2018-2019 Graduate Council
Meeting Agenda: March 13, 2019 | 3:30 p.m.–5:00 p.m. | 102 Kern Graduate Building

1. Minutes of the February 13, 2019 Meeting (2 minutes)

2. Communications to Graduate Council (20 minutes)
   a) Karen Feldbaum and Yvonne Gaudelius, Co-Chairs of the Penn State Academic Integrity Task Force (20 minutes)

3. Announcements/Remarks by the Vice Provost for Graduate Education and Dean of the Graduate School - Regina Vasilatos-Younken (5 minutes)

4. Reports of Standing Committees of Graduate Council (45 minutes)
   a) Committee on Committees and Procedures – Siela Maximova, Chair (10 minutes)
      1. DISCUSSION – Revisions to Graduate Council Articles of Authority (Appendix A), Bylaws (Appendix B), and Standing Rules (Appendix C); White Paper on Proposed Revisions to Graduate Council Governance Documents (Appendix D)
   b) Committee on Academic Standards – Douglas Stairs, Chair (10 minutes)
      1. DISCUSSION – Revisions to GCAC-604 Qualifying Examination – Research Doctorate (Appendix E) and FAQs (Appendix F)
   c) Committee on Programs and Courses – Andy Cole, Chair (5 minutes)
      1. INFORMATION – Graduate Council Curriculum Report, 3/6/2019 (Appendix G)
   d) Committee on Fellowships and Awards – David Atwill, Chair (5 minutes)
      1. INFORMATION – Graduate School Student and Faculty Awards, Spring 2019 (Appendix H)
   e) Committee on Graduate Research – Siela Maximova, Chair (5 minutes)
   f) Committee on Graduate Student and Faculty Issues – Amy Allen, Chair (5 minutes)
   g) Subcommittee on Graduate Exhibition – Elizabeth Hughes, Chair (5 minutes)

5. Special Reports (5 minutes)
   a) Graduate and Professional Student Association (5 minutes)

6. Unfinished Business (1 minute)

7. Comments and Recommendations for the Good of the Graduate Community (10 minutes; Kevin Luhman)

8. New Business (1 minute)
2018-2019 Graduate Council
Minutes of the Meeting: February 13, 2019

Graduate Council met on Wednesday, February 13, 2019 at 3:30 p.m. in 102 Kern Graduate Building. Dr. Regina Vasilatos-Younken, Vice Provost for Graduate Education and Dean of the Graduate School, chaired the meeting. The minutes of the January 16, 2019 meeting were approved.

Communications to Graduate Council

Dr. Vasilatos-Younken introduced Dr. Suzanne Adair and Dr. Ann Taylor, Co-Chairs of the Special Joint Committee to Re-Examine the Consensual Relationships Section of AD85.

Dr. Adair and Dr. Taylor explained that the committee’s goal is to provide guidelines for consensual relationships only where an evaluative or supervisory capacity is involved. The committee has made the following recommendations:

- Remove this policy language from AD 85 and create a distinct policy.
- Prohibit, not just discourage, these relationships and require immediate disclosure if such a relationship develops.
- Specific steps to develop a mitigation plan where these relationships exist.

In response to questions from Council, Dr. Adair and Dr. Taylor clarified that there is no requirement for a third party to report a possible relationship, that the start of a relationship is deliberately not defined, and that no specific time period for disclosure is mandated. Dr. Adair and Dr. Taylor are presenting this draft to many groups across the University to get feedback on it before moving forward. Representatives of the Graduate and Professional Student Association expressed interest in a presentation on this topic to GPSA as a whole.

Announcements/Remarks by the Chair – Regina Vasilatos-Younken, Vice Provost for Graduate Education and Dean of the Graduate School

None.

Reports of Standing Committees of Graduate Council

Committee on Committees and Procedures

Dr. Vasilatos-Younken recognized Dr. Siela Maximova, Chair of the Committee on Committees and Procedures.

Dr. Maximova reported the committee met on Thu. Jan. 17 to discuss and propose revisions to the Graduate Council Articles of Authority, Bylaws, and Standing Rules for the process of electing a faculty chair of Graduate Council and the qualifications of the chair. The committee will meet again on Wed. Feb. 20 to review the proposed drafts and resolve final questions, with the goal of presenting these drafts to Graduate Council at its March meeting.

Committee on Academic Standards

Dr. Vasilatos-Younken recognized Dr. Doug Stairs, Chair of the Committee on Academic Standards.

After a brief discussion, Dr. Stairs moved to approve revisions to GCAC-603 Doctoral Committee Responsibilities – Research Doctorate. The motion was adopted. Dr. Stairs reported the committee met
that morning and voted on proposed revisions to GCAC-604 Qualifying Examination – Research Doctorate that will be introduced to Graduate Council at its March meeting.

Committee on Programs and Courses
Dr. Vasilatos-Younken recognized Dr. Andy Cole, Chair of the Committee on Programs and Courses.

Dr. Cole presented the February 6, 2019 Graduate Council Curriculum Report, which was included in the materials for this meeting and is available to the public on the Graduate School’s website. The committee will meet on Thu. Feb. 14 to review eleven proposals and continue discussion on the guidelines for a capstone course.

Committee on Fellowships and Awards
Dr. Vasilatos-Younken recognized Dr. David Atwill, Chair of the Committee on Fellowships and Awards.

Dr. Atwill reported that the subcommittees are currently voting on nominations, and the awardees should be announced within a month.

Committee on Graduate Research
Dr. Vasilatos-Younken recognized Dr. Siela Maximova, Chair of the Committee on Graduate Research.

Dr. Maximova reported that the committee met two weeks ago and continued discussion of the report on barriers to sustainability and growth of Intercollege Graduate Degree Programs (IGDPs). The report is scheduled to be sent to the University Faculty Senate in March but may be postponed until April to include additional information. The committee also discussed moving forward with a report on graduate student climate issues and the Graduate Student Exit Survey results. The committee requested revisions to the report that will include other University initiatives that are addressing this issue.

Committee on Graduate Student and Faculty Issues
Dr. Vasilatos-Younken recognized Dr. Amy Allen, Chair of the Committee on Graduate Student and Faculty Issues.

Dr. Allen reported the committee met earlier that day with Brian Patchcoski, Director of the LGBTQA Student Resource Center, who presented about resources on campus for graduate students. The Center plans to request additional funding for services and support for graduate students. Mr. Patchcoski also discussed workshops and programming that the Center can provide to departments and units on a variety of topics.

At its next meeting, the committee will continue discussion on the draft survey for graduate students who stop out or don’t complete their degrees.

Subcommittee on Graduate Exhibition
Dr. Vasilatos-Younken recognized Dr. Elizabeth Hughes, Chair of the Graduate School’s Graduate Exhibition Committee.

Dr. Hughes reported that registration for the 2019 Graduate Exhibition is now open on the Graduate School website (http://gradschool.psu.edu/exhibition/), with a closing deadline of February 22. Dr. Hughes asked that members encourage their students to participate and to consider participating
themselves as judges. Registration for judges is open and will close on March 8. The Graduate Exhibition will be held Fri. March 22 through Sun. March 24. The performance option will be held on Fri. March 22 in the Recital Hall. On Sun. March 24, students will present their research through posters, video, visual arts, and the new design option.

Special Reports

Graduate and Professional Student Association

Dr. Vasilatos-Younken recognized Claire Kelling of the Graduate and Professional Student Association (GPSA).

Ms. Kelling reported that GPSA voted to co-sponsor two conferences: the Graduate Women in Science Voices conference in February and the College of Engineering Research Symposium in April. GPSA also voted to fund the Graduate Writing Boot Camp event. At its next meeting, GPSA will revisit the question of proportional representation.

Unfinished Business

None.

New Business

None.

Comments and Recommendations for the Good of the Graduate Community

Dr. Vasilatos-Younken mentioned the Congressional budget impasse and expressed hope that there would not be another government shutdown. The previous shutdown had a huge impact on the interests of graduate students and other individuals who are supported on federal funds from affected agencies, such as grant-supported faculty, research staff, and fellows. Dr. Vasilatos-Younken urged Council members to contact their Congressional representatives and the Office of Government and Community Relations, particularly if they had personal stories to share about the effect of the shutdown.

Next meeting:

Wednesday, March 13, 2019 at 3:30 p.m. – 5:00 p.m., 102 Kern Graduate Building
DOCTORAL COMMITTEE RESPONSIBILITIES – RESEARCH DOCTORATE

Contents:
- Purpose
- Academic Goal
- Scope
- Background
- Definitions
- Policy Statement
- Process
- Forms
- Further Information
- Cross References/Other Policies

PURPOSE:

The purpose of this policy is to identify the duties and responsibilities of the Doctoral Committee – Research Doctorate (hereafter, Ph.D. Committee) in guiding the student in scholarly work and professional development.

ACADEMIC GOAL:

The academic goal of this policy is to ensure that research doctoral students receive timely and comprehensive guidance from members of the Graduate Faculty that facilitates progress toward their degree, including meeting the Graduate Council’s Scholarly and Professional Goals for All Graduate Degree Students.

SCOPE:

This policy applies to all students enrolled in programs of study leading to the Ph.D.

BACKGROUND:

The broad purpose of the Ph.D. Committee is to ensure that each Ph.D. student receives the attention, guidance, and mentoring necessary to successfully earn their degree and meet the Graduate Council’s Scholarly and Professional Goals for Penn State graduates from a representative cross section of the Graduate Faculty. This policy describes the particular responsibilities of the Ph.D. Committee.

Moreover, continuing communication on a regular basis among the student, the committee chair, the dissertation adviser, and the other members of the committee is strongly recommended, in
order to preclude misunderstandings and to develop a collegial relationship among the student and all members of the committee.

**DEFINITIONS:**

**POLICY STATEMENT:**

1. Primary Responsibility: A doctoral program consists of a combination of courses, seminars, individual study, and research/scholarship that meets or exceeds the minimum requirements of Graduate Council. The primary responsibility of the Ph.D. Committee is to guide the broad scholarly development of the Ph.D. student, including direct responsibility for guidance and assessment of the student’s dissertation research and academic progress toward the Ph.D. degree. Ph.D. Committee members are appointed based on their skills and expertise with these goals in mind. Specific responsibilities include (but are not limited to):
   a. The Ph.D. Committee shall approve the educational program for each individual student beyond the program requirements.
      i. The Ph.D. Committee can require additional education, including course work, depending on the student’s background and research plans.
   b. The Ph.D. Committee shall approve a written assessment of the student’s progress on an annual basis. This assessment will:
      i. Include a review of any prior annual assessments.
      ii. Address the quality of the student’s research and progress toward their degree, including:
          1. Recommendations, as appropriate, to improve the student’s research;
          2. Any concerns identified and recommend actions to address the concerns.
      iii. Assess the student’s professional development and provide any recommendations as appropriate and that reflect, to the extent possible, the student’s career goals;
      iv. Accurately reflect the assessment by all members of the committee, including any minority opinions.
   c. The Ph.D. Committee shall administer the student’s Comprehensive Examination and assess the student’s performance on the examination.
   d. The Ph.D. Committee shall assess the student’s dissertation and recommend (or not) its approval to the Graduate School.
   e. The Ph.D. Committee shall conduct the student’s Final Oral Examination and assess the student’s performance on the examination.

2. Annual Assessments: The goal of the annual assessment is to evaluate student progress toward the degree and in meeting the Graduate Council’s Scholarly and Professional Goals for All Graduate Degree Students.
   a. The Ph.D. Committee will assess the student within one semester after its formation (excluding Summer Semester) including a review of the student’s dissertation research and the student’s understanding of the dissertation research goals, objectives, and methods. This is separate from evaluation of the student’s performance on the
Comprehensive Exam unless additional time and focus are added, as needed, to allow a holistic review of the student’s progress.

i. If the student’s program has received approval through the Graduate Council’s curricular review process to establish the Ph.D. Committee later than specified in GCAC-602, then the program head or designated academic adviser assumes Ph.D. Committee responsibilities as outlined in this policy. The first assessment will take place approximately one year after the Qualifying Examination is passed; the program head or designated academic adviser will provide an assessment of the student at least once annually after that until the student’s Ph.D. Committee is formed.

b. For subsequent assessments of the student, the Ph.D. Committee shall:
   i. Assess the quality and progress of the student’s research;
   ii. Assess the student’s professional development;
   iii. Decide whether any interim meetings should take place and, if so, when.

3. The Ph.D. Committee shall meet as necessary to advise the student and the student’s dissertation adviser.
   a. It is strongly recommended and a best practice for the entire Ph.D. Committee to meet together with the student to conduct the annual assessment. If there is no meeting, it is strongly recommended that the student meet individually with each member, at least annually.
   b. The student, the student’s Dissertation Adviser, the Ph.D. Committee Chair, or any two members of the Ph.D. Committee may request a meeting of the Ph.D. committee.

**PROCESS:**

1. **Committee Assessment Reports:** The Ph.D. Committee will review and approve the annual assessment that should include the opinions of all members and need not be unanimous.
   a. The assessment shall include:
      i. The Ph.D. Committee’s assessment of the student’s research and professional development progress, along with any advice the Ph.D. Committee may have for the student; such advice may include recommendations for supplemental study, an improvement plan (if necessary), and/or any other advice that would support the student’s progress toward their degree.
      ii. Any comments by the student with respect to the report.
      iii. The Ph.D. Committee’s decision on whether any meetings of the full Committee are to be scheduled (remote participation is acceptable).
   b. The student must acknowledge receipt and understanding of the annual assessment.
   c. The Ph.D. Committee Chair shall submit the completed annual assessment, with all approvals, to the major (and as appropriate, dual-title and/or minor) Graduate Program Head.
FORMS:

Annual Assessment of Research Doctoral Student

FURTHER INFORMATION:

CROSS REFERENCES / OTHER POLICIES:

GCAC-601 Residency Requirement – Research Doctorate
GCAC-602 Doctoral Dissertation Committee Formation, Composition, and Review – Research Doctorate
GCAC-603 Doctoral Committee Responsibilities – Research Doctorate
GCAC-604 Qualifying Examination – Research Doctorate
GCAC-605 English Competence – Research Doctorate
GCAC-606 Comprehensive Examination – Research Doctorate
GCAC-607 Dissertation – Research Doctorate
GCAC-608 Final Oral Examination – Research Doctorate

REVISION HISTORY

Approved by Graduate Council, February 13, 2019. Effective date: Fall 2019 (08/12/2019)
Changes in red are proposed as a result of the change to Faculty Senate requirements. Changes in blue are additional suggested revisions.

Articles of Authority

PREAMBLE
Graduate education and graduate research are among the foremost functions of The Pennsylvania State University. They constitute a dominant force in maintaining the vitality of scholarly inquiry and intellectual achievement in the University community. The accomplishments of graduate research and education are a major contribution of the University to the Commonwealth, the nation, and the world.

As delegated by the University Faculty Senate (Senate Bylaws, Article VII, Section 2), ultimate responsibility for all matters pertaining to graduate education and graduate research rests with the Graduate Faculty. To provide for governance by that faculty and to facilitate the creation and maintenance of graduate education and graduate research programs of high quality and accomplishment, these Articles are hereby established.

DELEGATION OF AUTHORITY
The faculty of the Graduate School, as represented by the Graduate Council, is delegated authority by the University Faculty Senate for the interests of the Graduate School except in those matters that have University-wide implications; it shall administer its own affairs subject to review by the University Faculty Senate.

The review process shall include a report of actions of the Graduate Council to the Senate through the Senate Council.

1. On special motion of the Senate Council, any of those actions may be placed on the agenda of the Senate for appropriate action.

2. The Senate Council will provide for liaison with the Graduate Council.

3. The Dean of the Graduate School shall present an annual report to the University Faculty Senate.

ARTICLE I
The Graduate Faculty of The Pennsylvania State University shall consist of its present Members and such members of the University community as hereafter shall be designated, on the basis of their academic credentials, scholarly achievements, and abilities in graduate education and research, to be Members.

ARTICLE II
The Graduate Faculty shall be responsible, through its governing body, for the creation and maintenance of all graduate programs in the University and for all matters pertaining to graduate education and graduate research.

**ARTICLE III**
The authority of the Graduate Faculty shall be vested in a Council of Graduate Faculty (the Graduate Council, or Council). The members of the Council shall be elected from membership of the Graduate Faculty and from the membership of an officially sanctioned graduate student organization as provided for in the Bylaws of the Graduate Council.

**ARTICLE IV**
The Graduate Council shall:

1. Establish criteria and procedures for election to membership in the Graduate Faculty.
2. Establish bylaws governing the election of Council members, the organization of the Council, the frequency of its meetings, the procedural rules that will govern its proceedings, and a procedure for Graduate Faculty review of Council actions.
3. Establish general policies and procedures pertaining to graduate programs and graduate research within the University.
4. Strive to improve and enhance the quality of graduate education and graduate research.
5. Promote the general welfare of the graduate students and faculty.
6. Foster and sustain the intellectual climate of the University.

**ARTICLE V**
The Office of the Dean of the Graduate School shall have the responsibility for implementing the policies and actions of the Council and the Graduate Faculty and for administering the Graduate School so that it is effective in implementing and responding to those policies.

