

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

GRADUATE STUDIES OFFICE

PROCEDURE TO OBTAIN FINAL PROJECT OR THESIS COMMITTEE SIGNATURES

Important: Please note that this is a new procedure starting in Fall 2020. You should complete the following steps before the University Library review. During the next process, you will be asked to upload the **final** version of your project or thesis. 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.
Theses: Require two additional Committee member's signatures. At least one of the extra reviewers must be CPP faculty. (DocuSign does not currently allow a fourth signee to the document, but if desired, you can add his or her name to the pdf document.)

After you obtain DocuSign approval from your Committee, you will separately submit to the Library for format review and afterward to Bronco Scholar.

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 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 DocuSign document.**

INSTRUCTIONS

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

Projects:

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

Thesis:

- [**Thesis with Chair and two committee members \(3 signatures\)**](#)

2. Complete your name and CPP email address:

Student

Your Name: *

Your Email: *

3. Enter the name and the CPP email address of your Committee Chair:

Committee Chair

Name: (required field) *

Email: (required field) *

4. Complete the information for the remaining committee member(s)

Committee Member 2

Name: (required field) *


Email: (required field) *

5. Review the information and click on the "Next Step" button:

NEXT STEP

6. You will see the following message. Check your email and enter the access code that was emailed to you. Click "Validate" to continue.

Please enter the access code to view the document



PolyDoc Admin
Cal Poly Pomona

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

VALIDATE

I NEVER RECEIVED AN ACCESS CODE

Show Text

IMPORTANT: Keep that email and the validation code. It will allow you to go back into DocuSign and check the status of the signatures as they happen.

7. Complete your graduation term, enter your Bronco ID, the Project or Thesis title, and choose from the dropdown list the name of your Master's Program.

Submitted: Term Year

Bronco ID:

Email Address:

THESIS INFORMATION

THESIS TITLE

AUTHOR

PROGRAM

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

Committee Chair Name

Project Committee Chair

Position

Department

Organization

Signature

Email

Committee Member 2 Name

Position

Department

Organization

Signature

Email

Committee Member 3 Name

Position

Department

Organization

Signature

Email

- Click on Upload Project Attachment, and upload your document. You can upload pdf or Word files.

Upload Project Attachment:



- Review your submission and click the "Finish" button.