

Ph.D. IN NURSING SCIENCE PROGRAM

<http://www.indiana.edu/~bulletin/iub/grad/AcademicRegulations0506.pdf>

University Graduate School:
<http://www.indiana.edu/~grdschl/student.php>

Indiana University School Graduate Bulletin
<http://www.indiana.edu/~bulletin/iub/grad/GeneralRequirements0506.pdf>

Academic Regulations

English as a second language: Prior to registration for classes, all new students from abroad whose native language are not English are required to take an English Language Proficiency Test administered by the Indiana University Center for English Language Training (CELT). If the results of this test indicate that a student needs additional work in English as a second language, appropriate recommendations will be made to the student's academic advisors, and the student will be required to take any recommended course work. This requirement has been established in recognition of the vital importance of language competency to the student's academic success. Prospective students whose native language is not English and who have been offered positions as association instructors are required to pass additional tests in English since success as a teacher at Indiana University is dependent upon one's ability to communicate in the English language. Information regarding these examinations may be obtained directly from the IUSON.

Residence and Length of Program: All candidates for the Doctor of Philosophy in Nursing Science degree must complete 90 credit hours of graduate work, including the dissertation. All candidates whose highest credential is a baccalaureate degree must complete at least 60 post baccalaureate credit hours of graduate work while enrolled on campuses of Indiana University. Candidates who have already completed the master's degree with a major in nursing must complete at least 45 credit hours of graduate work at Indiana University. Consult the graduate bulletin for most recent information about residency requirements. Students who plan to earn a degree through a degree-granting unit on one Indiana University campus and who plan to take a substantial number of hours on one or more of the other Indiana University campuses in partial fulfillment of degree requirements should have their programs of study approved in advance by the Associate Dean of Graduate Programs, IUSON, and Graduate School Dean. Course work, excluding the dissertation, must be completed within seven years.

Transfer of Credit: Upon recommendation of the IUSON's Associate Dean for Graduate Programs and with the approval of the Dean of the Graduate School, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements. No course may be transferred from another institution unless the grade is B or better and unless the course was completed within the time limit prescribed. The candidates for the Ph.D. degree may offer up to 30 hours of graduate credit from other institutions.

Correspondence Study: Credit earned in correspondence courses may not be counted toward any advanced degree. It is possible, however, that such work may be used by the student to make up entrance deficiencies.

CIC Traveling Scholar Program: This program enables Indiana University doctoral-level students to take advantage of special resources available at other CIC institutions that do not exist at Indiana University. Students in the program register and pay fees at Indiana University but attend one or more of the participating institutions, each for no more than two semesters or three quarters. For further information, contact the University Graduate School Office.

Auditing: Students may register for courses on an auditing basis. Courses in which a student is so enrolled carry no credit but are listed in the student's transcript. An auditing fee is charged.

Full-time Study: Students will be considered full-time if they are registered for eight hours of credit fall, spring,

and summer session) and their programs of study meet with the approval of the School of Nursing. Courses taken as an auditor may not be counted in the definition of "full-time study"; however, courses taken to remove undergraduate deficiencies for admission may be counted. Students who are enrolled in R899 dissertation are considered full time students.

Students holding appointments as associate instructors, graduate assistants, or research assistants must ordinarily be registered for eight credit hours during each full semester to be considered full-time and may count work required by their appointments toward computation of full-time graduate work.

For academic purposes, the University Graduate School will consider as full-time certain students who are exceptions to the above definitions, including Ph.D. students whose completed courses and deferred dissertation credits total 90 hours, providing they are working on theses or dissertations for the completion of the degree. Such students, however, must enroll in at least one hour of graduate credit each semester. This enrollment for doctoral candidates will be limited to the seven-year period after passing the qualifying examination. Students who have already accumulated 90 or more hours of graduate credit and who hold University-administered student appointments as associate instructors, graduate assistants, or research assistants amounting to at least 0.375 FTE (15 hours per week work load) will be required to enroll for at least six hours of credit during each semester they continue to hold an appointment, such hours to be charged at the allocated fee rate.

Students may take no more than 16 hours of credit in any semester, nor more than a total of 16 credit hours in all the summer sessions in any one year without permission of their graduate advisor. Students who are employed are advised to take into account the demands that such activities make on their time and to reduce their course loads accordingly.

Revalidation: Normally, a course may not be counted toward degree requirements if it has been completed more than seven years prior to the passing of the qualifying examination for Ph.D. students. The IUSON's Associate Dean for Graduate Programs, after consultation with the student's Advisory Committee, may, however, recommend to the Dean of the Graduate School that course work taken prior to the above deadlines be re validated if it can be demonstrated that the knowledge contained in the course(s) remains current. Each course for which consideration for re validation is being requested should be justified separately.

Courses taken while an undergraduate and counted toward the requirements of a baccalaureate degree may not also be counted toward a graduate degree.

Work counted toward a master's degree may be counted toward the Ph.D. if it has been approved by the IUSON's Associate Dean for Graduate Programs and by the student's Advisory Committee and if it otherwise meets transfer conditions, including the rules governing the transfer of credit from other institutions.

Grades: Grade points are assigned at Indiana University according to the following scale, and grade point averages are computed taking into account any plus or minus accompanying a letter grade.

A	= 4.0	C	= 2.0
A-	= 3.7	C-	= 1.7
B+	= 3.3	D+	= 1.3
B	= 3.0	D	= 1.0
B-	= 2.7	D-	= 0.7
C+	= 2.3	F	= 0

A minimum of a 3.0 grade point average in graduate work is required for continuance in graduate study. Courses completed with grades below B- (2.7) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. No work may be transferred from another institution unless the grade is a B (3.0) or higher.

The Dean of the Graduate School may review a grade record at any time and may place a student on academic

probation if the record justifies such action. When the grade point average of a student falls below 3.0 or the student is not making sufficient progress toward the degree, the Dean will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue in the University Graduate School.

The University Graduate School's policies regarding the pass-fail option, incomplete grades, withdrawal from course work, and addition of course work will be applicable to students in the Ph.D. in Nursing Science Program.

Requirements for the Doctor of Philosophy in Nursing Science Degree:

The Ph.D. degree requires completion of at least 90 credit hours of study beyond the baccalaureate degree. The degree is awarded in recognition of a candidate's command of knowledge in nursing and accomplishment in that field through an original contribution of meaningful knowledge and ideas.

Major Subject: The student's major subject is nursing. There are two focus areas in the PhD in Nursing Science: Clinical Science and Health Systems. The IUSON is responsible for monitoring the student's progress toward the degree and for making recommendations to the University Graduate School regarding the nomination to candidacy, the appointment of a research committee, the defense of the dissertation, and the conferring of the degree.

Minor Subjects: The student will select at least one minor subject. A minor provides additional breadth and depth to the individual's program. Students may elect to complete an internal minor or an external minor. Approved minors of study are listed in the Graduate Bulletin in a specifically approved inter- or interdepartmental area [As an exception to this rule, Indiana University doctoral students may take a minor in the Purdue University graduate-degree program at Indiana University-Purdue University at Indianapolis (IUPUI).] The determination of the minimum requirements and examination procedures (if any) for the minor is entirely at the discretion of the minor department or program. In certain cases, special interdepartmental minors (12 or more credit hours of work in two or more departments) or minors not specifically listed in the Bulletin may be approved by the Dean of the Graduate School upon recommendation of the student's Advisory Committee, provided such approval is requested prior to perusal of any of the proposed courses of study. Examination procedures (if any) or other requirements (for example, stipulation of the minimum acceptable grades) should also be specified in the proposal to the Dean of the Graduate School.

Advisory Committee: The student's Advisory Committee has the responsibility for program guidance through the Qualifying Examination. There must be two members on the committee to represent nursing and one member to represent the declared minor. At least two members of the student's Advisory Committee must be members of the Graduate School faculty. The student's Advisory Committee must be appointed no later than one year after admission to the program. The names of faculty members nominated to serve on the student's Advisory Committee must be forwarded by the IUSON's Associate Dean for Graduate Programs and to the University Graduate School for approval within one year of admission. Within one year of the date of enrollment after admission, the student must submit to her/his Advisory Committee chairperson a detailed plan and time schedule for meeting the requirements for the degree. The student's Advisory Committee approves the plan and reviews courses that have already been completed and those to be taken in the major and in cognate fields of specialization.

Qualifying Examination: All students in the Ph.D. in Nursing Science Program are required to take and pass a qualifying examination. The Qualifying Examination will usually be taken after the student has completed all course work for the Ph.D. All such work offered in partial fulfillment of degree requirements must either have been completed within seven consecutive calendar years of the passing of the Qualifying Examination or be revalidated according to procedures outlined in the Graduate Bulletin. The student's Advisory Committee will determine the manner in which the examination is given. It will be composed of a written and an oral component. The oral component of the examination will occur approximately two weeks following the written component. The date of passing will be regarded as the date of passing the oral portion of the examination. Ordinarily, a student may repeat the Qualifying Examination only once. The student's Advisory Committee may recommend completion of additional course work before the student may retake the examination.

The Qualifying Examination must be passed within one year after completion of course work and at least eight months before the date the degree is awarded.

Admission to Candidacy: Following the passing of the Qualifying Examination, the student's Advisory Committee will submit a Nomination to Candidacy Form to the Graduate School. Upon approval by the Dean of the Graduate School, the student will be admitted to candidacy.

Continuing Enrollment: Students who pass the Qualifying Examination must enroll each semester, excluding summer sessions, for dissertation credits. Once students have accumulated 90 hours in completed course work and deferred dissertation credits, they must enroll for a minimum of one hour of graduate credit each semester until the degree is completed. Failure to meet the requirement will automatically terminate the student's enrollment in the degree program. A candidate who will be graduating in June, July or August of any year must enroll for a minimum of one hour credit as described above in either the current, or immediately preceding, summer's session.

