



## Doctor of Philosophy in Nursing

### Application Process & Instructions: Academic Year 2009-2010

#### APPLICATION PROCESS

The School of Nursing welcomes applications to its Doctor of Philosophy in Nursing program. If you have additional questions after reviewing the following instructions please contact the School as detailed at the end of this document.

The School of Nursing prefers to admit students for the fall semester each year. However; students may be admitted in spring semester if cohort openings remain following the fall admissions cycle. Admission consideration is extended to those applicants who complete and submit the online application and all required documents (outlined below) to the appropriate UNC office by the posted deadline. The Doctoral Admissions Committee may only evaluate and review **complete applications containing all required materials. It is the responsibility of the applicant to ensure the entire application is received by the posted deadline.**

#### Fall Semester

<b>Priority Application Deadline:</b>	<b>December 15<sup>th</sup></b>	<b>To be considered for Graduate School Merit Assistantship, University Fellowships, and other School of Nursing scholarships , the complete application must be received by this deadline. Funding support for applications submitted after February 1<sup>st</sup> is very limited.</b>
<b>Final Application Deadline</b>	<b>April 1</b>	<b>This is the final deadline to submit the <u>complete</u> application to the School of Nursing.</b>

#### Spring Semester

<b>Application Deadline</b>	<b>October 1</b>	<b>This is the final deadline to submit the complete application for spring admission. School of Nursing funding may be available on a very limited basis.</b>
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Students in the Doctoral Program in Nursing may be enrolled for full-time or part-time study. Full-time study requires enrolling in nine credits (typically three courses) per semester. Part-time study requires enrolling in three to six credits per semester. Students may work while enrolled in the program to the extent that the student's academic progression is not compromised. However, in accordance with School of Nursing policy, full-time graduate students employed by the University may work no more than 50 percent (20 hours/week) while actively engaged in coursework.

#### PROGRAM PREREQUISITES

Students with a variety of nursing backgrounds may apply to the Ph.D. program. Additional prerequisites may be required depending on the previous degrees held.

1. Applicants with a **Bachelor of Science in Nursing** from an NLN-accredited School of Nursing who present an **exceptional academic record** may apply directly to the Ph.D. program without having completed a Master of Science in Nursing degree. Applicants without a Master's degree in nursing are required, in the first year of Ph.D. level coursework, to complete 15 semester credits in Master's level coursework to include **content in: nursing theory, scientific research methods, statistics, and graduate level didactic content of clinical practice course(s)**.
2. Applicants holding a BSN and a **Master's degree in a field other than nursing**, who have completed courses containing the content noted above, may pursue exemption from repeating this content in the Ph.D. program. A transcript validating completion of the equivalent course(s) and a syllabus for each non-UNC course submitted for exemption consideration are required for review.
3. Applicants with a **Master of Science in Nursing** degree from an NLN-accredited School of Nursing, and have no additional coursework required **if** the content listed above was completed as part of the applicant's MSN program\*. Students who have completed an RN to MSN program and are without a bachelor's degree in any field may need to submit additional documentation about the curriculum of their RN to MSN program. Please contact the Office of Admissions and Student Services for details.
4. Exception\*: Students who have not completed a master's level statistics course prior to admission, must enroll in NURS 777 during the first year of doctoral study. All students who completed a master's level statistics course must take the Statistics Placement Test. The results of this test will determine whether NURS 777 is required or exempted.

### **INSTRUCTIONS FOR APPLICATION**

This document contains instructions for the application process (the UNC-Chapel Hill Graduate School Application and School of Nursing Supplemental Application are integrated into one online application). Please read carefully

