

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

GRADUATE STUDIES OFFICE

### **PROCEDURE TO OBTAIN FINAL PROJECT, THESIS, or DISSERTATION COMMITTEE SIGNATURES**

During the next process, you will be asked to upload the **final** version of your project, thesis, or dissertation. You will not have an opportunity of replacing the document once the process is finalized.

During this process, you will obtain signatures from:

1. Your Committee Chair,
2. **Projects:** Require one or two extra committee members, depending on your department policies.
3. **Theses:** Require two or three extra committee members. At least one of the extra reviewers must be CPP faculty.
4. **Dissertations:** Require two extra committee members.

Please note that if any of the signees rejects your submission, the process will be void, and a new submission will be required. It is thus essential that you seek signatures only after the project or thesis committee members have approved your document.

Before starting, you need the following:

1. A **final** project, thesis, or dissertation electronic document in pdf or word.
2. For each committee member signing the document: Name, Affiliation, Organization, and email address. **Please make sure you type the correct email address of each of your committee members. If email addresses are incorrect, your committee members will not receive the Adobe Sign document.**

### INSTRUCTIONS

1. Choose as appropriate, one of the following links to start the submission process:

Projects:

- [Projects with Committee Chair and one additional member \(2 signatures\)](#)
- [Projects with Committee Chair and two additional members \(3 signatures\)](#)

Thesis:

- [Thesis with Committee Chair and two additional members \(3 signatures\)](#)
- [Thesis with Committee Chair and three additional members \(4 signatures\)](#)

Dissertation:

- [Dissertation with Committee Chair and two additional members \(3 signatures\)](#)

2. On the form, please enter your Bronco ID, email address, graduation term, name, and Project/Thesis/Dissertation title. Use the dropdown list to choose the name of your Graduate

Program.

Please **double check your email address**. An email will be sent to that address to verify your submission.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
PROJECT ELECTRONIC SIGNATURE PAGE

Start

Bronco ID: \*  Email Address: \* Enter your email address  
Submitted Term: \* Select... Year \*

**PROJECT INFORMATION**

AUTHOR \*   
PROGRAM \* Select...  
PROJECT TITLE \*

3. For each of the signees complete their name, their position, and their Department or Organization.

**SIGNATURES**

Next

\*   
Committee Chair Name  
\*   
Position  
\*   
Department  
\*   
Organization  
Signature  
Email

\*   
Committee Member 2 Name  
\*   
Position  
\*   
Department  
\*   
Organization  
Signature  
Email

