University at Buffalo
The State University of New York

School of Nursing
PhD Handbook
2016-2017

2016-2017 Handbook Update

The 2016-2017 PhD Handbook represents an update of the previous version with respect to edits for clarity and operationalization of existing policies in response to frequently asked questions from students and faculty. No changes were made to curriculum or graduation requirements and thus the information in this Handbook applies to all students regardless of admission date.

Of note, the following was added and updated:
- Graduate School Leave of Absence policy
- Recommendation of minimum passing and achievable score for statistics assessment exam

Links were added and updated to help students and faculty find information that may change on a regular basis.

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2015-2016 ACADEMIC CALENDAR

The official university calendar is available at
http://registrar.buffalo.edu/calendars/academic/
http://registrar.buffalo.edu/calendars/student/index.php

Class Attendance
Because the University desires to promote student responsibility, there is no general rule concerning absences from class. Instructors may, however, take account of such absences in determining final grades. Be sure to review your syllabi for attendance requirements.

Religious Holy Days
On those religious holy days when members of a faith observe the expectation of their religion that they be absent from school or work, individual students will be excused from class without penalty if expressly requested. If such a requested absence results in a student's inability to fulfill the academic requirement of a course scheduled on that particular day, the instructor must provide an opportunity for the student to make up the requirement without penalty. Students shall not be charged any fees or experience any adverse or prejudicial effects due to absence from coursework due to religious observance. In the event that a student absence situation cannot be resolved between the student and the class instructor, or either party is aggrieved by the process, appeal shall proceed to the Office of the Senior Vice Provost for Academic Affairs. (From The Graduate School Policies and Procedures "A Manual for Graduate Students and Advisors" (http://grad.buffalo.edu/Academics/Policies-Procedures.html).

INTRODUCTION

The University at Buffalo (UB) School of Nursing PhD Student Handbook is a compilation of policies, procedures, and information pertaining to the Doctor of Philosophy degree program. The handbook serves as a guide to students and faculty regarding the policies and procedures contained herein and to facilitate their implementation.

The information provided is intended to supplement policies already enacted by the UB Graduate School (http://grad.buffalo.edu/Academics/Policies-Procedures.html). While the School of Nursing has primary regulatory authority over its PhD degree program, some policies used have already been established and published by the UB Graduate School. In this case, students and faculty are instructed to simply follow those as ascertained by the Graduate School when suitable.

Mission of the School of Nursing

To foster an environment of academic and scholarly excellence that develops nurse leaders who will improve the health and wellness of local, national and global communities.

Vision

We will advance the reputation of the UBSON by achieving a collaborative culture that impacts global and local needs for research, scholarship and educational excellence.

Values: I-CARE.

Integrity

Honesty in all we do.

Collaboration

We value intra- and Inter-professional collaboration to advance learning, discovery and practice

Accountability

We hold ourselves responsible for behaviors, actions & results.

Respect

For diverse backgrounds and opinions in an inclusive & compassionate manner

Excellence.

In innovative approaches to teaching, scholarship and service.

SCHOOL OF NURSING HONOR CODE

The University at Buffalo School of Nursing endorses the University's belief that "academic integrity is a fundamental university value. . . [and that] through the honest completion of academic work, students [faculty and staff] sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas" (UB Undergraduate Catalog 2010-2011). The University's goals of discovery and innovation begin with the ideals of personal respect and academic civility in order to maintain a

supportive atmosphere of learning in academic, clinical and social settings. The ability to disseminate knowledge and share ideas in an open dialogue is essential to the success of the School of Nursing.

The School of Nursing additionally upholds the values of the American Nurses Association Code of Ethics (2001), and the rules for professional conduct of the New York State Office of the Professions. These values and rules, which emphasize the principles of respect for self and others, personal and professional integrity, and responsibility for one's actions, identify the tenets that are necessary for the provision of patient and health care, research and teaching.

Based on these perspectives, the School of Nursing Honor Code is based on the following principles:
1. Respect for patients, privacy and confidentiality
2. Respect for self, faculty, staff, colleagues, and members of the health care team
3. Professional demeanor and attire
4. Accuracy, honesty, and completeness in all written and verbal communications.
5. Respect for diversity
6. Respect for property
7. Respect for policies, regulations, and laws
8. Confidentiality of academic and clinical records
9. Academic integrity and standards
10. Fitness for duty
11. Fairness
12. Responsibility

The School of Nursing's faculty, staff, and students are responsible to exhibit these principles to promote an environment of high ethical and academic standards within the classroom and clinical settings.

By accepting admission to the University at Buffalo School of Nursing, students are expected to exhibit appropriate professional behavior consistent with the values of the SON and the nursing profession. Students assume personal responsibility to be in a physical and mental condition conducive to the provision of safe nursing care and the development of the knowledge and skills required to give this care.

Students will affirm their commitment to uphold the values of the SON Standards of Academic and Professional Conduct, hereafter referred to as The Honor Code, upon admission to the SON, and at the initiation of each nursing course, with their signature on the attestation statement.

References

American Nurses Association. (2001). Code of ethics. Silver Springs, MD: author.
   http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx

New York State Office of the Professions
   http://www.op.nysed.gov/prof/nurse/nursing.htm;
   http://www.op.nysed.gov/title8/part29.htm.

UB Undergraduate Catalog. (2010-2011).
   http://undergrad-catalog.buffalo.edupolicies/course/integrity.shtml

School of Nursing
Honor Code Pledge

"I _____ (print name) am committed to following the UB School of Nursing Honor Code with honesty, integrity, respect, responsibility and ethics. I will refrain from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of UB SON academic community it is my responsibility and obligation to report all suspected violations of the Honor Code." (adapted from Langone, M. (2007). Promoting integrity among nursing students. *Journal of Nursing Education, 46*(1), 45-47.)

   Signature: _____

   Date: _____

DOCTOR OF PHILOSOPHY IN NURSING

The goal of the Doctor of Philosophy (PhD) in Nursing Program at the University at Buffalo is to prepare nurse scientists and academicians who will contribute to knowledge development, theory generation and hypothesis testing to improve nursing practice outcomes and health care.

PhD graduates will be nurse scholars who:
1. Develop the empirical and theoretical bases of nursing practice within a defined research program.
2. Utilize advanced research methodologies and technology in the pursuit of knowledge.
3. Demonstrate expertise in communication of research findings to the scientific and social policy communities.
4. Provide leadership in the development and application of knowledge to nursing research, practice and education using multidisciplinary perspectives.
5. Relate nursing research to the development and/or implementation of health care policy regionally, nationally and internationally.
6. Integrate knowledge of our multicultural society into nursing research to improve and enhance health care and reduce disparities in health outcomes.

The University at Buffalo School of Nursing PhD program admits students who have completed either a Baccalaureate or Master's degree in Nursing. Post-baccalaureate students take 7 courses in their first full-time year plus complete three credits of research area elective with their research-matched advisor which are in addition to the post-Master's PhD curriculum. Admission to the PhD program occurs one time each year in the fall so that admitted students study in a cohort for approximately the first two to three years of their program before going on to their dissertation research.

Courses Open to Non-Matriculated Graduate Nursing Students
Registered nurses who hold a master's degree in nursing or who have earned at least 24 credits toward a master's degree in nursing are permitted to register for a maximum of 12 credits of doctoral courses as non-matriculated students. With instructor permission and course availability, doctoral courses that may be enrolled in by non-matriculated students are: NGC 701 State of Nursing Science; NGC632 Interpreting Health care Policy; NUS 705 Designing and Testing Interventions and Innovations; NUS 694 Quantitative Methods in Health Care Research (see placement policy below); NUS 697 Advanced Qualitative Research Methods; NUS 691 Advanced Information Technology in Practice, Education, and Research; NGC 692 Seminar in Grantsmanship; 695 Advanced Statistical Techniques (see placement policy below) and NUS710 Interpretive Phenomenology. Students may also consider updating their research and statistical analysis knowledge by enrolling in NGC 526 Evaluating Research Evidence for Health Care I (required for BS-PhD students) or NGC 527 Evaluating Research Evidence for Health Care II (required for BS-PhD as well as MS-PhD students who are unsuccessful in passing the required statistical assessment placement examination). A non-degree application must be filed with the Office of Student Services.

Courses Open to UB Non-Nursing Graduate Students
UB graduate students who are not enrolled in nursing programs may also take those doctoral courses indicated in the previous section. Students who hold a bachelor's degree are permitted to register for

graduate coursework as non-matriculated students for a maximum of 12 credit hours. Other interested individuals should contact the School of Nursing's Office of Student Services.

Transfer Credits

UB requires that transfer credits for the doctoral degree may not constitute more than one-half of the total credits of the degree program. Petition for acceptance of transfer courses is initiated by the student and verified by the department. Prior to starting the program, or during the first semester of study students should consult their program advisor for assistance in determining course transfer. A Petition for Acceptance of Graduate Transfer Credit is also required and found on the Graduate School [grad.buffalo.edu] Website. (The form also provides for petitioning for the acceptance of courses that were taken 10 or more years ago.) Students may consult the Office of Student Services regarding the procedure. See the Graduate School's manual for more information.

