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**(Revised 6-24-19))**

**Instructions to PhD Candidates**

1 All PhD candidates must first obtain final approval of the dissertation, including approval of its formal preparation in accordance with all instructions in the doctoral handbook for the candidate’s program and from the Dissertation Committee. After completing all remaining corrections/editing required by the Dissertation Committee, the candidate will save the original manuscript in a Portable Document Format (**PDF**) file.

2. **For Nursing PhD candidates only*:*** Please refer to your dissertation handbook prepared by the School of Nursing for instructions in submitting your dissertation to the bindery. The candidate will obtain the original signatures of the Chair and members of the committee on the “Approval Page” and submit the original copy to the Ph.D ProgramOffice located in Hahn School of Nursing building.

3. **For all PhD candidates**: you 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 address or phone number) because these will be freely available for anyone with an internet connection to view and download.

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***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

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6 **Survey Form:** All PhD candidates will complete the “*Survey of Earned Doctorates”**(SED)* on-line by logging on to the URL ([***https://sed-ncses.org***](https://sed-ncses.org)***).*** A “***Certificate of Completion***” will be automatically sent by email to the candidate after successfully completing the survey. Please print and submit the SED certificate to the **Graduate Records Office (**as an email attachment**)** to **“usdgradrec@sandiego.edu”**complete the clearance process.

7. The submission of all the above 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.

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