

## DNP FORM II / SIGNATURE PAGE REPORT ON FINAL EXAMINATION FOR THE DNP DEGREE

### 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.

#### a. How to File the Scholarly Project

##### **Paper Submission** <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.

#### b. 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.

c. 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.