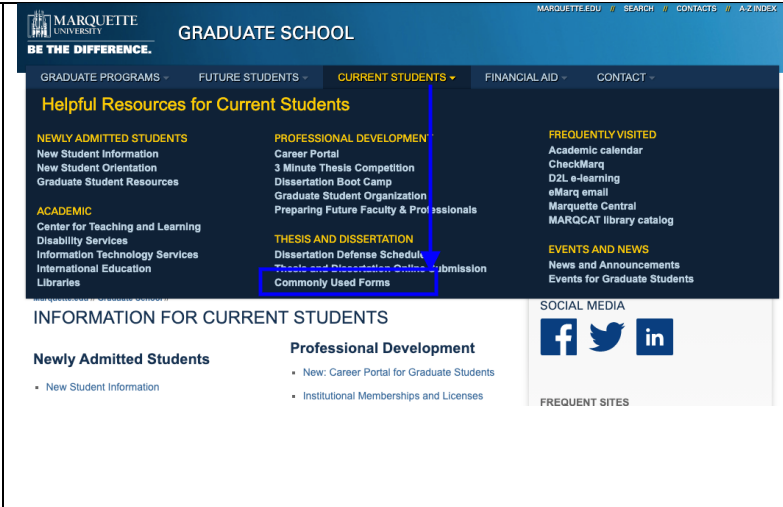


## Submitting your Dissertation Approval using DocuSign

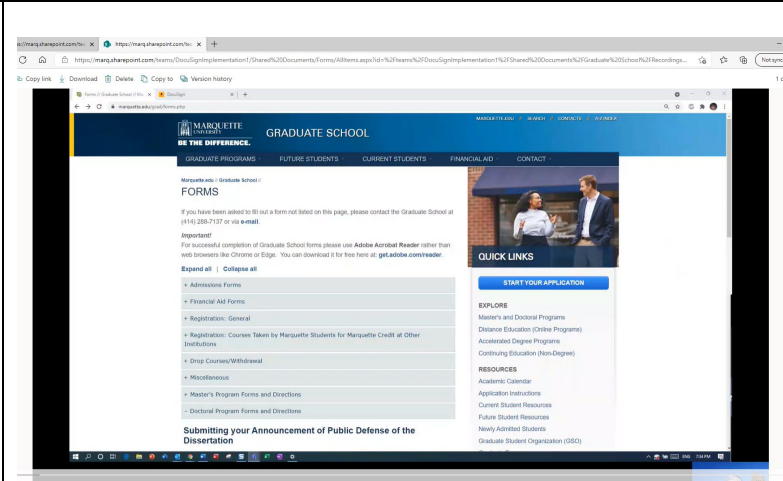
Go to [Marquette.edu/grad](http://Marquette.edu/grad)

In the navigation under “Current Students” select “Commonly Used Forms”, located under **Doctoral Program Forms and Directions**



Scroll down and expand the drop down under Doctoral Program Forms and Directions. To access the online DocuSign form, click “Start my Dissertation Approval via DocuSign”

1. Be sure to have your committee member’s, director/co-director if applicable, and department chairperson’s names and eMarq email addresses available



On the PowerForm page, fill out the following (\*required field)

1. Your Name\*
2. Your marquette.edu email address\*

Up to five committee member names and their marquette.edu email addresses. Name and university or work email address(s) for non-Marquette faculty if applicable.

3. (\*at least one)
4. Committee Director name and email address\*
5. Committee Co-Director name and email address\*
6. Click "Begin Signing" button on the bottom of the page

**MARQUETTE UNIVERSITY**  
BE THE DIFFERENCE.

**BEGIN SIGNING** **HELP**

### PowerForm Signer Information

Fill in the name and email for each of your committee members. They will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

**Graduate Student**

Your Name: \*  
Full Name

Your Email: \*  
Email Address

Please provide information for any other signers needed for this document.

