

GR - Thesis/Dissertation Signature Form

Form Submission

The form is available to the **Faculty and GTA** OnBase user group.

The Thesis Chair should access and submit the form from one of these locations:

- 1) Within OnBase: 2nd drop-down > New Form
 - 2) OnBase Forms page: www.emporia.edu/it/onbase/forms.html
 - 3) University Forms page: <http://artemis/files/infopath/default.aspx>
 - 4) Graduate Office webpage: www.emporia.edu/grad (Faculty menu drop-down)
- a.) Enter the student's E# and Tab. (This will auto-populate the student's first and last name.)
b.) Enter the Title of the Thesis.
c.) The Thesis Chair's UserID and Name is recorded as well as the date the form is being submitted. This serves as the Thesis Chair's Approval.

GR - Thesis/Dissertation Signature Form

EMPORIA STATE UNIVERSITY

Form Detail

Student E# (ex: E12345678) *
E# [REDACTED] C.

Student First Name [REDACTED] Student Last Name [REDACTED]

Thesis Title *
This is a Thought-Provoking Thesis Title B.

By electronically signing this form, we agree the thesis/dissertation for the aforementioned student is ready for its final review by the Graduate School Dean. The content of this thesis/dissertation meets the standards within our discipline, and we believe all formatting requirements meet the guidelines required by the Graduate School. At this time, we believe the thesis/dissertation can be signed off on by the Graduate School Dean with no need to return the manuscript to the student for further corrections.

Dept./Thesis Chair UserID Dept./Thesis Chair Name Date
ETHOMAS2 BRENT THOMAS 09/23/2016 A.

Committee Members - Click Add to insert a row

Enter the UserID (ex: chornet) of each Committee Member Add

UserID (ex: chornet)	Name

Committee Added?
No

Submit

- d.) Click the Add button on the right side of the screen to add a row for each Thesis Committee member.
- e.) Enter the Committee member's UserID (ex: chornet) and Tab. (This will auto-populate the committee member's name.) Verify the correct name was populated.
- f.) When finished added Committee members, click the Submit button.

GR – Thesis/Dissertation Signature Form

EMPORIA STATE UNIVERSITY

Form Detail

Student ID (ex: E12345678) *

E10 [REDACTED]

Student First Name [REDACTED] **Student Last Name** [REDACTED]

Thesis Title *

This is a Thought-Provoking Thesis Title

By electronically signing this form, we agree the thesis/dissertation for the aforementioned student is ready for its final review by the Graduate School Dean. The content of this thesis/dissertation meets the standards within our discipline, and we believe all formatting requirements meet the guidelines required by the Graduate School. At this time, we believe the thesis/dissertation can be signed off on by the Graduate School Dean with no need to return the manuscript to the student for further corrections.

Dept./Thesis Chair UserID [RTHOMAS2] **Dept./Thesis Chair Name** [BRENT THOMAS] **Date** [09/23/2016]

Committee Members – Click Add to insert a row

Enter the UserID (ex: chornet) of each Committee Member **Add**

UserID (ex: chornet)	Name
[CHORNET] E.	[Corky Hornet] Remove
[PDELMOTT]	[Fatty Delmott] Remove

Committee Added?

Yes

Submit F.

D.

E.

F.

Thesis Committee Approval

After the form is submitted, the Committee members will receive an email with a link to the form. This link will take the user to the OnBase Workflow queue.

The committee member can review the form and then click the **Approve Thesis/Dissertation** task button. The Committee member's approval will be recorded on the form.

The screenshot shows the OnBase workflow interface. At the top, there is an 'Inbox' section with a table of documents. A red box highlights the 'Approve Thesis/Dissertation' button. Below the inbox, the form 'GR - Thesis/Dissertation Signature Form' is displayed, featuring the Emporia State University logo and various input fields for student and chair information.

Documents (2)	Entry Date
GR - Thesis/Dissertation Signature Form - [redacted] - E1000 - 9/19/2016 - In Progress	9/19/2016 2:50:45 PM
GR - Thesis/Dissertation Signature Form - [redacted] - E1000 - 9/23/2016 - In Progress	9/23/2016 12:22:57 AM

Approve Thesis/Dissertation

GR - Thesis/Dissertation Signature Form

EMPORIA STATE UNIVERSITY

Form Detail

Student EF (ex: E12345678) *
E1[redacted]

Student First Name [redacted] **Student Last Name** [redacted]

Thesis Title *
This is a Thought-Provoking Thesis Title

By electronically signing this form, we agree the thesis/dissertation for the aforementioned student is ready for its final review by the Graduate School Dean. The content of this thesis/dissertation meets the standards within our discipline, and we believe all formatting requirements meet the guidelines required by the Graduate School. At this time, we believe the thesis/dissertation can be signed off on by the Graduate School Dean with no need to return the manuscript to the student for further corrections.

