

PROCESS FOR ROUTING DOCTORAL PAPERWORK (For Students)

The School of Nursing's process for routing doctoral paperwork addresses the steps for: (1) Plan of Study; (2) General Exam; (3) Proposal; (4) Dissertation Defense.

Beginning at admission, students are advised via the School of Nursing (SON) doctoral student handbook of UConn Graduate School and UConn School of Nursing links for information, processes and documents.

Graduate School list of forms

<http://grad.uconn.edu/current-students/forms/>

Graduate School form for dissertation defense

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/08/reportonfinalexamdoctoral.pdf>

School of Nursing doctoral handbook

http://nursing.uconn.edu/wp-content/uploads/sites/939/2015/08/2015_Doctoral_Advisement_Handbook_2015.pdf

Plan of Study

Completion of this process is triggered by the Student.

Each student would:

- **Download a Plan of Study form from the Graduate School website**
<http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/08/plan-of-study-for-Doctor-of-Education.pdf>
- **Have it signed by the Major Advisor and Advisory Committee members**
- **Submit originals to Joyce McSweeney (Storrs Hall Room 211)**
{Joyce will then submit to the Graduate School and upload a date stamp copy to the student's SON electronic folder}

General Exam

Completion of this process is triggered by the Major Advisor.

The Major Advisor would address an email to Joyce and cc Joy Elwell (DNP Director) if it is a DNP student; or cc Jackie McGrath (PhD Director) if it is a PhD student, and inform them that the student is ready for the General Exam.

Each student would:

- **Download the form 'Report on the General Examination for the Doctoral Degree' from the Graduate School website**
<http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/09/reportongeneralexamdoctoral.pdf>
- **Complete the document, and take it to the exam for signatures**

Once the general exam is completed, the student would:

- **Bring the original signed form to Joyce.**
{Joyce will submit the 'Report on the General Examination for the Doctoral Degree' to the Graduate School and upload a date stamp copy to the student's SON electronic folder}

Dissertation Proposal Approval Process

Completion of this process is triggered by the Student.

Each student would:

- **Download and complete the Dissertation Proposal Form, and IRB (or AICUC form)**
- **Bring documentation to Joyce which includes the above two forms plus a copy of the dissertation proposal**
{Joyce will submit documents to the graduate school and then upload a date stamp packet to the student's SON electronic folder}

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2016/02/Dissertationproposalfordoctoraldegree.pdf>

Dissertation Defense

Completion of this process is triggered by the Major Advisor.

The major advisor would write an email to either Joy (DNP) or Jackie (PhD) and cc Joyce stating that the student is ready to defend. Joyce will reserve the room. The preferred location is Storrs Hall Room #004. However, other locations across campus can be reserved that would allow for live-streaming and if needed, two way video communication. The last page of this document gives room selection options. All School of Nursing defenses are live-streamed.

At least two weeks prior to the date of the defense it is to be announced in / posted to the University Events Calendar. And, at least two weeks prior to the date of the defense, a Dissertation Tentative Approval Page is to be submitted to the Graduate School.

Each student would:

- **Two weeks prior to the defense, submit to the Graduate School via email (gradschool.uconn.edu) and cc each Advisory Committee Member and Joyce McSweeney a signed "Dissertation Tentative Approval Page" and working copy of the dissertation.**

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/07/TENTATIVEAPPROVAL.pdf>

{Joyce will upload copy to student's SON electronic folder}

- **Two weeks prior, post announcement of defense to University Events Calendar**
- **On the day of the defense, bring to the exam: two copies of the completed form "Report on the Final Examination for the Doctoral Degree"**
- **Bring the signed "Report on the Final Examination for the Doctoral Degree" form and the signed SON "Approval Page Form" (if provided at end of exam to student) to Joyce**

{Joyce will submit to Graduate School and upload copy to student's SON electronic folder}

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/08/reportonfinalexamdoctoral.pdf>

If the student is asked to make changes to his / her dissertation, the Major Advisor would hold onto this paperwork until the dissertation is finalized. If the student is given no additional work on the dissertation at the conclusion of the defense, paperwork is routed.

Each student would then (final steps):

- **Upload to Digital Commons (1) the Approval Page; (2) Dissertation Submission Checklist; and (3) the Dissertation**

<http://digitalcommons.uconn.edu/dissertations/guidelines.html>

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/06/dissertationsubmissionchecklist.pdf>

- **Send a scanned copy of the Approval Page and Dissertation Submission Checklist to Joyce**

joyce.mcsweeney@uconn.edu

- **Fill out and submit to the Graduate School the graduate school form for graduation**