4. Click on "Click to Attach..." and upload your document. You can upload PDF or Word files.

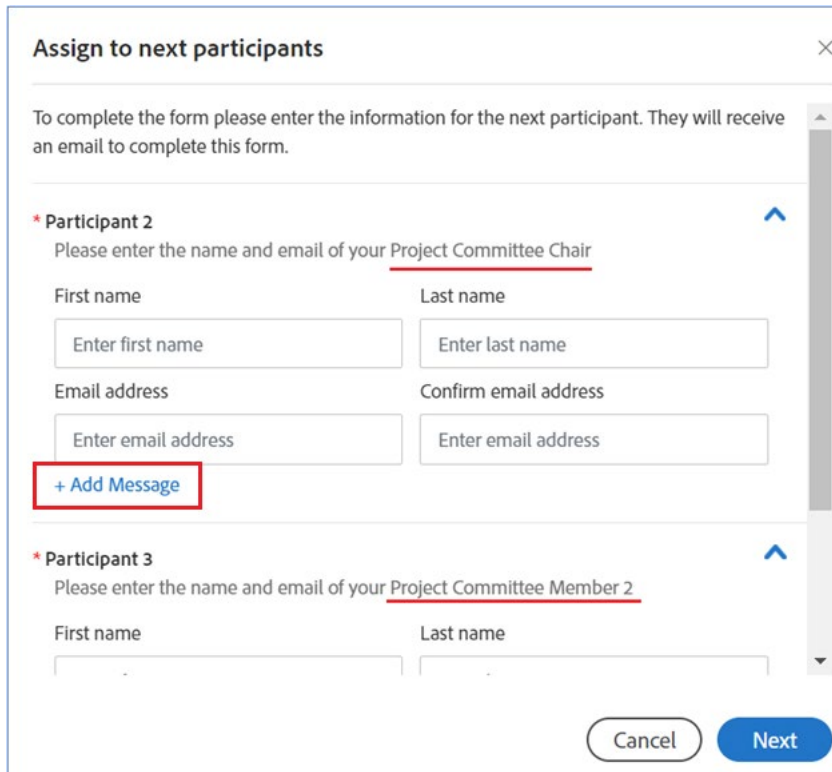
Attachment: \*

5. Review your submission and click the "Submit" button.

By form filling, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with CSU - California State University Pomona.

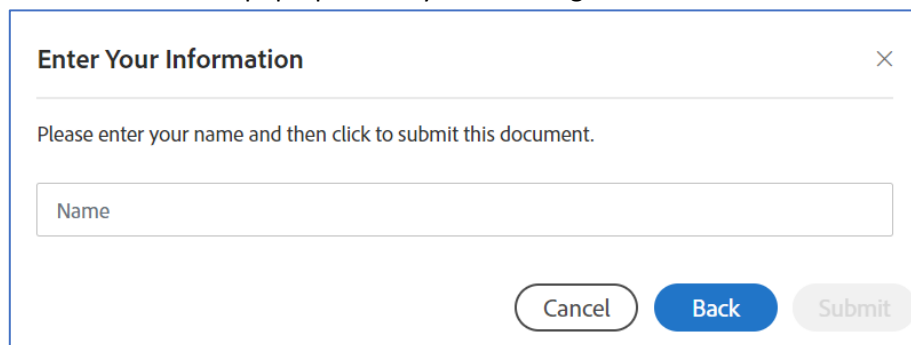
6. A screen will pop-up and you'll need to enter the email addresses of your committee member and re-confirm their names. (Optional) You can also add a custom message for each individual committee member.

Click Next when complete.



The screenshot shows a form titled "Assign to next participants" with a close button (X) in the top right corner. Below the title is a horizontal line and a paragraph of instructions: "To complete the form please enter the information for the next participant. They will receive an email to complete this form." Below this is a section for "Participant 2" with a blue upward arrow icon. The instructions for this participant are "Please enter the name and email of your Project Committee Chair". There are four input fields: "First name" (with placeholder "Enter first name"), "Last name" (with placeholder "Enter last name"), "Email address" (with placeholder "Enter email address"), and "Confirm email address" (with placeholder "Enter email address"). A red box highlights a "+ Add Message" link below the email fields. Below the Participant 2 section is a section for "Participant 3" with a blue upward arrow icon. The instructions are "Please enter the name and email of your Project Committee Member 2". There are two input fields: "First name" and "Last name". At the bottom right of the form are two buttons: "Cancel" and "Next".

7. Another screen will pop-up. Enter your name again and click Submit.





The screenshot shows a form titled "Enter Your Information" with a close button (X) in the top right corner. Below the title is a horizontal line and a paragraph of instructions: "Please enter your name and then click to submit this document." Below this is a single input field labeled "Name". At the bottom right of the form are three buttons: "Cancel", "Back", and "Submit".

8. Check your email for a verification message from Adobe Sign. Make sure you click the **Confirm my email address** link to verify your email address.

### Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your input on "Graduate Studies - Project Submission Form (2 Committee Members)" until you've confirmed.

 **Adobe Sign** <adobesign@adobesign.com> 11:20 AM (0 minutes ago) ☆ ↶ ⋮  
to me ▾


 **Powered by Adobe Acrobat Sign**

Thank you for submitting Graduate Studies - Project Submission Form (2 Committee Members). To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

