

Molloy College



The Barbara H. Hagan School of Nursing and Health Sciences

PHD PROGRAM

Handbook
2021-2022 Academic Year

TABLE OF CONTENTS

DIRECTOR'S WELCOME.....	2
MISSION STATEMENT AND GOALS	3
DOCTOR OF PHILOSOPHY IN NURSING PROGRAM	3
ADMISSION REQUIREMENTS.....	7
PHD IN NURSING DEGREE REQUIREMENTS	10
PHD PROGRAM OVERVIEW	10
PROGRAM OF STUDY EFFECTIVE FALL 2019.....	12
PART-TIME PROGRAM PLAN	13
ADVISING	14
PHD PROGRAM POLICIES FOR STUDENTS.....	15
MOLLOY COLLEGE CATALOG	19
IMMUNIZATIONS AND HEALTH REQUIREMENTS.....	20
NURSING DOCTORAL COURSE DESCRIPTIONS	21
MAJOR TRANSITION POINTS IN PHD PROGRAM	26
RESEARCH RESIDENCY	27
DOCTORAL COMPREHENSIVE EXAMINATION	28
THE DISSERTATION PROCESS.....	29
RESPONSIBILITIES OF FACULTY AND STUDENTS FOR DOCTORAL DISSERTATION ADVISEMENT	29
THE ROLE OF THE DISSERTATION COMMITTEE	30
APPROVAL OF THE DISSERTATION PROPOSAL.....	31
COMPLETING THE DISSERTATION.....	33
THE DISSERTATION ORAL DEFENSE	34
PREPARATION OF THE DISSERTATION – FORM AND STYLE.....	35

DIRECTOR'S WELCOME

The faculty of Molloy College, in The Barbara H. Hagan School of Nursing and Health Sciences congratulate you on your acceptance into the PhD in Nursing program. We welcome you to become a part of our community of scholars and engage with us in seminars, forums, and online scholarly activities.

We know that your decision to begin doctoral studies is a very important milestone for you. We want to help in any way possible to make your doctoral studies meaningful - - and even enjoyable!

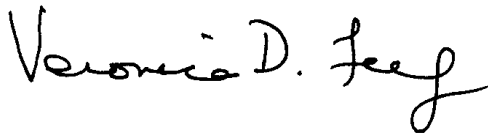
This *Handbook* contains important information to guide you as you progress through the doctoral program, so please let me know if you have difficulty accessing the information. In addition to the *Handbook*, you should be familiar with the *Molloy College Catalog*. Both of these documents provide important details of policies and procedures for the PhD Program in Nursing.

You now have a Molloy College email account and the ability to link you to the "Online Student and Faculty Access" through the website known as the, "Lion's Den," and Canvas, the Molloy College Learning Management System, where all information on activities, schedules, and other timely issues will be posted. It is imperative that you check this account frequently. This is also the email account that your faculty and advisor will use to contact you. If you change your home address or telephone contacts, inform me immediately. The outcomes of several program milestones *are sent via mail*.

You must use your Molloy "Lions" email address for communication. We will only send out information to that address, so it is important to check it often.

I will be coordinating your assignments for advisors, research residency placements, candidacy/comprehensive examination and dissertation committee. My door is open. I would like to help in any way possible to facilitate your progress through the doctoral program. I look forward to working with you throughout your studies!

Sincerely,



Veronica D. Feeg, PhD, RN, FAAN
Professor and Associate Dean for Research and Scholarly Practice
Associate Dean and Director of the PhD Program
The Barbara H. Hagan School of Nursing and Health Sciences
Molloy College

Signature: _____

Molloy College

MISSION STATEMENT AND GOALS

Mission Statement

Molloy College, an independent, Catholic college, rooted in the Dominican tradition of study, spirituality, service and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.

A Molloy College education challenges students to maintain high personal and professional standards, to be aware of their responsibilities to preserve and protect the environment and to improve the quality of life for themselves and their neighbors in an ever-changing global society.

The faculty of The Barbara H. Hagan School of Nursing and Health Sciences, in accord with Molloy College, believes that every person as a biological, psychological, socio-cultural, spiritual being has an innate potential for self-actualization in a dynamic universe. We believe that human beings are entitled to an environment which fosters individual self-esteem and mutual positive regard. We hold in high esteem the inherent worth and dignity of all individuals. It is the concept of valuing, in relation to humanity-environment-health, which gives meaning to humanistic nursing practice.

Each human being is an integrated whole evolving through time. The uniqueness of humanity is reflected through individuals, families, and communities continuously interacting with their environment. Since environment influences the health and well-being of humanity, we recognize our collective responsibility to strive toward an environmentally better world.

Health is a dynamic state of bio-psycho-socio-spiritual-cultural well-being. A responsible society provides a health care system that enables individuals to function at their highest level. Nursing meets the actual and potential needs of humanity by assisting a diverse, multicultural population to attain, maintain, and retain optimum health.

Nursing is both a science and an art, which focuses on the diagnosis and treatment of human responses. Humanistic nursing integrates theory and practice within a framework of ethical decision-making. Nursing provides health care for individuals, families, and communities. Central to professional practice are caring, interpersonal communication, and nursing therapeutics. We believe that nursing is a social contract grounded in the profession's code of ethics and requires a life-long professional commitment.

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM

The Doctor of Philosophy (PhD) in Nursing program at Molloy College prepares nurses for leadership roles in a variety of organizations, health related agencies, and educational institutions.

Doctoral education fosters the highest level of scholarly inquiry to promote self-transformation, enabling graduates to demonstrate excellence in leadership, education and service. A Doctor of

Philosophy degree represents the culmination of the formal educational process. Through scholarly inquiry and intellectual engagement, the graduate will generate new knowledge by designing and conducting research to advance the science of nursing.

The underlying beliefs of The Barbara H. Hagan School of Nursing and Health Sciences at Molloy College are rooted in its humanistic framework. Within this framework, the Molloy College doctoral program makes a unique contribution to the nursing profession (see Figure 1 and Figure 2). It is the role of the nurse to stand against the occurrence of dehumanization that may happen in health care settings. In an environment where there may be a devotion to technology and cost containment and where others may be less concerned with the patient as a human being, the Molloy Ph.D. prepared nurse will lead in knowledge development and nursing interventions that demonstrate value and respect for persons vulnerable to illness. Leadership by the Molloy College Ph.D. prepared nurse will be directed toward transforming vulnerabilities to strengths, attaining and maintaining optimum health. Humanistic nursing behavior, rooted in the principles of caring, is a goal of the doctoral program. A curriculum enriched by the study of the humanities assists in achieving that goal.

Figure 1. Molloy College, The Barbara H. Hagan School of Nursing and Health Sciences Humanistic Framework

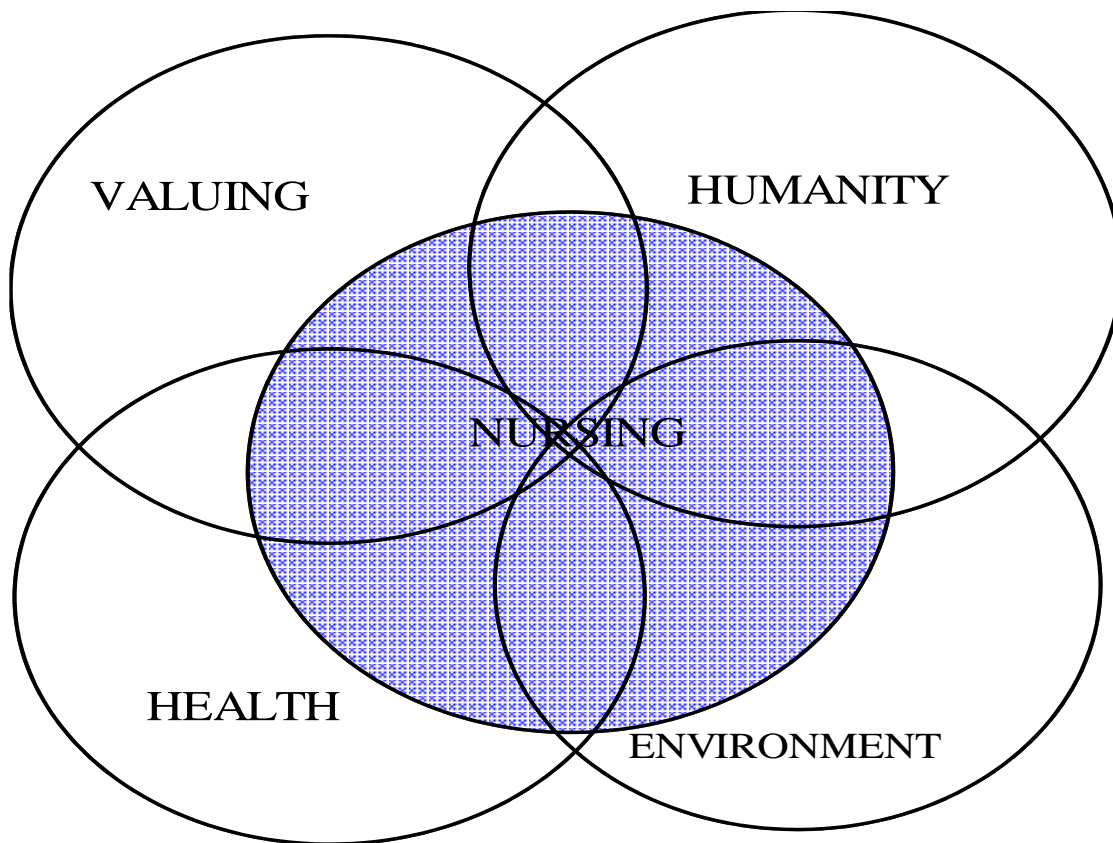


Figure 2 The Barbara H. Hagan School of Nursing and Health Sciences Humanistic Framework
Extended to the Doctoral Level

