

SECTION VI: INFORMATION SPECIFICALLY FOR PHD STUDENTS

I. Overview of the Doctor of Philosophy in Nursing Program

The University of Iowa College of Nursing Doctor of Philosophy (PhD) program prepares scholars to move nursing science forward and helps students build on their knowledge base relevant to nursing and contribute to the body of nursing knowledge. The program strengths include student participation with nursing and interdisciplinary faculty engaged in research teams, focused coursework, involvement in presentation and publication of research-based knowledge, and interdisciplinary learning experiences. Graduates of the program are prepared for careers as researchers, college and university faculty members, consultants, and as nursing leaders in the profession.

The PhD program in nursing requires a minimum of 72 semester hours of graduate credit. Students may enter the program after earning one of the following:

- Bachelor's degree in nursing
- Associate degree in nursing with bachelor's or advanced degree in any field
- Advanced degree in nursing
- Advanced degree in health-related field

Once admitted, all students will have an individualized plan of study (POS) based on their clinical and research interests as well as their transcript.

II. Program Outcomes and Student Progression

The University of Iowa College of Nursing PhD program prepares scholars to advance nursing science and contribute to transdisciplinary efforts to improve health outcomes. Graduates of the program are prepared to be leaders who engage in the three roles highlighted by the American Association of Colleges of Nursing (AACN). These roles *develop the science, steward the discipline, and educate the next generation of nurses*.

PhD graduates of this program will:

- Master in-depth knowledge in a substantive area of nursing and/or healthcare.
- Conduct original research that generates new knowledge.
- Disseminate research results and articulate implications for policy, practice, and the profession.
- Assimilate evolving roles and responsibilities of a scholar.

We expect that students will progress through the program in a timely fashion as follows: “Undergraduate to PhD” students in 5-6 years and “Master’s to PhD” students in 4-5 years. To guide and document student progress, a progression guide (“PhD Student Progression Report/Faculty Advisor Guide”) was developed. This guide should be started at the beginning of a student’s program of study and will be used (along with other documents such as CV, progression report) at the student’s annual review, which is held in the spring of every year. This document can be found by clicking on this link: [PhD Student Progression Report/Faculty Advisor Guide](#).

III. Principles of Scholarly Integrity

To meet the University of Iowa’s obligation to provide Responsible Conduct of Research training, a two-phase plan has been implemented and is described below. For more information about The University of Iowa’s Responsible Conduct of Research, please visit this URL: <http://research.uiowa.edu/researchers/policies-and-compliance/responsible-conduct-research#Training>.

Phase I:

In your first year of the PhD program, you will need to complete CITI (Collaborative Institutional Training Initiative program) training in Certifications in Human Subjects Protections. The training modules are online and can be done over a period of time between now and the end of the fall semester. This is the link to FAQs about Certifications in Human Subjects Protections (CITI): <http://hso.research.uiowa.edu/certifications-human-subjects-protections-citi>.

- To register for the online training, follow the instructions listed in FAQs (“How do I register or create a new account on the CITI website for the University of Iowa?”) at the URL above.
- Once you have registered, you need to complete the modules listed below. Note that there is overlap between the two lists, but you must complete both modules.

For IRB-01 (Biomedical), the required modules include:

- Introduction
- History and Ethical Principles
- Basic Institutional Review Board (IRB) Regulations and Review Process
- Informed Consent
- Social and Behavioral Research for Biomedical Researchers
- Records-Based Research
- Genetics Research in Human Populations
- Research with Protected Populations - Vulnerable Subjects: An Overview
- University of Iowa

For IRB-02 (Social & Behavioral), the required modules include:

- Introduction
- History and Ethical Principles – SBR
- Defining Research with Human Subjects – SBR
- The Regulations and the Social and Behavioral Sciences – SBR
- Assessing Risk in Social and Behavioral Sciences – SBR
- Informed Consent – SBR
- Privacy & Confidentiality – SBR
- University of Iowa

- When you have completed the training, you will be provided with a certificate of completion. Please email that certificate to the PhD Program email at CON-PhDProgram@uiowa.edu to be placed in your file.

Phase II:

In your second year of the PhD program, you will need to register for the Principles of Scholarly Integrity course. All PhD students must take this class. If you have any questions about this process, please contact Dr. Ann Marie McCarthy at ann-mccarthy@uiowa.edu.

IV. Graduate Student Office, Kitchen, and Lactation Room

A. Graduate Student Office

Room 134 CNB is the Graduate Student Office, and it is always open. It includes computers, workstations, and lockers.

B. Kitchen

A kitchen area is in 133 CNB for all students.

C. Lactation Room

A lactation room is in the women’s restroom on the third floor. See Teaching Services staff for the key to access the room. Staff members are in 338 CNB, 340 CNB, and 342 CNB.

V. Statistical Support

The Office of Nursing Research and Scholarship (ONRS) has partnered with the College of Public Health Biostatistics Consulting Center, which employs a team of biostatistics PhD students who are available to consult with College of Nursing (CON) PhD students doing their dissertation work (not coursework). The amount of support provided by the CON is 10 hours per PhD student during their dissertation phase. If you choose to consult with one of the Biostatistics Consulting Center students, please note the process below:

1. Submit a request for consultation at <https://workflow.uiowa.edu/entry/new/4402/12625575>.
2. The Biostatistics Consulting Center will contact the ONRS to verify that you are a current CON PhD student; they will then assign you to one of their student consultants. If you need additional consultation after starting a project, they will make every attempt to match you with the person you worked with earlier.
3. The Biostatistics Consulting Center will send an invoice to the ONRS to pay for the hours of assistance. If you continue to work with the student consultant after 10 hours, you will need to pay for those services.

Additional resources can be found in the document “Statistical Support at UI” by clicking on this link: [Statistical Support at UI](#).

VI. Licensure for International Students

Special licensure for those licensed in another country may be granted by the Iowa Board of Nursing on an individual basis. The intent of the special license is to allow nurses licensed in another country that are not eligible for endorsement to practice in Iowa to provide care in a specialty area, to provide consultation or teaching where care is directed, or to obtain clinically based continuing education. **This special license is required only if the student plans to do clinical practice.**

To obtain this special license, students must satisfy the following requirements:

- Official verification of certificate-holder status submitted by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Certification is required if the applicant has not been licensed as an RN in the United States following graduation from a nursing program and successful completion of a U.S. national licensure examination. For information about the CGFNS Certificate Program, please contact:

Commission on Graduates of Foreign Nursing Schools
ATTN: Certification Program (CP)
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 U.S.A.