**ARTICLE VI**
These articles shall be subject to amendment in the following manner:

1. A preliminary presentation and discussion of the proposed amendment will be made at a meeting of the Graduate Council.
2. At a second regular or special meeting of the Council, to be held no less than thirty and no more than sixty days after the preliminary presentation, the proposed amendment will be discussed and approved by a majority of Council members present and voting.

Commented [HV4]: This prevents abstentions from counting towards determining the majority needed to pass the vote. Revision suggested by the Graduate School.
3. The amendment shall be approved by two-thirds of all Graduate Faculty members voting in a mail ballot sent to all members of the Graduate Faculty.

4. Following approval, the amended Articles of Authority will be submitted by the Chair to the University Faculty Senate for ratification. 

Commented [HV5]: Revision suggested by the Faculty Senate.
Changes in red are proposed as a result of the change to Faculty Senate requirements. Changes in blue are additional suggested revisions.

Bylaws of Graduate Council

Note: In the following articles, the term "Chair" signifies the Vice Provost for Graduate Education and Dean of the Graduate School, who serves as the permanent chairperson of the Council (see Art. II). The term "Dean" signifies the Dean of the Graduate School.

ARTICLE I. COUNCIL MEMBERSHIP

Section A. Officers

1. The officers of the Council shall be the Chair, the Vice Chair, and the Secretary to the Graduate Council. No member shall hold more than one office at a time.

2. Every two years, a Chair will be elected from among the elected faculty members of the Graduate Council for the upcoming year to serve a two-year term beginning on the first day of the Fall semester. To be nominated for the office of Chair, the member must either:
   a) be in the second year of their first two-year term on Graduate Council and have been re-elected for an additional subsequent two-year term; or
   b) have served at least one two-year term as an elected faculty member of Graduate Council in the past.

3. If a Council member's term as representative of their voting unit expires while serving as Chair and the member is not reelected, the member shall be permitted to continue in the office of Chair until his or her two-year term expires. While completing the term as Chair, the officer will have all the rights and privileges of a regular member of the Graduate Council.

4. The Chair shall serve as the presiding officer at Graduate Council meetings and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Council. The Chair will set the agenda of Graduate Council meetings, in consultation with the Dean of the Graduate School.

5. If a vacancy occurs in the office of the Chair prior to completion of the Chair's regular term, the Vice Chair will move immediately into the office of Chair and complete the unexpired term.

6. The Dean of the Graduate School shall serve as the permanent chairperson (the "Chair") of the Council. In his/her absence, a Council member or a member of the administrative staff of the Graduate School may be designated by the Chair to preside.

Commented [HV1]: I split this out since technically someone in the first situation will not have completed their two-year term by the time of nomination and election.
7. Every year, a Vice Chair will be elected from among the elected faculty members of the Graduate Council to serve a one-year term. To be nominated for the office of Vice Chair, the member must either:

   a) be in the first year of their first two-year term on Graduate Council; or
   b) have served at least one full year as an elected faculty member of Graduate Council in the past.

8. The Vice Chair shall assume the duties of the Chair in the absence of the Chair.

9. If a vacancy occurs in the office of the Vice Chair, nominations will be requested within thirty days of notification of the vacancy and a vote will be held within sixty days of notification of the vacancy. Elected members of Council will be eligible to submit nominations. Nominees must consent to be added to the ballot. Elected members of Graduate Council will be eligible to vote in the election. The election will be conducted according to the procedures specified in the Standing Rules, Article I, Section J.3 and 4.

10. The Director of Graduate Council Administration in the Graduate School will serve as Secretary to the Council but is not a member of Council and therefore has no voting rights.

11. The Secretary shall keep the official roll, prepare and publish the minutes of Council meetings, and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Council.

12. The Chair and Vice Chair of Graduate Council may be removed from their office for neglect of duty or for misconduct in office in accordance with procedures for removal in the Standing Rules, Article I, Section J.6.

Section B. Elected Members

1. There shall be approximately forty-five elected Graduate Faculty members of the Council, elected by their voting units (as defined in Number 2 of this section). Each shall serve for a term of two years.

2. The voting units shall be the colleges and schools of the University offering graduate programs, including Great Valley School of Graduate Professional Studies and the School of International Affairs. Additional voting units may be established by vote of the Council.

3. The elected Council members shall be apportioned among the voting units (as defined in Number 8 of this section) as follows: one group of seats (block A), equal to the number of voting units, shall be assigned one per unit; the remaining group
of seats (block B) shall be assigned in proportion to the number of Graduate Faculty members in each unit by the procedure detailed in Number 3.4 of this section.

4. **As of December 31 of each year,** In January, the **Chair Secretary** shall make an accurate summary of the number of Graduate Faculty members in each voting unit of the Graduate School Council as of December 31 the prior year. On the basis of this summary, the **Chair Secretary** shall compute the exact number of block B seats that must be assigned to each voting unit in order to achieve proportional representation. Numbers with fractions shall be rounded up to the next whole number if the fraction is one-half or greater and otherwise rounded down to the next whole number.

5. **By February 1,** the **Chair Secretary** shall notify the chief academic administrator of each voting unit each year of the total number of persons to be elected from that unit at the next annual election. This number shall ordinarily consist of one-half of the total number of representatives allotted to each unit. In the event that the voting unit has only one representative, that unit will select its representative every other year. In the event that the voting unit has an odd number of representatives, the **Chair Secretary** will inform the presiding officer of the voting unit of the exact number to be elected for the year in question.

6. **Prior to March 1 of each year,** The members of the Graduate Faculty within each voting unit shall elect, **by secret and secure ballot,** its members of the Council and a number of alternates to total at least half the number of elected members as alternates required that year. If a unit has only one representative, then at least one alternate must be elected. The voting members of the Graduate Faculty within each voting unit shall establish by a majority vote their own method of nominating candidates for election, as well as other rules for the conduct of the election. The election must be completed **by before** April 1.

7. **Immediately following the election and by April 1 at the latest,** the presiding officer of the voting unit shall transmit to the **Chair Secretary** the names of those elected. Newly elected members and alternates shall take office at the beginning of the fall semester following the election and serve for two full years, through the end of the summer semester.

8. The **Chair Secretary** shall inform the chief academic administrator of each voting unit about the attendance of each member of the unit and participation in Graduate Council affairs. The chief academic administrator of the voting unit may replace an inactive Council member by an elected alternate at his or her discretion. Notice of the selection of a replacement shall be given in writing to the **Chair Secretary** by the presiding officer, chief academic administrator, of the voting unit.

9. Each member of the Graduate Faculty shall be affiliated with the voting unit of his or her principal appointment. Any member of the Graduate Faculty whose principal
appointment is not with an established voting unit shall be assigned to the voting unit that nominated the individual for membership in the Graduate Faculty.

10. The chief academic administrator of the voting unit, or an individual designated by that administrator, shall preside over that voting unit for the purpose of conducting secret and secure elections to the Council.

11. In case an elected member of the Council is unable to complete the elected term, the chief academic administrator of the voting unit shall notify the Chair Secretary which elected alternate will serve the remainder of the term. If no alternates are available, then the University Graduate Faculty of the voting unit shall hold a special election to identify a new elected Council member, who will complete the unfinished term.

Section C. Qualifications of Members and Alternates

1. Faculty membership in the Council shall be limited to Members of the Graduate Faculty.

2. No elected member of the Council may serve more than four consecutive years.

3. An elected alternate shall meet all the qualifications of an elected member of the Council.

Section D. Additional Members and Participants in the Council

1. The Graduate School. The Vice Provost for Graduate Education and Dean of the Graduate School (the "Chair") shall be a voting member of the Council, ex officio. The Senior Associate Dean, Associate Dean(s), and/or Assistant Dean(s) of the Graduate School, as appropriate, shall be voting members of the Council, ex officio. The Directors and administrative support staff of the Graduate School may attend Graduate Council meetings as participants (non-voting non-members).

2. Office of Vice President for Research. The Vice President for Research and the Associate Vice President for Research and Director of Strategic Initiatives shall be non-voting members of the Council, ex officio.

3. World Campus. The Associate Assistant Vice Provost for Online and Blended Programs shall be a non-voting member of Graduate Council, ex officio. This person must be a member of the Graduate Faculty and will serve as liaison between the Graduate Council and the World Campus.

4. Other educational units. The Deans of the Dickinson School of Law and Penn State Law will recommend to the Chair a respective designee who is a member of the Graduate Faculty and who shall be a non-voting member of the Graduate Faculty.
5. **University Faculty Senate.** A member of the Senate Council of the University Faculty Senate designated by that body, the Chair of the Senate in consultation with the Chair of Graduate Council shall be a voting member of the Council. The individual selected must be a Member of the Graduate Faculty.

6. **University Registrar.** The University Registrar shall be a non-voting member of Graduate Council, *ex officio*.

7. With the concurrence of the Council, the Chair may invite guests to attend and participate in Council meetings at any time.

8. The Graduate and Professional Student Association, in its capacity as the officially sanctioned representative student organization for all graduate students, shall be responsible for conducting an election to choose five degree-seeking students enrolled in the Graduate School (hereafter, "graduate students") to each serve for one year as voting members of the Council. In electing graduate students to the Council, no more than one shall be chosen from the same voting unit as defined in Article I, Section A.2.

Prior to March April 1 of each year, the members of the Graduate and Professional Student Association shall be called together by their President to elect graduate student members of the Council and an equal number of graduate student alternates. The members of the Graduate and Professional Student Association shall establish by a majority vote their own method of nominating candidates for election, as well as other rules for the conduct of the election. The election must be completed by April 1.

Replacement of members by alternates shall be made in a manner similar to the replacement procedure for faculty members in Article I, Section A.B, Number 2.8.

**ARTICLE II. COUNCIL ORGANIZATION**

**Section A. Officers**

**Section A. Committees**

1. Standing Committees of the Council may be established by the Council.

2. Prior to May 31 of each year, the Council shall elect person[s] faculty members who will be members of Council in the upcoming academic year to serve on the Committee on Committees and Procedures for a two-year period.

3. Total committee membership of the Committee on Committees and Procedures shall consist of at least seven persons, six elected faculty members of Graduate Council, including and one elected graduate student member of Graduate Council.
One half of the faculty members shall be elected each year. The graduate student member will be appointed by the Graduate and Professional Student Association and will serve a one-year term.

4. Each year before the first Council meeting of the fall semester, the Committee on Committees and Procedures shall prepare a roster of proposed Standing Committee assignments.

5. The newly elected Council at its first meeting shall review the recommendations of the Committee on Committees and Procedures and vote to appoint members to Standing Committees.

6. The Chair may appoint Ad Hoc Committees of the Council for special purposes.

7. Graduate students shall be eligible to serve on all committees.

ARTICLE III. COUNCIL MEETINGS

Section A. Time and Place of Meetings

1. Regular meetings of the Council shall normally be held once a month during the academic year, at a regular time and place designated by the Chair in consultation with the Dean of the Graduate School.

2. Special meetings of the Council may be called by the Chair upon 20 business days notice to its members.

3. Regular meetings of the Council may be omitted upon adequate notice to the members when lack of business justifies such action.

ARTICLE IV. FACULTY LEGISLATIVE AUTHORITY

Section A. Faculty Recourse

1. Actions of the Council may be revised or nullified by the Graduate Faculty in the following manner:

   a. Within 25 business days after the publication of any action the minutes of the relevant Council meeting, any member of the Graduate Faculty may challenge the action by presenting to the Secretary of the Council a petition signed by fifty members of the Graduate Faculty requesting that a review be made of the action by the Council.

   b. Within 10 business days of receipt of the petition, at the next regular meeting of Graduate Council, the Council shall meet with representatives of the petitioners to attempt to resolve the difficulties.
A special meeting of Council may be called for this purpose as outlined in Article III. Section A.2.

c. If the objection is not resolved, the Chair shall call a meeting of the Graduate Faculty as soon as feasible for the specific purpose of discussing the action that has been challenged. To become an official action, two steps must occur:

i. a motion to replace, overturn, revise, or nullify the contested action of the Council passed at such a special meeting must be approved by majority vote of the Graduate Faculty attending the meeting; and

ii. the vote must be sustained by the Graduate Faculty by means of a ballot mailed through ballot by mail or electronically to all members. The decision to sustain or reject the motion shall be based upon a majority vote of those voting on the issue.

Section B. Special Graduate Faculty Meetings

1. Special meetings of the Graduate Faculty may be called by the Chair on his or her own initiative or upon receipt of a petition signed by fifty Graduate Faculty members. To become effective, any legislative action taken at such a meeting requires approval by the Graduate Faculty through ballot by mail or electronically. The decision to sustain or reject the legislation shall be based upon a majority vote of those voting on the issue.

ARTICLE V. IMPLEMENTATION

The Office of the Dean of the Graduate School shall promulgate Graduate School regulations to implement the policies and intent of the Council. However, the Office of the Dean of the Graduate School shall have the authority to grant exceptions in individual cases to any rule or regulation where special conditions warrant such action.

ARTICLE VI. PROCEDURE

The Council shall establish its rules of procedure.

ARTICLE VII. AMENDMENT

An amendment to the Bylaws may be adopted at any meeting of the Council by a two-thirds vote of those Council members present and voting, providing that the amendment has been presented in writing at the preceding regular meeting. Following approval, the amended Bylaws will be submitted by the Chair to the University Faculty Senate for ratification.

1 Graduate Council defines "business days" as Monday through Friday, excluding any day the University is officially closed.
Revision History
Revised by Graduate Council: Sept. 16, 2015
Revised by Graduate Council: Oct. 17, 2018
Changes in **red** are proposed as a result of the change to Faculty Senate requirements. Changes in **blue** are additional suggested revisions.

Standing Rules of Graduate Council

**ARTICLE I. RULES OF PROCEDURE**

**Section A**

1. A quorum for the transaction of business shall consist of twenty-five Council members.

2. The rules of procedure in the meetings of the University Graduate Council, except as may be otherwise specified in the Articles of Authority, Bylaws, and Standing Rules, shall be those of the current edition of *Robert’s Rules of Order, Newly Revised 1990*. All motions, except as may be otherwise specified in these documents, shall be determined by a majority of the votes cast. Roll Call votes may be initiated by the decision of the Chair or by five or more of the Council members present and voting.

**Section B**

The order of business at each regular meeting of the Council shall be as follows:

1. Minutes of the preceding meeting.

2. Communications to the Graduate Council.

3. Announcements by the Chair.

4. Announcements by the Dean of the Graduate School.

5. **Announcements by the University Faculty Senate Liaison to Graduate Council.**

6. Remarks of the Vice President for Research [as appropriate].

7. Reports of Standing Committees.

8. Reports of Special Committees.

9. Special reports.

10. Unfinished business.


12. Comments and recommendations for the good of the graduate community.

Commented [HV1]: The Faculty Senate recommended adding a standard report from the University Faculty Senate liaison to help facilitate communication between the two bodies.

The committee agreed with this suggestion, with the understanding that these announcements should be limited to only those relevant to Graduate Council in the interests of time constraints.
The order of business may be changed by the Chair prior to any meeting. Any or all items in this section may be suspended at any regular meeting of the Council by a two-thirds (2/3) vote of the members present and voting and at any special meeting by decision of the Chair.

Section C
The order of business for any special meeting of the Council as outlined in the Bylaws, Article III, Section A, Number 2, shall be determined by the Chair.

Section D
An agenda and appendices shall be distributed at least four (4) business days before the regular meeting to which they pertain to all members of the Council and to all non-Council members of Council Committees. Each academic and principal administrative unit of the University and the Graduate and Professional Student Association shall be sent a copy. The organizations shall receive the aforesaid agenda with appendices on the same time schedule as do Council members.

Section E
1. To introduce new business, a Council member may address a request to the Chair indicating the item of business that the Council member wishes to be considered. This request must be made to the Chair, in writing, through the Secretary to the Council, at least ten (10) business days before the regular meeting to be considered for that meeting agenda. Items of new business introduced in this way may be discussed and referred to committee at the meeting, but a vote to consider a main motion must be postponed until the next regular meeting of Council unless the Chair calls a special meeting to consider this item before the next regular meeting as outlined in the Bylaws, Article III, Section A, Number 2.

2. A Council member may also introduce, by a direct motion from the floor, new business that he or she considers to be of exceptional urgency. When such a motion has been made and seconded, it shall be laid on the table until the next regular meeting of the Council unless the Chair calls a special meeting to consider this item before the next regular meeting as outlined in the Bylaws, Article III, Section A, Number 2.

3. The chair or another member of a standing or special committee may also introduce a motion to Council on behalf of the committee. When such a motion has been made, a vote to consider the motion must be postponed until the next regular meeting of Council unless the Chair calls a special meeting to consider this item before the next regular meeting as outlined in the Bylaws, Article III, Section A, Number 2. This provision does not apply to the motion from the Committee on Committees and Procedures to appoint members to the Standing Committees, which must take place at the first Council meeting of the fall semester, as outlined in the Bylaws, Article II, Section B A, Number 5.
4. At the discretion of the Chair, any member of the Graduate Faculty, graduate education administration, or graduate student body not a member of the Council may be granted the privilege of the floor on any item of business already before the Council. Such a request must be made to the Chair, in writing, through the Secretary to the Council, at least four (4) business days before the meeting at which the faculty member, administrator, or graduate student wishes to speak.

