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. You will receive a copy for your records via email once the process is complete. Please read through the Student Process steps before you begin.

♦ When you are ready, initiate the process by clicking this 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. Graduate program coordinator contact information is listed on the Prospective Students page of the Graduate Studies website.
2. Click 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*. (See below.)

![Select an account](image)

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](image)
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.

[Image of the committee certification form]

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.

♦ Click this link to begin: Thesis Certification Form