<i>Doctoral Graduate</i>	Generates	Promotes	Models	Conducts and Disseminates	Exemplifies	HEALTH	HUMANITY
<i>Master's Graduate</i>	Demonstrates (Advanced)	Demonstrates (Advanced Practice)	Assumes (Advanced Practice)	Designs	Utilizes (Advanced)		
<i>B.S. Graduate</i>	Utilizes	Assumes (Generalist Practice)	Assumes	Utilizes	Practices (Generalist)		
<i>Level III</i>	Applies	Demonstrates	Applies	Applies	Demonstrates		
<i>Level II</i>	Demonstrates	Demonstrates (Beginning Practice)	Demonstrates	Discusses	Demonstrates (Beginning Level)		
<i>Level I</i>	Acquires	Discusses	Discusses	Defines	Identifies		
	Knowledge	Responsibility & Accountability	Leadership/ Management	Research	Professional Role	VALUING	ENVIRONMENT
NURSING							

Goals

Goals of the program are to educate future nursing leaders who will take their place alongside other disciplinary leaders to maintain, monitor, and improve health for all individuals in society.

The objectives of the program are evident in the eight characteristics of the graduate. The recipients of the Molloy College Ph.D. in Nursing are prepared to:

1. Serve as leaders in advancing the practice of nursing through research, education, administration, and health policy.
2. Participate fully in multidisciplinary contributions to the creation of nursing knowledge.
3. Generate, test, and extend knowledge through research and theory development, and to disseminate the findings.
4. Influence health policy to advance nursing and health care in a global society.
5. Integrate theory and practice through advanced ethical analysis.
6. Appreciate and extend the aesthetic values of nursing.
7. Value the inherent dignity of all humans and protect them from dehumanization of Health care.
8. Treasure the ideals of nursing through the stewardship of caring.

Graduates of the PhD in Nursing Program:

The underlying beliefs of The Barbara H. Hagan School of Nursing and Health Sciences at Molloy College are rooted in its humanistic framework. The Molloy PhD nurse graduate will lead in knowledge development and nursing interventions that demonstrate value and respect for persons vulnerable to illness.

The Molloy College PhD prepared nurse will exert leadership and develop knowledge to:

- Transform vulnerabilities to strengths, attaining and maintaining optimum health.
- Guide humanistic nursing behavior, rooted in the principles of caring, as a goal of the doctoral program.
- Enrich the discipline by incorporating the humanities to assist in achieving goals.

ADMISSION REQUIREMENTS

The Barbara H. Hagan School of Nursing and Health Sciences employs a “whole person” philosophy to evaluate candidates for admission to the doctoral program. A multifaceted assessment of the applicant’s potential for success includes the following:

- a. A master’s degree from an accredited program. A higher degree in nursing (baccalaureate and/or master's). Degrees outside of nursing need to be relevant to nursing and health.
- b. Minimum Grade Point Average of 3.5 on a 4.0 scale from applicant’s master's program.
- c. Original official transcripts from all college programs and courses.
- d. Current license to practice as a registered nurse in the United States.
- e. A written statement of career goals after achieving the PhD
- f. Description of a proposed area of research.
- g. Three letters of reference from professionals in the field that speak to the potential of the applicant as a scholar, to include at least one from a former faculty and at least one from a recent employer.
- h. A current curriculum vitae (professional resume).
- i. A copy of a recent scholarly paper, research report, or publication.
- j. An interview with the Associate Dean and Director of the PhD Program and faculty of the Doctoral Program with concurrent completion of an onsite brief writing sample evaluated by a designated PhD admission committee.
- k. International students must follow the regular admissions procedure including submission of college transcripts. See the catalog for English evaluations of transcripts. The TOEFL examination for those whom English is not the native language is required with a minimum score of 500.

Students are admitted for the fall semester only. All materials for admission must be submitted to the Admissions Office of Molloy College, by April 1 of the year of application.

Categories of Admission:

- a. Admission to Degree Program: This category is used for students who satisfy all Doctoral Nursing Program requirements, and are admitted without any

provisions. This includes:

- Completion of the master's degree with appropriate transcript.
- Successful interviews and a timed, monitored, brief writing sample submitted for evaluation.

b. Provisional Admission to Degree Program: This category is used for students who fail to meet all Doctoral Nursing Program requirements, but who, in the opinion of the Doctoral Faculty, demonstrate high potential for doctoral study. Types of students admitted under this category and conditions for full admission include:

- A student who meets all admission requirements, except is in the final semester of a master's degree and has not yet graduated.. Upon graduation with a GPA of 3.5 or higher, the student will be granted full admission.
- A student who meets all admission requirements except has a GPA of 3.25 -3.5. Upon earning a grade of B or higher in two of the first courses taken, the student will be granted full admission.

Non-Matriculated Students

Students whose admission process is incomplete but wish to earn credits for specific prerequisites or required courses for the degree can request permission of the Associate Dean (Director of the PhD Program) to enroll for one semester. Non-matriculated students should be aware that no more than 6 credits may be completed as a non-matriculated student to fulfill requirements for the PhD.

Transfer Credit:

Courses submitted for transfer credit are evaluated individually relative to program requirements and the student's plan of study. Students may transfer up to 6 graduate credits from another institution. These must be approved by the Director of the PhD Program.

- a. The course must either be duplicative of courses required within the program and/or congruent with the student's focus for cognates that support the dissertation.
- b. The course must not have been used toward meeting the requirements for another degree.
- c. The student must have received graduate credit for the course at an accredited institution.

- d. The student must have earned a grade of B- or above.
- e. A student requesting transfer of credit should submit the request, an official copy of the transcript and a copy of the course syllabus to the Director of the PhD Program. All transfers of credit must be approved by the Director of the PhD Program and the Associate Dean for Academic Affairs.

Grading Policy.

The following grading system is used in all graduate programs.

Grade			Quality Index
A	93.0 – 100	Superior	4.0
A-	90.0 -- 92.9	Excellent	3.7
B+	87.0 – 89.9	Very Good	3.3
B	83.0 – 86.9	Good	3.0
B-	80.0 – 82.9	Acceptable	2.7
C+	77.0 -- 79.9	*	2.3
C	73.0 --76.9	*	2.0
F	Failure		0.0
I	Incomplete, rolls over to F if not changed within 30 days.		
W	Withdrawn – passing		
WA	Withdrawn – absent from last class meeting or final		
WF	Withdrawn – failing		
WIP	Work in Progress		
P	Pass (competency in meeting course requirements. Is not a letter grade).		
AU	Audit (requires permission of Director of the PhD Program and Instructor). No credits earned and no quality points earned.		

** Note: Not accepted for credit toward degree requirements*

Cumulative Grade Point Average Requirement:

Students are expected to succeed academically and maintain a minimum cumulative grade point average of 3.2 (on a 4.0 scale). If the GPA falls below 3.2 it must be raised to 3.2 by the end of the following semester. Students who fail to raise their GPA to 3.2 will be dismissed from the program.

Repeating Courses

A course where a student earns less than a B- must be repeated. A course may be repeated only once. The option to repeat a course may only be used twice during the program.

PhD IN NURSING DEGREE REQUIREMENTS

To earn the PhD in Nursing degree at The Barbara H. Hagan School of Nursing and Health Sciences, the doctoral candidate must:

1. Have earned a minimum of 51 graduate level semester credits beyond the master's degree;
 - a. Earned 45 graduate level semester credits in courses beyond the master's degree, 36 of these credits must have been earned at Molloy College.
 - b. Earned 9 credits for the dissertation requirements. 3 credits are the dissertation seminar and 6 additional credits are beyond the 45 graduate level credits in dissertation “progression” taken as 3 credits (twice) or 6 credits (once) to maintain enrollment until the dissertation defense, depending on the student’s progress of completion.
 - c. 6 graduate level semester credits may be transferred and applied to the 45 graduate level semester requirement for the PhD in Nursing program with approval. (see above)
2. Pass a written Doctoral Candidacy Comprehensive Examination after completing all credit requirements for the PhD in Nursing Program, except cognates, Research Residencies, NUR 6100, NUR 6500, the Dissertation Seminar and Dissertation Advancement credits;
3. Present a proposal to a committee and defend it before commencing the dissertation;
4. Complete the Program of Study outlined in the curriculum of the PhD in Nursing program;
5. Approval of the dissertation by the Doctoral Dissertation Committee, Director of the PhD Program, Dean of The Barbara H. Hagan School of Nursing and Health Sciences and Office of Academic Affairs. Submit the approved Doctoral Dissertation in the approved format to the Molloy College Library and copies to ProQuest and Director of the PhD Program;
6. Pass the final oral Doctoral Dissertation defense;
7. Complete application materials for graduation and the PhD degree in accordance with prevailing Molloy policies.

