**Dissertation Committee:** The Dissertation Committee is composed of the chairperson (who is usually the student’s advisor), who must be a tenure track Category P Graduate Faculty member in the College of Nursing, and at least two other graduate faculty members, one of whom must be Category P and the other who must be either Category P or M. Dissertation committee members can be different from the Candidacy Examination Committee members. Non-graduate faculty members may be appointed to the dissertation committee by petition to the Graduate School through Grad Forms. Non-graduate faculty members are in addition to the required three Ohio State Graduate Faculty members. With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the dissertation committee. Adjunct appointments are not needed for those members. External members are in addition to the required three Ohio State Graduate Faculty members. The Dissertation Committee is established at a time thought appropriate by the student and the advisor. Dissertation Committee membership must be approved by the PhD Subcommittee using the Dissertation Committee Approval Form.

**Dissertation Proposal and Defense:**

The Dissertation Proposal format and defense are College of Nursing procedures not overseen by the Graduate School. The dissertation proposal defense occurs after successful completion of the Candidacy Examination.

1. The student, in collaboration with the advisor, selects committee members as noted above. Dissertation committee membership must be approved by the PhD Subcommittee (faculty members) prior to the student moving forward with the proposal defense. The Dissertation Committee Approval Form can be found on the StudentWeb.

2. Once the dissertation committee membership has been approved, the dissertation advisor and student may set the date and time for the dissertation proposal defense. The public presentation and defense of the proposal should not be scheduled before the advisor and committee believe the student is ready to present and defend. The advisor and student should notify the PhD Program Director as soon as a proposal defense date and time are known and should preferably clear the proposal defense date with the Director’s schedule.
   a. The dissertation proposal defense cannot be scheduled until after completion of candidacy.
   b. The proposal defense includes a public presentation followed by a meeting of the committee with the student. The dissertation proposal defense should be scheduled during standard work hours (9-5, Monday- Friday), in Newton Hall.

3. Scheduling the PhD Proposal Defense:
   a. **Student Responsibility:**
      In collaboration with the committee members and advisor, the student determines three potential available dates and times of the PhD proposal defense. Once the three potential dates and times for the defense are determined, the student must complete the PhD Proposal Defense Scheduling survey:
      i. Items for the PhD Proposal Defense Scheduling survey: The three preferred dates and times for the Proposal Defense must be approved by the faculty advisor and committee members before completing the survey. The Proposal Defense is required to be completed in person, over the course of two hours, with the first 30 minutes reserved for the public presentation and the last 90 minutes reserved for the private defense with committee members. A larger classroom space may be reserved for the public presentation, with a smaller meeting space or faculty office being used for the private portion of the defense.
         i. Student’s name/email/phone number
         ii. Title for the Dissertation Proposal
         iii. Names and Ohio State email addresses of Committee Chair and all committee members
         iv. Three preferred dates and times for the defense
         v. In addition to the public presentation classroom space, please indicate if a secondary location is needed for the closed portion OR if an office space has already been designated for the closed portion of the Proposal Defense
         vi. If the closed portion of the Proposal Defense will be held in an office space, please list the Newton Hall office number
         vii. Please indicate your AV needs
   b. **Academic Program Coordinator Responsibility:**
      The results of the PhD Proposal Defense Scheduling survey will be routed to the Graduate Academic Program Coordinator. The Graduate Academic Program Coordinator will reserve the appropriate classroom space and reserve a Zoom link for the public portion of the Proposal Defense. The PhD proposal defense must be completed in person but a Zoom link will be created for those who would like to observe the presentation portion remotely. If rooms are not available during the three preferred dates, the Graduate Academic Program Coordinator will contact the student for three new potential meeting dates.
   c. The Graduate Academic Program Coordinator will send the Outlook invitation upon receiving the results of the PhD Proposal Defense Scheduling survey, but no later than two weeks prior to the defense. The meeting invitation will include the room location and Zoom link, formatted using the standard template, and will be sent to
the following groups or individuals:
   a. The Graduate Data Manager
   b. The PhD Program Director
   c. The student
   d. All committee members. It is the student’s responsibility to ensure all information included in the Outlook invitation is accurate and all committee members have been included on the invitation.
   e. All-college using the following list-serves
      i. CON-Defense@osu.edu
      ii. All-students

d. If the defense must be rescheduled, it is the student’s responsibility to notify the Graduate Academic Program Coordinator. The Graduate Academic Program Coordinator will cancel the Outlook invitation and the student will be required to resubmit the PhD Proposal Defense Scheduling survey with three new potential times for the rescheduled proposal defense.

