

## College of Nursing “Final Defense” Scheduling & Submission Requirements

The following are the requirements of the College of Nursing for doctoral students scheduling the final defense for degree completion. These instructions are also sent by Graduate Student Services once the student completes the “Intent to Defend” form in a given term. These steps must be completed in order to satisfy all College of Nursing requirements for degree conferral.

Done!	Task
	<b>Complete the Intent to Defend JotForm.</b> OSSCE provides link to the JotForm & the due date for the form each term (fall, spring, summer) via email to students. The JotForm will route to your chair for approval – follow up with your chair if no response is received within 7 days.
	<b>Determine a date/time for the final presentation with the committee.</b> <ul style="list-style-type: none"> <li>If you selected to defend “prior to Final Defense Week” you (the student) are responsible for identifying a date/time for the defense with the committee. Defenses must be scheduled during regular business hours (8 AM to 5 PM) Arizona local time. If choosing this option, you must email <a href="mailto:advanced@email.arizona.edu">advanced@email.arizona.edu</a> for assistance with a room/Zoom reservation.</li> <li>If you selected to defend “during Final Defense Week” you will be scheduled by OSSCE and provided with a date/time/location/Zoom.</li> </ul> <b>All defenses must be complete by the <a href="#">Graduate College’s posted</a> “last date to complete the final oral examination” for the given term.</b>
	<b>Complete all GradPath forms.</b> Prior to the Dissertation Defense/DNP Project Presentation, please ensure that all GradPath forms are completed up to, and including, the <b>Announcement of Final Oral Defense</b> . Approval of this form will allow the chair to record the result of the defense. <b>The Announcement form must be submitted at least 10 business days prior to the scheduled defense/presentation.</b> Failure to submit prior to this deadline will result in the defense being cancelled.
	<b>Submit the project for College of Nursing formatting review.</b> All students <u>must</u> submit a copy of the final DNP Project/Dissertation for pre-review for formatting requirements. Send as Word file to Melinda Burns at <a href="mailto:gmfletcher@email.arizona.edu">gmfletcher@email.arizona.edu</a> <u>no less than one month prior</u> to your final defense date. Please allow Melinda 10 working days to complete the pre-review/final review. All students must use the approved templates located on the <a href="#">Student Resources</a> page. Melinda will also assist with Page 2 formatting and routing for committee signatures.
	<b>Close out IRB Requirements.</b> Students must verify that the required arrangements have been made regarding Human Subjects/IRB. All signed consent documents must be submitted to the Office of Research & Scholarship (Dr. Alice Pasvogel; <a href="mailto:apasv@email.arizona.edu">apasv@email.arizona.edu</a> ) for storage. . Contact Dr. Pasvogel to determine if paperwork is needed to conclude your project. <b>Dr. Pasvogel will notify OSSCE (<a href="mailto:advanced@nursing.arizona.edu">advanced@nursing.arizona.edu</a>) once IRB requirements have been satisfied.</b> Students are encouraged to submit the required documentation prior to the defense if at all possible.
	<b>Complete all Graduate College requirements.</b> This includes electronic submission of the final Dissertation/DNP Project by the published deadlines on the <a href="#">Graduate College’s website</a> . These items were sent to you previously by Elise Bowler, and are available on the Graduate College’s website linked above. Please contact Elise Bowler ( <a href="mailto:elisebowler@email.arizona.edu">elisebowler@email.arizona.edu</a> ) for any questions related to the Graduate College’s processes.
	<b>Final Portfolio submission.</b> The document must be submitted as one complete file in a PDF format to the student’s portfolio. This document should be submitted AFTER the Graduate College has cleared the submission of formatting checks. The student’s portfolio is not considered complete without the final version.

Please contact your chair, OSSCE ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) or Elise Bowler ([elisebowler@email.arizona.edu](mailto:elisebowler@email.arizona.edu)) with any questions.