014 AY

NOTICE: Please check with the PhD Program Office to learn whether travel funds are available for this academic year.

Doctoral Program: NURSING

Student’s Name: ____________________________  Banner ID: _____________

Meeting date, location, and reason: ____________________________________________
________________________________________

Registration ____________________

Travel________________________

Lodging________________________

Per diem________________________

Total expenses____________________

College of Nursing contribution: ________________________________________________

Graduate School contribution: _________________________________________________

Approved by the Graduate School: ______________________________________________

Date: __________________________

PhD Program Director’s signature: _______________________________________________

Date: __________________________

8/2012
Poster Guidelines

Work with your advisor or professor on submitting your poster. See Laupus Library Poster Printing Guidelines at http://www.ecu.edu/cs-dhs/laupuslibrary/services/PosterPrinting.cfm.

Printing Guidelines:

1. Posters will be printed Monday-Friday from 8:00am to 4:00pm, excluding holidays when the library is closed.
2. Only ECU Division of Health Sciences faculty, staff, and students may request posters. We will verify your ECU status.
3. The poster must be in one of the following formats: PDF (preferred), PowerPoint, Illustrator, or Word.
4. When creating a poster slide using PowerPoint, the slide MUST be setup at the actual size that you will have printed. For example, if you are requesting a 36 x 48” poster, then the slide dimensions under the Page Setup options should be 36 x 48” as well. If however, either dimension of your poster will exceed 56”, you’ll need to cut both of your final dimensions in half and create your slide at that size. For example, if you will require a 42 x 72” poster, set up your PowerPoint slide to be 21 x 36” – this will allow us to print it at 200% and achieve your desired size. This is necessary because of PowerPoint’s size limit of 56” on the dimensions of a slide.
5. We are not responsible for editing or formatting posters.
6. We will review the poster to ensure it is for ECU business. Personal posters will not be printed.
7. The poster will be printed within one business day, unless there is a problem with the poster or we experience a high number of requests. Forms submitted Saturday or Sunday will be printed before Tuesday morning.
8. After the poster has been printed, you will receive an email notifying you to pick up the poster at the Laupus Library Service Desk. If you do not receive an email within one business day, please contact the Computer Lab.
9. We reserve the right to refuse printing to anyone not meeting these guidelines.

Helpful Hints on Setting up Your Poster

1. We only use 42" wide paper rolls. Either the width OR length of your poster may exceed 42", but not both dimensions.
2. If the width AND length your poster is smaller than 42" (i.e. poster size is 18"x24") you will need to trim your poster to the desired size after printing. We do not have any paper smaller than 42" rolls.
3. We will not print any document 11"x17” or smaller. To print documents 11”x17” or smaller, you should contact ECU Rapid Copy.
4. Make sure you have a small margin (at least 0.5") on all sides of your poster. The printer cannot print to the edge of the paper so you need to leave room between the text/images and the side of the poster.
5. A known compatibility issue exists with graphs exported into PowerPoint posters directly from Prism Graph software for printing on our HP Designjet poster printer. The easiest way to work with graphs in a PowerPoint poster is to create graphs in Excel, and copy them to the poster.
Size

1. **Set the page size first.** Resizing the poster later will almost always cause problems. Example: a template set up for 21 x 36” allows for printing at 200% to achieve a final size of 42 x 72”.
2. The Library uses 42” wide paper rolls. Either the width OR length of your poster may exceed 42", but not both dimensions.
3. If the width AND length your poster is smaller than 42” (i.e. poster size is 18”x24”) you will need to trim your poster to the desired size after printing. We do not have any paper smaller than 42” rolls.
4. Make sure you have a small margin (at least 0.5”) on all sides of your poster. The printer cannot print to the edge of the paper so you need to leave room between the text/images and the side of the poster.

