

# **Doctor of Nursing Science Program**

**Student Handbook  
2002 - 2003**



**School of Nursing  
University at Buffalo  
The State University of New York**

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## INTRODUCTION

The School of Nursing Doctoral Student Handbook is a compilation of policies, procedures, and information pertaining to the Doctor of Nursing Science program. The handbook serves as a guide to students and faculty regarding the policies and procedures contained herein and to facilitate their implementation.

## **UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK**

The University at Buffalo, the largest campus of New York's State University system with 25,000 undergraduate and graduate students, provides an excellent setting for implementation of a doctoral program in nursing. It is the only University in the state with schools in all the health science professions (Nursing, Medicine, Dentistry, Pharmacy, Communicative Disorders and Sciences, Occupational Therapy, Physical Therapy, Exercise Science, and Nutrition) as well as strong programs in the social sciences, education, and management. The University's Health Sciences Campus, on which are located the Schools of Nursing, Medicine and Biomedical Sciences, Dental Medicine, Health Related Professions, and Architecture, has a large health sciences library, and extensive facilities for basic and applied research.

### **SCHOOL OF NURSING MISSION STATEMENT**

The School of Nursing shares in the mission of the University at Buffalo, The State University of New York, to generate and disseminate knowledge and to serve the citizens of the state. This mission is realized within the context of the discipline and profession of nursing. To this end the faculty strive to:

- Prepare individuals for beginning and advanced practice in professional nursing that is grounded in extant knowledge in the discipline and exercised with a spirit of caring, inquiry, and creativity.
- Provide special access to nursing education for qualified students from diverse socio-cultural backgrounds.
- Foster an academic milieu that is respectful of diverse cultures and lifestyles and focuses on interdisciplinary collaboration, critical thinking, and innovation.
- Engage in the discovery and development of new knowledge in the discipline.
- Extend nursing education opportunities to the practicing nurses of the state.
- Attend to differing nursing needs of urban and rural people for both education and service.

### **DOCTOR OF NURSING SCIENCE PROGRAM**

The Doctor of Nursing Science (DNS) program was implemented in 1987. The overall emphasis is to prepare graduate students for careers in which they will assume leadership positions in either academia or nursing service. The goal of the University at Buffalo School of Nursing DNS program is to prepare nurse scholars who are experts in clinical practice and who have advanced skills in outcomes research, program development/evaluation and teaching. Therefore, DNS graduates will be nurse scholars who:

- Generate knowledge to improve nursing practice.
- Critically analyze, synthesize and apply theoretical and empirical knowledge from a variety of sources to improve nursing practice.
- Collaborate in the development and/or implementation of health policy regionally, nationally, and internationally.
- Provide leadership in ethical, legal, and socio-cultural issues for the improvement of nursing practice and health care delivery.
- Use advanced information technology resources as strategies to improve clinical practice, education, and research.
- Engage in multidisciplinary collaboration.

## **APPLICATION PROCESS**

Graduate students must apply directly to the School of Nursing for admission to the DNS program.

**Application Materials** (samples in appendix) are available from the School of Nursing Office of Student Affairs or at <http://nursing.buffalo.edu>. The completed application, original transcripts from all post-secondary institutions attended, GRE scores, statement of goals for pursuing a DNS degree, statement of research interests, a scholarly paper, and letters of reference should be forwarded to the School of Nursing Office of Student Affairs. A non-refundable application fee of \$50, payable in U.S. funds, must accompany the application if it is sent by mail. If application is done online, the non-refundable application fee is \$35, payable in U.S. funds.

Applications are reviewed on an ongoing basis by the DNS Program Committee.

## **ADMISSIONS**

## School of Nursing Admission Requirements

- A baccalaureate degree in nursing from a nationally accredited program or its international equivalent.
- Meet one of the following three criteria:
  - A baccalaureate degree in nursing from a nationally accredited program or its international equivalent with a minimum grade point average of 3.25 on a 4.00 scale.
  - Successful completion of at least 24 credits of a nationally accredited master's degree program in nursing or its international equivalent with a minimum grade point average of 3.25 on a 4.00 scale.
  - A master's degree in nursing from a nationally accredited program or its international equivalent with a minimum grade point average of 3.25 on a 4.00 scale.
- Competitive scores on the Graduate Record Examination aptitude tests.
- Current registered nurse license or its international equivalent.
- Fit between applicant's goals and faculty research expertise.
- Three favorable letters of recommendation from academically qualified individuals who give information indicating that the applicant has potential for success in a DNS program. These references should address the following areas as appropriate: research, writing, creativity, leadership, clinical ability, and self-direction.
- Positive interviews with at least two faculty who are selected by the Director of Graduate Studies.
- An acceptable sample of scholarly writing (e.g., published article, manuscript, or research-oriented written assignment).
- International applicants must meet University at Buffalo requirements for admission as well as School of Nursing requirements.

### International Student Applicants - Additional University at Buffalo Admission Requirements

The University at Buffalo School of Nursing welcomes applications from qualified foreign nationals. A prospective international student is defined as "a citizen of another country who now holds or expects to hold a nonimmigrant visa." In addition to a School of Nursing application, each prospective international student must complete the **University Graduate Application Form**. This form can be obtained from the School of Nursing Office of Student Affairs or at <http://wings.buffalo.edu/intadmit>.

International student applicants must meet all of the admission requirements as outlined above. Applicants presenting foreign educational credentials must possess a University degree that is recognized as

equivalent to a U.S. bachelor's degree *prior* to beginning graduate study. A complete set of academic credentials from all post-secondary institutions attended, with notarized English translation as necessary, must be submitted to the Office of International Education. In addition, foreign applicants must meet the following requirements imposed by University policy and by U.S. Immigration Service regulations:

### 1. TOEFL Scores (Test of English as a Foreign Language)

Each foreign applicant must demonstrate proficiency in the English language. Usually students must submit a score on the Test of English as a Foreign Language (TOEFL). The minimum score for admission is 550 on the paper-based version of the test or 213 on the computer-based version of the test. The TOEFL must have been taken within two years of the date of admission.

Exceptions:

- a. Students who speak English as their first language will not be required to submit TOEFL Scores. Students who are native speakers of English from the following countries are exempt from the TOEFL/SPEAK test: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Nigeria, New Zealand, Papua New Guinea, Philippines, Rhodesia, Sierra Leone, Sri Lanka, St. Christopher and Nevis, St. Kitts, St. Vincent and the Grenadines, Swaziland, South Africa (Anglophones), Tanzania, Trinidad and Tobago, Uganda, West Indies, and Zambia.
- b. Non-matriculated students attending the University under reciprocal exchange agreements with foreign institutions of higher education.
- c. Foreign applicants who have continuous residence at a U.S. college or University and who had submitted a TOEFL score of 550 paper-based/213 computer-based, or better within two years prior to arrival.

Foreign students who apply for graduate admission with TOEFL scores below 550 paper-based or 213 computer-based and who have not received a favorable recommendation from a U.S. English language institute may be admitted by departments on the condition that they attend UB's English Language Institute (ELI). In such instances, the required amount of study will be determined as follows:

- Students whose TOEFL scores fall between 527/197<sup>1</sup> and 547/210 must attend a 6-week summer program.
- Students whose TOEFL scores fall between 500/173 and 523/193 must attend a 12-week summer program or a full fall or spring semester program.

Departments should also be aware of any English Language Proficiency needs of U.S. citizens and permanent residents, many of whom are recent arrivals in the U.S. It is recommended that students so identified be referred to ELI for assessment and possible remedial instruction.

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<sup>1</sup>From this point forward, TOEFL scores will be indicated by two numbers. The first number refers to the paper-based score, and the second number refers to the computer-based score.

## 2. **SPEAK Scores (Speaking Proficiency English Assessment Kit)**

In addition to the TOEFL requirement, all foreign students who have been awarded teaching, research, or graduate assistantships must take the SPEAK test upon arrival on campus.

Applicants who have taken and submitted a score of at least 55 from a Test of Spoken English (TSE) will be exempt from the SPEAK test. The SPEAK test is given at the beginning of each fall and spring semester during Foreign Student Orientation. Students required to take the SPEAK test at that time must pick up a SPEAK Test Admission Form at the Foreign Student Orientation site or at the English Language Institute, 320 Baldy Hall, North Campus. The SPEAK test can also be administered by appointment during the semester to students who are applying for assistantships. Individual students will be allowed to take a SPEAK test a maximum of two times during a semester.

Foreign teaching, research, and graduate assistants who do not achieve a satisfactory SPEAK test score must successfully complete the course “Communication Skills for Foreign Teaching Assistants” (ESL 512) and pass a SPEAK exam before they can assume teaching responsibilities. Students required to register for ESL 512 may register for no more than a total of 15 credit hours, including ESL 512 and supervised teaching, until they complete their ESL course requirement.

Departments are expected to monitor the registrations of these students limited to 15 credit hours of course work. If the student exceeds that limit, the Graduate School will work with the department and student to reduce the registration to no more than 15 credit hours.

It is recommended that these students be assigned reduced duties and responsibilities until they have satisfactorily completed ESL 512.

Students who achieve a SPEAK test score of at least 55 (from a total of 60) are exempt from the course “Communication Skills for Foreign Teaching Assistants” (ESL 512). Students who achieve a score below 50 will be required to successfully complete ESL 512 and pass the SPEAK exam before they can assume teaching responsibilities. (A department may request a personal interview for a student who scores below 50 on the SPEAK test). Students who achieve a score of 50 will be interviewed by representatives from the ESL Program and the student's department. Based on the result of the interview, the student may be exempt from ESL 512 or may be required to successfully complete ESL 512 and pass the SPEAK exam before assuming teaching responsibilities (see #3 below, ESL Course Requirements for Foreign Graduate Students).

Students who cannot pass **ESL 512 within two semesters (fall and spring)** after entering the University will not be permitted to teach or supervise undergraduate students. The Graduate School will communicate such failures to the academic department and work with them to help the student. Departments should work with international students to integrate them into the department and encourage them to speak the English language during the time they are registered for ESL 512. These students should be registered in the departmental course.

## 3. **ESL Course Requirements for Foreign Graduate Students**

Foreign graduate students who achieve a TOEFL score of at least 550/213 are exempt from English language course requirements (with the exception of foreign teaching, research, and graduate assistants,

who may be required to register for ESL 512; see Foreign Teaching, Research, and Graduate Assistants, below.)

Foreign graduate students who achieve a TOEFL score below 550/213 must register for one or two English as a Second Language (ESL) courses during their first semester of academic study or for an intensive English program. Students required to register for one or two ESL courses may register for no more than a total of 15 credit hours, including supervised teaching and ESL courses, until they complete their ESL course requirement. Students required to complete an intensive English program may not register for any academic courses while they are enrolled in the Intensive English Program.

#### 4. **English Language Institute (ELI)**

**Foreign applicants who desire or need to improve their English language proficiency** may do so at the University's English Language Institute, which offers intensive English programs during the fall, spring, and summer semesters (the summer programs are of 6- and 12-weeks duration, while the fall and spring programs are of 12-weeks duration). For further information, contact the Intensive English Language Institute, 320 Baldy Hall, North Campus, (716) 645-2077.

**All foreign applicants** must document their ability to meet all educational and personal expenses for the duration of their programs. Foreign applicants must submit an **International Applicant Financial Form**. This form can be obtained from the School of Nursing Office of Student Affairs or at <http://wings.buffalo.edu/intadmit>.

The University can issue a Certificate of Visa Eligibility only after the applicant has satisfied both the English proficiency and financial requirements and after department recommendation for admission is made. Foreign applicants are eligible for departmental assistantships and Graduate School fellowships. Foreign nationals are not eligible for any New York State or federal scholarships or loans. No other financial assistance is available for foreign students.

### **COURSES OPEN TO GRADUATE NURSES NON-MATRICULATED IN THE SCHOOL OF NURSING**

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 6 credits of doctoral courses as non-matriculated students. Doctoral courses open to non-matriculated students are: NUR 701 State of Nursing Science; NUR 704 History & Issues in Nursing; NUR 705 Outcomes Research in Health Care; NUR 694 Quantitative Methods in Health Care Research; NUR 694L Data Management & Analysis with SPSS for Windows; NUR 697 Advanced Qualitative Research Methods; NUR 691 Advanced Information Technology in Practice, Education, and Research; NUR 692 Seminar in Grantsmanship; NUR 695 Advanced Statistical Techniques; and NUR 706 Psycho-Social Measurement & Questionnaire Construction.

### **COURSES OPEN TO UB NON-NURSE GRADUATE STUDENTS**

UB graduate students who are not nurses also may take those doctoral courses indicated in the previous section. Other interested individuals should contact the School of Nursing Office of the Associate Dean for Academic Affairs.

