

Electronic Thesis/Dissertation Form – DocuSign Instructions

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.

Completing the form:

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/current-students/electronic-thesis-and-dissertation/>.
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":

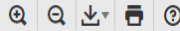
Please Review & Act on These Documents



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.

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".



START

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



Electronic Thesis/Dissertation (ETD) Approval Form

Required - Enter your V#

Student name: _____ V number:

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 (typename and sign)

Release options and final approval

Student name ^{test} _____ V number:

Check one of the following options:

- Release the thesis/dissertation as soon as it is approved by the Graduate School.
- Release the thesis/dissertation after a period of one year.
- Release the thesis/dissertation after a period of five years.
- Do not release the thesis/dissertation until the copyright expires, with the exception of releasing the work to my advisor(s), my department(s), and scholars who are physically present in the VCU Libraries (typically for creative works). **Attach justification; limit one page.**



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 public online release of the ETD. 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 release terms. The citation and abstract will appear publicly online for the duration of any restrictions placed on the work.

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 (hereafter "my work"), allowing distribution as specified above. 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 copy, archive, and make accessible, under the conditions specified above, my work in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of my work. As such, I retain the right to use all or part of my work in future works, such as articles or books.



Student agreement: _____ rhjordan@vcu.edu Date: 8/1/2022

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 DS
93995478D93C427...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic use (my agent) use them on documents, including legally binding contracts - just the same as a handwritten signature.

ADOPT AND SIGN CANCEL

DocuSigned by:
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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.