

OBTAINING SIGNATURES ON FORMS TO BE SENT TO GRADUATE COLLEGE

Original (wet) signatures are preferred.

Signatures contained on one form is preferred.

The Computer Science Department accepts the following methods of signing for the Committee Chair, Committee Members, and the Graduate Advisor:

- signing, scanning, and emailing the form
- notifying the committee chair in an email from their university email account that the committee chair can sign the form on their behalf
- electronically signing the form using [the university's licensed signature platform](#).

If this process results in more than one document with signatures, all documents need to be submitted together.

Once the Committee Chair, Committee Members, and the Graduate Advisor have signed the Thesis Proposal Approval form, please bring a hard copy of the approval form and the thesis proposal to the CS Office. The chair will review, sign if approved, then forward the signed form with attached proposal to the Graduate College.

**Esignatures are fine, but try to collect them on one form.

1. Email someone the form and get their signature before sending to the next person, or
2. Upload and share the document on OneDrive in Office 365 (all students and faculty have access). You can collect signatures, asking your committee members to upload the newest version once signed.
3. They can review the [instructions](#) on creating an e-signature for fillable pdf forms.

Acceptable digital signatures should look like this:



Not like this:

Michelle Rockwell