Nursing Education Xchang (NEXus) course electives

The UB School of Nursing is a member of the Nursing Education Xchange program.   NEXus began as a partnership among select Western Universities offering doctoral programs in nursing to make courses available by distance (online) to students enrolled in collaborating institutions. This provides the student with a large choice of electives, an opportunity to learn from a variety of distance education models and delivery methods, and access to leaders and expert faculty nationally recognized in their respective fields.

Students who wish to take a course from NEXus will browse through the course offerings at https://wiche-ice.org/new/?nexuslogin . The student will then meet with their advisor for approval, and contact the Campus Staff Coordinator within the Office of Student Services to begin the registration process. In the event that the Campus Staff Coordinator is unavailable, the Campus Faculty Coordinator (Dr. Suzanne Dickerson) is also available to assist. More information is available through the NEXUS website: http://nursing.buffalo.edu/academics/graduate-program/phd-program/nursing-education-exchange--nexus-1.html

CURRICULUM

Program Description

The program of study for each PhD student reflects the in-depth nature of the degree program. A set of core courses is required of all students to insure their understanding of the current body of knowledge in nursing science, and relevant research methods. The major components of the curriculum are foundation, research, and elective courses that support the dissertation research topic and role development. Students are also required to take a minimum of 12 credits in dissertation guidance. The elective courses are chosen by the student with the approval of his/her faculty advisor. These courses may be chosen from any graduate courses offered by the University at Buffalo, as well as the selection of NEXus courses available for the current semester.

Distance Accessibility

The PhD program curriculum is accessed by students through distance technology. Courses are offered in asynchronous, synchronous and hybrid formats as determined by the faculty. Regardless of the manner in which courses are offered, each course has due dates for assignment completion and required levels of student participation in on-line discussion, projects with fellow students, etc. Students are required upon admission to obtain required hardware and software, and work with the School's Distance Learning specialist (jjl24@buffalo.edu) to receive approval of their equipment and assure their ability to connect. Ongoing disruption of class due to student's inappropriate technology and/or failure to work with IT to make appropriate corrections, will not be tolerated.

BS-PhD Elective Requirement:
3 credits (to be taken as 1-3 credits over the 1st year of enrollment)
The Research Area Elective is a course taken individually with a faculty member, usually in the School of Nursing, who is expert in the same or similar substantive content area as the student. The elective nature is because the student is free to choose the faculty member with whom the course is taken. It is very likely that the faculty member chosen will be the student's advisor or prospective dissertation chair.

The course is taken in the first full time year of study. It may be taken as three full credits or divided among semesters, for example as one credit in the first semester and two in the second semester.   The course is designed to be flexible.   The student and their advisor will decide together whether the elective is taken as an independent study, for example guided readings and in-depth discussions, or a course in the student's substantive content area of research interest.   Regardless, the aim of the Research Area Elective course is to support students' in-depth exploration a research area of interest (e.g. through the published literature) in order to identify and refine the PhD research program which will culminate in the dissertation research.

Students must consult with the prospective faculty member they have chosen and their advisor (if not the same) and receive approval prior to enrolling. Students will register using NGC 600 for Independent study, or register for a course in their substantive area with their advisor's approval. If taken as NGC 600 the student and faculty member will complete and submit the Independent Study application for approval by the PhD Committee.

PhD Curriculum
Post - BS-PhD Courses (Taken in the first year for full time students; part time students must take all 500 level courses below before preceding to 600 and 700 level courses)

Number	Course Title	Credits
NGC 501	Conceptual Foundations in Nursing	3
NGC 509	Ethics for the Health Professions	3
NGC 518	Health Promotion and Epidemiologic Methods	3
NGC 520	Scientific Writing	2
NGC 526	Evaluating Research Evidence for Health Care I	4
NGC 527	Evaluating Research Evidence for Health Care II	4

NGC 533	Teaching in Nursing (4 credits for students pursuing certificate program)	3-4
Research Area Elective	(Arranged with advisor)	3
Total BS-PhD Year 1 Credits		**25-26**

PhD Foundation Courses (all PhD students)

Number	Course Title	Credits
NUS 691	Advanced Information Technology in Practice, Education, & Research	1
NGC 692	Seminar in Grantsmanship	1
NUS 700	Advanced Theory Construction and Development	3
NGC 701	State of Nursing Science	3
NGC 632	Interpreting Health Care Policy	3
NUS 739	Philosophy of Inquiry	3
Foundation Credits		**14**

PhD Research Courses (all PhD students)

Number	Course Title	Credits
NUS 694	Quantitative Methods in Health Care Research	3
NUS 695	Advanced Statistical Techniques	3
NUS 697	Advanced Qualitative Research Methods: Grounded Theory (or NUS710)	3
NUS 705	Designing and testing Interventions and Innovations	3
NUS 706	Psycho-Social Measurement & Questionnaire Construction	3
NUS 708	Research Practicum*	2
NUS 710	Interpretive Phenomenology (or NUS 697)	(3)
Research Credits		**17**

* see details about NUS 708 below

Elective Courses Supportive of Dissertation and Research Role

Number	Course Title	Credits
	Post BS-PhD Electives (Post BS-PhD students take the remaining 3 credits in their first year of study to meet the Post MS-PhD 12 credits requirement)	9
	Post MS-PhD Electives	12
Elective Courses Credits		**9 or 12**

Dissertation (all PhD students)

Number	Course Title	Credits
NUS 699	Dissertation Guidance	12
NUS 702	Dissertation Seminar (2 credits minimum required each dissertating semester after completing coursework therefore more than 2 credits will likely be taken)	2

Dissertation Credits (minimum)	14

Minimum Post-Master's Credits	57
Minimum Post-BS Credits	79

Optional Advanced Certificate in Nursing Education

Number	Course Title	Credits
	Elective with Advisement	3
	Elective with Advisement	3
NUS 691**	Advanced Information Technology in Practice, Education, & Research	1
NUS 691L	Advanced Information Technology in Education Technology Laboratory	1
NGC 533	Teaching in Nursing (variable credit)	4
A minimum of three (3) additional credits in the student's substantive area, approved by a faculty advisor, and offered by the School of Nursing		3
Minimum Required Advanced Certificate Credits		15

** Already required PhD courses

Statistics Assessment for placement

All accepted post MS to PhD students must take and pass the Statistical Assessment Test to enroll in NUS 694 Quantitative Methods in Health Care Research (the first course in the PhD level statistics series in the School of Nursing). Minimum passing score is >70% however students' scores below 85% should consult with their advisors first prior to enrolling in NUS 694. If students do not achieve a passing score, they have the following options:

1) Retake Statistical Assessment Test after preparation (e.g., Statistical Boot Camp, Stats Tutor, self-directed review).

OR

2) Complete graduate level statistics course with grade B or higher (NGC 527 or approved substitute course).

For new students the assessment must be completed during the summer prior to their fall enrollment. The assessment is self-administered through the UB Learns Blackboard system. Incoming students will be given access to the system upon admission to the program.

Course Description for NUS 702 Dissertation Seminar

The purpose of this 1 credit course is to facilitate the process of completing the dissertation for students who have completed their coursework, and to facilitate the role transition from PhD student to post-graduate roles in academia and research.   Once coursework is complete, this course must be taken until the student is finished with their degree. The seminar is required each dissertating semester (a minimum of 2 credits of dissertation seminar is required), but since completing a dissertation often takes longer than 2 semesters, it is likely that students will take more than the minimum number of NUS 702 credits.

Course Description for NUS 708 Research Practicum

The purpose of this practicum is to provide students an opportunity to advance their research experience by working with a principal investigator or a team of researchers. To obtain actual research experience, the student will participate in an ongoing research program, and be supervised by a faculty mentor who has a current program of research. This is a one credit course (2 credits are required) and can be completed in one semester or in two consecutive semesters, as one credit each. One credit equals a minimum of 6 hours per week in the practicum. The research practicum must be completed before the qualifying examination.

Procedure for Registering for NUS 708

Students will register for this course with consent of their advisor and the research mentor who will supervise the experience. Objectives to be achieved and the plan for the semester should be developed with the mentor prior to beginning the research practicum. A form titled **NUS 708 Research Practicum** must be completed with the faculty mentor. A copy of the document is then submitted to the Mentor, the Faculty Advisor, the Assistant Dean of PhD Program, and to the Office of Student Services.

Evaluation Method for NUS 708

In the middle and end of the semester, the student will provide written evidence of meeting the learning objectives to the mentor. The mentor may request additional evidence of meeting objectives before determining satisfactory completion of the practicum. Grading will be on a satisfactory/unsatisfactory basis.

Dissertation Credit NUS 699

Dissertation credit is most typically taken following the completion of required coursework. After the student has completed 9 credits of required doctoral courses, the student may register for dissertation credit. Up to 6 dissertation credits maximum may be taken prior to taking the Qualifying Examination. The student's Dissertation Chair must be approved by the Assistant Dean for the PhD Program before the student can register for any dissertation credit. The faculty advisor works with the student to identify the Chair (which may be, but is not required to be the faculty advisor). The selected Chair must also agree. The advisor sends a memo to the Assistant Dean indicating the student's choice for a Dissertation Chair. Once approved, the Assistant Dean sends a memo indicating such to the Office of Student Services with a copy to the faculty advisor, and the Dissertation Chair.

