

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> . 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:

Role:
Committee Member 5
Name:

Email:

Role:
Program Director
Name:

Email:

Role:
School/College Dean/Designee
Name:

Email:

Role:
Advisor Approval
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":

Please Review & Act on These Documents



Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.

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

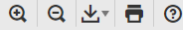
CONTINUE OTHER ACTIONS

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".

Enter text

FINISH

OTHER ACTIONS



START

DocuSign Envelope ID: A11208E0-0508-4A35-9C40-FFAAE64D03BA



Electronic Thesis/Dissertation (ETD) Approval Form

Required - Enter your V#

Student name: Test _____ V number: _____
(Last) (First) (Middle initial)

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 sign)

Release options and final approval

Student name: Test Student V number: V#
(Last) (First) (Middle Initial)

Check one of the following options*:

- Release the thesis/dissertation to the Web as soon as it is approved by the Graduate School.
- Release the thesis/dissertation to the Web after a period of one year.
- Release the thesis/dissertation to the Web after a period of five years.
- Never release the thesis/dissertation to the Web (attach justification; limit one page).



Note: The citation and abstract will appear in the VCU Scholars Compass for the duration of any restrictions placed on the work.

* Electronic theses and dissertations (ETD) make VCU student research and creativity available online as full-text documents and multimedia presentations for use by the university community and others involved in research. In some cases, a student and their advisor can choose to delay the release of the ETD to the Web. Typical reasons for selecting a delayed release of the ETD include proprietary work and future publishing rights. Based on the justification provided, the Graduate School reserves the right not to accept the embargo terms.

Rights and obligations

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation or project report, allowing distribution as specified below. I certify that the version I am submitting is the same as that approved by my advisory committee. I hereby grant to Virginia Commonwealth University or its agents the non-exclusive license to scan, archive and make accessible, under the conditions specified below, my thesis, dissertation or project report in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, dissertation or project report. I also retain the right to use in future works, such as articles or books, all or part of this thesis, dissertation or project report. I agree that the above mentioned document be placed in the ETD archive.

I release my entire work for Internet access and unlimited photocopying, making it available to the international community of scholars and researchers, pending the expiration of any applicable release restrictions that I have placed on the work.

Student agreement: Test Student DocuSigned by: C1FAD849289E441... rhjordan@vcu.edu rhjordan@vcu.edu 7/19/2018 Date: 7/19/2018

Major adviser approval: _____ Date: _____

Graduate School dean: _____ Date: _____

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.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Graduate School

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by: Graduate School 93995478D93C427... DS GS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic use them on documents, including legally binding contracts - just the same as if I had signed them in person.

ADOPT AND SIGN CANCEL

DocuSigned by: Graduate School 93995478D93C427... DS GS

DocuSigned by: Graduate School 93995478D93C427... DS GS

DocuSigned by: Graduate School 93995478D93C427... DS GS

DocuSigned by: _____ _____ DS _____

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.

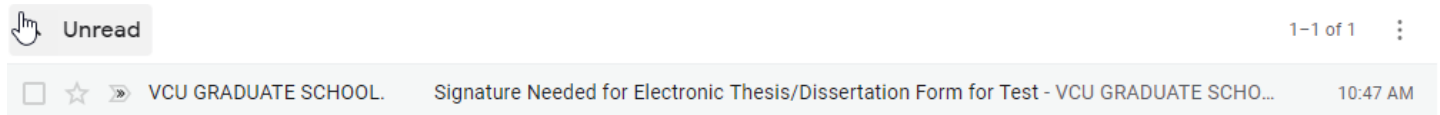
an equal opportunity/affirmative action university 120716.03

