**Submit materials to:**

**Graduate Division**

**120 Aldrich Hall**

**Zot Code 3180**

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**DNP Form II / Signature Page**

**Report on Final Examination for the DNP Degree**

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| --- | --- | --- | --- | --- | --- |
| **STUDENT** | **Please complete this section. Please note, by submitting this form, you confirm that the work presented in the scholarly project is your own. Where information has been derived from other sources, you confirm that this has been indicated in the scholarly project.** | | | | |
| **Student Name:      \_\_\_\_\_\_\_\_\_** | | | **\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Student ID Number:** |
| **First Last Middle** | | | | | |
| **Student e-mail address:** | |  | | | |
|  | | | | | |
| **Title of Scholarly Project:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Scholarly Project Defense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of Degree: Doctor of** | | | | | |

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| **SCHOLARLY PROJECT COMMITTEE** | | **Please complete this section and return the form to the student.** | | |
| **The DNP Scholarly Project committee is pleased to report upon the candidate’s final defense. Our recommendation is that the degree of Doctor of Nursing Practice is approved and is acceptable in quality and form for publication on microfilm and digital formats.**  **Each signature below indicates that the respective team member recommends that the degree of Doctor of Nursing Practice be conferred and acknowledges that they have advised the student on appropriate embargo times for the scholarly project (please type your name, Academic Unit, and sign where indicated).1 This form serves as the official signature page for the scholarly project.** | | | | |
| **Team**  **Chair** | **Name (please print)** | | **Academic Unit** | **Signature** |
| **1 Note: Most candidates have only two team members. The additional signature spaces are to be used only for those candidates who have more than two scholarly project team members.** | | | | |
| **Program Director (sign) Date Associate Dean (sign) Date**  **(Required for: Biological Sciences, Engineering, Humanities, ICS, Medicine, Social Ecology &**  **Social Sciences)** | | | | |

**Form continued on next page …**

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**Scholarly project RELEASE FORM**

|  |  |
| --- | --- |
| **REQUIRED:**  **CONSENT AND RELEASE** |  |
| **I authorize UC Irvine to release my scholarly project PDF to the UC Irvine Library, ProQuest/UMI and eScholarship and have it be made available to the public electronically through the library catalog as soon as is feasible after my scholarly project has been filed.**  **In addition to my approval of the copyright agreement with ProQuest/UMI, I hereby grant a nonexclusive, worldwide, royalty-free copyright license to The Regents of the University of California (“University”) to reproduce, distribute, and display my scholarly project at the University of California, Irvine (“the Work”), including: (i) the right to distribute the Work in whole or in part in all forms of media, now known or hereafter created, including display on the internet and through databases containing other works; and (ii) to electronically store, archive, copy and or convert the Work for preservation purposes. The Regents will credit me as the author of the Work. I represent and warrant that the Work: (a) is my original work and that I have full power to enter into this agreement; (b) does not infringe the copyright, intellectual property rights, or privacy rights of another; (c) contains no material which is obscene, libelous, or defamatory; and (d) I have not made, and will not hereafter make, any contract or commitment contrary to the terms of this Agreement or in derogation of the license granted to the University hereunder. I release and forever discharge the University and its officers, agents, and employees from any and all claims and demands arising out of or in connection with the use, display, and distribution of the Work.**  **I declare I have read the above, fully understand its meaning and effect, and freely and voluntarily agree to be bound by it**    **Signature of Student Print Name Date**  **OPTIONAL:**  **EMBARGO OF SCHOLARLY PROJECT**  **Complete this section ONLY if an embargo is being requested.**  **Occasionally, there are unusual circumstances under which you may want to withhold your scholarly project from publication. Such circumstances include:**  **1. The disclosure of patentable rights in the work before a patent can be granted**  **2. Similar disclosures detrimental to the rights of the author**  **3. Disclosures of facts about persons or institutions before professional ethics would permit such disclosures**  **To request that your scholarly project be withheld for substantiated circumstances of the kind listed above, select the time frame that the scholarly project be withheld from publication and sign below. The right to an embargo rests with the student however; you should consult with your scholarly project team members for advice.**  **I would like my scholarly project to be withheld for:**  **Embargo Period:  Six Months  One Year  Two Years  Three Years  Four Years**    **Five Years  Six Years**      **Signature of Student Print Name Date** | |

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**IMPORTANT INFORMATION REGARDING**

**NEXT STEPS POST SUBMISSION**

What happens after you submit your final degree paperwork to the Graduate Division?

