Steps for Final Defense of the DNP Project

Step 1. Formal Review of completed DNP Project manuscript by DNP Project Team

The DNP Project Team must complete a formal review of the final DNP Project manuscript prior to scheduling of the Final Defense.

a. The DNP Project Chair will inform the student of when the final DNP Project manuscript is ready for review by the DNP Project Team members.
b. It is recommended that students submit their final written manuscript for approval to their DNP Project Team at least two weeks (or earlier if requested by the DNP Project Chair) prior to their scheduled presentation date and time.
c. Projects not received by the DNP Project Team in the agreed upon time prior to scheduled date may not be approved in time for Final Defense and may delay graduation.

Step 2. Schedule a Date and Time and Location

Each student is responsible for setting the date, time and location for their Final Defense in collaboration with their DNP Project Chair and DNP Project Team members.

a. All DNP Project Team members must be present for the Final Defense.
b. Reserve a room for two hours (allowing one hour for the presentation and questions and 1 hour discussion with the DNP Project Team) you may allow time after the presentation for informal conversation with the audience.
c. Reserve a room by contacting Charlene Womble at cyalston@email.unc.edu
d. Send an email to all DNP Project Team members confirming the date, time and location of your Final Defense. Resend this reminder at least two weeks before the date of your defense.
e. Request each DNP Project Team member to email confirmation of being able to attend the Final Defense at the scheduled date, time, and location.

Step 3. Notify the OAA

a. Notify the Graduate Specialist in the Office of Academic Affairs (OAA), Morgan Ray, via email with the date, time, location, and title of your presentation.
b. At least one week prior to the Final Defense, the OAA will notify the faculty/staff and graduate students of the name of the student, project title, date, time and location of the presentation via email.
c. The DNP student can also disseminate this information to colleagues in the residency site to encourage attendance at the Final Defense Presentation.

Step 4. Presentation and Instructional/Technology Support

It is the student’s responsibility to ensure that the room is equipped with all necessary technology. Typically, what is needed is already available in almost all School of Nursing (SON) rooms.

a. If a room has been reserved, the student MUST notify IT at least two weeks prior to the date of the presentation if the student will need assistance with technology.
b. Requests for technology support should be made to sonav@unc.edu. Please ask them to set up the room at least 20 minutes prior to your defense start time.
c. If a room has been reserved outside of the SON please note that we cannot provide IT support.
Step 5. **Suggested Content of the Final Defense Presentation (Or as recommended by the DNP Project Chair)**

- a. Title, Student name, Name of DNP Project Chair and DNP Project Team members
- b. Problem Statement
- c. Purpose(s) of the Project (or clinical question[s])
- d. Justification or significance for addressing the identified problem
- e. Brief review of significant evidence/literature
- f. Methods
- g. Intervention
- h. Data analysis and outcomes
- i. Strengths and Limitations
- j. Implications for practice
- k. Sustainability
- l. Recommendations for the future

**Step 6. Revisions After Final Defense**

Completion of any recommended revisions by the DNP Project Team must be submitted to all members in a timely manner. DNP Project Team members should indicate how long a student has to complete revisions. However, students should keep in mind that in order to graduate in the current semester the copy **must** be submitted **to the Graduate School by the established deadline**. The deadline is not flexible.

**Step 7. Submission of the Final Manuscript**

After successful completion of student’s Final Defense, student has until **the deadline established by the Graduate School** to submit the final approved DNP Project manuscript.

- a. See the UNC-CH Registrar’s website (Academic Calendar for the deadline).
- b. Submissions must conform to the Graduate School requirements (see the UNC-Chapel Hill Graduate Handbook).
- c. Students who submit their final document after the end of a semester will be awarded a degree in the following term. The University awards degrees in May, August, and December only.

10/13/16