5. Only members of the Council may introduce new business.

6. At the discretion of the Chair, any member of the Board of Trustees, faculty, administration, student body, or staff not a member of the Council may be granted the privilege of the floor to make comments and recommendations relevant to and for the good of the graduate community. Requests shall be made to the Chair, in writing, through the Secretary to the Council, at least four (4) business days prior to the meeting at which the individual wishes to speak.

7. The Chair shall have the authority to place a time limit on the remarks of any nonmember of the Council.

8. The rules of this section may be suspended only by a two-thirds vote of the Council members present and voting.

Section F
New Standing Rules of the Council and amendments to these rules may be acted upon only after they have been presented in writing to all Council members at least six days before a regular meeting of the Council, except that this requirement may be suspended by a two-thirds vote of the Council members present and voting. Following approval, the amended Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.

Section G
The Council shall send minutes of its meetings to those specified in Section D.

Section H
Duties of Council Members:

1. Attend Council meetings.
   a. Graduate Council members are expected to attend all meetings of Graduate Council. Although in-person attendance is preferred, Graduate Council members may participate in Graduate Council meetings remotely via videconference using appropriately equipped University videconferencing facilities or University-supported web-conferencing technology from a non-public and quiet location.

Commented [HV3]: This prevents abstentions from counting towards determining the two-thirds required.
Commented [HV4]: This prevents abstentions from counting towards the two-thirds required.
Commented [HV5]: Revision suggested by the Faculty Senate.
b. If an elected Graduate Council member is unable to attend a meeting of Council, s/he must notify the Secretary in advance. The member must also notify their voting unit to provide an elected alternate to replace them at the meeting. If an elected alternate is available to attend the meeting, either the member or the voting unit must notify the Secretary at least 4 hours prior to the meeting start time to allow the alternate to receive the same voting privileges as the Council member for whom he/she is substituting for the day. The elected alternate must have been previously identified by the voting unit as eligible to serve as an alternate. The elected alternate may also substitute for the Council member at the Council member’s committee meeting being held on the same day.

c. If a Council member is absent from three or more Council meetings in an academic year without advance notice to the Secretary and has not resigned from his/her elected seat on Graduate Council, the Council will remove the member and require the voting unit to replace that member with a duly elected alternate representative. This provision does not pertain to sabbatical, medical, or other leaves of absence, or other absences related to professional responsibilities. It is the member’s duty to notify the Secretary of the reason for an absence.

2. Attend their assigned Standing and special Ad Hoc committee meetings.

   a. Committee members may participate in committee meetings remotely via videoconference using appropriately equipped University videoconferencing facilities or University-supported web-conferencing technology from a non-public and quiet location.

   b. If a committee member is unable to attend a committee meeting that is not on the same day as Council, an elected alternate may attend the committee meeting in their place. The elected alternate must have been previously identified by the voting unit as eligible to serve as an alternate. The committee member must notify the Secretary at least 4 hours prior to the meeting start time to allow the alternate to receive the same voting privileges as the committee member for whom he/she is substituting.

3. Communicate the activities of the Graduate Council to the Graduate Faculty in their home unit.

4. In considering legislation, Council Members must balance the needs of their academic unit with the overall goal of maintaining and improving the quality of graduate education across the University.
Section I
Graduate Council Meetings:

1. Graduate Council meetings are open to elected members of Graduate Council and the Additional Members and Participants in the Council as specified in the Graduate Council Membership List Bylaws, Sections 8 and 10. Members of the University community who are not members of Graduate Council may request the privilege of the floor as outlined in Article I, Section E above.

Section J
Nominations, Elections, and Removal of Officers:

1. The Secretary will request nominations for the Chair and Vice Chair as needed from elected members of Council in April. Nominees must consent to be added to the ballot for election. Nominations must be received by 5:00 p.m. on the day of the May Graduate Council meeting. The election must be concluded by May 31.

2. Only elected members of Graduate Council for the upcoming academic year, including continuing and incoming members, are eligible to vote in the election of the Chair and Vice Chair.

3. Election of the Chair and Vice Chair shall be electronically by secret preferential ballot, with the preferred candidate for each office being designated by “1,” the next by “2,” and so on. In counting votes, a Borda count system shall be used to determine the winner. In the event of a tie, the results of the election shall be determined by drawing lots among the tied candidates.

4. Votes shall be counted and verified by the Secretary, who will immediately report the results of the election to the current officers and candidates. The full Graduate Council will be notified in a timely fashion.

5. The Chair has the discretion to undertake a recount of the ballots at any time before the first day of the fall semester when the terms of office officially begin. An elected faculty member of Graduate Council wishing to contest the election results may request that the Chair conduct a recount within 30 days after the notification of the election results is sent. The Chair has the authority to decide whether or not to grant the request.

6. At any meeting of Graduate Council, a petition may be presented to the Chair requesting that the Chair or Vice Chair be removed from office for neglect of duty or misconduct in office. The petition must be signed by at least five elected faculty members of Graduate Council. The Executive Committee of Graduate Council after appropriate investigation and discussion shall vote on whether the Graduate Council shall be polled to consider the removal of the officer. A majority vote of the members of the Executive Committee present and voting shall be required. If the Committee votes to poll the Graduate Council, a ballot by mail or electronically will be sent to all Council.
members allowing at least ten business days for voting. A two-thirds majority vote of Council members voting shall be required for removal of the officer.

ARTICLE II. GRADUATE COUNCIL COMMITTEE STRUCTURE

Section A
Committees may be created according to the provisions of Article II, Section B A. of the Bylaws of the Graduate Council. A roster of Graduate Council members, as well as membership on Standing and Ad Hoc Committees, shall be made available to the University community on the Graduate Council section of The Graduate School’s website.

Section B
The Chair and the Chair’s designated representatives are is an ex officio members of all Standing and Ad Hoc Committees and may authorize the Vice Chair to be a representative at any committee meetings. Ex officio members of committees may vote in committee meetings if they are voting members of Council. The Chair of Graduate Council has full authority to decide which Committee has responsibility for considering and proposing legislation and/or consultation on any item which may overlap the responsibilities of more than one Committee.

Section C
All Standing Committees except the Committee on Committees and Procedures may add to their membership with the approval of the Committee on Committees and Procedures.

All Standing Committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances might indicate. All Standing Committees may appoint Ad Hoc Subcommittees as needed.

Section D
All Standing Committees must be chaired by Elected Members (i.e., Graduate Faculty) elected faculty members of Graduate Council. The other appointed members of the committees should be representatives of the graduate community (Graduate Faculty, students enrolled in the Graduate School, or graduate education administrators) and need not be members of the Graduate Council. Ex officio members of committees may vote in committee meetings if they are voting members of Council as specified in the Bylaws Section D.

Section E
All committee positions, except those of the Committee on Committees and Procedures, are tenable for one year, from the day of the first Graduate Council meeting of the fall semester in a given year to the day before the first Graduate Council meeting of the fall semester of the next year. Positions on the Committee on Committees and Procedures are tenable for two years, with the exception of the graduate student member, who will serve a one-year term. Term lengths for the Committee on Committees and Procedures are stated in the Bylaws, Article II, Section A. No member of a given committee may serve longer than four consecutive years. Exceptions may be approved by the Graduate Council.
Section F
Standing Committees of the Graduate Council:

Preamble: In addition to the Committee on Committees and Procedures, there are Policy-Making Committees, Implementation Committees, and Ad Hoc Committees of the Graduate Council.

Policy-Making Committees: The Policy-Making Committees of the Graduate Council shall be knowledgeable in the major areas of intellectual pursuit, i.e., health and life sciences, basic and applied physical sciences, social and behavioral sciences, and the arts and humanities. All presiding officers of Policy-Making Committees must be members of the Graduate Council. A substantial proportion of the members of these Committees shall be Graduate Council members, and the membership shall be divided approximately equally among the major intellectual areas of knowledge. Subcommittees of Policy-Making Committees are not themselves policy-making committees.

Implementation Committees: The chair of all Implementation Committees shall be a member of the Graduate Council, but the committee membership may be from the Graduate Faculty at large.

1. Committee on Committees and Procedures
   
   **Membership:** It shall consist of six elected Graduate Council faculty members, plus one graduate student representing the Graduate and Professional Student Association. One-half of the membership normally shall be elected each year. The Dean, Senior Associate Dean, and Director of Graduate Council Administration of the Graduate School shall be ex officio members of this committee.
   
   **Selection:** By the Graduate Council. No fewer than six nominees will be submitted to the Council every year by the Committee on Committees and Procedures. Additional nominations may be made from the floor. The Council will elect the Committee members by secure and secret ballot.
   
   **Duties:**
   
   a. It shall recommend appointment of members of all other Committees.
   
   b. It shall assist the Chair in reviewing proposed changes in procedures and make recommendations for Council action thereon.
   
   c. It shall assist the Chair in the appointment of special Ad Hoc Committees.
   
   d. It shall elect its own presiding officer and it shall serve as the nominating Committee for new members to be elected to the Committee on Committees and Procedures.

Commented [HV8]: Revision suggested by the Faculty Senate.

Commented [HV9]: We don’t do this currently, we take nominations from the full Council for this committee.
e. It shall periodically review these Articles, Bylaws, and Standing Rules including committee structure of the Council and recommend changes as necessary.

2. Policy Making Committees

a. Executive Committee

Membership: It shall consist of the presiding officers of the Committees on Academic Standards, Committees and Procedures, Fellowships and Awards, Programs and Courses, Graduate Research, and Graduate Student and Faculty Issues; the liaison member from the University Faculty Senate Council; the Dean and the Senior Associate Dean of the Graduate School; plus at least three elected faculty members from the Graduate Council as recommended by the Committee on Committees and Procedures appointed by Graduate Council.

Duties:

i. Assist the Chair in setting the Agenda for Council meetings.

ii. Provide advice and counsel as requested by the Chair.

b. Committee on Academic Standards

Membership: It shall consist of at least seven elected faculty members of Graduate Council. The Dean, Senior Associate Dean, Associate Dean, Director of Graduate Council Administration, and Director of Graduate Student Services of the Graduate School shall be ex officio members of this committee.

Duties: It shall be responsible for standards of quality of graduate programs and research and is authorized to select Subcommittees as needed for the following activities:

i. Admissions: Studies admission and evaluation techniques and recommends to the Graduate Council standards and policies for the admission of students.

ii. Degree Requirements: Recommends standards and policies for degree requirements and assessment, registration, and satisfactory academic progress of students.

iii. Membership of the Graduate Faculty: Recommends criteria for membership in the Graduate Faculty.

iv. Theses and Dissertations: Considers general policy, objectives, standards, regulations, procedures, and requirements relating to theses and dissertations.

Commented [HV10]: Suggest deleting because 1) we don’t do this currently and 2) we are suggesting the following change to the Bylaws Article I. Section A. 4.: “The Chair will set the agenda of Graduate Council meetings, in consultation with the Dean of the Graduate School.”
v. Languages and Communications: Works with and advises on problems of graduate training and professional development in the area of instrumental languages and communication skills.

c. Committee on Programs and Courses
   
   **Membership**: The Committee shall consist of at least nine elected faculty members and one graduate student member of Graduate Council. The Dean, Senior Associate Dean, Associate Dean, Director of Graduate Council Administration, and Director of Graduate Student Services of the Graduate School shall be *ex officio* members of this committee.
   
   **Duties**: The Committee duties are as follows:

   i. Suggest policy related to programs and courses.

   ii. Undertake, as appropriate, review of existing graduate programs.

   iii. Review, evaluate, and approve or reject all new graduate program and course proposals that have been submitted for *degree consideration* curricular review.

   iv. Review all requests for extended degree programs submitted through the established protocols of the University.

   v. Develop criteria for evaluating program and course proposals and recommend procedures for handling these proposals.

   vi. Review and comment, in consultation with the Dean of the Graduate School, on other issues that have impact on the quality of graduate education.

   vii. Be responsible for and authorized to select standing Subcommittees:

   i. Subcommittee on Program Review and Evaluation
      
      **Membership and Duties of Standing Subcommittee**: Twelve members. One Graduate Faculty representative from each academic college and school of the University that offers graduate programs responsible for review of quality indicators of existing
graduate programs, recommendations to the Dean of the Graduate School on those, and other activities authorized by the Programs and Courses Committee related to graduate program review and evaluation. The Dean, Associate Dean, and Director of Graduate Council Administration shall be *ex officio* members of this subcommittee.

ii. **Subcommittee on New and Revised Programs and Courses**

*Membership and Duties of Standing Subcommittee:* One Graduate Faculty representative from each academic college and school (Penn State Great Valley School of Graduate Professional Studies and School of International Affairs) of the University that offers graduate programs responsible for evaluation and review of new and revised program and course proposals and for recommendations on those to the Committee on Programs and Courses. The Dean, Senior Associate Dean, and Director of Graduate Council Administration shall be *ex officio* members of this subcommittee.

d. **Committee on Graduate Research**

*Membership:* It shall consist of at least seven elected faculty members, and one of whom shall be a graduate student member of Graduate Council. The Graduate Faculty membership shall be selected so as to include representation from the health and life sciences; the basic and applied physical sciences and engineering; the social and behavioral sciences; and the arts and humanities. The Associate Vice President for Research, and the Dean and the Assistant/Senior Associate Dean of the Graduate School shall be *ex officio* members of this Committee.

*Duties:* The Committee’s responsibilities are as follows:

i. Advise the Graduate Council on policies and procedures that affect graduate research.

ii. Foster graduate research at The Pennsylvania State University by aiding the Graduate Council in recognizing and rewarding outstanding graduate research performed by faculty and students of The Pennsylvania State University.

Commented [HV11]: I’m not sure why these two are called out by name since they fall in this category.

Commented [HV12]: This is already stated above in Section F, under Policy-Making Committees.
iii. Support efforts, at all University levels, to enhance the funding of graduate research.

iv. Support efforts to attract and retain excellent graduate students.

v. Inform and advise the Graduate Council on issues and opportunities associated with industrial-academic-related research areas, particularly as they affect graduate research and graduate study.

vi. Recommend to the Graduate Council appropriate policies or actions on emerging political, budgetary, and academic issues related to graduate research.

vii. Be responsible for and authorized to select the standing Subcommittee:

   i. Subcommittee on Graduate Exhibition

   **Membership and Duties of Standing Subcommittee:** It shall consist of at least four elected faculty members of Graduate Council. Additional participants may be invited to attend based on their expertise. The Associate Dean for Graduate Student Affairs is an ex officio member of this Committee. This committee helps to implement the annual Graduate Exhibition, and makes recommendations to the Dean of the Graduate School concerning the Graduate Exhibition.

e. Committee on Graduate Student and Faculty Issues

   **Membership:** It shall consist of at least six elected faculty members, and three elected graduate student members of Graduate Council, and five ex officio members: the Director of the Office of Assistant/Associate Dean for Graduate Educational Equity Programs, and the Assistant/Associate Dean for Graduate Student Affairs of the Graduate School, and one representative each from the Division of Student Affairs, the University Office of Global Programs, and the Office of Student Aid.

   **Duties:** It shall be responsible for and is authorized to select Subcommittees as needed for the following activities:

   i. Review existing and proposed policies and make recommendations concerning the welfare and ethics of the Graduate Faculty and graduate students.
ii. Promote the intellectual development and social welfare of an inclusive graduate community by fostering an awareness and appreciation of cultural and social differences.

iii. Keep the Dean of the Graduate School apprised of issues of concern to graduate students.

iv. Assist the Dean of the Graduate School in the review of appeals concerning the violation of accepted norms of professional behavior of Graduate Faculty members and graduate students with authorization to review and make recommendations to the Dean when it is charged that individual rights have been violated and responsibilities unfulfilled.

3. Implementation Committee
   a. Committee on Fellowships and Awards
      Membership: It shall consist of one Graduate Faculty representative from each academic college and school (Penn State Great Valley School of Graduate Professional Studies and School of International Affairs) of the University that offers graduate programs. The Director of Graduate Fellowships and Awards Administration is an ex officio member of this committee.
      Duties: It shall consider policies on awards; examine and judge applications for grants-in-aid, scholarships, and Graduate School fellowships; and make recommendations to the chair Dean of the Graduate School for awards.

4. Ad Hoc Committees
   Ad Hoc Committees may be appointed from time to time by the Chair and the Committee on Committees and Procedures to examine and recommend action concerning specific problems. Membership shall depend upon the subject matter of the Ad Hoc Committee.

1 Graduate Council defines "business days" as Monday through Friday, excluding any day the University is officially closed.

Revision History
Revised by Graduate Council: Oct. 17, 2018

Commented [HV13]: I'm not sure why these two are called out by name since they fall in this category.

Commented [HV14]: Revision to clarify that Ad Hoc committees are appointed by the Chair. Bylaws Article II, Section A. 6 says the Chair may appoint Ad Hoc committees. The Standing Rules II.F.1.c. above says the Committee on Committees and Procedures assists the Chair in the appointment of Ad Hoc committees.
Committee on Committees and Procedures
White Paper on Proposed Revisions to Graduate Council Governance Documents, Spring 2019

Terms of Service: The committee did not want to increase the terms of service for Graduate Council members. Currently members are elected to serve a two-year term, with the possibility of re-election for another two-year term. No member can serve more than four consecutive years.

