DNP Program Form Completion Checklist

**Required GradPath Forms**

- **Responsible Conduct of Research Statement**  
  (filed during the first semester)
- **Transfer Credit Form** (if applicable)  
  (filed by the end of the first semester)
- **Plan of Study (NURSDNP)**  
  (filed no later than the end of year one)
- **Comp Exam Committee Appointment Form**  
  (filed during spring of year two)
- **Announcement of Doctoral Comprehensive Exam**  
  (filed at time of portfolio evaluation)
- **Results of Comprehensive Exam Form**  
  (records the results of written and oral exams; completed by the chair)
- **Doctoral DNP Project Committee Appointment Form**  
  (filed during spring of year two)
- **Prospectus/Proposal Confirmation**  
  (completed by the OSSCE [OSA] upon receipt of the DNP Project Proposal Form)
- **Announcement of Final Oral Defense (Presentation)**  
  (completion of DNP Project/prior to graduation)

**Required College of Nursing Forms**

The following forms are required, and available to download on Doctoral Commons:

- **DNP Project Proposal Form**  
  (student provides form to chair during proposal presentation)
- **DNP Portfolio**  
  (see Portfolio Requirements in D2L Portfolio area)
- **Petition to Transfer/Apply a Substitution**  
  (optional for students bringing in non-UA graduate coursework)
Form FAQ

First-time GradPath users are encouraged to review the GradPath Overview handout in the Student Services area of Doctoral Commons. This handout provides instructions on accessing GradPath, and on beginning form completion.

Transfer Credit Form:
- Completed after faculty have approved a non-UA course for transfer (see policy in student handbook), and a Petition to Apply a Transfer/Substitution Worksheet has been completed
- All transfer courses must be logged in GradPath for use on the Plan of Study. Students are encouraged to have ALL course evaluations complete prior to submitting the form.

Completing Forms Out of Sequence:
- Students may complete forms out of sequence.
- Students must email Elise Bowler (elisebowler@email.arizona.edu) to have the forms opened.

General Notes
When submitted, the form is routed to the appropriate faculty member for approval. Please allow time for review of all submitted forms.

Students may log back into GradPath to see the status of any form at any time. Students are encouraged to contact their faculty advisor prior to submitting the forms, and again after submission to ensure timely approval.

Important Reminders:
- DNP Project Units (NURS 922) are NOT included on the Plan of Study.
- DNP students do not have a minor.
- Special Member Requests must be submitted for review 6-8 weeks in advance of your comprehensive exams.
- All forms are routed to the faculty advisor, then to the program chair before arriving at the Graduate College for final approval. OSA is not part of the approval process.

Many other resources are available in D2L under “Doctoral Commons” within “Grad Student Services”.