

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
GRADUATE STUDIES OFFICE

PROCEDURE TO OBTAIN FINAL THESIS, PROJECT or DISSERTATION LIBRARY APPROVAL,  
AND FACULTY COMMITTEE SIGNATURES

**Important:** During the following procedure, 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. The Library reviewer, approving the formatting of your document.
2. Your Committee Chair,
3. **Projects:** Require one or two extra committee members, depending on your department policies.  
**Theses and Dissertations:** Require two additional Committee member's signatures. At least one of the extra reviewers must be CPP faculty.

The submission of your final document to Bronco Scholar is made separately.

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 talk to the library and the project or thesis committee members before starting this submission process.

Before starting, you need the following:

1. A **final** project/thesis electronic document.
2. For each committee member signing the document: Name, Affiliation, Organization, and email address.

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 \(3 signatures\)](#)

**Dissertations (Ed.D. only):**

- [Dissertation 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

[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, and the name of your Master's Program, as will appear on your document cover sheet.

Submission Type: ☐ Thesis ☒ Project Submitted: Term  Year

### STUDENT INFORMATION

Full Name

Email Address

Bronco ID

Master's Program

8. Scroll down to the next page. Enter the Project or Thesis title and your Department. For each of the signees complete their name, their position, and their Department or Organization.

Submitted: Term  Year

PROJECT INFORMATION	
PROJECT TITLE	<input type="text"/>
AUTHOR	<input type="text"/>
DEPARTMENT	<input type="text"/>

SIGNATURES	
Committee Chair Name	
Project Committee Chair	
Position	
<input type="text"/>	
Department	
<input type="text"/>	
Organization	
	Signature
	Email
Committee Member 2 Name	
<input type="text"/>	
Position	
<input type="text"/>	
Department	
<input type="text"/>	
Organization	
	Signature
	Email

9. Click on Upload Project Attachment, and upload your document.

Upload Project Attachment:



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

