

**PROCEDURES FOR ONLINE SUBMISSION OF THE
DOCTORAL DISSERTATION
DEPARTMENT OF LEADERSHIP STUDIES
(Revised 6/20/19)**

Instructions to PhD Candidates

1. All Department of Leadership Studies (DLS) PhD candidates must first obtain final approval of the dissertation in accordance with all instructions in the doctoral handbook for the candidate's program and from the Dissertation Committee.
2. All DLS PhD candidates must submit an electronic copy of the dissertation (Microsoft Word) to the DLS Executive Assistant (EA), who will review it to ensure the dissertation meets formatting requirements. If any revisions are necessary, students must make the requested edits and resubmit to the EA for approval. After the EA has given final confirmation that all formatting requirements are satisfied, both the student and the EA should sign a hard copy of the ***DLS Dissertation Format Checklist*** (the EA will provide the hard copy).
3. All DLS PhD candidates are required to submit the final, approved digital PDF file of their dissertation to **Digital USD**, the University's online, open access digital repository. The digital PDF file of the dissertation that is submitted to **Digital USD** should not include any hand-written signatures or personal information (such as an address or phone number) because these will be freely available for anyone with an internet connection to view and download.

Follow these steps to submit to **Digital USD**:

- Go to <http://digital.sandiego.edu/dissertations>
- Click on "Submit Dissertation" on the left-side menu bar, under "Author Corner"
- Click on "Sign Up" under "Create New Account" (or login if you already have an account).
- Read and "accept" the Submission Agreement. ***Please Note:*** If your dissertation contains copyrighted material, you must obtain permission from the copyright holder(s) and include this information with your dissertation.
- Fill out the fields and upload the full text of your dissertation.

With **Digital USD**, the PhD candidate retains the copyright to their dissertation.

Optional: If you wish to also submit your dissertation to ProQuest, please visit www.etdadmin.com/sandiego and follow the step-by-step procedures provided. Please note that copyright registration is available for a fee through ProQuest.

4. Other than for personal copies, DLS PhD students are not required to provide bound copies to the department. If requested from dissertation committee members; or for the candidates' personal copy, the candidate is responsible for having hard copies of the dissertation printed and bound in University of San Diego colors (Columbia-blue and white with gold lettering). Please contact the **Graduate Records Office** to obtain the bindery's contact information.

The **Approval Page** on all bound copies must be signed by all the members of the dissertation committee. Scanned or photocopies of the approval pages to be bound are acceptable.

5. DLS PhD candidates will complete the “**Survey of Earned Doctorates**” (**SED**) online by logging on to the URL provided: <https://sed-ncses.org/login.aspx>. A “**Certificate of Completion**” will be sent automatically by email to the candidate after successfully completing the survey.
6. Email a scan of the signed **Approval Page**, the **Certificate of Completion** and the signed **DLS Dissertation Format Checklist** to Reuel Shivers (the Assistant Registrar) at rshivers@sandiego.edu (send in one email once all items are complete).
7. The submission of all the above to Reuel Shivers in the **Graduate Records Office** constitutes completion of the PhD candidates' responsibilities regarding the dissertation. The degree will not be conferred and posted on the candidates transcripts until all of these items have been completed.

(Revised 6-20-19)