PhD PROGRAM OVERVIEW

Theory/Core - 15 credits

This cluster of core courses addresses the theoretical and conceptual bases for nursing practice, and the underpinnings of professional leadership. *Hallmarks of Scholarly Inquiry* introduces the doctoral student to the scholarly process of dissertation research preparation. *Ethics: The Foundation of Leadership* explores traditional and contemporary ethical principles and core nursing values in order to develop students’ complex analytical skills. *Nursing Concept Analysis Through the Humanities* allows students to investigate phenomena important to nursing through the lens of the humanities. Students also develop theoretical connections and philosophical reflections as bases for future theory construction. Students gain exposure to the United States health care system and the organizational, public and corporate policies that shape and influence

it as a background for nursing leadership in the *Scholarship of Health Care Organizations and Policy*. In *Philosophical Evolution of Nursing Knowledge*, elements of philosophy of science are used as a guide to explore the evolution of nursing science. Nursing theory construction is examined as a foundation for research.

Research - 15 credits

In the research cluster, students acquire the tools to build their research skills. A strong foundation in both qualitative and quantitative methods is offered in *Qualitative Research Methods*, *Quantitative Research Methods*, and a choice of either *Advanced Quantitative* or *Advanced Qualitative Analysis*. *Research Residency* affords students learning opportunities encompassing all aspects of the research process. In *Hallmarks of Scholarly Design and Implications*, students have a particular emphasis on dissertation proposal development as well as implications for the nursing profession.

Leadership and Education – 6 credits

Leadership themes are threaded throughout the curriculum assuring preparation for leadership in health policy and organizations. *Leadership Innovations and Interventions* allows students to examine the complex interaction of forces shaping organizations and national and global policy. *Nursing Education: Principles, Dynamics, and Innovations* provides students with teaching experience and knowledge necessary for doctoral graduates of the future.

Cognates – 6 credits minimum

This component allows students to pursue an individualized plan of study that builds a specialized area of competence and supports their research interests and career goals. A portion of the cognate courses is ordinarily chosen from other disciplines (minimum of 3 credits) that contribute to the development of nursing knowledge through theoretical and/or methodological approaches. These courses may be taken at Molloy or other academic institutions. The choice of cognates must be approved by the advisor and Director of the PhD Program.

Dissertation Seminar + Dissertation Progression (6)

The dissertation is the culmination of doctoral study. *Dissertation Seminar* is taken after the completion of all required coursework and successful pass on comprehensive exam, and provides the opportunity for the student to develop and refine the dissertation. Following the *Dissertation Seminar*, the student registers for continuous *Dissertation Progression* until completion of successful oral defense.

MOLLOY COLLEGE
The Barbara H. Hagan School of Nursing and Health Sciences
Doctor of Philosophy (Ph.D.) in Nursing
PROGRAM OF STUDY Effective Fall 2019

Theory Core - (15 credits)

NUR 6000	Hallmarks of Scholarly Inquiry	3
NUR 6010	Ethics: The Foundation of Leadership	3
NUR 6020	Nursing Concept Analysis Through the Humanities	3
NUR 6030	Scholarship of Health Care Policy and Organizations	3
NUR 6040	Philosophical Evolution of Nursing Knowledge	3

Research Core - (15 Credits)

NUR 6050	Qualitative Research Methods	3
NUR 6060	Quantitative Research Methods	3
Advanced Research, Methods and Analyses		3
Choose one of the following:		
a.	NUR 6070 Advanced Quantitative Analysis	(3)
b.	NUR 6080 Advanced Qualitative Data Analysis	(3)
NUR 6091/2/3	Research Residency	3
NUR 6100	Hallmarks of Scholarly Design and Implications	3

Leadership Core – (6 Credits)

NUR 6400	Leadership Innovations and Interventions	3
NUR 6500	Nursing Education: Principles, Dynamics and Innovations	3

Cognates - (6 Credits)

Cognates in Nursing or Related Disciplines (Graduate Level Course Approved by the Director)

NUR 6901/2/3	Advanced Directed Study Topics (Independent Coursework with Faculty) (Approved by the Director with Advanced Topic Faculty) (1-3 credits).	6
--------------	---	---

Dissertation – (9 Credits)

NUR 7000	Dissertation Seminar	3
NUR 7010	Dissertation Progression	(6)
NUR 7020*	Dissertation Continuation (until completion)	1

Total Course Credits **45**

Total Program Credits (includes dissertation progression) **51**

(*After required credits are exhausted, students may register for NUR 7020 (1 credit) each semester until the dissertation is successfully defended)

MOLLOY COLLEGE
The Barbara H. Hagan School of Nursing and Health Sciences

Doctor of Philosophy (Ph.D.) in Nursing

Part-time Program Plan

FALL

N 6020 Nursing Concept Analysis through the Humanities
N 6010 Ethics: The Foundation of Leadership

Year I

SPRING

N 6000 Hallmarks of Scholarly Inquiry
N 6030 Scholarship of Health Care Organization and Policy

Year II

N 6060 Quantitative Research Methods
N 6040 Philosophical Evolution of Nursing Knowledge
block

N 6050 Qualitative Research Methods
N 6091 Research Residency (6092, 6093-**Available as 3 credit
or 1 credit per semester**)

Year III

N 6070 Advanced Quantitative Analysis or N 608 Advanced Qualitative Analysis
N 6400 Leadership in Innovations and Interventions
Innovations

N 6100 Hallmarks of Scholarly Design and Implications
N 6500 Nursing Education: Principles, Dynamics, and

(Comprehensive Examination after the end of the Fall Semester. Upon successful completion, advance to Candidacy)

Year IV

CSD I Cognate
N 7000 Dissertation Seminar

CSD II Cognate
N 7010 Dissertation Progression

(Proposal Defense can be scheduled after Candidacy and is expected by end of N 7000)
(Dissertation Defense can be scheduled in any semester if members of the Dissertation Committee agree)

ADVISING

The Director of the PhD Program advises all newly admitted students prior to enrollment in the program. Thereafter, the student is assigned to a Faculty Advisor.

The Faculty Advisor:

- Guides the student to plan a Program of Study.
- Maintains a current PhD Planning Form and student record each semester, giving a copy to the Director of the PhD Program for planning.
- Provides academic counseling to facilitate the program of study, transition procedures, and selection of the Doctoral Dissertation Committee.
- Provides advising to facilitate career planning.

When the student's dissertation committee has been approved, the Chair of the Dissertation Committee serves as the student's Faculty Advisor until graduation.

Student Responsibilities in the Advisement Process to:

- Initiate written requests in advance for accommodations applicable to the Americans with Disability Act.
- Supply documents required to fulfill transfer requests for coursework.
- Read written communiques and adhere to policies and procedures applicable to the Doctoral Program. (These may change during a student's enrollment).
- Initiate any changes to the Program of Study in writing to faculty advisor (courses, leave of absence, reentry, resignation).
- Communicate with faculty advisor at least once during each semester to discuss progress and program planning.
- Obtain advisor signatures on required forms.
- Communicate any personal changes during the program in a timely manner with the advisor and Director of the PhD Program, especially phone, email and address information.
- Meet deadlines for requests, forms, applications including documents related to research residency, progression in the program, and Comprehensive Exams.

PhD PROGRAM POLICIES FOR STUDENTS

Enrollment in a maximum of 12 graduate level semester hours during any semester is not permitted unless special permission is given by the Office of Academic Affairs.

1. *Length of Time to Complete Requirements*

A student has a period of nine (9) years after admission to complete program requirements. A student must be admitted to candidacy within five years after admission to the doctoral program and at least one academic year before the anticipated date on which the degree is to be conferred. The student must complete all program requirements within four years following admission to candidacy. Any variation from this must be approved in writing by the Office of Academic Affairs.

2. *Continuous Registration*

Continuous registration Fall and Spring semesters is required of all students enrolled in programs leading to degrees unless an authorized leave of absence has been granted. If the student is unable to engage in doctoral study for a given semester for health or personal reasons, a *Leave of Absence Form* must be completed and approval must be obtained from the advisor and the Director of the PhD Program. The student must be registered for credit during the term (Fall, Spring or Summer) in which the dissertation defense is scheduled and degree requirements completed.

3. *Plan of Study*

With his/her faculty advisor, each student plans collaboratively with his/her faculty advisor a plan of study which constitutes a unified program, planned within the framework of doctoral program requirements and the student's research interests and career goals. The selection and sequence of courses are planned with the student's advisor after completion of the first semester. Advisors can assist students in selecting courses and cognates in conjunction with developing their research proposal. In planning an individualized program of study specific to the students' needs, advisors should guide the student to develop an area of research to begin formulating a proposal as early as possible. Before enrollment for the second year, the Advisor and Director of the PhD Program meet and approve the plan of study. Changes thereafter must be approved by both the Advisor and Director of the PhD Program

Only 6 graduate level credits may be transferred and applied toward the 51 credit PhD program. It is suggested that at least 3 credits of the cognates shall be from another discipline.

