

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. (MSW Students: Your forms will be signed by your Faculty Advisor and your Research Coordinator.) 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. **Gather your faculty email addresses. Make sure you have the correct email addresses for the faculty who will sign your forms.** [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.xxxx@coyote.csusb.edu). **Use the email address that combines your name and ID.** Then click *Continue*.

Sign in

New user? [Create an account](#)

Email address
sreeder@csusb.edu

Continue

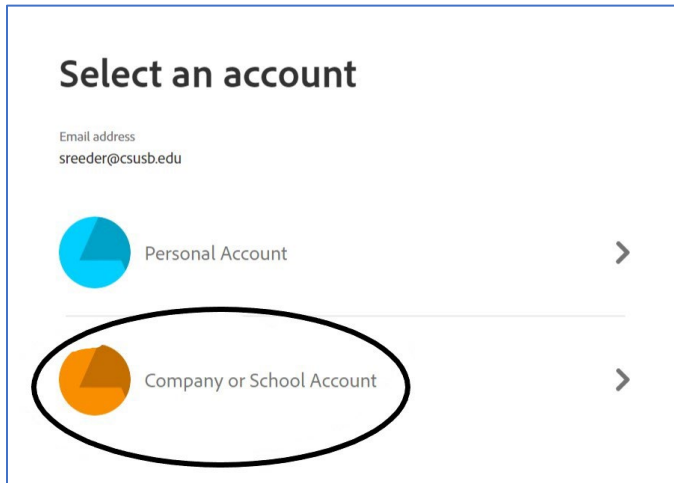
Or

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.)



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 or faculty supervisor's email address and your graduate coordinator or research coordinator's email address in the appropriate spaces *Then click Continue*.

OGS - Thesis/Project/Dissertation Committee Certification

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

Recipients ?

Graduate Student*

Committee Chair/Faculty Supervisor*

Graduate Coordinator/Research Coordinator*

CC | [Hide](#)

Cc

Document Name *

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. Note: students in the MSW program may add the name of the second author or research partner. If you do not have a research partner, leave the 2nd Author line blank.

Thesis/Project/Dissertation Committee Certification

STUDENT SIGNATURES

Start → 1st Author Name: * _____ Coyote ID: * _____ Email: * _____

2nd Author Name: _____ Coyote ID: _____ Email: _____

Add 2nd author if you have a research partner (MSW only).

Graduate Program: * _____

The copy of your manuscript being submitted for format review must be approved by your faculty 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.

Author 1 Signature: [Click here to sign](#) _____ Date: Jun 23, 2022 _____

FACULTY SIGNATURES

"I certify that the project is and is ready to be reviewed for formatting by the Office of Graduate Studies."

Committee Chair/Faculty Supervisor (name) Signature _____ Date _____

Graduate Coordinator/
Research Coordinator (name) Signature _____ Date _____

7. That's it! The document will be sent to your faculty members for their signatures. You will receive an email notification and final copy when your document is signed. A copy will also be sent to Graduate Studies.

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