**What now?**

1. Be aware there is a processing period for the final degree paperwork. Submission of the final degree paperwork does not automatically mean that the degree is officially conferred. In general, the degree conferral process takes 14 business days as a degree audit and grade check must be completed first.
2. During the degree processing time, your registration fees for the following quarter will most likely be assessed. Since you have graduated and will not register the following quarter, you can:
   * Ignore the emails from the Registrar regarding registration fees. The emails will stop after the 4th week of the following quarter and the registration fees for following quarter will be removed. **OR**
   * You can contact the Registrar’s Office and ask that you be “de-assessed” for the following quarter as you have graduated. De-assessed means the registration assessment/fees for the quarter will be removed
3. If you requested a degree certification notification, the e-mail notification will be provided after the final degree paperwork has been reviewed, vetted, and the degree conferred. The notification will be provided as soon as possible and before the degree is posted to the final transcript.
4. It is recommended that you to go to the Registrar’s website to update your email address and mailing address information in “*Student Access*”. Any and all future communication from the university will go to the mailing and email address that is on file with the university.
5. Degrees are posted on official transcripts approximately six to seven weeks after the end of the quarter in which they are awarded.
6. Diplomas, issues by the Registrar’s Office are typically available four months after the end of the quarter in which the student graduated.
7. Please direct all questions regarding the diploma and official transcript to the Registrar’s Office at [registrar@uci.edu](mailto:registrar@uci.edu)

**Yes, I have read the above information and understand by hitting the FINISH button; my final degree paperwork will be directed to the Graduate Division for review.**

**Continue to the next page …**

**np Form II / Signature Page**

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Students must submit **all** of the required documents listed below to the Graduate Division by 5pm on the filing deadline in order to complete the Doctor of Nursing Practice Scholarly Project submission process and meet the final degree deadline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submission Date: | Quarter: |  | Year: |  |
| Name of Candidate: | Last: |  | First: |  |

**REQUIRED**

**Doctor of Nursing Practice Scholarly Project** **Submission Checklist**

**DNP Form II/Signature Page Report on Final Examination for the DNP Degree:** Serves as original signature page.

**Final confirmation e-mail from ProQuest/ ETD website** (Attach **only** if submitted to the Library)

**Student Status Verification:**

By checking here, you confirm that you are registered in classes or have an approved filing fee petition for the quarter you plan to earn the degree

**OPTIONAL**

**Request Degree Certification E-mail Notification:** By checking here, you request a courtesy degree certification notification e-mail. When all degree requirements have been cleared by Graduate Division staff, the e-mails will be sent to student’s UCI e-mail account. This notification is for personal use, or for direct transmission to another educational institution or employer.

**Select your UCI e-mail account preference in order to stay connected with UCI as an Alumni:**

[**https://www.oit.uci.edu/help/alumni/**](https://www.oit.uci.edu/help/alumni/)

**Report on Final Examination for the dnp Degree**

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**Report on Final Examination for the dnp Degree**

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**dnp Form II / Signature Page**