Format / Design

1. If you are presenting on ECU’s behalf, we have a poster template used for marketing cohesiveness (See Tamara McKeel in room 4210).
2. Use a WHITE background whenever possible. Backgrounds (gradient, textures, etc.) do not translate well onto paper. In addition, they use a lot of ink, are taxing on the printer and take much longer to print, and may not do anything to enhance your creation.
3. As a general rule you should not PASTE text, images, charts, tables, etc. These **items should be inserted or manually typed.** Pasted items are generally linked, not imbedded. When printing linked items, you will get low resolution or possibly none at all. When resizing tables, hold down the shift key. This will keep the image from distorting.
4. What you see on your screen is not always what you will get out of a printer. Unless resolution settings are correct, images that look great on your computer screen may look pixilated or grainy when printed.
5. The colors that you see on your monitor will not reproduce exactly the same on the printed poster. To reproduce the correct ECU colors, use formulas for **RGB** (red, green, blue):
   - Purple: RGB 80.45.127 or Pantone 268C
   - Gold: RGB 255.200.46 or Pantone 123C

   Example of use:

   On a text box, **right click** & select **Format Shape**
   Select **Fill or Line color**
   Select **Color.** Use the drop down box to select hues.
   Under **More Colors**, select Custom and load your RGB #’s

6. Pictures imported from Web sites are almost always low-resolution images. Resolution must be high enough so as not to appear pixilated. Do not use a picture with high resolution (1200) and another with lower resolution (300) on the same poster.

Font

A good size font to start with for your Headings is 36. Try to use **non serif** for Titles and a **serif** font for text, as it is easier to read longer text.

When inserting a text box, uncheck **AUTO FIT TEXT BOX.** This will make it easier for poster formatting.
Frequently Used Campus Resources

Campus Safety / ECU Police
http://www.ecu.edu/ecu/safety.php

William E. Laupus Health Sciences Library
252-744-2219

The William E. Laupus Health Sciences Library, located in the Health Sciences Building, serves as the primary information resource facility for the university’s health science programs. The library is equipped with more than 100 computers and supports a growing program of electronic information and services. Additional information about library programs, services, and hours may be found on the Web site at http://www.ecu.edu/cs-dhs/laupuslibrary/.

Lactation Room is located in room 4508. The key to this room is located at the library front desk.

Joyner Library
252-328-6518

The main ECU campus library is Joyner Library. All students registered at ECU, regardless of location, have access to electronic library resources, including indexes, full-text databases, and journals through the library’s Web site at http://www.ecu.edu/cs-lib/. Student status is verified by ECU Exchange e-mail user name and password. Several departments at Joyner Library have created a number of value-added services for distance education students; a web page specifically for distance education students linked from the library home page, guides to electronic resources, web-based tutorials, e-mail reference services, and a subject guide database, the E-Journal Locator, the Virtual Reference Desk and N.C. Periodicals Index. 252-328-6518.

University & Medical Center Institutional Review Board
252-744-2914

All faculty, students, and staff that are engaged in human research are required to follow the policies and procedures described by the Office for Research Integrity & Compliance www.ecu.edu/rgs/irb/.

To register and take the mandatory University & Medical Center Institutional Review Board (UMCIRB) training modules, for protection of human research subjects go to the Collaborative Institutional Training Initiative (CITI) Web site. The link for the CITI Web site is http://www.citiprogram.org/. Please note that the required training is the Basic Course in the Protection of Human Research Subjects. Investigators will choose to take this course as a Biomedical (Group 1) or Social/Behavioral (Group 2) investigator. (The courses on the Responsible Conduct of Research also available on the CITI site are NOT required for the UMCIRB.) These training modules must be renewed every 3 years by completing the Refresher Course.

The UMCIRB office does not send out certificates of completion. All those completing the education modules should print out their Report of Completion after finishing the required modules.
**Information Technology and Computing Services**

**252-328-4968**

*Information Technology and Computing Services (ITCS)* provides computing, network, and outreach support. More than sixty student computer laboratories that support both discipline-specific applications as well as general computing are located throughout campuses. Information technology assistance is provided through the university-wide Help Desk and computer-training courses are offered on a regular basis. Students who have technical problems accessing the ECU web page should telephone the ITCS Help Desk at 252-328-9866 or the Student Help Desk at 252-328-4968. ITCS can be found online at [http://www.ecu.edu/itcs/help.cfm](http://www.ecu.edu/itcs/help.cfm).