4. *Comprehensive Examination*

The purpose of the Comprehensive Examination is to determine whether the student meets minimum criteria for knowledge of Nursing Science and research methods at the doctoral level. The written examination is designed to test the student's knowledge related to analysis and synthesis of the curriculum content. The content will include theory, research, and

specialized substantive knowledge. Students must have completed all course work except cognates, NUR 6091/2/3), NUR 6100, NUR 6500 and the dissertation seminar before taking the examination.

The procedure for the Comprehensive Examination is as follows:

- a. During the semester the student will ordinarily complete all course work except possibly NUR 6091/2/3, NUR 6100, NUR6500, NUR 7000, NUR 7010 and cognates, the student will file a *Notification of Intent to take Doctoral Comprehensive Examination Form*. The examination will be scheduled with consultation of the student and Director of the PhD Program after the end of the semester.
- b. The examination will be graded by members of the Doctoral Comprehensive Examination Committee. The examination will be graded as either “eligible for candidacy” or “not eligible for candidacy” by the committee. If there is not a unanimous decision about the grade, the PhD Director will reconcile differences in evaluations.
- c. A student may be assessed as “not yet eligible for candidacy” only once. A student receiving a grade of “not yet eligible for candidacy” will meet with the academic advisor, who will provide feedback and guidance to assist the student in preparing for a second administration of the Comprehensive Examination.
- d. A second grade of “not yet eligible for candidacy” will result in dismissal from the program.
- e. The written comprehensive examination must be successfully passed before a student begins their dissertation. After successfully passing the examination, the student is considered eligible for candidacy.

5. *Application for Candidacy*

With successful completion of the Comprehensive Examination, the student is deemed by faculty as qualified to conduct the research necessary for the dissertation and submits an application for candidacy to the Director of the PhD Program . The student must be admitted to candidacy at least 2 semesters prior to anticipated graduation. Upon review that the student has fulfilled all criteria, a Certificate of Candidacy will be issued. The student will then maintain matriculation through the dissertation process.

6. *Dissertation*

Each student is required to conduct original, independent research which contributes to knowledge development in nursing. The student will select a Dissertation Chair and members of the Dissertation Committee with approval of the Director of the PhD Program. The *Dissertation Committee Membership Form* must be submitted for signature to the Director of the PhD Program. A written dissertation proposal must be approved and signed off by the

Institutional Review Board (IRB) and all members of the student's Dissertation Committee. The approved proposal must be presented and defended before being initiated.

7. ***Dissertation Defense***

Each student is required to successfully defend the completed dissertation as evaluated by the Dissertation Committee. The final oral dissertation defense is scheduled following completion of the dissertation and approval by all members of the student's Dissertation Committee. The dissertation defense is an oral presentation and inquiry open to all faculty, students, and community as deemed appropriate by the Director of the PhD Program.

8. ***Graduation***

The final completed dissertation with all changes requested by the committee must be approved by the Dissertation Chair. Copies following Molloy College standards must be submitted to the Molloy College Library, Director of the PhD Program and *Dissertation Abstracts* before graduation. The student must submit an approved Application for Graduation with all required signatures and an application fee, according to the deadlines in the Academic Calendar.

The commencement ceremony held annually in May is managed by the Office of Student Affairs. Special dates are planned for the distribution of caps and gowns, celebrations, commencement rehearsals, hooding and class night and ceremonies.

9. ***Length of Time to Complete Requirements***

A student has a period of nine (9) years after admission to complete program requirements. A student must be admitted to candidacy within five years after admission to the doctoral program and at least one academic year before the anticipated date on which the degree is to be conferred. The student must complete all program requirements within four years following admission to candidacy. For any variation from this, students must follow College procedures for withdrawal, leave and/or re-entry as specified in general College policies and specified in the Graduate Catalog.

10. ***Continuous Registration***

Continuous Fall and Spring semester registration is required of all students enrolled in programs leading to degrees unless an authorized leave of absence has been granted. If the student is unable to engage in doctoral study for a given semester for health or personal reasons, the student must follow College procedures for withdrawal, leave and/or re-entry as specified in general College policies and specified in the Graduate Catalog with approval of the advisor and the Director of the PhD Program. The student must be registered for credit during the term (Fall, Spring or Summer) in which the dissertation defense is scheduled and degree requirements completed.

Students must maintain continuous registration until graduation of one hour of credit in NUR 7020 for each semester while engaged in dissertation activity **AFTER** the required 6 hours

are completed in NUR 7010. Students are dismissed from the PhD program upon failing to enroll for two consecutive academic semesters. However, a dismissed student may reapply and be reviewed for readmission. If readmitted, the student continues to be subject to the stated time limits.

11. *Incomplete Grades*

Students who do not complete course requirements on time because of illness or other extenuating circumstances may be given a grade of Incomplete (I) by the instructor. A grade of "I" will be granted only in case of hardship (circumstances which, in the judgment of the instructor warrant special consideration). Policies regarding incompletes are congruent with College policies and found in the Graduate Catalog. All work to rectify incomplete grades must be in compliance with College policies. Students are advised whenever possible to complete requirements within the time allotted for the course. Incomplete grades must be rectified before taking the Comprehensive Exam. Incomplete grades do not count toward graduation.

12. *Waiver of Course*

Occasionally, a student is admitted to the Doctoral Program who presents the credentials of having experience that is equivalent to the required course. In this instance, the student may request a waiver of course. The Advisor and the student are then notified in writing of the action taken. Any student receiving a favorable waiver of course action will be required to take a course, with advisement, that will provide the appropriate number of credits to substitute for the waived course. A Waiver/Substitution Form may be submitted by the student's advisor and PhD Director for approval by the Office of Academic Affairs. These requests are reviewed and are subject to denial. If approved, an acceptable course may be substituted for the required course or a requirement may be waived.

13. *Health of Student*

A student in the program who is unable to meet course objectives due to health problems will be requested to either take an "incomplete" in the course or withdraw from the course depending upon which is more appropriate.

14. *Licensure as a Registered Nurse*

A student in the Doctoral Program must maintain current licensure as a registered professional nurse in New York State and in any other state where the student may be involved in clinical activities.

15. *Malpractice Insurance*

Evidence of malpractice insurance may be required according to students' program of study.

16. Student Absence

It is the accepted practice at Molloy College that faculty take attendance in all courses. Students should notify faculty if an absence is necessary as the result of a serious situation. Failure to attend class for two (2) consecutive weeks at **any point in the semester**, without notification of extenuating circumstances, will result in an administrative withdrawal from the course. Administrative withdrawal results in removal from the course with a grade of "WA" or "WF" determined by the point in the term and the academic performance. Students should consult the College catalog for complete details regarding withdrawals and the potential financial implications of a withdrawal.

HONOR CODE

The Honor Code is an integral part of Molloy College and upholds a tradition that has existed in the institution. Each doctoral student has the responsibility to conform to and uphold the Honor Code as published in the Molloy College catalog. Attempted or actual cheating, plagiarism, lying, and stealing of academic work constitute Honor Code violations. Each student is responsible for reviewing the Honor Code as published.

MOLLOY COLLEGE CATALOG

Each student is required to be familiar with the Molloy College Catalog during the first semester of the program and is expected to review policies and procedures described. Students are accountable for adhering to the published, current policies and procedures in force during their program of study. The electronic catalog can be found at the following link:

[Molloy College - Nursing Doctoral Program of Study - Ph.D. \(smartcatalogiq.com\)](http://smartcatalogiq.com)

TRANSFER CREDITS

The maximum number of credits transferable toward the Doctoral Program of Study is 6 credits. Transfer credits must be approved by the Director of the PhD Program before being accepted. To be accepted for transfer, previous credits must have been earned within six years prior to admission to the PhD program. Credits previously applied toward a degree at another institution or at Molloy College are not allowed as transfer credits. A minimum grade of B must have been earned in the courses requesting to be transferred. The student is responsible for furnishing a syllabus for the course and a course description from the catalog of the school at which the transfer courses were taken. An official transcript of courses/grades is also required.

PhD STUDENT E-MAIL, STUDY AREA, AND ADMINISTRATIVE ASSISTANT

Students must use their Molloy E-mail address that will serve as official correspondence during the program. It should be checked frequently. A doctoral student study area is housed in The Barbara H. Hagan School of Nursing and Health Sciences Building, room 340. Use of the doctoral rooms are available on weekends. Inquiries into use of these rooms should be directed to the Doctoral Office in the Hagan Center, Room 309 (516-323-3652).

IMMUNIZATIONS AND HEALTH REQUIREMENTS

The Molloy College Barbara H. Hagan School of Nursing and Health Sciences health policy has been established to minimize risks to students' health and to comply with regulations of both the agencies to which students are assigned as well as the State of New York immunization requirements. The Department of Health requires completed forms at the time of registration. Immunization forms are available from Student Health Services Room K310 including:

- a. Immunization for measles, mumps and rubella.
- b. Meningitis form, signed (vaccine is not necessary but form must be signed).

Each student is responsible for her/his health care. Students are strongly advised to maintain health insurance coverage at all times. The College assumes no financial responsibility for the health care of students. An accident and health insurance plan is available through the Student Health Center.