Nominations: The committee preferred nominations for the offices of the Chair and the Vice Chair to be solicited from elected members of Graduate Council in April. The elections in the voting units to elect Graduate Council members must be completed by April 1, so nomination requests will be sent out in mid-April. Members will be able to nominate any eligible member for either role; however, the nominees must consent to being placed on the ballot. Eligible members will be able to self-nominate using the same procedure. Nominations will close at 5:00 p.m. on the day of the Graduate Council meeting. Additional nominations may be made in person at the meeting before the deadline.

Chair: Given the preference for not increasing the term length for Council members, the committee decided that in order to ensure the Chair had sufficient experience serving on Graduate Council, the Chair should either be in his or her second year of the two-year term and have been re-elected for another two years, or should have completed a two-year term at some point in the past. The two-year term could have been completed at any point prior to the member’s current term. If a member is elected to serve as Chair beginning in the second year of his or her term, then their term will be extended.

The committee preferred to make the Chair’s term two years in order to allow the Chair a significant amount of time in which to achieve their goals.

Vice Chair: The committee preferred a separate office of Vice Chair to a Chair-Elect model. The Vice Chair will assume the duties of the Chair in the absence of the Chair and will take over the Chair’s term if there is a vacancy.

The term for the Vice Chair is proposed to be one year. The committee discussed whether to make the Vice Chair’s term two years to match the term of the Chair, but ultimately decided against it. The committee believed that one of the main reasons an individual would be interested in the role of Vice Chair would be to eventually stand for election as Chair. However, if the Vice Chair’s term lasts for two years, it might not be possible for an individual to make a consecutive transition to Chair given Graduate Council term limits.

The procedure for nomination and election of the Vice Chair will be the same as that for the Chair, except since the Vice Chair’s term is only one year, an election will be held for this office every year.

1 There are two types of members of Graduate Council: elected members (who are all voting members) and ex officio members (some of whom have voting privileges). These categories are delineated in the Bylaws Section B and Section D. The committee decided to restrict nominations and voting for the Offices of Chair and Vice Chair to elected members, a category that includes both elected Graduate Faculty members and elected representatives from the Graduate and Professional Student Association.
Secretary: The committee decided to retain the Director of Graduate Council Administration in the office of Secretary. The DGCA will continue to not be a member of Council, and therefore does not have voting rights.

Term Limits: The committee did not think it necessary to impose term limits on the offices of Chair and Chair-Elect, since the current rules prohibit any member serving more than four consecutive years.

Removal of Officers: The committee decided to base these on the procedures the Faculty Senate uses to remove officers if necessary.

Elections: The committee preferred an electronic ballot sent out to all continuing and newly elected members of Graduate Council, so that all elected members of Graduate Council for the upcoming academic year will be eligible to vote. The committee considered but ultimately rejected the alternative of making the current members of Council eligible to elect the Chair and/or Vice Chair for the next year. If current outgoing members of Council also had the right to vote in addition to continuing and incoming members, this could skew the number of voters from each voting unit, depending on the election cycle. For example, some voting units that have only one Graduate Council member would get one vote for the Chair while others would get two.

The committee discussed but ultimately rejected the idea of requiring a minimum number of votes to constitute a quorum in the election, for practical reasons concerning the difficulty of getting voter participation. The committee suggests that this could be monitored and changed in the future if it proves to be an area of concern.

The committee strongly preferred a single vote using a preferential ballot rather than requiring multiple rounds of balloting. The committee suggested using a Borda count method for determining the winner. A detailed explanation of these choices follows:

- Robert’s Rules of Order require that elections be held in person during a meeting, and that multiple rounds of balloting occur until one person emerges with a majority. Modifications of the election process must be expressly authorized in an organization’s Bylaws and the voting and counting methods must be prescribed in detail. If there are more than two possible choices on the ballot and a single round of voting is desired, preferential voting is a way to ensure a more representative result. Preferential voting takes the second or less-preferred choices of voters into account if no candidate attains a majority.

- There is no perfect method for preferential voting. Two of the most common methods are Instant Runoff Voting (IRV) and the Borda count method. For both, voters rank the candidates on the ballot in order of preference. In IRV, voters don’t have to rank more than one candidate; in the Borda count method, voters must rank all the candidates in order of preference.

- In IRV, the counting of the ballots is done in rounds. If a candidate gets the majority of first-choice votes in the first round, then he or she is declared the winner. If no one achieves a majority, then the candidate with the least number of votes if declared eliminated, and their ballots are redistributed to the voters’ second choices. This process continues until one

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2 RRO, SS 45.
candidate achieves a majority. IRV ensures that the winner has a majority of support; however a candidate could have strong opposition from a significant minority and still win.

- In the Borda count method, voters rank order the candidates by preference and a number of points are assigned to each rank. For instance, a first place vote would be worth three points, a second place vote two points, and so on. The candidate with the largest total number of points wins. The Borda count method tends to ensure the winner is broadly acceptable to all voters, but the winner will not necessarily have a majority.

The committee suggested using the same method of determining the winner in the event of a tie that the Faculty Senate uses.
QUALIFYING EXAMINATION - RESEARCH DOCTORATE

Contents:
- Purpose
- Academic Goal
- Scope
- Background
- Definitions
- Policy Statement
- Process
- Responsibilities/Guidelines/Best Practices
- Forms
- Further Information
- Cross References/Other Policies

PURPOSE:
To establish the content, form, scheduling, and reporting requirements for the Qualifying Examination.

ACADEMIC GOAL:
The academic goal of the Qualifying Examination is to assess early in the student’s program whether the student is capable of conducting doctoral-level research based on evidence of critical thinking and other skills that the Graduate Faculty of the program view as necessary to a successful researcher in the disciplinary field.

SCOPE:
This policy applies to all students enrolled in programs of study leading to the Ph.D.

BACKGROUND:
Graduate education leading to an advanced research degree (M.A., M.S., or Ph.D.) is fundamentally different from undergraduate education in form and content. Graduate work on an advanced research degree is often solitary and in close collaboration with one or a few faculty members or other research personnel. Research doctorate education in particular is focused on research methodologies and is uniform across disciplines in its characteristics, including but not limited to being hypothesis-driven, and evidence-based, and results in the creation of new knowledge. To ensure adequate progress toward the Ph.D., there are a set of formal assessments at various times in the student’s program; at Penn State the first of these is referred to as the Qualifying Examination.
DEFINITIONS:

Academic Adviser: A Graduate Faculty member assigned to an individual student who provides individualized advice that promotes intellectual discovery and helps guide the student to meet the student’s goals through the successful completion of the degree program.

Dissertation Adviser: Graduate Faculty member principally responsible for day-to-day guidance of the student’s dissertation research and academic and professional development.

Qualifying Examination Committee: A committee drawn from the Graduate Faculty members of the student’s Ph.D. program faculty charged by the Graduate Program head to administer the Qualifying Examination.

POLICY STATEMENT:

1. The primary purpose of the Qualifying Examination is to provide an early assessment of whether the student has the potential to develop the knowledge, skills, and attributes the program has defined in its formal Learning Objectives, including evidence of critical thinking skills, necessary for a successful researcher in the disciplinary field.
   a. The Qualifying Examination is conducted early in a student’s program to ensure that the considerable investment of time, resources, and effort required by the student has a high likelihood of leading to completion of the Ph.D.
   b. Additionally, the Qualifying Examination may assess if the student is well grounded in the fundamental knowledge of the discipline.

2. Scheduling:
   a. The responsibility for scheduling the Qualifying Examination rests with the student, the student’s Academic or Dissertation Adviser, as appropriate, and the student’s major Graduate Program Head. It is the Graduate Program Head’s responsibility to ensure that all students have had their Qualifying Exam scheduled within the required time limits as defined below.
   b. All students must take the Qualifying Examination within three semesters (excluding summer sessions) of entry into the doctoral program.
      i. Students who have been identified as master’s-along-the-way upon admission into the graduate program will be allowed an extension such that the three semester time limit will begin upon completion of the master’s degree.
      ii. Students pursuing dual-title degrees must take the Qualifying Examination within four semesters (excluding summer sessions) of entry into the doctoral program.
   c. To be eligible to take the Qualifying Examination the student must have:
      i. Earned at least 18 credits in graduate courses beyond the baccalaureate (these may be graduate credits earned previously at other recognized institutions from which transfer credits would be accepted).
      ii. A grade-point average of 3.00 or greater for work done at the University while a graduate student.
      iii. No incomplete or deferred grades.

1 The additional time allowed for dual-title degree students is in recognition of the additional requirements they may need to fulfill.
3. Content
   a. The student’s major program must establish guidelines for the Qualifying Examination that are uniformly applied to all students. These guidelines and evaluation criteria must be presented in the graduate program’s handbook, which must be provided to the student upon matriculation. These guidelines must include:
      i. The timing and the format of the examination
      ii. Clear criteria for evaluation.
      iii. The program’s policy describing the student’s options in case of failure. The policy must include:
         1) If retaking the examination after failure is allowed.
         2) If retaking the examination after failure is permitted whether there is a limit to the number of attempts.
         3) If students who have failed the final attempt will be dismissed from the program or may be allowed to change to the master’s degree.
   b. If the student is also enrolled in a dual-title graduate degree program, the Qualifying Examination requirements of the dual-title program must be integrated into the Qualifying Examination of the student’s major program.
      i. A single Qualifying Examination is administered that incorporates both the graduate major program and the dual-title program.
      ii. The Qualifying Examination Committee must include at least one member of the Graduate Faculty from the dual-title program.

4. Format of Exam:
   a. Each graduate program will determine the composition of its Qualifying Examination Committee. All members of the Qualifying Examination Committee must be members of the Graduate Faculty drawn from the faculty of the program.
   b. The graduate program administering the Qualifying Examination may choose one of two general formats. In either case, the specific details of the Qualifying Examination within one of those two general formats are left to the discretion of the program. The exam can be:
      i. a written, oral, or written and oral assessment of a student’s ability to conduct doctoral-level research as determined by the graduate program; or
      ii. an assessment of a thesis submitted in fulfillment of a research master’s degree in the major or a related program.

5. Outcome: At the conclusion of the evaluation, students must be informed of the results in writing. In the case of failure, the student must also be notified whether a re-examination is offered or the student will be terminated from the Ph.D. program. If the student will be terminated from the Ph.D. program, they must also be informed if they will be allowed to change to the master’s degree.

6. Reporting: The results of all Qualifying Examinations, regardless of the outcome, must be reported to the Graduate Enrollment Services as soon as possible but no later than 30 days following the examination; this includes both the initial examination, and any subsequent retakes.
The report should include any identified deficiencies as well as any remedial steps the student will be required to undertake. Unresolved deficiencies from other assessments (e.g., English Competence, see GCAC-605) should be included.

Following the examination, the Qualifying Examination Committee should also share any recommendations for further study or preparation with the student’s Academic or Dissertation adviser and Dissertation Committee (when formed).

While it is common and helpful for a student and the student’s Dissertation Committee to use the information gathered to further guide the student’s program, such discussions are not part of the examination itself.

**PROCESS:**

**RESPONSIBILITIES/GUIDELINES/BEST PRACTICES:**

1. Wherever practical, the same Qualifying Examination Committee should administer the examination to all eligible students. For larger program where this is not practical, the program shall undertake measures to ensure that the evaluation criteria are equally applied across all examinations; a description of such measures shall be included in the program’s handbook.

2. For students whose dissertation adviser has already been identified at the time of the Qualifying Examination, it is considered a best practice that the student’s Dissertation Adviser not be a part of the Qualifying Examination Committee.

   a. Graduate programs that have a small faculty may include the student’s Dissertation adviser as a member of the Qualifying Examination Committee, but in such cases will describe in the program’s Student Handbook how the inherent conflicts of interest will be managed.

   b. When the student’s Dissertation Adviser is not a member of the Qualifying Examination Committee, the Dissertation Adviser should be allowed to observe the examination to evaluate for him/herself both areas of strength and areas where the student would benefit from additional study.

**FORMS:**

**FURTHER INFORMATION:**

**CROSS REFERENCES / OTHER POLICIES:**

GCAC-601 Residency Requirement – Research Doctorate
GCAC-602 Doctoral Dissertation Committee Formation, Composition, and Review – Research Doctorate
GCAC-603 Doctoral Dissertation Committee Responsibilities – Research Doctorate
GCAC-604 Qualifying Examination – Research Doctorate
GCAC-605 English Competence – Research Doctorate
GCAC-606 Comprehensive Examination – Research Doctorate
GCAC-607 Dissertation – Research Doctorate
GCAC-608 Final Oral Examination – Research Doctorate
FAQs for GCAC-604 Qualifying Examination

What changes are being proposed and why?

Policy Statement 2.a.: Clarifies who has responsibility for scheduling the qualifying examination and for making sure that students in the program take the exam within the time limits required. The goal is to ensure that students complete the program in a timely fashion.

Policy Statement 2.b.: Adds a provision that students pursuing a master’s-along-the-way will be allowed an extension on the time limit for the Qualifying Examination. Some graduate programs admit students into the Ph.D. program, but prior to beginning doctoral work, students complete the requirements for a master’s degree (known as a “master’s-along-the-way”). Since those students are officially registered as Ph.D. students, they are held to the same requirement to take the Qualifying Examination within three semesters of entry into the doctoral program, even though they have not yet begun doctoral work. This provision would allow master’s-along-the-way students to reset the clock so the time limit for the Qualifying Examination begins after completion of the master’s degree.

Policy Statement 3.a.: Clarifies that guidelines for the Qualifying Examination must be established by the program for all students and must be included in the student handbook. The goal is to provide students with the information they need to successfully navigate the process, and to make sure that all students in the same program are held to the same standards and expectations.

Policy Statement 4.b.: Clarifies the appropriate formats for the Qualifying Examination; however, the specific details of the examination are left up to the program.

Policy Statement 5: Clarifies that students must be informed of the results of the Qualifying Examination in writing, and of their options if they did not pass the examination. The goal is greater transparency for students on their progress and options.

Policy Statement 6, 6.a., 6.b., 6.c.: Clarifies that the results of the Qualifying Examination must be reported to Graduate Enrollment Services no later than 30 days following the examination. Specifies what the report should include, and that recommendations for further study should be shared with the student’s adviser and Ph.D. committee. The goal is to encourage communication between the Qualifying Examination committee and the student’s adviser/Ph.D. Committee, so that required remedial steps and recommendations for further study can be followed up on and revisited as the student progresses in the program.

Best Practices 1: Recommends that the same committee administer the Qualifying Examination to all students in the program. The goal is to assure that students in the program are evaluated as uniformly as possible.

Best Practices 2, 2.a., 2.b.: Recommends that the student’s dissertation adviser not be a member of the Qualifying Examination Committee. Usually the dissertation adviser will already have an existing close relationship with the student and in-depth knowledge of the student’s goals and research interests. The goal is to encourage assessment and evaluation of the student at the Qualifying Examination by other Graduate Faculty in the program who will bring an objective perspective about the student.
Graduate Council Curriculum Report

The Graduate Council Curriculum Report (GCCR), which includes all graduate curricular proposals approved through the Graduate Council curricular review process, is published 12 times each calendar year.

Questions/comments regarding the GCCR or its contents may be directed to the Director of Graduate Council Administration.

March 6, 2019

Graduate Degree Programs

CHANGE

Nursing – change name of option to Family/Individuals Across the Lifespan Nurse Practitioner, change option and degree requirements (College of Nursing), page 7

Graduate Courses

ADD

FDSC 516
Consumer Insights
CONSUMER INSIGHTS (3)
This course aims to allow each student to develop and apply the fundamental dimensions and value of consumer insights to product development objectives; implement key qualitative, quantitative, and hybrid approaches for consumer insights; recognize, identify, and apply key consumer biases, and examine trade-offs in research and consumer behavior.
Topics covered in the course start with understanding the consumer and key consumer biases and move to objective-based consumer research design including qualitative, quantitative, and hybrid approaches. In addition, research in the fuzzy front end, utilizing social listening as well as new technology in consumer research will be discussed. Throughout, an objective-based framework will be applied where the consumer is at the center and insights are developed related to how consumer interact with products. In addition, the real-world practical examples and assignments will be utilized extensively for real world application. Taken together, this will allow students to develop and further their critical thinking and communication skills.
CONCURRENTS: STAT 500
PROPOSED START: SU2019

HDFS 541
Optimization of Behavioral and Biobehavioral Interventions
INTERVENTION OPTIMIZATION (3)
Evidence-based behavioral and biobehavioral interventions are used to prevent and treat health problems (e.g. school-based drug abuse prevention; smoking cessation treatment), improve educational attainment (e.g. reading improvement interventions), and promote health and well-being (e.g. parenting skills training). An intervention may be aimed at any age and delivered in any context; may be aimed at individuals, families, organizations, or communities; and may include both behavioral components and medical components such as pharmaceuticals.
The purpose of this course is to enable students to understand and apply quantitative, empirical research methods for optimization of evidence-based multicomponent behavioral and biobehavioral interventions. These methods are used for two related purposes. First, they are used to obtain knowledge about what intervention components work and for whom. Second, they are used to build optimized evidence-based interventions that are not only effective, but also efficient, economical, and scalable. The methods can be used to build new interventions, improve existing interventions, or identify good approaches for implementing interventions.