# CURRICULUM

## Program Description

The program of study for each doctoral 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 10 credits of foundation courses, 13 credits of research courses that include 3 elective credits, 12 credits of elective courses that support the dissertation research topic and role development in an area of professional interest, 1 credit of professional role development practicum, and 12 credits of dissertation guidance. The elective courses are chosen by the student with the approval of his/her faculty advisor. These courses may be chosen from the list of elective courses offered by the DNS program and from other University at Buffalo graduate programs. In addition, the student must complete a socialization requirement, in lieu of a residency requirement, that will assist the student to socialize into the academic setting and a research-intensive environment.

## Curriculum

	<b>Credits</b>
<b>I. Foundation Courses</b>	
NUR 701 State of Nursing Science	3
NUR 704 History and Issues in Nursing	3
NUR 691 Advanced Information Technology in Practice, Education and Research	1
NUR 692 Seminar in Grantsmanship	1
PHI 640/GSC 640 Graduate Research Ethics	2
<b>II. Research Courses</b>	
NUR 705 Outcomes Research in Health Care	3
NUR 694 Quantitative Methods in Health Care Research	3
NUR 694L Data Management and Analysis with SPSS for Windows	1
NUR 697 Advanced Qualitative Research Methods	3
Research Methods (select one option) –	3
NUR 695 Advanced Statistical Techniques	
NUR 706 Psycho-Social Measurement and Questionnaire Construction	
Other	
<b>III. Elective Courses</b>	12
<b>IV. NUR 707 Professional Role Development Practicum</b>	1
<b>V. NUR 699 Dissertation Guidance</b>	12
<hr/>	
<b>Total Minimum Required Credits Post M.S. Degree</b>	<b>48</b>

## Course Descriptions

Course descriptions are on the School of Nursing WEB page at <http://nursing.buffalo.edu>.

## Program Schedules

Samples of program schedules for full-time and part-time students are in the appendix.

## Summary of Requirements for Completion of DNS Program

- Develop and file a Plan of Study (Program Agreement) with the Office of Student Affairs on an annual basis. If revisions occur during the academic year, immediately file an updated Plan of Study.
- Complete the master's degree in nursing if admitted without a master's degree in nursing.
- Complete a minimum of 48 semester credits beyond the master's degree in nursing. Students may be required to take more than the minimum 48 semester credits depending on the student's qualifications and professional objectives upon admission to the doctoral program.
- Achieve a grade of B or higher in each course that is used to meet DNS degree requirements.
- Maintain a B average (3.00 on a 4.00 scale) in all course work completed for graduate credit and applied toward the DNS degree.
- Complete socialization requirement in lieu of a residency requirement.
- Select members of the Dissertation Committee.
- Pass a qualifying examination.
- Obtain approval from the appropriate Institutional Review Board(s) for the proposed research project.
- Conduct pilot investigation if indicated.
- Defend successfully the dissertation proposal.
- Complete the Application to Candidacy.
- Receive a Certificate of Candidacy from the School of Nursing indicating that the University recognizes candidacy for the DNS degree.
- Receive written acceptance of dissertation from the approved Outside Reader.
- Defend successfully the dissertation.
- Maintain continuous registration until degree is conferred.
- Complete all graduate work credited to the doctoral degree within seven years after matriculation into the DNS program.
- Submit the completed DNS M-Form to the Office of Student Affairs.
- Submit the completed Microfilm and Copyright Billing Form to the Office of Student Affairs.
- Submit the completed Survey of Earned Doctorates to the Office of Student Affairs.
- Submit one bound copy and one unbound copy of the dissertation to the Office of Student Affairs.

Notes:

- a) Some of the above events may occur simultaneously.
- b) Details of each requirement are in subsequent sections of this handbook.
- c) All degree requirements must be completed by September 1 in order to participate in formal commencement ceremonies held the previous May within the same calendar year.

## PLAN OF STUDY - ADVISEMENT

Upon admission, the Director of Graduate Studies assigns a faculty advisor to the student based on the student's research interest. The DNS faculty advisor must have an earned doctorate and expertise in the student's area of research interest. Doctoral students who are enrolled simultaneously in one of the M.S. degree nursing programs also will be assigned a faculty advisor in the area of clinical specialty. The Director of Graduate Studies will seek consultation from the appropriate M.S. degree Program Director. 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.

The student schedules a meeting with his/her faculty advisor to discuss:

- 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.

The student with consultation from his/her faculty advisor develops a plan of study. The student then submits the plan of study (**Program Agreement Form**; in appendix or at <http://nursing.buffalo.edu>) to the Office of Student Affairs prior to or at the beginning of the first semester of matriculation into the DNS program.

The Program Agreement is a working document. 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 Affairs on an annual basis in May. If there are revisions to the plan of study during the academic year, a revised Program Agreement must be filed immediately.

The faculty advisor may place a check stop on registration if the student does not meet with his/her faculty advisor.

A student may request a change in faculty advisor by sending a letter of request, including the rationale, to the Director of Graduate Studies.

## Waiver of Required Courses

Students may petition to waive required courses for the DNS program if they have acquired course equivalency as determined by a content expert, and have exceeded 6 transfer credits. However, waiving a course does not reduce the total number of credits that the student is required to complete for the DNS degree.

### Criteria for Waiver of Required Courses

- Determined to be an integral component of the student's plan of study.
- Completed with a grade of "B" or higher. Courses with grades of "S" or "P" are not transferable unless the transcript specifically states they are equivalent to a "B" or higher. Courses with credits earned in non-accredited institutions or courses that are non-credit bearing (i.e., continuing education units) may not be transferred.
- Taken within seven years of the date of matriculation (refer to section on "Use of Prior Coursework Toward a Graduate Degree").

Note: The criteria for waiver of required courses apply to core courses, elective courses and independent study courses.

Note: Credit for post-master's courses taken at the University at Buffalo prior to matriculation into the DNS Program may count toward the DNS degree requirements providing they meet the above criteria.

### Procedure

1. The student must use the form titled, **Petition for Waiver/Transfer of Graduate Course and/or Acceptance of Course Seven Years or Older Toward Degree Requirement** (in appendix or at <http://nursing.buffalo.edu>). A form must be used for each course that is under consideration.
2. The student meets with his/her faculty advisor to review transcripts and course materials of those courses for which the student is requesting waiver.
3. The student completes the top half of the form. The student and faculty advisor sign the form.
4. The faculty advisor forwards the form to the Director of Graduate Studies who obtains a review of the course materials from a faculty member who has the expertise to determine course equivalency. In the event that course outlines are not available, the student must meet individually with the instructor of a similar course at the University at Buffalo. This instructor will then send, in writing, to the Director of Graduate Studies his/her critical analysis of the student's level of knowledge of the course material and a recommendation regarding waiver.
5. Approved by faculty content expert.
6. Approved by faculty advisor. If the faculty advisor has any concerns about waiver of courses, he/she can seek consultation from the DNS Program Committee.
7. Approved by the Director of Graduate Studies.
8. Submit completed and signed form to the Office of Student Affairs. This form is included in the Application to Candidacy.

Note: If the request is denied, the student may submit a written appeal to the DNS Program Committee.

## Transfer of Credit

Students who have taken graduate courses in other degree programs prior to their entry into the DNS Program may petition for transfer of credit. Transfer of credit to the University at Buffalo to meet DNS degree requirements cannot exceed 6 credits of the 48 credits required beyond the master's degree. Decisions on the transfer of credit must be made prior to the filing of the student's Program Agreement.

### Criteria for Transfer of Credit

- Determined to be an integral component of the student's plan of study.
- Completed with a grade of "B" or higher. Courses with grades of "S" or "P" are not transferable unless the transcript specifically states they are equivalent to a "B" or higher. Courses with credits earned in non-accredited institutions or courses that are non-credit bearing (i.e., continuing education units) may not be transferred.
- Taken within seven years of the date of matriculation (refer to section on "Use of Prior Coursework Toward a Graduate Degree").

Note: The criteria for transfer of credit apply to core courses, elective courses and independent study courses.

Note: Credit for post-master's courses taken at the University at Buffalo prior to matriculation into the DNS Program may count toward the DNS degree requirements providing they meet the above criteria.

### Procedure

1. The student must use the form titled, **Petition for Waiver/Transfer of Graduate Course and/or Acceptance of Course Seven Years or Older Toward Degree Requirement** (in appendix or at <http://nursing.buffalo.edu>). A form must be used for each course that is under consideration.
2. The student meets with his/her faculty advisor to review transcripts and course materials of those courses for which the student is requesting transfer of credit.
3. The student completes the top half of the form. The student and faculty advisor sign the form.
4. The faculty advisor forwards the form to the Director of Graduate Studies who obtains a review of the course materials from a faculty member who has the expertise to determine course equivalency. In the event that course outlines are not available, the student must meet individually with the instructor of a similar course at the University at Buffalo. This instructor will then send, in writing, to the Director of Graduate Studies his/her critical analysis of the student's level of knowledge of the course material and a recommendation regarding transfer of credit.
5. Approved by faculty content expert.
6. Approved by faculty advisor. If the faculty advisor has any concerns about transfer of credit, he/she can seek consultation from the DNS Program Committee.
7. Approved by the Director of Graduate Studies.
8. Submit completed and signed form to the Office of Student Affairs. This form is included in the Application to Candidacy.

Note: If the request is denied, the student may submit a written appeal to the DNS Program

Committee.

## **Use of Prior Coursework Toward a Graduate Degree**

The student may petition to use prior coursework, whether transfer or UB credit, more than 7 years old, that is to be included in a degree program. The petition must be done at the time the student meets with his/her faculty advisor to plan a program of study.

### **Criteria for Use of Prior Coursework Toward a Graduate Degree**

- Determined to be an integral component of the student's plan of study.
- Completed with a grade of "B" or higher. Courses with grades of "S" or "P" are not transferable unless the transcript specifically states they are equivalent to a "B" or higher. Courses with credits earned in non-accredited institutions or courses that are non-credit bearing (i.e., continuing education units) may not be transferred.
- Taken within seven years of the date of matriculation.

Note: The criteria for use of prior coursework apply to core courses, elective courses and independent study courses.

Note: Credit for post-master's courses taken at the University at Buffalo prior to matriculation into the DNS Program may count toward the DNS degree requirements providing they meet the above criteria.

### **Procedure**

1. The student must use the form titled, **Petition for Waiver/Transfer of Graduate Course and/or Acceptance of Course Seven Years or Older Toward Degree Requirement** (in appendix or at <http://nursing.buffalo.edu>). A form must be used for each course that is under consideration.
2. The student meets with his/her faculty advisor to review transcripts and course materials of those courses seven years or older for which the student is requesting acceptance.
3. The student completes the top half of the form. The student and faculty advisor sign the form.
4. The faculty advisor writes a memo justifying the acceptance of such a course. The faculty advisor must indicate how the course relates to the student's program and how the student has kept current with the subject matter of such a course. Justification may include recent clinical experience, participation in research projects, or having taught content related to the course.
5. The faculty advisor forwards the form and memo of justification to the Director of Graduate Studies who obtains a review of the course materials from a faculty member who has the expertise to determine course equivalency. In the event that course outlines are not available, the student must meet individually with the instructor of a similar course at the University at Buffalo. The designated faculty expert then will send, in writing, to the Director of Graduate Studies his/her critical analysis of the student's level of knowledge of the course material, adequacy of any justification provided, and a recommendation regarding acceptance of the course.
6. Approved by faculty content expert.
7. Approved by faculty advisor. If the faculty advisor has any concerns about acceptance of a course, he/she can seek consultation from the DNS Program Committee.
8. Approved by the Director of Graduate Studies.

9. Submit completed and signed form to the Office of Student Affairs. This form is included in the Application to Candidacy.

Note: If the request is denied, the student may submit a written appeal to the DNS Program Committee.

Note: If any courses, 7 years or older, have been included in an approved extension of time limit petition, they are valid only until the expiration date of that petition. Accordingly, any further extension of an approved time limit for degree completion will require, concurrently, a re-petition for approval of these older courses. If the request is denied, the student may submit a written appeal to the DNS Program Committee.

## **Independent Study**

Independent Study is available to any graduate student as an option when appropriate to the student's educational goals and with the approval of the student's faculty advisor. Independent Study can be done under the guidance of faculty in the School of Nursing or in other schools/departments of the University.

### **Guidelines for Independent Study:**

- An Independent Study may consist of directed study or readings, individualized instruction, field experience, research, or other appropriate activities.
- Independent Study can be done only if the content is not provided in a course at the University at Buffalo.
- A maximum of three (3) Independent Study credits may be applied toward the DNS degree. If more than 3 credits of independent study are required, justification must be provided by the faculty advisor to the DNS Program Committee.
- Approval is contingent on the availability of faculty and facilities.
- Justification must be given by the faculty advisor.
- The student must make an explicit agreement with a faculty member in the School of Nursing or with other appropriate faculty.
- The faculty advisor must approve.
- The student must submit an **Independent Study Proposal Form** (in appendix or at <http://nursing.buffalo.edu>) to the Office of Student Affairs. It is recommended that the student also provide a copy of this form to the faculty advisor and the faculty member providing the Independent Study. Students are required to provide these documents when preparing the Application to Candidacy.