Customer Service:

Telephone: 215-222-8454 (M-F, 8:30 a.m. – 2:00 p.m., CT)
CGFNS web site: <https://www.cgfns.org/>

Applicants should request that CGFNS submit verification of certificate status directly to the Iowa Board of Nursing.

- Nursing Education Form: Certification Program submitted by CGFNS. Applicants should request that this form be submitted directly to the Iowa Board of Nursing.

Upon obtaining the Special Licensure from the Iowa Board of Nursing, the student should provide a copy to the PhD Academic Program Management Specialist at CON-PhDProgram@uiowa.edu.

VII. English as a Second Language (ESL) Requirement for all Foreign Students

English as a Second Language (ESL) credit classes are available to students whose first language is not English. This includes U.S. students as well as international students. All international students are required to take the on-campus English Proficiency Evaluation. If a student is found to need more than two courses in English as a Second Language, he/she will be required to enroll in, and successfully complete, the Iowa Intensive English Program. Concurrently with the Iowa Intensive English Program, the student will be allowed to register for one course within their program of study. More information related to the Iowa Intensive English Program is found at the following link: <http://clas.uiowa.edu/esl/iiep>.

Students are required to complete any English as a Second Language coursework specified because of the English Proficiency Evaluation. Courses are offered in oral skills, pronunciation, grammar, reading, writing, and listening. Students must be enrolled at the University of Iowa to take ESL credit classes.

All international students are required to complete the English Proficiency Evaluation as soon as they arrive on campus. The evaluation is the basis for English as a Second Language recommendations for Intensive English or other coursework to improve English proficiency.

Students will be expected to enroll in courses recommended by ESL during their first semester and to continue enrollment until satisfactory grades are earned or until subsequent evaluation indicates that the required level of English proficiency has been achieved.

This policy may preclude students from enrolling in ANY graduate level course work during their first semester and may limit the amount of graduate course work they may take in subsequent semesters if ESL determines that additional English preparation is required. Failure to enroll in required ESL coursework will prohibit future registration in the graduate program until requirements are fulfilled.

VIII. Guidelines for Taking Exams for ESL Students

Students may request and be given up to 1½ times the scheduled exam time to complete the exam (e.g., 3 hours for a 2-hour exam). Requests for additional time need to be made in writing to the instructor during the first two weeks of the semester.

Native-language dictionaries may be used during the exam with prior approval of the instructor.

IX. PhD Advising

Upon admission, all PhD students are assigned a faculty advisor. The faculty advisor is a faculty member with expertise in the student's focal area of interest, typically with a funded program of research. Students and faculty meet on a regular basis throughout the program. The schedule of meetings is negotiated between the students and the advisor. Faculty advisors discuss course selection, timing of courses, research practicums, the comprehensive examination, and the dissertation process with their students. The PhD Student Progression Report/Faculty Advisor Guide is expected to be used as a guide for the student's progress. See Section II for more information. A student's faculty advisor is typically also the Chair of the student's comprehensive examination committee and the dissertation committee; however, this is not required. The Director of the PhD Program may change a student's advisor at the request of the student and/or faculty advisor.

Additional student support is provided by the [PhD Academic Program Management Specialist](#) to assist in orientation to the Graduate College policies, resolution of progression hurdles, assisting students in meeting important deadlines, and complying with College requirements such as licensure, HIPAA, or a criminal background check.

X. PhD Student Collegiate Involvement

In addition to your individual plan of study, all students are expected to participate in College of Nursing, University, and professional activities that contribute to the student's professional and academic experiences. See The PhD Student Progression Report/Faculty Advisor Guide for examples.

XI. Plan of Study (POS)

At the beginning of their program, all students will develop a plan of study in conjunction with their faculty advisor. Students and their faculty advisor should continue to revise the plan of study as cognates, electives, etc. are chosen. The plan of study will be discussed at the annual review and housed in the student's progression folder. Template plans of study for "Undergraduate to PhD" and "Master's to PhD" can be found on here: <https://uiowa.instructure.com/courses/153106>. Part-time plans of study will be customized to meet the needs of the student.

A. Undergraduate to PhD

The Undergraduate to PhD is designed as an accelerated pathway for outstanding BSN graduates and individuals with an ADN and bachelor's degree (who have an identified and focused research and scholarship interest) to complete the PhD. For persons who enter with a bachelor's degree, the program consists of a minimum of 72 semester hours, including two specialization courses. Students should identify their area of specialization and discuss with their advisor courses appropriate for meeting this specialization.

MSN degree (*En Passant*)

Students who enter the PhD Program in Nursing without a master's degree can earn an *en passant* Master of Science in Nursing degree (MSN) after completing 33 semester hours and completing a project. Earning your MSN is available for students completing the PhD program and is not intended to be a terminal degree. Completing the courses as laid out for the first two years of the full-time Plan of Study plus completing a master's project is required to receive the MSN during the PhD program. The student and their advisor will discuss an appropriate project to complete. Deviation from this plan requires approval by your academic advisor plus the PhD Director and/or the PhD admission and progression committee.

The student will need to follow the graduation guidelines and deadlines specified by the College of Nursing and the Graduate College. Prior to or at the beginning of the semester you plan to complete the requirements for the MSN, consult with the PhD Academic Program Management Specialist regarding forms and deadlines. A student will not need to step out or reapply upon completion of the graduation documents; a seamless transition will be made with the MSN notation added to the transcript at the end of the specified semester.

B. Masters to PhD

Students entering the program with a master's degree must complete a minimum of 72 semester hours following the bachelor's degree to obtain a PhD. The master's transcript(s) will be reviewed to determine which courses could be counted in the PhD plan of study. Contact the PhD Academic Program Management Specialist to confirm the total number of semester hours that will be applied.

C. Residence Requirement

All doctoral programs will contain a minimum of 72 semester hours of graduate work. Of those 72 semester hours, at least 39 must be earned while registered in the University of Iowa Graduate College and after formal program admission. The academic registration requirement cannot be fulfilled by coursework completed under the non-degree or non-departmental student classification or with transfer credit, etc.

XII. Financial Assistance

As far as state gift and federal funds permit, it is the policy of the College to provide financial assistance whenever possible.

A. Graduate Assistantships

Research Assistantships (RA) are available to graduate students on a competitive basis. Please see section XIII below for further information.

