

## ***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 Vice 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 Academic Affairs and notify the Office of the date, time, place, committee members, and title of defense.
- Defend proposal. Chair obtains signatures on Form D-2 and files them with the Vice 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 a room for the oral defense through the Center for Education and Information Resources (CEIR). 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 Vice Dean for Academic Affairs for official posting. Obtain Form D-3 from the Office of the Vice 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 Vice 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.