## **Dissertation Credit**

After the student has completed 9 credits of required doctoral courses, the student may register for 6 dissertation credits prior to taking the qualifying examination. The student's Dissertation Chair must be approved by the Associate Dean for Academic Affairs before the student can register for any dissertation credit. The faculty advisor sends a memo to the Associate Dean for Academic Affairs indicating the student's choice for a Dissertation Chair. Once approved, the Associate Dean for Academic Affairs sends a memo indicating such to the Office of Student Affairs with a copy to the faculty advisor and the Dissertation Chair.

# CALENDAR/CLASS SCHEDULE

## Official Calendar

The official University calendar is printed in the class schedule issued by the Student Academic and Financial Services Unit. The University at Buffalo official school calendar and class schedule also are available on the University's Web site at <http://wings.buffalo.edu/academic/cal/>.

## 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.

## Religious Holidays

It is a policy throughout the State University system that: "on those religious holidays when members of a faith typically observe the expectation of church or synagogue that they be absent from school or work, campuses will avoid the scheduling of such events as registration, the first day of classes, or student convocations, and individual students will be excused from class without penalty if expressly requested." (From SUNY Policy Manual, 1975, Section No. 091.3.) At this University, if such a requested absence results in a student's inability to fulfill an academic requirement of a course scheduled on that particular day, the instructor should provide an opportunity for the student to make up the requirement without penalty.

## REGISTRATION

As part of the registration process, students select a program of courses with the advice of their faculty advisors. Students must then officially register every semester for the appropriate courses according to established registration procedures and within the deadline dates announced by the Student Academic and Financial Services Unit. In the event that the student fails to register during the registration window or needs to make changes, he/she must file either a **Graduate Student Exceptional Registration Change Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) or a **Graduate Student Request for Total Withdrawal Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) with the School of Nursing Office of Student Affairs.

## Continuous Registration Requirement

DNS students must register (and pay all tuition and fees not covered by a tuition scholarship) for a minimum of one credit hour each fall and spring term until ALL requirements for the degree are completed. If continuous registration is impossible or inappropriate at any time, the student must secure a leave of absence from the School of Nursing. Students may not be on leave of absence during the semester in which a degree is conferred. Under some circumstances, this requirement may be waived in the semester prior to degree conferral if the student has an approved Application to Candidacy on file in the School of Nursing and will not be using any University services or faculty time. Students may request a waiver of continuous registration by filing a **Graduate Student Petition Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) with the School of Nursing Office of Student Affairs.

## Leaves of Absence

Leaves of absence are requested by filling out a **Graduate Student Petition Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) prior to the start of the semester in which the leave is to begin. The form is submitted to the Office of Student Affairs. The Director of Graduate Studies, DNS Program Committee, Associate Dean for Academic Affairs, and The Graduate School will review the request. Normally, leaves are granted for a maximum of one year, but it may be possible to extend the leave if circumstances warrant. All requests must be supported by adequate documentation. “Personal reasons” is not a sufficient explanation for requesting a leave.

International students are advised to consult with International Student and Scholar Services, 210 Talbert Hall, North Campus, (716) 645-2258, prior to applying for a leave of absence.

## Re-entry

When a student returns from a leave of absence, the Office of Student Affairs must complete a Student Data Form and forward it to the Student Academic and Financial Services Unit. The student may then obtain registration materials at the records office.

Students who left the University after completing some graduate work and who are not on an approved leave of absence must re-apply to the School of Nursing in order to re-enter. The School of Nursing DNS Program Committee may or may not choose to re-admit the student. The Director of Graduate Studies determines how much of the previously completed work may be applied toward a degree, within established School of Nursing guidelines.

## Extension of Time for Completion of Degree

The petition for extension of time limit for completion of degree (**Graduate Student Petition Form**, in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) should be filed as soon as the student has exceeded his/her time limit—this is normally seven years for doctoral students. Those semesters for which a student was on an official leave of absence do not count towards the normal time limit. Students applying for readmission to the DNS program who will exceed the time limit before degree conferral must petition for the extension of time limit before readmission. The petition should include information on whether and how the student has kept current in the field during his/her absence from the program, the course work that will need to be completed by the student and an approximate timetable for completion of remaining work.

In reviewing any petition for extension of time to complete the DNS degree, the DNS Program Committee will evaluate all coursework more than 7 years old, whether taken prior to or after matriculation into the DNS program, that is to be included in the DNS degree program. The DNS Program Committee may require the student to take additional coursework. The Director of Graduate Studies, the DNS Program Committee, the Associate Dean for Academic Affairs, and The Graduate School must approve the petition.

The filing and granting of a petition for an extension of time limit to complete the degree does not preclude the filing of a subsequent petition for a further extension. However, any petition beyond the first should provide a detailed explanation of the exceptional circumstances (illness to candidate or immediate

family, financial difficulties, laboratory equipment failure or unavailability, inability to obtain clinical data etc.) that prevented degree completion as stated in the first petition.

## Full-Time Status

Only full-time students are eligible to apply for full-time certification. All graduate students must be registered for a minimum of 12 credit hours during each fall and spring semester (a minimum of 9 hours with a graduate, teaching, or research assistantship) to be considered full-time by certain outside agencies/organizations such as lending institutions, health insurance carriers, the U.S. Immigration and Naturalization Service, etc.

Students registered for fewer than 12 credit hours (or fewer than 9 credit hours if they concurrently hold an assistantship) can be certified as full-time if they are registered for a minimum of 1 credit hour at the University at Buffalo, received approval of an Application to Candidacy, AND are working on their dissertations, preparing for a comprehensive exam, or participating in a University-approved foreign exchange project to the extent required by the following schedule:

Semester Credits Registered for:	Number of Weekly Hours required (in addition to in-class hours) for Certified Full-Time Status:
12	0
11	3
10	6
9	9
8	12
7	15
6	18
5	21
4	24
3	27
2	30
1	33

Although a full-time student must have completed all coursework for the DNS degree in order to be certified for full-time status, a student can request certification of full-time status with one course remaining to be taken. If the request is granted, it will be granted for only one semester.

It is advisable that students allocate their dissertation credits in such a way that they will complete their dissertation during the semester they use their last dissertation credit. However, if a student has completed all required courses as well as the 12 credits of dissertation guidance but has not completed the dissertation, he/she should register for only 1 credit each semester and file a request for certification of full-time status until the dissertation is completed. This makes it possible for students to be eligible for tuition scholarships.

If a student meets the conditions described above, certification must be formally requested through use of a **Certification of Full-Time Status Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) that is submitted to the School of Nursing Office of Student Affairs.

## Maximum Credits

DNS students may register for no more than 19 credit hours per semester. Requests to exceed the maximum credit hour limit must be justified by the student's faculty advisor and approved by the Director of Graduate Studies.

## Cross Registration Information for UB Graduate Students\*

In order to insure receiving graduate credit for courses taken through Cross Registration at another Western New York college\*\*, the following procedures must be followed:

1. You must be registered at UB for a **minimum of 3 credit hours** during the entire semester.
2. The **Graduate Cross Registration Request Form** (triplicate form available from the Student Academic and Financial Services Unit at Hayes B or 232 Capen) must be signed by:
  - a. UB Cross Registration Officer at Hayes B or 232 Capen
  - b. Your faculty advisor

Take the original and green copy to the Cross Registration Officer at the institution at which you wish to cross register. **Be sure to consult the schedule of Cross Registration dates in Hayes B or 232 Capen since you can cross register only on the specified date(s).**

Upon notification to our office from the visiting college that you are officially cross registered there, your name and the number of hours for which you are cross registered will be reported to the Office of Student Accounts. After receiving a billing notice, with the combined accumulation of credit hours, it is your responsibility to pay for the credits at UB. (If you are already registered **full time** at UB, you will not be billed for any additional hours.)

Note: Your cross registered course **will not appear** on your UB Schedule Card or your Grade Report. You will receive a separate Grade Report from the cross registered institution at the end of the semester. These courses and grades will be added to your permanent record upon our receipt of the information from the host institution. (This may take three to four weeks after semester ends.)

If you have questions concerning cross registration procedures you should call 829-3492.

\* Matriculated Graduate Students **only** are eligible.

\*\* The WNY Consortium has traditionally agreed that the only SUNY colleges and universities that are permitted to cross register at the Graduate Level are the University at Buffalo, State University College at Buffalo, State University College at Fredonia, State University College at Brockport, and State University College at Geneseo. Brockport will not enroll a student under the Cross Registration program unless the student is **full time** at UB.

Students must abide by the rules and regulations established by the institution where they are registered and may register **ONLY** for those courses approved by, and not available at, the home institution.

## Cross-Divisional Registration - Graduate/Undergraduate Courses

Undergraduate courses may be taken by graduate students as appropriate prerequisites to their chosen field of study but may not be used to satisfy graduate program requirements or carry graduate credit. Exceptions are possible for some 400-level courses subject to approval by the Graduate School and for a number of courses that have been formally cross-listed and approved as 400/500 courses. In order to obtain approval, the student must file a **Graduate Student Petition Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) that would include:

- justification for taking an undergraduate course for graduate credit. (For example: that the required material is important to the student's program and not offered in a graduate course.)
- signature of the course instructor, who must be a full-time faculty member at this University, with a brief description of the nature and extent of the extra work to be assigned graduate students in order for graduate credit to be received.
- signature of the student's faculty advisor, the Director of Graduate Studies, and The Graduate School.

A student may file a maximum of two petitions of this nature while pursuing a graduate degree. All such petitions must be filed prior to the end of the official add/drop period of the semester of registration. The student must officially register for the course during the designated registration period.

### Registration Checkstops

The Graduate School is responsible for processing registration checkstops (to prevent a student from registering) upon receipt of appropriate information from the School of Nursing. Students who have been dismissed from a graduate program due to unsatisfactory academic progress will find an "S" (Scholastic) checkstop if they attempt to register. Such students may contact the Office of Student Affairs to determine what is necessary to have this checkstop removed.

Students who have been registered as non-matriculated students or who have not complied with School of Nursing policies and procedures may encounter a "Y" checkstop (Graduate Student) when they attempt to register. These students should contact the Office of Student Affairs to determine what is necessary to have a "Y" checkstop removed.

To have a checkstop issued or removed, the Office of Student Affairs forwards a letter to the Student Academic and Financial Services Unit containing the following information:

- Name of school
- Name of student
- Student's person number or Social Security Number
- Semester for which checkstop action is effective
- Reason for checkstop action with documentation
- Name of person requesting checkstop action

A copy of correspondence notifying the student of dismissal or the reason for the checkstop action should be appended to the form.

# GRADING PROCEDURES

## Grading

The following grading system is designed to provide the greatest possible flexibility in planning academic programs. The instructor shall announce the grading procedures for the course at the first meeting of the semester. This announcement should include the specification of an S/U or letter grade system (see below).

Letter grades are given for all required nursing courses for the DNS degree except for NUR 707 Professional Role Development Practicum, which is graded with a S/U.

Elective courses may be taken for either an S/U or letter grade. Students who wish to be graded on a basis different from the one announced by the instructor must submit a written request to the instructor by the fourth week of class. The instructor's decision will be final and will be transmitted to the student in writing.

## Letter Grades

“A”, “A-”, “B+”, “B”, “B-”, “C+”, “C”, “D”, and “F” carry quality points of 4.0, 3.67, 3.33, 3.0, 2.67, 2.33, 2.0, 1.0, and 0, respectively.

## Other Grading Designations

### Written Evaluation (with grades)

### Satisfactory/Unsatisfactory (S/U)

An “S” indicates credit earned and “U” indicates no credit.

Exclusive of “S” grades, courses to be submitted for candidacy must average “B” or better. The “U” grade indicates failure without academic penalty and will not be computed in the grade point average.

### Audit Grade (N)

A student wishing an “Audit” grade in a course must officially register for the course. The student must also submit a written request to the instructor by the fourth week of class. The instructor's decision will be final and will be transmitted to the student in writing. A student may re-register for the course at a later date and receive a grade and academic credit.

### Incomplete Grades (I)

- a. A grade of “Incomplete” (I) may be given only in those instances in which the student has not been able to complete all the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances. “Incompletes” are not available to students who have not satisfactorily completed the other academic requirements of the course.

“Incomplete” should *not* be used for dissertation guidance, theses, or projects in which continuing registration is required by the University. (See section on “L” grades.)

- b. If an “I” is given, a letter grade must be assigned after no more than two additional semesters plus the intervening summer as established by the academic calendar. If the course requirements are not completed by that date, the “Incomplete” will automatically be changed to an “Unsatisfactory” (U) grade.

