

Submitting your dissertation via DocuSign

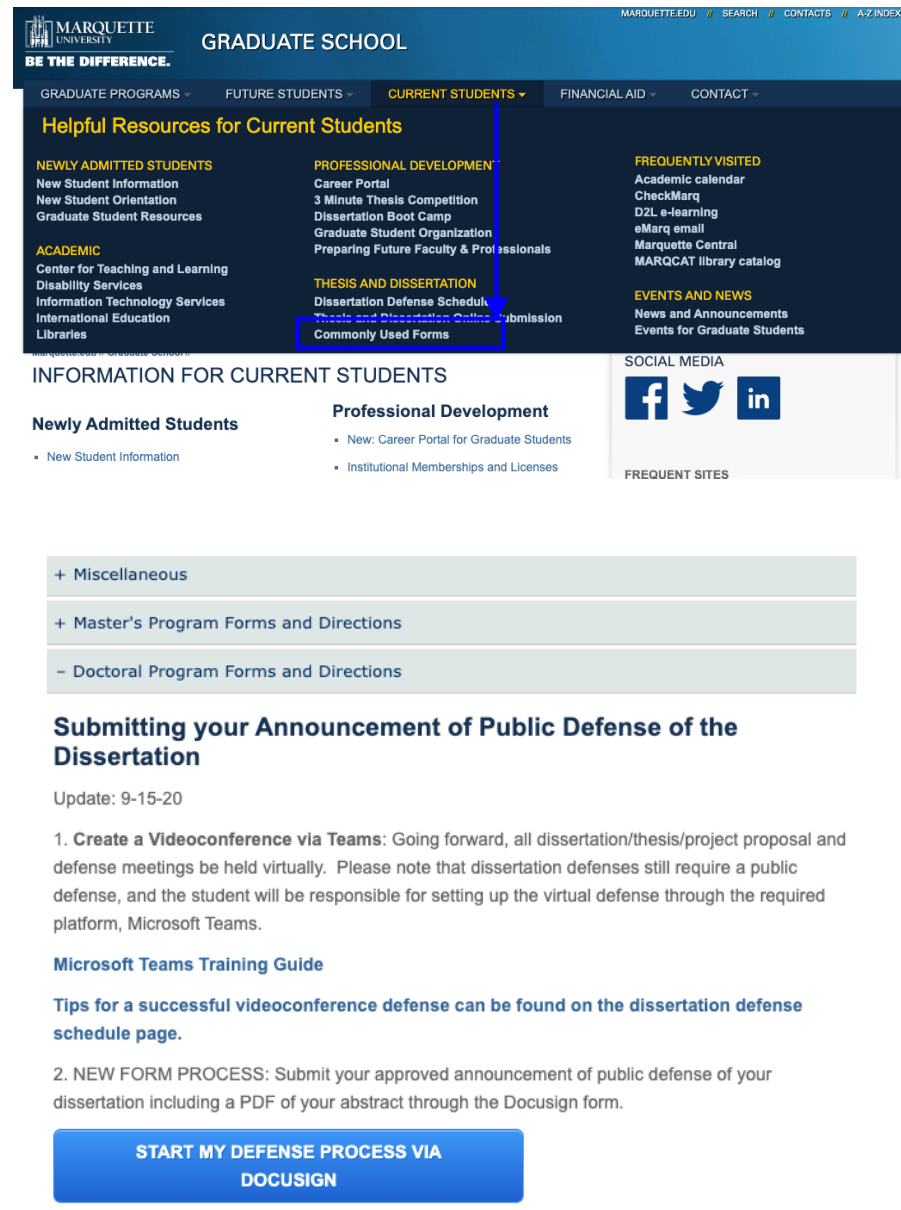
Go to marquette.edu/grad

In the navigation under “Current Students” select “[Commonly Used Forms](#)”, located under Thesis and Dissertation.

Scroll down and open the Doctoral Program Forms and Directions tab. To access the online DocuSign form, click “[Start my Defense Process via DocuSign](#)”.

*Be sure to have your

- 1) Teams link for your defense videoconference
- 2) a PDF of your Abstract titled “dissertation-yourname.pdf”



The screenshot shows the Marquette University Graduate School website. The navigation bar includes links for GRADUATE PROGRAMS, FUTURE STUDENTS, CURRENT STUDENTS (highlighted), FINANCIAL AID, and CONTACT. Under CURRENT STUDENTS, there are sections for Helpful Resources for Current Students, NEWLY ADMITTED STUDENTS, ACADEMIC, PROFESSIONAL DEVELOPMENT, THESIS AND DISSERTATION (with 'Commonly Used Forms' highlighted), FREQUENTLY VISITED, and EVENTS AND NEWS. Below this is a section for INFORMATION FOR CURRENT STUDENTS with sub-sections for Newly Admitted Students and Professional Development. A SOCIAL MEDIA section shows icons for Facebook, Twitter, and LinkedIn. A FREQUENT SITES section includes links for Miscellaneous, Master's Program Forms and Directions, and Doctoral Program Forms and Directions. The main content area is titled 'Submitting your Announcement of Public Defense of the Dissertation' with an update date of 9-15-20. It contains two numbered steps: 1. Create a Videoconference via Teams, and 2. NEW FORM PROCESS. A prominent blue button at the bottom reads 'START MY DEFENSE PROCESS VIA DOCUSIGN'.

On the PowerForm page, fill out the following (*required field)

1. Your Name*
2. Email address*
3. Up to five committee member names and email addresses (*at least one)
4. Dissertation Director name and email address*
5. Dissertation Co-Director name and email address*
6. Department Chair or DGS name and email address*
7. Click “Begin Signing” button on the bottom of the page

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Ph.D. Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Committee Member 1

Name: *

Email: *

Committee Member 2

Name: *

Email: *

Accept the Electronic Record and Signature Disclosure and then “Continue” button to complete the Form.

On the defense page, fill out:

1. First name/Last Name
2. MU ID
3. Program name
4. Defense date and time
5. Location or Teams link to videoconference defense.
6. Dissertation title
7. Upper right side of page- Upload your dissertation abstract (ie. dissertation-name.pdf)
8. Once completed, select “Finish”

Please Review & Act on These Documents

Graduate School Records
Marquette University

Fill in the name and email for each signing role listed below. Signers will receive an e

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

Student Information

Defense Location/Teams Link:

Dissertation Title:

I agree to the dissertation defense location, date, and time as listed above. The committee must be comprised of a minimum of three voting members, including the dissertation director who must be a regular tenured or tenure track faculty member. I understand this form must be submitted to the Graduate School at least **two weeks prior to the scheduled defense** by the deadline listed in the Academic Calendar.

10/12/2020
Digitized by
Carla Sumala

Committee Members
The signature of each committee member is required. Once signed, this form signifies the approval of the above listed defense location, date and time. It also commits each member of the committee to read the dissertation and attend the defense.

Committee Member
Committee Member

After selecting Finish, you can download your form for reference. You will not receive a workflow notification. They will come to the graduate school. If you have any questions about the process or status, please contact Sherri Lex in the Graduate School.