**Financial Aid Information**

**252-328-9379**

There are a variety of resources available for scholarships and loans for graduate students. This information can be obtained from the East Carolina University Financial Aid Office, 2103 Old Cafeteria Building (telephone: 252-328-9379), or online at [http://www.ecu.edu/financial/](http://www.ecu.edu/financial/). Information and electronic application is located at the College of Nursing Web site at [http://www.ecu.edu/cs-dhs/nursing/financial_aid.cfm](http://www.ecu.edu/cs-dhs/nursing/financial_aid.cfm).

Federal funding, and Professional Nurse Traineeships (tuition and stipend) can be requested by students enrolled as full-time students (9 semester hours or more). Requests should be made in writing to Professional Nurse Traineeship Director, indicating the semesters for which traineeship aid is requested and the specific courses to be taken each term to justify full-time student status. The university and College of Nursing provide scholarships for graduate students. Students also have the opportunity to serve as graduate teaching assistants or graduate research assistants. ECU Graduate School policies for graduate assistantships are located at [http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm](http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm). In addition, the College of Nursing and the [ECU Medical & Health Sciences Foundation, Inc.](http://www.ecu.edu/nursing) offer graduate fellowships and scholarships. Electronic application forms are available at the College of Nursing Web site at [http://www.ecu.edu/nursing](http://www.ecu.edu/nursing). The application deadline is **March 30**th for each fall semester.

***Students are encouraged to apply for financial aid at the same time they are applying for admission to the program.***

**Student Health Services**

**252-328-6841**

The Student Health Services provides individualized and quality health care and health education for currently enrolled, fee-paying, ECU students. The outpatient clinic provides health care through appointments and through an urgent care clinic during operating hours. The telephone numbers for Student Health Services are: main switchboard 252-328-6841; wellness education 252-328-6794; pharmacy 252-328-6841, ext. 608. More information can be found on their Web site at [www.ecu.edu/studenthealth](http://www.ecu.edu/studenthealth). Distance Education students can be seen at Student Health for an additional fee.
University Writing Center  
252-328-2020

The University Writing Center is located on the first floor of the Joyner Library. The center proofreads, reviews papers, and provides help with editing, grammar, spelling, and organization of thoughts. There is a wealth of help and information available. Check Web site http://www.ecu.edu/writing/writingcenter for information about a satellite center on the Health Sciences Campus.

ECU Online Writing Lab  
252-328-6131

The ECU Online Writing Lab (OWL) offers Distance Education students the opportunity to consult with a trained writing center consultant via email. Off-campus students ask questions about their writing in any stage, from invention to the final draft. Online consultants proofread and edit papers, and provide specific feedback that helps students become better writers. Only students enrolled in Distance Education courses may submit papers to the OWL.

Student Stores  
Dowdy: 252-328-6731   Brody: 252-744-3450

Dowdy Student Stores, owned and operated by ECU, is an auxiliary enterprise for the convenience of the university community. The Dowdy Student Stores, stocks books, college supplies, computers, and other tools of the educational process for the students on campus as well as those taking distance education classes. Contact The Dowdy Student Stores Web site at www.ecu.edu/studentstores or phone 252-328-6731 (toll free: 1-877-499-8398).

***Distance education students can select, order, and pay for textbooks and have them delivered to your home address through Dowdy Student Stores online at www.studentstores.ecu.edu/shop.***

Please note, if you accidentally purchase the incorrect text it is easy to exchange if the text has not been used.

The Brody Medical Bookstore at 1 South 04 Brody Building has an assortment of medical texts and reference materials and lab coats.