Courses Taken in Any Given Year During	Deadline for Change of Grade <u>or</u> Petition for Extension of Deadline
Summer Semester	Aug. 31 <sup>st</sup> of the following year
Fall Semester	Dec. 31 <sup>st</sup> of the following year
Spring Semester	May 31 <sup>st</sup> of the following year

- c. Individual instructors may establish their own conditions for removing an “Incomplete” as long as the time limit is not longer than the time limit specified in Section b. above. Each instructor must clearly state his or her policy with respect to “Incompletes” so that all students in the class are fully aware of that policy.
- d. If there is a valid reason for waiving the deadline for removing an “Incomplete” grade, the student may submit a **Graduate Student Petition Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs>) to the Office of Students Affairs *prior to the deadline*.

The petition should include:

1. Reason the grade cannot be removed within the specified time period. Acceptable justifications include: Instructor on sabbatical/left University, student on approved leave of absence, computer hardware/software problems, equipment inaccessibility, and unavailability of necessary reading materials. Documentation should be provided where possible.
  2. Permission of both the instructor who originally assigned the “Incomplete” and the chair of the instructing department.
  3. Approval by the Director of Graduate Studies, the Associate Dean for Academic Affairs, and The Graduate School.
- e. Once an “Incomplete” is changed to a “U” grade, the course, if offered again, may be repeated for credit.

### Invalid Grade (J)

The appearance of a “J” on a grade report denotes an invalid grade. Students should immediately consult with the instructor to validate their grade or the “J” will revert to a grade of “F” at the end of the following semester.

### Dissertation Work

- a. “Satisfactory” (S) or “Unsatisfactory” (U) or letter grades may be assigned each semester for dissertation work, since these grades do not imply approval of the dissertation itself.
- b. “L” Grades may be assigned to signify adequate progress on dissertations in which continuous registration is required. All “L” grades will automatically be changed to “S” grades by the Student Academic and Financial Services Unit upon final acceptance of the dissertation and completion of all degree requirements. If the instructor wishes to have a default grade other than “S,” a change of grade form must be submitted.

## **Resignations (R)**

All course resignations processed during the permissible dates (as published in the Class Schedule available through the Student Academic and Financial Services Unit) will be indicated as officially resigned courses by the notation "R" on all grade reports, transcripts, and other official University documents. Resignation from all courses should be done through BIRD (716-645-7800) or SOAR (<http://soar.buffalo.edu>). There are no quality points attached to an "R" designation.

## **Retroactive and Administrative Resignations**

In order to insure that the student's transcripts are accurate records of the student's true academic history, the following policy is established:

1. The current "R" grade will represent the student's choice to resign from a class without QPA penalty up to eight weeks after the beginning of a semester.
2. The grade of "I" is available to students after the resignation deadline in cases where the student has not been able to complete all the assigned projects/and or examinations in a course due to illness or other unforeseeable and compelling circumstances. An "I" must be assigned a letter grade after no more than two additional semesters and the intervening summer or it will automatically be changed to an "Unsatisfactory" "U" grade.
3. All approved retroactive administrative resignations will be indicated on the transcript by the symbol "W" meaning withdrawal from the University for the semester.
4. For the purposes of determining Academic Good Standing, courses with grades of "W" will count as not having been attempted.
5. The deadline for graduate students to submit their petitions for retroactive administrative resignations (withdrawals) to the School of Nursing Director of Graduate Studies and the Vice Provost for Academic Affairs will be the end of the subsequent academic semester.
6. The Vice Provost for Academic Affairs will consider and act on all graduate students' petitions for withdrawal, and will consult members of the faculty and others as appropriate.
7. In deciding students' petitions for resignation after the deadline for "R" grades, the Vice Provost for Academic Affairs will apply the following principles:
  - a. Administrative resignations will be considered only on a complete semester, all or none basis (i.e. student resigns from all courses taken in the semester, even those for which satisfactory grades have been awarded).
  - b. Withdrawal petitions will be considered only in extraordinary circumstances such as lengthy incapacitation, military transfer, or employment changes in a position already held by the student that prohibit class attendance.
  - c. If requested by the student, a stipulation may be appended to the transcript indicating the reason for withdrawal for that semester (e.g. "withdrawal for health reasons").

## **Related Policies**

### **Repeating Courses**

For transcript purposes, if a student repeats a course, only the grade and quality points earned the first time are counted. The repeated course and grade will show on the student's permanent record, but the quality points will not be counted. Exception: a student who has received a "D" or "F" in a course may repeat it for credit (both grades are counted in calculating the student's QPA). The higher grade may be reported on the Application to Candidacy.

### **Change of Grade**

Changes from one letter grade to another must be initiated by the instructor on a **Request to Change Grade Form** available from the School of Nursing Office of Student Affairs and signed by the instructor and the Associate Dean for Academic Affairs. A reason for the requested change must be provided and the Graduate School must approve such changes.

### **Changing Grades After Degree Conferral**

Changes in grades after degree conferral should be permitted only to correct the transcript. An instructor's error in assigning a grade or tardiness on the part of the instructor in initiating the change of grade process (provided the change was warranted prior to degree conferral) are acceptable reasons to effect such a change.

No additional work by the student after degree conferral is permitted to "correct" a transcript. Of course, a "system" error, such as an improper transfer of grades from instructors to the computer database, may always be corrected. There is no time limit for correcting grading errors on the transcript.

### **Grade Reports**

Grades are available either through BIRD (716-645-7800) or through SOAR (<http://soar.buffalo.edu>). Grades will not be given over the telephone except through BIRD.

### **Transcripts**

Official transcripts of record are sent from the Student Academic and Financial Services Unit, Transcript Office, Hayes B, 3435 Main Street, Buffalo, NY 14214, at the student's request, for a fee of \$5 per transcript. Official transcripts cannot be given to the student, but students may request a "student copy" for their own personal use for a fee of \$2.50. Transcripts will be sent directly to a college, institution or company upon student request. Transcripts cannot be sent for any student whose financial obligations to the University have not been met.

## **STUDENT RECORDS**

### **Confidentiality of Records**

Student records are confidential and are released only to appropriate faculty and administrative offices. Release of such records to any other college, prospective employer or agency occurs only with the written permission of the student or upon subpoena.

In compliance with the Family Education Rights and Privacy Act of 1974, the University at Buffalo, The State University of New York, plans to release the following directory information upon request: student's name, current address, telephone number, major field of study, dates of attendance, and degrees received. The University will only release such information if a student indicates on the Student Data Form that he or she wishes to be listed in the student directory.

The law requires that students be given reasonable time to request that this information not be released. Students who have indicated "Yes" in response to the question "Do you wish to be listed in the student directory?" should notify the Student Academic and Financial Services Unit, Hayes B, or 232 Capen, if they wish to rescind this permission to release directory information. The law also accords students the right to inspect and review their educational records and to request a hearing to question the contents of those records.

Inquiries or complaints may be filed with the Family Policy and Regulations Office, U.S. Department of Education, FB-6, 400 Maryland Avenue S.W., Washington, DC 20202.

## **Change of Name or Address**

As soon as possible (i.e. within one week) following any change of name or address, a student must complete a Change of Address form at the Student Academic and Financial Services Unit, Hayes B or 232 Capen, mail a request or FAX a change to 716-829-2215. This action will help to insure timely receipt of grade reports, registration materials, commencement fliers, tuition statements, etc. Note that late payment of tuition and fees results in the assessment of a penalty, and the Office of Student Accounts will not accept the excuse that the bill was sent to an old address.

## **New York State Residency**

U.S. citizens and permanent residents enrolled at the University at Buffalo may be considered New York State residents when they are determined to have had a New York State domicile (i.e., a permanent and principal home in New York) for a twelve-month period prior to registration. U.S. citizens and permanent residents who do not meet these criteria are presumed to be out-of-state residents and must pay out-of-state tuition rates unless they can present satisfactory proof that domicile in New York State has in fact been established, notwithstanding the durational requirement. Such proof should confirm that it is the student's intention to make New York State his or her permanent home. International students are not eligible for New York State residency.

In determining domicile, all surrounding circumstances, in addition to the student's expressed intention, will be considered. Factors relevant to the determination of domicile include:

- Federal and state income tax returns
- Utility bills
- Rent receipts or lease agreements
- Situs of Motor Vehicle or other personal property registration
- Place of voter registration
- Residence of parents or spouse
- Military orders requiring transfer to New York State
- Address listed on bank statements
- Any other documents which tie a student to New York State

Applications for residency are available in the Office of Student Accounts (OSA) or Student Finances & Records (SFR) both located at Hayes Annex C on the South Campus or 232 Capen Hall on the North Campus. The application is also available on the Student Accounts Web site at: <http://wings.buffalo.edu/services/stu-acc/>. Completed applications and supporting materials should be returned to SFR.

## **Diplomas**

Diplomas will be mailed directly from the Student Academic and Financial Services Unit to the graduate's permanent mailing address on file in that office.

## **MONITORING STUDENT PROGRESS**

### **Good Academic Standing**

Good academic standing means that a student is making acceptable progress toward a graduate degree and is eligible to register for and pursue academic coursework at this University for the current semester. All graduate students are expected to remain in good academic standing throughout the entire course of their study.

### **Academic Review/Probation**

It is the responsibility of the student's faculty advisor to review the academic and research progress of the student at the end of each semester. Adequate progress is defined as receiving a grade of "B" or higher in all required nursing courses and showing evidence of research advancement. If the student is not making adequate progress, the following evaluative steps will be taken:

#### **Performance**

First B-, C+ or C  
in a required course

#### **Outcome**

The student is placed on academic warning and will receive a letter from the Director of Graduate Studies. A copy of the letter will be sent to the faculty advisor.

It is the student's responsibility to meet with his/her faculty advisor to discuss plans for improving academic performance.

Second grade less than B

The student's overall academic performance will be evaluated by the DNS Program Committee, even if the second grade of less than B is received in the same semester. Members of the DNS Program Committee will make a recommendation. If the student is placed on academic probation, the DNS Program Committee will indicate terms of the probation and its removal prior to the Add/Drop period of the next semester. The Director of Graduate Studies will convey this in writing to the student and his/her faculty advisor.

## **Academic Dismissal and Transcripts**

Students not meeting the written terms of their academic probation may be academically dismissed from the University by the DNS Program Committee. Such dismissals shall be done in a timely fashion but no later than three weeks after the completion of the semester final examinations. The Associate Dean for Academic Affairs will notify the student and the Graduate School in writing of all such academic dismissals.

Students who are dismissed for academic reasons from the DNS program will have a notation placed on their graduate transcripts indicating that they were academically dismissed and the date of the dismissal.

Other reasons for dismissal from the DNS Program include:

- Failure to achieve a grade of B or higher in each course that is used to meet DNS degree requirements.
- Failure to maintain a cumulative GPA of 3.0 on a 4.0 scale for two successive semesters or a summer session and an academic (fall/spring) semester.
- Failure of the qualifying exam after the second attempt.
- Failure to demonstrate the ability to prepare and orally defend a proposal acceptable to the dissertation committee.
- Failure to make continued satisfactory progress toward the completion of the dissertation as viewed by the Dissertation Committee and the DNS Program Committee. The Dissertation Committee's expectation for satisfactory progress shall be documented in the student's yearly evaluation.
- Failure to demonstrate the ability to prepare and orally defend the dissertation.
- Failure to complete a master's degree in nursing.
- Failure to complete the degree requirements within seven years (exclusive of any leaves of absence or petitions for extension).
- Failure to maintain continuous registration until the degree is conferred.

## **Grievance Procedures**

For information regarding grievance procedures and disciplinary procedures for academic infractions, please go to [http://www.grad.buffalo.edu/grad-docs/policies/grev\\_proc.htm](http://www.grad.buffalo.edu/grad-docs/policies/grev_proc.htm).

## **Reinstatement**

A DNS student who has been officially dismissed and who seeks reinstatement shall submit a formal request for reinstatement, along with a supporting statement of explanation, to the Director of Graduate Studies. The request shall be acted upon by the DNS Program Committee. Only if a student is subsequently readmitted to the program from which he/she was dismissed will the dismissal notation be removed from the transcript by written request. The written request will be sent by the Office of Student Affairs to the Student Academic and Financial Services Unit.

## **Academic Progress/Pursuit Criteria for New York State Financial Assistance**

The Commissioner of Education has issued and the Board of Regents has approved regulations that establish academic standards for receipt of State student financial assistance. These regulations were effective for all students who were receiving aid for the first time during school year 1981-82 and thereafter. The regulations have two components: Pursuit of Program and Academic Progress.

### **Pursuit of Program**

This provision of the regulations calls for the completion of a prescribed percentage of a full-time course load (12 hours at the University at Buffalo) each semester in order to be eligible to receive State financial assistance the following semester. During the first two semesters of State financial assistance, a minimum of six hours must be completed. During the third and fourth semesters of State financial assistance, a minimum of nine hours must be completed. In addition, a minimum of 12 hours must be completed during all subsequent semesters of State financial assistance.

Completion of a course means receiving a passing or failing grade in the course. “Withdrawals” and “Incompletes” do not qualify under this provision. An “Incomplete” grade that is changed to a passing or failing grade by the end of the following semester can be included once completed. 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. Exceptions at the graduate level exist for thesis or dissertation courses since students are allowed to repeat these courses for credit until the thesis or dissertation is completed. Students receiving State financial assistance must be careful to complete the minimum prescribed number of hours each term. The consequence of not completing the prescribed number of hours each semester is loss of State financial assistance the following semester.