The course will cover a comprehensive framework for empirical development, optimization, and evaluation of evidence-based behavioral and biobehavioral interventions. Students will learn how to craft a detailed conceptual model for an intervention under development, based on existing scientific theory and literature, and the student's own ideas. A substantial amount of time in the course will be spent on experimental design for optimization trials, particularly factorial experimental designs and variations such as the fractional factorial. The emphasis will be on making the best use of available resources so as to gather the highest-quality and most relevant scientific information. Students will learn how to identify the most appropriate and efficient experimental design for an optimization trial. Practical matters, such as guarding against implementation errors when conducting an experiment in a field setting, and dealing with errors if they occur, will be reviewed. Appropriate statistical analysis of data gathered during an optimization trial will be discussed.

Students will learn how to use the empirical results obtained in an optimization trial as a basis for selection of the components and component levels that will make up the optimized intervention. Students will also learn how the approaches covered in this course are applicable across a broad range of intervention types and objectives, and also to determine how these approaches are applicable to optimization of interventions in the students’ own individual fields of scientific endeavor.

RECOMMENDED PREPERATION: A minimum of two graduate-level statistics courses, covering at least up through multiple regression.

PROPOSED START: SU2019

INTAF 511
Ethical Dimensions in Food and Agricultural Governance
ETHICAL DIM FOOD & AG GOV (3)
Famines around the world have long made news headlines, and in recent years the news includes a discussion of the so-called “diseases of affluence” that come about, in part, due to an overabundance of food (i.e., Type II diabetes, heart disease). While, the natural environment affects regions of food security and insecurity, the policy environment plays an equally strong role in constructing our global food systems. For example, how have changing agricultural policies shaped our food safety problems, such as E. coli contaminated meat or spinach? How have government policies related to labeling of organics shaped the growth of consumer demand for organic agriculture and food products? This class analyzes the socio-economic, political, and cultural construction of our food systems and the ways in which institutions and individuals involved with these systems have experienced dramatic changes in the twentieth and twenty-first centuries. We also explore and evaluate the ethical dimensions of agriculture and food policy at the global, regional, and national levels and the ways these policies impact the flow of food around the world (e.g., the World Trade Organization, transnational corporations, NAFTA, the European Union, and national governments). By the end of this course, students will be able to describe the institutions and organizations that are involved in the provision of food at national and international levels, identify problems with the dominant agriculture and food system, and evaluate the strengths and weaknesses of many of the proposed solutions for creating a more sustainable and equitable food system.

PROPOSED START: SU2019
**MFE 801**
Econometric Analysis
ECONOMETRIC ANALY (3)
The aim of this course is to develop basic econometric estimation and hypothesis testing tools necessary to analyze and interpret the empirical relevance of financial and other economic data. The focus will be on the theoretical foundations of econometric analysis and strategies for applying these basic econometric methods in empirical finance research. The course includes the following topics: multivariate regression; maximum likelihood estimation; hypothesis testing; omitted variables and misspecification; asymptotic theory; measurement error and instrumental variables; time-series modelling; predictability of asset returns; econometric tests of the Capital Asset Pricing Model and multifactor models, and volatility modelling.
PROPOSED START: SU2019

**NEURO 580**
Translational Medicine in Substance Use Disorder
ADDITION MEDICINE (3)
This course provides students with insight into the dynamic and ongoing relationship between laboratory research and clinical practice as it relates to substance use disorder. Students will shadow a clinician in order to observe the current clinical treatment strategies for substance use disorder as well as learn about how this chronic disease affects the afflicted patients. In parallel, weekly lectures and classroom discussions will provide students with the most up-to-date understanding of the physiological mechanisms mediating substance use disorder based on preclinical and clinical data. To provide students with a government and health insurance perspective on substance use disorder, this course will discuss policies put in place to control illicit drug use as well as discuss the approach insurance companies take when covering patients getting treatment. The goal of this course is to provide students with a comprehensive understanding of drug addiction at the clinical, preclinical, and government levels with the purpose of training students to observe clinical needs and address them through experimental design.
COREQUISITES: BMS 571
RECOMMENDED PREPERATION: The student must: (a) be at least a 2nd year graduate student (b) select a thesis relevant clinical rotation and (c) have been approved by the course director
PROPOSED START: SU2019

**NURS 837**
Evidence-Based Practice III: Project Development
EBP III (3)
The Doctor of Nursing Practice (D.N.P.) project plan will be developed focusing on design, sample, data collection, projected outcomes, resourcing, plan for analysis, and sustainability. Students will collaborate with key stakeholders to build project support. Students will complete steps for Institutional Review Board (IRB) submission. The course includes 75 hours of required clinical practicum hours.
PREREQUISITES: NURS 830, NURS 831
PROPOSED START: SP2020

**PADM 813**
Leadership in Public and Nonprofit Organizations
PUBLIC LEADERSHIP (3)
The course presents historical and contemporary leadership theories and concepts to provide a strategic foundation for public leaders in government and nonprofit organizations. The purpose of the course is to increase our student’s capacity to lead and to help develop the skills to analyze and address leadership challenges and opportunities.
PROPOSED START: SU2019
CHANGE

OLD

ABE 589
Management and Design of Renewable Energy and Sustainability Systems
MGMT DSGN RESS (3)
Real-world renewable energy systems projects using a systems analysis and case-study approach.
PREREQUISITES: EME 504, EME 801, EME 802, and BIOET533

NEW

EME 589
Management and Design of Renewable Energy and Sustainability Systems
MANAGEMENT AND DESIGN OF RESS (3)
Most professional opportunities within renewable energy and sustainability systems require working in interdisciplinary teams on complex problems. This course will use a case-study approach to provide real-world management, and leadership, and research experiences and utilize the technical, economic, and ethical concepts learned in other course work in the field of renewable energy and sustainable systems (RESS). Following an intensive session on project management, team dynamics, and leadership, students will identify a team and external company or another stakeholder with a challenge relevant to the program. The teams will then conduct research evaluate alternatives, assess feasibility, and complete a detailed techno-economic analysis for their case. This analysis will serve as a platform from which to define sustainability metrics, evaluate alternatives, and assess feasibility and complete life-cycle and environmental impact analysis as part of the final design. Projects outcomes will be presented to both external stakeholders, and peers, and program faculty for constructive feedback that will be incorporated in the project final report.
PREREQUISITES: EME 504, EME 801, EME 802, and BIOET533

OLD

EDSGN 562
Design for Additive Manufacturing
DESIGN FOR ADD MFG (4)
Additive manufacturing (AM, colloquially 3D printing) is rapidly changing the face of modern manufacturing. This layer-by-layer manufacturing approach allows for parts to be created with significant levels of complexity and in cost-effective small batches, with reduced raw material waste when compared with traditional manufacturing processes. This technology has given rise to the need for Design for Additive Manufacturing (DfAM) techniques capable of accounting for both the possibilities and restrictions offered by AM in product design. However, due to the relative youth of the technology, understanding of how to properly establish and evaluate these design considerations is still evolving. In this course, students will be exposed to research in the field of DfAM that aims to establish an understanding of both opportunistic possibilities (e.g., lattice structures, topology optimization, and mass customization) and quantify restrictive limitations (e.g., minimum feature size and support material removal) when designing products for creation with additive manufacturing. The material will be presented through a combination of literature investigations and design exercises viewed through the lens of research in the DfAM field. The objectives of the course include describing the role that DfAM plays in the greater field of additive manufacturing, identifying similarities and differences between existing DfAM approaches and frameworks, synthesizing opportunistic DfAM approaches and how they improve product quality and novelty, identifying and quantifying restrictive DfAM considerations through experimentation, and identifying and discussing key areas of future research to advance the field of DfAM.
CONCURRENTS: IE 527
Additive manufacturing (AM, colloquially 3D printing) is rapidly changing the face of modern manufacturing. This layer-by-layer manufacturing approach allows for parts to be created with significant levels of complexity and in cost-effective small batches, with reduced raw material waste when compared with traditional manufacturing processes. This technology has given rise to the need for Design for Additive Manufacturing (DfAM) techniques capable of accounting for both the possibilities and restrictions offered by AM in product design. However, due to the relative youth of the technology, understanding of how to properly establish and evaluate these design considerations is still evolving. In this course, students will be exposed to research in the field of DfAM that aims to establish an understanding of both opportunistic possibilities (e.g., lattice structures, topology optimization, and mass customization) and quantify restrictive limitations (e.g., minimum feature size and support material removal) when designing products for creation with additive manufacturing. The material will be presented through a combination of literature investigations and design exercises viewed through the lens of research in the DfAM field.

The objectives of the course include describing the role that DfAM plays in the greater field of additive manufacturing, identifying similarities and differences between existing DfAM approaches and frameworks, synthesizing opportunistic DfAM approaches and how they improve product quality and novelty, identifying and quantifying restrictive DfAM considerations through experimentation, and identifying and discussing key areas of future research to advance the field of DfAM.

CROSS-LISTED: AMD 562
CONCURRENTS: IE 527

Utilization of formal and informal instruments and techniques appropriate in analyzing reading disabilities, grade K through 12; includes practicum. EDUC 562 Diagnostic Evaluation of Reading Problems (3) This course is required in the graduate Reading Specialist Certification Program. It is designed to develop students’ understanding of (1) the factors related to reading disability; (2) assessment bias in relation to race/ethnicity, class, linguistic variety, and gender; (3) appropriate selection, use, and interpretation of formal and informal inventories; (4) basic measurement concepts, e.g., reliability, validity; (5) procedures for preparing and writing a diagnostic case study report in order to communicate effectively the findings of reading assessment data with all stakeholders. Emphasis is placed on developing analytical thinking abilities related to reading assessment as well as developing skill in professional writing. Methods of evaluation include written reviews of professional journal articles, the presentation of a formal assessment instrument to the class, and an in-depth written diagnostic case study report of a school-aged student having reading difficulties.

PREREQUISITES: EDUC 561

This is a required course in the M.Ed. in Literacy Education graduate degree and reading specialist certification programs. The course is designed to familiarize participants with (1) factors related to learners who exhibit difficulty with literacy learning; (2) appropriate selection of valid, reliable, fair, and
appropriate print and digital assessment tools to evaluate literacy achievement; (3) proper techniques for administering, scoring, and interpreting formal and informal literacy assessments; (4) procedures for analyzing findings, summarizing results, and advocating for appropriate literacy practices and recommendations that meet the diverse needs of K-12 learners.

PREREQUISITES: EDUC 561

OLD
NURS 830
Evidence-Based Practice I: Theory and Research Methods
EBP THEORY MTHD (3)
Foundations in evidence-based research for nursing practice. NURS 830 Evidence-Based Practice I: Theory and Research Methods (3) This course will provide foundational information regarding the concept of evidence-based research to achieve optimal patient care outcomes. Students will have the opportunity to expand their knowledge of research designs, data collection, and data analysis. Students will compare and contrast research methods, critique qualitative and quantitative research, and analyze the use of quality improvement in nursing research. Students will demonstrate professional writing for the written assignments.

NEW
NURS 830
Evidence-Based Practice I: Inquiry and Research Methods
EBP I (3)
Foundations in evidence-based research and inquiry for nursing practice. This course will provide students with the skills to incorporate evidence-based research and inquiry into nursing practice.

OLD
NURS 831
Evidence-Based Practice II: Translation of Research
EBP RES TRANS (3)
Evaluation and translation of evidence-based research into nursing practice. NURS 831 Evidence-Based Practice II: Translation of Research (3) Students will learn how to evaluate and translate evidence-based research in their nursing practice. Students will develop the skills to complete a systematic literature review and comprehend, evaluate, and apply research evidence into practice. This course will provide students with the opportunity to select a clinical problem or question, retrieve the evidence from the literature, evaluate the strength of the literature, critique the research, synthesize the research, evaluate the outcomes, and disseminate findings. Students will demonstrate professional writing for the written assignments.

PREREQUISITES: NURS 830

NEW
NURS 831
Evidence-Based Practice II: Translating Inquiry into Practice
EBP II (3)
Evaluation and translation of evidence-based research and inquiry into nursing practice. This course will provide students with the skills to evaluate evidence-based research in order to translate the research into practice. Students will identify a clinical or practice phenomenon in need of evaluation and change and conduct a systematic search of the research literature.
Graduate Council
Program, Option, or Minor Proposal Form

Submit 1 original, signed Graduate Council proposal form and 2 hardcopies of the graduate program proposal document, with a copy of the signed proposal form attached to each proposal copy, to the Office of the Dean of the Graduate School, 211 Kern Building, University Park. For more information about the process, see the Overview of the Graduate Council Curricular Review Process.

The Program Proposal Procedures provide guidance for the development of a graduate program proposal. If you have questions regarding the preparation of a graduate program proposal or how to complete this Graduate Council proposal form, contact the Office of the Dean of the Graduate School.

College/School: Nursing
Department or Instructional Area: Nursing

New Graduate Program, Option, or Minor: Add

Designation of new graduate program: ________________________________
Classification of Instructional Programs (CIP) Code: ____________________
Designation of new graduate option: ________________________________
Designation of new graduate minor: ________________________________

Indicate effective semester:
- First semester following approval
- Second semester following approval

Existing Graduate Program Option, or Minor: Change X Drop

Current designation of graduate program: ________________________________
Current designation of graduate option: ________________________________
Current designation of graduate minor: ________________________________

New designation of existing graduate program (if changing): ________________________________
New designation of existing graduate option (if changing): ________________________________
New designation of existing graduate minor (if changing): ________________________________

Brief description of the change (if not noted above): MSN: change FNP option name, replace an elective in nurse educator and nurse administrator options, add 9 required credits to the M.S. degree, DNP: program changes, MSN program delivery

Indicate effective semester:
- First semester following approval X
- Second semester following approval

Submitted by Graduate Program Head
Judith E. Hupcey
Printed name
Signature
Date: 11/27/18

Noted by College/School Representative to Graduate Council Subcommittee on New and Revised Programs and Courses:
Kelly Wolgaast
Printed name
Signature
Date: 11/27/18

Approved by College/School Dean/Chancellor (or Designee):
Judith E. Hupcey
Printed name
Signature
Date: 11/27/18
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</tbody>
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College of Nursing
Graduate Program in Nursing
Program Revisions: M.S.N. Options, M.S. Degree, and D.N.P. Degree

Table of Contents

A. JUSTIFICATION FOR PROPOSED CHANGES
   Overview of Changes: M.S.N. 1
   M.S.N. Family Nurse Practitioner Option 1
   M.S.N. Nurse Educator Option 1
   M.S.N. Nurse Administrator Option 1
   M.S.N. Nurse Practitioner Options Course Delivery 1
   Overview of Changes: M.S. 2
   Overview of Changes: D.N.P. 2

B. REvised VERSION OF THE AFFECTED AREAS
   Present Curriculum with Additions Underlined, Strikethrough of Changes/Deletions 3
   M.S.N. Curriculum 3
   M.S.N. Nurse Educator Option (36 credits) 3
   M.S.N. Nurse Administrator Option (36 credits) 4
   M.S. Curriculum 4
   D.N.P. Curriculum 5
   B.S.N. to D.N.P. (61 credits) 5
   M.S.N. to D.N.P. (Minimum 30 credits in D.N.P. program @ Penn State) 6

C. DEPARTMENTS AFFECTED 6

D. CONSULTATION WITH ORP 6

E-1. GRADUATE BULLETIN WITH TRACK CHANGES 6

E-2. GRADUATE BULLETIN 15
A. Justification for proposed changes

Overview of Changes: M.S.N.

**M.S.N. Family Nurse Practitioner Option**
- Change of option title from Family Nurse Practitioner to Family/Individuals Across the Lifespan Nurse Practitioner

**Rationale:**
The Pennsylvania State Board of Nursing, the licensing organization for the nurse practitioner options, requires that the designation on the diploma match the title of the certification examination that must be passed to receive licensure. The title of the certification examination has changed from Family Nurse Practitioner to Family/Individuals Across the Lifespan Nurse Practitioner, requiring a change in the option title.

**M.S.N. Nurse Educator Option**
- Replace the three credit elective with NURS 836 Healthcare Informatics (3 credits)

**Rationale:**
Upon review of the Master’s Essentials (*AACN: The Essentials of Master’s Education in Nursing, 2011*) which are the national guidelines upon which the M.S.N. programs are evaluated, it was determine that informatic content was not strongly integrated into this option. Thus, we propose replacing the elective with NURS 836 Healthcare Informatics.

**M.S.N. Nurse Administrator Option**
- Replace one of the three electives with NURS 808 Population Health Perspectives (3 credits)

**Rationale:**
Upon review of the Master’s Essentials (*AACN: The Essentials of Master’s Education in Nursing, 2011*) which are the national guidelines upon which the M.S.N. programs are evaluated, it was determine that population health content was not strongly integrated into this option. Thus, we propose replacing one of the electives with NURS 808 Population Health Perspectives.

**M.S.N. Nurse Practitioner Options Course Delivery**
- Course delivery to Penn State campuses

**Rationale:**
The College of Nursing has been delivering classes to distant Penn State campuses since the early 1980’s. The initial program, the M.S. degree, was delivered via a T-1 link videoconference from University Park to Hershey. In the mid 1990’s, the Altoona campus was added, followed by Scranton and Fayette in the late 1990’s. In the early 2000’s, Altoona was dropped. More recently, courses were delivered via polycom (and now via zoom) to Mont Alto (2010-2017), Shenango (Fall, 2018), and planned delivery to Schuylkill (Fall, 2019). The campuses were chosen based on limited graduate programs in the local vicinity and/or locations near rural and/or medically underserved communities in Pennsylvania.
Students at all of these campuses are admitted to the College of Nursing and registered as University Park students. Students participate as a group in the program orientation every August and travel to Hershey for practice with standardized patients and suturing classes. Faculty who teach the didactic courses and coordinate all the practicums are located at either University Park or Hershey. Instructors are hired at the campuses to supervise physical assessment lab and practicum placements/assessments. Faculty teaching the didactic courses teach from each individual campus once/semester. The director of the NP options also visits the campuses on a regular basis to meet with the students and work with the instructors.