Dissertation: The culmination of the Ph.D. program is the writing of a dissertation and is required of all students. The dissertation must be an original contribution to knowledge and of high scholarly merit. Although work published by the student may be incorporated into the dissertation, a collection of unrelated published papers, alone, is not acceptable. There must be a logical connection among all components of the dissertation, and these must be integrated in a rational and coherent fashion. It is the responsibility of the student's Research Committee to determine the kind and amount of published materials which may be included in a dissertation.

IUPUI Guidelines for Preparation Theses and Dissertations:

http://www.iupui.edu/~gradoff/docs/theses_dissertation.pdf

Research Committee: To initiate research for the dissertation, the student chooses a professor who will agree to direct the dissertation. The IUSON's Associate Dean for Graduate Programs will then make a recommendation to the Dean of the Graduate School concerning approval of a Research Committee composed of the chosen director (who will also normally serve as chairperson of the committee), two or more additional faculty members from the major department, and a representative of the minor. The committee should be selected from the members of the graduate faculty who are best qualified to assist the student in conducting the research for the dissertation. In the event that the dissertation research does not involve the area(s) of the minor, the IUSON's Associate Dean for Graduate Programs, with the consent of the minor-field representative, may request the substitution of a representative(s) from some other field(s) more appropriate to the topic of the dissertation. The committee has the responsibility of supervising the research, reading the dissertation, and conducting the final examination. All chairpersons of research committees and directors of research must be full members of the graduate faculty.

After consultation with and approval by the dissertation director and Research Committee, the student will submit to the University Graduate School a one or two-page prospectus of the proposed dissertation research. This prospectus is derived from the full proposal required by the student's Research Committee. The proposed dissertation title and the Research Committee membership will be distributed to the graduate faculty. With certain exceptions, required for reasons of confidentiality and approved by the Dean of the Graduate School, a copy of any research prospectus will be furnished to any graduate faculty member upon request.

The membership of the Research Committee and the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation.

Defense of the Dissertation: When the dissertation has been completed, the student should submit an unbound copy to each member of the Research Committee as the initial step in scheduling the defense of the dissertation. All members of the Research Committee should read the dissertation in its entirety before attending the defense. At this stage both the student and the faculty members must extend certain courtesies to each other. It is the responsibility of the student to give faculty members sufficient time to read the dissertation without making

unreasonable requests of them based upon University Graduate School time limitations, immediate job possibilities, contract renewal, or some other reason. Similarly, a faculty member should not keep a student's work for inordinate periods of time because of the press of other duties. Once a faculty member assumes membership on the Research Committee, it becomes another part of his or her teaching assignment, comparable to conducting regularly scheduled classes.

After the committee members have read the dissertation, there should be direct communication (either in writing or orally) between the Research Committee chairperson and the other committee members about its readiness for defense. Readiness for defense, however, is not tantamount to acceptance of the dissertation; it means that the committee is ready to make a decision.

The decision to hold a doctoral defense, moreover, is not entirely up to the Research Committee. If a student insists upon the right to a defense before the committee believes the dissertation is ready, that student does have the right to due process (i.e., to an oral defense) but exercises it at some risk.

If the decision to proceed with the defense of the dissertation is made against the judgment of one or more members of the committee, or if one or more members of the committee disapprove of parts or all of the dissertation, the committee member(s) should not resign from the committee in order to avoid frustration or collegial confrontation. The University Graduate School urges that such committee members, after ample communication with both the student and the chairperson, remain on the committee and thus prevent the nomination of a committee that might eventually accept what could be unsatisfactory work. Such a committee member could agree that a dissertation is ready for defense but should not be passed (or should not be passed without substantial modification). There will, of course, be situations in which the membership of Research Committees should or must be changed (e.g., turnover of faculty), but changes because of modifications in the dissertation topic or some equally plausible reason should be made early in the writing of the dissertation.

Thirty days prior to the scheduled defense of the dissertation, the candidate must submit to the University Graduate School a one-page announcement of the final examination. This announcement must follow a format available in the University Graduate School and be typed with a good black ribbon on white paper. The announcement contains, among other things, a summary of the dissertation (not less than 150 words) which are informative and contains a brief statement of the principal results and conclusions. The announcement must bear the signature of the Research Committee chairperson. If the candidate has published any scholarly articles relevant to the topic of the dissertation, bibliographical references should be included in the summary. A copy of such announcements will be sent to any member of the graduate faculty upon request.

Once the final examination has been scheduled, the announced time and place of the defense must not be changed without the approval of the Dean of the Graduate School. Any member of the graduate faculty who wishes to attend the final examination is encouraged to do so; it is requested, however, that the faculty member notify the chairperson of the Research Committee in advance so that space can be arranged. With the approval of the Research Committee and the consent of the candidate, other graduate students may attend the defense of the dissertation; normally such students will act as observers, not as participants.

At the end of the oral examination, the Research Committee must vote upon the outcome of the examination. Four options are available to the committee: (1) pass, (2) conditional pass, (3) deferred decision, and (4) failure. If the decision to pass is unanimous, the dissertation is approved once it is received by the University Graduate School along with an acceptance page signed by the members of the Research Committee. If the decision is not unanimous, majority and minority reports should be submitted to the Dean of the Graduate School who, within ten working days, will investigate and consult with the Research Committee. Upon completion of the Dean's investigation and consultation, another meeting of the Research Committee will be held, and if a majority votes to pass, the dissertation is approved when it is received by the University Graduate School with an acceptance page signed by a majority of the members of the Research Committee.

In the Ph.D. in Nursing Science Program, the student must have received acceptance of his or her dissertation and must submit a copy to the University Graduate School within seven years after passing the Qualifying Examination. Failure to meet this requirement will result in the termination of candidacy and of the student's enrollment in the degree program.

Submission of the Dissertation: Following acceptance by the Research Committee, the dissertation is submitted to the University Graduate School. Each dissertation must include a title page bearing the statement: "Submitted to the faculty of the University Graduate School in partial fulfillment of the requirements for the degree Doctor of Philosophy in the School of Nursing, Indiana University." The date of this page should be the month and year in which the degree will be granted. Following the title page there must be an acceptance page with the statement: "Accepted by the faculty of the University Graduate School, Indiana University, in partial fulfillment of the requirements for the degree Doctor of Philosophy"; the acceptance page must be signed by members of the Research Committee.

The original (unbound, in a box suitable for mailing) and one copy (bound) of the dissertation must be filed with the University Graduate School, and one copy (bound) must be filed with the major department. (The copies filed with the University Graduate School will later be placed in the University Library.)

The candidate must also submit to the University Graduate School a 350-word abstract of the dissertation that has been approved by the Research Committee. This abstract will appear in Dissertation Abstracts International, published by University Microfilms, Ann Arbor, Michigan. The original copy of the final, approved version of the candidate's dissertation will be submitted on loan to University Microfilms for complete microfilming, the resulting copy or copies to be available for purchase by all who request them. Copyright may be secured; see the University Graduate School for details. The original copy will be returned by University Microfilms to the library, where it will be bound. An additional bound copy must be provided for the Research Center of the School of Nursing in Indianapolis. There is a required fee for publishing the abstract and for microfilming the dissertation. It is also generally accepted, as a professional courtesy, that all members of the Research Committee will be given final copies of the dissertation as submitted to the Graduate School.

Procedure for Candidacy Exam

1. Eligibility to take the Candidacy Examination occurs following completion of the core courses, major courses and external minor courses. Principles related to the Candidacy Exam can be located in the PhD Advisors tool kit. If there is an external minor involved in the program of study, the portion of the exam that addresses the external minor is conducted in accordance with the policies of the department offering the minor. Successful completion of the exam admits the student to candidacy.
2. Prior to the Candidacy Exam, the student must submit appropriate forms to the Associate Dean for Graduate Programs for approval.
3. The Chair of the Dissertation Committee notifies the Associate Dean of Graduate Programs that the student is ready to take the Candidacy Exam. Members of the student's Dissertation Committee generate individualized questions to test the students' major area of study and determine whether the student has satisfactorily progressed toward the mastery of the terminal objectives of the program.
4. Students are encouraged to prepare for the Candidacy Examination by:
 - a. submitting the completed Request for Candidacy form at least six weeks prior to the proposed exam date.
 - b. critically reviewing, analyzing and synthesizing the prevalent theory and research supporting the required substantive areas of the Doctor of Philosophy in Nursing Science Program.
 - c. reviewing course materials and learning experiences in the student's focus area and specific research interests.
 - d. allocating sufficient time to prepare prior to examination and sufficient rest and nourishment prior to the examination date to support optimal performance.
5. The student should remember that the Candidacy Exam process provides an opportunity to demonstrate analysis and synthesis of the knowledge field as applied to substantive questions. It is the student's opportunity to demonstrate scholarly application.
6. Requests for accommodation based on documented conditions and accommodation in compliance with the Americans with Disabilities Act must be submitted in writing as attachments to the Candidacy Exam request form.

A Guide to the Preparation of Dissertations

IUPUI Guidelines for Preparation Theses and Dissertations:

http://www.iupui.edu/~gradoff/docs/theses_dissertation.pdf

Doctoral Dissertation

When your research committee has read the final draft of your dissertation and agreed that it is ready to be defended, provide each of the members of your committee with a full, unbound copy and arrange a mutually agreeable time and place for your defense. There should be at least four weeks between the time you give the committee members their copies and the date of the defense so that they will have sufficient time to read and criticize your work. The four-week waiting period will also allow other faculty members who might be interested in your work to plan to attend your defense as well. Once the defense time and date are set, submit to the IU Graduate School at IUPUI (Union Building #207) a **one page** dissertation defense announcement (see appendix A) thirty days prior to your defense. The announcement must include the time and place of the defense, as well as your educational career data, (i.e., B.S., IU, 1986, etc. – the major area is not needed). The chairperson of your research committee must approve and sign the announcement. The University Graduate School distributes the announcement upon request throughout the University so the announcement should be phrased in non-technical language. The defenses are also listed on the World Wide Web. The announced time and place cannot be changed without the approval of the Dean of the IU Graduate School at IUPUI. At the same time that you submit the announcement form, you should make sure to pick up information and forms for both microfilming and copyrighting.