### **Academic Progress**

An academic progress standard has been established for each level of study (Undergraduate, Graduate, etc.) throughout the SUNY system. Academic progress guidelines require completion of a minimum number of hours at a minimum grade point average in order to be eligible to receive State financial assistance. The following chart lists these standards for graduate students.

Please note that the standards reflected in the chart are for use in determining eligibility for financial assistance for graduate students only; standards for students in professional programs may vary. Professional students should check with the Office of Student Affairs for further information. Please note that the academic standards used by the University at Buffalo to determine good standing are significantly higher than these standards; it is unlikely, therefore, that State financial assistance will be lost under this provision while students attend the University at Buffalo.

## **Academic Progress/Pursuit Criteria for Federal Financial Assistance**

A graduate student must maintain a 3.0 GPA in all courses being applied toward his/her doctoral degree to be considered to be making satisfactory academic progress. A student who does not maintain a 3.0 GPA will be considered to be making satisfactory academic progress for a maximum of only two semesters. Nevertheless, in unusual circumstances a graduate department may still consider a student's

progress satisfactory if it can be demonstrated that the student could attain a 3.0 GPA by the end of seven years for a doctoral degree (the maximum times to degree allowed by the University). These standards were designed to meet federal academic requirements for students receiving financial assistance through federally sponsored programs.

Standard of Satisfactory Academic Progress for Purpose of Determining Eligibility for Student Aid All Campuses--State University of New York All Graduate Level Programs Except Professional (Semester Calendar)								
Before being certified for payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
A student must have accrued at least this many credits*	0	6	12	21	30	45	60	75
With at least this grade point average	0	2.0	2.5	2.75	2.75	3.0	3.0	3.0

\*This includes successful completion of credit-equivalent work as set forth in 145-2.1 of the Commissioner's Regulations.

## PROFESSIONAL ROLE DEVELOPMENT PRACTICUM

The School of Nursing DNS curriculum culminates in a professional, practice-oriented doctorate. The Professional Role Development Practicum will provide the doctoral student with an opportunity to develop new and extended roles in clinical practice, education, research, management, or policy. Examples of different experiences are outlined in the course syllabus (NUR 707).

A form titled **NUR 707 Professional Role Development Practicum** (in appendix or at <http://nursing.buffalo.edu>) must be completed. If the mentor is outside of the School of Nursing, the mentor's curriculum vitae must accompany the form. A copy of the document is then submitted to the Mentor, the Faculty Advisor, the Director of Graduate Studies, and to the Office of Student Affairs.

## SOCIALIZATION REQUIREMENT

An important part of doctoral education is to be socialized into the academic setting and the research-intensive environment. In order to achieve this aspect of doctoral study, the student is required to attend a bi-weekly, one-hour seminar that does not bear credit, in lieu of a residency requirement. Attendance at all seminars is required until coursework is completed. After completion of coursework, the student is required to attend three times per semester while enrolled in the doctoral program. A student's record of attendance and presentations will be included as part of the Application to Candidacy.

Attendance at the annual Bonnie Bullough Lecture and presentation at annual School of Nursing research events may substitute for a seminar. Required dissertation proposal and dissertation defenses will be scheduled at the time of these seminars, providing committee members can be present. The Associate Dean for Academic Affairs in collaboration with the Division Chairs and the Acting Director of the Center for Nursing Research will plan and implement the seminars.

Note: This requirement is effective for students who matriculated as of Fall Semester 2002. Students who matriculated prior to Fall Semester 2002 are encouraged to attend, participate in discussions, and give presentations.

## **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 Associate Dean for Academic Affairs. If the Associate Dean for Academic Affairs has any concerns regarding the proposed membership, she/he will seek consultation from the DNS Program Committee. 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 Associate Dean for Academic Affairs. Criteria for the Dissertation Committee are as follows:

1. The Chair must be a doctorally-prepared faculty member at UB at the rank of Assistant Professor or Clinical Assistant Professor or higher; a member of the School of Nursing Faculty; and a member of the Graduate Faculty.
2. Two additional members must hold an earned academic or professional doctoral degree; hold the rank of Assistant Professor or Clinical Assistant Professor or higher; and be a faculty member 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.

Note: additional members can be added as needed.

## **QUALIFYING EXAMINATION**

### **A. General Principles**

1. The major purpose of the qualifying examination is to determine whether or not the student meets minimum criteria (at the DNS 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 DNS degree be completed prior to taking the qualifying examination.

#### B. 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 DNS Qualifying Examination Form** (in appendix or at <http://nursing.buffalo.edu>) to the Office of Student Affairs with a copy to the Associate Dean for Academic Affairs.
3. The Dissertation Committee writes the examination questions 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.
  - a. If the student is given an in-class examination, questions will be given to the student before the examination. For the actual in-class examination, the student will be given some of the questions. Typically, three hours on two separate days are allotted for completing the examination.
  - b. If 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 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 can pick up the next question, etc.
5. The examination should be word processed using a computer, typed (double spaced) or written in black pen during the scheduled examination time. If handwritten, a photocopy of the examination answers will be given to the Committee Chair; however, a final typed version must be turned in within 1 week.
6. The examination will be graded individually by each member of the Dissertation Committee using the form, **Guidelines for Evaluation of Qualifying Examination** (in appendix or at <http://nursing.buffalo.edu>).
  - a. Each question and the examination as a whole is graded "pass" or "fail."
  - b. If the 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 Chair and each member of the Dissertation Committee signs the form and submits it to the Office of Student Affairs with a copy to the Associate Dean for Academic Affairs. If the student fails the qualifying examination, the Chair of the Dissertation Committee sends a written memo indicating such to the Office of Student Affairs with a copy to the Associate Dean for Academic Affairs.
  8. A failed examination may be repeated once without penalty. A second failure will result in dismissal from the program. The Associate Dean for Academic Affairs 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.

## RESEARCH REVIEW BOARDS

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 Human Subjects Review Board (HSRB) 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.*

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. Copies of the Assurance of Compliance and HHS regulations (45 CFR 46) may be obtained from any HSRB Chair.

The **Health Sciences IRB**, newly chaired by Monica Spaulding, MD, and co-chaired by Ronald Moscatti, MD, is now responsible for all research protocols that involve drugs, devices, invasive medical interventions, or retrospective/prospective chart reviews. Darlene Campanella is the full-time HSIRB administrator. Protocols that involve minimal risk to volunteers are reviewed continuously. The phone number is 829-2752. E-mail is [dc10@acsu.buffalo.edu](mailto:dc10@acsu.buffalo.edu). Forms for initial or continuing review must accompany all submissions; they are available at [wings.buffalo.edu/smb/hsirb](http://wings.buffalo.edu/smb/hsirb).

The **Social and Behavioral Sciences IRB**, chaired by Ann McElroy, Ph.D., is responsible for all research protocols that involve surveys, interviews, observational studies, behavioral studies that do not involve drugs or internal devices, and research on individual or group characteristics. Brent Kresovich is the SBSIRB administrator. Protocols that involve minimal risk to volunteers are reviewed continuously. The phone number is 645-2711. E-mail is [bm4@buffalo.edu](mailto:bm4@buffalo.edu). Forms for initial or continuing review must accompany all submissions; they are available at [wings.buffalo.edu/cas/dean/hrsc](http://wings.buffalo.edu/cas/dean/hrsc).

Note that one's affiliation with a particular school or faculty does not determine which IRB is appropriate to conduct a review. For example, a psychological study employing drugs will be reviewed by the HSIRB. Surveys performed in medically-related disciplines may be reviewed by either IRB depending upon the example. Please contact the IRBs if you have any questions.

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. Policies and procedures, as well as application forms and rate schedules, which apply to use of animal subjects in research may be obtained from, and completed forms submitted to:

Ms. Darlene Campanella  
186 Farber Hall  
South Campus

Current forms can be obtained at <http://wings.buffalo.edu/smb/iacuc/>.

**Once the student receives approval from the appropriate institutional review board, the dissertation research project can begin. Approval may need to be obtained from more than one institution.**

## **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 DNS 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 should be posted in the School of Nursing. The student makes arrangements for the room and AV equipment.
4. A copy of the dissertation proposal must be made available for review in the Office of the Associate Dean for Academic Affairs.
5. The presentation should include:
  - a. purpose of the dissertation
  - b. background justification and/or significance
  - c. contribution of the dissertation to theory development and/or testing
  - d. research questions and/or hypotheses
  - e. detailed description of methodology – setting of the study; sample; data collection procedures and/or protocols to be used; data analysis
  - f. scope and limitations of proposed research

Presentation of the proposal should be limited to approximately 30 minutes. Questions and comments follow the student's formal presentation. 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 rewritten. The Dissertation Committee Chair submits written notification regarding the outcome of the proposal defense to the Office of Student Affairs with a copy to the Associate Dean for Academic Affairs (**DNS Dissertation Proposal Defense Approval Form**, in appendix or at <http://nursing.buffalo.edu>).

## **ABSTRACT OF PROPOSED RESEARCH**

The abstract should clearly indicate that relevant criteria for dissertations are met. The abstract must indicate that scientific methods and/or 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. The following aspects need to be addressed in the order given:

- Problem under investigation
- Objective/Hypothesis
- Previous Findings
- Research Design/Material Methods
- Preliminary Results
- Intended Methods of Data Analysis
- Potential Significance

The abstract must be typed on the form, **Abstract of Proposed Research** (in appendix or at <http://nursing.buffalo.edu>). It must be typed within the space provided and single-spaced using a font size of 12 points. It should be in future tense, scientifically and grammatically correct, and free from typographical errors. 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 DNS Program 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** (in appendix or at <http://nursing.buffalo.edu>) to the DNS Program Committee for approval. Approval by the DNS Program Committee needs to be obtained before the student submits the abstract to the appropriate Institutional Review Board (IRB).

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

If the nature of the research is substantially modified after approval by the DNS Program Committee and IRB, a new abstract must be submitted for review by the DNS Program Committee and the IRB.

## **APPLICATION TO CANDIDACY**

The filing of the **Application to Candidacy for DNS Students** (in appendix or at <http://nursing.buffalo.edu>) with the Office of Student Affairs and subsequently the Student Academic and

Financial Services Unit indicates that the student is entering the final stages of degree completion. The application includes the following attachments if indicated:

- Program Agreement
- Informal course descriptions
- Descriptions of all Independent Study and Special Topics courses
- Record of attendance and presentations at seminars, etc. (for those who matriculated as of Fall Semester 2002)
- 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 (if on file in the Student Academic and Financial Services Unit, please attach a note indicating that fact)
- Original official transcript(s) supporting any credits transferred from other institutions

The following information also applies:

- The Application to Candidacy must be typewritten.
- Primary responsibility for evaluation of student Applications to Candidacy rests with his/her respective committees.
- 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.
- A letter from the Dissertation Chair justifying the acceptance of courses taken more than seven (7) years prior to matriculation in the DNS Program must accompany the Application to Candidacy. Review and approval of Applications to Candidacy are the responsibility of the Dissertation Chair, Director of Graduate Studies, DNS Program Committee, and the Associate Dean for Academic Affairs.
- The student must file his/her Application to Candidacy with the Office of Student Affairs by the date indicated in the degree conferral timetable. A **checklist** (sample in appendix) is provided to assist students in filling out the Application to Candidacy Form.
- Once the Student Academic and Financial Services Unit approves the application, notification of approval will be sent to the student. If the student does not receive notification in 2-3 weeks, the student needs to contact the Associate Dean for Academic Affairs.
- The School of Nursing will issue a **Certificate of Candidacy** (sample in appendix).
- 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** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) 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 DNS Program Committee and the Associate Dean for Academic Affairs 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 a **Graduate Student Petition Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) to the Director of Graduate Studies and the Associate Dean for Academic Affairs.

The following information applies to informal courses offered by the University. 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 are used by the Student Academic and Financial Services Unit, in questionable cases, to form their recommendations concerning the 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.

## DISSERTATION

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

It is the responsibility of the candidate and the dissertation chair to insure that the canons of organization, presentation, and documentation usually prescribed for publication in nursing are observed.

The School of Nursing requires that the student use APA (American Psychological Association) format. The APA has a publication manual that answers a host of questions regarding the technical aspects of properly preparing a dissertation.

All copies of the dissertation must be certified as substantially free of errors before they are submitted to the School of Nursing Office of Student Affairs.

The Student Academic and Financial Services Unit will accept any self-consistent format that follows conventions of a recognized discipline, but uniformity is required in the following:

**Pagination:** Pages should be numbered consecutively including not only the principal text, but also all plates, tables, diagrams, maps, etc. (Certain pages are unnumbered but counted. Check one of the style manuals for further clarification).

