

Procedures for On-Line Submission & Distribution of Master's Thesis

Instructions to Thesis Students

1. Prior to initiating the on-line submission of the thesis, the student must first obtain final approval of the thesis, including approval of its formal preparation in accordance with all instructions in the Master's Thesis handbook provided by the students program, from thesis chair and/or committee members (when applicable). The student will save the original, approved manuscript in a Portable Document Format (**PDF**) file.
2. After all remaining corrections/editing are complete and approved by the chair/committee, the student submits the PDF version of the thesis to **Digital USD** via the URL provided by Copley Library: <http://digital.sandiego.edu/theses/> and follow the step-by-step procedures provided. **Important Note:** Per Digital USD instructions, approval signatures of committee members are not necessary before submitting the thesis on-line. Copyright services are not currently available for the thesis.
3. After the thesis has been successfully uploaded to Digital USD, the student will then print one copy of the Approval Page from the PDF file and obtain signatures from the thesis chair and other members of the thesis committee. Submit the signed copy of the Approval page to the **Graduate Records Office**. This step should be completed in conjunction with Step 5 of these instructions with or without bound copies.
4. If required by the department and/or thesis committee members, or if the student wishes to have a personal bound copy, the student is responsible for having the copies of the thesis printed and bound in University of San Diego colors (Columbia-blue and white with gold lettering). The **Graduate Records Office** can provide the name of the bindery USD works with. The student must ensure that the Approval Page on all bound copies are signed by members of the thesis committee.
5. It is the students' responsibility to deliver the bound copies to their respective department/program director and committee members and have them sign and approve the *Sign-Off and Distribution Form* (attached). The completed *Sign-Off and Distribution Form*, with the signed Approval page (from Step 3) must then be delivered to the **Graduate Records Office** before the student can be cleared for their degree and receive their diploma.
6. The submission of all the above constitutes completion of the student's responsibilities regarding the thesis. 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 in a satisfactory manner.

Sign-off & Distribution of Masters' Thesis

Student Name (Print) _____ USD ID# _____

Email Address: _____ Contact# _____

Thesis Title: _____

Thesis Chair: _____

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When required by the program/department, bound copies of the theses will be received and signed by the following:

Received By	Date
Bound Copy to Thesis Chair _____	_____
Bound Copy to Department _____	_____
One signed copy of the Approval Page to Graduate Records Office _____	_____
Completed Sign-Off sheet returned to Graduate Records Office _____	_____

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Graduate Records Office Use Only

Staff signature/date

Notification from **Digital USD** of successful submission of thesis _____

Student Cleared for Degree and awarded _____

(Revised 3/3/17)