Department of Parking and Transportation Service  
252-328-6294

Regulations governing traffic, parking, registration of motor vehicles, and enforcement are set forth in the East Carolina University Traffic Ordinance, which is available at the Department of Parking and Transportation Services, 305 East Tenth Street with a satellite office on the Health Sciences Campus behind Laupus Library. To utilize campus parking facilities, students must register their vehicles with Parking and Transportation Services and purchase a parking permit decal. The university’s towing policy is strictly enforced. Parking on campus is by permit only and the permit must be properly displayed. Students are held responsible for uncleared traffic citations. For more information, contact 252-328-6294 or access http://www.ecu.edu/parking/.
Other University Resources

All students, including distance education students, who meet membership criteria are eligible to participate in student organizations and activities. The Graduate Student Advisory Council (GSAC) is the student organization representing the interests of the graduate students in the university. Among its activities, GSAC is responsible for planning and soliciting funds from the Student Government Association SGA for graduate student events and travel to research conferences. Additional information can be obtained from the Graduate School.

Dean of Students Office
252-328-9297

The Dean of Students Office at East Carolina University is the central campus resource for addressing and responding to student issues and concerns. Staff within the dean’s office often serves as liaisons among students, faculty, staff and administrators. The dean’s office provides assistance to students, and family members who are navigating their way through various campus procedures. Staff in the dean’s office often helps develop, articulate, disseminate and enforce university rules, regulations, and policies. Students are encouraged to call 252-328-9297 for an appointment or to consult with the dean’s staff. The web page may be accessed at http://www.ecu.edu/deanofstudents/.

Student Rights and Responsibilities
252-328-6824

The mission of the Office of Student Rights and Responsibilities (OSRR) is to promote students’ personal and academic integrity as well as a safe learning environment for all. The staff facilitates ethical decision-making and empowers students to become responsible citizens. OSRR administers the East Carolina University Student Code of Conduct, which governs students’ on- and off-campus conduct. Office staff members are also engaged in campus education on various issues, such as academic integrity, citizenship development, and conflict resolution.

OSRR staff members are also available to advise all campus community members on their rights under the Student Code of Conduct and the ECU judicial process as well as to clarify university policies pertaining to student conduct. For more information visit: http://www.ecu.edu/studentlife/osrr.

Center for Counseling and Student Development
252-328-6661

The purpose of the Center for Counseling and Student Development is to assist students to make the most of their opportunities for academic and personal development. The center offers students counseling in the following areas: personal, academic, career, and alcohol and other drug abuse. In addition to individual counseling, group sessions are conducted for those students who wish to focus on various problems or personal concerns that arise from the stress of university life and interpersonal relations. The center’s staff provides both classroom and individual programs for students who wish to improve their study skills. Campus and distance education students are entitled to the services provided by the center without charge.
Office of Adult and Commuter Services
252-328-6881

The Office of Adult and Commuter Services provides support services and programs which foster successful college experiences for commuters and students over twenty-four years of age. The office provides a resource booklet for new adult, commuter, and graduate students; newsletters and information on day care, transportation; and other community resources. For more information, visit the office in Room 218 Mendenhall Student Center or call 252-328-6881. Information is also available at http://www.ecu.edu/cs-acad/aa/customcf/ugcat/ugcat0102/S2-1.html

University Transit Services
252-328-4724

The Student Transit Authority is funded by student activity fees and is operated by students for students, faculty, and staff at no charge with a valid ECU ID. An extensive bus route providing timely service to, from and around the ECU campus, including commuter parking lots, off-campus housing areas, and several shopping/service areas, is provided. For more information, contact ECU Transit at 252-328-4724 or access http://www.ecu.edu/transit/.

Disability Support Services
252-737-1016

The Department for Disability Support Services works in collaboration with faculty, staff, and departments throughout the university to fulfill the institution’s commitment to accessibility. Services and accommodations are designed to meet the individual needs of all students and encompass all aspects of university life. Additional program information is available in Slay 138, by telephone at 252-737-1016, and online at: http://www.ecu.edu/accessibility/.