Dept./Thesis Chair UserID [RTHOMAS2] **Dept./Thesis Chair Name** [BRENT THOMAS] **Date** [09/23/2016]

Grad Office Only

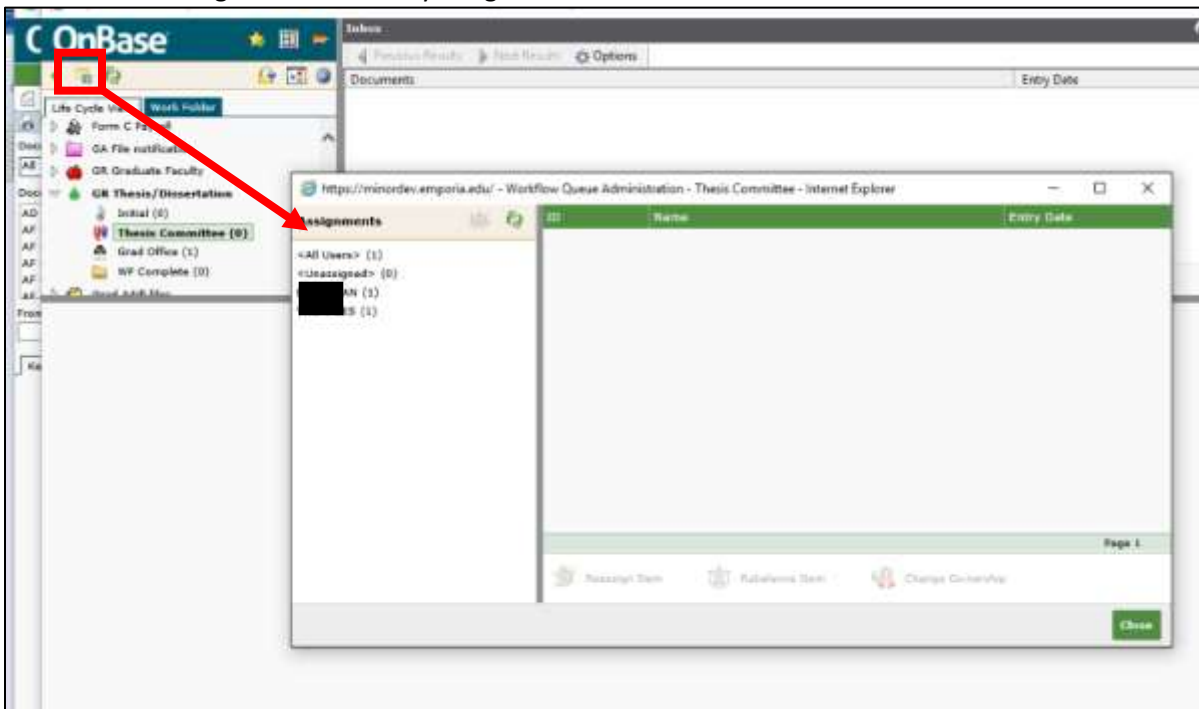
Committee Members - Click Add to insert a row

Committee Approvals

0 Note(s)

After the last committee member approves the form, it will automatically route to the Grad Office for processing.

NOTE: While in the Thesis Committee Queue, the Graduate Office Coordinator can click the Queue Administration icon to view and manage forms currently assigned to committee members.



In Unity, Queue Administration, Show All Items:



Graduate Office Queue

The Graduate Office Coordinator will be notified when a Thesis Signature form is fully approved. In the Graduate queue, the coordinator will:

- Enter the Department and Term values that will be used for document retrieval and foldering purposes.
- After keying the values, click the Save button.
- When done, click the **Grad Office Done** task button to Auto-Folder the document and remove it from workflow.

https://minordev.emporia.edu/ - GR - Thesis/Dissertation Signature Form - S [REDACTED] - E10 [REDACTED] - Internet Explorer

OnBase

Inbox

Documents (1)

Documents (1)	Entry Date
GR - Thesis/Dissertation Signature Form - S [REDACTED] - E10 [REDACTED] - 9/23/2016 - Approved	9/23/2016 12:56:52 AM

Life Cycle View | Work Folder

Name:

Template: None

Grad Office Done C.

GR – Thesis/Dissertation Signature Form

EMPORIA STATE UNIVERSITY

Form Detail

Student EF# (ex: E12345678) *
E10 [REDACTED]

Student First Name [REDACTED] **Student Last Name** [REDACTED]

Thesis Title *
This is a Thought-Provoking Thesis Title

By electronically signing this form, we agree the thesis/dissertation for the aforementioned student is ready for its final review by the Graduate School Dean. The content of this thesis/dissertation meets the standards within our discipline, and we believe all formatting requirements meet the guidelines required by the Graduate School. At this time, we believe the thesis/dissertation can be signed off on by the Graduate School Dean with no need to return the manuscript to the student for further corrections.

Dept./Thesis Chair UserID	Dept./Thesis Chair Name	Date
RTHOMAS2	BRENT THOMAS	09/23/2016

Grad Office Only

Department [MBA] **Term** [201650] A.

B.

0 Note(s)