B. Nurse Fellowships (NRSAs) for Doctoral Students

National Research Service Awards (nurse fellowships) are available on a competitive basis to individual registered nurses with active licenses for predoctoral research training in specified areas of nursing and in the biomedical and behavioral fields important to nursing. Students enrolled in the PhD program who are U.S. citizens are strongly encouraged to submit a proposal by the end of Year 3 for "Undergraduate to PhD" students or by the end of Year 2 for "Master's to PhD" students. Applicants for predoctoral study must have a baccalaureate and/or a master's degree in nursing. Predoctoral stipends are available. Recipients of fellowships must agree to engage in research, teaching, or a combination of both, after completion of their studies under the award, equivalent to one month of service for each month of support more than 12 months. This simply means you will continue to be productive after the award; there is no commitment/payback to the College of Nursing.

C. Tax Information (subject to modification by direction of university officials)

1. The University is required by law to withhold federal and state income tax on salaries, wages, and other compensations paid. The tax is regularly deducted from payments made to graduate assistants, research assistants, research associates, research technicians, and the like.
 - Tax is withheld from payments to all research assistant appointments and postdoctoral fellows on grants and contracts. Tax is withheld from payments to all new appointments as research assistants and postdoctoral fellows. Tax is withheld from payments to all University-supported research assistants and postdoctoral fellows.
 - Amounts paid as scholarships, traineeships, or fellowships used for tuition and related expenses and not as payment for teaching, research, or other services rendered by the recipient are exempt from the withholding of taxes unless the recipient is a nonresident alien. Then special percentage withholding (currently 14 percent) must be deducted, unless there is a tax treaty with the home country with articles pertaining to fellowships. Such amounts are also excluded from Federal Form W-2.
 - Scholarship or fellowship grants are not tax exempt to the extent such payments are for teaching, research, or other services that must be performed by the students as a condition for receiving the qualified scholarship.
2. The category definition FT5200: Fellow, scholar, trainee will be used for nursing students pursuing progress as candidates for undergraduate or graduate degrees.
3. Each individual taxpayer bears the responsibility for filing appropriate income tax reports.
4. Letter:

All students who are in good standing on the PhD objective are required, as an integral part of their graduate training, to participate regularly in the research and service activities of the department. This participation requirement applies to all such students whether on support or not and regardless of the source of support, if any. Consequently, students on assistantship appointments may choose to seek refund of withholding on these payments but should understand that the Internal Revenue Service makes the determination about the validity of any

such claim and that interpretation of applicable tax codes may vary among tax districts. At the request of an individual student, the College will provide a standard letter that (a) indicates the sources and amounts of payments the student has received and (b) describes the participation requirement for graduate students on the PhD objective. The letter covers matters of record and fact. Faculty and staff members in the College cannot – indeed are not permitted – to give tax advice to any individual student or to any group of students, or to offer any assurances about the taxability of payments from any particular source or for any particular purpose.

NOTE: As each individual case is unique and tax laws change, please contact the University of Iowa Payroll Department at 319-335-2381 as well as your personal tax consultant regarding specific questions and clarification.

XIII. Graduate Assistantships (Research Assistantships)

Graduate Assistants at the University of Iowa are represented by the United Electrical, Radio and Machine Workers of America (UE), Local 896 – COGS. The COGS agreement regarding graduate assistantships is available at [COGS Agreement](#).

A. Research Assistantship (RA)

Research assistantship activities are intended to give the student direct and continuing experience in the actual research process from formulation of the study through collection and analysis of data and preparation of a scholarly report. These activities also are intended to facilitate the research progress and productivity of the faculty member with whom the student is working. The time involvement will vary substantially during the year. Research assistantship activities are distinct from academic work for credit. Assistantship activities are to be distinguished from work on the MSN project, or on the PhD dissertation, even though in many cases these activities are closely related.

B. Selection and Assignment of Students to RA Positions

1. RAs are offered in coordination with the Office of Nursing Research and Scholarship (ONRS). Assignments for the upcoming academic year are made toward the end of the spring semester prior to the upcoming fall. No formal time records are maintained; the student is expected to see that the commitment to the specified research activity is satisfied.
2. RAs may be hired directly by an investigator with assistance from the College of Nursing HR Department. In this case, the RA could be hired at an hourly rate or a salaried position depending on the nature of the grant. In most cases, formal time records are maintained; the student is expected to fill out the necessary time records.

C. Orientation of Students to RA Positions

Orientation for all RAs is conducted yearly. This includes (1) an orientation session with the Associate Dean of Research to review benefits and expectations of RAs and (2) additional training sessions throughout the semester on topics relevant to work as a research assistant.

D. Renewals and Terminations of Assistantships

1. Renewals (Reappointments for ONRS RA appointments)
 - a. Appointments to assistantships or traineeships are for a fixed period, usually one academic year. Renewal of an appointment for a subsequent period depends on the collective judgment of the faculty concerning the student's performance, progress, and professional conduct. It is to be emphasized that all renewals are contingent on the continued availability of state, federal, and project funds for student support.
 - b. Renewals for RAs hired directly by an investigator are dictated by the terms of the grant, and the hiring investigator will discuss these terms with the student.

2. Terminations During the Term of an Appointment (See [Section III-12.4 of the University Operations Manual](#))
 - a. A graduate student on an assistantship, fellowship, or traineeship may be dismissed during the term of that appointment because of loss of student status.
 - b. A graduate student also may be dismissed from an assistantship or traineeship appointment during the term of the appointment, without necessarily losing student status, for (1) any reason sufficient to dismiss a faculty member during the term of an appointment (see the [University Operations Manual](#)) or (2) failure to follow or implement properly and adequately reasonable instructions of the supervisor when such instructions are within the proper scope of the supervisor's duties.

E. General Expectations for all Research Assistants in the College of Nursing

Research Assistants (RAs) and the faculty they are assigned to or hired by should meet at the beginning of the semester to review and negotiate activities and performance expectations. The RA assignment may include expectations as outlined below. Note that not every activity is relevant to all cases; expectations should be tailored, in negotiation with faculty, to fit a given assignment. Faculty have similar written expectations that guide faculty in negotiating workload with RAs in the College of Nursing. If you have any concerns with your assignment, please contact Dr. Stephanie White, Director of the PhD Program.