Cancellation of Courses

From time to time it may become necessary to cancel a course due to low enrollment or other issues. This will be done at the discretion of the Assistant Dean for the PhD Program and the Office of Academic Affairs.

Repeating Courses

If a graduate student repeats a course that is not normally "repeatable" (such as thesis or dissertation guidance; independent study; directed readings, etc.,), only the highest grade earned in the course will be included in the Application to Candidacy and used to calculate the grade point average (GPA) associated with the application. However, the student's official transcript will record all courses attempted (including repeated courses), and all resulting grades earned will be used in calculating the

GPA reflected on the transcript. Additionally, a graduate student repeating a course to improve a grade in which a grade of "C" or better had been originally earned cannot include the repeated course as part of the student's minimum full-time or part-time course load for financial aid eligibility.

Didactic – Non-clinical course: Students earning less than a B or an Unsatisfactory in a course will be placed on academic probation. Students who retake a required didactic course must officially register for it and may only repeat the course once. A grade less than B or an Unsatisfactory in two or more courses will be put forth to the PhD Committee for academic review and possible dismissal.

Letter Grades
University Grading Policy for Graduate Students

A	4.00	B-	2.67	F	0.0
A-	3.67	C+	2.33	L	0.0*
B+	3.33	C	2.00		
B	3.00	D	1.00		

*L - Instructor-assigned for those dissertation, thesis, or project courses where "continuing work" is to be indicated instead of a final grade. U – Unsatisfactory grade.

Prompt Grade Submission Policy
Faculty shall submit grades for all courses within seven days (including weekends and holidays) after the last day of the term's final examination sessions or the last day of classes of a term not having separately scheduled final examination sessions. Courses offered in a non-standard term, e.g., a non-standard summer session, may have a shorter time for grade submission. Grades may be obtained by students and advisors, through HUB.

Grade Change Policy
For policies related to grade changes, including "IU" and "J" grades, refer to the Graduate School's manual.

Progression of PhD Students
All BS-PhD students must maintain a 3.25 grade point average during the first year of study and will be evaluated after the first year by the PhD Committee. Following the first year for BS/PhD and for all MS/PhD students, a 3.00 or B average must be maintained to progress through the program. All students will be evaluated by the Faculty PhD Committee every spring prior to continuing in the PhD course work.

Written Assurance Letter (Request for an extension)
Doctoral degrees must be completed within seven (7) years from the student's initial formal matriculation in that doctoral program. Requests for extensions of time limits must be petitioned using a Graduate Student Petition Form. Students will get a 1 semester extension with no questions asked. If followed by request for further extension, students will be given a maximum of 1 year and be required to sign a written letter of assurance that they will ask for no further extensions.

Leave of Absence

Requests for Leaves of Absence must be negotiated through the chair or director of graduate studies or the students department using a Graduate Student Petition Form.
http://grad.buffalo.edu/content/dam/grad/study/pet-loa.pdf

Normally, leaves are granted for a maximum of one year, but may be extended for up to one additional year if circumstances warrant. Students approved for a Leave of Absence remain liable for any outstanding tuition and fee charges on their student account. Students may not be on a Leave of Absence in the semester immediately preceding degree conferral.

PLAN OF STUDY – ADVISEMENT

Upon admission, the School of Nursing's Director of the PhD Program assigns a faculty advisor to the student based on the student's research interest. The faculty advisor must have an earned doctorate and expertise in the student's area of research interest. Faculty advisors supervise and assist students in planning a program until the student chooses a dissertation chair. The student is encouraged to identify his/her focus of research as early as possible in the program to facilitate selection of his/her dissertation chair. A student may request a change in faculty advisor by sending a letter of request, including the rationale, to the Assistant Dean of the PhD program.

Reasons that students should schedule regular meetings with his/her faculty advisor include discussion of:

- Professional goals
- Research interest
- Waiver of required course(s), transfer of credits, and use of prior coursework toward the degree, if indicated
- Elective courses that contribute substantively or methodologically to the area of proposed research and to professional role development. Students are encouraged to select courses from UB departments outside the School of Nursing.
- Program Agreement and Annual reports

Program Agreement
The student, with consultation from his/her faculty advisor develops a plan of study upon admission to the program. The student then submits the plan of study (**Program Agreement Form**) to the Office of Student Services prior to or at the beginning of the first semester of matriculation into the PhD program. The Program Agreement form for post-MS to PhD and post-BS to PhD students can be found on the School of Nursing website (http://nursing.buffalo.edu/) and the PhD Information Center on UBLearns.

The Program Agreement is a working document continually maintained by the student and shared for approval with her/his advisor or Chair until graduation. It is understood that as the student learns and explores new opportunities that the Program Agreement may be modified in accordance with the student's research plan and professional goals. Therefore, the faculty advisor meets with his/her student each semester to monitor progression and revise the Program Agreement as necessary. An updated Program Agreement must be filed with the Office of Student Services on an annual basis in April. If there are revisions to the plan of study during the academic year, a revised Program

Agreement must be filed immediately. If a student changes advisors or Chair (see above), the student is responsible for providing the new advisor/Chair with their current Program Agreement for approval.

The faculty advisor may place a service indicator to disallow registration if the student does not meet with his/her faculty advisor.

Annual Academic Review and Doctoral Student Annual Report
PhD students will receive a formal evaluation of their academic progress after the first semester of enrollment and annually thereafter. The annual meeting will include faculty who teach and advise PhD students in addition to members of the PhD Committee and the Assistant Dean. The student evaluation includes feedback on progress in the program including, overall GPA, addressing any incomplete or resigned courses, monitoring progress toward completing coursework, preparing for the qualifying exam and timely defense of proposal and defense of dissertation. A follow up letter regarding the student's standing will be sent by the Assistant Dean of the PhD program indicating his/her progress and status in the program. In the event of need for improvement, the Assistant Dean will consult with the student's advisor for appropriate feedback and recommendations for advisement and mentoring.

All doctoral students are required to meet with their advisors for discussion, approval and submission of a completed **PhD Student Annual Report and up to date Program Agreement**. The reports are to be submitted in signed, electronic format. The student must email an electronic copy to his/her advisor or Chair, by the posted deadline (usually April). Once completed and discussed with the program advisor/Chair, the reports are sent to the Office of Student Services. The PhD Student Annual Report and Program Agreement is available at http://nursing.buffalo.edu/ and the PhD Program Center on UBLearns.

PROFESSIONAL SOCIALIZATION REQUIREMENTS

On-Campus PhD Program Orientation and Research Immersion
All matriculated (new and continuing) PhD students are required to attend (in person) and participate in a student orientation and research immersion, scheduled in August immediately prior to the semester start date. Students who have defended their Dissertation Proposal successfully are not required to attend but are welcome to do so.

Professional Socialization Requirement
All matriculated PhD students will participate in a program of non-credit activities to support professional socialization. Until the completion of coursework, PhD students will be required to participate in four professional socialization activities per semester. After completion of coursework, such PhD students will be required to attend three such activities per semester. Students are encouraged to attend a variety of events and are expected to join and participate in a School of Nursing Scholarly Team, preferably that of their advisor or chair, for at least the first 2 years of the program. Students should feel free to attend other scholarly team meetings as needed. Information regarding Scholarly Teams is found at: http://nursing.buffalo.edu/research/areas-of-research.html.

Students who need to attend a Scholarly Team via distance technology should arrange this in advance with the Scholarly Team Coordinator and the IT department.

Professional socialization activities may include (but are not limited to) the following:
- Attendance at the School of Nursing Lunch and Learn Symposia,
- Attendance at School of Nursing research functions or special presentations),
- Attendance at Scholarly Team meetings
- Attendance at proposal or dissertation defenses,
- Presentation of a paper at a local, national, or international professional meeting, or
- Authorship of a paper for publication.

Activities supporting the fulfillment of the professional socialization requirement should be planned in collaboration with the student's faculty advisor who will assess the appropriateness of activities proposed by the student and establish the means by which such activities are documented.

The student will document all professional socialization activities on the **PhD Student Annual Report** as these activities are a requirement of the School of Nursing PhD program. Failure to attend at least four professional socialization activities per semester (or three per semester after coursework is complete) will result in review of the student's standing by the PhD Committee and potentially the requirement to perform an additional scholarly activity.

Typically, working over 20 hours per week for full-time students is discouraged. International students seeking employment must consult with International Student and Scholars Services (http://wings.buffalo.edu/intlservices/immigration_overview.html) as immigration and visa implications may arise.

QUALIFYING EXAMINATION

General Principles
1. The major purpose of the qualifying examination is to determine whether or not the student meets minimum criteria (at the doctoral level) in nursing science and research methods.
2. The examination is designed to test the student's knowledge related to analysis and synthesis of the graduate program course content including elective courses.
3. The examination will focus on the student's ability to synthesize knowledge and principles relative to their focus of study.
4. It is recommended that all required course work for the PhD degree be completed prior to taking the qualifying examination.

Specific Procedures
1. The Dissertation Chair in consultation with the student determines the student's readiness to take the qualifying examination and sets the date for the examination.
2. The student files a **Notification of Intent to Take Doctoral Qualifying Examination form** (http://nursing.buffalo.edu/additional-info/information-for-students.html) to the Office of Student Services with a copy to the Assistant Dean for the PhD Program.