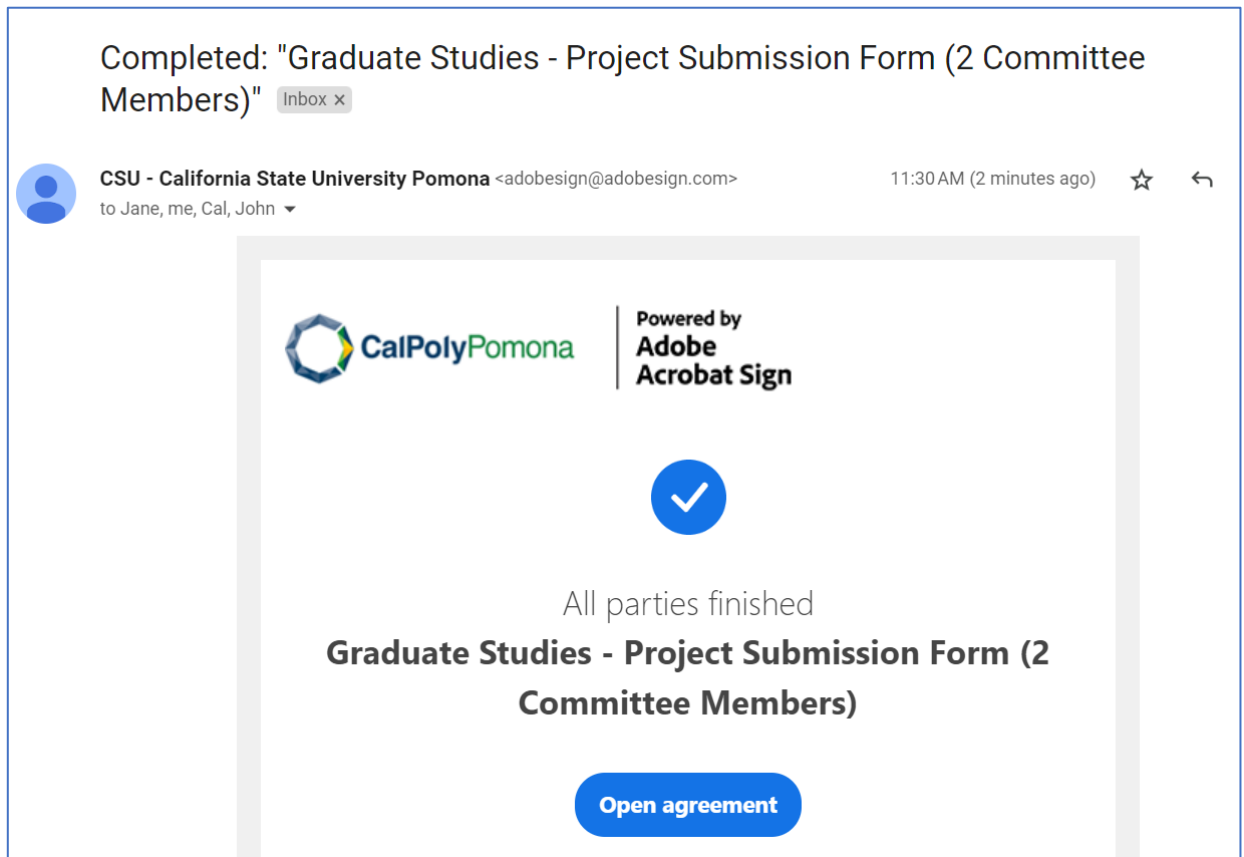
After you confirm your submission and other form participants have fulfilled their roles, all parties will be notified.

9. That completes your part of the Adobe Sign steps of this process. Your Project, Thesis, or Dissertation will now be routed to your committee members in sequential order for signature.

 **Powered by Adobe Acrobat Sign** Sign In ? 🌐

Your submission of Graduate Studies - Project Submission Form (2 Committee Members) has been verified. It has now been emailed to the additional signer(s) for their signature.

10. You will receive another email with subject “Completed: Graduate Studies –” after all of your committee members have approved and signed your submission.



11. If you are submitting a thesis, after you obtain Adobe Sign approval from your Committee, you will separately submit to the Formatting/Uploading Review Team for format review and afterward to Bronco ScholarWorks.

If you are submitting a project, after you obtain Adobe Sign approval from your Committee, you will skip the library format review, and afterward submit your project abstract to Bronco ScholarWorks.