At your oral examination, your full committee should be present to sign the acceptance page that confirms their approval and acceptance of your dissertation. If you know in advance that any member of your committee will be absent, you should, with the approval of the Dean, arrange to have another faculty member sit on the committee. Occasionally an absent committee member can participate by telephone. At this time, you should also make sure that all the committee members sign a copy of the abstract of your dissertation. You need one signed abstract and at least one unsigned abstract. The University Graduate School retains the signed copy and sends the unsigned copy to the University Microfilms International. If desired, you may also include another copy in your text. In case your committee should insist on extensive revisions before giving their full approval, your dissertation chairperson will probably hold on to the acceptance page until you fulfill the committee's recommendations. You will almost surely not have to go through a second oral examination in any case.

After your successful defense, you should set up an appointment with the IU Graduate Office at IUPUI to check the format of your dissertation before sending copies to be bound. After the bound copies are complete, you should bring several items to the Graduate School by the 10th of the month you want to graduate. These include: the unbound dissertation, (in a box preferably 9 inches by 11-1/2 inches in size); the Microfilm Contract (with an attached copy of the title page - see Appendix B) and Survey Form with your signature; an acceptance page, signed by all members of your committee and placed immediately after the title page of the unbound dissertation (The **original signed acceptance page** must be in the unbound volume; photocopies may be used in the bound volumes); two loose abstracts of the dissertation (see Appendix G), **not to exceed 350 words** in length (one unsigned, indicating chair of committee and one signed by all members of your committee); a copyright page (see Appendix D) if you have decided to copyright your work, a copyright page should be inserted in the text; a fee receipt from the Bursar's Office to prove that you have paid for microfilming, and if desired, for copyrighting your work; a vita page (see Appendix H), placed at the end of each copy of the dissertation; and two bound copies of your dissertation. Before you have the copies bound, check with your department about whether or not it prefers to bind the abstract with the rest of the text. The University Graduate School must receive the bound copies before the degree can be certified or awarded.

The University Graduate School accepts only the library binding which uses the oversewn method. Velo binding, available from some photocopying businesses, is not acceptable. Ask the bindery to put the dissertation title and your full name on the front covers and the title and your last name on the spines of the bound copies. You may

arrange for the bindery to send them directly to the IU Graduate School at IUPUI. At this time, you should verify that the Office of the Registrar has on file the correct spelling of your name and the correct diploma-mailing address. Bear in mind, however, that the University Graduate School will recommend a candidate to the Board of Trustees for the degree **only** after the bound copies of the final approved version of the dissertation have been turned in. Ordinarily, you will receive the diploma for your degree within three to six months after you turn in the bound copies. Your degree is dated the last day of the month in which you submitted the bound copies.

Format for Theses and Dissertations

The University Graduate School has relatively few rules about the visual format of theses and dissertations. Both kinds of work must be typewritten or word-processed with a letter-quality printer. Dot-matrix printers are not acceptable. The University Graduate School does not accept script or italic fonts, although italics may be used to emphasize certain words. Be sure to correct errors on the typewriter or word-processor, not by hand. If you have any questions about the acceptability of your format, do consult the Recorder. A cautionary phone call could save you time and money.

Paper:

The material may be either 1-1/2 or double-spaced, on watermarked, 100% cotton rag bond paper, 8-1/2 inches by 11 inches. For Ph.D. dissertations, the unbound version and at least one of the bound copies must be on paper of this quality. The second bound copy of a Ph.D. dissertation must meet departmental requirements. Master's theses must have both bound copies on 100% cotton rag paper. IU Bond is not 100% cotton and is not acceptable. The University Graduate School will not accept corrasable bond since it tends to smear and to produce blurry copies. You may photocopy your dissertation if the copies are of good quality.

Photographs:

If photographs are part of the work, all copies must contain the best possible positive prints, not photocopies (except in special cases cleared by the University Graduate School in advance). Laser-scanned photos are acceptable.

Margins:

Margins should be at least 1-1/2 inches on the left and 1 inch on the other three sides. Although this requirement may seem somewhat arbitrary, it is nonetheless necessary for successful binding and copying. Most copying processes tend to expand the material by 2% or 3%, leaving less white space around the text. Binderies sew along the left-hand margin and then trim the other sides. Inadequate margins can result in part of your material being lost after the combination of copying and binding; even if all the material remains, insufficient margins can certainly affect the readability and the appearance of your work. Ordinarily, the text and any other materials will appear on the right-hand page only. If, however, you and your committee agree that it is absolutely necessary to include facing material on the left-hand page as well, be sure to leave 1-1/2 inches on the right-hand side of the facing page. These margin requirements apply to all materials included in the thesis or dissertation, including figures, tables, maps, plates, the abstract (if you decide to have it bound with the rest of your work), and any preliminary material you choose to include.

Page Numbers:

Page numbers must be clear and consecutive throughout and **printed on every page**, including appendixes, tables, figures, maps, charts, photographs, etc. The title page and vita page are the only exceptions to printed pagination. Arabic numerals should be used in the body of the work, the bibliography, and any appendixes, while lower-case Roman numerals are used for the front matter; the vita page at the end is not paginated. The title page counts as page i, but does not bear a number. Begin numbering with the **acceptance page as page ii**, and continue with the lower-case Roman numerals until the start of the actual text. That page, whether part of your full introduction or of your first chapter, **will be numbered page 1** and every page will be numbered consecutively until they reach the vita page. Ordinarily, page numbers should be centered at the top or bottom of the page, entered midway between the edge of paper and text to prevent their loss during the binding process, although some other method may be accepted if you clear it first with your committee and use that method consistently. Make sure if you are including graphs, tables, or figures that are in landscape form, that the page

numbers are consistent with the rest of the text. Before you turn in your copies for binding, make sure that all of the pages are in correct numerical order and that they are right side up.

Organization:

Most of the preliminary materials or front matter will depend on the nature of your thesis or dissertation and on your personal preference, but a few items are mandatory. The front matter must include the title page, the **original signed** acceptance page, and the copyright page (if you decide to copyright your work). Your department may also require that the abstract be bound with the dissertation. In addition, the University Graduate School strongly recommends that you provide a table of contents. Beyond that, other kinds of material are optional. Depending on the nature of your work, you may also wish to include lists of tables, figures, appendixes, or abbreviations (include page numbers on these). You may also wish to include a dedication, a preface, or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis or dissertation; as a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding, your typist, or anyone else who helped you. With the exception of the title page, Roman numerals must be used for the front matter. The front matter should appear in the following order:

- # Title page (mandatory - no page number)
- # Acceptance page with original signatures (**mandatory** - page ii)
- # Copyright page (**mandatory if copyrighted**)
- # Dedication (**optional**)
- # Acknowledgments (**recommended; should be double spaced**)
- # Preface (**optional**)
- # Abstract (**optional - consult your department; should be double spaced**)
- # Table of Contents (**strongly recommended**)
- # Lists of tables, figures, appendixes, or abbreviations (**recommended if appropriate**)

In addition to this front matter, you must also include a **vita page** (see Appendix H) at the end of the thesis or dissertation. You may write it in paragraph form, but the standard vita format is preferred.

Although there are a variety of formats that you may use for your text there are a few things to keep in mind. Most theses and dissertations should be written in English and should present your findings on original research. Other works, however, are more appropriately written in other languages or may present original works of art. Likewise, different disciplines have different methods and standards for citing reference materials. You must check with your department and your committee to determine which forms they prefer.

A few basic standards cut across departments, however. Although all texts should be either double-spaced or on occasion produced at space-and-a-half intervals, long quotations within the text should be typed single-spaced and with wider margins. Footnotes must appear either on the page where the annotation occurs or at the end of each chapter, or at the end of the dissertation. The University Graduate School imposes no single form for footnotes or bibliographic citations, but it does recommend one of several style manuals as a good starting point. These include: The Chicago Manual of Style; Date L. Turabian, A Manual for Writers; the Modern Language Association (MLA) style sheet; and the American Psychological Association (APA) style sheet (especially for works in the social sciences). Similarly, the University Graduate school recommends either Webster's Third International Dictionary or Webster's Ninth New Collegiate Dictionary as authorities on spelling and usage. Neither of these sets of recommendations is exhaustive. Your department may already have a style sheet of its own or another manual that it consistently recommends. Your safest strategy is to check with your department.

Publication and Copyright

In terms of theses and dissertations, publication means making your work available to the broader scholarly community. Although both kinds of work represent original scholarly activity, the University Graduate School requires publication through the agency of University Microfilms only for dissertations. You may, of course, choose to publish your master's thesis by this or other means, especially if your committee has recommended you do so. A master's student who wishes to publish his/her work should contact University Microfilms

International directly. In addition, the University Graduate School encourages, but does not require, that you copyright the Ph.D. dissertation in your own name; in that way, choices about the future use of your materials will be up to you. Copyrighting is most easily done through University Microfilms, since they take care of the necessary procedures. Still, the question of copyright is a complicated one and should be discussed with your committee. Whether or not you decide to copyright your Ph.D. dissertation, the University Graduate School insists that, except under extraordinary circumstances, University Microfilms shall produce microfilm and photocopies of the work for sale by them. University Microfilms has put out a pamphlet explaining their methods, and it is very helpful. Copies are available at the IU Graduate School at IUPUI office.

