



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:

## 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.