

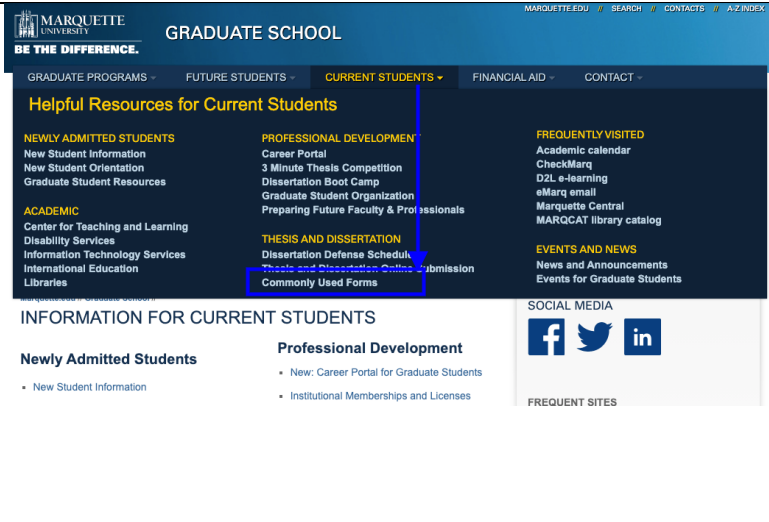
Submitting your Thesis/Essay/Professional Project/Publication Approval using DocuSign

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

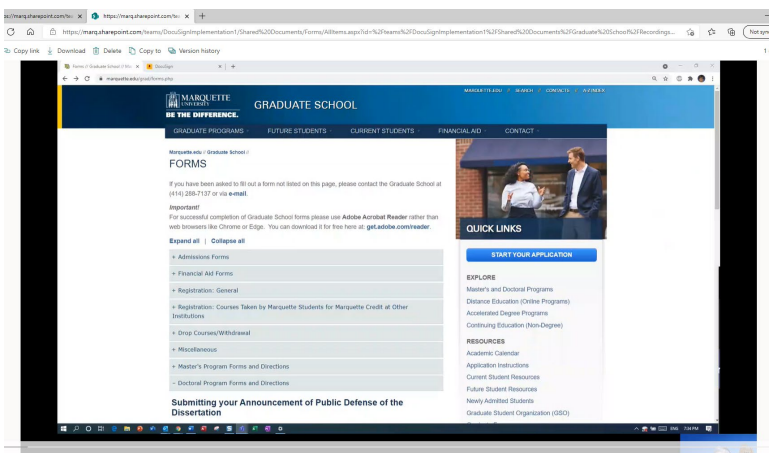
In the navigation under “Current Students” select “Commonly Used Forms”, located under **Master’s Program Forms and Directions**

Scroll down and expand the drop down under Master’s Program Forms and Directions. To access the online DocuSign form, click “Start my Thesis/Essay/Professional Project/Publication Approval via DocuSign”

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



The screenshot shows the Marquette University Graduate School website. The navigation bar includes "GRADUATE PROGRAMS", "FUTURE STUDENTS", "CURRENT STUDENTS", "FINANCIAL AID", and "CONTACT". Under "CURRENT STUDENTS", there is a "Helpful Resources for Current Students" section with three columns: "NEWLY ADMITTED STUDENTS", "ACADEMIC", and "LIBRARIES". The "PROFESSIONAL DEVELOPMENT" column includes "Career Portal", "3 Minute Thesis Competition", "Dissertation Boot Camp", "Dissertation Student Organization", and "Preparing Future Faculty & Professionals". The "THESIS AND DISSERTATION" column includes "Dissertation Defense Schedule", "Thesis and Dissertation Online Submission", and "Commonly Used Forms", which is highlighted with a blue box. The "FREQUENTLY VISITED" column lists "Academic calendar", "CheckMarq", "D2L eLearning", "eMarq email", "Marquette Central", and "MARQCAT library catalog". The "EVENTS AND NEWS" column lists "News and Announcements" and "Events for Graduate Students". Below the navigation bar, there is a "SOCIAL MEDIA" section with icons for Facebook, Twitter, and LinkedIn, and a "FREQUENT SITES" section.