4. Prior to the presentation and defense, the student must obtain a copy of the Dissertation Proposal Approval Form from the Student Affairs area of the StudentWeb. NOTE: This is not the same as the Graduate School’s “Application for Final Oral Examination” form or any other paperwork available at gradforms.osu.edu.

5. The dissertation proposal must be provided in written form to all members of the dissertation committee at least 2 weeks prior to the proposal defense. Members should have reviewed prior drafts and given substantive feedback to the student prior to the final (defense) proposal being distributed.

6. After discussion, a satisfactory/unsatisfactory decision is reached by means of a vote. Each member of the committee indicates judgment by signing (electronically or otherwise) the Dissertation Proposal Approval Form. The completed form is sent to the Student Data Manager to be archived. An electronic copy of the dissertation proposal with any corrections or updates must also be sent to the Student Data Manager within two weeks of the dissertation proposal defense.

7. Acceptance of the proposal by the student’s dissertation committee indicates agreement that it meets the standards and requirements for dissertation research that will be a scholarly contribution to nursing science.
### College of Nursing Dissertation Formats

<table>
<thead>
<tr>
<th>University Requirements</th>
<th>CON Requirements</th>
<th>Requirements Specific to Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>“Traditional” 5-chapter</strong></td>
<td><strong>Dissertation proposal includes</strong> Chapter 1-3. <strong>Final dissertation includes</strong> revised Chapters 1-3 plus Chapters 4 &amp; 5.</td>
<td>Chapter 1: Introduction Chapter 2: ROL, Theoretical Framework Chapter 3: Methods including analytics Chapter 4: Findings Chapter 5: Discussion and Recommendations</td>
</tr>
<tr>
<td>Front pages and formats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://gradsch.osu.edu/completing-your-degree/dissertations-theses/document-preparation">https://gradsch.osu.edu/completing-your-degree/dissertations-theses/document-preparation</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://gradsch.osu.edu/completing-your-degree/examinations/doctoral-examinations">https://gradsch.osu.edu/completing-your-degree/examinations/doctoral-examinations</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Manuscript Style</strong></td>
<td><strong>Dissertation proposal includes</strong>: Introduction: Problem, purpose, overview of literature to support significance and rationale Methods including proposed analytics <strong>Final dissertation includes</strong>: As above for the proposal plus: Brief summary of all findings with all analytics included Brief discussion summary with recommendations for research and practice</td>
<td>Introduction Methods Findings Summary Discussion Summary</td>
</tr>
<tr>
<td><strong>Dissertation</strong></td>
<td></td>
<td>A minimum of 3 manuscripts in format ready for submission to specified journals (readiness determined by the dissertation committee) 1. Integrative review or conceptual model or data based paper of findings 2. Methods or data based paper of findings 3. Data based paper of findings; all research questions proposed for the dissertation must be addressed in the final dissertation. Thus, more than one results paper may be needed. Papers published during the course of the PhD training that are specifically and unequivocally associated with the dissertation may be “counted” as one of the first 2 papers (review or methods). a. The inclusion of these published papers must be specifically approved by the dissertation committee at the proposal stage. b. The inclusion of these papers in the final dissertation must be allowable under the copyright agreement the student signed when the paper was submitted/accepted by the journal and the paper must be in the form that the specific journal allows. c. The student must be the first author on all published papers that are included in the dissertation. All proposed research questions/aims must be addressed in the final dissertation.</td>
</tr>
<tr>
<td>As above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>