

Submitting your Dissertation Approval using DocuSign

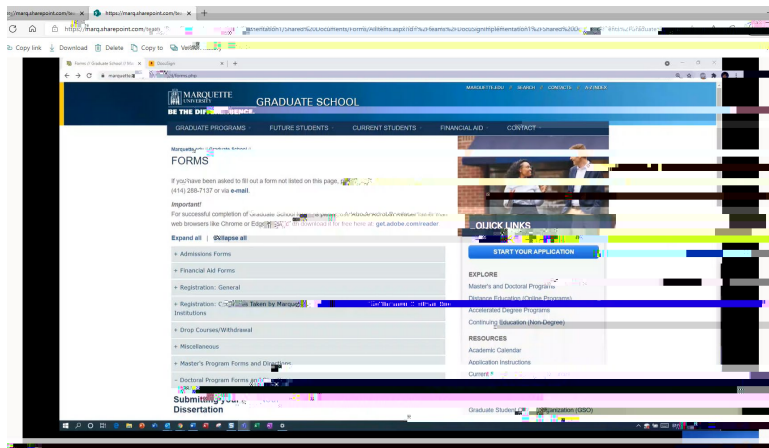
Go to Marquette.edu/grad

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



Scroll down and expand the dropdown 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 Marq 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

PowerForm Signing Information

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

Your Name *

Full Name: Your Name

Your Email *

Email Address: @marquette.edu

Please provide the following information for each committee member:

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:

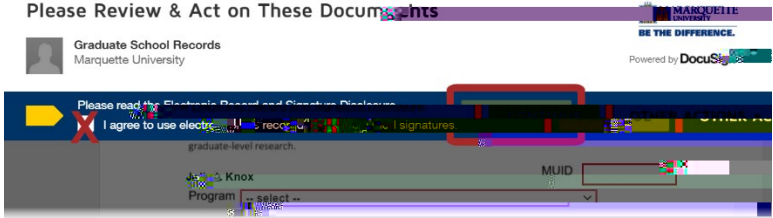

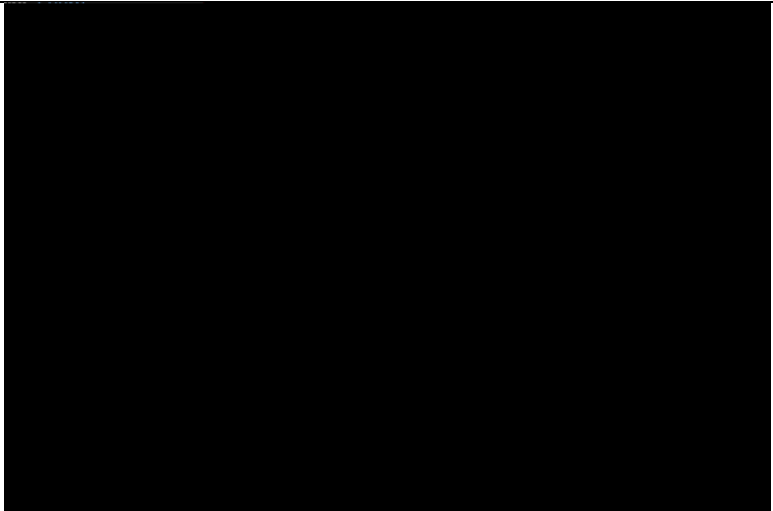
Full Name

Email:

Email Address

Committee Member #4

Name:

<p>Accept the Electronic Record and Signature Disclosure and then “Continue” button</p>	
<p>Complete the Student Information portion of the Form:</p> <ol style="list-style-type: none"> 1. MU ID 2. Program name 3. Defense Date 4. Title (limited to 120 characters) 5. Sign the document 	
<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>	

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
- ~~1. Committee Member(s)~~