

## OTD Portfolio Submission Process

**Step 1.** Student submits the following documents to the Review Committee:

- One electronic copy (**Word format**) and one paper copy of the completed portfolio are turned in to OTD Program Coordinator at [blanche@usc.edu](mailto:blanche@usc.edu)

Dr. Erna Blanche  
University of Southern California  
Division of Occupational Science and Occupational Therapy  
1540 Alcazar Street CHP-133  
Los Angeles, CA 90089-9003

- One copy of form: Approval to Submit Defended and Final Copy of Doctoral Work

**Step 2.** Committee reviews the portfolio

**Step 3.** Committee accepts, accepts with changes, or rejects portfolio

- *If accepted without changes*, form is signed and submitted, degree is posted.
- *If accepted with minor changes*, form is signed, the student makes changes and no further review is needed. Form is submitted and the degree is posted according to the date on the Approval to Submit Defended and Final Copy of Doctoral Work form.
- *If accepted with changes*, student makes changes (may need to meet with faculty mentor prior to re-submitting) and re-submits final portfolio. One committee member reviews the re-submission and accepts or does not accept the changes. Once accepted, form is signed and submitted, final portfolio electronic copy (**Word format**) must be submitted to the OTD Program Coordinator at [blanche@usc.edu](mailto:blanche@usc.edu), and degree is posted.
- *If not accepted*, student must meet with faculty mentor, make recommended changes and re-submit portfolio to committee for review. If accepted, form is signed and submitted, final portfolio copy must be submitted to the OTD Program Coordinator, and degree is posted.

**Step 4.** Final Portfolio Submission

- Once the portfolio is accepted and, if applicable, requested changes are made, the student must submit a complete electronic copy (**pdf format**) of the final portfolio to the OTD Program Coordinator at [blanche@usc.edu](mailto:blanche@usc.edu)