**Overview of Changes: M.S.**

- Adding nine additional credits in master's courses to the M.S. program.

Rationale:
Upon review of the Master's Essentials (*AACN: The Essentials of Master's Education in Nursing, 2011*) which are the national guidelines upon which the M.S.N. options are evaluated, it was determined that some of the essentials were not strongly integrated into this program. Thus, we propose requiring NURS 501 Issues in Nursing and Health Care (3 credits); NURS 830 Evidence Based-Practice I: Inquiry and Research Methods (3 Credits); and a 3 credit independent study supervised practicum (NURS 596).

**Overview of Changes: D.N.P.**

- Drop NURS 510 (3 credits) for M.S.N. to D.N.P. option.
- Change the title of NURS 830: Evidence-Based Practice I: Theory and Research Methods to Evidence-Based Practice I: Inquiry and Research Methods
- Change the title of NURS 831: Evidence-Based Practice II: Translation of Research to Evidence-Based Practice II: Translating Inquiry into Practice.
- Add a 3-credit D.N.P. Core Course: NURS 837: Evidence-Based Practice III: Project Development.
- Decrease the three on-site intensives to two on-site intensives.
- Revise D.N.P. committee structure.

Rationale:
The graduate faculty in the College of Nursing are updating the D.N.P. curriculum to better align with the national guidelines for doctoral education in nursing (*AACN: The Essentials of Doctoral Education in Nursing, 2006*). The course objectives for NURS 510 (3 credits) have a stronger alignment with the M.S.N. essentials and not the D.N.P. essentials. Thus, we propose dropping NURS 510 for the M.S.N. to D.N.P. students.

The title for NURS 830 and NURS 831, the two evidence-based practice courses, do not clearly reflect the objectives of these courses. Thus, we propose changing the titles from NURS830: Evidence-Based Practice I: Theory and Research Methods to Evidence-Based Practice I: Inquiry and Research Methods and NURS831: Evidence-Based Practice II: Translation of Research to Evidence-Based Practice II: Translating Inquiry into Practice (Course title changes are under review in CRCS).
We propose, a new course. NURS 837 Evidence-Based Practice III: Project Development. This course will help to standardize the planning and implementation processes for the DNP scholarly project, and ensure rigor for all DNP projects. The course includes 75 hours of required clinical practicum hours for students to meet with stakeholders and design the project. This course in under review in the CRCS system.

D.N.P. students currently attend three on-site intensives. One at the beginning (August, 1st semester) as an orientation and program overview, a second (January/February, 2nd semester) focusing on health policy, and a third (April/May, 2nd semester) at which time students complete the Comprehensive Examination. We propose decreasing the on-site intensives from three to two by consolidating the 2nd and 3rd intensives and increasing the on-campus days during the April/May intensive.

The present composition of the D.N.P. project committee includes the student’s academic adviser, the instructor for NURS 835, Doctor of Nursing Practice Project, and a third member of the graduate faculty. We propose removing the course instructor and replacing this member with a member from the graduate faculty at large. As the program has grown, the instructor for the NURS 835 is not consistent semester-to-semester, so it is no longer feasible to have the sole course instructor on committees. The instructor will grade the student based on the course objectives, while the committee will approve the project.

B. Revised version of the affected areas

Present Curriculum with Additions Underlined, Strikethrough of Changes/Deletions

M.S.N. Curriculum

*M.S.N. Nurse Educator Option (36 credits)*

(A) Master’s Core (9 credits)
- NURS 501: Issues in Nursing and Health Care (3 credits)
- NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits)
- NURS 830: Evidence-Based Practice I: Inquiry and Research Methods (3 credits)

(B) Advanced Practice Courses (9 credits)
- NURS 802B: Physical Assessment Through the Lifespan (3 credits)
- NURS 803: Pathophysiology (3 credits)
- NURS 804: Pharmacologic Therapy (3 credits)

(C) Option Specific Courses (9 credits)
- NURS 840: Nursing Education Theories and Strategies (3 credits)
- NURS 841: Assessment and Evaluation in Nursing Education (3 credits)
- NURS 842: Curriculum and Program Development in Nursing Education (3 credits)
(D) Capstone/Practicum Course (6 credits)
- NURS 843: Synthesis and Application of the Nurse Educator Role (6 credits to include 270 practicum hours)

(E) Elective Other (3 credits)
- NURS 836: Healthcare Informatics (3 credits)

**M.S.N. Nurse Administrator Option (36 credits)**

(A) Master's Core (9 credits)
- NURS 501: Issues in Nursing and Health Care (3 credits)
- NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits)
- NURS 830: Evidence-Based Practice I: Inquiry and Research Methods (3 credits)

(C) Option Specific Courses (12-15 credits)
- NURS 808: Population Health Perspectives (3 credits)
- NURS 836: Healthcare Informatics (3 credits)
- NURS 846: Leadership Concepts and Theories for Nurse Administrators (3 credits)
- NURS 847: Human Resource and Workforce Issues for Nurse Administrators (3 credits)

(D) Capstone/Practicum Course (6 credits)
- NURS 848: Synthesis and Application of the Nurse Administrator Role (6 credits to include 270 practicum hours)

(E) Electives (6-9 credits)

**M.S. Curriculum**

Minimum of 30 credits

(A) Master's Core (6-9 credits)
- NURS 501: Issues in Nursing and Health Care (3 credits)
- NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits)
- NURS 830: Evidence-Based Practice I: Inquiry and Research Methods (3 credits)

(B) Master's Courses (3-9 credits)
- NURS 808: Population Health Perspectives (3 credits)
- NURS 836: Healthcare Informatics (3 credits)
- NURS 596: Independent Study: Supervised Practicum (3 credits)

(C) Research/Statistics (9-12 credits)

(D) Electives (0-3 credits)

(E) Thesis (6 credits) or Capstone Project (3 credits)
D.N.P. Curriculum

B.S.N. to D.N.P. (61 credits)

(A) Master’s Core: 9 credits
- NURS 501: Issues in Nursing and Health Care (3 credits)
- NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits)
- NURS 830: Evidence Based-Practice I: Theory Inquiry and Research Methods (3 Credits)

(B) Nurse Administrator Option Courses: 13 credits
- NURS 846: Leadership Concepts and Theories for Nurse Administrators (3 credits)
- NURS 847: Human Resource and Workforce Issues for Nurse Administrators (3 credits)
- NURS 848A: Synthesis and Application of the Nurse Administrator Role (4 credits to include 300 practicum hours)

(C) D.N.P. Core Courses: 9-12 credits
- NURS 831: Evidence Based-Practice II: Translation of Research Translating Inquiry into Practice (3 Credits)
- NURS 832: Doctor of Nursing Practice Leadership I (3 Credits to include 75 practicum hours)
- NURS 833: Doctor of Nursing Practice Leadership II (3 Credits to include 75 practicum hours)
- NURS 837: Evidence-Based Practice III: Project Development (3 Credits to include 75 practicum hours)

(D) Other Required Courses: 8 credits
- NURS 590: Colloquium (1 credit) (1st year doctoral student research colloquium)
- NURS 587: Ethics in Nursing Research (1 credit) (SARI requirement met)
- NURS 808: Population Health Perspectives (3 credits)
- NURS 836: Healthcare Informatics (3 credits)

(E) Advanced Practice Practicum: 3-4.5 credits (needed to meet the 1000 practicum hour requirement)
- NURS 834: Doctor of Nursing Practice Practicum (3-4.5 Credits) (variable 1-4; repeatable; each credit is 75 practicum hours)

(F) Capstone/Practicum Requirement: project: minimum - 6 credits to include XXX practicum hours
- NURS 835: Doctor of Nursing Practice Project (2-3 Credits to include 225-300 practicum hours) (repeatable)

(F) Electives: 9-10-44 credits
**M.S.N. to D.N.P. (Minimum 30 credits in D.N.P. program @ Penn State)**

(A) D.N.P. Core Courses: **15 credits**
- NURS 830: Evidence Based-Practice I: Theory Inquiry and Research Methods (3 Credits)
- NURS 831: Evidence Based-Practice II: Translation of Research Translating Inquiry into Practice (3 Credits)
- NURS 832: Doctor of Nursing Practice Leadership I (3 Credits to include 75 practicum hours)
- NURS 833: Doctor of Nursing Practice Leadership II (3 Credits to include 75 practicum hours)
- NURS 837: Evidence-Based Practice III: Project Development (3 Credits to include 75 practicum hours)

(B) Other Required Courses: **14 credits**
- NURS 540: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits)
- NURS 590: Colloquium (1 credit) (first year doctoral student research colloquium; Ph.D. & D.N.P. students)
- NURS 587: Ethics in Nursing Research (1 credit) (SARI requirement met)
- NURS 808: Population Health Perspectives (3 credits)
- NURS 836: Healthcare Informatics (3 credits)

(C) Advanced Practice Practicum: **0-7.8 credits** (depending on the number of practicum hours in a M.S.N. program)
- NURS 834: Doctor of Nursing Practice Clinical Practicum: (0-7.8 Credits: variable 1-4; repeatable)

(D) Capstone/Practicum Requirement: project: minimum - 6 credits
- NURS 835: Doctor of Nursing Practice Project: (2-3 Credits to include 225-300 practicum hours) (repeatable)

(F) Electives: 6 credits

**C. Departments affected**
No departments will be affected by these program revisions.

**D. Consultation with ORP**
Not needed; no changes to SARI requirements in any of the options/degrees.

**E.1. Graduate Bulletin with Track Changes**
A copy of the existing Graduate Bulletin description, with all changes marked.
Graduate Program Head: Judith E. Hupcey

Program Code: NURS

Campus(es):
- University Park (Ph.D., M.S., M.S.N.)
- World Campus (D.N.P., M.S.N.)

Degrees Conferred:
- Doctor of Philosophy (Ph.D.)
- Doctor of Nursing Practice (D.N.P.)
- Master of Science (M.S.)
- Master of Science in Nursing (M.S.N.)
- Dual-Title Ph.D. in Nursing and Bioethics
- Dual-Title Ph.D. in Nursing and Clinical and Translational Science

The Graduate Faculty

The graduate programs emphasize productive scholarship and research in the development of nursing knowledge and the translation of knowledge into practice. Advanced study is in human health and development throughout the lifespan, and in nursing’s role in providing health services to individuals, families, and communities.

The Ph.D. program, the dual-title Ph.D. program in nursing and bioethics, and the dual-title Ph.D. program in nursing and clinical and translational sciences prepare nurse scientists to provide leadership in nursing education, practice and research. Individualized curricula prepare nursing graduates to assume positions as faculty, researchers and leaders in educational, community, governmental, or institutional settings.

The D.N.P. degree program prepares nurse administrators and advanced practice nurses to assume leadership roles in practice settings in the community, governmental agencies, or healthcare institutions.

The M.S. degree program with a major in nursing prepares nurse scientists and clinical scholars who plan to complete a Ph.D. in nursing or dual-title Ph.D. in nursing and bioethics or a dual-title Ph.D. in nursing and clinical and translational sciences.

The M.S., M.S.N., and D.N.P. degree programs in Nursing are accredited by the Commission on Collegiate Nursing Education.

The M.S.N. degree in Nursing consists of a base program and five options. The options include:

- Family/Nursing Across the Lifespan Nurse Practitioner
The M.S., M.S.N., and D.N.P. degree programs in Nursing are accredited by the Commission on Collegiate Nursing Education.

The Nurse Practitioner options are designed to help prepare the professional nurse to function in an expanded nursing role providing direct care to specific groups of clients in a variety of health care settings. Since that practice is inherently interdisciplinary in nature, advanced knowledge and research from nursing is combined with knowledge from science, medicine, and related disciplines. The Nurse Practitioner may also function in supervisory, consultative, education, and research roles.

The Nurse Administrator option enables the student to acquire advanced knowledge of organizational leadership, health policy, and evidence-based health care delivery. The program is designed to prepare students for leadership and administrative roles in a variety of health care settings.

The Nurse Educator option enables the student to acquire advanced knowledge of evidence-based teaching and learning principles, curriculum development, and evaluative techniques. The program is designed to prepare students for educator roles in a variety of academic and health care settings.

**ADMISSION REQUIREMENTS**

Applicants apply for admission to the program via the Graduate School application for admission. Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions.

For admission to the Nursing program, an applicant must hold either:

- a bachelor’s degree in Nursing from a U.S. regionally accredited institution or
- a postsecondary degree in Nursing that is equivalent to a U.S. baccalaureate degree earned from an officially recognized degree-granting international institution. Students entering the doctoral program via the traditional post-master’s route must have earned a master’s degree with a major in nursing from a program accredited by a national accrediting agency for nursing. Well-qualified Ph.D. applicants with a baccalaureate degree in nursing and master’s degree in a related discipline (e.g., public health) will be evaluated individually to assess the need for prerequisite master’s-level course work in nursing for doctoral program admission.

Applicants must submit official transcripts from all post-secondary institutions attended. For M.S.N. applicants, a cumulative grade-point average of 3.3 (on a 4.0 scale) for the baccalaureate degree is expected with a B or better in all science and nursing courses. For M.S. applicants, a cumulative grade-point average of 3.5 (on a 4.0 scale) for the baccalaureate degree is expected with a B or better in all science and nursing courses. College chemistry and statistics are also required (chemistry is not required for the nurse administrator option). B.S.N. to D.N.P. applicants are expected to have a cumulative undergraduate grade-point average of 3.5 (on a
For master’s to Ph.D. or D.N.P. applicants, a cumulative grade-point average 3.5 (on a 4.0 scale) for master’s and subsequent coursework is expected. Two letters of reference are required for the M.S.N. degree program and three letters of reference are required for the M.S., D.N.P., and Ph.D. degree programs. The letters should be solicited from professional supervisors and faculty who can attest to the applicant’s ability.

All applicants must submit a statement of purpose. In addition, M.S., D.N.P., and Ph.D. degree applicants must also submit a published or unpublished scientific paper, thesis, or other scholarly writing sample and a complete curriculum vitae.

GRE scores are required for admission to the M.S. and Ph.D. programs. GRE scores are not required for the M.S.N. or D.N.P. applicants, but if the scores are submitted to Penn State they will be reviewed as part of the application.

The language of instruction at Penn State is English. English proficiency test scores (TOEFL/IELTS) may be required for international applicants. See GCAC-305 Admission Requirements for International Students for more information.

Applicants to the Nursing program must have a minimum TOEFL total score of 80 with a 25 on the speaking section for the internet-based test (iBT). For the paper-based test, taken prior to July 2017, a minimum of 580 is required. The minimum composite score for the IELTS for applicants to the Nursing program is 7.

Applicants to the M.S.N. options and D.N.P. degree offered online via the World Campus must hold a current license to practice professional nursing in at least one U.S. state or in a foreign country. All other applicants to the M.S. and M.S.N. degree programs must hold a current Pennsylvania license to practice professional nursing. Applicants to the Ph.D. degree program must be licensed to practice professional nursing in at least one state or in a foreign country.

Applicants to the Adult Gerontology Acute Care Nurse Practitioner Option are required to have two years of acute care hospital experience.

Applicants to the M.S.N. degree program are encouraged to discuss program options with the faculty, however, an interview is not required. Doctoral (B.S.N.- Ph.D., B.S.N.- D.N.P., D.N.P., and Ph.D.) applicants will be contacted by the College of Nursing to schedule a required interview (either in person or via internet-based video conferencing).

DEGREE REQUIREMENTS
MASTER OF SCIENCE IN NURSING (M.S.N.)

MASTER OF SCIENCE (M.S.)

DOCTOR OF NURSING PRACTICE (D.N.P.)

DOCTOR OF PHILOSOPHY (PH.D.)

DEGREE REQUIREMENTS

MASTER OF SCIENCE IN NURSING (M.S.N.)

Requirements listed here are in addition to Graduate Council policies listed under GCAC-700 Professional Degree Requirements. The Master of Science in Nursing (M.S.N.) requires a minimum of 30 credits, with at least 6 credits at the 500 level, including:

- 9 credits of M.S.N. Program Core courses,
- 18 credits of electives, and
- at least 3 credits in a capstone course or project.

REQUIRED COURSES

M.S.N. PROGRAM CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 501</td>
<td>Issues in Nursing and Health Care</td>
<td>3</td>
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<tr>
<td>NURS 510</td>
<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
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</table>

Additional courses that will count as electives towards this degree can be chosen from a list of approved elective courses maintained by the graduate program office.
**REQUIRED COURSES**

**CULMINATING EXPERIENCE**

Students in the M.S.N. degree program are required to complete a capstone course or project, which demonstrates the application of theory and research to a clinical problem based on review of the literature and research utilization for that problem. For M.S.N. students who do not choose to complete an option, a capstone project is completed while enrolled in **NURS 596** (3 credits).

