Submitting your Thesis/Essay/Professional Project/Publication Approval using DocuSign

Go to Marquette.edu/grad

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

Scroll down and expand the drop down under Master’s Program Forms and Directions. To access the online DocuSign form, click “Start my Thesis/Essay/Professional Project/Publication Approval via DocuSign”

1. Be sure to have your committee member’s, committee director/committee co-director if applicable, and eMarq 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

Note: Thesis committees need at least three committee members.
Accept the Electronic Record and Signature Disclosure and then “Continue” button

Complete the Student Information portion of the Form:

1. MU ID
2. Program name
3. Document Type
4. Title (limited to 120 characters)
5. Thesis Option: Complete a Publication Through e-publication @ Marquette form Essay/Professional Project/Publication Options: Attach a copy
6. Sign the document

Note: You will not receive a workflow notification. They will go to your committee director and the Graduate School. If you have any questions about the process or status, please contact your committee director.
Thesis/Essay/Professional Project/Publication Approval Process Flow:

- **Graduate Student** initiates and addresses the DocuSign PowerForm (names and emails)
- **Graduate Student** completes “Student Information” section
- **Committee Director**
  - 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
- **Committee Member(s)** sign(s)
- **Committee Director(s), again**
  - Notified that all committee members signed
- In case of non-unanimous approval
  - Graduate School routes form to Department Chair
  - Department Chair - reviews, selects approve/deny, signs
- **Committee Director(s), again**
  - Initials to verify that all committee members are listed
- Received by **Graduate Records** & **Records Assistant**.

Note: The graduate student starts the form but does not receive a copy. The form is shared among the committee and the Graduate School.