The Career Center
252-328-6050

Career Services provides programs and services to assist students with the transition from academic to the world of work by preparing students for life after graduation. Career Services offers services which include career counseling, workshops and seminars on career-related subjects, assistance with resume writing and interviewing, and opportunities for graduate assistantships, practicum, and internships. For more information visit Career Services, 701 East Fifth Street, telephone 252-328-6050, or in the Health Sciences satellite office, 1504 Laupus Library in the Health Sciences Building. http://www.ecu.edu/career/

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Department of Disability Support Services (DSS), located in Slay 138, to verify the disability before any accommodations can occur. The telephone number is 252-737-1016. The Office of Disability Support Services provides sign language interpreters, note takers, tutorial assistance, general counseling, and advocacy, as well as technical support for faculty and staff. Students should contact the office at Slay 138 or call voice TDD 252-737-1016.
The Office of Disability Support Services coordinates and implements programs for all disabled students. Faculty members must not provide any disability-related accommodations to any student who claims to have a disability until they have received notification by letter to do so from the Department for Disability Support Services.

**Student Media**

The *East Carolinian*, the university paper, is published three times weekly by the students. It carries university and alumni news and is designed to furnish an outlet for student expression on all matters pertaining to student educational and social development. The paper is available on-line at [http://www.theeastcarolinian.com](http://www.theeastcarolinian.com). *Expressions*, a periodic magazine, is published by the students. It includes campus news, much of which is of particular interest to minority students. *Expressions* may be accessed at [http://www.ecu.edu/cs-studentaffairs/expressions/](http://www.ecu.edu/cs-studentaffairs/expressions/). The *Rebel* is the university literary magazine published by students, WZMB is the student radio station offering news and a variety of musical programs of interest to all segments of the university community, a yearbook (Buccaneer) and a closed-circuit TV station (Campus 31).

**Central Ticket Office**

*252-328-4788*

Tickets for all concerts, movies, lectures, and activities sponsored by Student Involvement & Leadership are available here. The CTO is located on the main floor at the entrance to Hendrix Theatre. Generally, ECU home game football tickets will be available here during the week of home games. For most events, students may purchase advance tickets at discount prices and tickets at the door will be sold full price. To receive student discounts, you will need to present a valid ECU 1 Card. **Hours of Operation:** Monday-Friday 9:00 am-6:00 pm, Saturday 1:00 pm-5:00 pm; **Phone:** 252-328-4788 or 1-800-ECU-ARTS

**Dining**

*252-328-3663*

Campus Dining Services offers well-balanced, nutritious meals throughout the day at each of its numerous locations. More information about campus dining is available at the ECU Dining Services offices in Jones Residence Hall; telephone 252-ECU-FOOD (328-3663) or visit the Web site at [http://ecu.campusdish.com/](http://ecu.campusdish.com/).

**Recreational Facilities**

**Student Recreation Center:** 252-328-6387  
**Mendenhall Student Center:** 252-328-4700

The Department of Recreational Services is located in the Student Recreation Center and provides a broad and diverse program of wellness-oriented activities to all students, faculty, and staff. Recreational Services strives to enhance positive recreation and wellness lifestyles of the university community and to foster a lifelong commitment to learning skills associated with physical, social, emotional and mental well-being. A variety of recreational opportunities are available. To receive more information, telephone 252-328-6387.

The 150,000 square foot Student Recreation Center located next to Mendenhall Student Center houses six multi-sports courts, one squash and seven racquetball courts, a 28 foot climbing wall, one-seventh mile track, indoor/outdoor pool with lounging area, Center Court juice bar, three exercise studios, 10,000 square foot cardiovascular and weight training area, outdoor adventure center, locker rooms, and
administrative offices. Currently enrolled students who have paid activity fees are automatically members of the Student Recreation Center. For additional information access the Web site at: http://www.ecu.edu/cs-studentaffairs/crw/facilities/src/index.cfm.

The Mendenhall Student Center (MSC) provides quiet and comfortable study areas and, for group studying, private rooms may be reserved. A full-service computer lab is open seven days a week. For relaxation there are free movies, a wide-screen TV lounge, bowling, billiards, and an art gallery. Additional conveniences include ATMs, meeting and dining areas, and ECU’s Central Ticket Office. Information desk: 252-328-4700.

