

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*.

Sign in

New user? [Create an account](#)

Email address
sreeder@csusb.edu

Continue

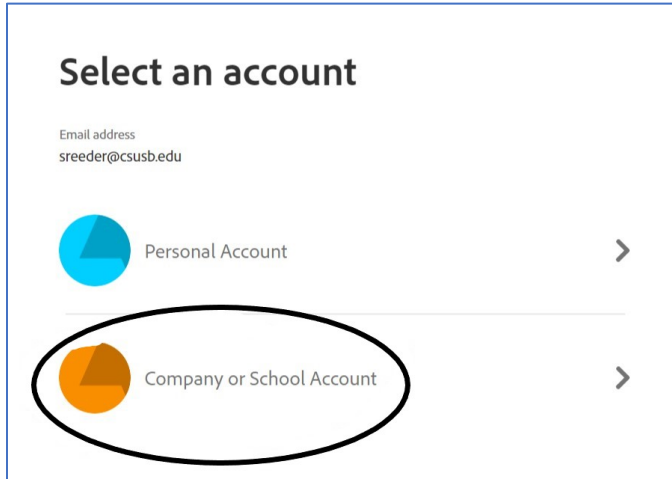
Or

Continue with Google

Continue with Facebook


Continue with Apple


4. A new screen should appear and you should be prompted to select an account. Choose *Company or School Account*. (See below.)



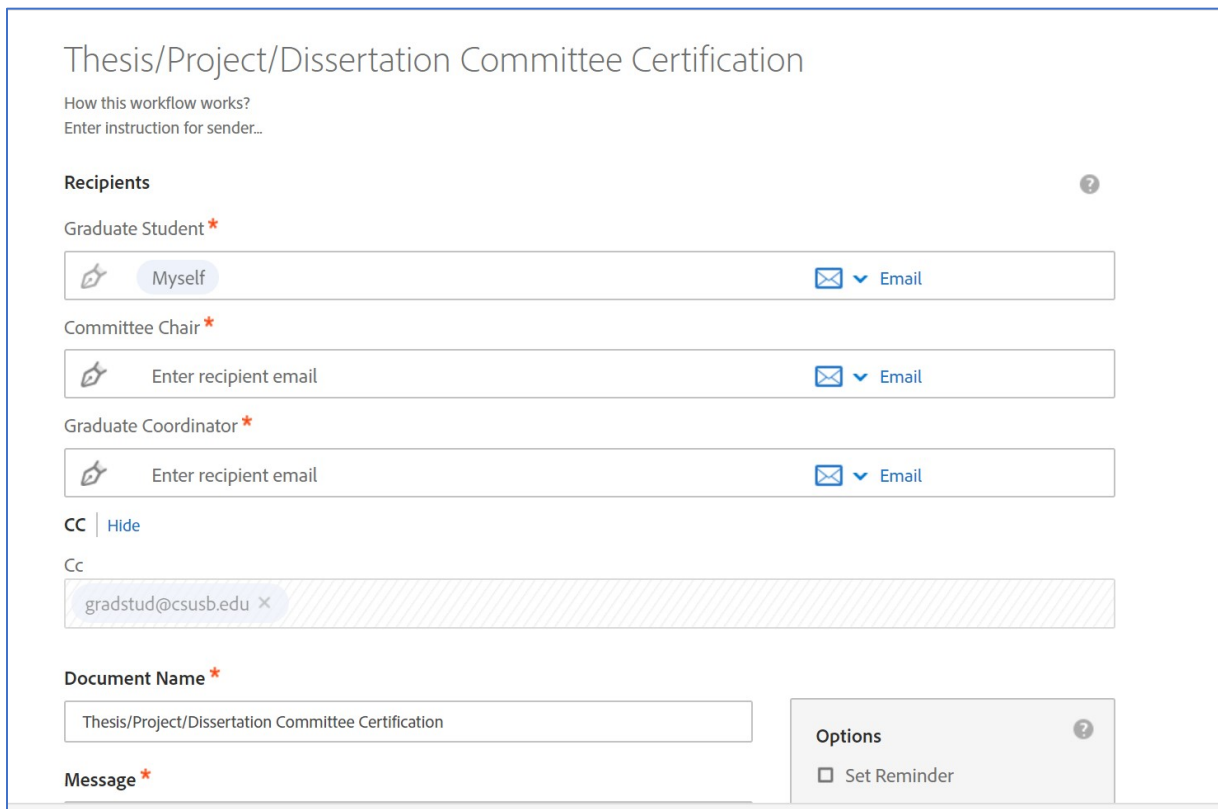
Select an account

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 x

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

Name: * _____ Phone Number: * _____

Coyote ID #: * _____ Program: * _____

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.

◆ **Click this link to begin:** [Thesis Certification Form](#)