The screenshot shows the Marquette University Graduate School website, specifically the "FORMS" section. The page title is "FORMS" and it includes a "START YOUR APPLICATION" button. Below the button, there is a "QUICK LINKS" section with a list of links: "Admission Forms", "Financial Aid Forms", "Registration: General", "Registration: Courses Taken by Marquette Students for Marquette Credit at Other Institutions", "Drop Courses/Withdrawal", "Miscellaneous", "Master's Program Forms and Directions", and "Doctoral Program Forms and Directions". The "Master's Program Forms and Directions" link is highlighted. Below the list, there is a "Submitting your Announcement of Public Defense of the Dissertation" section. The page also features a "START YOUR APPLICATION" button and a "QUICK LINKS" section with a list of links: "Admission Forms", "Financial Aid Forms", "Registration: General", "Registration: Courses Taken by Marquette Students for Marquette Credit at Other Institutions", "Drop Courses/Withdrawal", "Miscellaneous", "Master's Program Forms and Directions", and "Doctoral Program Forms and Directions".

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

Note: Thesis committees need at least three committee members.

PowerForm Signer Information
MASTER'S THESIS/ESSAY/PROFESSIONAL PROJECT/PUBLICATION APPROVAL

Fill in the name and Marquette 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.

Committee Director

Name: *
Full Name

Email: *
Email Address

Committee Co-Director

Name:
Full Name

Email:
Email Address

Committee Member #1

Name:
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

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Accept the Electronic Record and Signature Disclosure and then "Continue" button

Please Review & Act on These Documents

Sherri Lex
Marquette University

Powered by DocuSign

Please complete the Student Information section. You will have the opportunity to download and save a copy of your submission. Your committee director(s) will manage the completion of the remainder of the form and will inform you of the results. You will not receive a copy of the final form.

Thank you.
[View Less](#)

Please read the [Electronic Record and Signature Disclosure](#).
I agree to use electronic records and signatures.

CONTINUE FINISH LATER OTHER ACTIONS ▾

Committee Director:

Complete the Student Information portion of the Form:

1. MU ID
2. Program name
3. Document Type
4. Title (limited to 120 characters)
5. Thesis Option:
Complete a Publication Through e-publication @ Marquette form
Essay/Professional Project/Publication
Options: Attach a copy
6. Sign the document

Note: You will not receive a workflow notification. They will go to your committee director and the Graduate School. If you have any questions about the process or status, please contact your committee director.

Please review the documents below.

FINISH FINISH LATER OTHER ACTIONS ▾

DocuSign Envelope ID: 02A60395-731B-4557-A28D-2997286FD738

MARQUETTE UNIVERSITY
BE THE DIFFERENCE.
Marquette University Graduate School
Master's Thesis, Essay, Professional Project, or Publication
Approval Form

Student Information
Name: Julie Knox MUID#:
Program: -- select --
Document Type: -- select --
Title (120-character limit):

Committee Director:
Select one option: Thesis Essay Professional Project Publication (Dental Students)
 This submission Passes Fails to fulfill the requirements of the master's degree

Thesis/Essay/Professional Project/Publication Approval Process Flow:

- **Graduate Student** initiates and addresses the DocuSign PowerForm (names and emails)
- **Graduate Student** completes "Student Information" section
- **Committee Director**
 - 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
- **Committee Member(s)** sign(s)
- **Committee Director(s), again**
 - Notified that all committee members signed
- In case of non-unanimous approval
 - Graduate School routes form to Department Chair
 - Department Chair - reviews, selects approve/deny, signs
- **Committee Director(s), again**
 - Initials to verify that all committee members are listed
- 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.