1. Research activities:
 - a. Literature review and synthesis
NOTE: The RA should not pay for photocopying. Discuss use of the faculty's area copier number with the faculty member.
 - b. Instrument development
 - c. Subject identification, selection, and/or recruitment
 - d. Data collection
 - e. Data entry
 - f. Data analysis
 - g. Preparing/writing:
 - 1) Portions of grant applications
 - 2) IRB application
 - 3) Research protocols
 - 4) Portions of manuscripts
 - 5) Presentations
2. Weekly (or other regularly scheduled) planning meetings: RA and faculty should meet routinely to plan evolving research activities.
3. Attendance at and participation in research team meetings
4. Attendance at Office of Nursing Research Luncheon Research Colloquia, local/regional/national conference (note level of participation and sources of support)
5. Time investment: RAs should discuss with faculty expectations regarding the RA's time investment. For a 25% RA appointment, RAs are expected to invest 10 hours per week averaged over the period of their appointment; for a 37.5% RA appointment, the expectation is an average of 15 hours per week; and for a 50% RA appointment, the expected number of hours averages 20 per week. (See the [COGS Agreement](#).)
6. Authorship issues and possibilities
7. Ethical issues and human subjects training: Information on required training is available at the [Human Subjects Office website](#); click on the "[CITI Program](#)" logo along the left side of the page.
8. On-Campus Expectations: For an academic year appointment, Graduate RAs are expected to report to work 3 days before the beginning of the semester and stay on campus until the last day of the semester. This does not apply to winter or summer sessions.

F. RA Evaluations

For RAs appointed in collaboration with the ONRS, the PhD Program Administrator sends evaluations to the RAs and the faculty supervisors each year.

XIV. PhD Research Practicum Courses and Forms:

All students are required to complete two research practica (see your plan of study). Students should work with their faculty advisor to develop practica experiences that will facilitate students' dissertation research.

A. Research Practicum I: NURS:7803

<u>Semester Hours:</u>	2 semester hours (minimum of 90 contact hours)
<u>Special Grading:</u>	Instructor has the option of using S-U grades for graduate-level students
<u>Repeatable:</u>	Yes
<u>Course Description:</u>	This is the first of two practica that serve as a system of apprenticeship by which the student is mentored through selected aspects of the scientific processes, methodologies, analysis, and dissemination of results. The investigator may or may not be a nurse, but the project should be relevant to the student's area of study.
<u>Course Objectives:</u>	Through participation in discussions and assigned activities, the student will be able to: <ol style="list-style-type: none">1. Engage in the research process through active participation and immersion.2. Collaborate with a researcher and/or a research team.
<u>Class Activities:</u>	The outcome of the practicum will be a product negotiated by the faculty and student. Students will summarize their objectives for the practicum experience with the researcher and their research team and document learning activities experienced during the research practicum for inclusion in their student record.

B. Research Practicum II: NURS:7804

<u>Semester Hours:</u>	2 semester hours (minimum of 90 contact hours)
<u>Special Grading:</u>	Instructor has the option of using S-U grades for graduate-level students
<u>Repeatable:</u>	Yes
<u>Course Description:</u>	This is the second of two practica that serve as a system of apprenticeship by which the student is mentored through selected aspects of the scientific processes, methodologies, analysis, and dissemination of results. The investigator may or may not be a nurse, but the project should be relevant to the student's area of study.
<u>Course Objectives:</u>	Through participation in discussions and assigned activities, the student will be able to: <ol style="list-style-type: none">1. Engage in the research process through active participation and immersion.2. Collaborate with a researcher and/or a research team.
<u>Class Activities:</u>	The outcome of the practicum will be a product negotiated by the faculty and student. Students will summarize their objectives for the practicum experience with the researcher and their research team and document learning activities experienced during the research practicum for inclusion in their student record.

C. Link to [Research Practicum I and II Summary Document](#)

XV. Transfer of Credit/Equivalency Evaluations for PhD Core Courses

A. Policy

POLICY

Transfer of credit/equivalency evaluations for PhD core courses

PhD students are required to take their PhD core courses through the College of Nursing. However, occasions may arise when students may need to take an equivalent course offsite. Such requests represent extreme situations and should be considered an exception to the rule. To evaluate the equivalency of coursework outside the CON and/or from another institution, the following steps need to be followed:

1. The Student will initiate the process and work with her/his Faculty Advisor to identify potential courses and:
 - a. Obtain the course syllabus, including course description, credit hours, course objectives, and required textbooks
 - b. Gather additional information regarding course assignments, teaching methodology, etc. (if requested)
 - c. Complete the petition for equivalency and obtain signatures from the Faculty Advisor and the Director of the PhD Program
2. The Faculty Advisor will need to:
 - a. Review the course syllabus for face/content validity to decide whether the course is equivalent
 - b. Contact current course faculty within the College of Nursing for internal evaluation to identify equivalency or discrepancies needing to be addressed
 - c. Meet with the Director of the PhD Program
 - d. Complete the post hoc Course Evaluation with the Student
3. The Director of the PhD Program:
 - a. Meets with the Faculty Advisor
 - b. Assures petition for equivalency is in accordance with current UI Graduate School requirements
 - c. Grants final approval
 - d. Assures the petition is in the student's file and Faculty Advisor completes post hoc evaluation

NOTE: *Student, Faculty Advisor, and Director of the PhD Program signatures are required prior to course registration. Alternative coursework within the University is preferred, followed by BTAA partners and NEXus.*

B. Link to [Transfer of Credit/Equivalency Evaluation Form](#)

XVI. PhD Independent Study Policy and Procedure

Students may obtain through independent study (**NURS:7800 Doctoral Independent Study**) those learning experiences which are not provided by established courses and which are related to and relevant to their educational goals. In certain circumstances, it may be used to meet basic degree requirements upon recommendation of the major advisor.

The identification of content, purpose, intent, and plan for implementation must be discussed and approved by the faculty advisor.

The faculty sponsor is responsible for the quality and level of learning experience and for grading the study. The faculty member should be a full-time assistant, associate, or full professor.

A. Procedure

1. Student will discuss with the major advisor any independent study plans before registration and prior to making arrangements with the faculty sponsor.
2. Faculty sponsor or co-sponsor will provide periodic conferences with student as needed.
3. Student must register under the appropriate faculty's name.

B. Link to [Form for NURS:7800 PhD Independent Study](#)

XVII. Auditing and/or Sitting in on a Course

To audit a course, you must first get the approval of the instructor and your advisor. Auditing is permitted only for a student who is currently registered. Audited courses are for zero credit, but you will be required to pay tuition and fees based on the number of hours for which the course is offered. However, if you are already registered as a full-time student, you will not need to pay any additional tuition or fees.

If you are interested in sitting in on a College of Nursing course (similar to auditing a course), you will need to get permission from the instructor and your advisor prior to the start of the course.