To the student:

To assure compliance with the health requirements for the contracted health care agencies, all students must submit their records for review before any clinical contact outside of their own work areas. Physical forms must be returned before any activity in which the doctoral student may be involved in a clinical visit such as research data collection can be approved. For further questions, contact the Health Office in Kellenberg 310, www.molloy.edu/studenthealthservices or call 516 323 3467.

All students must comply with all Molloy College up-to-date COVID-19 policies related to vaccination and masking throughout the academic year. These policies will be made available to students via student emails and announcements may be ongoing.

To the Physician/Health Care Provider:

Please administer any needed immunizations, record the immunization information and submit it as instructed. Failure to comply with this requirement will impact the student's enrollment for subsequent semesters. The Molloy College School of Nursing requires that every student meet the following:

- | | |
|--|---|
| -- Physical examination within the last year
(then every 3 years) | -- Rubella: one dose after the first
birthday OR a Titre showing
Seropositivity is acceptable. A history of
the disease is not acceptable. |
| -- Polio: original series of three | |
| -- DPT : original series of three | - Mumps: one dose. |
| -- Tetanus/Diphtheria: last booster within
ten years | -- PPD (TB screening): required
within the past year then yearly. (Note: if
PPD is positive, a chest Xray report is
required.) |
| -- Measles: two doses are required after 12
months of age and after 1967 OR a Titre
showing seropositivity is acceptable. A
history of the disease is not acceptable. | -- Hepatitis B vaccine: Series of three
OR Titre showing seropositivity is
acceptable or signed declination. |

NURSING DOCTORAL COURSE DESCRIPTIONS

NUR 6000 HALLMARKS OF SCHOLARLY INQUIRY

This seminar introduces the doctoral student to the scholarly process of dissertation research preparation. The focus includes stewardship, reflection, critique and creativity. Students develop connections between theory and research with an emphasis on problem identification as well as professional goal trajectory focus. 3 credits

NUR 6010 ETHICS: THE FOUNDATION OF LEADERSHIP

This course explores traditional and contemporary ethical principles and core nursing values in order to develop complex analytical skills within students. These skills are needed to address moral issues and dilemmas in health care research and delivery as well as in the arenas of leadership, politics, scholarship and organizations. Advanced ethical theories and their applications and topics in the area of research ethics are addressed. 3 credits

NUR 6020 NURSING CONCEPT ANALYSIS THROUGH THE HUMANITIES

An exploration of concept analysis and its development through the humanities is the focus of this course. Certain phenomena are of central concern to the nursing profession: hope, joy, wellness, grief, suffering and vulnerability. These concepts, and others, are analyzed through the mindful study of the humanities: art, music, dance, poetry and literature. The unique yet integral role of the humanities in uncovering the meaning of the human experience is the central focus. Students investigate phenomena of concern and illuminate them through the study of the humanities. Students develop theoretical

connections and philosophical reflections for future theory construction. 3 credits

NUR 6030 SCHOLARSHIP OF HEALTH CARE ORGANIZATION AND POLICY

Students explore the United States health care system and the organizations and public and corporate policies that shape and influence it as a background for nursing leadership. Students explore theories related to organizations, policy planning, implementation and evaluation. Complex health issues and their relationship to public policy are analyzed and synthesized with an emphasis on future trends. (Course includes combined class and experiential hours developed as an intensive policy experience in Washington, D.C.) Fees - To Be Determined. 3 credits

NUR 6040 PHILOSOPHICAL EVOLUTION OF NURSING KNOWLEDGE

Elements of philosophy of science are used as a guide to exploration of the evolution of nursing science. Nursing theory construction is examined as a foundation for research. The integration of the roles of praxis, scholarship and stewardship of the profession is investigated, with an emphasis on generation of knowledge. Students evaluate theories that complement nursing, including theories related to development, social learning, behavior change and health promotion. Integrated course content assists students in development of the theoretical basis of the dissertation. 3 credits

NUR 6050 QUALITATIVE RESEARCH METHODS

This introductory, overview course examines qualitative research methodologies, including ethnography, grounded theory, historiography and phenomenology, as well as various design aspects of qualitative nursing research. Students study published, qualitative, empirical research in nursing and related disciplines with emphasis on paradigm distinctions, theoretical

perspectives, various research approaches, designs and methods, critique of research reports, and ethical issues in qualitative research. Learning experiences include fieldwork exercises in data collection, management and analysis that lead to the development of a modified, qualitative research proposal. Fee - To Be Determined. 3 credits

NUR 6060 QUANTITATIVE RESEARCH METHODS

This course examines the foundation of research design and methodology used in scholarly scientific inquiry. Advanced quantitative research designs are critically analyzed, with an emphasis on correspondence between research questions and optimal designs. Applicability of processes of inquiry to future independent endeavors is emphasized. **Prerequisite Graduate level statistics course. Fee - To Be Determined. 3 credits**

NUR 6070 ADVANCED QUANTITATIVE ANALYSIS

This course is designed to build upon the introductory courses in statistics and research. It focuses on multivariate analytic technique and analysis. Students analyze complex relationships among multiple variables and synthesize factors contributing to an understanding of those relationships, including the application of advanced statistical methods. Students demonstrate the ability to interpret the results of multivariate analysis and apply such statistical analysis in the research process. Prerequisites: **NUR 6060; Fee - To Be Determined. 3 credits**

NUR 6080 ADVANCED QUALITATIVE ANALYSIS

This course explores advanced qualitative data analysis methods, including analysis of field notes and text, using computerized and alternate techniques. Students analyze, critique and synthesize qualitative data using a variety of contemporary and evolving methods. Analytical strategies are based on relationship to the research design and related to potential dissertation research questions. Prerequisite: **NUR 6050. Fee - To Be Determined. 3 credits**

NUR 6091/2/3 RESEARCH RESIDENCY

The research residency course provides opportunity for doctoral students to immerse themselves directly in research activities under the supervision of (multiple) 3 research mentors. Relevant research experiences include developing a research question and plan, writing a research proposal, preparing an IRB application, preparing for the conduct of research, data coding and preparation, conducting human research, analyzing data, publishing and disseminating research, and planning for future research. Flexibility is possible in formulating the research immersion experience in either a 3 credit block or in 1 credit per semester experiences. 1-3 credits. Course is Pass/Fail.

NUR 6100 HALLMARKS OF SCHOLARLY DESIGN AND IMPLICATIONS

This seminar continues the process, begun in the Hallmarks of Scholarly Inquiry, of students' deepening connections to their dissertation research with an emphasis on scholarly design and proposal development. The context of the dissertation design and implementation is viewed within the issues pertinent to the nursing profession. Exploration of these issues and their implications aid in the integration of the contribution of the students' doctoral work to the nursing profession. 3 credits

NUR 6400 LEADERSHIP INNOVATIONS AND INTERVENTIONS

Students in this course use analytical frameworks and theories to examine the complex interaction of forces shaping organizations. Elements of leadership such as cultural competence, strategic thinking, communication, economic planning as well as consensus and coalition building are integrated. Collaborative and trans-disciplinary facets of leadership are explored. Students build on their previous analytical endeavors to formulate organizational or policy goals and objectives, and design, implement and evaluate programs that contribute to health care. Vision and advocacy for quality outcomes are synthesized to contribute new knowledge to the role of nursing in health care. 3 credits

NUR 6401 BUILDING EXECUTIVE LEADERSHIP

This course analyzes the symbiotic relationship between leadership and organizational design, economics, technology, difficult conversations, grant writing, data-driven decision-making, power differences, influence and persuasion, and cultural and generational competencies. The course also focuses on executive leadership roles and responsibilities in complex organizations. Particular emphasis on systems thinking, shared learning, personal mastery, integrative thinking, and technological innovators. Case studies, team activities, articles, and lived experiences are synthesized to contribute new knowledge to executive leaders' roles and challenges. 45 lecture hours. 3 credits

NUR 6500 NURSING EDUCATION: PRINCIPLES, DYNAMICS AND INNOVATIONS

Students critically explore the evolution of educational practice in the context of political, philosophical, scientific and cultural forces. Pedagogical theories are analyzed and synthesized. Contemporary and evolving educational interventions are investigated as students in this course explore and critique the dynamics of higher education. Innovations in education, shifting paradigms, trans-disciplinary interface and the multiplicity of educational roles are explored. Informed by the underlying theoretical framework of situated learning, this experience encourages students to explore complex scholarly leadership within the context of an academic setting, health care organization or policy arena. Students build on previous analytical endeavors as they design, implement and evaluate programs that contribute to innovations in educational processes. 3 credits

NUR 6504 RESEARCH FOR ACADEMIC AND HEALTHCARE LEADERS IN NURSING

This course focuses on research for academic and organizational nurse leaders in both academia and healthcare to explicate the complex process of knowledge acquisition to address challenges in nursing education and administration. Students will explore topics of interest with the aim to identify researchable problems and the appropriate scientific methods by which these can be studied. The components of both quantitative and qualitative research designs are reviewed and critically evaluated. Statistical techniques for evaluation of educational data are included. The culminating experience of the course is to explore ideas to expand the research evidence in nursing education or administration through analysis of the existing research. 3 credits