3. The Dissertation Committee writes the examination questions, administers and grades the examination.
4. The examination will include questions testing the synthesis of theory, research, and specialized substantive knowledge. Research questions will require the student to analyze nursing and related research, including specialized substantive knowledge, and to discuss specific research and statistical issues in general terms. Responses to the questions should include illustrative examples.

   The student is given a take-home examination consisting of multiple parts; each part is to be completed within a specified time (i.e., 3-5 days). Parts of the examination may include theory, research and the student's substantive or research interest area. All of the questions can be given at the beginning of the examination and each part returned to the Dissertation Committee Chair at an agreed upon time; or, one question can be given at the beginning of the examination and upon returning it for correction the student may receive the next question, etc.
5. The examination should be typed (double spaced) using a 12 point font and submitted to the Chair electronically.
6. The examination will be graded individually by each member of the Dissertation Committee using the **Qualifying Examination Evaluation** form. http://nursing.buffalo.edu/additional-info/information-for-students.html
   a. Each question and the examination as a whole is graded "pass" or "fail."
   b. If the Dissertation Committee is not unanimous in its decision about the grade, members will meet as a group to discuss an area in which there were marked differences in evaluation.
   c. At the committee's discretion, another written and/or oral examination of the student may be held to address areas of ambiguity in the student's written response.
   d. If there is still disagreement about the student's performance, the decision of "pass" or "fail" will be made by majority vote.
7. If the student passes the qualifying examination, the Dissertation Chair and each member of the Dissertation Committee signs the Examination Evaluation form and submits it to the Office of Student Services with a copy to the Assistant Dean for the PhD Program. If the student fails the qualifying examination, the Chair of the Dissertation Committee sends a written memo indicating such to the Office of Student Services with a copy to the Assistant Dean for the PhD Program.
8. A failed examination may be repeated once without penalty. A second failure will result in dismissal from the program. The Assistant Dean for the PhD Program will be informed by the Chair of the Dissertation Committee of the second failure and will notify the student that he or she is dismissed from the program.

PROTECTION OF HUMAN SUBJECTS

The University at Buffalo, The State University of New York, has established an Assurance of Compliance with the Department of Health and Human Services (HHS) regulations governing research involving human subjects. Since research comprises a vital part of graduate education and research may involve human subjects, graduate students must be aware of their responsibilities.

It is the policy of the University that all research involving human subjects must be reviewed and approved by a University Institutional Review Board (IRB) prior to initiation of the research. It is the policy of the University that all research involving laboratory animals must be reviewed and approved by a University Animal Review Board prior to initiation of the research. Questions regarding whether a project requires IRB approval and the type (full, expedited or exempt) should be first referred to the student's advisor/Chair who will help the student determine next steps. Students should not make these determinations on their own.

It also should be noted that the scope of the human subjects' regulations as well as laboratory animal regulations extends into the classroom so that graduate students with *teaching assignments* as well as those engaged in research should carefully observe these constraints and protections.

The University may revise or add review requirements at any time. Students should check with their advisor/Chair, the Center for Nursing Research and the Office of the Vice President of Research and Economic Development at https://www.research.buffalo.edu/rsp/irb/ for the latest information.

All faculty and students conducting or participating in research involving human subjects must complete Human Subjects' Protection and Good Research Practice (GRP) training prior to being included on a research team or conducting their own research. Additional training may be instituted and required by UB or facilities at which the student plans to conduct their research. It is the student's responsibility to remain informed of requirements and assure they have completed the proper training prior to conducting research. Training must be updated and maintained at the interval determined by the UB Office for the Vice President of Research and Economic Development. Students should maintain their own records (certificates) of their training and produce these upon request from their advisor/Chair or investigator on whose project they are working.

Current information regarding required training, research submission forms, and policies can be found at: https://www.research.buffalo.edu/rsp/irb/

Institutional Animal Care and Use Committee
For those investigators using animal models to conduct research, the use of animals must be approved, in advance, by the University's Institutional Animal Care and Use Committee (IACUC). No proposal, which includes or anticipates the use of animal subjects, may be submitted without approval of the proposed use of animal subjects. See https://www.research.buffalo.edu/iacuc/ for all policies, procedures and requirements.

DISSERTATION

Dissertation Committee
The student's Dissertation Committee prepares, administers, and grades the Qualifying Examination. The Dissertation Committee also is responsible for evaluating the student's preparation for conducting a dissertation, reviewing and approving the dissertation proposal, guiding the research, certifying completion of the dissertation, and preparing the student for a successful defense.

The student will select the dissertation chair with assistance from the faculty advisor. The student with consultation from the dissertation chair will then select the dissertation committee members. The proposed Dissertation Committee must be approved by the Assistant Dean of the PhD program. Once the Dissertation Committee is approved, the Dissertation Committee will oversee the remainder of the student's work. Any change in the Dissertation Committee membership must be approved by the Assistant Dean for the PhD Program. Criteria for the Dissertation Committee are as follows:

1. The Chair must be a doctorally-prepared faculty member at UB, a member of the School of Nursing faculty, and a full member of the graduate faculty.*
2. Two additional members must be full members of the graduate faculty at UB.
3. At least one individual on the dissertation committee must be a nurse who is a member of the School of Nursing faculty as well as a full member of the graduate faculty at UB.
4. Members in addition to the 3 required members may be added as needed, to include:
   - An advisor/expert in a 'distant' location
   - Post-Docs with an appropriate level of expertise

* Faculty should refer to the Graduate School for definition of their status and ability to serve on a PhD committee, the forms for appointment or application to the Graduate Faculty and the current Roster of graduate faculty:

http://grad.buffalo.edu/Academics/Forms-for-Faculty-Staff/Graduate-Faculty-Appointment.html

for information pertaining to Graduate Faculty appointment and

http://grad.buffalo.edu/Academics/Graduate-Faculty-Roster.html
for an online roster of faculty with Full and Associate Graduate Faculty Appointments.

Changes within PhD Committees when Graduate Faculty Leave UB
Consistent with Graduate School policy, if a graduate faculty member retires from UB with no intention of assuming a faculty appointment at another institution, that faculty member is eligible to continue serving as the major advisor or as a committee member for a current student. The actual decision whether or not that person may continue to serve in such a capacity with a current student rests with the Assistant Dean of the PhD Program or Dean of the School. However, subsequent to their retirement graduate faculty members should not accept major advisor or committee membership assignments for any new student.

If a graduate faculty member leaves UB for an appointment at another institution, and the student is at the final stages of completing the dissertation (generally with one year or less needed to finish), the Graduate School will allow the departed faculty member, if he/she is willing, too retain their role on that student's committee, providing the department concurs. The primary consideration is to avoid delaying completion of the degree and unwittingly penalizing the student. However, if the student is more than a year away from degree completion, the Graduate School does not recommend allowing a departed faculty member to remain on that doctoral student's committee and involved in the work since after that time the faculty member will generally become understandably immersed in responsibilities at his or her new place of employment, often leaving our student underserved. The Assistant Dean for the PhD Program will work with the student, the departing faculty member and the Dissertation Chair (if not the same) to identify an acceptable replacement.

Please contact the Graduate School if there are any questions regarding these guidelines or their application in specific cases.

Dissertation Proposal Defense
1. The student submits the dissertation proposal to the Dissertation Committee for review and makes revisions based on recommendations of the Dissertation Committee.
2. A date for the dissertation proposal defense is mutually decided upon by the student and the Dissertation Committee.
3. The date and time of the dissertation proposal defense must be posted on the nursing faculty and doctoral student listservs **at least 10 working days** in advance of the scheduled defense to allow interested students and faculty the opportunity to attend. In addition, flyers may be posted in the School of Nursing, Wende Hall. The student makes arrangements for the room, equipment, and availability of IT to facilitate the participation of students/public attendees.
4. A copy of the dissertation proposal must be made available for review on the PhD Program Information center on UBlearns, as a pdf file.   The student should provide a copy of the proposal 10 days prior to defense to the administrative staff of the PhD program who will upload the file to UBLearns. All proposals shall have on the cover page "Privileged Communication. Do Not Copy." No hard copy is required.
5. The presentation should include:
   a. purpose of the dissertation
   b. background justification and significance
   c. contribution of the dissertation to theory development and/or testing
   d. theoretical framework
   e. research questions and/or hypotheses
   f. detailed description of methodology – for example, design; setting of the study; sample; measurement; data collection procedures and/or protocols; data analysis
   g. scope and limitations of proposed research

Presentation of the proposal should continue to be made in the traditional (in-person, on-campus) manner and be limited to approximately 30 minutes. Limited exceptions to an on-campus presentation will be granted at the discretion of the Assistant Dean for the PhD Program in consultation with the Dissertation Chair and PhD Committee.