<p><b><i>The following application material must be returned to The Graduate School:</i></b>  <b>The Graduate School; Bynum Hall, CB #4010; The University of North Carolina at Chapel Hill; Chapel Hill, NC 27599-4010</b></p> <ul style="list-style-type: none"> <li>• Graduate School Application: Submit on-line <a href="https://admissionsapp.unc.edu/grad/DEFAULT.ASP">https://admissionsapp.unc.edu/grad/DEFAULT.ASP</a> <ul style="list-style-type: none"> <li>○ Curriculum Vitae or Resume</li> <li>○ Personal Statement of Goals and Research Interests</li> </ul> </li> <li>• One official transcript from all college work (including prerequisite coursework).</li> <li>• Unofficial Graduate Record Examination scores, if available. One official score report should be sent by Educational Testing Service (ETS). UNC School Code R5816.</li> <li>• North Carolina Residency Application (only needed if claiming NC residency for tuition purposes; submit after admission)</li> <li>• Unofficial copy of exam results from Test of English as a Foreign Language (TOEFL). Official scores should be sent by ETS. (<i>For</i></li> </ul>	<p><b><i>The following materials should be returned directly to the School of Nursing:</i></b>  <b>Graduate Admissions; Office of Admissions &amp; Student Services; The University of North Carolina at Chapel Hill; School of Nursing, Carrington Hall, CB #7460; Chapel Hill, NC 27599-7460</b></p> <ul style="list-style-type: none"> <li>• One official transcript from all college work (including prerequisite coursework).</li> <li>• Three Academic Letters of Recommendation. The Recommendation Form is available in the Graduate School Application material <a href="http://gradschool.unc.edu/pdf/recform.pdf">http://gradschool.unc.edu/pdf/recform.pdf</a> (May be completed/submitted online or in hard copy; the latter must arrive in sealed envelopes bearing the referent's signature across the flap) <ul style="list-style-type: none"> <li>• Favorable recommendations should be submitted by at least three academicians or researchers familiar with your intellectual ability, academic achievement, research potential, and professional commitment. At least one of these individuals should hold an earned doctorate.</li> </ul> </li> <li>• Manuscript(s)</li> </ul>
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<p><i>international students only</i>). UNC School Code R5816.</p> <ul style="list-style-type: none"> <li>• Application fee of \$77</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Certificate with supporting documents (<i>For international students only</i>).</li> </ul>
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**APPLICATION MATERIALS**

Submission of the following application materials is required by the published deadline. The Graduate School’s minimum requirements for admission to the Ph.D. program are explained where appropriate.

1. **Transcripts of Undergraduate and Graduate Education:** Two official transcripts must be submitted from each college/university attended since high school. Competitive applicants will present a grade point average of at least 3.0 (on a 4.0 scale) in the major courses of their undergraduate nursing program. Applicants with a master’s degree in nursing are expected to have earned a 3.5 cumulative grade point average in graduate coursework.
2. **Graduate Record Examination (GRE):** The GRE must be taken within five years of application. To ensure scores reach the school by the application deadline, applicants should take the GRE no later than six weeks prior to the deadline. Competitive applicants will achieve a combined verbal and quantitative score of at least 1000. Applicants who hold an earned professional doctorate in a field other than nursing may request a waiver of the GRE.
3. **Letters of Recommendation:** Three letters of reference are required. Favorable recommendations should be submitted by at least three academicians or researchers familiar with your intellectual ability, academic achievement, research potential, and professional commitment. At least one of these individuals should hold an earned doctorate. Additional references from employers may be submitted.

Recommendations may be submitted online or using the traditional method. The application asks the applicants to list the name and email address of all selected recommenders. The application system will then send the recommender a standard message requesting a letter of reference for the applicant. The recommender may either create the reference and return it via email to the application system as instructed, or send the letter via USPS to the School. If the latter method is chosen, the reference letter may only be submitted on the form provided in the Graduate School application (<http://gradschool.unc.edu/pdf/recform.pdf>) with each reference submitted separately in a sealed envelope bearing the recommender’s signature across the back flap.

4. **Statement of Goals and Research Interests:** You are asked to write a two-part essay as follows. It is most important that you address each bulleted item noted and format the document as requested.

**In part 1**, tell the Admissions Committee about your background:.

- How has your educational background prepared you for doctoral study? (As part of your response, please itemize here which of your courses offered content on theory, research design, and statistics, and which courses included didactic content of clinical work).
- What personal and/or academic strengths and weaknesses do you have that may affect your doctoral studies?
- What particular experiences in the professional, clinical, leadership, or research realms have prepared you for doctoral study?
- What are the issues you expect to face in making the transition to doctoral study, and how do you plan to handle them?
- How will having a PhD impact your career path?

