

FROM SUBMISSION TO APPROVAL

Checklist for Finishing Your Doctoral Requirements

College of Nursing (DNP & PhD Students)

After the final defense is complete, the following steps are required by the Graduate College for conferral of the doctoral degree:

1. Approval Pages

At your final defense, you will need to get 'original' signatures on Page 2. This is the most current version of page 2 and has been approved by the Graduate College. The process is that your Chair needs to sign in the two designated spots (*at the time of your defense or shortly afterwards – not before*) and then the document should be signed by the remaining members of your committee. This may be done by scanning and sending to each of the other two members. They (if not in attendance) will print out, sign, re-scan and send back to you for forwarding to the remaining member(s) of your committee (if needed).

After you get all committee signatures, the 'final' signed version of page 2 needs to be scanned and emailed to Elise Bowler at the UA Graduate College (Elise Bowler; Email: elisebowler@email.arizona.edu). Ms. Bowler will apply a watermark and email the signed approval page (with watermark) back to you. This will need to be inserted into your final reviewed/revised Dissertation/DNP Project *before* it can be submitted (*either to Melinda Burns for a 'Final Review' or*) to the Graduate College before the submission date as noted on the Graduate College website (*updated each semester*).

2. Submit the Dissertation/DNP Project

Prior to the defense, students must submit the working copy of the Dissertation/DNP Project to Melinda Burns gmfletcher@email.arizona.edu for assistance with formatting (APA 6th edition guidelines). Please refer to the instructions for this process outlined in the "Protocol for Graduate Student Completion" email. **Students are encouraged to contact Melinda as soon as a final defense date is established with the committee.** Students should also note which format (please refer to templates available in Student Resources/Forms & Worksheets in the CON website) they are using for the Dissertation/DNP Project.

Once Melinda has approved of the formatting, students must submit the final copy to the Graduate College. PDF format is required. The Dissertation/DNP Project will be submitted via the ProQuest ETD Administrator:

<http://dissertations.umi.com/arizona/>

The Degree Counselor assigned to the College of Nursing will review the document after submission and request any required edits directly from the student.

3. Distribution Rights Form

All graduating doctoral students are required to complete this form. It is available through the Graduate College at this link: <http://grad.arizona.edu/academics/degree-certification/diss-theses/format-check-process>

The form should use the current date unless the student is delayed the release of the archived dissertation to the public. Students may return the form to the Graduate College by fax at 520-621-4101, or via email to Elise Bowler (ebowler@grad.arizona.edu).

4. Survey of Earned Doctorates (PhD only)

Based on information from "ETD Submission to Approval information sheet" from the UA Graduate College, revised 12/2011. Updated by A. Gluski for College of Nursing 12/2014 & 4/2019.

The 'Survey of Earned Doctorates' online survey should be completed when the dissertation is submitted to the Graduate College. DNP students are not required to complete this step. Access the survey here: <https://sed-ncses.org>

5. Graduate College Exit Survey (all doctoral students)

All doctoral students must complete the Graduate College Exit Survey (number 5 on this page):

<http://grad.arizona.edu/academics/degree-certification/diss-theses/format-check-process>

The steps outlined above are additional to the steps required of the College of Nursing.

The College of Nursing requires:

- Submission of all required IRB documents to close the research
- An emailed copy of the final approved PDF of the dissertation/DNP Project

Requests for Technical Help while Submitting the Dissertation/DNP Project to ProQuest

Technical questions, such as how to upload files, combine files, change page numbers, etc., should be addressed to OSCR – Office of Student Computing Resources (<http://www.oscr.arizona.edu/>). Questions related to converting files to PDF should be directed to UMI/ProQuest (who maintain the submission site) at etdsupport@proquest.com.