North Recreational Complex

The North Recreational Complex located on Highway 264 East (10 minutes from main campus) features eight multipurpose activity fields. The fields can be sized to accommodate soccer, flag football, lacrosse, ultimate Frisbee, and rugby. A field house overlooks the fields providing equipment storage and a covered seating area with restrooms. Parking is provided adjacent to the field house.

The property also includes 6 acres of water for fishing and boating, a sunbathing sand beach, fitness equipment, a .5 mile trail around the lake, sand volleyball, corn-hole and 18-hole disc golf course. Our brand new Odyssey High Challenge Course at NRC is approximately 40ft tall and has 8 distinct high elements. The main course is 120ft long with two 300ft zip lines as option to finish the course. The NRC also features six walking/jogging trails and one 5K running trail. Free kayaks, disc golf discs, sand volleyball, corn-hole, and sunbathing for all ECU students and CRW members.

CRW Blount Sports Complex

Home to intramural and club sports, some challenge course groups and special events, the Blount Sports Complex is located off of Charles Boulevard behind the Belk Building. The facility offers numerous opportunities in a variety of sports such as flag football, soccer, softball, lacrosse, ultimate Frisbee, rugby, lacrosse, and field hockey. A field house with restrooms is also on-site for convenience to participants. Parking is available in the lot next to the fields off Charles Boulevard. The fields can be reserved for use by campus groups with advance notice.

Jones Fitness Pointe (College Hill Drive)

Jones Fitness Pointe is located in the basement of Jones Residence Hall on college Hill. The facility is 1,900 square feet and contains both strength and cardiovascular training equipment. ECU students, faculty and staff should bring a valid One Card for access.
Nautilus® Selectorized Strength Training Equipment (12 pieces)
Precor® Treadmills, Bikes and EFx (elliptical) Trainers
Step Trainers by StairMaster®
York Dumbbells® (10 - 75lbs)

Team Training

North Recreational Complex - Odyssey Course
Odyssey High Challenge Course is approximately 40ft tall and has 8 distinct high elements. The main course is 120ft long with two 300ft zip lines as option to finish the course.
Blount Sports Complex - Alpine Tower & Low Course
Large open field space with 6 wooded acres containing over 20 low elements as well as the 50ft tall Alpine Tower and Giant Swing.

Walking and Running Routes

Looking for a place to run? ECU has several routes for you to choose from.

2 Mile - >> Download Printable PDF
3 Mile - >> Download Printable PDF
5 Mile - >> Download Printable PDF
Campus 1 Mile - >> Download Printable PDF
Minges 1 Mile - >> Download Printable PDF
Minges 2 Mile - >> Download Printable PDF
5K Routes - >> Download Printable PDF
NRC Walk/Run Routes - >> Download Printable PDF

Other recreational events are scheduled frequently through the School of Music, the Theatre Arts Department, and other campus groups. Students should watch the East Carolinian (student newspaper), the local newspapers, and posted announcements for information concerning these events.

International Programs
252-328-4829

East Carolina University is a member of several consortia which are designed to facilitate and promote the exchange of students abroad. Students can attend more than 150 foreign institutions in over 35 countries by utilizing these exchanges. Study Abroad information and applications are available and processed through the Office of International Affairs 252-328-4829. http://www.ecu.edu/Intlaffairs.

Office of Intercultural Student Affairs
252-328-4350

The mission of the Office of Intercultural Student Affairs is to assist in creating an environment that is supportive and conducive to meeting the educational, intellectual, and social needs of multiethnic students on the ECU campus. This is achieved through creative programming efforts such as peer mentoring, social justice institutes, leadership development opportunities for student organizations, and providing administrative assistance to student organizations. For more information visit the office in Ragsdale 105, call 252-328-4350.

Revised srh 3-17-16
Revised srh 1-25-16
Revised srh 8-11-15
Revised rb 9-25-14