This process of publication is fairly simple. Obtain the microfilm and copyright contract and survey form from the IU Graduate School at IUPUI office when you go there to turn in your Ph.D. defense announcement. Pay the fees at the Bursar's Office in Cavanaugh Hall; Finally, bring the fee receipt, the signed microfilm contract and survey form, an extra title page, two loose abstracts, and the unbound dissertation (with the original acceptance page) to the IU Graduate School at IUPUI office after your defense. The University Graduate School and University Microfilms will handle the rest.

Before you reach that point, however, you should consider that the way most people will learn about your work is through Dissertation Abstracts International, published by University Microfilms. You should therefore spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings, but make sure that the abstract does not exceed 350 words or publication in DAI; in an average abstract there will be about 70 characters per line with a maximum of 35 lines. You should also work to phrase your title so that it truly describes the contents and will be easily found in the index of Dissertation Abstracts. The index is based on key words, so be as specific as you can be about your subject. At the same time, remember that the title will have to fit along the spine of the bound thesis or dissertation, so keep the title as short as possible without loss of clarity.

A final point is that, as a published author, you must conform to the copyright laws in terms of the works that you have cited yourself; in other words, make sure you have permission, written if possible, to quote your sources. The best way to know how the copyright laws apply to your particular situation is to contact the Copyright Office of the Library of Congress, Washington, D.C.

**INDIANA UNIVERSITY GRADUATE SCHOOL Ph.D.
REQUIREMENTS CHECKLIST**

(IMPORTANT NOTE: ALL Ph.D. FORMS REFERRED TO BELOW MUST FIRST BE APPROVED BY THE ASSOCIATE DEAN FOR GRADUATE PROGRAMS, SCHOOL OF NURSING, BEFORE FACULTY OR STAFF FORWARD THEM TO THE INDIANA UNIVERSITY GRADUATE SCHOOL)

- a. The "Appointment of Advisory Committee" form must be submitted to the Indiana University Graduate School for approval no later than 1 year after admission to the Ph.D. program. At least two members of the advisory committee must be members of the graduate faculty.
- b. Student must complete 90 credit hours of an advanced course of study.
- c. Qualifying examination must be passed at least 8 months before the date the degree is awarded. A Ph.D. student has 7 years to complete the degree after passing the qualifying exams (9 years for combined degree students).
- d. All required language courses must be passed.
- e. Following the passing of the exam and the completion of course work and language requirements, the advisory committee must submit a "Nomination to Candidacy" form to the Indiana University Graduate School. Upon approval of the dean, the student will be admitted to candidacy.
- f. After passing the qualifying exams, Ph.D. students must be enrolled in each semester (excluding summer sessions).
- g. The "Recommendation of a Research Committee" form must be submitted to the dean for approval 6 months prior to the defense.
- h. Thirty days prior to the defense, the student must submit to the Indiana University Graduate School a one-page defense announcement.
- i. After passing the defense, students should make an appointment with the Indiana University Graduate School secretary (317-274-1577) for a dissertation "format check".
- j. Students and departments should make sure all "I" and "R" grades have been removed and that a final transcript verifying the student's undergraduate degree has been submitted to the Indiana University Graduate School.
- k. Students should verify that the Office of the Registrar has the correct spelling of their name and the correct diploma-mailing address. They should also make sure that they are not listed on University checklist.
- l. Ph.D. candidates need to make an appointment to turn in their bound copies of the dissertation to the Indiana University Graduate School before the 10th of the month of anticipated graduation. They must bring the following:

2 bound copies

- 1 original on 100% cotton (acceptance page can be copy on 100% cotton)
- 1 copy – regular paper
- OVERSEWN

1 unbound original

1. on 100% cotton
2. original acceptance page (100% cotton) fee receipt (obtained from Bursar's Office)
3. microfilm (\$55/as of January 2000 - \$60)
4. copyright (\$45)

signed microfilm contact

signed survey form

2 loose abstracts (100% cotton)

5. (> 350 words)
6. 1 signed
7. 1 unsigned (indicate chair of committee)

extra title page (100% cotton)

Appendix A

SAMPLE ANNOUNCEMENT PAGE

(Limited to one page)

Announcing the
Final Examination of
(Student's Name)
for the
Degree of Doctor of Philosophy in (department)
(Day, Date, Time)
(Room, Building)

Dissertation: (Title)

(The summary of the dissertation should be limited to one page. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the University community at large.)

Outline of Studies

Major: (Field)
Minor(s): (Field and Department)

Educational Career

(Degree, Instruction,
year graduated—major area
not needed)

Committee in Charge

Professional Rank (Name), Chairman (Phone Number), Department
(Alphabetically list other committee members)

Approved: (Signature)

(Chairman's Name Typed)

(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Committee Chairman in advance.)

This must be turned in 30 days prior to your defense to the IU Graduate School at IUPUI.

Appendix B

DOCTORAL SAMPLE TITLE PAGE

TITLE CENTERED, ALL IN CAPITAL LETTERS:

THE IMPORTANCE OF KEY WORDS IN THE SUCCESSFUL INDEX

Author's Name

**Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements
for the degree
Doctor of Philosophy
in the Department (or School) of _____,
Indiana University**

Month Year

The date should reflect the actual date of the degree (the month that all of the copies of dissertation and materials can be turned into the IU Graduate School at IUPUI by the 10th of that month).

Appendix C

DOCTORAL SAMPLE ACCEPTANCE PAGE

Accepted by the Graduate Faculty, Indiana University, in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

(Chairperson's signature)

Chairperson's name typed, Ph.D. - Chair

(Second reader's signature)

name typed

Doctoral Committee

(Third reader's signature)

name typed

Date of
Oral Examination

(Fourth reader's signature)

name typed

Appendix D

SAMPLE COPYRIGHT PAGE

c. (enter correct year)

Student's Name

ALL RIGHTS RESERVED

Appendix E

SAMPLE ABSTRACT

Student's Name

Dissertation Title

(may be underlined or in caps)

The abstract is double-spaced and limited to 350 words as University Microfilms will not publish a longer abstract. The University Graduate School requires two abstracts—one unsigned indicating the chair of the committee and one signed by each member of the research committee. The University Graduate School forwards the unsigned version for publication in Dissertation Abstracts and retains the signed version in our records. (The student may wish to provide signature lines for the signed version to ensure neatness.) If the student wishes to include the abstract in the dissertation, he or she should do so using a third copy (unsigned and including proper pagination).

Appendix F

ABSENTEE ARRANGEMENTS

If you cannot be in residence at Indiana University during the final stages of your dissertation, you can still get through the process without too much trouble. Whether absent or not, you must be registered until the dissertation is complete. Indeed, you must register each semester after passing the qualifying examination until the degree is granted. Only those graduating during the summer must register for a summer session. For the rest, you need to do the same things that any other student has to do: arrange a mutually agreeable time with your committee, set up the oral exam at least thirty days prior to when you wish to defend (leave a little extra time to allow for problems with the mails), submit your defense announcement thirty days prior to your defense, come back and defend. Ordinarily, the defense is conducted here at Indiana University, but under extraordinary circumstances, other arrangements can sometimes be made; individuals have had their oral examinations at conventions, for example. Check with your committee or with the IU Graduate School at IUPUI to see if this would work for you. Also, contact the Graduate School to make special arrangements for thesis format check and deposit.

Appendix G

Ph.D. DEGREE FINAL CHECKLIST

1. Arrange a time for your defense with your committee.
2. Submit a (one page) defense announcement to the IU Graduate School at IUPUI, at least thirty days before the defense. Make sure all members of your committee have copies of your work at that time.
3. Pass the dissertation defense!
4. Remind your major professor to remove all “R” grades recorded for dissertation credit. To do so, he or she must complete a Removal of “I” or “R” Grades form and forward it to the proper school for processing.
5. Bring the following to the University Graduate School after your successful defense:
 - a. The unbound dissertation (on twenty-pound, 100% cotton rag, watermarked bond paper) in a box 9 x 11-1/2 inches.
 - b. The signed acceptance page with original signatures should be included in the unbound dissertation after the title page. (Photocopies of the signed acceptance may be used in the bound volumes.)
 - c. Two abstracts, one unsigned copy and one copy signed by your full committee. These should be separate from the dissertation, however, unsigned copies can be included in the bound and unbound dissertations. The signed copy remains on file at the University Graduate School Office. The unsigned copy is published in Dissertation Abstracts. (See e. below)
 - d. Copyright page, if you are copyrighting (placed in dissertation).
 - e. Microfilm contract and survey form. You should sign both. Make sure to attach an extra title page and the unsigned abstract to the microfilm contract, include your chair’s name on this abstract.
 - f. Fee receipts from the Bursar’s Office for microfilming (required) and for copyrighting (optional).
 - g. The vita page (placed at the end of the dissertation).
 - h. Two bound copies. Copies may be submitted later than the items above, or may be sent by the bindery, by arrangement; however, The IU Graduate School at IUPUI must receive the required bound copies before the degree can be certified and awarded (by the 10th of the desired graduation month). One of the copies must be on twenty pound, 100% cotton rag, watermarked bond, and the second must meet regular library binding, which uses the oversewn method.

REMINDER: The title page and vita page are the only exceptions to printed pagination.

NOTE: You must enroll each semester after passing the qualifying examination, with the exception of summers; however, if you are graduating during the summer, you must enroll for at least one session during that summer.

