Electronic Thesis/Dissertation Form – DocuSign Overview

Below is an overview of the ETD process using DocuSign. **Pages 1-5 are specific to what the student sees and is required to complete. Pages 6-10 are specific to what the faculty see and are required to complete.**

Graduate students are required to complete the electronic thesis and dissertation (ETD) form as part of their defense and requirements for graduation. DocuSign is being used to complete, sign, and send the form to all required signers.

*At no point in this process should you need to open/subscribe to a DocuSign account. Accessing this form should always be from within the email sent to you by the DocuSign system.*

*If you feel that you need a DocuSign account, contact VCU Technology Services at docusign@vcu.edu. https://ts.vcu.edu/askit/university-resources/docusign/

*If you have questions about how to use the form, please contact the Graduate School at gradschool@vcu.edu.

**Students will complete the following steps.**

The initiator of the form should be a student. This individual will need to enter the following information:

Name/email address of Student

Name/email address of student’s Committee Chair

Name/email address of student’s Committee Member 1

Name/email address of student’s Committee Member 2

Name/email address of student’s Committee Member 3

Name/email address of student’s Committee Member 4

Name/email address of student’s Committee Member 5

Name/email address of student’s Committee Member 6

Name/email address of student’s Committee Member 7

Name/email address of student’s Graduate Program Director

Name/email address of student’s School’s Dean/Designee.

Name/email address of student’s Advisor

*If your Committee Chair and your Advisor are the same person, list their name/email address in each role.*

*If you have less than 6 committee members, leave those roles blank. Master’s committees require a minimum of 3 members. Doctoral committees require a minimum of 4 members.*

NOTE: Schools may have a designee or Assoc/Asst Dean who is responsible for signing candidacy forms instead of the Dean. View designees here: [https://graduate.vcu.edu/facstaff/forms.html](https://graduate.vcu.edu/facstaff/forms.html). If your school is not listed, check with your department to make sure you are listing the correct person.

**Contact your program if you are unsure of who is required to sign your ETD Form.**
PowerForm Signer Information

Electronic Thesis/Dissertation Form Instructions. Fill in the name and email for each signing role listed below.

If your Committee Chair and your Advisor are the same person, list their name and email in both roles.

If you do not know who your School/College Dean is, contact your program director prior to filling out the ETD Form.

If you do not have more than 3 committee members, leave the other committee member roles blank.

All signers designated below will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Student

Your Name:

Your Email:

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

Role:

Committee Chair

Name:

Email:

Role:

Committee Member 1

Name:

Email:

Role:

Committee Member 2

Name:

Email:

Role:

Committee Member 3

Name:

Email:

Role:

Committee Member 4

Name:

Email:
Once completing the fields shown above, click “Begin Signing”

After you click the “Begin Signing” button, a DocuSign window will open. You must read and agree to the Electronic Record and Signature Disclosure and click “Continue”:

The ETD Form will then open. All fields in Red are required. Fields in gray are optional. Enter your information into the form. Upload any required documents for embargo is applicable. Click “Sign Here”.
Electronic Thesis/Dissertation (ETD) Approval Form

Student name: ____________________________

Document type: (check one) ☐ Master's thesis ☐ Doctoral dissertation

Department: ____________________________

Thesis/dissertation title: ____________________________

Approval numbers
☐ IRB (Institutional Review Board)
☐ IACUC (Institutional Animal Care and Use Committee)
☐ Exempt
☐ Not applicable

Thesis/dissertation and final oral defense
Date: ____________________________

Graduate Advisory Committee: (type name and sigh)
If you have not used DocuSign before, a window will open so that you can select your style of Signature. You have the option to choose different fonts or draw your signature. The upload feature will only work if you have a DocuSign account that has been setup by Technology Services.
Click “FINISH” when you are done. Your form will be automatically routed to the next signer for approval until it reaches the Graduate School for processing. If you have any questions or problems using this form, please contact gradschool@vcu.edu.
The next steps are specific to Committee Members, Program Directors, and School Dean/Designees.

Once your student has completed their portion of the ETD form, you will receive an email from DocuSign:

Open the email to click on the “Review Document” button. The information in the email will notify you of whose signature is needed (see highlighted text).

Please read and agree to the Electronic Record and Signature Disclosure and click “Continue”:
The ETD form is now open and ready for your review. All Committee Members will see a “Sign Here” and the option to check Approved or Not Approved. You can click the START button to have DocuSign move you through the fields on the form.

If you have not used DocuSign before, a window will open so that you can select your style of Signature. You have the option to choose different fonts or draw your signature. The upload feature will only work if you have a DocuSign account that has been setup by Technology Services.
After you have chosen your signature and signed the ETD form, DocuSign automatically places the date and your email address to the signature line.

Click Finish when you are done.

The ETD form will move through the DocuSign workflow gathering signatures. The ETD form will not move forward until signatures are acquired for each role (For example, all committee members must sign before the form moves to the program director). *Please be conscious of deadlines for form submission as incomplete ETDs can prevent students from graduating on time.* See sample workflow:
Routing order for signatures based on roles.

Program Director Name

Waiting

CC Receives a Copy

Program Director receives a copy as notification that the student has initiated the ETD Form.

Committee Chair Name

Committee Member 1 Name

Committee Member 2 Name

Committee Member 3 Name

Committee Member 4 Name

Committee Member 5 Name

All committee members receive an "invitation to sign" email simultaneously. All must sign before the document moves forward.

The advisor signs on two separate instances.
1. As part of the committee
2. On the second page of the form to verify embargo type and the student made required edits to thesis or dissertation.
   These are separate actions in DocuSign. These actions are not completed at the same time.
The Graduate School will process the form by verifying the information on the form, coding Banner, printing to ImageNow as well as verifying that the student completed the ETD Checklist. After the Graduate School has processed the student record accordingly, the ETD requirement should be reflected on the student’s audit in Degree Works.

All parties will receive an email stating that the process has been completed (student, advisor, program director, school dean).