

PROCESS FOR ROUTING DOCTORAL PAPERWORK (For Faculty)

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> and have it signed by the Major Advisor and Advisory Committee members. This signed form (original signatures) would be submitted to Joyce McSweeney (Storrs Hall Room 211) by the student. Joyce will then submit to the Graduate School and upload a date stamp copy to the student folder, on the School of Nursing Q drive.

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 her that the student is ready for the General Exam.

A simple note as "Jane Doe is ready for her General Exam. We wish to have it scheduled for September 7th. Please find a room" is sufficient.

Joyce would then reserve the room and make sure that whatever is needed is reserved as well, e.g. phone, conference line, etc. She will then confirm with the Major Advisor by a return email that all is done, and cc Jackie or Joy, and the student.

The student will 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.

Joyce will place exam paperwork in appropriate faculty members' mailboxes (Major Advisor and committee members) and they would take such documentation (criteria & grading sheet) to the exam. (This paperwork is found on the SON Q drive: Nursing/Faculty/ Doctoral Forms for Exams)

Once the general exam is completed, Joyce will close the loop and notify either Joy or Jackie that a congratulatory announcement can be sent out on the NURL-list. The student will bring the 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 folder, on the School of Nursing Q drive.

Dissertation Proposal Approval Process

Completion of this process is triggered by the **student**. The student brings his / her entire packet to Joyce. This packet includes coversheet, proposal, and IRB/AICUC forms. Joyce will submit documents to the graduate school and then upload a date stamp packet to the student folder, on the School of Nursing Q drive.

<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 simply indicating "Jane Doe is ready for her defense, on such a date with the titled of the dissertation, major advisor, associate advisors, and readers." Joyce will communicate back to Joy / Jackie and cc the major Advisor that plans are set: date, time, location; the fact that whatever is needed for the room has been considered / ordered / reserved, including media streaming as all dissertation defenses will be

streamed and archived (the presentation portion only – hence about 30 minutes – no taping of Q&A). The preferred location is Room Storrs Hall #004. If not available, another room will be selected among a certain selection of rooms on campus that offer streaming and two-way video conferencing. This information will then signal Joy or Jackie to send out notice on NURL-list announcing the scheduled defense. The message will include all necessary information including name of presentation and media link.

Further Joyce will inform the photographer.

At least two weeks prior to the date of the defense the student posts the scheduled exam to the University Events Calendar. And, at least two weeks prior to the date of the defense, the student is to email the graduate school and cc each Advisory Committee member and Joyce a signed 'Dissertation Tentative Approval Page' and a copy of the dissertation. When Joyce receives material she will upload to the student folder on the School of Nursing Q drive.

On the day of the defense Joyce will make sure room is all set. She will arrange for the celebration (set up room with cake and champagne), and close the circle by insuring that notice to NURL-list goes out by Joy or Jackie about the successful defense.

With respect to documentation, at this point the student will have in his / her possession: two copies of a filled out form 'Report on the Final Examination for the Doctoral Degree.' And, Joyce will make sure the Major Advisor has the SON 'Approval Page' form.

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

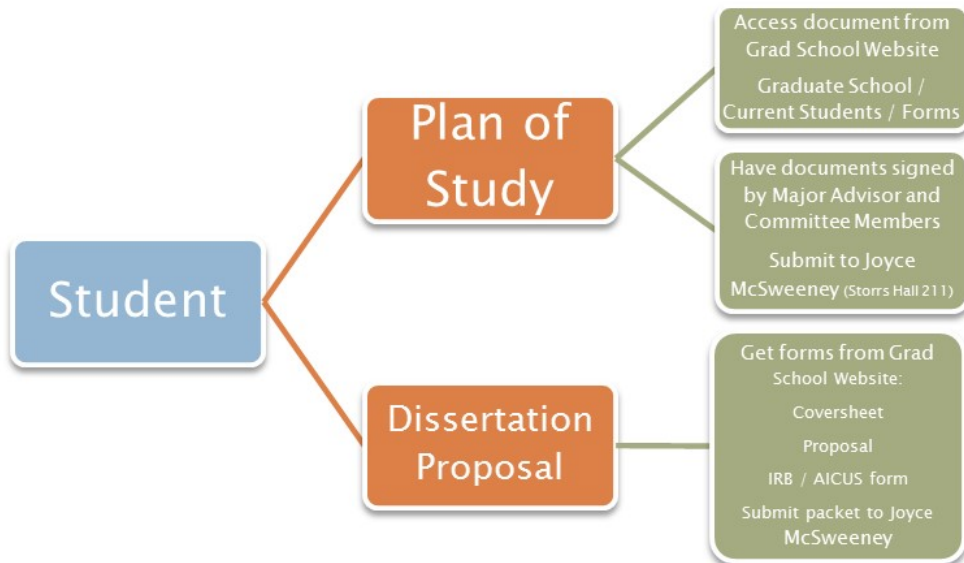
In the event the student is asked to make changes to his / her dissertation, the Major Advisor would hold onto this paperwork until the dissertation is finalized. If the student is given no additional work on the dissertation at the conclusion of the defense, paperwork is routed. The student would bring the signed forms to Joyce who would submit to the Graduate school and upload a date stamp copy to the student folder, on the School of Nursing Q drive.

The Approval Page is placed with the Dissertation and uploaded along with the completed form 'Dissertation Submission Checklist' to Digital Commons by the student. A scanned copy is to be emailed to Joyce by the student. Joyce will upload to the student's folder on the Q drive and she will forward a separate copy of the Approval Page to the Graduate School. The student will then be advised by Joyce to make sure he / she fills out the graduate school paperwork for graduation, and asked to send a scanned copy to Joyce for SON Q drive file.

The Graduate School file and the SON file are complete.

Please see routing diagrams below.

School of Nursing Doctoral Document Routing: Student Initiated



School of Nursing Doctoral Document Routing: Major Advisor Initiated