Appendix H

IU THESES AND DISSERTATION DEPOSIT INFORMATION

Ph.D.'S

- X **2 bound copies**
 - # **1 original on 100% cotton (acceptance page can be copied on 100% cotton)**
 - # **1 copy – regular paper**
 - # **OVERSEWN**

- X **1 unbound original**
 - # **on 100% cotton**
 - # **original acceptance page (100% cotton)**

- X **fee receipt (obtained from Bursar's Office)**

- X **signed microfilm contract, extra title page attached (100% cotton)**

- X **signed survey form**

- X **2 loose abstracts (100% cotton)**
 - # **(> 350 words)**
 - # **1 signed**
 - # **1 unsigned indicating chair of committee**

Thesis Binding Information:

**National Library Bindery
55 South State Avenue
Indianapolis, IN 46201
(317) 636-5606**

Oversewn method

NOTE: This is the bindery that the Graduate School recommends, but you are not limited to this bindery. You may use any bindery that you choose as long as they use the oversewn method.

Research and the University Graduate School
Indiana University
Edited and Revised for Indiana University at Indianapolis
6/00

**Indiana University School of Nursing
Selection of a Dissertation Committee**

TO: Associate Dean of Graduate Programs

FROM: _____ ID # _____
Student's Name

RE: Dissertation Committee

DATE: _____

Student: I understand that my Dissertation Committee must be composed of at least three (3) and a maximum of five (5) members with at least two from Nursing, and one who represents the external minor. The people who have signed below agree to serve on my dissertation committee.

Student's Signature _____
Date

DISSERTATION COMMITTEE MEMBERS

We agree to function as members of the above named student's dissertation committee and, therefore, we will:

8. Evaluate the student's preparation to conduct the dissertation,
9. Review the student's proposal,
10. Supervise the student's proposal,
11. Conduct the student's oral defense, and
12. Certify completion of the dissertation.

	Typed Name	Signature
Chairperson:	_____	_____
Member:	_____	_____
Member:	_____	_____
Member:	_____	_____
Minor Advisor:	_____	_____

Note: After this form is complete it should be filed with the Associate Dean of Graduate Programs.

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 C:\WPDOCS\Wpdocs\HANDBOOK\HANDBK98-2000.WPD

INDIANA UNIVERSITY SCHOOL OF NURSING
Office of Educational Services

Minor in PhD Program

Name: _____

Address: _____

Telephone: (Home) _____ (Work) _____

Major: _____

Minor: _____

Minor Advisor: _____

Proposed Courses in Minor Area:

<u>Department</u>	<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>
-------------------	----------------------	--------------	---------------------

Date: _____ Approved by: _____
(Minor Advisor)

Comments:

c:\forms\phdminor
/lv
9/96

- Copies: 1. Student
2. Associate Dean for Graduate Programs
3. Major Advisor
4. Minor Advisor

RESEARCH AND THE UNIVERSITY GRADUATE SCHOOL

NOMINATION OF RESEARCH COMMITTEE FOR THE PH.D.*

Name of Student _____ I.D. No. _____
(Last) (First)

Department _____

Date of Qualifying Examination _____

Date of Enrollment in University Graduate School _____

Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one- to two-page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

NOTE: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME (please type)	SIGNATURE	DEPARTMENT	EMAIL ADDRESS
(Chair)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Minor)	_____	_____	_____

ALL COMMITTEE MEMBERS MUST BE MEMBERS OF THE UNIVERSITY GRADUATE SCHOOL FACULTY AND AT LEAST HALF MUST BE FULL MEMBERS INCLUDING THE CHAIR.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson _____ Date _____

Approval/Dean
University Graduate School _____ Date _____

*To be used only by students who have passed the qualifying examinations and who have previously been admitted to candidacy.

REQUEST FOR CHANGE OF RESEARCH COMMITTEE MEMBER(S)

Name of Student _____ I.D. No. _____
(Last) (First)

Department _____

Current Mailing Address _____

Major _____ Minor(s) _____

Dissertation Title _____

Name(s) of committee member(s) to be deleted (please type):

Reason(s) for the requested change(s):

Information pertaining to the new member(s):

NAME (please type)	SIGNATURE	DEPARTMENT	SOC. SEC. NO. (optional)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature/Departmental Chairperson _____ Date _____

Approval/Dean
University Graduate School _____ Date _____

Research and the University Graduate School

NOMINATION TO CANDIDACY FOR THE PH.D. DEGREE WITH A DOUBLE MAJOR

Name of Student _____ Campus I. D. _____
Current Mailing Address _____
Department _____ Date of Enrollment/Univ. Graduate School _____ Birth Date _____
Date of First Qualifying Exam _____ (Month/Day/Year)
Date of Second Qualifying Exam _____ (Month/Day/Year)
Total Graduate Credits Earned (Including Transferred Credits) _____ Date Candidacy Expires _____

REQUIREMENT COMPLETION DATES

First Major _____ Date _____ / _____ / _____
Minor _____ Date _____ / _____ / _____
Second Major _____ Date _____ / _____ / _____
Minor _____ Date _____ / _____ / _____
Language Proficiency (If student is using research skill, please list courses)
_____ Date _____ / _____ / _____
_____ Date _____ / _____ / _____

.....
This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.

Advisory _____
Committee _____
Signatures _____
First Major _____
First Major _____
Second Major _____
Second Major _____
Outside Minor _____
(Outside Minor Examination Passed)
Or _____
(Outside Minor Examination Waived)

.....
Chair or Graduate Advisor/First Major _____ Date _____
Chair or Graduate Advisor/Second Major _____ Date _____
Information Verified/Ph.D. Recorder _____ Date _____
University Graduate School _____
Approved/Dean _____ Date _____
University Graduate School _____

NOMINATION OF RESEARCH COMMITTEE FOR THE PH.D. WITH A DOUBLE MAJOR

Name of Student _____ Campus I.D. _____
 Department _____ Birth Date _____
FIELDS OF STUDY First Major _____ Second Major _____
 Minor (s) _____ Minor (s) _____
 Date of First Qualifying Examination _____ Second Qualifying Exam _____
 Date of Enrollment in University Graduate School _____
 Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one-to-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

Note: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME (Please type)	SIGNATURE	DEPARTMENT	CAMPUS EMAIL
(Co-Chairperson for First Major–Full Member)	_____	_____	_____
(Member for First Major)	_____	_____	_____
(Co-Chairperson for Second Major–Full Member)	_____	_____	_____
(Member for Second Major)	_____	_____	_____
(Member for Outside Minor–One Member Per Minor)	_____	_____	_____
(Member for Outside Minor–One Member Per Minor)	_____	_____	_____

ALL COMMITTEE MEMBERS MUST BE MEMBERS OF THE UNIVERSITY GRADUATE SCHOOL FACULTY AND AT LEAST HALF MUST BE FULL MEMBERS.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Dept. Chairperson (1st Major) _____ Date _____
 Signature/Dept. Chairperson (1st Major) _____ Date _____

 Approval /Dean _____ Date _____
 University Graduate School _____

**Indiana University Graduate School
Request for Transfer of Credit**

Student: _____ **Major:** _____
Last First MI

Social Security Number: _____

Hours apply to _____ **degree.** (M.S., M.A., Ph.D.)

If hours apply to the Ph.D. degree, has the student been admitted to candidacy? Yes No

If yes, when was the qualifying exam taken? _____

(Courses older than 7 years will not be accepted without revalidation or proof of currency.)

Total semester hours of transfer credit requested: _____

Course data (please attach copy of transcript):

Institution: _____

Sem/Yr	Dept.	Course#	Title	Credit	Grade

Student's Advisory Committee Chair*

Department Graduate Advisor

*Please attach a brief statement showing how the transferred courses fit into the student's overall degree program.

For Graduate Office use only:

- Approved within limit of 5-year rule applied to enrollment dates in the above courses.
- Approved within limit of 7-year rule applied to completion dates of the above courses.

Campus _____

College _____

Sem End Date _____

Atnd Dates _____

Graduate School Dean

**INDIANA UNIVERSITY SCHOOL OF NURSING
ADMISSION TO CANDIDACY FORM**

TO: Associate Dean of Graduate Programs

FROM: Major Advisor _____

RE: Admission to Candidacy for _____ SS# _____
(Student's Name)

Date: _____

This is to certify that the student named above has completed the candidacy examination and :

_____ Passed. This student is now a candidate for the degree
Doctor of Nursing Science.

_____ Failed. The committee recommends that additional work be completed prior to
retaking the examination.*

_____ Failed. Dismissed from program.

* The Committee recommends that the following work be completed prior to retaking the
examination:

Major Advisor

Date

Associate Dean for Graduate Programs

Date

dyb/Revised 4/98
C:\WPDOCS\Wpdocs\HANDBOOK\HANDBK98-2000.WPD

NOMINATION TO CANDIDACY FOR THE PH.D. DEGREE

Name of Student _____ Campus I. D. _____
 Current Mailing Address _____
 Department _____ Date of Enrollment/Univ. Graduate School _____ Birth Date _____
 Date of Qualifying Exam _____ (Mo/Da/Yr) Date Candidacy Expires _____
 Total Graduate Credits Earned (Including Transferred Credits) _____

REQUIREMENT COMPLETION DATES

Major _____
 Minor _____ Date _____ / _____ / _____
 Minor _____ Date _____ / _____ / _____
 Language Proficiency (If student is using research skill, please list courses)
 _____ Date _____ / _____ / _____
 _____ Date _____ / _____ / _____

.....
 This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.

Advisory _____
 Committee _____
 Signatures _____
 Outside Minor _____
 (Outside Minor Examination Passed)
 Or _____
 (Outside Minor Examination Waived)

.....
 Chair or Graduate Advisor/Major Dept. _____ Date _____
 Information Verified/Ph.D. Recorder _____ Date _____
 University Graduate School _____
 Approved/Dean _____ Date _____
 University Graduate School _____

Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been approved. 08/01

INDIANA UNIVERSITY GRADUATE SCHOOL

Report of Termination of Study

Name of Student _____

Social Security Number/ID Number ____ - ____ - ____

Major _____

Date of Termination _____

Reason for Termination _____

SAMPLE

Signed _____
(Chairman of Research Committee
or Student's Advisor)

Submit this form to the Indiana University Graduate School at the time the student leaves the University. (Basic Science Programs must submit this form to the Dean's Office, Graduate Division)

FINANCIAL INFORMATION

Information about financial resources for **admitted** graduate nursing students may be obtained from the Center for Academic Affairs Nursing 122, 1111 Middle Drive, IUPUI, Indianapolis, IN 46202-5107; telephone (317)274-2806. A variety of financial resources are specific to graduate students.