<http://www.peoplesofthelp.uconn.edu/student/st12cs90.html>

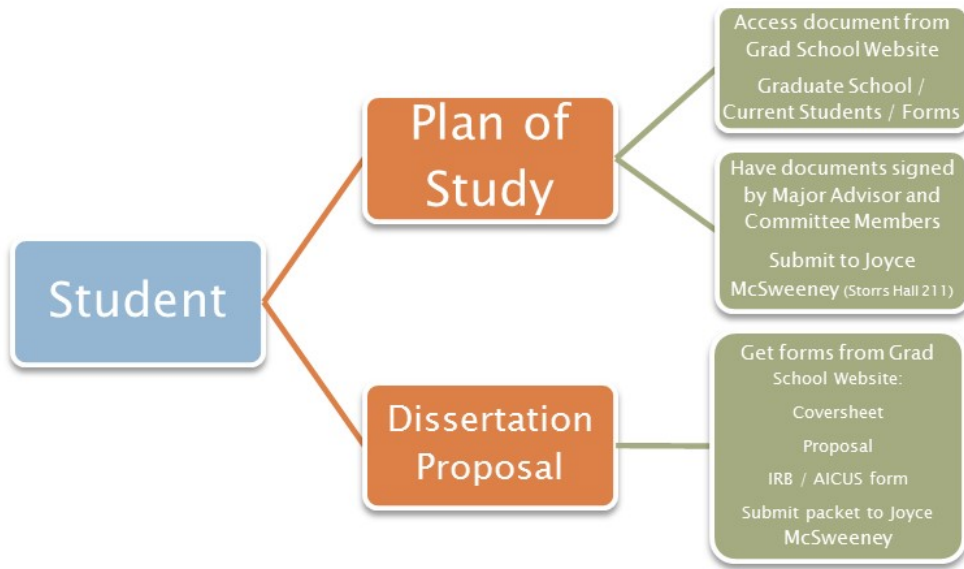
- **Send scanned copy of the graduation form to Joyce**

Joyce will upload these documents to the student's SON electronic folder, and will forward a separate copy of the Approval Page to the Graduate School.

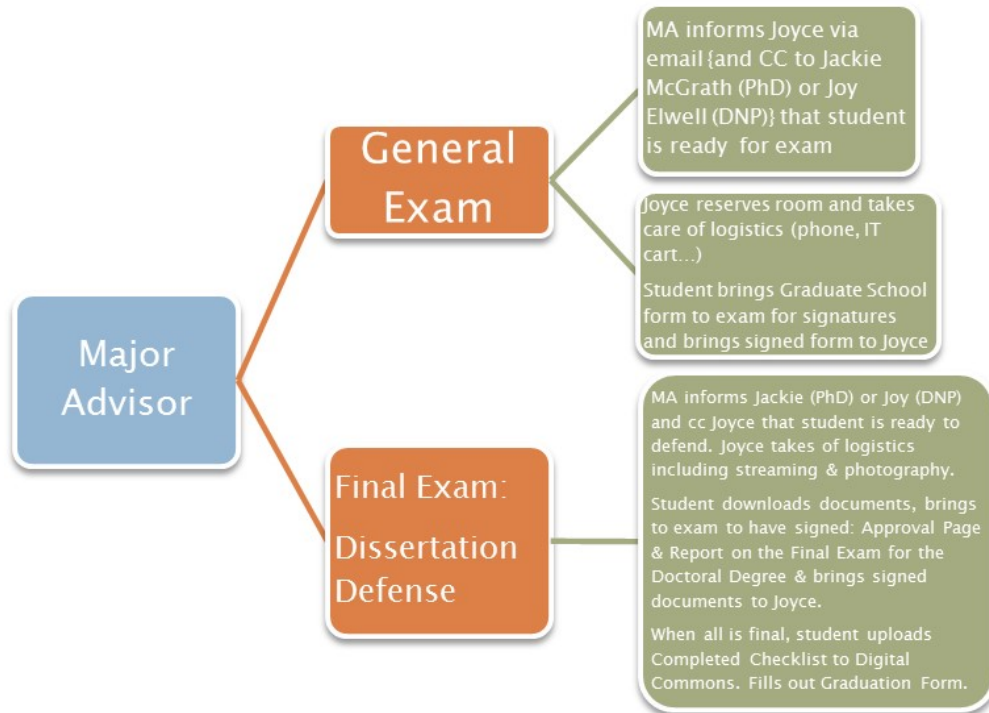
This completes the process!

The following pages show a diagram of the process and room listings for final exam presentations in the event Room SH 004 is not available.

School of Nursing Doctoral Document Routing: Student Initiated



School of Nursing Doctoral Document Routing: Major Advisor Initiated



Locations for Dissertation Defense

Full Video Room List

Rooms with Capacity of Under 50

(With live-streaming capability)

Building	Room #	Type of Room	Room Set-up	Capacity
Information Technology Engineering (ITE) Building	336	Full Video Room*	Classroom	40
Rowe / CUE	131	Full Video Room	Table	10
Rowe / CUE	318	Full Video Room	Tables	20
Rowe / CUE	320	Full Video Room	Tables	45
Storrs Hall	004	Full Video Room	Table	18
<i>Additional:</i>				
Storrs Hall	WW 16	Full Video Room	Auditorium	175

*The 'Full Video' Room allows for two-way communication / projection and streaming