**Total Credits**

<table>
<thead>
<tr>
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<tbody>
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<td><strong>NURS 501</strong> Issues in Nursing and Health Care</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>NURS 510</strong> Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>NURS 830</strong> Evidence-Based Practice I: Inquiry and Research Methods</td>
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</tbody>
</table>

**FAMILY/INDIVIDUAL ACROSS THE LIFESPAN NURSE PRACTITIONER OPTION**

Students must earn a minimum of 45 credits for the M.S.N. with the Family/Individual Across the Lifespan Nurse Practitioner option.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td><strong>NURS 802</strong> Advanced Health Assessment of Adult Populations</td>
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<tr>
<td></td>
<td><strong>NURS 802A</strong> Advanced Health Assessment of Pediatric Populations</td>
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## REQUIRED COURSES

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<tr>
<th>Course Code</th>
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<tr>
<td>NURS 803</td>
<td>Pathophysiology</td>
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<tr>
<td>NURS 804</td>
<td>Pharmacologic Therapy</td>
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<tr>
<td>NURS 870</td>
<td>Nurse Practitioner Role with Healthy Individuals and Families</td>
<td>3</td>
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<td>NURS 871</td>
<td>Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems</td>
<td>3</td>
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<tr>
<td>NURS 872</td>
<td>Family Nurse Practitioner Practicum I</td>
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<td>NURS 873</td>
<td>Family Nurse Practitioner Practicum II</td>
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<td>NURS 875</td>
<td>Nurse Practitioner Role with Children and Families</td>
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<tr>
<td>NURS 876</td>
<td>Family Nurse Practitioner Practicum with Pediatric Populations</td>
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## ELECTIVES

Students in this option are required to take 3 additional elective credits chosen from a list of approved nursing elective courses maintained by the graduate program office.

## CULMINATING EXPERIENCE

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>NURS 874</td>
<td>Family Nurse Practitioner Integrative Practicum (Capstone Course)</td>
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</table>

Total Credits: 45

## ADULT GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER OPTION

Students must earn a minimum of 41 credits for the M.S.N. with the Adult Gerontology Primary Care Nurse Practitioner option.

## REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>NURS 501</td>
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### REQUIRED COURSES

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<tbody>
<tr>
<td>NURS 510</td>
<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
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<tr>
<td>NURS 830</td>
<td>Evidence-Based Practice I: Inquiry and Research Methods</td>
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### ADULT GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER OPTION

#### REQUIRED COURSES

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<td>NURS 870</td>
<td>Nurse Practitioner Role with Healthy Individuals and Families</td>
<td>3</td>
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<td>NURS 871</td>
<td>Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems</td>
<td>3</td>
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<td>NURS 872A</td>
<td>Adult Gerontology Primary Care Nurse Practitioner Practicum I</td>
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<tr>
<td>NURS 873A</td>
<td>Adult Gerontology Primary Care Nurse Practitioner Practicum II</td>
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### ELECTIVES

Students in this option are required to take 3 additional elective credits chosen from a list of approved nursing elective courses maintained by the graduate program office.

### CULMINATING EXPERIENCE

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<th>Course Code</th>
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<tbody>
<tr>
<td>NURS 874A</td>
<td>Adult Gerontology Primary Care Nurse Practitioner Integrative Practicum (Capstone Course)</td>
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</tbody>
</table>

**Total Credits** 41
**ADULT GERONTOLOGY ACUTE CARE NURSE PRACTITIONER OPTION**

Students must earn a minimum of 43 credits for the M.S.N. with the Adult Gerontology Acute Care Nurse Practitioner option.

### REQUIRED COURSES

<table>
<thead>
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<td>Evidence-Based Practice I: Theory and Research Methods</td>
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### ADULT GERONTOLOGY ACUTE CARE NURSE PRACTITIONER OPTION REQUIRED COURSES

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<td>NURS 804</td>
<td>Pharmacologic Therapy</td>
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<td>NURS 860</td>
<td>Adult Gerontology Acute Care Nurse Practitioner Role I</td>
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<tr>
<td>NURS 861</td>
<td>Adult Gerontology Acute Care Nurse Practitioner Role II</td>
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<tr>
<td>NURS 862</td>
<td>Adult Gerontology Acute Care Nurse Practitioner Practicum I</td>
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<td>NURS 863</td>
<td>Adult Gerontology Acute Care Nurse Practitioner Practicum II</td>
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<tr>
<td>NURS 865</td>
<td>Pharmacology for Acute Care Nurse Practitioners</td>
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<tr>
<td>NURS 866</td>
<td>Health Assessment of the Adult Gerontology Population in Acute Care</td>
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### ELECTIVES

Students in this option are required to take 3 additional elective credits chosen from a list of approved nursing elective courses maintained by the graduate program office.
### REQUIRED COURSES

#### CAPSTONE COURSE

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<th>Course Code</th>
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<tbody>
<tr>
<td>NURS 864</td>
<td>Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum (Capstone Course)</td>
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</table>

#### NURSE ADMINISTRATOR OPTION

Students must earn a minimum of 36 credits for the M.S.N. with the Nurse Administrator option.

#### REQUIRED COURSES

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<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
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<tr>
<td>NURS 830</td>
<td>Evidence-Based Practice I: Inquiry and Research Methods</td>
<td>3</td>
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<tr>
<td></td>
<td>Evidence-Based Practice I: Theory and Research Methods</td>
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#### NURSE ADMINISTRATOR OPTION REQUIRED COURSES

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<td>NURS 808</td>
<td>Population Health Perspectives</td>
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<tr>
<td>NURS 836</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 846</td>
<td>Leadership Concepts and Theories for Nurse Administrators</td>
<td>3</td>
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### ELECTIVES

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<tr>
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</thead>
</table>
REQUIRED COURSES

Students in this option are required to take additional elective credits chosen from a list of approved elective courses maintained by the graduate program office.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 848</td>
<td>Synthesis and Application of the Nurse Administrator Role (Capstone Course)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits: 36

CULMINATING EXPERIENCE

NURS 848 Synthesis and Application of the Nurse Administrator Role (Capstone Course) 6

NURSE EDUCATOR OPTION

Students must earn a minimum of 36 credits for the M.S.N. with the Nurse Educator option.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 501</td>
<td>Issues in Nursing and Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 510</td>
<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 830</td>
<td>Evidence-Based Practice I: Inquiry and Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

NURSE EDUCATOR OPTION REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 802B</td>
<td>Physical Assessment Through The Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>NURS 803</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 804</td>
<td>Pharmacologic Therapy</td>
<td>3</td>
</tr>
<tr>
<td>NURS 836</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 840</td>
<td>Nursing Education Theories and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>NURS 841</td>
<td>Assessment and Evaluation in Nursing Education</td>
<td>3</td>
</tr>
</tbody>
</table>
### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 842</td>
<td>Curriculum and Program Development in Nursing Education</td>
<td>3</td>
</tr>
</tbody>
</table>

### ELECTIVES

Students in this option are required to take 3 additional elective credits chosen from a list of approved elective courses maintained by the graduate program office.

### CULMINATING EXPERIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 843</td>
<td>Synthesis and Application of the Nurse Educator Role (Capstone Course)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits 36

### MASTER OF SCIENCE (M.S.)

Requirements listed here are in addition to Graduate Council policies listed under GCAC-600 Research Degree Requirements. Students in the Master of Science (M.S.) degree program in nursing (B.S.N.-Ph.D.) are required to complete a minimum of 30 credits, with at least 18 credits in the 500 and 600 series combined, to be awarded an M.S. degree. A minimum of 12 credits in course work (400, 500, and 800 series), as contrasted with research, must be completed in the major program. There are 9 18 credits required in M.S. core course work, including:

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 501</td>
<td>Issues in Nursing and Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 510</td>
<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 596</td>
<td>Practicum Experience</td>
<td>3</td>
</tr>
<tr>
<td>NURS 808</td>
<td>Population Health Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>NURS 830</td>
<td>Evidence-Based Practice I: Inquiry and Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 836</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
</tbody>
</table>
### Required Courses

**Additional Required Courses**

- 9-12 credits are required in research and statistics courses approved in advance by the student's adviser.

### Electives

Additional courses that will count as electives towards this degree can be chosen from a list of approved elective courses maintained by the graduate program office.

### Culminating Experience

Students choose to complete either a thesis or a scholarly paper:

- **NURS 600** Thesis Research
- **NURS 610** Thesis Research Off Campus
- **NURS 596** Individual Studies (Scholarly Paper)

**Total Credits**: 30

If the M.S. student chooses to complete a thesis, at least 6 credits in thesis research (**NURS 600** or **NURS 610**) must be taken in conjunction with the thesis. The thesis must be accepted by the advisers and/or committee members, the head of the graduate program, and the Graduate School, and the student must pass a thesis defense. If the student chooses the non-thesis track, the student must submit a satisfactory scholarly paper while enrolled in **NURS 596** (3 credits). If no thesis is required, at least 18 credits of course work must be in 500-level courses.

### Doctor of Nursing Practice (D.N.P.)

Requirements listed here are in addition to Graduate Council policies listed under **GCAC-700 Professional Degree Requirements**.

Students may enter the program directly with a B.S.N. degree or following completion of a Master's degree in nursing.

For the B.S.N. to the D.N.P., a core of master's courses is required. A minimum of 61 credits, 1,000 hours of practicum time, and a DNP project is required. The 61 credits include:
### REQUIRED COURSES

#### MASTER'S CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 501</td>
<td>Issues in Nursing and Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 510</td>
<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 830</td>
<td>Evidence-Based Practice I: Inquiry and Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

#### NURSE ADMINISTRATOR OPTION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 846</td>
<td>Leadership Concepts and Theories for Nurse Administrators</td>
<td>3</td>
</tr>
<tr>
<td>NURS 848A</td>
<td>Synthesis and Application of the Nurse Administrator Role</td>
<td>4</td>
</tr>
</tbody>
</table>

#### D.N.P. CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 831</td>
<td>Evidence-Based Practice II: Translating Inquiry into Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 832</td>
<td>Doctor of Nursing Practice: Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 833</td>
<td>Doctor of Nursing Practice: Leadership II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 837</td>
<td>Evidence-Based Practice III: Project Development</td>
<td>3</td>
</tr>
</tbody>
</table>

#### OTHER REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 590</td>
<td>Colloquium</td>
<td>1</td>
</tr>
<tr>
<td>NURS 587</td>
<td>Ethics in Nursing Research</td>
<td>1</td>
</tr>
<tr>
<td>NURS 808</td>
<td>Population Health Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>NURS 836</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
</tbody>
</table>
The Master of Science in Nursing (M.S.N.) to D.N.P. program requires a minimum of 30 post-master's degree credits completed at Penn State. The curriculum is individualized based on previous course work and number of practicum hours completed during the master's program. A maximum of 550 practicum hours from the previous master's program will be accepted to fulfill the 1000 hours of required practicum hours. The curriculum is composed of 5 components, for a minimum of 38 credits:

### REQUIRED COURSES

#### ADVANCED PRACTICE CLINICAL

(Needed to meet the 1000 hour practicum requirement)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 834</td>
<td>Doctor of Nursing Practice Clinical Practicum</td>
<td>3-4.5</td>
</tr>
</tbody>
</table>

#### ELECTIVES

9-10 credits of electives chosen from a list of approved elective courses maintained by the graduate program office

#### CULMINATING EXPERIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 835</td>
<td>Doctor of Nursing Practice Project</td>
</tr>
</tbody>
</table>

**Total Credits**

61

### REQUIRED COURSES

#### D.N.P. CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 830</td>
<td>Evidence-Based Practice I: Inquiry and Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 831</td>
<td>Evidence-Based Practice II: Translating Inquiry into Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 832</td>
<td>Doctor of Nursing Practice: Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 833</td>
<td>Doctor of Nursing Practice: Leadership II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 837</td>
<td>Evidence-Based Practice III: Project Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**OTHER REQUIRED COURSES**


REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 510</td>
<td>Theoretical and Scientific Foundations of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 590</td>
<td>Colloquium</td>
<td>1</td>
</tr>
<tr>
<td>NURS 587</td>
<td>Ethics in Nursing Research</td>
<td>1</td>
</tr>
<tr>
<td>NURS 808</td>
<td>Population Health Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>NURS 836</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
</tbody>
</table>

ELECTIVES

6 credits of electives chosen from a list of approved elective courses maintained by the graduate program office

CULMINATING EXPERIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 835</td>
<td>Doctor of Nursing Practice Project</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits 38

In addition to the minimum 38 credits, up to 8.7 credits of NURS 834 may be required for M.S.N. to D.N.P. students, depending on the number of practicum hours completed in the student's M.S.N. program.

For both entry options, students are required to participate in 23 intensives offered at the University Park or Hershey Medical Center campus. For full-time students, the first intensive is August of semester I for M.S.N. to D.N.P. and Semester III for B.S.N. to D.N.P. students. Intensive 2 is the beginning of the subsequent semester, Intensive 3 is at the end of semester II for M.S.N. to D.N.P. and semester IV for B.S.N. to D.N.P. students. For part-time M.S.N. to D.N.P. students, the first intensive is August of semester II and intensive 2 is the end of semester IV.

In addition to course work, all students are required to complete a series of three benchmarks, Qualifying Examination, Comprehensive Examination, and a Final Oral Presentation.

D.N.P. DOCTORAL COMMITTEE COMPOSITION

The doctoral committee will consist of the student's academic adviser, the DNP project course (NURS 835) instructor, and a third and two additional members of the Graduate Faculty, all from the graduate program in Nursing. The academic adviser will be the chair of the committee.
**QUALIFYING EXAMINATION**

All students must satisfactorily complete the qualifying examination, which is designed to evaluate the student’s past performance and potential for successfully completing the program. The qualifying examination typically occurs prior to the 2nd intensive, which follows completion of one semester of full-time study for the M.S.N. to D.N.P. student, and within three semesters of full-time study for the B.S.N. to D.N.P. student. Students who fail the examination on the first attempt may repeat it once. Students who fail the examination the second time are terminated from the program.

**COMPREHENSIVE EXAMINATION**

The comprehensive examination marks the student’s progression into their D.N.P. project. This occurs during the 2nd 3rd intensive, when students present their D.N.P. project proposal. The comprehensive examination needs to be successfully completed prior to the submission of the proposal for human subjects’ review or carrying out the project (if it does not require a review). Students who fail the examination on the first attempt may repeat it once. Students who fail the examination the second time are terminated from the program.

**FINAL ORAL PRESENTATION**

Upon completion of the project, the Final Oral Presentation is scheduled. Students are required to present the project for approval by their dissertation committee. The Associate Dean for Graduate Education & Research will sign off on the final paper, following completion of the paper during NURS 835 and the student’s passing of the oral presentation. Students who fail the presentation on the first attempt may repeat it once. The student’s final paper will be made publicly available through ScholarSphere.

**DOCTOR OF PHILOSOPHY (PH.D.)**

Requirements listed here are in addition to Graduate Council policies listed under GCAC-600 Research Degree Requirements. Students may enter the program directly with a B.S.N. degree (and may receive an M.S. degree en route to the Ph.D.) or a concurrent M.S.N. (nurse practitioner option) or following completion of a B.S.N. and a Master’s degree (either in Nursing or non-Nursing).

Students entering with an M.S.N. will complete a minimum of 43 credits. The curriculum is composed of 3 components:

**REQUIRED COURSES**

**NURSING SCIENCE CORE COURSES**
**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 580</td>
<td>Epistemology of Nursing Science</td>
<td>3</td>
</tr>
<tr>
<td>NURS 582</td>
<td>Review and Analysis of the Literature for Nursing Science</td>
<td>4</td>
</tr>
<tr>
<td>NURS 583</td>
<td>Advanced Seminar in Nursing Science</td>
<td>3</td>
</tr>
<tr>
<td>NURS 587</td>
<td>Ethics in Nursing Research</td>
<td>1</td>
</tr>
<tr>
<td>NURS 588</td>
<td>Healthcare Policy for Nurse and Healthcare Scholars</td>
<td>3</td>
</tr>
<tr>
<td>NURS 590</td>
<td>Colloquium</td>
<td>2</td>
</tr>
<tr>
<td>NURS 596</td>
<td>Individual Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

**RESEARCH METHODOLOGY AND STATISTICS**

Minimum of 15 credits approved by the student's adviser and/or dissertation committee 15

**COURSES FOR INDIVIDUAL SPECIALTY**

Minimum of 12 credits; minimum of 15 credits for a minor 12-15

**Total Credits** 43

1 Required of students who are not research assistants on an active faculty research study.

In addition to coursework, all students are required to complete a series of examinations: the Qualifying Examination, the Comprehensive Examination (written and oral components), the Dissertation Proposal Defense, and Final Oral Examination. Students are required to pass the Final Oral Examination, have the dissertation approved and submitted, and graduate within five years of passing the qualifying examination.

**QUALIFYING EXAMINATION**

All students must satisfactorily complete the qualifying examination, which is designed to confirm the student's mastery of basic nursing theory and research methods. For students entering the doctoral program with a master's degree, the qualifying examination must be taken at the end of the first year of full-time study or the equivalent. Students who fail the examination on the first attempt may repeat it once. Students who fail the examination the second time are terminated from the program.
COMPREHENSIVE EXAMINATION

The comprehensive examination is designed to test the student’s mastery of and ability to synthesize and integrate the theoretical basis for nursing science, advanced research methods, and the chosen specialty area. This examination is taken when a student has substantially completed all course work. Students who fail the examination on the first attempt may repeat it once. Students who fail the examination the second time are terminated from the program.