**Typing and Reproduction:** The original of the dissertation must be typed and double-spaced, on 8-1/2 x 11, 20-lb. plain white (unlined in any way) bond paper. Erasable bond is not acceptable. To allow for binding, the left-hand margin must be 1-1/2". Other margins should be 1". Diagrams, photographs, or facsimiles in any form should be a standard page size, or if larger, folded so that a free left-hand margin of 1-1/2" remains, and the folded sheet is not larger than the standard page.

The manuscript may be typewritten or mechanically reproduced by any method that results in text conforming with permanent record standards. Type size should be 10-point or larger, and the print should be letter quality with dark black characters that are consistently clear and dense.

A booklet entitled **Guidelines for Graduation and Thesis & Dissertation Preparation** is available on the Graduate School's Web site at: <http://www.grad.buffalo.edu/grad-docs/> or from the Graduate School Office of Student Services. Questions regarding manuscripts should be resolved through the Graduate School (716) 645-2939 before preparation of the manuscript begins.

**Microfilming:** The microfilming of doctoral dissertations is required by the Graduate School and does not preclude later publication by other methods. Microfilming is a black and white photographic process, and therefore, since your work will be microfilmed exactly as it is submitted, it is advisable to use labels and symbols rather than colors on graphs, maps, etc. Many colors will microfilm the same. Additional information is available in the UMI booklet, “Publishing Your Dissertation,” which is available in The Graduate School (402 Capen Hall).

**Copyrighting:** It is the student’s choice whether or not to copyright his or her dissertation. Copyrighting protects the student’s rights as an 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 a dissertation, a student can control the rights to it or may authorize others (i.e., a publisher) to exercise them. It is the student’s responsibility to guarantee that the work is original and that he or she has followed accepted standards for documenting the use of references and citations of other works. Students should discuss the option to copyright their work with their dissertation chair before reaching a decision. Once the decision has been made to copyright, the appropriate symbol, the date, and the author’s name must be included on the page immediately following the title page. The copyright will run for the life of the author plus another fifty years. The law requires that two copies of the work be submitted to the appropriate federal agency. By filling in Section 13 on the University Microfilms Inc. Agreement Form, students can request that this be done by University Microfilms.

## **Dissertation Checklist**

1. Is every page of the dissertation numbered correctly?
2. Is the author’s full name on the title page of the dissertation, the abstract, and the University Microfilms Inc. Agreement Form? Is the name identical on all three?
3. Does the title meaningfully describe the content of the dissertation? Are words substituted for formulas and symbols?
4. Is the title on the abstract and the UMI Agreement Form the same, word-for-word, as it is on the dissertation?
5. Is a subject classification indicated on the reverse of the UMI Agreement Form?
6. If the major professor’s name is to appear on the abstract, is the name typed accurately? Is it clearly indicated that he/she is the major professor and not the author?
7. Are all charts, graphs, and other special illustrative materials perfectly legible in both dissertation and abstract? Are they in the order and position in which they are to be microfilmed?
8. If the dissertation is to be copyrighted, has the Copyright Data section of the UMI Agreement Form been completed and signed?

## **Review of the Dissertation – The Outside Reader**

In addition to the Dissertation Committee, an outside reader must examine the doctoral dissertation. The outside reader should provide an objective and independent evaluation of the extent to which the dissertation as a whole meets standards appropriate for the DNS degree. This logically includes significance of the problem, methodological rigor of the design, execution of the research, data analysis, and writing of the dissertation itself.

An outside reader is a qualified individual from outside the School of Nursing who normally holds the highest degree in his or her respective field, holds a tenured/tenure-track faculty appointment (or

comparable research appointment), and has completed significant independent research/scholarship. It is encouraged to invite faculty from other academic and professional institutions to accept this professional responsibility. If the chosen outside reader is from within the University at Buffalo, he or she is normally a member of the graduate faculty.

The outside reader should be carefully chosen to avoid potential conflicts of interest. A conflict of interest arises when there is a pre-existing relationship between the outside reader and the DNS candidate and/or principal advisor such that there is the appearance of impropriety or a question arises as to the impartiality of the outside reader.

The Dissertation Chair, in consultation with other dissertation committee members and the student, identifies a prospective outside reader. Before an outside reader is appointed, the Dissertation Chair must submit the **Outside Reader Approval Form** (in appendix or at [www.grad.buffalo.edu/grad-docs/](http://www.grad.buffalo.edu/grad-docs/)) to the Associate Dean for Academic Affairs for approval and provide any relevant information concerning potential conflict of interest, atypical faculty appointments or academic affiliations of the outside reader, etc. Once the Associate Dean has approved the outside reader, the Dissertation Chair contacts the outside reader regarding whether or not he/she accepts to serve. If she/he accepts, the Associate Dean for Academic Affairs sends a **Letter to the Outside Reader for Appointment** (sample in appendix) with a copy of the dissertation proposal, the **Appointment as Outside Reader Form** (in appendix or at <http://nursing.buffalo.edu/>), and a stamped, self-addressed envelope.

At least six weeks prior to defense of the dissertation, the Associate Dean for Academic Affairs sends a **Letter to the Outside Reader for Evaluation of Dissertation** (sample in appendix), a copy of the dissertation, the **Outside Reader Response Form** (in appendix or at <http://nursing.buffalo.edu/>), and a stamped, self-addressed envelope. The outside reader is instructed to use the Outside Reader Response Form and to return it to the Associate Dean for Academic Affairs within four weeks. Submission of the completed Outside Reader Response Form by the outside reader may be made via facsimile transmission to expedite the process. In this case, the original must be forwarded by mail. The Associate Dean will send the original Outside Reader Response to the Office of Student Affairs and a copy to the Dissertation Committee Chair.

If the outside reader recommends that changes be made, the outside reader's objections and criticisms must be considered carefully by the student and the dissertation committee and a decision made regarding how to address each problem raised and whether or not to re-schedule the defense. If the outside reader finds the dissertation unacceptable, the Associate Dean for Academic Affairs should seek advice from the Dissertation Committee or additional experts before ruling on whether or not the dissertation defense can proceed.

## **Oral Defense of the Dissertation**

The Oral Defense is a public event scheduled by the Dissertation Chair and is attended by the candidate's Dissertation Committee, members of the faculty from the School of Nursing, and the outside reader, when feasible. Defense of the dissertation must be posted on the nursing faculty and DNS student listservs at least 10 working days in advance of the scheduled defense. In addition, flyers should be posted in the School of Nursing. Examination questions will always include questions arising from the dissertation itself. Questions also may be of a more general nature and the examination longer than usual. 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 **DNS Dissertation Defense Approval Form** (in appendix or at <http://nursing.buffalo.edu/>) to the Office of Student Affairs with a copy to the Associate Dean for Academic Affairs. If the defense is unsuccessful, the Dissertation Committee Chair will send a written memo indicating such to the Office of Student Affairs with a copy to the Associate Dean for Academic Affairs. The Dissertation Committee has final approval of the dissertation.

## **DEGREE CONFERRAL**

<b>Degree Conferral Timetable</b>			
FOR DEGREE CONFERRAL ON...	FEBRUARY 1	JUNE 1	SEPTEMBER 1
Completed Application to Candidacy is forwarded to Academic Dean by...	September 1	November 1	April 1
Graduate School receives Application to Candidacy with Divisional Committee and Dean's approval by...	October 1	February 1	July 1
ALL* required materials are received in the Office of the Graduate School by...	January 31**	Last Day of Spring Exams*	Friday Before Fall Classes*

Note that deadlines that fall during a weekend or on a holiday will be extended to the first Monday following the deadline date listed above.

The above dates are subject to change. You are advised to check with the appropriate office one semester prior to the deadline date listed for up-to-date information.

It is your responsibility to check with the Office of Student Affairs and the Student Academic and Financial Services Unit 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 Office of Student Affairs 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.

### **Graduation Checklist**

In order to graduate, the following documents must be submitted to the Office of Student Affairs:

- Approved Application to Candidacy (with all necessary attachments, including original transcripts)
- Approval from the Outside Reader
- one bound and one unbound copy of the dissertation
- one extra copy of title page with title, author name, and major professor's name
- one extra copy of abstract (350 words maximum)

- DNS M-Form
- Microfilm and Copyright Billing Form
- Survey of Earned Doctorates

The Student Academic and Financial Services Unit must verify satisfactory completion of all courses to be applied toward the degree.

## **REQUIRED DEGREE FORMS**

### **M-Form**

The completed **DNS M-Form** (in appendix or at <http://nursing.buffalo.edu/>) 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 Associate Dean for Academic Affairs.

### **Microfilming, Copyrighting, and Survey**

The **Microfilm and Copyright Billing Form** can be obtained from the Office of Student Affairs. University policy requires the microfilming of the doctoral dissertation by University Microfilms International (UMI). Your abstract will appear in Dissertation Abstracts International. Paper and microfiche copies can be ordered directly from UMI at (800) 521-0600. Be sure to sign the agreement form and indicate the subject category. The University is not responsible for orders through UMI. Please contact UMI directly if there are any problems. Copyrighting is optional.

The doctoral candidate must sign the Billing Form acknowledging that charges for microfilming, copyrighting if done, plus any other outstanding charges on the account will be paid prior to degree conferral. The candidate will be billed directly from the Office of Student Accounts. Approximately seven weeks after degree conferral, diplomas will be mailed out directly from the Student Academic and Financial Services Unit to the graduate's permanent mailing address on file in that office (Students must have their current address correctly on file).

The **Survey of Earned Doctorates** (obtain from Office of Student Affairs) is conducted by the National Opinion Research Center at the University of Chicago to gather objective data about graduate education throughout the United States.

### **Completion of Requirements Memorandum**

Upon completion of all requirements for the DNS degree, the Associate Dean for Academic Affairs will send a **Memorandum** (sample in appendix) to the Student Academic and Financial Services Unit.

## **ACADEMIC SUPPORT SERVICES**

### **University Libraries**

The University has ten libraries. Together they house over three million volumes and 22,700 periodicals. Library services include reference, computerized bibliographic searching, interlibrary loan, document

retrieval between the North and South Campuses, library orientation and instruction, computer-assisted instruction, circulation, and reserve.

The facilities used most by graduate students in nursing are:

**Health Sciences Library** - Located on the South Campus (Main Street), this library houses a collection of approximately 350,000 bound volumes and 2,035 periodicals. The library's Media Resource Center holdings include 23,476 microfiche and 3646 audiovisual titles in various formats, and a History of Medicine Collection with old and rare books, especially from the nineteenth century. Of special interest is The Bonnie and Vern Bullough History of Nursing Collection, established by the former School of Nursing Dean in 1990. Heavily used materials are kept on reserve. Many UB course reserve materials are available full-text online through The UB Libraries Catalog. There are librarians on duty who will help you find the material appropriate for your needs, using a computer system which can print out a bibliography.

Computerized literature searching is offered in the health sciences disciplines via Hospital and University at Buffalo Library Resources Network (HUBNET) and Buffalo Information System Online (BISON). HUBNET features an array of information resources in support of patient care, biomedical research and educational programs at the teaching hospitals and the University at Buffalo Health Sciences Center. HUBNET provides computer access from offices, homes and clinical sites to bibliographic databases, clinical manuals and textbooks, drug information resources and expert systems. In the future, this network will provide point-of-care access to electronic patient records, consultation between the academic center and homes or rural practices, and other high-tech applications yet to be realized. BISON is based on World Wide Web technology and provides access to the UB Libraries Catalog, data bases, the Internet and the World Wide Web. Visit this major gateway to The University Library resources at <http://ublib.buffalo.edu>.

Books can be borrowed for one month. Journals do not circulate. It is possible to get free photocopies of journal articles. Photocopies are limited to three articles per day of not more than 30 pages each. During the academic year, the library hours are:

Monday - Thursday	8:00 am - 12:00 am
Friday	8:00 am - 7:00 pm
Saturday	11:00 am - 5:00 pm
Sunday	12:00 pm - 12:00 am

Sharon Murphy, MLS, RN, Associate Librarian in the Health Sciences Library, has collection development responsibilities in nursing and serves as library liaison with the School of Nursing. Through the use of the School listserv, she notifies faculty members of changes in services, newly available databases and library programs, and solicits comments and consultation from faculty. She arranges library orientations for graduate students every Fall Semester and is the person to turn to for problems in connection with your use of the library system. Sharon Murphy can be reached at the library, or by phone at 829-3900 EXT 115.

**Lockwood Memorial Library** - Located between Baldy and Clemens Hall on the North Campus (Amherst), this major humanities and social sciences research library of the University houses major collections in Arts and Letters, Social Sciences, and Education, along with government documents and the Graduate Reserve. The collection includes over 1,500,000 volumes. For more information and library hours, please call 645-2814.

## University Writing Place

The Writing Place, located at 336 Baldy Hall, provides free assistance to students to help improve their writing skills and written communication. The Writing Place is open during the academic year from 10 a.m. to 4 p.m. Monday through Friday.

