

Checklist for DNP Scholarly Written Project, Project Defense, and Graduation

- At least 4 months prior to desired graduation date:
 - a. Check CWRU Graduate Studies calendar for specific application to graduate deadline.
 - b. Petition to Graduate is completed online through the (SIS) Student Information Center.
 - c. Be sure to check your CWRU email regularly for important graduation information throughout the semester in which you intend to graduate.
- Confirm with Advisor that you are on track for meeting all program requirements for graduation. Resolve any outstanding issues.
- Contact Program Assistant to verify that you have submitted all necessary paperwork verifying fulfillment of program requirements.
- In preparing the final written project, if you are not submitting a manuscript, be sure to follow the scholarly project guidelines carefully.
(<https://nursing.case.edu/nursing/media/nursing/pdf-dox/DNPScholarlyWrittenProject.pdf>)
- Arrange for a Defense date that is acceptable to your committee members and that accommodates their schedules.

Schedule room and AV Equipment at nursing.case.edu/faculty-staff/room-and-av-reservations/
When scheduling the room, be sure to schedule in any time you may need for room set-up. If you need a phone for a conference call, you must contact Kathy O'Linn at kco@case.edu

Email the following information to the DNP Program assistant (dnpast@case.edu)
at least 3 weeks prior to defense date:

- a. title of defense
 - b. committee members
 - c. date and actual time of defense
 - d. Where it will be held.
- Provide of copy of your written project to each committee member at least 2 weeks prior to defense date.
 - DAY OF DEFENSE: Importantly, all students must submit to the DNP Program Assistant the signed ***Final Approval of the Scholarly Written Project*** form. This form also can be found on the website under DNP Student Forms. Students must **bring the form to their final defense for signature by committee members.** It replaces the signed title pages and authorization page students were required to obtain in the past.
 - FINAL APPROVAL: Upon final approval of your project (all revisions requested by committee members at your defense have been incorporated and your Chair has determined that you have fulfilled requirements for graduation):
 - o Submit "Final Approval" form to DNP Program Assistant. Your Committee members sign this form on the day of your defense, but the Chair must sign again once all revisions have been completed. Your Chair may elect to submit directly to the DNP Program Assistant.
 - Convert your written project to a PDF using Adobe Acrobat.

Submit:

- **Manuscript option** – electronically submit project to the DNP Program Assistant (dnpasst@case.edu) by the established deadline to submit all final materials for the semester in which you wish to graduate.
- **Non-manuscript option – Guidelines for the non-manuscript option** can be found on the DNP website under Guidelines and Forms. These guidelines must be followed precisely. Pay close attention to ALL formatting requirements - margins, page number locations, format and style, and reference page format.

Electronically submit your project to DNP Program Assistant (dnpasst@case.edu) for format check **prior** to your submission to **OhioLink ETD**. This must be a PDF. Program Assistant will check formatting and let you know if any changes are required. Once you receive confirmation from the Program Assistant, you will submit your document electronically to OhioLink.

Once you have done this, you will be ready to download your pdf to OhioLink by visiting <https://etdadmin.ohiolink.edu/ap/LOGIN?100817681067656> and following the instructions. To get started you'll need to:

- ✓ Choose "new user" in the Login box (bottom right corner of box)
- ✓ Fill in your information (note that your email address will be your user name)
- ✓ When asked to indicate "Institution/Unit," choose Case Western Reserve University Doctor of Nursing Practice

OhioLink ETD submission must be done no later than the established deadline to submit all final materials for the semester in which you wish to graduate

NEW: If you want to order bound copies, you will need to provide the Program Assistant with the printed copies to be bound on paper meeting the specifications below. The Program Assistant will arrange for binding through the Health Sciences Library.

Paper:
8 ½ x 11
20 lb weight
25% rag or cotton
(many use Southworth Business fine 20 lb/25% cotton).

Bound copies are \$25.00 each; check should be made payable to the Health Sciences Library.

- IRB must be notified that your project is complete and any open protocol must be closed.

Call Sally Garrett Karyo at 216-368-1907 or email dnpasst@case.edu with any questions.