NUR 6800 MEASUREMENT IN RESEARCH

This cognate offers students a foundation in the area of measurement in research for nursing and related disciplines. There will be a broad view of

psychometrics which will include survey, observational, biological and computer-based methods used to operationalize research variables. Additional foci include critical evaluation of pertinent instrument development literature and selection of appropriate existing instruments. Students will have direct experience with instrument development and piloting. 3 credits

**NUR 6801 ANALYTICS I:
QUANTITATIVE TECHNIQUES &
APPLICATIONS**

(Formerly NUR 681)

Includes survey development (paper, online), entering, coding and re-coding variables (by hand and in SPSS), entering and cleaning data (SPSS), labeling, sorting, and treating missing data (SPSS), other tools (SurveyMonkey, SNAP, Microsoft EXCEL/ACCESS), research management. 1 credit

**NUR 6802 ANALYTICS II:
QUALITATIVE TECHNIQUES &
APPLICATIONS**

(Formerly NUR 682)

Includes interview development (structure, settings), capturing narrative data in different settings – i.e. phone, focus group, interviews (recordings, transcriptions, preparation for analysis), manual coding – in vivo (memo – ing, card sorts), managing narrative data with software (Word, Excel, NVivo), electronic coding and sorting (NVivo). 1 credit

**NUR 6803 ANALYTICS III:
SECONDARY DATA USE AND
APPLICATIONS**

(Formerly NUR 683)

Includes understanding the potential and limitations of big data or secondary analysis of existing data, finding and assessing large data sets for projects, reading and

interpreting formats and instructions, downloading existing data and technical issues of compatibility, cleaning, coding and re-coding, writing scripts for analysis (SPSS), running summary statistics of focus variables (SPSS), interpreting results.

1 credit

**NUR 6901/2/3 ADVANCED DIRECTED
STUDY TOPICS I,II,III**

This course can be designed to fulfill the cognate requirements. Open to students to pursue advanced focused readings of significant relevance to the student's dissertation area of study. Literature development, discussion and advanced applications of the study problem, health policy or methods are guided by a member of the faculty in the doctoral or graduate programs. Approval of advisor and the Director of the PhD Program required. Can be repeated for up to 6 credits. 1-3 credits

NUR 7000 DISSERTATION SEMINAR

Students who have completed the majority of their course work and attained candidacy attend Dissertation Seminar. Dissertation seminar provides formal, collaborative opportunity, with faculty guidance, to critically examine assumptions, biases and ideas relating to doctoral work in process. The seminar format exposes the dissertation researcher to a diversity of feedback. Seminar students have the opportunity to refine their critiquing skills as they examine their own work. 3 credits (Can be taken as 1 credit, 2 credits or 3 credits). Course is Pass/Fail.

NUR 7010 DISSERTATION PROGRESSION

Students enrolled in this course are in the active process of conducting research under committee direction that will culminate in the dissertation. Students must be engaged with the chair of the dissertation committee to meet benchmarks relative to course credit throughout the process. Upon completion of credits and until successful defense of the dissertation, students can remain

actively enrolled via the continuous enrollment fee to maintain continuous matriculation until completion of all degree requirements. Grading is Pass/Fail. Course may be repeated as needed. 6 credits (Can be taken as 3 credits or 6 credits).

MAJOR TRANSITION POINTS IN PHD PROGRAM

Admission and Enrollment



Program of Study approved by Advisor and Director of PhD Program .
Successful completion of all coursework ordinarily except N6091/2/3, N6100, N6500
N7000, N7010 and Cognates



Application & successful passing of **Doctoral Comprehensive Examination**
Advancement to **Doctoral Candidacy** (within 6 years of admission).
Request that advisor send a completed **Program of Study** to Director of PhD Program.



Approval of Dissertation Committee (Send letter requesting Committee members,
including rationale for selection of members, to Director of the PhD Program)
Enrollment in N7000 as dissertation proposal approved by Dissertation Committee.



Obtain signatures of committee members on Dissertation Proposal Approval Form and
forward to Director of the PhD Program.
Plan and Present the **Proposal Defense** to Committee prior to or in conjunction with
N7000.



Approval of **Dissertation Progression** Enrollment in N7010



Approval from **Human Subjects - Institutional Review Board(s) (IRB)**
Conduct dissertation



Scheduling and successful completion of **Oral Defense of Dissertation**. One copy
of the Dissertation submitted to PhD Program Office, and the Molloy College Library to
be available to the community at least 2 weeks before Oral Defense. Announcements sent
to all departments. Oral Defense open to members of the Molloy College community.



Final Dissertation approval in accordance with required changes and format
Submission of completed dissertation



GRADUATION
(within 5 years of advancement to Doctoral Candidacy)

RESEARCH RESIDENCY **(Application Form Required)**

Research Residency – 1-3 Credits (total of 3 required)

The Research Residency is an experiential learning activity guided by a School of Nursing faculty member course instructor in which the student works with a researcher who serves as a preceptor. Flexibility is possible in formulating the research immersion experience in either a 3 credit block or in 1 credit per semester experiences. One credit is approximately 30 hours of work plus 3 planned seminar meetings. The research residency course provides opportunity for doctoral students to immerse themselves directly in research activities under the supervision of a research mentor. Relevant research experiences include developing a research question and plan, writing a research proposal, preparing and submitting an IRB application, preparing for the conduct of research, conducting human research, data preparation and coding, analyzing data, publishing and disseminating research, and planning for future research.

In the regular semester preceding registration for N609, the student must submit a completed application to the Director of the PhD Program. Students planning to enroll in the residency are interviewed by the Director of the PhD Program to determine their research goals and objectives, analyze their professional and educational backgrounds and experiences, and identify an appropriate experience.

Students will collaborate with faculty and their preceptor to develop individualized objectives based on the course objectives of the Research Residency. Faculty will confer regularly with the students and the preceptors to plan experiences, monitor performance, and generally serve as a resource to students in the Residency. Students produce a scholarly, analytical paper integrating the experience with their personal learning objectives related to the research endeavor.

If the student is involved with a residency that involves a clinical setting, the student must meet the requirements of the facility, including the maintenance of professional liability insurance. It is the policy of the The Barbara H. Hagan School of Nursing and Health Sciences that at the orientation for each residency, the Universal Precautions for Care of All Patients as outlined by current CDC guidelines for the Prevention of HIV transmission in Health Care Settings be reviewed by the student.

Please schedule an appointment with your advisor to discuss your eligibility to enroll in the Residency well in advance of the filing dates:

Annual Filing Dates

March 1
November 1

Residency Semester

Summer or Fall
Spring

DOCTORAL COMPREHENSIVE EXAMINATION **(Application Form Required)**

The doctoral comprehensive examination provides documentation of a student's scholarly analysis of substantive content within the field of nursing theory, health policy, ethics, leadership and research. All doctoral students are required to successfully pass the comprehensive exam in order to move to doctoral candidacy. Six hours are allotted for completing the examination. A student who has successfully completed 30 credits of required courses is eligible to take the Doctoral Comprehensive Examination. The exam is typically scheduled during the intercession in January, with re-tests in June. Each student is responsible for implementing the examination application process. Final dates for filing the **Comprehensive Examination Application** are as follows:

Annual Filing Dates

November 1
March 1

Annual Examination Dates

January date
June

Students will successfully implement the application process by submitting a complete Comprehensive Examination Application form available in the Director of the PhD Program's Office, Hagan School of Nursing, Hagan 309. Please note that the application requires the faculty advisor's signature indicating that the program of study conveys eligibility to take the examination. Please schedule an appointment with your advisor in advance of the filing dates to review the eligibility of your academic record with your advisor and to obtain the required advisor signature. Return completed application to the Director of the PhD Program's Office.

Students may meet as a group with the Director of the PhD Program to discuss the Doctoral Comprehensive Examination preparation process. Generally, students are encouraged to prepare for the examination by:

- Critically reviewing, analyzing and synthesizing the prevalent theory and research supporting required substantive areas of the Doctor of Philosophy Program.
- Preparing from course materials and learning experiences as well as timely reviews of current literature in the fields that have influenced the evolution of knowledge in the areas studied.
- Conducting individual and small group study activities as learning style preferences indicate.
- Allocating sufficient time to prepare prior to examination.

Each candidate can expect to receive written, mailed notification of the examination outcome (Eligible for Candidacy or Not Eligible for Candidacy) three weeks after the examination date. Should a written notice not be received at the end of the three week period, please contact the Director of the PhD Program.

Students who are not successful in passing the comprehensive examination can proceed in coursework in the subsequent semester and reapply for the examination at the conclusion of that semester.

ADVANCEMENT TO DOCTORAL CANDIDACY

Advancement to candidacy implies a doctoral student has demonstrated both a breadth and depth of knowledge in the field of study and is capable of exploring problems on the boundaries of knowledge.

The following criteria support a student request to be advanced to doctoral candidacy:

1. Successful completion and a grade of “eligible for candidacy” on the Doctoral Comprehensive Examination.
2. Signed approval by doctoral advisor that the Program of Study is completed, submitted to the Director of the PhD Program.

