# Thesis Committee Certification Form Electronic Process

The Committee Certification form process is now completely digital. The committee chair and graduate program coordinator will sign the form digitally, with the committee chair signing for all committee members. Students initiate the process by completing the form and sending it to their committee chair. The form is then routed to the graduate program coordinator, then finally to Graduate Studies. The form is available on the Graduate Studies website or by clicking the link: Thesis Certification Form

Student Process

1. Make sure you have the correct email address for your committee chair and your graduate program coordinator on hand. You will need to enter them into the form.
2. Click on the link to the form. You will be directed to the Adobe Sign page and prompted to sign in.
3. Do not create a new account. Sign in with your school email address (Name@coyote.csusb.edu). Then click *Continue*.
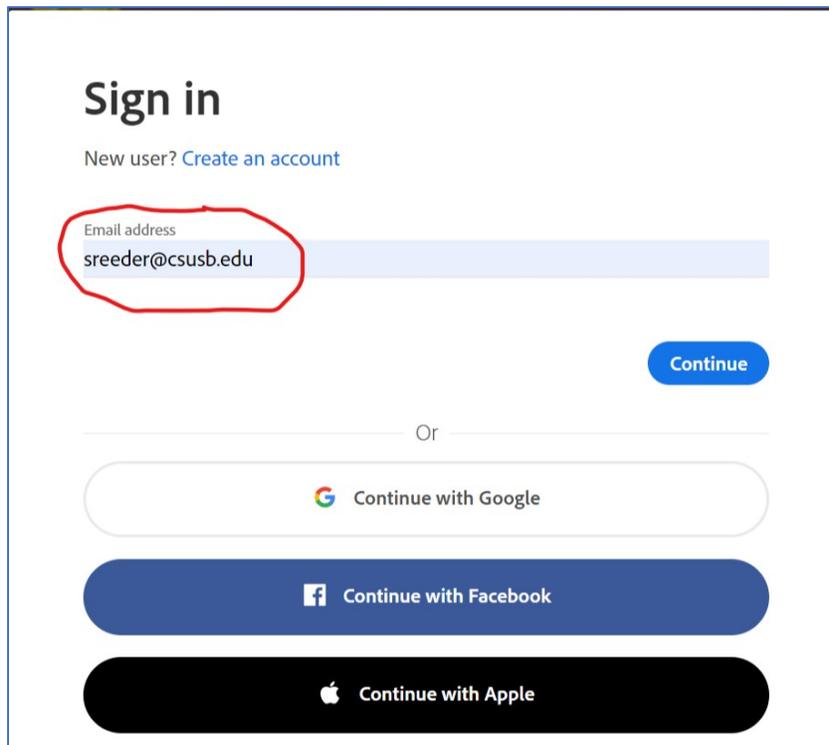
4. A new screen should appear and you should be prompted to select an account. Choose *Company or School Account*. Note that if you are not signed in to MyCoyote, you may be prompted to do so. (See below.)

Select an account

Email address
sreeder@csusb.edu

Personal Account >

Company or School Account >

5. The next screen determines where the form will be routed (i.e., the recipients). The first line, Graduate Student, should say *Myself*. Do not make any changes to that line. Enter your committee chair's email address and your graduate coordinator's email address in the appropriate spaces *Then click Continue.*

Thesis/Project/Dissertation Committee Certification

How this workflow works?
Enter instruction for sender...

Recipients ?

Graduate Student *

| Myself | ✉ ⌄ Email |

Committee Chair *

| Enter recipient email | ✉ ⌄ Email |

Graduate Coordinator *

| Enter recipient email | ✉ ⌄ Email |

CC | Hide

Cc

gradstud@csusb.edu ✕

Document Name *

Thesis/Project/Dissertation Committee Certification

Options ?

☐ Set Reminder

Message *

6. You will now see the committee certification form. Fill in all of the highlighted spaces marked with a red asterisk. Then, follow the prompts to sign the document.

Thesis/Project/Dissertation Committee Certification

Start

Name: _____   one Number: _____

Coyote ID #: _____   …gram: _____

Thesis/Project/Dissertation Title _____

Did you use the Graduate Studies template to format your manuscript? ◯ _Yes   ___◯ _No

The copy of your manuscript being submitted for format review must have been approved by your committee and must be complete in content. There should be no content changes after you have submitted it for format review. If your manuscript is found to be incomplete, it will be returned to you unreviewed.

I have read the above statements and understand the requirements for submission of my manuscript for format review.

Click here to sign   03/26/2020

Signature   Date

7. That's it! The document will be sent to your committee chair and graduate coordinator for their signature. You will receive an email notification and final copy when your document is signed.