DISSERTATION AND FINAL ORAL EXAMINATION (THE DISSERTATION DEFENSE)

Upon completion of the doctoral dissertation, the candidate must pass a final oral examination (the dissertation defense) to earn the Ph.D. degree. Each student is required to conduct an original and independent research project which adds to nursing’s body of knowledge, and to communicate the research report in a written dissertation. A written dissertation proposal is required and must be approved at a proposal hearing by a majority vote of the student’s dissertation committee. A majority vote is also required for approval of the completed written dissertation at the Final Oral Examination (the dissertation defense). The dissertation must be accepted by the dissertation committee, the head of the graduate program, and the Graduate School.

DUAL-TITLES

DUAL-TITLE PH.D. IN NURSING AND BIOETHICS

Requirements listed here are in addition to requirements listed in GCAC-208 Dual-Title Graduate Degree Programs. Nursing Ph.D. students may pursue additional training in bioethics through the dual-title Ph.D. program in Bioethics. Students must apply and be admitted to the graduate program in Nursing and the Graduate School before they can apply for admission to the dual-title degree program. Admission to the dual-title is determined upon review of all application materials (forwarded from the College of Nursing) by the admissions committee in Bioethics. Refer to the Admissions Requirements section of the Bioethics Bulletin page. Students must apply and be admitted to the dual-title degree program in Bioethics prior to taking the qualifying exam. To qualify for the dual-title degree, students must satisfy the requirements of the Nursing Ph.D. program. In addition, they must satisfy the requirements described below, as established by the Bioethics program committee. Refer to the Degree Requirements section of the Bioethics Bulletin page. Within this framework, final course selection is determined by the student, their Nursing adviser, and their Bioethics program adviser.

The dual-title Ph.D. in Nursing and Bioethics requires a minimum of 1 credit of course work beyond the requirements for the Ph.D. in Nursing (17 credits of the 18 Bioethics credits are part of the current degree requirements in Nursing), as follows:
REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOET 501</td>
<td>Perspectives and Methods in Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>BIOET 502</td>
<td>Perspectives in Macro-Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>BIOET 590</td>
<td>Bioethics Colloquium</td>
<td>1</td>
</tr>
</tbody>
</table>

At least 3 additional BIOET credits at the 500 level.

ELECTIVES

8 additional credits from a list of approved electives at the 400 or 500 level,
at least two of these courses must be at the 500 level.

Total Credits 18

1 These credits can be applied to the Courses for Individual Specialty requirement for the Nursing Ph.D.

2 Many of the available electives that students may wish to take are 3-credit courses, so 9 additional credits may be a more typical number for most students. The list of elective courses will be maintained by the Director of the Bioethics Graduate Program in consultation with the Bioethics Program Committee. The Nursing Science core constitutes 7 of these elective credits.

QUALIFYING EXAMINATION

Students must meet the Ph.D. qualifying examination requirements specified by Nursing; a single qualifying examination will be administered that includes assessment of both Nursing and Bioethics. At least one member of the qualifying examination committee must have a Graduate Faculty appointment in Bioethics. Because students must first be admitted to a graduate major program of study before they may apply to and be considered for admission into a dual-title graduate degree program, dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the qualifying examination may be delayed one semester beyond the normal period allowable.

COMPREHENSIVE EXAMINATION

In addition to the general Graduate Council requirements for dissertation committees, the dissertation committee of a Nursing and Bioethics dual-title Ph.D. student must include at least one member of the Bioethics Graduate Faculty. Graduate faculty members who hold appointments in both programs may serve in a combined role. If the chair of the committee representing Nursing is not also a member of the Graduate Faculty in Bioethics, the member of
the committee representing Bioethics must be appointed as co-chair. The faculty member (or members) affiliated with the Bioethics Program will be responsible for administering a portion of the comprehensive exam that will require the student to demonstrate an understanding of various theoretical and methodological approaches to bioethics, and an ability to apply them to issues and problems (including, where appropriate, practical problems) in their nursing.

**Dissertation and Final Oral Examination (The Dissertation Defense)**

Upon completion of the doctoral dissertation, the candidate must pass a final oral examination (the dissertation defense) to earn the Ph.D. degree. Students enrolled in the dual-title program are required to write and orally defend a dissertation on a topic that is approved in advance by their dissertation committee and reflects their original research and expertise in Nursing and Bioethics. The dissertation must be accepted by the dissertation committee, the head of the graduate program, and the Graduate School.

**Dual-Title Ph.D. in Nursing and Clinical and Translational Sciences**

Requirements listed here are in addition to requirements listed in GCAC-208 Dual-Title Graduate Degree Programs. Nursing Ph.D. students may pursue additional training in CTS through the dual-title Ph.D. program in CTS. Students must apply and be admitted to the graduate program in Nursing and the Graduate School before they can apply for admission to the dual-title degree program. Admission to the dual-title is determined upon review of all application materials (forwarded from the College of Nursing) by the admissions committee in CTS. Refer to the Admission Requirements section of the Clinical and Translational Sciences Bulletin page. Students must apply and be admitted to the dual-title degree program in CTS prior to taking the qualifying exam. To qualify for the dual-title degree, students must satisfy the requirements of the Nursing Ph.D. program. In addition, they must satisfy the requirements described below, as established by the CTS program committee. Refer to the Degree Requirements section of the Clinical and Translational Sciences Bulletin page. Within this framework, final course selection is determined by the student, their Nursing adviser, and their CTS program adviser. The CTS dual-title requires 26 credits:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 590</td>
<td>Colloquium</td>
<td>2</td>
</tr>
<tr>
<td>Select 6 credits from the following:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>CTS 595A</td>
<td>Clinical Science Internship</td>
<td></td>
</tr>
<tr>
<td>CTS 595B</td>
<td>Translational Science Internship</td>
<td></td>
</tr>
</tbody>
</table>
REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 571</td>
<td>Graduate Clinical Rotation</td>
</tr>
</tbody>
</table>

ELECTIVES

18 credits from a list of approved electives in each of the following areas (at least half of which must be at the 500 or 800 level):

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>Bioinformatics</td>
<td>3</td>
</tr>
<tr>
<td>Experimental Design and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Regulatory Environment</td>
<td>3</td>
</tr>
<tr>
<td>Scientific Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 26

Of the 18 elective credits required, 12 credits can be double-counted from the required courses for the Ph.D. in Nursing: STAT 500 / PHS 520 meets the 3-credit requirement for Statistics, and an additional 9 credits of Individual Specialization Coursework required for Nursing can be selected from the list of CTS approved electives to meet the 3-credit requirements in Epidemiology, Bioinformatics, and The Regulatory Environment. Therefore, dual-title Ph.D. students in Nursing and CTS may require a minimum of 14 credits of additional coursework, consisting of approved electives in Experimental Design and Interpretation (3 cr.) and Scientific Communication (3 cr.), 2 credits of CTS 590; and 6 credits of CTS 595A, CTS 595B, or BMS 571.

QUALIFYING EXAMINATION

Students must meet the Ph.D. qualifying examination requirements specified by Nursing; a single qualifying examination will be administered that includes assessment of both Nursing and CTS. At least one member of the qualifying examination committee must have a Graduate Faculty appointment in CTS. Because students must first be admitted to a graduate major program of study before they may apply to and be considered for admission into a dual-title graduate degree program, dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the qualifying examination may be delayed one semester beyond the normal period allowable.
COMPREHENSIVE EXAMINATION

In addition to the general Graduate Council requirements for dissertation committees, the dissertation committee of a Nursing and CTS dual-title Ph.D. student must include at least one member of the CTS Graduate Faculty. Graduate Faculty members who hold appointments in both programs may serve in a combined role. If the chair of the committee representing Nursing is not also a member of the Graduate Faculty in CTS, the member of the committee representing CTS must be appointed as co-chair. The faculty member(s) affiliated with the CTS Program will be responsible for administering a portion of the comprehensive exam that will require the student to demonstrate an understanding of various theoretical and methodological approaches to CTS, and an ability to apply them to issues and problems (including, where appropriate, practical problems) in their nursing.

DISSERTATION AND FINAL ORAL EXAMINATION (THE DISSERTATION DEFENSE)

Upon completion of the doctoral dissertation, the candidate must pass a final oral examination (the dissertation defense) to earn the Ph.D. degree. Students enrolled in the dual-title program are required to write and orally defend a dissertation on a topic that is approved in advance by their dissertation committee and reflects their dissertation research and expertise in Nursing and CTS. The dissertation must be accepted by the dissertation committee, the head of the graduate program, and the Graduate School.

STUDENT AID

Graduate assistantships available to students in this program and other forms of student aid are described in the Tuition & Funding section of The Graduate School’s website. Students on graduate assistantships must adhere to the course load limits set by The Graduate School. The following awards typically have been available to graduate students in this program:

U.S. PUBLIC HEALTH SERVICE TRAINEESHIPS IN NURSING

Open to selected registered nurse, full-time students in nursing; stipend may be available plus tuition. Apply to Associate Dean for Graduate Education & Research, College of Nursing.

World Campus students in graduate degree programs may be eligible for financial aid. Refer to the Tuition and Financial Aid section of the World Campus website for more information.

COURSES
Graduate courses carry numbers from 500 to 699 and 800 to 899. Advanced undergraduate courses numbered between 400 and 499 may be used to meet some graduate degree requirements when taken by graduate students. Courses below the 400 level may not. A graduate student may register for or audit these courses in order to make up deficiencies or to fill in gaps in previous education but not to meet requirements for an advanced degree.

## CONTACT

<table>
<thead>
<tr>
<th>Campus</th>
<th>University Park</th>
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<tbody>
<tr>
<td>Graduate Program Head</td>
<td>Judith E Hupcey</td>
</tr>
<tr>
<td>Director of Graduate Studies (DGS) or Professor-in-Charge (PIC)</td>
<td>M.S. and Ph.D. Susan Jayne Loeb M.S.N. Madeline Mattern</td>
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<tr>
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<td>Xiaohong Sheng 203 Nursing Sciences Building University Park PA 16802 <a href="mailto:xus1@psu.edu">xus1@psu.edu</a> (814) 863-2211</td>
</tr>
<tr>
<td>Program Website</td>
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<tr>
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Email: xus1@psu.edu
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Program Website: Nursing at University Park

WORLD CAMPUS

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Email: xus1@psu.edu
Mailing Address: 203 Nursing Sciences Building, University Park, PA 16802
Telephone: (814) 863-2211
Program Website: Nursing at World Campus

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College of Nursing Program Objectives for the M.S., M.S.N., and D.N.P. degree programs matched with goals for graduate degree students.

The program objectives for the M.S. in nursing include the ability to:

- Demonstrate appropriate breadth and depth of nursing knowledge, and an awareness of the major issues of the discipline of nursing
- Demonstrate effective communication skills for dissemination of nursing knowledge to appropriate stakeholders
- Analyze and critique research according to scientific principles to identify gaps in nursing science
- Demonstrate analytical and critical thinking within nursing.
- Exhibit behavior in accordance with the highest ethical standards, values, and practices of the discipline of nursing

The program objectives for the M.S.N. in nursing include the ability to:

- Lead change to improve quality outcomes
- Advance a culture of excellence through lifelong learning
- Build and lead collaborative interprofessional care teams
- Navigate and integrate care services across the healthcare system
- Design innovative nursing practices
- Translate evidence into practice
- Demonstrate option-specific competencies based on the national guidelines for the role.

The program objectives for the D.N.P. in nursing include the ability to:

- Design and evaluate new models of care based on integration of theoretical and empirical knowledge from nursing and related disciplines
- Translate evidence to guide practice and improve outcomes of care
- Analyze data which predicts and explains variations in practice
- Provide inter-professional leadership within an increasingly complex health care delivery system
- Prepare leaders to use information systems and technology to support and improve patient care and health care systems
- Prepare leaders to direct and deliver high quality, cost-effective care for diverse populations
- Shape health policy and systems of health care in the local, regional, state, national, and international forums
- Perform independently at the most advanced level of ethical specialty nursing practice
The goals for all graduate degree students enrolled in the Graduate School at Penn State are to:

1. Demonstrate appropriate breadth and depth of disciplinary knowledge, and comprehension of the major issues of their discipline;
2. Use disciplinary methods and techniques to apply knowledge, and – if appropriate to the degree – create new knowledge or achieve advanced creative accomplishment.
3. Communicate the major issues of their discipline effectively;
4. Demonstrate analytical and critical thinking within their discipline, and, where appropriate, across disciplines; and
5. Know and conduct themselves in accordance with the highest ethical standards, values, and, where these are defined, the best practices of their discipline.

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<th>Scholarly and Professional Goals for All Graduate Degree Students</th>
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<th>D.N.P. Program Learning Objectives</th>
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<td><strong>USE DISCIPLINARY METHODS AND TECHNIQUES TO APPLY KNOWLEDGE, AND – IF APPROPRIATE TO THE DEGREE – CREATE NEW KNOWLEDGE OR ACHIEVE ADVANCED CREATIVE ACCOMPLISHMENT</strong></td>
<td><strong>ANALYZE AND CRITIQUE RESEARCH ACCORDING TO SCIENTIFIC PRINCIPLES TO IDENTIFY GAPS IN NURSING SCIENCE</strong></td>
<td><strong>TRANSLATE EVIDENCE INTO PRACTICE NAVIGATE AND INTEGRATE CARE SERVICES ACROSS THE HEALTHCARE SYSTEM.</strong></td>
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<td>Perform independently at the most advanced level of ethical specialty nursing practice.</td>
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Graduate School Student and Faculty Awards

Spring 2019 (Awards will be made in spring 2019 or 2019-20)

This list does not include awards made in collaboration with the colleges or campuses, including recruitment awards.

Student Awards

Graduate Council Fellowships & Awards Committee reviewed Student Awards
Awardees recognized at spring alumni event and/or the Graduate School Student Awards Ceremony during the spring semester

1. Alumni Association Dissertation Award

   Arts & Humanities
   Laura Freitas Almeida, Art History
   Johann Le Guelte, French and Francophone Studies
   Sohrab Rahimi, Architecture

   Engineering
   Moses Ajemigbitse, Environmental Engineering
   Jacob Snyder, Mechanical Engineering

   Life & Health Sciences
   Sara Michele Klee, Plant Pathology
   Ching-Wen Tan, Entomology
   Shannon L. White, Ecology

   Physical and Computational Sciences-Applied & Basic
   Cody Messick, Physics
   Kehao Zhang, Materials Science and Engineering

   Social Sciences-Applied & Basic
   Sarah Elizabeth Eissler, Rural Sociology
   Leigha Macneill, Psychology
   Nichole Marie Sell, Biobehavioral Health

2. Academic Computing Fellowship

   Molly Rathbun, Biochemistry, Microbiology, and Molecular Biology

3. Distinguished Master’s Thesis Award

   Social Sciences-Applied & Basic
   Umme Hani, Architecture

   Engineering
   Aravindh Sadagopan, Aerospace Engineering

   Arts & Humanities
   Olivia Shotyk, Landscape Architecture
4. **Graduate Student Excellence in Mentoring Award**
   Alexis Thomas Weiner, Molecular, Cellular, and Integrative Biosciences

5. **Graduate Student International Research Award**
   Bipana Paudel Timilsena, Entomology

6. **Harold F. Martin Graduate Assistant Outstanding Teaching Award**
   Scott Atchison, Music Education
   Alexander Castonguay, Chemistry
   Benjamin Firgens, Communication Arts and Sciences
   Philip Patrick Graybill, Electrical Engineering
   Robert Klosinski, German
   Lucas LaFreniere, Psychology
   Kate Lesciotto, Anthropology
   Marie Paillard, French and Francophone Studies
   Gaetano Posteraro, Philosophy
   Francesca Wade, Kinesiology

7. **Intercollege Graduate Student Outreach Achievement Award**
   Asia Murphy, Ecology

8. **Penn State Alumni Association Scholarship for Penn State Alumni in the Graduate School**
   Melanie Kammerer Allen, Ecology

9. **Professional Master’s Excellence Award**
   Cynthia Hron, Landscape Architecture (MLA)
   Jerry Fields, International Affairs (MIA)

*Award competitions mirror fall student award deadlines, but awardees are not recognized at a formal event:*

   1. **AT&T Graduate Fellowship**
      Eric DeShong, Mechanical Engineering

   2. **Thomas and June Beaver Fund Award**
      Liqiang Ren, Engineering Science and Mechanics

   3. **Harold K. Schilling Dean’s Graduate Scholarship**
      Fengping Dong, Biology
      Chuying Ma, Bioengineering

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**Faculty Awards**

Graduate Council Fellowships & Awards Committee reviewed Faculty Awards

*Awardees recognized at the Faculty/Staff Awards Recognition Ceremony*

- **Graduate Faculty Teaching Award**
  Esther Prins, Professor of Education
  Alan MacEachren, Professor of Geography

- **Graduate School Alumni Society Graduate Program Chair Leadership Award**
  Suzanne Mohney, Professor of Materials Science and Engineering and Electrical Engineering and Chair of Intercollege Graduate Degree Program in Materials Science and Engineering

- **Howard B. Palmer Faculty Mentoring Award**
  Katriona Shea, Alumni Professor in the Biological Sciences