XVIII. Comprehensive Examination

The student is expected to complete their comprehensive examination which consists of the Integrative Scholarship Paper (ISP), the Doctoral Research Prospectus (DRP), and Oral examination by the end of the third year in the program. Detailed information can be found by clicking on this link: [Comprehensive Exam Instructions](#).

XIX. Timeline from Comprehensive Exam to Dissertation Defense

A. Continuous Registration Policy

The [Continuous Registration after Completion of the Comprehensive Examination Policy](#) is as follows:

The student is required to register each semester (not including summer or winter interim) after passing the doctoral comprehensive examination until the degree is awarded. If a student fails to register, he or she may not be readmitted to doctoral candidacy unless the advisor, the departmental executive, and the Graduate College dean approve the readmission.

All registrations should accurately reflect the amount and type of work undertaken, the use of university facilities, and the amount of consultation with the faculty. To maintain continuous registration, a doctoral student may register (1) for required and/or elective courses, research, and thesis hours to complete the plan of study, or (2) for Doctoral Continuous Registration (GRAD:6002). Doctoral Continuous Registration requires a 1.s.h. tuition and fees payment. If a temporary lapse in a student's academic program is required due to military service, medical leave, maternity leave, or a personal/family leave, a student may petition the Graduate College to be allowed to register for PhD Post comprehensive Registration (GRAD:6000), which allows for the assessment of a special minimum fee.

If a petition is granted, it is to be understood that a student will not make significant use of university resources or engage in significant consultation with the faculty. Registration in a Guided Independent Study course or in a course for which tuition and fees are not assessed (Cooperative Education Internship, for example) will not satisfy the continuous registration requirement. Registration for the summer or winter sessions is not required when the student makes no use of university resources. The

exceptions are when the student is taking a degree at the end of the summer session, or when enrollment is required by the student's department.

B. Final Exam (Dissertation Defense) Timeline

The final exam (Dissertation Defense) may not be held until the session after satisfactorily completing the comprehensive exam; however, a student must pass the final exam no later than five years after passing the comprehensive exam. Failure to meet this deadline will result in reexamination of the student to determine his or her qualifications for taking the final exam. In the final semester, doctoral students may register for Doctoral Final Registration (GRAD:6003), which requires a 1 s.h. tuition and fees payment, or appropriate course work. See section O of the [Graduate College Manual](#).

XX. Dissertation Research and Defense

A. Registering for Dissertation Credits: Once a student has passed the comprehensive examination, they can register for dissertation credits.

B. Completing the dissertation includes nine key steps: (1) preliminary planning, (2) forming a PhD dissertation committee, (3) developing a proposal document, (4) conducting the PhD dissertation proposal meeting, (5) completing the research, (6) conducting the dissertation defense, (7) formatting the approved final dissertation, (8) submitting the final document to the Graduate College, and (9) publishing manuscripts based on the dissertation. Each of these steps is described in detail below.

1. Preliminary Planning

Three key items must be accomplished in this period.

- a. **Reviewing Graduate College Requirements.** Prior to beginning the dissertation, students should review the Graduate College requirements related to the dissertation at <https://www.grad.uiowa.edu/academics/thesis-and-dissertation>.
- b. **Selecting a PhD Dissertation Chair.** The first issue to clarify is whether the student's advisor or a different graduate faculty member will be the Chair of the student's dissertation committee. In most cases, they are the same. However, in cases where interests have evolved, the advisor and Chair may be different people. Typically, one's dissertation Chair is a faculty member whose research is well-aligned with that of the student.
- c. **Selecting a PhD Dissertation Format.** The College of Nursing has two approved formats for the dissertation: a traditional dissertation and a three-paper dissertation. A flowchart depiction of the nine steps is provided in Figure 1, highlighting key differences between the traditional dissertation and the three-paper dissertation.

The student and PhD Dissertation Chair should determine which dissertation format is best suited to the student's pedagogical needs and planned research. The format chosen impacts the proposal and final document format. The discussion to decide which dissertation format to use should include an assessment of the student's preparedness within their proposed content area, including their course work, grant writing, research experiences, and prior papers or presentations. A student with significant background within a particular content area may be well positioned to successfully complete a three-paper dissertation. Students still developing expertise in their content area may be better suited to a traditional dissertation. Other considerations in choosing the format include the type of study the student is proposing to conduct (i.e., qualitative mixed-methods, or quantitative).

Traditional Dissertation Format. This format typically has five chapters:

- Chapter 1 provides an introduction and establishes the problem significance,
- Chapter 2 provides an in-depth literature review,
- Chapter 3 describes the planned methods for the study,

- Chapter 4 summarizes the results, and
- Chapter 5 discusses the study's findings.

This formatting option provides students with the following:

- A standard and common approach to addressing a research problem.
- An opportunity for in-depth exploration and examination of the scientific literature in a comprehensive review of the literature.
- An opportunity for in-depth presentation of qualitative data, analysis, and interpretation.

Three-Paper Dissertation Format. This formatting option may increase the opportunity for students to publish papers from their dissertation work in a timelier manner and to form a coherent body of research in a particular scholarly area. The three papers must represent a single coherent research topic, not a series of unconnected topics. However, the three papers must be distinct. They may either address two or three separate research aims or, if they address only one, aims must differ in significant fashion, such as in theoretical perspective, approach, methodology, sample, and/or dataset. At least one paper must be data-based. The other two may be a literature synthesis or a conceptual/theoretical or methodological paper. At the Dissertation Proposal Meeting and/or at the time of the Dissertation Defense, at the discretion of the PhD Dissertation Committee, up to two of the three papers may have been previously written, submitted, and/or published by the student if they meet the following criteria:

- The student is first author on the paper, unless there are compelling circumstances for second authorship.
- The student clearly indicates his/her contributions to the paper for a coauthored paper. (The coauthors should be listed in an acknowledgement at the end of the dissertation chapter).
- The work was completed while the student was enrolled in the PhD program; and
- The PhD Dissertation Committee agrees that the papers are consistent with the criteria for a three-paper dissertation.

If the Dissertation Committee allows a previously published or in-press article to be part of the dissertation, the student must clarify and follow the journal's guidelines and policies for reproduction of the article in the student's dissertation. The PhD Dissertation Committee is under no obligation to accept previously published, accepted, or submitted papers as meeting the requirement of the dissertation. For the papers to be accepted as part of the dissertation, the Dissertation Committee must agree at the time of the Dissertation Defense that the papers are of potential publishable quality in a scholarly, peer-reviewed journal approved by the student's Dissertation Committee.