Immediately following the student's formal presentation, questions and comments will be moderated by the Dissertation Chair beginning with questions from the dissertation committee followed by questions from the public. Following the formal presentation, the Dissertation Committee, in private session, decides whether or not the student's proposal is approved unconditionally, approved with modifications, or should be rewritten. The Dissertation Committee Chair submits written notification regarding the outcome of the proposal defense to the Office of Student Services with a copy to the Assistant Dean for the PhD Program **Dissertation Proposal Defense Approval Form** (http://nursing.buffalo.edu/additional-info/information-for-students.html)

Abstract of Proposed Research
The abstract should clearly indicate that relevant criteria for dissertations are met. The abstract must indicate that scientific methods and a systematic in-depth approach are to be employed. The abstract

also must include a logically developed rationale relating the methods and approach to the purpose(s) of the research. Please type in the space provided on the **Abstract of Proposed Research Form** using single-spaced using a font size of 12 points, addressing your research in this order: (1) Problem under investigation, (2) Objective/Hypothesis, (3) Previous Findings, (4) Research Design/Material Methods, (5) Preliminary Results, (6) Intended Methods of Data Analysis, and (7) Potential Significance. The abstract should be in future tense, scientifically and grammatically correct, and free from typographical errors. The body of the abstract cannot be more than 400 words. Keep in mind that representatives from other disciplines will review the description of your research. Also, while technical terms may be employed, it is important to explain the significance of the research so that a non-specialist can understand the merits of the proposal. On the second page, provide the information requested and obtain the required signatures as indicated.

The review of the abstract by the PhD Committee should take place as soon as possible after the student defends his/her dissertation proposal. The student completes and submits the **Abstract of Proposed Research** to the Office of Student Services. In return the PhD Committee will approve the form. (http://nursing.buffalo.edu/additional-info/information-for-students.html). Approval by the PhD Committee needs to be obtained before the student submits the abstract and application to the Institutional Review Board (IRB).

Data collection for the study cannot be initiated until the PhD Committee has approved the abstract, and the Institutional Review Board has approved the proposed research study.

If the nature of the research is substantially modified after approval by the PhD Committee and IRB, a new abstract must be submitted for review by the PhD Committee and the IRB (see Research Review Boards).

Dissertation Format
The dissertation should be an original contribution to the field as determined by the dissertation committee. Doctoral dissertations will be written in English.

It is the responsibility of the candidate and the dissertation chair to ensure that the standards of organization, presentation, and documentation traditionally prescribed for publication in nursing are observed. Similarly, all copies of the dissertation must be substantially free of errors before they are submitted to the dissertation chair for final approval before the M form is signed and the dissertation is prepared for electronic submission. See below.

A booklet entitled **GUIDELINES FOR ELECTRONIC THESIS/DISSERTATION PREPARATION AND SUBMISSION** is available at http://grad.buffalo.edu/Academics/ETD.html or from the Graduate School. Questions regarding manuscripts should be resolved through the Graduate School (716) 645-2939 before preparation of the manuscript begins.

Electronic Theses and Dissertations (ETD's)
Electronic submission of your dissertation in PDF format is **mandatory**. This process is only to be used for the formal submission of completed and faculty approved final versions of doctoral dissertations.

This submission process will collect the information necessary to deliver your manuscript to UB's vendor, ProQuest/UMI. The information and document(s) you provide electronically will be forwarded to the Graduate School for approval. To begin your submission process, proceed to the ProQuest Thesis/Dissertation Submission Site at http://www.etdadmin.com/cgi-bin/school?siteId=62 .

Dissertation Options

Doctoral students are under increasing pressure once graduated to publish as soon as possible. The traditional dissertation format, consisting of various chapters for an introduction and problem overview, literature review, methods, results and discussion and conclusion, may be unwieldy and difficult to rewrite in manuscript format.

An alternative to the traditional dissertation consisting of a collection of manuscripts (described below) has now become more common in some disciplines and shall be allowed if approved by the dissertation chair.

Dissertations from School of Nursing students are done in one of two formats: a) traditional book format or b) a collection of manuscripts. These formats differ only in organization; the extent of the dissertation research is the same for both formats. The choice of the format is made by the dissertation committee. In either case, the text must conform to the Guidelines for Thesis and Dissertation Preparation from the Graduate School with respect to font size, line spacing, margin sizes, paper type, binding, number of copies, etc.

Dissertations are usually done in APA format (except where this format differs from the Guidelines for Thesis and Dissertation Preparation), but occasionally the dissertation committee may approve an alternate format if more appropriate to the student's area of research. Dissertation proposals are temporary documents and, as such, may be done in any format that the committee approves. However, it is generally to the student's advantage to write the proposal in a format that can be folded into the final dissertation.

Option 1 - Traditional Book Dissertations

The traditional dissertation format will consist of:
- An abstract
- Table of contents, lists of tables and figures
- An initial 1-2 chapters presenting the introduction, literature review, purpose statement, and research questions or hypotheses
- A methods chapter
- One or more results chapters
- A discussion and conclusions chapter
- Reference list and appendices

Option 2 - Manuscript Style Dissertation

An alternative to the traditional format, the dissertation can consist of a collection of papers (typically 3 – 4 meeting the criteria below) that have a cohesive, unitary character making them a report of a single program of research. In this case, the dissertation will include papers accepted, submitted, or to

be submitted for publication. The text of these papers must be retyped to conform to the Guide to Theses and Dissertations with respect to font size, line spacing, and margin sizes. These papers are bound together as an integral part of the dissertation. (Reprints of published papers can be included in the appendices at the end of the dissertation). An example of a dissertation manuscript is in the CNR.

The dissertation must be more than a collection of manuscripts. All components must be integrated into a cohesive unit with a logical progression from one chapter to the next. The final chapter for the dissertation should be a discussion of all papers bringing them into a broader focus, including implications for nursing practice, research and education as well as implications for policy change.

When using the manuscript format option, the dissertation must include the following:

- An abstract
- Table of contents, lists of figures and tables
- A clear, succinct global introduction and literature review that links all papers and states the overall problem and objectives plus the purpose of each individual paper
- A methods chapter, unless the overall study methods are adequately described in the individual papers
- Each paper may include a review of the literature that relates to the focus of the paper and ends in a problem statement, purpose, and research questions or hypotheses (if quantitative) for that paper, methods, data analysis, findings, and discussion. A variety of papers are possible as negotiated with the Dissertation Committee; for example, one paper may focus entirely on a review of the literature
- A final chapter for the dissertation should be a synthesis and discussion of all papers bringing them into a broader focus including implications for nursing practice, research and education, as well as implications for policy change

As manuscripts for publication are frequently very concise documents, where appropriate, additional material must be provided (e.g., in appendices or in a methods chapter) in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported in the dissertation.

Co-authored papers are common products of a traditional dissertation. When co-authored papers are included in a dissertation, the candidate must be the first author of the paper. In addition, the candidate is required to make an explicit statement in the dissertation as to who contributed to such work and to what extent in a preface to the dissertation. The dissertation chair must attest to the accuracy of this statement at the doctoral oral defense. The committee and Assistant Dean for the PhD Program must approve inclusion of co-authored materials **prior** to the final defense.

When the student's previously published manuscript is to be used as part of the dissertation, copyright permission must be obtained from the publisher of the manuscript. Permission to use the published manuscript in the dissertation should be negotiated with the publishers prior to publication when possible. Although unlikely, if the publisher refuses to give permission to include the published manuscript in the dissertation the student should include, in a separate section, the citation and a lengthy abstract (1-2 pages) of the published manuscript.

Dissertation manuscript authorship issues will be an individual decision between the chair and the student.

Final Defense of the Dissertation

The Final Defense is a public event scheduled by the Dissertation Chair and student that is attended by the candidate's Dissertation Committee, members of the faculty from the School of Nursing and the University as well as interested community partner and guests. The date and time of the dissertation must be posted on the nursing faculty and doctoral student listservs at least **10 working days** in advance of the scheduled defense to allow interested students and faculty the opportunity to attend. In addition, flyers may be posted in the School of Nursing, Wende Hall. The student makes arrangements for the room and equipment, and contacts IT to arrange accessibility to remote attendees. A copy of the dissertation must be made available for review at least 10 days prior to defense in pdf form on the PhD Program Information site on UBlearns. The student should provide a copy to the administrative staff of the PhD Program who will upload the document.

Presentation of the dissertation should be conducted in the traditional (in-person, on-campus) manner and be limited to approximately 30 minutes. Limited exceptions to an on-campus presentation will be granted at the discretion of the Assistant Dean for the PhD Program in consultation with the Dissertation Chair and PhD Committee.

Immediately following the student's presentation, questions and comments will be moderated by the Dissertation Chair beginning with questions from the dissertation committee followed by questions from the public. Following the public defense, the Dissertation Committee will meet privately to determine the outcome of the dissertation defense. Following a successful defense, the Dissertation Committee Chair will send the completed **Dissertation Defense Approval Form** (http://nursing.buffalo.edu/additional-info/information-for-students.html) to the Office of Student Services with a copy to the Assistant Dean of the PhD Program. If the defense is unsuccessful, the Dissertation Committee Chair will send a written memo indicating such to the Office of Student Services with a copy to the Assistant Dean for the PhD Program. The Dissertation Committee has final approval of the dissertation.