**In part 2**, discuss your research interests. Provide a brief, **referenced** review of the literature about your research topic that supports the area as one in need of further study. Provide detail concerning

your prior work on the topic, if you have any, and how you plan to build on this earlier effort during doctoral study. The doctoral program at this School of Nursing is a research-oriented program. Selecting a research topic is something you need to do prior to entering the program. You may change, modify or enlarge your topic during your study, but having a research idea is the first step toward a successful doctoral education.

Additionally, please identify who among the School of Nursing faculty seems to you to be a good match for your research interests? (A listing of Doctoral Faculty is available on the School's web site: (<http://nursing.unc.edu/degree/doctoral/faculty.html>))

**Each part** of the essay should be approximately two double-spaced, typed pages. Please include references on a separate page.

5. **A copy of your current Curriculum Vitae or Resume.** This document should detail your career path, explaining any gap in employment greater than one year.
6. **Manuscript Examples of Scholarly Work for Which you are First or Second Author: Of note, first authorship is preferred.** Manuscripts may include a published paper, unpublished paper, a completed research project, or a thesis. Submission of one full-length manuscript or report of completed or ongoing research is encouraged. Additionally, a course paper is acceptable. If these are not available, a 2-5 page paper examining a clinical problem or issue critical to the profession may be submitted. Manuscripts will be evaluated on the importance of the topic, the appropriateness of the approach taken, flow, clarity, and correct use.

### **INTERVIEW**

All applicants are interviewed by a doctoral faculty member. The interview is conducted in person or by telephone depending on the applicant's geographical location. The interview is an opportunity for both parties to clarify information submitted in the application portfolio and further explore applicant fit to the program.

### **BASIS FOR DECISIONS**

Admission to the doctoral program is necessarily a selective process. Meeting the criteria does not ensure admission. Using an objective review procedure, the Admissions Committee selects candidates to recommend to the Dean of The Graduate School for admission. The Committee considers the quality of performance in previous undergraduate and graduate study, success in previous employment and other pertinent experiences, and personal qualifications including suitability for advanced study and research. The Admissions Committee weighs the applicant's accomplishments and potential for success in the program. Diversity in student backgrounds and scholarly interests is desired. In its deliberations, the Admissions Committee may make exceptions to some requirements for applicants who are otherwise outstanding and hold great promise.

The University of North Carolina at Chapel Hill School of Nursing is committed to equality of educational opportunity and does not discriminate on the basis of race, gender, national origin, age, religion, sexual preference, or handicap. Members of racial or ethnic minority groups and males are encouraged to apply.

### **NOTIFICATION OF DECISION**

The Admissions Committee only reviews **complete** applications. Your application portfolio is not deemed complete until all application materials are received. **It is the responsibility of the applicant to ensure that application materials have been received by the appropriate office and the application file is complete by the posted deadline.** Contact the Office of Admissions & Student Services with all application concerns.

The School of Nursing and Dean of The Graduate School will notify you in writing of your outcome as soon as decisions are rendered. To ensure we utilize the correct address, please notify the Office of Admissions & Student Services in the School of Nursing, (919) 966-4260, and The Graduate School, (919) 966-2611, of any change in contact information once your application is submitted. Please submit changes to name, mailing address or email address via your home page within the online application system and notify the graduate admissions office in the School of Nursing via email of the change.

**FOLLOWING ADMISSION ACCEPTANCE:**

Applicants seeking to establish North Carolina residency for tuition purposes, shall submit the appropriate Residency Form as detailed at this site: <http://gradschool.unc.edu/student/residency/>

As noted in the pre-requisite section of these Instructions, those applicants offered admission who have completed a master's level statistics course, will be contacted by the Doctoral Program Office with additional information concerning the Statistics Placemen Course.