2. Forming a PhD Dissertation Committee

The PhD Dissertation Committee guides and evaluates the student's dissertation. The specifications regarding the formation of the PhD Dissertation Committee are the same for both dissertation formats. The following steps are required:

- **Selecting PhD Dissertation Committee Members.** In consultation with the Dissertation Chair, the student needs to identify and form a Dissertation Committee. It is the student's role to formally invite the Dissertation Committee members.
- **Ensure Appropriate PhD Dissertation Committee Composition.** The PhD Dissertation Committee is comprised of at least five graduate faculty members (i.e., tenure track) holding professorial rank (Assistant Professor or above). At least two members should be CON faculty. At least one member of the committee should be faculty from a discipline other than nursing. The student and Chair should consult with the PhD Director if they feel an exception is warranted. The student and the Chair of the PhD Dissertation Committee select the membership of the PhD Dissertation Committee. If a proposed PhD Dissertation Committee member is outside the University of Iowa or is not a graduate faculty member at the University of Iowa (e.g., CON clinical track faculty or UIHC staff), the student must obtain

the individual's curriculum vitae and meet with the PhD Program Administrator to obtain approval from the Graduate College. This approval must be obtained prior to scheduling the proposal meeting.

The Dissertation Committee could be the same as the DRP and Oral Exam Committee, especially if a Non-CON Faculty Member is included on the DRP and Oral Exam Committee.

3. Developing a Proposal Document

The student will work closely with the PhD Dissertation Committee Chair to develop the proposal document. The format of this document varies with the two options. Both types of dissertation formats must conform to the Graduate College guidelines for the written dissertation, which can be found at: <https://www.grad.uiowa.edu/academics/thesis-and-dissertation>.

Traditional Dissertation Format:

- **Chapter 1** includes an introduction and establishes the importance of the topic; a brief review of background and problem to be addressed; and a clear purpose that includes specific aims, questions, or hypotheses. Conceptual and operational definitions are often specified.
- **Chapter 2** includes the background, typically an in-depth literature review and synthesis that establishes what is known, identifies gaps in science to be addressed in the study, and the theoretical framework that guides the study, if appropriate.
- **Chapter 3** describes the planned methods for the study, including design, sample, measures, intervention (if appropriate), procedures, data collection, and analysis.

Three-Paper Dissertation Format:

- **Chapter 1** provides a brief introduction and establishes the importance of the topic. This focused review should provide a cohesive synthesis of the background and problem. In addition, the purpose and specific aims, questions, or hypotheses to be addressed in the proposed research should be described. It is appropriate for this chapter to be 10-15 pages in length for this format.
- **Chapters 2, 3, and 4** each describe a planned paper, which may be subject to change depending on how the research unfolds. For the proposal document, an overview of each paper is provided for these three chapters. The overview of each paper should include purpose and scope of the paper, methodologies to be employed, and discussion of how the paper is integrated to represent a coherent body of research. For the data-based papers, a 1- to 2-page outline and summary similar to Figure 2 may be useful. Also included should be the student's suggestions and rationale of journals to which each paper will be submitted for publication.

4. Conducting the PhD Dissertation Proposal Meeting

The PhD Dissertation Proposal Meeting, for both dissertation formats, includes the student and the PhD Dissertation Committee. It is held to approve the student's proposed research project. It is generally completed within one semester of successful completion of the Oral Exam.

- **Logistical Arrangements.** It is the student's responsibility to contact members of the committee and arrange the date, time, and location of the Proposal Meeting. The student will ensure that all members of the PhD Dissertation Committee receive the final written proposal at least **two weeks prior** to the scheduled proposal meeting.
- **Conduct of PhD Dissertation Proposal Meeting.** The Committee meets privately before the defense begins to overview the process and focus of the defense. The student is then invited to join the committee to discuss the proposed research. Some PhD Dissertation Committees choose to have a brief (15-minute) presentation by the student on the background of the problem and proposed research. For the three-paper format, a discussion of the planned papers is required in the presentation. The Dissertation Committee Chair then leads a discussion of each section of the proposal document so that committee members may raise questions or

concerns. The goal of the discussion is agreement among the committee members on what the student will do to complete their proposed dissertation research. It is recommended that the PhD Dissertation Committee Chair or designee (who should NOT be the student) take notes of the discussion and key points so the student is able to focus on the discussion.

- **Expected Outcomes of the PhD Dissertation Proposal Meeting.** The expected outcome of the proposal meeting is an agreement among the PhD Dissertation Committee members and the student on the proposed dissertation research. If the PhD Dissertation Committee members do not agree on the proposed research, another PhD Dissertation Proposal Meeting may be necessary. If the PhD Dissertation Committee members do agree on the proposed research, it is recommended that the Dissertation Chair should document this meeting. This memo should be sent to committee members and the student, and a copy should be forwarded to the PhD Program Administrator to be placed in the student's file. The content of the memo should outline any substantive changes to the proposal document and be agreed on by each PhD Dissertation Committee member within two weeks of the proposal meeting. If agreement cannot be reached between the student and PhD Dissertation Chair or other committee members, then the Director of the PhD program should be consulted.

Link to the [Dissertation Proposal Meeting Memo of Agreement](#)

5. Completing the Research

Once the proposal is agreed on, the student must secure [Institutional Review Board \(IRB\)](#) approval and then begin data collection. Students continue registering for dissertation hours or continuous enrollment hours until the dissertation is successfully defended. Note that the student can start registering for dissertation credits during the semester that the student has completed the comprehensive exam. The minimum number of dissertation credits is 11; there is no maximum.

Completion of the dissertation involves implementing the data collection, data analysis, and interpretation as described in the proposal document as well as preparing the results and discussion sections. The three-paper format requires completion of preliminary final drafts of three manuscripts. The traditional format requires completion of Chapter 4: Results. Both format options include Chapter 5, "Discussion and Implications for Research, Education, Practice and Policy." The time to complete the dissertation varies, and the deadline for completion is negotiated between the student and the PhD Dissertation Committee Chair.

6. Conducting the Dissertation Defense

The Dissertation Defense (also referred to as "Final Examination" by the Graduate College) is an oral presentation and defense of the dissertation. If a Chair has any reservations about the defense, they should discuss their concerns with the Director of the PhD Program as soon as possible and prior to the defense date.

The following are guidelines regarding the scheduling and arrangement of the dissertation defense:

After the Comprehensive Examination: The dissertation defense cannot be held until the semester after satisfactorily completing the comprehensive examination. The student must pass the final dissertation defense no later than five years after satisfactorily completing the comprehensive examination.