School of Nursing Support

Professional Nurse Traineeships

Government stipends are available to students for a maximum of 36 months. Must be full-time students. (Nursing Administration major students are not eligible.) Application due May 1 to the Associate Dean for Graduate Programs.

Research Incentive Fellowships

These fellowships are available to support research projects of full-time PhD students. Students must work with a faculty mentor 8 hrs a week on a research project. A proposal must be submitted with application. Application due May 1 to the Associate Dean for Graduate Programs.

Fee Scholarship/Remissions, Research/Teaching Assistantships (see enclosed form)

Students filling research assistant (RA) positions assist faculty in their research efforts and gain hands-on research experience.

A limited number of teaching assistant (TA) positions are available. Students in these positions assist faculty in meeting their teaching responsibilities and gain teaching experience. The salary and teaching responsibilities depend on the type of position and on the student's previous learning experiences. The requirements for and salaries of these positions are depending on the project's funding and on the student's previous learning experiences. Every effort will be made to provide fee scholarships for RA's and TA's in addition to the salary earned. Part-time and full-time admitted students are eligible. RN-MSN students are only eligible after completing both Transition courses. Students must be fully admitted and in good standing. Only in-state tuition is paid. Application due May 1 to the Associate Dean for Graduate Programs.

IUSON Graduate Scholarships

The IUSON has Academic Achievement scholarships which are awarded yearly. Nominations are made by graduate faculty.

University Support

Financial support for graduate students available from the IUPUI Office of Scholarships and Financial Aid is primarily in the form of loans and Federal Graduate Work-Study employment. Eligibility for these programs is determined by financial need. Students must submit the forms to determine financial need by March 1st annually. In addition to demonstrating financial need, students must be admitted and enrolled for a minimum of 4 credit hours or half-time per semester in a nursing graduate program. Further information can be obtained from the Office of Scholarships and Financial Aid, Cavanaugh Hall 103, 425 University Boulevard, IUPUI, Indianapolis, IN 46202-5145; telephone (317)274-4162.

University Fellowships

Graduate fellowships are available from Indiana University for full-time study during the first year. These awards are competitive. PhD candidates are eligible and are nominated by IUSON.

IUPUI Educational Opportunity Fellowships

These fellowships are awarded to encourage graduate students who are enrolled at a minimum of 6 credit hours per semester and who have disadvantaged backgrounds to participate in graduate studies. Educational Opportunity Fellowships, which average \$500 to \$1,500 per year, are awarded on the basis of financial need and academic ability. The submission of a form to determine financial need is required.

Graduate Work-Study Positions

These positions are funded by the Federal Work-Study Program; students are employed as clinical faculty members, learning lab instructors, or technical research assistants. Students must complete the required application forms by March 1st each year to establish eligibility for these awards. Fee scholarships may be provided in addition to salary earned.

Admitted nursing students may be eligible for other scholarships and short-term loans administered by the School of Nursing. For more information contact the Office of Educational Services, Graduate Counselor, School of Nursing 122, 1111 Middle Drive, IUPUI, Indianapolis, IN 46202-5107; telephone (317)274-2806.

Financial Aid Resources - Bursar Office

<http://www.bursar.iupui.edu/>

<http://bulletin.iupui.edu/2004-html/intro/finaid.html>

http://bursar.iupui.edu/Instructional_Rates_Simple_200506.htm

Nursing Course Fees

http://www.mpc.adaf.iupui.edu/public/MasterFeeListing0405/MasterList.asp?s_TYPE=1&s_RC=Nursing&s_Dept=&s_Course=&s_Descr=

Scholarship Resources

<http://www.minoritynurse.com/financial/scholarships.html>

http://www.discovernursing.com/scholarship_search.aspx

<http://www.discovernursing.com/>

<http://www.nursewebsearch.com/>

http://www.fastweb.com/fastweb/register/start?ref=msn_scholarship_specific-1f-

<http%3a%2f%2fsearch%2emsn%2ecom%2fresults%2easp%3fFORM%3dsCPN%26RS%3dCHECKED%26un%3ddoc%26v%3d1%26q%3dNursing%2520Scholarships>

Center for Nursing Research

The mission of the Center for Nursing research is to support the development, dissemination, and utilization of knowledge by (1) providing for development in the areas of research planning, grant writing, budget preparation, data analysis, and research dissemination; (2) coordinating and facilitating the experiences of research assistants; (3) facilitating joint projects between practitioners and educators; (4) providing ongoing information about research resources; and (5) publicizing faculty and Committee, which plans the IU/Clarian Annual sponsored annually by the Clarian Health Partners, Inc., Indiana University Hospital Nursing Service Department, and the School of Nursing Service Department and the School of Nursing. Staff members also assist the Research Committee, especially in its review of requests and awards for intramural funding (Project Development Program funds and Research Incentive funds). Currently funded faculty projects include studies of factors affecting adaptation to childhood epilepsy, epilepsy outcomes in youth, factors predicting quality of life in dementia patients, breast cancer screening behaviors, cancer risk and genetic risk education for first-degree relatives of colorectal cancer patients, cancer care interventions to improve functioning and psychosocial outcomes in newly diagnosed cancer patients, HIV disease and the partner

relationship, community-based nurse-managed clinics, school-based primary health care, making cities healthier, healthy families and prenatal care to prevent low-birth-weight infants. For further information contact the Office of Research, School of Nursing 338, 1111 Middle Drive, IUPUI, Indianapolis, IN 46202; telephone (317) 274-7627, or visit the Center for Nursing Research home page at: www.iupui.edu/~nursing/cntresrc.html.

Development Office

The Development Office, headed by the director of development, collaborates with the Indiana University Foundation to design and implement fund-raising efforts under the direction of the dean of the School of Nursing. Objectives of the office are to:

- # work with faculty, alumni, staff, and volunteers to identify, cultivate, and secure gifts from individuals, foundations, and corporations, thereby enhancing the community of learning.
- # supervise planning and implementation of fund-raising activities, special events, and donor recognition programs
- # develop and maintain publications about the School and opportunities for giving

For more information, please contact the Development Office, School of Nursing, NU 102, IUPUI; telephone (317) 274-1545 or (317) 274-4293; fax(317) 274-2996.

School of Nursing Alumni Association

The Indiana University School of Nursing Alumni Association, a constituent society of the greater IU Alumni Association, was established in 1918 by members of the first IUSON graduating class. Members of this class sought to maintain their strong connection to Indiana University, the School of Nursing, and to other alumni, by formally establishing the organization. Through the years, the School of Nursing Alumni Association has grown to more than 2,500 dues-paying members. It represents the interests of more than 20,000 IU School of Nursing graduates worldwide. The 30-member Nursing Alumni Association Board of Directors, a group made up of nursing graduates from every School of Nursing campus, serves as the governing body for the organization. It works to implement a variety of service, professional, and social activities each year. Some of these events include, local and regional alumni's receptions, alumni service awards, student scholarships, class reunions, and continuing education programs. In addition, the Association works to promote the general interests of the School of Nursing, the university, and the nursing profession.

The Honor Society of Nursing, Sigma Theta Tau International (STTI)

The Alpha Chapter of this only Nursing Honor Society was founded in 1922 by six Indiana nursing students. The Society mission and purpose is to foster excellence, scholarship and leadership. Graduate students are invited to apply for membership when they have completed ¼ of their nursing curriculum and have a GPA of 3.5 or higher. Application packets and information is on the Web site: <http://www.nursing.iupui.edu/alpha>.

Student Housing

Residential Housing is managed by the Office of Campus Housing. Options for on-campus living include Ball Residence, a traditional residence hall; International House, a cross-cultural living environment with shared apartments furnished in the style of residence halls; and Warthin Apartments and the Graduate Townhomes, offering furnished and unfurnished living units.

Admission to the university does not guarantee campus housing accommodations at IUPUI. Students must file separate applications for housing in order to reserve spaces and should apply as soon as they decide to attend IUPUI. Assignments are made based on the date of receipt of the application and the \$15 housing application fee. Applications for housing may be made even before admission to the university. Accommodations are available for students with disabilities.

The IUPUI Office of Campus Housing also functions as a resource for off-campus accommodations, providing students, faculty, and staff current rental information on commercial and private housing opportunities available near campus, as well as in the greater Indianapolis area.

In addition, short-term/conference housing is available during the months of June and July, offering a variety of room types at competitive prices.

For additional information, contact the IUPUI Office of Campus Housing at (317) 274-7200 or 1-800-631-3974 or check the Web site (<http://www.iupui.edu/it/housing/General.html>).

Libraries

The Ruth Lilly Medical Library (RLML) in the Medical Research and Library Building has occupied its current site since 1989. The RLML subscribes to 1,800 medical, nursing, and related health care journals, and contains more than 194,000 total volumes. Many of the nursing materials are clinically focused. Reference materials, books (including publications of the American Nurses Association and the National League for Nursing), and the most current issues of selected journal titles are shelved on the first floor. All other journals are shelved alphabetically on the second and third floors. Computerized databases containing nursing literature and photocopiers are available on all three levels. Classes on locating and using RLML materials are available. Database searches by librarians are available for a small fee. For more information on library services, see the RLML Web site at <http://www.medlib.iupui.edu>.