APPLICATION TO CANDIDACY

The filing of an **Application to Candidacy for PhD Students** http://grad.buffalo.edu/content/dam/www/graduate/documents/students/atc.pdf with the Office of Student Services, and subsequently the Graduate School, indicates that the student is entering the final stages of degree completion or is requesting full time graduate status. The application includes the following attachments if indicated:

- Program Agreement
- Informal course descriptions
- Descriptions of all Independent Study and Special Topics courses
- Record of fulfillment of professional socialization requirement
- Unofficial transcripts (grade reports)

- Approved graduate student petitions
- Abstract of proposed research and approval
- Institutional Review Board approval
- Original official transcript indicating conferral of a baccalaureate degree and master's degree (the Student Services Office will handle providing this to the Graduate School)
- Original official transcript(s) supporting any credits transferred from other institutions

The following information also applies:
- The Application to Candidacy must be typed on the current Graduate School approved form (handwritten forms are not accepted).
- The student and their advisor/Chair are responsible for appropriate completion of the Application to Candidacy form and checking the Program Agreement and other supporting documents are up to date and appropriately submitted.
- Primary responsibility for evaluation of student Applications to Candidacy rests with the PhD committee in consultation with the Office of Student Services. Applications with required corrections will be returned to the student and Chair.
- Doctoral students should expect to file an Application to Candidacy after completing all courses excluding dissertation guidance. Passing the qualifying examination and successfully defending the dissertation proposal are not required prior to approval of the Application to Candidacy.
- The student must file his/her Application to Candidacy with the Office of Student Services by the date indicated in the degree conferral timetable located on the Graduate School website http://grad.buffalo.edu/
- Once the Graduate School approves the application, notification of approval will be sent to the student.
- Once admitted to candidacy, a student may not need to enroll for 12 credits (9 credits for graduate, teaching and research assistants) to be certified as full-time for tuition scholarship or student loan purposes. In this event, the student must file the **Certification of Full-Time Status Form** (http://grad.buffalo.edu/content/dam/www/graduate/documents/students/certfts.pdf) with the Graduate School each semester until completion of the degree.
- Major revisions in Applications to Candidacy that become necessary (e.g., adding or deleting a number of courses) must be formalized by resubmitting the pages that are being changed to the Office of Student Services, and the PhD Program Committee for approval; the changes are then filed in the Graduate School. Minor changes (e.g., adding or deleting one or two courses, changing titles) may be made by submitting https://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_amend.pdf to the Office of Student Services.

DEGREE CONFERRAL

Degree conferral dates are set by the Graduate School and may be subject to change. Please consult the Academic Deadlines calendar for the most up-to date information: http://grad.buffalo.edu/Academics/Academic-Deadlines.html

It is the student's responsibility to check with the Office of Student Services prior to the deadline dates to be sure all the requirements and paperwork for your degree have been completed. All forms should be obtained from the School of Nursing's Office of Student Services to insure that additional School of Nursing requirements have been met.

Be sure you fulfill the continuous registration requirement by registering in each successive fall/spring semester during your studies, including the semester prior to degree conferral. For example, fall registration is required for a February 1 conferral, spring registration is required for a June 1 conferral, and spring and/or summer registration is required for a September 1 conferral. You may not be on a leave of absence during the semester prior to degree conferral; i.e. you may not be on a leave of absence ending in May if you expect to graduate that June.

Informal Courses

Informal courses include dissertations, directed readings, directed research, and independent studies. For informal courses other than a dissertation in which there is no description in official University publications, a statement of the proposed semester's activity and its relevance to students' educational goals and degree programs should be filed with those students' records and reflected in the Application to Candidacy. These statements become part of students' academic records and, in questionable cases, to form recommendations concerning students' programs. It is the responsibility of the student, the instructor, and the faculty advisor, in that order, to see that informal course descriptions are filed at the appropriate time. Failure to do so will delay and may interrupt appropriate responses of the committees and individuals responsible for processing degree credentials.

REQUIRED DEGREE FORMS

M-Form

The completed **Doctoral M-Form** certifies that defense of the dissertation was completed satisfactorily and that all requirements for the degree have been satisfied. This form must be signed by the Dissertation Chair, the Dissertation Committee Members, and the Assistant Dean for the PhD Program. The graduate program secretary in the Office of Student Services will fill out the form when everything has been completed and will contact the appropriate faculty for their signatures.

Cataloging, Copyrighting, and Survey

Electronic submission of your dissertation in PDF format is **mandatory** (http://grad.buffalo.edu/Academics/ETD.html). This process is only to be used for the formal submission of completed and faculty approved final versions of doctoral dissertations. This submission process will collect the information necessary to deliver your manuscript to UB's vendor, ProQuest/UMI. The information and document(s) you provide electronically will be forwarded to the

Graduate School for approval. To begin your submission process, proceed to the ProQuest Thesis/Dissertation Submission Site at http://dissertations.umi.com/buffalo/.

You can choose whether or not to copyright your dissertation. Copyrighting protects your rights as author. These rights include the ability to make copies of the work, to distribute them, to make derivative works, or to perform or display the work. By copyrighting your dissertation, you can control the rights to it or may authorize others (i.e. a publisher) to exercise those rights. If you do decide to copyright, it is *your responsibility* to guarantee that the work is original and that you have followed accepted standards for documenting your references and citations of other works. The copyright will be in effect for your lifetime plus an additional fifty years. You should consult with your advisor and discuss this issue before making your decision.

ProQuest/UMI can act as your agent with the Library of Congress Copyright office when your dissertation is submitted. This is done only if you specifically request such services from ProQuest/UMI when you submit your dissertation. Requesting copyright through the on-line submission procedure authorizes UMI to act as your agent in the copyright process. Please note that it is only mandatory to digitize your dissertation; copyrighting is optional.

Since dissertations involve considerable effort on the part of the major professor as well as the student (and sometimes other members of the faculty), you should not make arrangements for publication/ copyrighting without first consulting your major professor.

The doctoral candidate must sign the **Cataloging and Copyright Billing Form** acknowledging that charges for cataloging, copyrighting if done, plus any other outstanding charges on the account will be paid prior to degree conferral. The candidate will be billed directly by student accounts. Approximately seven weeks after degree conferral, diplomas will be mailed out directly to the graduate's permanent mailing address on file at the university (students must have their current address correctly on file). There is a section on the Cataloging and Copyright Billing Form for adding your permanent mailing address.

The **Survey of Earned Doctorates** (made available by the Graduate School at http://grad.buffalo.edu/Academics/ETD/Doctoral-Degree-Recipients-Survey.html) is conducted by the National Opinion Research Center at the University of Chicago to gather objective data about graduate education throughout the United States.

SUPPORT SERVICES

University Libraries
The nine units of the University Libraries offer access to more than 4 million volumes as well as media, special collections, and artifacts. The Cybraries, located in the Libraries, provide access to more than 500 computer workstations. The Libraries subscribe to over 350 research databases, 97,000 full-text electronic journals, and 790,000 e-books, many of which are unavailable elsewhere in Western New York. Other materials held by the University Libraries include government documents, dissertations, theses, 5.4 million microforms, maps, scores, audiotapes, and videos.

Library services include reference (via email, instant librarian 24/7 chat reference, phone, Skype, and regular on-call reference hours), research consultation, interlibrary loan and document delivery via Delivery+, library workshops, online renewals, and electronic course reserve. Subject specialist librarians offer regularly scheduled onsite consultation hours in academic departments. The UB Libraries (http://library.buffalo.edu/) offer access to the "Everything" search engine, providing a Google-like experience to use one search box to discover integrated library content. The online Catalog locates book and journal titles held by any of the university library units. The UB Libraries website provide access to a wide-ranging and robust collection of online resources, including premier biomedical databases such as CINAHL, Nursing Reference Center, PUBMED/MEDLINE, ERIC, PsycINFO, SCOPUS, Web of Science, and the Cochrane Library for comprehensive searching for journal literature. The databases use Article Linker to provide one click full-text access to UB Libraries' holdings.

The Health Sciences Library (http://library.buffalo.edu/hsl/) is located on the South Campus (Main Street), a short walk from the School of Nursing. 24/7 remote access to online course reserve and a robust e-journal and e-book collection provides a wealth of research resources at the users' fingertips The Multimedia Collections & Services Department (http://library.buffalo.edu/multimedia/) provides access to a variety of audiovisual formats, including streaming video. The Multimedia Creation Lab for students located within the Health Sciences Library includes 2 workstations for assembling and publishing multimedia materials plus equipment lending capability.   The Robert L. Brown History of Medicine Collection contains old and rare books and instruments in all areas of the health sciences and includes the Bonnie and Vern Bullough History of Nursing Collection, the latter focusing on the 19th and 20th century. Librarians are available to help you find material appropriate for your needs and are happy to consult in person or via phone, email or chat.

A multitude of health-related databases are available for literature searches. Visit http://library.buffalo.edu/hsl/biomed/ for a summarized list. HUBNET – Hospitals and University at Buffalo Library Resource Network (http://hubnet.buffalo.edu/) - offers an array of clinically-oriented tools that complement HSL's substantial holdings.   Instruction on the organization of biomedical information and research consultation is provided by arrangement with a reference librarian.

Printers and no-charge scanners are available in the library. Find library hours at http://library.buffalo.edu/hours/hsl.