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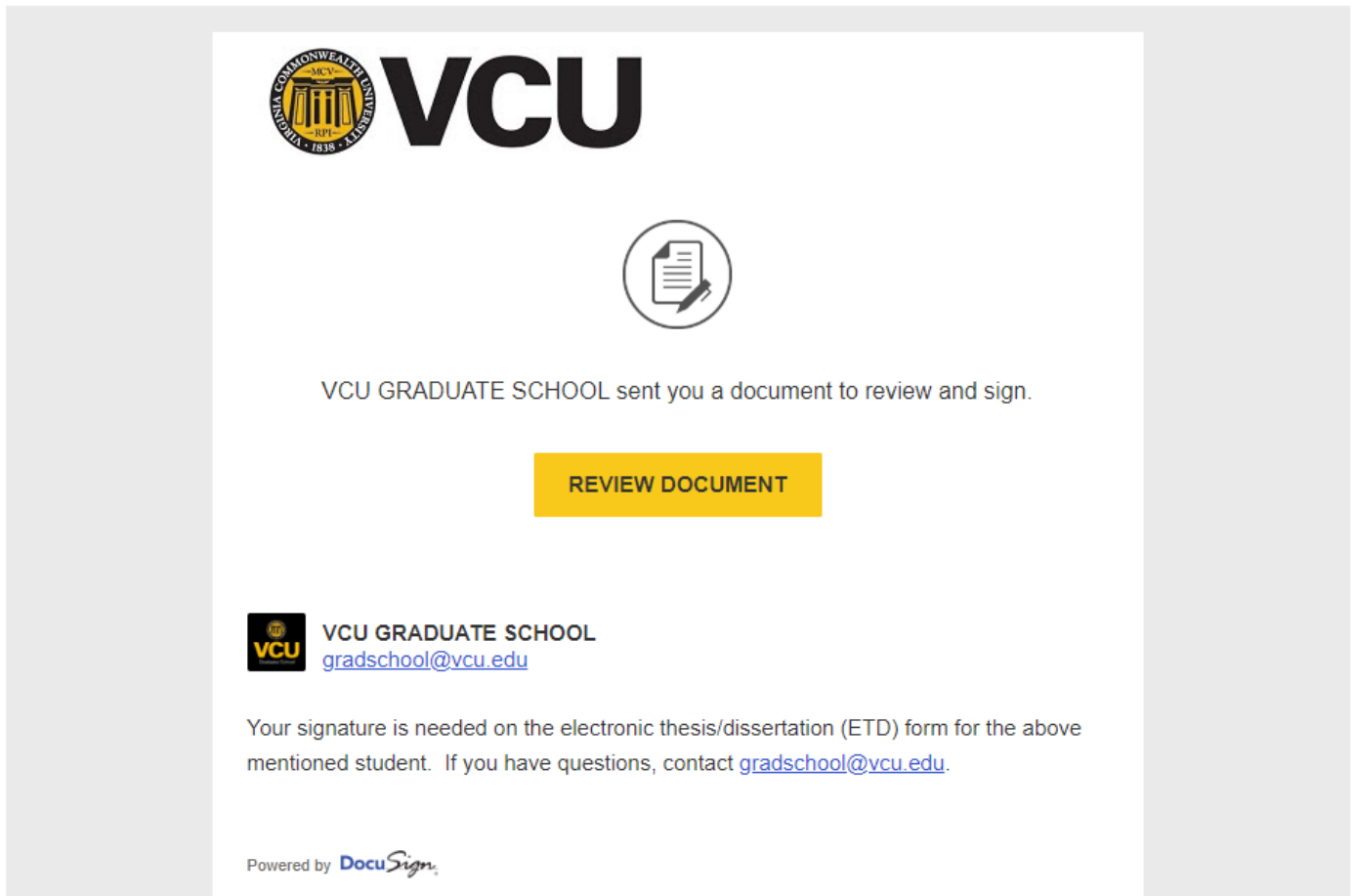
FINISH

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:

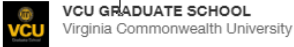


Open the email to click on the “Review Document” button. The information in the email will notify you of whose signature is needed (see highlighted text).



Please read and agree to the Electronic Record and Signature Disclosure and click “Continue”:

Please Review & Act on These Documents



Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.

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


CONTINUE
OTHER ACTIONS

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.

Thesis/dissertation and final oral defense

Date: 07/22/2019

Graduate Advisory Committee (type name and sign)

	Not Approved	Approved
Test Chair gradschool@vcu.edu  <small>7AD219CCE145476...</small>	_____	_____X_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Graduate program director/department chair: _____ Date: _____

School/college dean: _____ Date: _____

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:

1	Student Name	← Role name	CURRENT	Action Required →	✍ Needs to Sign
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Routing order for signatures based on roles.

2	Program Director Name	→			CC Receives a Copy
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Program Director receives a copy as notification that the student has initiated the ETD Form.

Committee Chair Name	✍ Needs to Sign
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Committee Member 1 Name	✍ Needs to Sign
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Committee Member 2 Name	✍ Needs to Sign
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3 → **All committee members receive an "invitation to sign" email simultaneously. All must sign before the document moves forward.**

Committee Member 3 Name	✍ Needs to Sign
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Committee Member 4 Name	✍ Needs to Sign
-------------------------	-----------------

Committee Member 5 Name	✍ Needs to Sign
-------------------------	-----------------

4	Program Director Name	✍ Needs to Sign
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5	School/College Dean/Designee	✍ Needs to Sign
---	------------------------------	-----------------

The advisor signs on two separate instances.

6	Advisor Name	→	✍ Needs to Sign
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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.

7	F.D.Boudinot/Designee graduatedc@vcu.edu	✍ Needs to Sign
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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).

Completed: Signature Needed for Electronic Thesis/Dissertation Form for Test Trash x  

 **VCU GRADUATE SCHOOL** via DocuSign <dse_NA3@docusign.net> 📧 11:00 AM (1 minute ago)  
to me 




VCU



Your document has been completed

VIEW COMPLETED DOCUMENT



VCU GRADUATE SCHOOL
gradschool@vcu.edu

All parties have completed Signature Needed for Electronic Thesis/Dissertation Form for Test.

Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.

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