During the Academic Year: The dissertation defense should be scheduled during the academic year (i.e., between the beginning of regular registration for the fall semester and the close of examination week in the spring semester). Only in very unusual circumstances will the faculty consider requests for exceptions to this rule.

Administered On Campus Unless Circumstances Warrant Otherwise: The dissertation defense is expected to be administered on campus. However, circumstances may warrant that the dissertation defense be administered via Zoom.

Student Responsibilities – Arranging a PhD Dissertation Defense Meeting. The student must:

- Contact members of the PhD Dissertation Committee to arrange the date and time the PhD Dissertation Defense.
- Notify the PhD Program Administrator when the PhD Dissertation Defense meeting date is determined who can help with securing a room (and/or zoom link if needed); this should be no later than **five weeks prior** to the defense date.

NOTE: The PhD Program Administrator will submit a formal request to the Graduate College. The request for the PhD Dissertation Defense must be submitted at least four weeks in advance of the date set for the defense to allow for public notice of the defense.

Student Responsibilities – Circulating the PhD Dissertation Document. The student is responsible for providing a copy of the dissertation to the committee members at least **two weeks in advance of the PhD Dissertation Defense meeting**. The copy may be either hard copy or electronic, per the preference of the faculty members. See the format for each dissertation option described in section 7 below.

Attendees and Procedures: The PhD Dissertation Defense is open to the public; anyone is welcome. We strongly encourage College of Nursing faculty and graduate students to attend. Similar to the PhD Dissertation Proposal Meeting, the PhD Dissertation Committee meets in private prior to the defense meeting. The student and guests are then invited to join the committee for the student's public presentation of their dissertation. This presentation should be **no longer than 30 minutes**, which also includes time for the candidate to take questions from the audience (non-dissertation committee members). After the public presentation, the Dissertation Committee Chair will inform the audience that the formal oral defense will begin and give the audience the option to remain or leave. During the formal oral defense, only the PhD Dissertation Committee is allowed to ask questions of the PhD candidate. The defense includes critical questions about the purpose, method, and results presented in the dissertation, and questioning on areas of knowledge consistent with the context of the dissertation. An oral defense of the dissertation evaluates the candidate's ability to communicate the specific research project and the implications of the research.

Grading and Reporting of the PhD Dissertation Defense. At the completion of the defense, the student and guests are required to leave while the PhD Dissertation Committee discusses the defense. The PhD Dissertation Committee evaluate the Dissertation Defense, with each member indicating a Satisfactory or Unsatisfactory rating. The overall report will be regarded as Unsatisfactory if there are two unsatisfactory ratings from two members. A brief written evaluation of the candidate's performance is prepared by the PhD Dissertation Committee Chair and is placed in the student's file. The PhD Dissertation Committee's overall decision is conveyed to the student immediately following the Committee's deliberations by the PhD Dissertation Committee Chair. The report of the defense, signed by all PhD Dissertation Committee members, is due in the Graduate College within 48 hours after the defense. Successful defenses are noted publicly by an announcement in the College of Nursing. In the case of an Unsatisfactory decision in the final defense, the candidate may not present herself/himself for reexamination until the next semester. The PhD Dissertation Defense may be repeated only once.

7. Formatting the Approved Final Dissertation

Traditional Dissertation Format: This format consists of five chapters, as outlined by the Graduate College.

- Chapters 1, 2, and 3 are the revised versions based on the feedback provided in the PhD Proposal Meeting, and they incorporate any changes required related to updates of the literature, changes in tense of the verbs, and changes related to implementation.
- Chapter 4 presents the results of the study.
- Chapter 5 is the discussion of the results and, as such, should synthesize the knowledge that has been gained by the study; link the results to previous literature; discuss the limitations of the study; provide future research directions; and discuss implications for education, practice, and/or policy, as appropriate.

Three-Paper Dissertation Format: This format integrates three publishable papers into the standard Graduate College five-chapter dissertation format.

- Chapter 1 provides the overview of the research as laid out in the proposal.
- Chapters 2, 3, and 4 are the *three papers*, which may include an analytical review of the literature or a meta-analysis, a methodology paper, and a data-based paper or multiple data-based articles with the literature review integrated into each paper. At the discretion of the Dissertation Committee, one of the three papers may be a detailed discussion of the conceptual model for the dissertation research. The length of these three chapters, which are intended to be potentially publishable papers, to the extent possible, should conform to page-length constraints required by the specific scholarly journal(s) identified by the student and approved by the Dissertation Committee. Therefore, these three chapters may be expanded or supplemented by appendices, as necessary, particularly if there is additional data, analyses, or Tables that are not allowed due to journal restrictions.
- Chapter 5, the *concluding chapter*, should summarize and integrate the major findings. This concluding chapter should synthesize the knowledge that has been gained by the research as presented in the three papers; discuss the limitations of the body of research; and enumerate future research and implications for education, practice, and/or policy, as appropriate for the dissertation type.

8. Submitting the Final Document to the Graduate College

Regardless of format, the final written report of the dissertation must meet the standards defined by the Graduate College. Thus, for both the Traditional Dissertation format and the Three-Paper Dissertation format, pagination must be continuous, there must be a common table of contents, and one integrated bibliography must serve for the whole document. Graduate College guidelines for the written dissertation can be found at: <https://www.grad.uiowa.edu/academics/thesis-and-dissertation>.

9. Publishing Manuscripts Based on the Dissertation

Approved electronic dissertations are forwarded to ProQuest for digital archiving; the doctoral abstracts will be published in *Dissertation Abstracts International*. Once published, any other publications (e.g., manuscripts) cannot use sections of the dissertation in total without breaching copyright. Thus, students can opt to delay publication of the dissertation by the Graduate College for one to two years (referred to as a period of embargo), at or before the single thesis deposit deadline. This is an important step to allow time for publishing the papers in a three-paper dissertation. **Students are encouraged to publish the dissertation within a year.**

There must be no presumption that serving on a Dissertation Committee constitutes grounds for co-authorship of a student's paper, even if the committee member provides significant feedback on a paper. Eventual authorship on papers should be negotiated between the student, his/her faculty

advisor, and the Dissertation Committee members. Dissertation Committee members may be named as co-authors on submitted papers if they have made a substantial contribution to the paper consistent with academic standards and journal submission requirements. Journal requirements vary, but at a minimum, all authors must have contributed substantially to conception and design or analysis and interpretation of the data, contributed to drafting or revision of content, and approved the final version.