The student will receive written notice when advanced to the Doctoral Candidacy stage of the PhD program.

THE DISSERTATION PROCESS

The doctoral dissertation process actually begins with admission to the doctoral program. Admission to the program includes close attention to the research interests of the student. Early in the program planning process, the student’s Academic Advisor and the student should discuss the student’s potential research interest. The Academic Advisor will recommend faculty qualified to direct the student and who have expertise in the subject matter. Within the first year, the student should meet such faculty and discuss the relevance and research potential of the student’s particular interest. One outcome of these discussions should be the selection of the Dissertation Chair, and another should be determination of support courses to enrich the research study.

The goal of the Hallmarks seminars (NUR 6000 and NUR 6100) is to have students develop and refine a researchable question that will become the focus of their dissertation. The Dissertation Chair should be selected prior to enrolling in dissertation advisement (NUR 7010).

RESPONSIBILITIES OF FACULTY AND STUDENTS FOR DOCTORAL DISSERTATION ADVISEMENT

Responsibilities of Faculty Members in each Course

1. Guide the student in the selection of a topic for investigation that conforms to the quality of research by the College and The Barbara H. Hagan School of Nursing and Health Sciences.
2. Guide the student in a manner that is consistent with the development of independence, initiative, and excellence on the part of the student.

Responsibilities of Students

1. Before a topic is selected and submitted to the committee, the student should thoroughly review relevant published material.

2. The student, in consultation with the Dissertation Chair, is responsible for the choice of methods and techniques used in the investigation.
3. The student is responsible for keeping the Dissertation Chair and Committee advised of the progress of research and for arranging meetings of the Dissertation Committee when necessary.
4. The student is responsible for conforming to the regulations of the College and the School of Nursing regarding the dissertation process and the preparation of the completed dissertation.
5. The student is responsible for writing and editing the dissertation in compliance with the requirements for submitting a final copy of the dissertation to the Molloy College Library.

THE ROLE OF THE DISSERTATION COMMITTEE

This committee, selected on the basis of expertise relevant to the dissertation research, serves in an advisory capacity to the student and assures that the dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as independent researcher. The responsibilities of the committee are:

1. To advise and ultimately approve (when appropriate) the dissertation research plans and the written dissertation proposal, including the process of the Proposal Defense.
2. To be available to the student for consultation regarding the research and the dissertation.
3. To read the dissertation, provide feedback and, when appropriate, to designate the dissertation to be defensible.
4. To communicate all Dissertation Committee decisions in writing to the student and the Director of the PhD Program.
5. Members of the Dissertation Committee are evaluators at the student's Final Oral Defense.

The Dissertation Committee is comprised of three members: the Dissertation Chair and two members. The Dissertation Chair and one committee member should be faculty members from the School of Nursing. One committee member may be from outside the School of Nursing or Molloy College, as approved by the Director of the PhD Program. All committee members should hold doctoral degrees unless a significant rationale is presented for a member's particular area of expertise that would benefit the student's research. The Dissertation Chair should be experienced in directing research and have expertise in the specialty area and subject matter of the dissertation. The committee members should offer expertise related to the research problem in general, the

specific variables under study, and the research method being proposed. The composition of the Dissertation Committee is subject to approval by the Director of the PhD Program and Office of Academic Affairs.

A curriculum vitae must be submitted to the PhD Program office for a committee member who is not a faculty member of Molloy College. The curriculum vitae will also be submitted to the Office of Graduate Academic Affairs.

The Dissertation Chair must be experienced in conducting research and minimally at the rank of Assistant Professor or higher. Eligibility to serve on doctoral committee is based on research productivity and/or expertise deemed central to the student's research area. Adjunct faculty and visiting professors may be members but may not be chairs of dissertation committees.

APPROVAL OF THE DISSERTATION PROPOSAL

Endorsement of the proposal by the student's Dissertation Committee is required before the student may proceed to schedule a Proposal Defense, open to select members of the Molloy College community. Under the direction of the Dissertation Chair and with consultation from the other members of the committee, a draft of the first three chapters of the dissertation (Introduction, Review of the Literature, and Research Design) is prepared and approved. A two-page dissertation proposal summary with supporting materials is then prepared. Supporting materials should include the following: a reference page, the consent form(s) if indicated that will be used in the study, copies of all instruments and structured interview protocols that will be used if appropriate, and a letter expressing support and/or interest as appropriate in the study from a representative of the proposed setting where data will be collected.

The student must contact the Dissertation Committee members and the reviewers to schedule a meeting time. Committee members should have two weeks advance notice to arrange a meeting time. Once the date and time of the meeting have been determined, the student completes the *Scheduled Meeting of the Proposal Defense Form* and returns it to the Office of Academic Affairs. The expectation is that all members will be present for this review. The student is responsible for submitting the completed form with a copy of the proposal summary and supporting materials and a draft of the first three chapters of the dissertation to the Office of Graduate Academic Affairs. The original copy of the form will be placed in the student's file along with the original proposal summary and supporting materials and the draft of the first three chapters of the dissertation.

The Dissertation Chair presides over the Proposal Defense. In the first segment of the meeting, the student presents the merit, soundness, and significance of the dissertation topic and proposed methodology. This is followed by questions, comments, and discussion by the committee members. Inherent in the discussion should be recommendations for revisions/changes that will strengthen the quality of the student's research. After a closed session for discussion, the action of the committee is recorded on the *Recommendation of the Barbara H. Hagan School of Nursing and Health Sciences Dissertation Committee Form*. The committee may make one of two recommendations:

1. **Approve.** Proposal and supporting materials are accepted as submitted or with minor revisions/changes as recommended. A unanimous vote is needed for approval. Any recommended revisions/changes are made with guidance from the Chair.
2. **Revise.** Substantial changes are required. A revised proposal may be submitted and the Chair and members of the Dissertation Committee may be reconvened or approve the proposal as revised in writing. The Defense is not repeated unless the entire topic is changed.

Following approval of the proposal summary and supporting materials by the Committee, the student submits the *Proposal Approval* form to the Director of the PhD Program with signatures of the Chair and Committee members. The originals and five copies of the form, the proposal summary, reference page, instruments, and informed consent are submitted by the student to the Director of the PhD Program. The form is then endorsed by the Director of the PhD Program. This office will route copies of materials to the Office of Graduate Academic Affairs for filing approval and with copies to the Dean of the School of Nursing

Human Subject Review:

- All Doctoral Dissertations involving human subjects, whether directly or indirectly, must be reviewed by the appropriate Human Subject Review/Institutional Review Board (IRB) at Molloy College and the IRB of any other organization in which the research is conducted.
- The Chair of the dissertation committee guides the student through the procedure required to obtain IRB approval in necessary offices.
- Institutional Review Board Guidelines must be met and approval received in writing from the Director of the IRB. Agreements as to the IRB responsible for the research will be executed if multiple IRBs are involved.
- Questions about the review form, deadlines for receipt of review forms or IRB meeting dates can be answered by calling the Director of the IRB.
- Research cannot begin until all University and health care agency consents are obtained and verified in writing.

After any needed changes are completed and approved by the dissertation committee, the student will submit the final 2 page proposal, reference page, instruments and informed consent to the Committee for the Protection of Human Research Subjects. Any outside Institutional Review Board (IRB) approval and agreements as to which IRB will be responsible for the study will be solicited with guidance by the Chair.

The action taken on the proposal by the Molloy College Committee for the Protection of Human Research Subjects will be communicated to the candidate by mail. The student will complete any required revisions and resubmit. After the final approval letter is received by mail, copies will be

forwarded to the Director of the PhD Program and to the Dissertation Chair. If any agreement as to the IRB responsible for the study is executed, copies of the agreement will also be sent to the Director of the PhD Program and the Dissertation Chair. The approval by the Committee for the Protection of Human Research Subjects is limited to one year. If the candidate requires more time to collect or analyze data, an extension should be requested prior to the expiration date. This extension request should be forwarded to both the Dissertation Chair and the Committee for the Protection of Human Research Subjects.

COMPLETING THE DISSERTATION

Upon final approval of the Dissertation Committee and the Institutional Review Boards involved in the study, the student may begin data collection. Primary direction of the candidate's work is vested in the Dissertation Chair. However, final approval of the dissertation is the responsibility of all members of the committee. The student should keep all members advised of progress. Periodic committee meetings for this purpose are arranged by candidate with guidance from the chair.

Any changes in membership of the Dissertation Committee must be approved by the Director of the PhD Program. The *Request for Change in Doctoral Dissertation Committee Form* is used to initiate approval of a proposed change in membership of the committee is available.

GRADUATION

At the date identified in the College Catalog before the doctoral candidate expects to finish all degree requirements, including the final oral dissertation defense, the candidate submits a *Graduation Intent Form* to the Registrar. Intent to graduate must be filed with the final registration of required dissertation progression credits. The dissertation must be defended and the final copy must be submitted to the Office of Graduate Academic Affairs by the last day of the semester. The application forms are obtained from the Office of the Registrar and must be submitted to in accordance with graduation policy in the Graduate Catalog by the date in the Academic Calendar. Graduates are encouraged to submit dissertation information to Sigma Theta Tau International and are required to submit dissertations to ProQuest per the instructions on the "Dissertation Guidance" document.