- **Graduate Teaching Certificate Program**

To improve the graduate student's teaching competencies and to structure graduate teaching to insure professional development and enhance competitiveness in seeking academic employment, the Office of Teaching Effectiveness and the Graduate School at the University at Buffalo have developed a Graduate Teaching Certificate Program.

- The **Target Your Teaching** workshop for teaching assistants is offered by the University each August. All UB graduate students who are currently teaching or interested in teaching are invited to attend. The workshop is directed by Dr. Clyde Herreid, a SUNY Distinguished Teaching Professor and member of the Department of Biological Sciences. Topics discussed at the workshop include lecture organization and presentation skills, techniques for small group discussion, student/instructor feedback, and classroom challenges. Interested students should contact either Becky Metcalf at (716) 645-6064 x315, [Metcalf@acsu.buffalo.edu](mailto:Metcalf@acsu.buffalo.edu) or Jean Grela (716) 645-6240, [jegrela@buffalo.edu](mailto:jegrela@buffalo.edu) for more information.

## School of Nursing Learning Resource Center, Practice Skills Lab, and Computer Lab

The **Learning Resource Center**, located in 114 Kimball Tower, provides audiovisual software and hardware, interactive videos, assessment equipment for practicing skills, and supplies designated for the graduate and undergraduate programs. A preview room enables students to review videos for exams as well as incorporate such material for classroom presentations. Interactive video affords the student individual instruction in areas such as therapeutic communication, medication administration, IV therapy, etc. Arrangements should be made through the Learning Center for the use of audiovisual equipment and programs in classroom(s).

The **Nursing Practice Skills Lab**, located in 1140 Kimball Tower, is available to all students. This Lab is staffed by experienced RNs who assist students on a 1:1 basis in learning and practicing clinical nursing skills in a simulated setting. This well equipped Lab offers students the opportunity to develop and refine their skills prior to entering actual care settings.

Student and faculty computing needs are addressed by Computing and Information Technology (CIT) and the **School of Nursing Computer Lab**. The latter is located in 113 Kimball Tower. The lab has 19 stations running Windows NT4; two of the work stations run Windows 2000 Professional, which makes a total of 21 work stations. The primary function of this lab is to facilitate instruction and research. A variety of nursing/health care and generic software packages, including Microsoft Office, SPSS/Windows, ERI Program, NCLEX Exam, RNCAT, Powerprep GRE and other software application programs are available.

The laboratory is staffed with teaching assistants who provide assistance to students and faculty. Lab hours are posted in the Computer Lab at the beginning of each semester.

University Computing and Information Technology has many labs located across both campuses including a UNIX workstation lab at Fronczak Hall, North Campus. Users have web and e-mail and software application access from both these labs at the North and South campuses. Consultation regarding use of the systems is available at the North Campus Computing Center (645-3540).

In order to access the computer labs, users must apply for a user ID. Application forms are available in Diefendorf, 2<sup>nd</sup> Floor. For detailed information, please consult with the School of Nursing Academic Computing Lab staff (829-2543).

Coordinator: Della Dickey  
114 Kimball Tower, 829-2539/2543  
cell phone: 867-7372  
e-mail - [djohnso@buffalo.edu](mailto:djohnso@buffalo.edu)

Hours: Monday to Friday, To Be Announced

### **School of Nursing Health Assessment Lab**

The School of Nursing established a 10-bed health assessment lab (704 Kimball Tower) in which each room simulates an examination unit including equipment used to assess a client's condition. TV and video equipment is installed in the laboratory to enable faculty to unobtrusively observe and evaluate a student's ability to conduct a health assessment. State of the art computer support is planned for the future.

### **School of Nursing Patient Simulation Center**

The School of Nursing Patient Simulation Center employs advanced simulation technology to support the surgical and resuscitative care of the full-body, computer controlled mannequin, SAMSON (Simulated Anesthesia Mannequin of the School of Nursing). The Center includes an operating room and intensive care unit with advanced monitoring and gas delivery systems. Used primarily by students in the nurse anesthetist and acute care nurse practitioner programs, the Center provides students and clinicians from multiple disciplines with the opportunity for basic and advanced training in anatomy, physiology, pharmacology, acute management of rare or critical events, and crisis resource management training. Over 1,300 square feet of space has been renovated in the School of Nursing to house the patient simulator.

Director: Dr. Thomas Obst  
1114 Kimball Tower, 829-2410  
email: [tobst@buffalo.edu](mailto:tobst@buffalo.edu)

## School of Nursing Center for Nursing Research

The Center for Nursing Research (CNR) was established in 1996 to facilitate the development of research by faculty and students. Goals of the CNR are to:

- 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
- Foster energy and interest in research
- Expedite preparation of grant proposals

The CNR staff provide theoretical, methodological, and clinical research consultation to School of Nursing faculty, students, and staff. Other services include computer resources and preparation of manuscripts. In addition, the CNR has information on internal and external sources of funding including guidelines and application forms. Updates of current faculty and student research studies and awards are published in the CNR Newsletter. The CNR also houses a research library. The CNR website address is <http://nursing.buffalo.edu/cnr/>.

Acting Director: Dr. Mary Ann Jezewski  
921 Kimball Tower, 829-3276  
email: [jezewski@buffalo.edu](mailto:jezewski@buffalo.edu)

Consultant: Dr. Yow-Wu Bill Wu  
920 Kimball Tower, 829-3207  
email: [nurwu@buffalo.edu](mailto:nurwu@buffalo.edu)

Secretary: Barbara Studley  
926 Kimball Tower, 829-2088  
email: [studley@buffalo.edu](mailto:studley@buffalo.edu)

## Financial Assistance

All students seeking financial assistance should apply both to the School of Nursing and the University. The School of Nursing awards financial assistance to graduate students on the basis of need and merit. The deadlines for School of Nursing applications for aid are March 15 for Fall Semester and November 15 for Spring Semester. Applications may be completed on-line at: <http://nursing.buffalo.edu/scholar1.htm> for the following types of aid:

\_\_\_\_\_ Special School of Nursing Scholarships

\_\_\_\_\_ Teaching or Graduate Assistantship\* – merit; tuition & stipend; 20 hr/week.

Criteria for Teaching or Graduate Assistantships:

1. Full-time graduate student (nine credit hours).
2. Satisfactory evaluation by faculty advisor or current faculty supervisor and students.
3. Maintenance of academic achievement of at least a "B" grade in all required graduate courses, and an overall 3.0 graduate quality point average.
4. May be required to have a current U.S. registered nurse license.
5. May be required to have a current certificate in Basic Life Support for Health Care Providers (including both adults and children).

\_\_\_\_\_ Federal Traineeship\* – merit & need based; full time student; good standing; U.S. citizen.

\_\_\_\_\_ Millard Fillmore Hospital School of Nursing Scholarship – merit & need based; MFH grads.

\_\_\_\_\_ Kitty Klug Fund – merit; research or project grants for Psychiatric/Mental Health students; proposal required.

\*A supplemental application will be forwarded to applicants for Assistantships and Traineeships.

Doctoral students are eligible for eight semesters of tuition scholarship support that accompanies a teaching or graduate assistantship. If needed, however, a DNS student can apply for a ninth semester. The **Waiver of Time Limit for Tuition Scholarship Form** (in appendix or at <http://www.grad.buffalo.edu/grad-docs/>) must be completed and signed by the Director of Graduate Studies, School of Nursing Dean, and The Graduate School Dean.

Faculty researchers may have grants that will pay for a research assistant. Doctoral students may be eligible for such a position and should discuss this with the various nurse researchers.

University aid is based on financial need. To apply for University aid, students should complete the University at Buffalo financial aid application process starting with the Free Application for Federal Student Aid (FAFSA) which can be found at: <http://wings.buffalo.edu/services/fin-aid/guidedtour.html>. This will make you eligible for federal grants, work study, subsidized and unsubsidized loans, including special nursing loans, and is the first step in applying for the New York State Tuition Assistance program (TAP). Once FAFSA has been filed, a student receives, an "Information Acknowledgement – Student Aid Report (SAR)." If you wish to be

considered for needs based School of Nursing aid, a copy of the SAR must be forwarded to the Office of Student Affairs, 1040 Kimball Hall, 3435 Main Street, Buffalo, NY 14214-3079.

Other sources of aid are identified on the School of Nursing website at:  
<http://nursing.buffalo.edu/finaid01.htm>.

## **Housing**

The University at Buffalo offers townhouse apartment living for graduate students in a modern village setting adjacent to the University's North Campus. This housing option combines the best of life in an academic community with the advantages of independence, privacy, security, and convenience. The affordable rental price includes a number of University services, such as public safety and regular shuttle transportation to campus locations. For more information, students should visit the Graduate Student Housing page at <http://www.ub-housing.buffalo.edu/grad.shtml> or contact the Director of Residence Halls at the address below:

Residence Halls  
Spaulding Quad Rm.106  
University at Buffalo  
Buffalo NY 14261-0008  
Tel: (716) 645-2171  
Fax: (716) 645-3968  
Director: Mr. Joseph Krakowiak

Students may also maintain a residence off campus. Information on off campus housing can be obtained from The Off Campus Housing Office, 253 Harriman Hall, University at Buffalo, 3435 Main Street, Buffalo, NY, 14214, or telephone (716) 829-2224. The web address is: <http://www.subboard.com/och/>.

## **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 nursing students currently enrolled in the School of Nursing meet together with Dr. Wu throughout the academic year.

International Student and Scholar Services (ISSS) also provide assistance to participants in international activities at the University at Buffalo. ISSS serves 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/>.

International Student and Scholar Services also may be contacted at the following address:

International Student and Scholar Services

210 Talbert Hall  
Box 601604  
Buffalo, NY 14260-1604  
Telephone: (716) 645-2258  
Fax: (716) 645-6197  
E-mail: intlservices@acsu.buffalo.edu

## **GENERAL INFORMATION**

### **Communication System**

A pendaflex folder for each student (labeled with the student's name) is in a filing cabinet in the School of Nursing Student Lounge, 124 Kimball Tower. These folders are used to distribute messages and announcements to students.

Many professors communicate through e-mail; therefore, it is important for you to obtain an application to secure your e-mail address. First-time applicants may pick up an application form at the School of Nursing Computer Lab, 113 Kimball Tower. Other students who have not used their accounts for some time may check their user names or obtain an application by contacting Computing and Information Technology at 645-3540. Dr. Scott Erdley, a School of Nursing faculty member, maintains the doctoral student listserv.

You **must activate your UBIT account** even though you may have another e-mail address.

A bulletin board to accommodate "Job" postings and scholarship information is located in the Student Lounge, 124 Kimball Tower.

### **Student Representation on School of Nursing Committees**

One doctoral student is a member of the DNS Program Committee. Doctoral students are responsible for selecting the individual to represent them.

### **Course and Teaching Evaluations**

At the conclusion of each course, students are invited to participate in the evaluation of the course and the teaching effectiveness of the faculty. Faculty will advise students about the evaluation procedure. Students are responsible for distributing and collecting the evaluation forms and taking them in a sealed envelope to the Office of the Associate Dean for Academic Affairs where they are retained until all course grades are submitted. The data from these evaluations are shared with faculty and assist them in future course planning and making changes in their teaching methods.

### **Health Requirements**

#### **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 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.

There are many opportunities available for the completion of this requirement. For a current listing, please contact the Office of Student Affairs. When you have completed the course, bring your card for copying to the Office of Student Affairs, 1040 Kimball Tower. This must be done prior to participation in clinical experiences.

A health evaluation (medical certificate) is required to begin graduate study. Candidates submit the completed personal health history along with their acceptance form. The medical certification is submitted to the Office of Student Affairs prior to the beginning of the program. Specific agencies may have additional requirements which need to be met. Students will be advised of those requirements by the Office of Student Affairs when admitted to the program.

### **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 Health-Care Worker Exposures to HIV and Recommendations for Postexposure Prophylaxis. Below is a summary of the 1998 update.

This report updates and consolidates all previous PHS recommendations for the management of health-care workers (HCWs) who have occupational exposure to blood and other body fluids that may contain human immunodeficiency virus (HIV); it includes recommendations for HIV postexposure prophylaxis (PEP) and discusses the scientific rationale for PEP. The decision to recommend HIV postexposure prophylaxis must take into account the nature of the exposure (e.g., needlestick or potentially infectious fluid that comes in contact with a mucous membrane) and the amount of blood or body fluid involved in the exposure. Other considerations include pregnancy in the HCW and exposure to virus known or suspected to be resistant to antiretroviral drugs. Assessments of the risk infection resulting from the exposure and of the infectivity of the exposure source are key determinants of offering PEP. Systems should be in place for the timely evaluation and management of exposed HCWs and for consultation with experts in the treatment of HIV when using PEP.

Recommendations for PEP have been modified to include a basic 4-week regimen of two drugs (zidovudine and lamivudine) for most HIV exposures and an expanded regimen that includes the addition of a protease inhibitor (indinavir or nelfinavir) for HIV exposures that pose an increased risk for transmission or where resistance to one or more of the antiretroviral agents recommended for PEP is known or suspected. An algorithm is provided to guide clinicians and exposed health-care workers in deciding when to consider PEP.