The IUPUI University Library (UL), which opened in the Fall of 1993, is also an invaluable resource for graduate students, facilitating their work and providing resources related to their cognate areas. The UL collection is particularly strong in the areas of community health nursing, nursing ethics, family nursing, home health nursing, nursing as a career, nursing education, and nursing theory. As a depository library, UL also receives many health-related U.S. government documents and data sets as they are published. In addition, the library owns several core nursing journals, and, in cooperation with the Ruth Lilly Medical Library, provides electronic, searchable access to nursing literature indexes and full-text resources. The UL Web site can be accessed at <http://www.ulib.iupui.edu>

Both libraries provide on-site, telephone, and computer-assisted reference assistance. Both also offer interlibrary loan services and have liberal lending policies for students, faculty, and staff. The faculty and students on all Indiana University campuses can access information about all library holdings, including those of the Main Library on the Bloomington campus, via computer.

Statewide, the nursing collections in the Indiana University Libraries are continuously upgraded. Besides having access to the Ruth Lilly Medical Library in Indianapolis, students also benefit from the resources of libraries at the Schools of Law, Dentistry, and Art, as well as those of the UL. In addition, a state-of-the-art library located in the Sigma Theta Tau building on the IUPUI campus provides nurses with access to research, some even before it is published.

Bookstores

Three bookstores handle textbooks for courses offered at IUPUI; a schedule of operating hours is also published in the Schedule of Classes.

IUPUI Bookstores:

	<u>Fall/Spring Hours</u>	<u>Summer Hours</u>
Cavanaugh Hall Bookstore 425 University Blvd. Basement Level, West Side	8:30a-8:00p M-R	8:30a-6:00p M-R
Phone - 278-BOOK (2665) Fax - 274-3464 (Stocks books needed by undergraduates) (Buys back and sells used textbooks)	8:30a-5:00p F-Sat.	8:30a-5:00p F

Herron School of Art Bookstore

1702 N. Pennsylvania St. Main Building, HM 009	8:30a- 6:00p M-R	8:30a-5:00p M-F
Phone - 920-2442 Fax - 920-2440 (Sells art textbooks and art supplies)	8:30a-5:00p F	

Union Bookstore

Union Bldg, First Floor 8:30a-5:00p M-R 8:30a-6:00p M-R
620 Union Drive 8:30a-5:00p F-Sat. 8:30a-5:00p F
Voice - (800) 446-2670
Phone - 274-7167
Fax - 274-5058

(Primarily sells books for medical, dental, law, nursing, and allied health science classes, and for classes held in the Union Building)

IUPU Bookstore:

IUPU Columbus Bookstore

CO 156A, 4601 Central Avenue 9:00a-6:30p M-R 9:00a-5:30p M-R
Phone - (812) 348-7225 9:00a-5:00p F 9:00a-12:00p F
Fax - (812) 348-7262

Each store extends its hours during the first two to three weeks of classes. These additional hours are posted at each store location. After you register, visit insite.indiana.edu for a list of your books - typically available 2 weeks prior to the start of the term. Click on **your schedule**. Then click on **textbooks**.

Visit <http://bookstore.iupui.edu> for textbook information for IUPUI. The bookstore in Cavanaugh Hall sells computer software. For more information, call (317) 274-4463 or visit the bookstore.

Union Building

The Union Building is an important social activity center for students. Originally built to serve the medical center, the union has expanded to serve to all of IUPUI. Facilities open to students include, a hair stylist's shop, bookstore, vending area, ice cream bar, cafeteria, bakery and delicatessen, meeting rooms, and on and off-campus catering services. Even though the union anchors the west end of the IUPUI campus, it is the focal point for the more than 4,000 students, faculty, alumni, guests, and hospital visitors who visit the union each day.

Student Employee Health Service

The Student Employee Health Service (SEHS) is located on the first floor of Coleman Hall in the East Wing. Student Health Services is a primary clinic that serves the student population of the IUPUI campus. Care is given by appointment, or on a walk-in basis as time allows, regardless of whether students have primary care physicians and we certainly encourage such care. However, if you cannot get in to visit your primary care physician or do not have one, we would be happy to see you.

All services are on a low fee-for-service basis, with payment expected at time of service. Payment may be made with cash, checks, Visa and MasterCard.

The health service hours are Monday, Tuesday, Wednesday and Friday from 7:00 a.m. to 5:00 p.m., and Thursday from 9:00 a.m. to 5:00 P.M. The first appointment is scheduled 30 minutes after opening and the last appointment is scheduled for 30 minutes before closing.

For more information or to schedule an appointment, call (317) 274-8214. A member of our nursing staff is also available 24 hours a day on pager (317) 591-2760. For contaminated injuries, page #12-OUCH.

Counseling & Psychological Services (CAPS)

The professionally trained counselors of the IUPUI Counseling and Psychological Services provide services to students, faculty, and staff who may be experiencing emotional, psychological, and/or cognitive difficulties that have an impact upon academic or work performance. Counseling is free to students. Private and confidential appointments are available in individual, couples, or group formats. Evening appointments are available Monday through Thursday. Assessments are also available for learning disabilities and attention deficit disorder by licensed psychologists on a fee-per-service basis. For information, call (317) 274-2548; or e-mail caps@iupui.edu or visit the Web site at <http://www.iupui.edu/misc/counseling.htm>.

Career Information

Career and Employment Services (CES) helps students and alumni evaluate career interests and opportunities and offers assistance to graduating students in resume and vita preparation, interviewing techniques, and job search strategies.

Because the CES is the only university office that maintains credential files, it is especially important that students in the School of Nursing establish these files during their final year of study.

Career and Employment Services is located in Business/SPEA Building 2010, 801 West Michigan Street, IUPUI, and can be reached at (317) 274-2554.

Graduate Office

The GradGrants Center (GGC), sponsored by Research & the University Graduate School, is a free service available to all Indiana University graduate students. The GGC provides centralized information to assist in your search for grants, scholarships, internships, fellowships, prizes, research opportunities, independent project funding, and work-cooperative programs to further research and graduate study at Indiana University. For more information, contact: IU-Purdue University-Indianapolis (IUPUI) Graduate Office, Union Building A203, Telephone 317-274-4023; Research and Sponsored Programs, Union 618, Telephone 317-274-1445.

Office of Campus Interrelations: Services

The Office of Campus Interrelations is your key to campus life at IUPUI. Whether it is becoming involved in student organizations and leadership activities, exploring career options and opportunities, or helping you acquire services to achieve your educational goals, the Office of Campus Interrelations is committed to your success at IUPUI.

To learn more about the wide range of opportunities and services that await you on campus, please feel free to contact the Office of Campus Interrelations at (317) 274-3931 or visit our web page at <http://ocir.iupui.edu>.

International Students

International students applying to study at IUPUI must file the international application. In addition to meeting academic qualifications, they must show proficiency in English and proof of financial support before travel documents are issued. Application information may be obtained by writing to the IUPUI Office of International Affairs, 620 Union Drive, Room 207, Indianapolis, IN 46202-2897, U.S.A., or calling (317) 274-7294 or visit our web site at <http://www.iupui.edu/~oia> or E-mail: intlaff@iupui.edu. The Office of International Affairs (OIA) is responsible for all travel documents and immigration concerns, orientation, and activities that assist students in adjusting to life in the United States. Upon arrival, all international students and exchange visitors must attend a mandatory orientation program conducted by OIA. Information about the program is provided with the acceptance letter and visa documentation from OIA.

IU Clinical Research Center

The Indiana University General Clinical Research Center (GCRC) is a National Institutes of Health supported resource for multiple investigators having Public Health Service or other federal funding. In addition to being part of the infrastructure for research, it has a training role in clinical research methodology.

Graduate nursing students could interact with the GCRC as a co-investigator with their faculty advisor or in a planned learning/observation experience to learn about clinical research.

The active protocols on the GCRC average 120 in a year, producing one-thousand research days and five-thousand outpatient visits. Some areas of current research include AIDS, alcoholism, arthritis, amyloidosis, cancer and cytosine, clinical pharmacology, diabetes, hypertension, neonatology, nutrition, osteoporosis, and pulmonary studies. The inpatient length of stays varies depending upon protocol need from less than 24 hours to several weeks. Outpatient visits likewise can be a brief weight, vitals, end and start urine, pick up food and be on their way to 14

hours complicated studies with numerous blood draws and/or assessments. A protocol may have both inpatient and outpatient components.

GCRC resources include around the clock nursing observation, specimen sampling and intervention in its 9 inpatient and 4 outpatient rooms on the fifth floor of Indiana University Hospital. Adults and children can be studied in illness or health states. Neonatal nurse specialists assist with studies at Riley Hospital for Children. The nursing staff is expert in phlebotomy and IV or hep/saline lock starts. They can use double stopcock draws or use 10 foot tubing if necessary to refrain from disturbing a subject during sleep and are experienced in getting diabetic subjects euglycemic prior to study. Assistance with orders, flow sheet and care map design to correlate with the protocol and its data requirements is available.

Nutritional assessment or calculated interventions are possible from the dietary staff for either inpatient or outpatient service in the metabolic kitchen.

Laboratory processing and short term sample storage is available. Samples can be prepared for the investigator's lab, sent out or analyzed by the Indiana University Reference Service Lab at reduced research rates.

Biostatistical support is available at all stages of research from the study design and sample size calculations through data management and analysis to writing grants and manuscripts.

Computer facilities and a systems manager are available for developing suitable data management programs and linking the investigators and their staff to GCRC and university network.

An administrative manager is available to assist with application and budget questions.

The GCRC laboratory analyzes specialized bone parameters and could provide bench space to new investigators. Ancillary dollars are available for patient/subject supplies and tests.

For more information about the GCRC resources for clinical investigators or learning experiences in clinical research call the GCRC 317-274-4356.