Figure 1 Flowchart and Comparison Table

Dissertation Steps	Traditional Dissertation	Three-Paper Dissertation
1. Preliminary Planning	<ul style="list-style-type: none"> Review Graduate College Requirements Select a Dissertation Chair Select a Dissertation Format (if applicable) 	
2. Form a Dissertation Committee	<ul style="list-style-type: none"> Select Committee Members Ensure Appropriate Committee Composition 	
3. Develop a Proposal Document	<p>Chapter 1: Introduction establishing importance of topic & specific aims</p> <p>Chapter 2: In-depth literature review</p> <p>Chapter 3: Methods</p>	<p>Chapter 1: Introduction establishing importance of topic & focused literature review</p> <p>Chapters 2, 3, and 4: Planned chapters with brief outline of Introduction and completed approach summary table for each data-based paper; suggested journals for papers</p>
4. Conduct the Dissertation Proposal Meeting	<ul style="list-style-type: none"> Logistical Arrangements Conduct of the Meeting Expected Outcomes of Proposal Meeting 	
5. Complete Research	<ul style="list-style-type: none"> Data collection Data analysis Preparation of written document of all components per format (See #7) 	
6. Conduct Dissertation Defense	<ul style="list-style-type: none"> Schedule defense with committee during Academic Year; determine location Students are responsible for arranging meeting PhD Program Administrator will submit a formal request to the Graduate College Circulate dissertation document to committee 	
7. Format Approved Final Dissertation	<p>Chapters 1, 2 and 3: Revised to incorporate any changes required related to updates of the literature, changes in tense of the verbs, and changes related to implementation.</p> <p>Chapter 4: Present the results of the study.</p> <p>Chapter 5: Discussion of the results and as such should synthesize the knowledge that has been gained by the study; link the results to previous literature; discuss the limitations of the study; provide future research directions; and discuss implications for education, practice, and/or policy, as appropriate.</p>	<p>Chapter 1: Provide the overview of the research as laid out in the proposal.</p> <p>Chapters 2, 3, and 4: Each of the <i>three papers</i> (e.g., an analytical review of the literature or a meta-analysis, a methodology paper, and a data-based paper or multiple data-based articles with the literature review integrated into each paper).</p> <p>Chapter 5: The <i>concluding chapter</i> should summarize and integrate the major findings; synthesize the knowledge that has been gained by the research as presented in the three papers; discuss the limitations of the body of research; and enumerate future research and implications for education, practice, and/or policy, as appropriate.</p>
8. Submit Dissertation to Graduate College	Meets the standards defined by the Graduate College and expected by the Dissertation Committee.	
9. Publish Manuscripts Based on the Dissertation	<p>Identify papers to be published from dissertation.</p> <p>Write and submit papers for publication ASAP.</p>	<p>Submit papers for publication ASAP.</p> <p>Students can opt to embargo their dissertation (for one or two years), at or before the single thesis deposit deadline, to delay the release of their manuscript to allow time for publishing papers.</p>

Figure 2

Data-based Manuscript Planning Table

For each data-based paper, include a brief summary of the purpose of the paper and an outline of the literature reviewed in the Introduction.

For data-based papers, you may copy and paste the following table into your Chapter Microsoft Word document, or you may prefer to just write out a description of the following:

- Specify the design, recruitment plan, and outcome variables for which data will be collected.
- Describe the data collection and analysis procedures.

For each manuscript, include a list of potential journals with rationale to which you will submit, identifying at least two journals for each manuscript.

Manuscript	Hypothesis	Design	Variables/ Outcome measure(s)	Data collection			Data analysis	
				<i>How will this be collected? (e.g., method, instrument, interview, items on a tool)</i>	<i>When will this be collected?</i>	<i>From whom will data be collected? (i.e., sample, inclusion/exclusion criteria)</i>	<i>Characteristics of data that will be entered (frequency, %, counts, etc.)</i>	<i>Proposed data analysis</i>
#1			• • • •					
#2			• • • •					
#3			• • • •					

XXI. Graduation Information

To facilitate your graduation, we have listed pertinent items below. If you have any questions, the PhD Program Administrator directly or email CON-PhDProgram@uiowa.edu.

All items must be completed by the deadlines posted each semester. Final responsibility for meeting graduation requirements resides with the student. If you have filed any documents in a previous semester, all must be refiled by the deadlines listed online except the Plan of Study; a Graduate College Plan of Study should be refiled only if it has changed. This form will be completed and submitted by the PhD Program Administrator.

More information regarding dates, commencement, and other pertinent information can be found at the [Office of the Registrar](#) website.

NOTE: The student must be enrolled in the Graduate College during the session in which the degree is to be conferred. In the final semester, doctoral students may register for Doctoral Final Registration (GRAD:6003), which requires a 1 s.h. tuition and fees payment, or appropriate course work. **Guided Independent Study course work, PhD Post comprehensive Registration (GRAD:6000), and courses for which tuition and fees are not assessed may not be used to satisfy the final registration requirement of the Graduate College.**

Items to Be Completed by the Student

1. APPLICATION FOR DEGREE

The student must complete this form via [MyUI](#) prior to the deadline listed online.

2. DOCTORAL COMMENCEMENT REGISTRATION

If the student wants to participate in the doctoral commencement ceremony, they must register for the event. This can be completed after they have applied for their degree and prior to the deadline listed online on the Graduate College [website](#).

3. SINGLE THESIS DEPOSIT (Dissertation Submission)

The student must submit their dissertation prior to the deadline listed online on the Graduate College [website](#). **If the dissertation is not filed by the deadline, the student will not be able to graduate at the end of the semester.**

Forms to Be Completed by the PhD Program Administrator

REQUEST FOR FINAL EXAMINATION (Request for dissertation defense)

The PhD Program Administrator will submit this form to the Graduate College no later than 3 weeks prior to the defense. The PhD Program Administrator will need the following information from the student:

- Names of committee members
- Official thesis title
- Date and time of defense

The PhD Program Administrator will reserve a room once the date and time are provided.

REPORT OF FINAL EXAMINATION (Report of dissertation defense)

Within a week prior to the dissertation defense date, the PhD Program Administrator will deliver this form to the Dissertation Committee Chair. Within 24 hours after the defense, this form must be signed by all committee members and returned to the PhD Program Administrator by the Dissertation Committee Chair. The PhD Program Administrator will file the form with the Graduate College.

(Revised 2022.08.01 by sgw)