Occupational exposures should be considered urgent medical concerns to ensure timely administration of PEP. Health-care organizations should have protocols that promote prompt reporting and facilitates access

to postexposure care. Enrollment of HCWs in registries designed to assess side effects in HCWs who take PEP is encouraged.

1. Provided by the Centers for Disease Control and Prevention through the U.S. Department of Health and Human Services in Atlanta, Georgia; information from the Morbidity and Mortality Weekly Report dated May 15, 1998, Vol. 47, No. RR-7.
2. A copy of the full report is on file in the School of Nursing Office of Student Affairs and the Office of the Associate Dean for Academic Affairs.

### **School of Nursing Policies Regarding HIV:**

- 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 needlestick 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.

### **Professional Dress**

Students who participate in clinical experiences are required to wear the designated School of Nursing laboratory coat, providing the clinical agency requires it. 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**

As of January 1, 1975, students have a right to inspect contents of records kept on them for administrative and/or advisement purposes.

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

The Family Education 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 with Disabilities**

If a student has a diagnosed disability, it is recommended that he/she be certified by the University's Office of Disability Services (physical, learning or psychological) that he/she requires accommodations such as recruiting note takers, readers, or extended time on exams and or assignments. Students should then provide their instructors with the Disability Services Office verification during the first two weeks of the course so the student and faculty can review possible arrangements for reasonable accommodations. Please contact the Office of Disability Services, 25 Capen Hall, North Campus 645-2608. Website address: <http://www.student-affairs.buffalo.edu/ods>.

## **UB Statement of Principle on Academic Integrity**

The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. 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.

## **Obstruction or Disruption in the Classroom**

The University recognizes that faculty members are responsible for effective management of the classroom environment to promote conditions which will enhance student learning. Accordingly, instructors should set reasonable rules for classroom behavior and must articulate these rules, in writing, in materials provided to the students at the start of the semester.

Fortunately, student obstructions or disruptions in UB classrooms are rare and seldom lead to disciplinary actions. The term “classroom disruption” means behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Examples could include persistently speaking without being recognized, continuing with conversations distracting the class or, in extreme cases, resorting to physical threats or personal insults.

Lawful, civil expression of disagreement with the instructor or other students is not in itself “disruptive behavior” and is not proscribed under these or any other regulations. However, when student conduct interferes with or prevents the conduct of classes or other University functions or when the safety of members of the campus community is endangered by threats of disruption, violence, or violent acts, the administration has approved the following course of actions:

- If a student is disruptive, he/she should be asked to stop and warned that continuing such disruptive behavior can result in academic or disciplinary action. Many students may be unaware that their behavior is disruptive so that a private conversation with the student is often effective and preferable as an initial step.
- Should the disruptive behavior continue, the faculty member is authorized to ask the student to leave the classroom or site.
- A student may be dismissed from the course for the remainder of the semester, subject to Student Conduct Regulations and due process proceedings, as appropriate.
- If a student refuses to leave the area after being instructed to do so, the student should be informed this refusal is a separate violation subject to additional penalties.
- If, in the instructor’s best judgment, the behavior creates a safety risk or makes it impossible to continue class or function, the instructor should contact Public Safety to assist in removal of the student and/or may dismiss class for that day.

## **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.)

**2002 – 2003 Graduate Nurse Organization Officers**

President:

Vice President:

Secretary:

Treasurer:

Senators:

**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.

For more information on the GNO, visit the website <http://nursing.buffalo.edu/gno/>.

**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. A bulletin board regarding Sigma Theta Tau activities is maintained across from the elevators on 9<sup>th</sup> floor.

**ADMINISTRATION OF THE SCHOOL OF NURSING**

**Dean:** Mecca S. Cranley, PhD, RN (829-2533)

Secretary: Faye Kelly (829-2533)

**Associate Dean for Academic Affairs/Director of Graduate Studies:** TBA (829-2210)

Secretary: Barbara Stanton (829-2210)

**Assistant Dean for Student Affairs:** Elaine Cusker, PhD (829-3311)

Student Services Coordinator: Ann Marie Bindert (829-3314)

**Assistant Dean for Resource Management:** William Wachob (829-3261)

Secretary: Kathi Hilbert, AAS (829-2729)

## **FACULTY AND STAFF IN GRADUATE CLINICAL SPECIALTY AREAS**

### **Adult Health Nursing: Adult Nurse Practitioner; Acute Care Nurse Practitioner; Geriatric Nurse Practitioner**

Director: Yvonne Scherer, EdD, CNS  
829-3701; [yscherer@buffalo.edu](mailto:yscherer@buffalo.edu)

Faculty:

Susan Bruce, MS, CNS, ANP  
Brian T. Graves, MS, ACNP  
Carolyn Montgomery, MS, ANPc  
Mary Anne Neary, EdD, CNS, ANP

### **Family Health/Family Nurse Practitioner**

Director: Nancy Campbell-Heider, PhD, CS-ANP, FNP  
829-3325; [nheider@buffalo.edu](mailto:nheider@buffalo.edu)

Faculty:

Rosemary Donahue, PhD, CNS, FNP  
Tammy Austin-Ketch, MS, FNP  
Karol Rejman, MS, FNP

### **Maternal and Women's Health/Maternal and Women's Health Nurse Practitioner**

Director: Marsha Marecki, EdD, cCNS, WHNPc  
829-3205; [marecki@buffalo.edu](mailto:marecki@buffalo.edu)

Faculty:

Patricia McCartney, PhD, CNS

## **Nurse Anesthetist**

Director: Thomas E. Obst, PhD, CRNA  
829-3223; [tobst@buffalo.edu](mailto:tobst@buffalo.edu)

Clinical Coordinator:  
Donna Karczewski, MS, CRNA  
829-2487; [dmk6@buffalo.edu](mailto:dmk6@buffalo.edu)

## **Child Health Nursing/Pediatric Nurse Practitioner**

Director: Martha Kemsley, PhD, PNP  
829-3268; [kemsley@buffalo.edu](mailto:kemsley@buffalo.edu)

Faculty:  
Linda Caley, PhD, PNP, NNP  
Teresa Winkelman, MS, SNP  
Carol Winkler, MS, PNP

## **Psychiatric Mental Health Nurse Practitioner Post Master's Advanced Certificate Program**

Coordinator: Eris Perese, MS, RN  
829-2346; [perese@buffalo.edu](mailto:perese@buffalo.edu)

Faculty:  
Adrienne Roy, MS, PMHNP

## **SCHOOL OF NURSING GRADUATE FACULTY**

<b>Name</b>	<b>Research Interests</b>
Carol Brewer, PhD, RN	Dr. Brewer received her PhD from the University of Michigan. Her current research interests include RN and NP labor supply, cost, effectiveness and productivity analyses. <b>E-mail address:</b> <a href="mailto:csbrewer@buffalo.edu">csbrewer@buffalo.edu</a>
Gail Brown, PhD, RN	Dr. Brown received her PhD in physiology from the University of Illinois, Chicago. Her current research interests include cellular receptors, biochemical & molecular basis of physiologic vascular changes occurring during

pregnancy, and the role of basic fibroblast growth factor in vascular function during pregnancy.

**E-mail address:** [gpbrown@buffalo.edu](mailto:gpbrown@buffalo.edu)

Jean Brown, PhD, RN

Dr. Brown received her PhD from the University of Rochester. Her current research focus is nutritional problems associated with cancer, especially cancer-related weight loss and its management. Outcomes of interest related to this problem are weight change, nutrition-related side effects of treatment, mood, and quality of life. Dr. Brown has studied this problem most extensively in lung cancer patients.

**E-mail address:** [jebrown@buffalo.edu](mailto:jebrown@buffalo.edu)

Linda Caley, PhD, RN

Dr. Caley received her PhD from the University at Buffalo School of Management in 1986. Her current research projects include development of a typology of communities for population-based interventions, and risk assessment of youth suspended for violent activities. Her research interests are local and state child health policy, nursing role in local and state child health programs, and nursing's role in building social capital.

**E-mail address:** [lcaley@buffalo.edu](mailto:lcaley@buffalo.edu)

Nancy Campbell-Heider, PhD, RN

Dr. Campbell-Heider received her PhD from the University of Rochester School of Nursing in 1988. Her most recent research involves support group interventions for high-risk adolescents of substance abusing families. She also has a long-term interest in various types of biomedical technologies as they relate to clinical practice, such as contraceptive technology and adaptation to technological devices.

**E-mail address:** [nheider@buffalo.edu](mailto:nheider@buffalo.edu)

Mecca S. Cranley, PhD, RN

Dr. Cranley received her PhD from the University of Wisconsin, Madison. Her area of research interest is the Family.

**E-mail address:** [mcranley@buffalo.edu](mailto:mcranley@buffalo.edu)

Suzanne Dickerson, DNS, RN

Dr. Dickerson received her DNS from the University at Buffalo. Her areas of research interest include help seeking by individuals with ICD, help seeking by individuals with sleep apnea, help seeking in spouses of cardiac patients, help seeking on the internet, and the effect of technology on health care.

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Dr. Jezewski received her PhD in Anthropology from the University at Buffalo. Her research focuses on developing a culture brokering model to explain and predict how health care providers facilitate services for clients. Her research also focuses on end of life issues and advance directives. She is a consultant on the CIRRIE project.

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Thomas Obst, PhD, CRNA

Dr. Obst received his PhD in Epidemiology from the Department of Social and Preventive Medicine at the University at Buffalo in 1998. His current research projects include determinants of obstetrical anesthesia care. His overall research interests are anesthesia and epidemiologic methods.

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Yvonne K. Scherer, EdD, RN

Dr. Scherer obtained her EdD from the Department of Health and Behavioral Science at the University at Buffalo. Her research interests involve symptom management in patients with chronic obstructive pulmonary disease. She has investigated concepts from Bandura's Social Learning Theory to improve COPD patients' self-confidence in their ability to manage or avoid breathing difficulty. She is also interested in exploring quality of life and functional outcomes in COPD patients following intubation and mechanical ventilation for acute respiratory failure.

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Powhatan Wooldridge, PhD

Dr. Wooldridge received a PhD in Sociology from Yale University in 1965. His current areas of interest are quite extensive and include methodology/design/statistics as well as psychological stress, health beliefs, communication theory, health care delivery, and computerization in nursing medicine. Dr. Wooldridge is currently the Co-Director of a

study group that operates under the Center for Nursing Research.

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Yow-Wu Bill Wu, PhD

Dr. Wu obtained his PhD in Educational Psychology from the University at Buffalo in 1983. His research interests include hierarchical linear modeling, longitudinal studies. Dr. Wu was also instrumental in establishing the nursing computing lab in the early 1990's.

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## OTHER SOURCES OF INFORMATION

### Web Sites

- University at Buffalo: <http://wings.buffalo.edu/>
- School of Nursing: <http://nursing.buffalo.edu/>

### Bulletins

- Student Information Calendar, SUNY/Buffalo: <http://wings.buffalo.edu/services/rec-reg>

### Student Newspapers and Publications

- The Spectrum (issued three times per week on Monday, Wednesday and Friday)\*  
Website address: <http://www.buffalo.edu/publications/spectrum/>
- Nursing Newsletter

### Official University Newspapers and Publications

- The Reporter (issued weekly on Thursdays)\*  
Website address: <http://www.buffalo.edu/reporter/>

### Administrative Bulletins

From time-to-time, copied materials are circulated as a means of providing up-to-date information from various administrative offices throughout the University. The bulletins are posted in the School of Nursing Office of Student Affairs as they are received.

\*Copies of these newspapers are available in the 1<sup>st</sup> floor lobby of Kimball Tower across from the elevators.

# **APPENDIX**

## **FORMS**

Application for Admission to the Graduate Program

Applicant Reference Evaluation

DNS Applicant Interviewer's Report and Recommendations

Statement of Intent

Sample Full-Time/Part-Time Schedule of Courses

Program Agreement

Petition for Waiver/Transfer of Graduate Course and/or Acceptance of Course Seven Years or Older

Independent Study Proposal

Exceptional Registration Change

Request for Total Withdrawal

Graduate Student Petition

Certification of Full-Time Status

NUR 707 Professional Role Development Practicum

Notification of Intent to Take DNS Qualifying Examination

Guidelines for Evaluation of Qualifying Examination

DNS Dissertation Proposal Defense Approval

Abstract of Proposed Research

Application to Candidacy for DNS Students

Student Checklist for Application to Candidacy

Certificate of Candidacy (sample)

Outside Reader Approval

Associate Dean's Letter to the Outside Reader for Appointment (sample)

Appointment as Outside Reader

Associate Dean's Letter to the Outside Reader for Evaluation of Dissertation (sample)

Outside Reader Response

DNS Dissertation Defense Approval

DNS M-Form

Memorandum that DNS Degree Requirements Completed (sample)

Waiver of Time Limit for Tuition Scholarship