Learning Resources

Learning Lab

The mission of the Learning Lab is to provide a learning environment to assist nursing student in achieving the goals of the curriculum. The Learning Lab is a multi-media resource center where students and faculty have access to audio-visual materials, reserve readings, and instructional equipment necessary to support graduate course work.

The Learning Lab has eight simulated patient care units where you may practice physical exams and other nursing skills or review other nursing procedures. The Lab also houses a collection of books, pamphlets and articles; your professor may place them on reserve for you. You are, however, encouraged to use the resources of the IU Medical Library for literature searches and use of nursing and health care journals.

There is an area for quiet study where you can study, use computers to write papers, or view instructional media. A copy machine is available for use during our normal business hours. It is located in NU 300.

Please use the Quick Reference to locate rooms, review check out procedures and learn the names of our staff.

Computer Lab

The Computer Lab has computers for word processing, database management, and spreadsheet applications (see Quick Reference). The computers also have access to University mainframe services, including e-mail and the Internet. The computer lab is located in NU 342.

LEARNING RESOURCES AT A GLANCE

<http://nursing.iupui.edu/EducationalServices/default.asp>

Hours:

Learning Laboratory

(NU300, NU341)

Mon-Thur 8:00 am - 7:30 p.m.
Friday 8:00 am - 4:30 p.m.
Saturday 10:00 am - 2:00 p.m.

Computer Center

(NU342)

8:00 am - 6:00 p.m.
8:00 am - 4:30 p.m.

People:

Michael Vaughn, MAT, MSMT, Assitant Dean for Technology of Information Technology	NU349	274-4458
Open, Learning Resources Coordinator	NU341	274-4585
Kathleen Rieman, BS, Computer Lab Coordinator	NU344	274-3493
Louise Watkins, BS, Web Programmer	NU345	274-4495
Mary Martin, Learning Lab Facilitator	NU341	278-1831

Checkout: NU343 & NU343A

- ! 2 hour checkout for books, videotapes, and articles
- ! One videotape item at a time; 5 reserve articles
- ! Bring valid picture student ID or hospital ID
- ! Return materials 15 minutes before closing time

Computer Resources Quick Reference

Computer consultants are available to assist students in Computer Resources. The following software is available for your use.

Word processing software: WordPerfect for Windows; Word for Windows (Bring a 3.5" disk to use for word processing software)

Databases: Microsoft Access

Spreadsheet software:

Quattro Pro, Excel for Windows

Presentation software:

WordPerfect Presentations, PowerPoint

Scanner:

For color scanning.

Nursing software:

State Board License Reviews, Simulated Case Studies, Tutorials on various topics, Math Aptitude Test, Medical Terminology

Literature Search:

MEDLINE and CINHAL, Virginia Henderson International Nursing Library

Statistical software:

SPSS for PC

CD-ROMS:

Microbes in Motion, Urinalysis, Periphical Blood Tutor

Access:

With a Network ID (computer account) you can access the IUPUI Scholars Network which includes access to:

- *IU Library System
- *Electronic Mail

Computer Literacy Expectations

In order to be prepared to utilize the information technology resources available at the School of Nursing you will, as a minimum, need to know how to use;

- 1) Windows operating system, including installing software and managing files and folders
- 2) Word processing software
- 2) electronic mail
- 3) how to access and use the Internet.

Faculty and staff expect nursing students to have basic computer literacy skills to meet course requirements and complete assignments. If you do not have these skills, faculty and staff have the prerogative of asking you to attend classes to attain minimum computer skills. Faculty expect that all graduate students have access to a computer that can connect to the World Wide Web.

Obtaining Your Campus Network ID

Any student who is registered for classes and has paid tuition and fees for the current school session may obtain a Network ID. If you participate in a School of Nursing web-based course, you may also need to obtain a special account to access your course. This account is not the same as your Network ID, which is used to access campus-wide resources such as library catalogues online and campus e-mail. To obtain accounts for web-based courses in the school, see <http://nursing.iupui.edu/online/>

Newly enrolled Graduate students:

The Network ID gives students access to the computer systems maintained by UITs at IUPUI. With a Network ID, students can create various computer accounts, change the passwords for their accounts, dial into the IUPUI network from off campus, choose their preferred e-mail address (the address that corresponds to the account where they want to receive their messages), and more. With an NT Domain account, students can get a Microsoft Exchange/Outlook e-mail account, as well as use Oncourse, IU's online course environment (<http://oncourse.iu.edu>).

Students who don't have a Network ID should see the IUPUI Student Network ID Services page at <http://iupui.accts.iupui.edu/students/student.html>. Select the option "Activating an IUPUI Student Network ID." Note that students must know their student ID number and registration PIN to get through the account-generation process. To receive the student ID number and PIN, students should contact the Office of the Registrar in Cavanaugh Hall. For other information about the Network ID, students should call the Support Center at (317) 274-HELP (4357).

For Graduate Students:

At IUPUI Campus: Kathleen Rieman in the Computer Center, NU342, will be available to assist you.

Off Campus: <http://www.iupui.edu/~support/email.html>

Transportation

Clinical practice learning experiences are varied in setting and are located within the surrounding communities of Indianapolis, Columbus, and Bloomington. Students are expected to travel to and from all clinical experiences, are responsible for providing their own transportation, and are expected to have the appropriate insurance. The School of Nursing is not liable for any traffic violations or auto mishaps occurring during student commutes.

Drug-free Campus Policy

Students are prohibited by Indiana University from using or possessing alcoholic beverages, any drug or controlled substance, or drug paraphernalia on university property or in the course of a university activity or student organization activity. Students are responsible for acquainting themselves with this policy and with sanctions for violation of the policy.

Emergency Phone Numbers

Fire 274-2311

- ❖ Upon discovering a fire, smoke or explosion in the building, activate the fire alarm system.
- ❖ After sounding the alarm call 274-2311 and report the building name, floor, room number and type of problem. Also notify the nearest faculty or staff person in the building.
- ❖ There are many fire extinguishers on the walls of the School of Nursing Building (in recessed cabinets). Attempt to use one ONLY if the fire is very small and you are sure that you know how to use the equipment.
- ❖ When a fire alarm sounds walk to the nearest stairway exit and proceed to ground level. Close doors and windows as you leave. DO NOT USE ELEVATORS. Leave the building and follow the directions of the fire officers or police.

Police 274-7911

The campus police emergency number is 274-7911. Do not hesitate to call this number if you see a suspicious person, you believe a crime may be occurring, you notice a safety hazard such as an open manhole cover, or simply if you feel uneasy for any reason. There are over 40 yellow emergency telephones scattered around campus parking lots, many of which have a distinctive blue light above them. These are free and have a direct line to the IUPUI Public Safety Dispatch Center. (Also see Escort Service below.)

Medical/Ambulance 9-911

- ❖ Do not move seriously injured persons unless they are in a life-threatening situation.
- ❖ If trained people or an ambulance are needed in the area, call the Wishard Ambulance Service (634-1313) and the IUPUI Public Safety Dispatch Center (274-7911).
- ❖ For a less-serious illness or injury, students may go to the Student Health Service, 1140 W. Michigan, between 8:30 and 5 weekdays or to the Wishard Hospital Emergency Room at other times.

Adverse Weather

Adverse weather conditions may cause university classes to be cancelled. Class cancellations will be announced by means of area television and radio. We have established a special phone number, (317) 278-1600, which will give the latest open or closed status for the campus. Please understand that none of these options will address individual courses. Be sure to keep your phone number current and check your IUPUI e-mail for announcements from individual faculty who may not be able to make it to campus. This information may appear on the WEB via Oncourse or other course pages. In some cases the information might be maintained by the department teaching the course. All IUPUI courses taught off-campus in area schools follow the decision of the individual school system. This means that if a school system has closed for the day, any IUPUI courses taught in that system's schools are also cancelled even if IUPUI is still open for on-campus classes.

Tornado

The School of Nursing has a mechanism in place to directly receive tornado warning alert messages in the administrative offices area, and these will be announced over the loudspeaker immediately. If you hear this announcement or have any reason to believe that a tornado is nearby, seek shelter in a sturdy building, away from windows and exterior doors. If possible, go to a basement or a small interior room on a lower floor of the building.

Escort Service

Upon request, the University will provide safety escorts to your car or on-campus housing 24 hours a day. You are particularly encouraged to take advantage of this service if you must walk alone to your car after dark. A safety escort is available by calling 274-SAFE (7233).

Shuttle Services

The Campus Shuttle service operates during the academic year when classes are in session. The shuttle runs between the hours of 8:00 a.m. and 9:00 p.m. making stops at the following locations about every 10 minutes.

Natorium, Cavanaugh, Ball Residence, Warthin Apartments, Union Building, Medical Science, Mary Cable, Engineering/Science, and the Law School.

Fitness Center / Sports

Recreational sports are available for both men and women, including aerobic exercise, aquatic exercise, badminton, basketball, cross country, flag football, golf, racquetball, softball, swimming, tennis, and volleyball. The School of Physical Education (274-2248) provides space for both informal recreation and league play. The Natatorium facilities on the IUPUI campus are available to students for recreational use for a small fee, which can be paid at registration. For a somewhat higher fee, students may also use the exercise and recreation facilities at the National Institute for Fitness and Sport (274-3432). IUPUI is a member of the National Collegiate Athletics Association, Division II (with plans to become Division I). The university currently fields teams in four sports for men (tennis, soccer, basketball, and baseball) and four sports for women (volleyball, basketball, softball, and tennis). For information on the Natatorium-Track and Field Center-Tennis Center, call 274-3518.

Sagamore

The Sagamore is the free IUPUI weekly student newspaper, published each Monday during the school year. It features news that pertains to student interests, as well as display and classified advertising. The papers are available at various sites around campus, including the student lounge at the School of Nursing.

Theater

Theater productions are staged fall and spring. Call the Mary Cable Building 274-2095 for more information.