

Procedures for Distribution of Doctor of Nursing Practice (DNP) Portfolios & On-Line Submission

Instructions to Candidates

1. The DNP candidate will obtain final approval of the portfolio, including approval of its formal preparation in accordance with all instructions in the student's respective program handbook or portfolio guidelines and from his or her portfolio committee. The student will save the original manuscript in a Portable Document Format (PDF) file.
2. The DNP candidate is responsible for having one copy of the portfolio printed and bound for the Deans Office in University of San Diego colors (Columbia-blue and white with gold lettering). A possible second copy may be negotiated for the faculty chair, if appropriate. The *Graduate Records Office* can suggest the name of the bindery USD works with.
3. Once printed, it is the DNP candidate's responsibility to contact the bindery and deliver the bound copies to their respective department or committee members. The candidate will clearly and legibly fill out the top portion of the "Sign-off & Distribution of Portfolios Form and get the appropriate signatures from the Faculty Chair and the Dean's Office. After obtaining those signatures, the candidate will submit the form to the *Graduate Records Office* (Founders Hall, Suite 117).
4. The DNP candidate is to submit the PDF version of the portfolio to *USD Copley Library* via the URL for portfolios: <http://digital.sandiego.edu/dnp/> and follow the step-by-step procedures provided. Copyright services are currently not available for the portfolio.
5. The submission of all the above constitutes completion of the DNP student's responsibilities regarding the portfolio. The student will not receive the diploma and the degree will not be posted on the candidates transcripts until all of these items have been completed.

(Established 3-31-15)

GRADUATE RECORDS OFFICE

Founders Hall, Suite 117 | 5998 Alcalá Park, San Diego, CA 92110-2492
P: (619) 260-2217 | F: (619) 260-4649 | www.sandiego.edu/graduaterecords

Sign-off & Distribution of Portfolios Form

Student's Name _____ ID# _____

Email Address: _____ Contact number: _____

Portfolio Title: _____

Faculty Chair: _____

Bound copies (when required by the program/department) of the portfolio have been submitted and received as follows:

	<i>Received by</i>	<i>Date</i>
Bound copy to Faculty Chair (if applicable)	_____	_____
Bound copy to Department/Dean's Office	_____	_____
Sign-Off sheet returned to Graduate Records Office	_____	_____

Graduate Records Office Use Only:

Notification from USD Library or ProQuest of successful submission of thesis (URL: <http://digital.sandiego.edu/dnp/>) _____ (Staff signature/date)

Copy of Sign-off/Distribution sheet delivered to library _____ (Staff signature/date)

Completed Sign-off/Distribution sheet scanned and indexed _____ (Staff signature/date)

(Established 3-31-15)

GRADUATE RECORDS OFFICE

Founders Hall, Suite 117 | 5998 Alcalá Park, San Diego, CA 92110-2492
P: (619) 260-2217 | F: (619) 260-4649 | www.sandiego.edu/graduaterecords