Doctor of Philosophy in Nursing

Application Process & Instructions:
Academic Year 2013-2014

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 admits students for the fall semester each year. 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

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<tr>
<th>Priority Application Deadline:</th>
<th>December 17, 2013</th>
<th>December 17, 2013, is the final deadline for University Scholarship consideration.</th>
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<tbody>
<tr>
<td>Final Application Deadline</td>
<td>January 14, 2014</td>
<td>This is the final deadline to submit the complete application to the School of Nursing.</td>
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Students in the Doctoral Philosophy in Nursing program may be enrolled for full-time or part-time study. Full-time study requires enrolling in nine credit hours (typically three courses) per semester. Part-time study requires enrolling in three to six credit hours 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 a CCNE or NLN-AC accredited School of Nursing in the US or an international equivalent who present an exceptional academic record may apply directly to the Ph.D. program without having completed a Master of Science in Nursing degree.

2. Applicants holding a BSN and a Master’s degree in a field other than nursing, 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 a CCNE or NLN-AC accredited School of Nursing 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 Student Affairs for details.

4. Exception*: Students who have not completed a master’s level statistics course prior to admission, must complete a course prior to the spring semester of their first year. All students who completed a master’s level statistics course must take the Statistics Placement Test. The results of this test will determine whether a master’s level statistics course is required or exempted.

INSTRUCTIONS FOR APPLICATION
This document contains instructions for the integrated online application process; the UNC-Chapel Hill Graduate School and School of Nursing Supplemental Application have been combined for user-ease and processing efficiency. Information regarding Graduate School requirements is available at: (http://gradschool.unc.edu/admissions/instructions.html). Please carefully read and follow the School of Nursing application instructions below; each element described is a required facet of the online application.

1. Transcripts of Undergraduate and Graduate Education: Applicants must scan into the application an unofficial transcript from all post-secondary schools attended since high school. These documents must reflect all college-level course work you have taken. Upon admission, official transcripts must be submitted from all colleges/universities attended to The Graduate 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.

   International students and students who have attended schools outside of the US must provide a full credit evaluation of all courses completed at a foreign institution. The National Association of Credential Evaluation Services provides a list of organizations that offer this service at the link below. Applicants may also choose to have credit evaluated by faculty members in the various departments on campus. Please submit the credit evaluation report and an official copy of your transcript with your application for admission. These documents may be scanned into the transcript section of the application. Submission of this credit evaluation with degree validation will allow us to view your transcripts in a US transcript format on a 4.0 GPA scale. Related URL: http://www.naces.org/

2. Graduate Record Examination (GRE) scores: An applicant’s GRE scores must be less than five years old at the time of application submission. ETS will generate scores for persons taking the computerized version of the GRE and distribute to designated schools within two-three weeks. Those taking the paper version of the GRE should allow 4-6 weeks for scores to reach designated schools. Applicants should take these timeframes into consideration when planning for portfolio completeness. One official score report should be sent by Educational Testing Service (ETS) to the Graduate School. Processing your application can be initiated using unofficial scores. (Note: UNC-Chapel Hill’s School Code is #5816, no department code required.)

   Applicants are more competitive when their verbal and quantitative scores reach or exceed the 50th percentile on the GRE Revised test. The GRE is an important factor in admissions decisions; however, it is essential to note that it is not the sole factor on which decisions are made. An applicant’s total portfolio is considered by the Admissions Committee

   Note: 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 whose class(es) you have taken. Faculty must be 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. The online application will prompt you to submit the email addresses for your three required recommenders. The recommender will then receive an email request for recommendation and must upload the letter into the application.

**Statement of Goals and Research Interests:** You are asked to write and upload into the application, a two-part essay. It is most important that you address each bulleted item noted and format the document as requested. **Each part** of the essay should be approximately two double-spaced, typed pages. Please include references on a separate page and upload all documents into the application.

4. **In part A,** tell the Admissions Committee about your background:
   - How has your education prepared you for doctoral study? (As part of your response, please itemize here which of your completed courses offered content on theory, research design, and statistics, and which courses included didactic content of clinical work).
   - Identify personal and/or academic strengths and weaknesses that may affect your doctoral studies?
   - What particular experiences in the professional, clinical, and/or research realms have prepared you for doctoral study?
   - Describe your leadership experience and potential.
   - What issues do 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 B,** 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 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 studies, 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 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/doctoral-program/faculty-66/](http://nursing.unc.edu/doctoral-program/faculty-66/))

5. **Upload 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. **Upload a Manuscript or example of scholarly work for which you are first author:** 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, although 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. Acceptable file formats for Apply Yourself include .docx, .doc, .txt, .pdf, .rtf, .wps, .xlsx, .wrd.

7. **TOEFL or IELTS Score** *(International Applicants only)*: Standardized test scores must be official and are reportable for a period of two years from the date of the exam. Exam results more than two years old cannot be considered. Standardized test scores that are submitted to this institution are kept on file for only one year. Refer to The Graduate School for more information [http://gradschool.unc.edu/admissions/instructions.html#toefl](http://gradschool.unc.edu/admissions/instructions.html#toefl)
8. **Financial Certificate** *(International Applicants only)*: the Certificate plus supportive documents should be uploaded into your application. For more information: [http://gradschool.unc.edu/admissions/instructions.html#fincert](http://gradschool.unc.edu/admissions/instructions.html#fincert)

9. **Application fee**: $85.00 (may be paid by check, money order or online by credit card to The Graduate School; instructions are available on the final screen of the application)

**INTERVIEW**
All applicants are interviewed by a doctoral faculty member. The interview is conducted in person, by telephone or by SKYPE 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 posted 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.

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 Student Affairs 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 Student Affairs 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 also modify your information in the Update Profile section of your application.

**FOLLOWING ADMISSION ACCEPTANCE:**
Admitted students seeking to establish North Carolina residency for tuition purposes, shall submit an online application located at this site: [http://gradschool.unc.edu/student/residency/](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 Placement Exam. Those without a graduate statistics course must have one prior to spring semester of the first year in the program.

Information concerning visa, U.S. Immigration, or financial certificate matters can be obtained from our Office of International Student and Scholar Services. [http://oisss.unc.edu/](http://oisss.unc.edu/)
Link to the application: https://app.applyyourself.com/?id=unc-ch

GOOD LUCK!!

Revised 07/16/10; 0716/10; 08/11; 07/12; 9/9/13
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