Candidate Responsibilities:

- Consult academic calendar (found in Molloy Graduate Catalog) for deadline dates.
- Submit the Application for Graduation form sent by the registrar with appropriate approval of the Director of the PhD Program.
- Pay fees required for abstract copyright and ProQuest submission as a condition of graduation.
- Order graduation attire per instructions from the Doctoral Programs Office
- Complete survey of earned doctorates

Director of the PhD Program responsibilities

Notify Registrar's Office acknowledging completion of program requirements and eligibility to graduate

THE DISSERTATION ORAL DEFENSE

After the dissertation has been completed and has been deemed ready for defense by the Dissertation Committee, the oral defense will be scheduled through the PhD Program Office and the Office of Graduate Academic Affairs. The oral defense must be scheduled at least two weeks prior to the proposed date. The candidate obtains a copy of the *Oral Dissertation Defense for the Doctorate: Request for Approval Form* from the PhD Program Office. The completed form along with the materials for the oral defense abstract/summary is to be submitted to the Office of Academic Affairs. The candidate is responsible for making a copy of the dissertation available to the College community in the Molloy College Library two weeks before the defense. Announcements are sent to every department in the College.

The oral defense should be scheduled for two hours and is open to the Molloy College community. Prior to the candidate's presence, the Dissertation Chair of the committee will discuss with the other members the procedures to be followed during the defense. The candidate presents a summary overview of the research followed by periods of questioning by the Dissertation Committee and attendees. Upon concluding the presentation and period of questioning, the candidate and participants leave the room, and the Committee votes as to whether the candidate has passed or failed the oral defense. A face page with all Dissertation Committee signatures indicating approval of the written document and oral defense must be obtained for the final copy.

If the candidate has an unsuccessful oral defense, permission must be obtained from the Dissertation Committee and the Director of the PhD Program to repeat the oral defense. Two failures constitute failure as a candidate.

Oral Defense of Dissertation:

The oral dissertation defense is set after dissertation draft is approved by Dissertation Committee.

The scheduling of the Oral Defense is approved by Chair of the Dissertation Committee.

The date and time of the Oral Defense is established by candidate, Dissertation Committee and Director of the PhD program.

Approved *Oral Dissertation Defense for the Doctorate: Request for Approval Form* with appropriate signatures is provided to Director of the PhD program.

Director of the PhD Program's Responsibility for Oral Defense:

Notify the Dean of The Barbara H. Hagan School of Nursing and Health Sciences, and The Office of Academic Affairs.

Prepare and distribute notification package and announcement of Dissertation Defense to the Molloy College Faculty and other affiliated units.

Produce Defense Program (abstract, student demographics),

Candidate's Responsibility for Oral Defense:

Submit the approved draft copy of the dissertation at least 2 weeks prior to oral dissertation defense to all committee members.

Place copy of approved dissertation draft in PhD Program Office at least 2 weeks prior to oral defense.

Place two printed copies of the approved draft dissertation in the Molloy College Library Reserved Section under dissertation committee Chair's name at least 2 weeks prior to oral defense.

Secure the room for the oral defense.

PREPARATION OF THE DISSERTATION – FORM and STYLE

The form and style of the Dissertation must follow the “Molloy College Dissertation Guidelines” which specify the details of format and style. A copy of this can be obtained from the Office of the Director of the PhD Program.

The Chair will guide proposal style and development. The dissertation must be reviewed, approved, and signed by all members of the dissertation committee and the signature page must be included in the final copies of the dissertation.

The American Psychological Association (APA) format is the format used in the The Dissertation shall have 6 chapters: introduction, review of the literature, research design, data collection and analysis plan, analysis results and findings, and limitations, conclusions and recommendations as well as a bibliography of references and copies of all instruments unless otherwise directed by the Chair of the Committee. During the completion of the final draft of the dissertation, the candidate should assure that the most current guidelines from the School of Nursing are being used for formatting and printing the dissertation. Guidelines for dissertation format will be available for the student and final approval of format must be given for the final copies.

Closing Activities of the Candidate:

- Changes required as a result of the oral defense should be completed promptly and appropriate signatures secured on the Final Dissertation Approval Form.
- Secure all signatures for the final approved dissertation on the *Dissertation Approval Form.*
- Distribute Dissertation w/original signature sheet) by due date established for graduation.

- Finalize submission and bound copy orders through ProQuest
- Candidate distributes hard cover bound copies to Director of PhD Program Office (1), and Molloy College Archive. Choice of hard or soft cover copies can be made to Dissertation Chair (1) and Members of the Committee (1 copy each).

Closing Activities of the Chair:

- Reviews and signs the Dissertation Approval Form.
- Submission of information to the PhD Office for final submission to the Office of Graduate Academic Affairs to obtain the final signature of receipt by the last day of the semester.

AFTER SUCCESSFUL COMPLETION OF PHD COMPREHENSIVE EXAMINATION:

- Enroll in NUR 6100 and then NUR 7000 Dissertation Advisement.
- Prepare dissertation proposal.
- Select committee members: if member is from outside of Molloy College, submit a copy of the person's CV to the Associate Dean for approval and appointment.
- File Proposal Defense form and one page abstract.
- Submit Dissertation Proposal (to Associate Dean) at least 10 business days before defense hearing date along with written notification of time and place of defense. Student is responsible for booking room in conjunction with the Chair.
- Schedule proposal hearing.
- Submit a copy of the approved proposal to the PhD Director and Associate Dean, Office of Graduate Academic Affairs, after approval of dissertation proposal. (It is the responsibility of the Chair to file the form with signatures and any recommendations made by the committee members with the PhD Program Office).
- Obtain Dissertation Guidance information from PhD Program Office.
- Obtain IRB approval(s) from Molloy College and other agencies before beginning the research.
- During conduct of dissertation research, if committee membership changes, file Dissertation Committee Change form with the Associate Dean.
- Notify Student Services and The Barbara H. Hagan School of Nursing PhD Program Office at the start of the semester in which the student expects to graduate in order to verify and provide necessary information.

AT LEAST 5 WEEKS IN ADVANCE OF PLANNED DEFENSE DATE:

- Submit final draft of dissertation, including abstract, title pages, and appendices to committee members. Tentatively book room for defense with PhD Program Administrative Assistant after consulting with committee regarding an appropriate time and date.
- After 2 weeks of draft dissertation submission, obtain approval from each committee member that they have read the entire dissertation and approve going forward to the defense.
- As soon as Chair/Committee approves dissertation, schedule dissertation defense with committee members, and submit Notice of Dissertation Defense form to Doctoral Program Office.
- Confirm room with PhD Program Administrative Assistant.
- Bring four copies of Dissertation Signature Title Page and abstracts to defense for distribution.
- If committee is satisfied with dissertation; signatures on Dissertation Signature Title Page may be obtained at conclusion of defense. If substantive changes are required, signatures are to be obtained after required changes are made.
- Within two weeks of defense, make corrections in dissertation, finalize format according to Dissertations Guidelines form, make required number of copies and submit all to PhD Program Office and the Office of Graduate Academic Affairs. After subsequent corrections are completed, finalize the document in pdf format ready for upload to Proquest. With assistance from the library assistant, complete all ProQuest instructions to have 2 copies bound and distributed to the Molloy College Archive and the PhD Program Office.

PhD Program – Post- Final Defense Timeline:

TIME LINE FOR AFTER FINAL DEFENSE:

- 1. Once student has made all necessary changes, change the document to a PDF, then email and hand deliver corrected document to the Director. With final approval of these final changes, convert document to a PDF, and print out the PDF version. (DO NOT PRINT THE WORD VERSION)
 - a. Be sure that there are no issues with margins, charts, widows, orphans, etc.
 - b. If you are having trouble with your PDF version, you can contact Gina Nedelka of Dr. Smith's office.

- 2. Print out copies (2+); one for the Director and one copy for Dr. Smith; (one for your chair and/or committee members if they would like), *put in a small binder*.

- 3. Come to H309/ Bernadette Weldon to pick up signature pages. Walk over your document hardcopy and signature pages to Dr. Smith's office (K09) and hand to Gina Nedelka.
Dr. Smith will sign off as received, and file the page with her signature in her office. (*Dr. Smith's signature is your approval for graduation*).

- 4. Dr. Smith will proofread completed project and advise student to pick up their document if any last minute changes are necessary. **Gina will hold on to your signature page (which will be included into your bound document), for safe keeping.**

- 5. Student must make necessary corrections requested by Dr. Smith. This version should now be your completed document, including all final changes. Student should THEN :
 - a. Send final PDF version electronically, so G. Nedelka can insert signature page.
 - b. Bring final hard copy to K. M. Smith's office *in small binder, and give to G. Nedelka for last time. PLEASE NOTE THAT THIS FINAL VERSION MUST BE IN PDF FORM.*

- 6. Gina will electronically return final PDF version to student with signature page inserted. You are now ready to submit to ProQuest.

- 7. Student will email Theresa Rienzo for instruction link to ProQuest.

- 8. Once you have uploaded to ProQuest, Gina will review submission on proQuest website. If there are any obstacles to publication, she will contact you then.