

## ***STEPS IN THE DISSERTATION PROCESS***

The major steps in the process of initiating the dissertation through its submission are listed in checklist format below. The student is advised to refer to this checklist frequently.

- Select Chair; select committee members with Chair's approval.
- Select with Chair Option A or Option B for dissertation format.
- Using Form D-1, submit dissertation topic and suggested committee membership along with biosketches to PhD Committee for approval.
- File a copy of Form D-1 with the Associate Dean for Academic Affairs and with each dissertation committee member.
- Before proposal defense, Chair must approve cognates.
- Using *Guidelines for Preparation of Doctoral Dissertation*, write dissertation proposal. Make contact with agencies to negotiate access to research subjects. Obtain necessary IRB and agency approval forms.
- With the Committee's approval, make copies of the proposal for distribution to committee members.
- With the Committee's approval, schedule oral defense of the dissertation proposal. Obtain Form D-2 from the Office of the Associate Dean for Academic Affairs and notify the Office of the date, time, place, and title of defense.
- Defend proposal. Chair obtains signatures on Form D-2 and files them with the Associate Dean for Academic Affairs. Chair also distributes copies of signed Form D-2 to committee members.

- Complete IRB forms and obtain Chair's signature. Submit forms, attachments, and copy of Form D-2 to the Center for Nursing Research (See *Guidelines* for timelines.).
- Begin data collection after, and only after, IRB and agency approvals have been received.
- Using the *Guidelines*, write the dissertation.
- With Chair's approval, make copies of dissertation for distribution to committee members.
- Schedule oral defense with Chair and committee members. See the School of Nursing timetable for deadline for dissertation defense. Reserve room for oral defense through the Center for Information Technology. At least 10 days before the defense date, give notice of the date, time, location, and title of the defense, a typed abstract, and names of the Chair and committee members to the Office of the Associate Dean for Academic Affairs for official posting. Obtain Form D-3 from the Office of the Associate Dean for Academic Affairs.
- Defend dissertation.
- Complete revisions. Obtain signatures of the Chair and committee members on Form D-3.
- Submit a copy of the dissertation to the Office of the Associate Dean for Academic Affairs for review of the quality of scholarship, format, and style. See Timetable for deadline for dissertation/thesis/clinical project approval. Students who do not meet the deadline must enroll in one more semester.

- Complete the IRB final project report (Termination Notification form) and submit it to the Center for Nursing Research.

### Submissions

- Signatures in black ink must be obtained from every member of the dissertation committee on form D-3. This signed form will have to be scanned in order to be submitted in the .pdf format.
- One copy of the final dissertation on any type of paper is first submitted to the Office of Academic Affairs for review of the quality of scholarship, format, and style. Submit this material in a paper box with a large paper clamp securing the pages. The student must adhere to the timetable deadline for dissertation/thesis/clinical project approval. Students who do not meet the deadline will need to enroll in one more semester to graduate.
- After the final dissertation is approved by the Office for Academic Affairs (OAA), the student must submit several items to the OAA no later than the last day of the semester. Again, this deadline must be met to graduate; otherwise, the student will need to enroll for an additional semester. Note that prices are subject to change. Therefore, confirm process with the OAA during the semester in which the dissertation is submitted. The following process must be completed with the OAA:
  - a. The original copy previously reviewed by OAA, with all markers in place to be reviewed again for the corrections required.
  - b. Once the second review is done by the OAA you will be informed if it is correct. When it is corrected, submit a complete copy to The HF Group (<http://www.thesisondemand.com>) The School of Public Health also uses this

- company. The cost for binding is about \$50 and \$7.50 shipping and handling.
- Dissertations are submitted online and sent as .pdf files to the company.
- Forms and letters to be included in the bound copy need to be scanned into the .pdf file. Instructions for submitting the documents are on the website and orange (the code is 290) is the book cover option to select. Students should request that The HF Group ship at least two copies of the dissertation directly to CEIR at the School of Nursing address for the SON and HAM-TMC Library. Please submit to Ana Newton in the OAA a copy of the receipt from The HF Group that your submission has been received.
- c. As a courtesy provide a bound copy for your dissertation chair.
- d. Payment to The HF Group to cover the binding fee for at least the two bound copies for the two libraries is on-line. Additional copies can be ordered at the same time as desired.
- e. Cashier's check or money order made payable to University Microfilm, Inc. to cover UMI publication fess; the amount of the check will be more if copyright registration through UMI is requested.
- f. Complete UMI author agreement forms.