Sharon Murphy, MLS, RN, Associate Librarian in the Health Sciences Library has an appointment in the School of Nursing. She arranges library orientations, research consultations, and is the person to turn to for help or problems in connection with your use of the library system. Sharon Murphy can be reached in person at HSL, by phone at 829-5750, or email hslscm@buffalo.edu, AIM hslscm, and via her blog chat at http://libweb.lib.buffalo.edu/hslblog/nursing/. Sharon offers on-site consultation in the School of Nursing in the Center for Nursing Research during Spring and Fall semesters every Monday from 10 a.m. to 12 noon. Stay abreast of new library-related news by checking Sharon's blog at:
http://libweb.lib.buffalo.edu/hslblog/Nursing/.

Descriptions of the other University Libraries can be found at
http://library.buffalo.edu/libraries/librariesandcollections/.

Center of Excellence in Writing (CEW)

The Center for Excellence in Writing (CEW) offers two support programs that are designed to enhance graduate student writing as well as dissertation boot camps. For more information, please contact: http://www.buffalo.edu/cas/writing.html

Center for Educational Innovation

The Center for Educational Innovation has a collection of resources designed to help faculty and staff learn about teaching effectiveness, instructional technologies and more. These may be useful to students in teaching assistant positons also.   https://www.buffalo.edu/ubcei.html

Accessibility Resources

The Office of Accessibility Resources is a place where anyone in the UB community can find information, services, and consultation to ensure access to all the great things at UB. Accommodations are various modifications or adjustments that are made to provide people with disabilities equal opportunity to access information, programs, services.

Accessibility Resources (AR) coordinates reasonable accommodations so that individuals with disabilities can access and benefit from all programs, services, and activities of the university.

For more information, please contact the Office of Accessibility Resources, 25 Capen Hall, North Campus, 645-2608. Website: http://www.student-affairs.buffalo.edu/ods/

SCHOOL OF NURSING CENTER FOR NURSING RESEARCH

Center for Nursing Research

The Center for Nursing Research (CNR) was established in 1996 to facilitate the development of research by faculty and students. (http://nursing.buffalo.edu/research/center-for-nursing-reserach.html)

The Goals of the CNR are to:
- Expedite preparation of high quality grant proposals

- Foster energy and interest in research

- Support the creation of quality manuscripts and presentations on nursing research

- Stimulate the development of a community of scholars/researchers

- Increase the knowledge base of nursing

- Establish a repository of research resources

- Enhance research skills and productivity through multidisciplinary teams

The CNR staff provides theoretical, methodological, and clinical research consultation to School of Nursing faculty, students, and staff. The CNR also houses a research library and a research instrument repository. Other services include: statistical analysis and consultation, assistance with grant proposal preparation, grant proposal review through an expert panel, pilot/preliminary data analysis, poster preparation, literature searches, end note bibliography management, designing of data entry programs, funding searches, manuscript preparation, editing of faculty manuscripts, and computer resources. In addition, the CNR has information on internal and external sources of funding including guidelines and application forms. Projects that are externally funded should be routed through the CNR.

Research and Teaching Assistantships
The School of Nursing employs research and teaching assistantships each year to support the educational and research mission of the school. Commonly, these require a 20 hour per week commitment to work in the clinical labs, Center for Nursing Research, or other funded projects within the School of Nursing. Students may forward their interest in a Teaching or Research Assistantship directly to the Office of the Academic Affairs in 101 Wende Hall for consideration. Assistantships are awarded on the basis of academic merit, experience, commitment to full-time student status, and recommendation from your academic advisor. (Nine credits suffice for full-time status for TAs and GAs.)

The Conference for Graduate Teaching Assistants offered through the Center for Educational Innovation (CEI) is held each August. Topics discussed at the workshop include lecture organization and presentation skills, techniques for small group discussion, student/instructor feedback, and classroom challenges. All UB graduate students who are currently teaching are required to attend. Your continuation as a Teaching Assistant will depend on your attendance at the conference. Interested students should visit the CEI website at http://www.buffalo.edu/ubcei.html for more information and online registration.

GENERAL INFORMATION

Communication System
Primary communication in the School of Nursing is through electronic email and listservs. Student and faculty computing needs at the University are addressed by UB Information Technology (UBIT). Users have web and e-mail and software application access while computing problems are addressed by the UBIT Help Center in the Lockwood Cybrary (ubithelp@buffalo.edu, 645-3542). .

Access to technology assistance within the School of Nursing is coordinated by Technology Services and Educational Technology. Emails can be sent to nurse_ithelp-contact@buffalo.edu for general support. Also, the following staff can be contacted for specific inquiries:

<u>Classroom scheduling</u>	Robert Cenczyk
	101 E. Wende, Tel: 829-2287
	Email: robertce@buffalo.edu
<u>UBlearns Support</u>	Della M. Dickey
	B10 Wende, Tel: 829-2539/2543, Cell: 867-7372
	Email: djohnso@buffalo.edu
<u>Distance Learning/Synchronous Technology</u>	James Lichtenthal
	B09 Wende, Tel: 829-2308
	Email: jjl24@buffalo.edu
Classroom support/instructional design:	Cheryl Oyer
	B11 Wende, Tel: 829-3325
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The iprint@UB print quota allocation for the 2015-2016 academic year goes into effect August 1. Students receive an allocation equivalent to **650 single-sided pages** during each of the **Fall and Spring semesters** and **200 pages** during the **Summer Session.** For more information, visit **http://www.buffalo.edu/ubit/service-guides/printing.html**.

School of Nursing Email Policy
The UB School of Nursing requires that all students' email correspondence to university faculty and staff be sent from a UBIT address to protect the security of our server as well as to protect student privacy according to federal legislation (**FERPA**). Faculty and staff will not respond to non-UBIT addresses. You **must activate your UBIT account** even though you may have another e-mail address. Buffalo.edu is the official communication of UB.

Course and Teaching Evaluations
UB Course Evaluation is the University's web-based approach to course and instructor assessment. Students use UB Course Evaluation to submit their evaluations of courses just completed and Instructors have access to these anonymous evaluations only after their grades have been submitted. The data from these evaluations are shared with faculty and assist them in future course planning and in selecting appropriate teaching methods. Each semester, the University will notify students when their evaluations are ready to be completed and how to log onto the system. Further information can be found at the University's Course Evaluation website: http://www.buffalo.edu/content/www/course-evaluation.html.

SUNY Required Affirmation of UB Rules & Regulations
Once accepted, the State University of New York SUNY requires all students to acknowledge receipt of and affirm the University's standards of behavior before they may register for classes. Affirmation is indicated through MyUB, which may be done during the registration process. For more information on this mandate, visit http://www.student-affairs.buffalo.edu/judicial/rulereg.php.

International Students

Dr. Yow-Wu Bill Wu is the International Graduate Student Advisor in the School of Nursing. Dr. Wu is available to meet with students on an individual basis. International Student and Scholar Services (ISSS) serve international students and visiting scholars at UB. Principal functions of ISSS include immigration services, orientation programs, and other enrichment programs designed to enhance the educational experiences of students, faculty, and research scholars. Other programs offered by ISSS include initial and ongoing orientation programs to acquaint visitors with the University and Western New York, and enrichment workshops on learning to live in a new culture, applying for jobs, and preparing to return to the home culture. For additional information, please visit the ISSS web page at http://wings.buffalo.edu/intlservices/.

Health Requirements
Policy Regarding Health Insurance Portability and Accountability Act (HIPAA):
Patient confidentiality at the facilities used by the University at Buffalo, State University of New York School of Nursing is considered to be of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Patients and their families have a right to deal with their health information use in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their medical information, and relevant agency information) gained through their clinical assignments at any facility used by the University at Buffalo, State University of New York School of Nursing in strictest confidence. Confidentiality includes, but is not limited to, not discussing patients or their medical conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

Students need to understand the terms of this Confidentiality Policy and agree to abide by the above requirements. Students also need to understand that any breach of a patient's confidentiality may result in disciplinary action against them and possible removal from the clinical site to which they have been assigned.

The privacy rule of HIPAA requires that all agencies be able to demonstrate that they have trained their employees and others who do business with them so that they understand all the privacy procedures required by this rule. Clinical agencies are requiring that we provide evidence that faculty and students have met this requirement. Students must review the HIPAA Privacy & Security Considerations presentation at
http://www.hpitp.buffalo.edu/hipaa/Training/20120810_UB_HIPAA_Student-Researcher_Orientation.pdf.

Clinical agencies require documentation of orientation to their facilities as well as completion of content related to HIPPA regulation.

Policy Regarding Basic Life Support for Health Care Providers
Students who participate in clinical experiences must maintain current documentation of having completed a course on Basic Life Support (including both adults and pediatrics) for Health Care

Providers while in the nursing program. This course, along with appropriate documentation, can be obtained through the American Red Cross or the American Heart Association or their affiliates.

If the student is unable to fulfill this requirement due to physical inability to perform the procedures, he/she must provide medical documentation from a health care provider. Although the student has a disability, he/she must still provide evidence that a course was completed. This is in case the disabled student finds himself/herself in an emergency situation in which he/she is the only health care provider available who can verbally guide another individual through the process of rendering basic life support measures.

All students are required to have a current BLS certification prior to any clinical nursing activity. Failure to provide documentation of BLS will significantly hinder student participation in and passing of clinical nursing courses.