**Report on Final Examination for the dnp Degree**

**Pag**

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| **GRADUATE DIVISION** | To be completed by Graduate Division **only**. | | |
| **Requirements fulfilled:** | | **Scholarly Project Approved**  **Residency** | **Date Advanced to Candidacy** |
| **The candidate has satisfied all of the program requirements for the Doctor of**  **It is recommended that the degree be conferred as of (check one):  Fall  Winter  Spring  Summer**  **(year)** | | | |
| **Dean of the Graduate Division (or designate) Date** | | | |

|  |  |
| --- | --- |
| **BACKGROUND INFORMATION FOR COMPLETING DNP FORM II** | **NOTE:** Much of the text below is adapted from UCI’s Graduate Policies & Procedures Handbook:  <https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf> |
| **FINAL EXAMINATION**  If a final examination is required by the graduate program, the Scholarly Project Committee supervises that examination, the focus of which is the content of the scholarly project. Ordinarily, the final examination will be given just prior to the completion of the scholarly project and while the student is in residence during a regular academic session, and will be open to all members of the academic community. Administration of the final examination is subject to the policies of the Graduate council governing critical examinations. This policy is outlined in Section VI, C, of the UCI *Graduate Policies & Procedures Handbook*.  ***Report on the Final Examination: DNP Form II***  Upon completion of the final examination (if required) and approval of the scholarly project, the Scholarly Project Team recommends, by submission of DNP Form II (i.e., the attached form), the conferral of the DNP degree subject to final submission of the approved scholarly project for deposit in the University Archives, or by on-line submission to the ProQuest website.  **SCHOLARLY PROJECT**  The submission of the scholarly project is the last step in the program leading to the award of an advanced degree. All scholarly projects submitted in fulfillment of the requirements for advanced degrees at UCI must conform to certain University regulations and specifications with regard to format and method of preparation.  The UCI Thesis and Dissertation Manual for writing and submitting dissertations is available at  <https://etd.lib.uci.edu/electronic/tdmanuale> Students are encouraged to attend quarterly information sessions that discuss manuscript preparation and filing procedures.  The Scholarly Project Team certifies that the completed scholarly project is satisfactory through the official original signatures of all team members on the signature page of the completed scholarly project. The Scholarly Project Team Chair is responsible for the content and final presentation of the manuscript. | |
| 1. How to File the Scholarly Project   **Paper Submission** [**https://etd.lib.uci.edu/paper/td5#5.3**](https://etd.lib.uci.edu/paper/td5#5.3)  After the team has approved the scholarly project, two copies are submitted with the appropriate formats to Special Collection and Archives ([gradthesis@uci.edu](mailto:gradthesis@uci.edu)) in the Langson Library (please check for hours of operation, as they are limited). The librarian will briefly check to make sure certain aspects of the manuscript are complete and prepared correctly according to the *UCI Thesis and Dissertation Manual* and include verification of the appropriate paper type, margins, and pagination. The librarian will also verify that the team signatures have been obtained and the degree paperwork has been completed.  **Electronic Submission**  After the team has approved the scholarly project, the scholarly project must be submitted as a single electronic Portable Document (PDF) file at the UCI Dissertation Submission Site at [www.etdadmin.com/uci](http://www.etdadmin.com/uci) . Website administrators will review the file to make sure certain aspects are complete and prepared correctly according to the UCI Thesis and Dissertation Manual; students will be notified of any changes that need to be made as well as final approval. In addition to the on-line submission, students must submit all required paperwork to the Graduate Division, via their DocuSign submission by 5pm on the filing deadline to complete the scholarly project submission process.   1. Deadline for Filing the Scholarly Project   The advance degree manuscript is expected to be submitted by the deadline in the quarter in which the degree is to be conferred by 5pm. Friday of the tenth week of classes is the deadline for submitting theses, dissertations and scholarly projects during each quarter. Those students who complete requirements and submit scholarly projects after the end of the tenth week of classes and prior to the start of the subsequent quarter will earn a degree for the following quarter, but will not be required to pay fees for that quarter. In such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the quarter in which the degree is to be earned. Additionally, with the degree no fee option, it is a requirement for students to be enrolled or on filing fee the quarter before in order to qualify for this option. Students coming off a leave of absence do not qualify for the degree no fee option. The regular degree deadlines are published on the Graduate Division website (<https://www.grad.uci.edu/academics/filing-deadlines.php>) each quarter, for the degree no fee deadlines please contact your department.   1. Public Access to the Scholarly Project   In accordance with UC and UCI policy, all approved scholarly project manuscripts automatically become available for public access and circulation as part of the UCI Libraries collections. | |