**SPECIAL NOTE FOR INTERNATIONAL APPLICANTS:**

(quoted from The Graduate School Admissions website: <http://gradschool.unc.edu/admissions/instructions.html>)

“Together with the instructions above, international applicants should also submit two additional pieces of information with their application. The Graduate School understands it is difficult and sometimes confusing to apply to universities in another country, and we will assist you in clarifying requirements whenever possible.

**TOEFL Score**

All international applicants must submit acceptable, official (reported directly from ETS) TOEFL scores. **We recommend that you plan to take any required exams no later than October to allow time for scores to arrive in time for consideration for fall admission.**

Standardized test scores must be official and reported directly by the Educational Testing Service ([ETS](#)). TOEFL scores are reportable for a period of two years from the date of the exam. Exam results more than two years old will not be reported by ETS, and thus cannot be considered. Standardized test scores that are submitted to this institution are kept on file for only one year.

When you register for any tests, you should indicate the University of North Carolina at Chapel Hill Graduate School (institution #5816) as a score recipient. If you did not specify the UNC-Chapel Hill Graduate School as a score recipient at the time of taking the test, you must promptly ask ETS to send your scores to us (institution #5816). Their address is TOEFL, CN6151, Princeton, NJ 08541-6151. While photocopies of score reports are useful for informal evaluation, the official report of your scores must arrive before final review and admission can be offered.

There are several categories of applicants who may qualify for an exception to the TOEFL exam:


- those from countries where English is the SOLE OFFICIAL language of instruction (Australia, Bahamas, Barbados, Canada-except Quebec, England, Ghana, Ireland, India, Jamaica, Kenya, New Zealand, Nigeria, Scotland, St. Vincent and the Grenadines, Trinidad, Tobago, Uganda, and Wales)
- those who have received or will receive a degree from an accredited university in the United States (If you are currently enrolled at a U.S. institution, you must submit an official transcript or verification of degree candidate status from that institution to qualify for a TOEFL waiver. If the degree or an official verification is not received, the TOEFL score will again be required.)

- those who have received or will receive a degree from an accredited university where English is the SOLE language of instruction. (If you are a degree candidate in a university where English is the SOLE language of instruction, you must submit an official verification from that university that English is the SOLE language of instruction along with your anticipated date of graduation. If the degree or an official verification is not received, the TOEFL score will again be required.)

The required minimum total score on the paper-based TOEFL exam is 550 with a minimum of 50 in each section. The required minimum total score on the internet-based TOEFL exam is 79. Some programs have their own minimal score requirements which are higher than those stated above, in which case these higher standards will be required.

All newly admitted international students are required to take an English Proficiency exam prior to enrolling for classes. Individuals who fail to achieve a passing score on this exam are required to register for a non-credit English course (ENGL 601) their first semester of enrollment. Failure to take the test and/or register for the required course will prevent future registrations.

### **Financial Certificate**

A completed [Financial Certificate](#)  and supporting materials must be submitted directly to the program to which you are applying. In order to meet U.S. Immigration requirements for entry into the United States, proof of sufficient financial resources to cover educational and living expenses for the duration of your program must be in place before visa documents can be issued.

The completed Financial Certificate should outline financial support available to you. You should attach original evidence to support the amounts indicated (bank statements, scholarship letters, etc.). Please also attach a photocopy of the identification page of your passport.

The financial certificate is also required for international students currently residing in the United States. The University does not have special travel or study scholarships for international students.

We suggest that international applicants in need of financial aid write to the Institute of International Education, 809 United Nations Plaza, New York, NY 10017, or review the [IIE website](#).

The University's [Office of Scholarships and Student Aid](#) can only fund students who are U.S. citizens, nationals, permanent residents with I-151 or I-551 Alien Registration Receipt Cards, permanent residents of the Northern Mariana Islands and the Trust Territory or the Pacific Islands, and other non-citizens who have Arrival-Departure Records (I-94) showing “refugee” or “adjustment applicant” or official grant of asylum in the United States. Students who meet these requirements should apply for financial assistance before March 1.

Information concerning visa, U.S. Immigration, or financial certificate matters can be obtained from our [Office of International Student and Scholar Services](#). Please follow the mailing instructions above and do not mail admission materials directly to OISSS.”