Recommendations for Prevention of HIV Transmission in Health Care Settings for Students
The School of Nursing has adopted the U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. Below is a summary of the 2005 update.

This report updates and consolidates all previous U.S. Public Health Service recommendations for the management of health-care personnel (HCP) who have occupational exposure to blood and other body fluids that might contain hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV).

Recommendations for HBV post exposure management include initiation of the hepatitis B vaccine series to any susceptible, unvaccinated person who sustains an occupational blood or body fluid exposure. Post exposure prophylaxis (PEP) with hepatitis B immune globulin (HBIG) and/or hepatitis B vaccine series should be considered for occupational exposures after evaluation of the hepatitis B surface antigen status of the source and the vaccination and vaccine-response status of the exposed person. Guidance is provided to clinicians and exposed HCP for selecting the appropriate HBV PEP.

Immune globulin and antiviral agents (e.g., interferon with or without ribavirin) are not recommended for PEP of hepatitis C. For HCV post exposure management, the HCV status of the source and the exposed person should be determined, and for HCP exposed to an HCV positive source, follow-up HCV testing should be performed to determine if infection develops.

Recommendations for HIV PEP include a basic 4-week regimen of two drugs (zidovudine [ZDV] and lamivudine [3TC]; 3TC and stavudine [d4T]; or didanosine [ddl] and d4T) for most HIV exposures and an expanded regimen that includes the addition of a third drug for HIV exposures that pose an increased risk for transmission. When the source person's virus is known or suspected to be resistant to one or more of the drugs considered for the PEP regimen, the selection of drugs to which the source person's virus is unlikely to be resistant is recommended.

In addition, this report outlines several special circumstances (e.g., delayed exposure report, unknown source person, pregnancy in the exposed person, resistance of the source virus to antiretroviral agents, or toxicity of the PEP regimen) when consultation with local experts and/or the National Clinicians' Post-Exposure Prophylaxis Hotline ([PEPline] 1-888-448-4911) is advised.

Occupational exposures should be considered urgent medical concerns to ensure timely post exposure management and administration of HBIG, hepatitis B vaccine, and/or HIV PEP.

Recommendations for Prevention of HIV Transmission in Health Care Settings for Students

- Hospitals affiliated with the University at Buffalo will be notified in writing of this policy.

- Agencies unable to comply with this policy will not serve as placement sites.

- Students must have successfully met the requirements encompassed in the performance of infection control procedures before providing care to patients involving contact with blood and body fluids.

- Content on AIDS should be addressed in all nursing courses as appropriate to clinical experiences within each course.

- Students judged to be competent to give such care will be expected to care for patients with diagnoses of AIDS, AIDS Related Complex and HIV. Students will be assigned at the discretion of the instructor.

- If a needle stick injury should occur, the student must immediately notify the health office of the agency in which the puncture occurred and also, within 24 hours, the University Health Service in Michael Hall.

Meningococcal Education Law

There is a new Public Health law that mandates the education of college students in the state on meningococcal disease and the availability of the meningococcal vaccine. It also requires that students acknowledge they have received the health education by submitting a response form. For more information on this law, student immunizations, and access to the Health Background Form, visit http://www.student-affairs.buffalo.edu/shs/student-health/immunization.shtml

Nursing Licensure

All students must provide a copy of their Nursing License, or international equivalent to the Office of Student Services when they apply to the program. A current license must be maintained through the course of their program.

Professional Dress

Students who participate in clinical experiences are required to wear the designated School of Nursing laboratory coat, providing the clinical agency requires. The long laboratory coat has a UB/School of Nursing identification patch on the sleeve and identifying information on the front of the coat. The laboratory coat is available at the University Bookstore.

Liability Insurance

Student liability insurance is provided by The State University of New York. Coverage is effective only when students are performing activities associated with requirements of the educational program.

Family Educational Rights and Privacy Act of 1974 (FERPA)
As of January 1, 1975, admitted students have a right to inspect contents of their academic records maintained in the School of Nursing.

Admitted students also have a right to read recommendations for jobs or graduate study **if they did not sign a waiver of this right**.

The Family Educational Rights and Privacy Act of 1974 also allows students to waive their right of inspection of letters of recommendation "respecting an application for employment, respecting receipt of an honor or honorary recognition".

In order for the waiver to be valid, the letters must be used solely for the purpose for which they were specifically intended, and, on request, the student must be given the names of those making confidential recommendations. Signing a waiver may **not** be required as a condition for admission, financial aid, or other services of the institution.

Letters of recommendation put into a student's file prior to January 1, 1975, are not subject to this act, unless such letters are used for a secondary purpose. (This puts a responsibility on the institution to remove such letters from student files when a request to inspect the file is made under the law).

Students wishing to provide access to their educational records should see the Director for Graduate Student Services.

Statement of Principle on Academic and Admissions Integrity
The University has a responsibility to promote academic and admissions honesty and integrity and to develop procedures to deal effectively with instances of dishonesty. Students found to have knowingly falsified application information may be subject to suspension from the University, expulsion from the University, dismissal from an academic program, or other administrative penalties. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

The School of Nursing supports the Graduate School's statement on academic and admissions integrity and its disciplinary procedures pertaining to these infractions. Please refer to the Graduate School's manual for a complete description of the statement and related disciplinary procedures (http://grad.buffalo.edu/Academics/Policies-Procedures.html).

Grievance Procedure for PhD Students
The grievance procedure for graduate students is described at
http://grad.buffalo.edu/Academics/Policies-Procedures.html.

UB Rules & Regulations
University disciplinary processes take appropriate action when student conduct directly and significantly interferes with the University's primary educational responsibility of insuring all members of its community the opportunity to attain their educational objectives in consonance with

the institution's mandate. These regulations governing student behavior have been formulated to be reasonable and realistic for all students.

A complete guide to UB Rules and Regulations is found here: http://www.ub-judiciary.buffalo.edu/rulereg.php

Guidelines for Reporting Bias-Related Confrontations and Incidents
Developed by UB Diversity Committee

The University makes a clear distinction between bias-related incidents prompted by intolerant behaviors and illegal discrimination based on issues of sex, race, ethnicity, national origin, religion, disability, sexual preference, sexual orientation, marital status, and veteran status. Matters of discrimination in the identified categories are handled by the Office of Equity, Diversity and Affirmative Action Administration. For more information see the website: http://www.buffalo.edu/equity.html

Student Housing

The University at Buffalo offers apartment style housing for Graduate Students.   For more information, students should visit the Graduate Student Housing page at http://www.ub-housing.buffalo.edu/flickinger.php

Off campus housing assistance is also available through the Campus Housing Office. More information may be found here http://subboard.com/och/.

Notice of Non-Discrimination

Pursuant to University policy, the University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Sharon Nolan-Weiss, Director of the Office of Equity, Diversity and Inclusion (EDI) and Title IX/ ADA Coordinator, 406 Capen Hall, Buffalo, New York 14260; Tel. (716) 645-2266; email diversity@buffalo.edu . Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; Email OCR.NewYork@ed.gov.

The School of Nursing has a Sexual Harassment Information Advisor who serves as a source of information and support for employees and students who have concerns about sexual harassment. Dr. Suzanne Dickerson has received extensive sexual harassment training, conducted by the Director of Equity, Diversity and Inclusion (EDI), to act as an educator and trainer and provide general information on sexual harassment. Students may contact Dr. Dickerson with any related questions or concerns.

STUDENT INVOLVEMENT

Student Representation on School of Nursing Committees
One PhD student is a member of the PhD Committee as well as one alternate.

Graduate Nurse Organization (GNO)
    Purpose
    Article II of the Constitution and By-Laws of the University's Graduate Student Association states that the purpose is "to enrich graduate nursing students' educational and social growth, and to facilitate communication, thereby establishing identity of the student as a part of the total University community."

    Membership
    All matriculated students in the Graduate Nursing Program, University at Buffalo, are automatically members of the GNO.

    Officers
    The Graduate Nurse Organization has the following officers: President, Vice President, Recording Secretary, and Treasurer. Officers are elected each April to serve a one-year term the following academic year.

    Senators
    The GNO is one of many student organizations that operate under the umbrella of the greater Graduate Student Association (GSA). Generally, two senators are elected from each organization for a one-year term to the GSA. This election takes place in April with the election of officers. Alternate senators are also chosen at this time. (See GSA By-Laws, Article I, Section 2.)

    Committees
    The three (3) standing committees are: 1) By-Laws and Elections, 2) Budget and, 3) Program Planning.   The GNO is funded by the GSA in accordance with its guidelines. Students may apply to the GSA for conference funding. Additional information and conference funding forms can be found on the Graduate Student Association Web Site: http://www.gsa.buffalo.edu/

    For more information on the GNO, visit: http://nursing.buffalo.edu/additional-info/prospective/student-organizations.html

Sigma Theta Tau International Nursing Honor Society
Gamma Kappa is the local chapter of Sigma Theta Tau International Nursing Honor Society. The purposes of the society are to:

- Recognize superior achievement
- Foster the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment of the ideals and purposes of the profession
- Provide unity and fellowship through social, educational, and service activities

Students who are interested in joining the Society should discuss eligibility requirements and application procedures with their advisor or with an officer of the Society.