**Director**

Name: \*  
Full Name

Email: \*  
Email Address

**Dissertation Co-Director**

Name:  
Full Name

Email:  
Email Address

**Committee Member #1**

Full Name

Email: \*  
Email Address

**Committee Member #2**

Name:  
Full Name

Email:  
Email Address

**Committee Member #3**

Name:  
Full Name

Email:  
Email Address

**Committee Member #4**

Name:  
Full Name

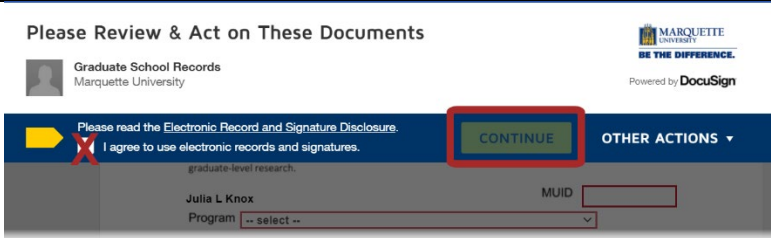
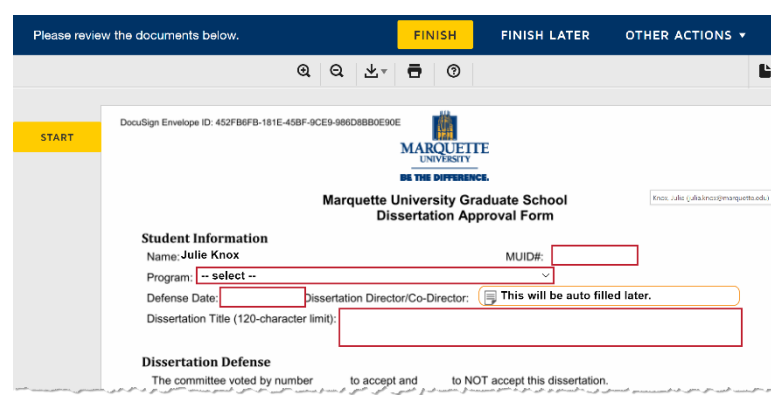
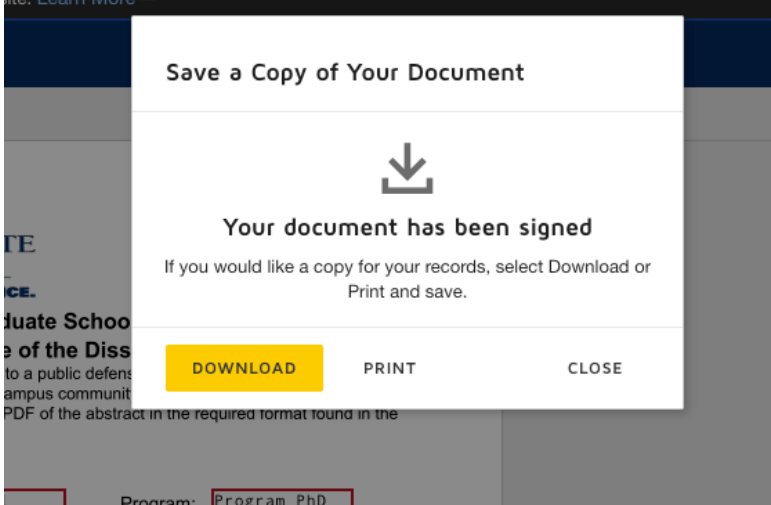
Email:  
Email Address

**Committee Member #5**

Name:  
Full Name

Email:  
Email Address

**BEGIN SIGNING**

<p>Accept the Electronic Record and Signature Disclosure and then “Continue” button</p>	 <p>Please Review &amp; Act on These Documents</p> <p>Graduate School Records Marquette University</p> <p>Powered by DocuSign</p> <p>Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures.</p> <p>graduate-level research.</p> <p>Julia L Knox MUID: <input type="text"/></p> <p>Program: <input type="text"/></p>
<p>Complete the Student Information portion of the Form:</p> <ol style="list-style-type: none"> <li>1. MU ID</li> <li>2. Program name</li> <li>3. Defense Date</li> <li>4. Title (limited to 120 characters)</li> <li>5. Sign the document</li> </ol>	 <p>Please review the documents below. FINISH FINISH LATER OTHER ACTIONS</p> <p>DocuSign Envelope ID: 452FB6FB-181E-45BF-9CE9-986D8BB0E90E</p> <p>MARQUETTE UNIVERSITY BE THE DIFFERENCE.</p> <p>Marquette University Graduate School Dissertation Approval Form</p> <p>Student Information</p> <p>Name: Julie Knox MUID#: <input type="text"/></p> <p>Program: <input type="text"/></p> <p>Defense Date: <input type="text"/> Dissertation Director/Co-Director: <input type="text"/> This will be auto filled later.</p> <p>Dissertation Title (120-character limit): <input type="text"/></p> <p>Dissertation Defense</p> <p>The committee voted by number to accept and to NOT accept this dissertation.</p>
<p>After selecting Finish, you can download your form for reference. You will not receive a workflow notification. They will go to your committee director and the Graduate School.</p> <p>If you have any questions about the process or status, please contact your committee director.</p>	 <p>Save a Copy of Your Document</p> <p>Your document has been signed</p> <p>If you would like a copy for your records, select Download or Print and save.</p> <p>DOWNLOAD PRINT CLOSE</p> <p>Program: <input type="text"/></p>

## **Dissertation Approval Process Flow:**

- **Graduate Student** initiates and addresses the DocuSign powerform (names and emails)
- **Graduate Student** completes "Student Information" section
- **Committee Director**
  - Holds onto email invite until dissertation defense
  - Records committee decision
  - If not a unanimous approval, enters name of dept chair
  - Enters brief comments
  - Signs to attest that this reflects committee decision
- **Committee Co-Director** (if applicable) signs during meeting
- **Committee Member(s)** sign during meeting
- **Committee Director(s), again**
  - Notified that all committee members signed
  - Can adjourn meeting
- In case of non-unanimous approval
  - Graduate School routes form to Department Chair
  - Department Chair - reviews, selects approve/deny, signs
- **Committee Director(s), again**
  - Hold onto email until graduate student completes their edits and submits.
  - Sign to signal that submitted copy conforms with requested edits
- Received by **Graduate Records** & **Records Assistant**.

Note: The graduate student starts the form but does not receive a copy. The form is shared among the committee and the Graduate School.