

ETD Form Instructions
for School of Medicine Graduate Students

1. Students should initiate this form only after successfully defending their thesis/dissertation, uploading their final revised document to Scholars Compass, and getting verbal approval from their Advisor. Students can access the form here: <https://graduate.vcu.edu/student/thesis.html>
2. Students should follow all instructions in the above URL and in this document.
3. Specific instructions for School of Medicine graduate students are:
 - a. Under “Program Director”, type the name of your program director and his/her email address from the table below
 - b. Under “School/College Dean/Designee”, type Michael Grotewiel (name) and michael.grotewiel@vcuhealth.org (email)

Program	Level	Program Director	Program Director email
Anatomy and Neurobiology	MS	Kimberle Jacobs	kimberle.jacobs@vcuhealth.org
Biochemistry	MS	Tomasz Kordula	tomasz.kordula@vcuhealth.org
Human Genetics	MS	Rita Shiang	rita.shiang@vcuhealth.org
Microbiology & Immunology	MS	Lisa Shock	lisa.shock@vcuhealth.org
Medical Physics	MS	William Song	william.song@vcuhealth.org
Molecular Biology and Genetics Concentrations	MS	Mike McVoy	michael.mcvoy@vcuhealth.org
Physiology & Biophysics	MS	Roland Pittman	roland.pittman@vcuhealth.org
Pharmacology & Toxicology	MS	Krista Scoggins	krista.scoggins@vcuhealth.org
Biochemistry	PHD	Tomasz Kordula	tomasz.kordula@vcuhealth.org
Biostatistics	PHD	Roy Sabo	roy.sabo@vcuhealth.org
Epidemiology	PHD	Juan Lu	juan.lu@vcuhealth.org
Human Genetics	PHD	Rita Shiang	rita.shiang@vcuhealth.org
Healthcare Policy & Research	PHD	April Kimmel	april.kimmel@vcuhealth.org
Microbiology & Immunology	PHD	Lisa Shock	lisa.shock@vcuhealth.org
Medical Physics	PHD	William Song	william.song@vcuhealth.org
Molecular Biology and Genetics Concentrations	PHD	Mike McVoy	michael.mcvoy@vcuhealth.org
Neuroscience	PHD	John Bigbee	john.bigbee@vcuhealth.org
Physiology & Biophysics	PHD	Roland Pittman	roland.pittman@vcuhealth.org
Pharmacology & Toxicology	PHD	Krista Scoggins	krista.scoggins@vcuhealth.org
Social & Behavioral Sciences	PHD	Maghboeba Mosavel	maghboeba.mosavel@vcuhealth.org

Electronic Thesis/Dissertation Form – DocuSign Instructions

Graduate students are required to complete the electronic thesis and dissertation (ETD) form as part of their defense and requirements for graduation. DocuSign is being used to complete, sign, and send the form to all required signers.

*At no point in this process should you need to open/subscribe to a DocuSign account. Accessing this form should always be from within the email sent to you by the DocuSign system.

*If you feel that you need a DocuSign account, contact VCU Technology Services at docusign@vcu.edu.
<https://ts.vcu.edu/askit/university-resources/docusign/>

*If you have questions about how to use the form, please contact the Graduate School at gradschool@vcu.edu.

Completing the form:

The initiator of the form should be a student. This individual will need to enter the following information:

Name/email address of Student

Name/email address of student's Committee Chair

Name/email address of student's Committee Member 1

Name/email address of student's Committee Member 2

Name/email address of student's Committee Member 3

Name/email address of student's Committee Member 4

Name/email address of student's Committee Member 5

Name/email address of student's Graduate Program Director

Name/email address of student's School's Dean/Designee.

Name/email address of student's Advisor

***If your Committee Chair and your Advisor are the same person, list their name/email address in each role.**

***If you have less than 6 committee members, leave those roles blank. Master's committees require a minimum of 3 members. Doctoral committees require a minimum of 4 members.**

NOTE: Schools may have a designee or Assoc/Asst Dean who is responsible for signing candidacy forms instead of the Dean. Check with your department to make sure you are listing the correct person.

****Contact your program if you are unsure of who is required to sign your ETD Form.**

PowerForm Signer Information

Electronic Thesis/Dissertation Form Instructions. Fill in the name and email for each signing role listed below.

If your Committee Chair and your Advisor are the same person, list their name and email in both roles.

If you do not know who your School/College Dean is, contact your program director prior to filling out the ETD Form.

If you do not have more than 3 committee members, leave the other committee member roles blank.

All signers designated below will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Student *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Committee Chair *

Name:

Email:

Role:

Committee Member 1 *

Name:

Email:

Role:

Committee Member 2 *

Name:

Email:

Role:

Committee Member 3

Name:

Email:

Role:

Committee Member 4

Name:

Email:

Role:

Committee Member 5

Name:

Email:

Role:

Program Director

Name:

Email:

Role:

School/College Dean/Designee

Name:

Email:

Role:

Advisor Approval

Name:

Email:

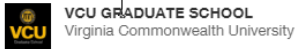
Once completing the fields shown above, click "Begin Signing"



Begin Signing

After you click the "Begin Signing" button, a DocuSign window will open. You must read and agree to the Electronic Record and Signature Disclosure and click "Continue":

Please Review & Act on These Documents



Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS

The ETD Form will then open. All fields in Red are required. Fields in gray are optional. Enter your information into the form. Upload any required documents for embargo is applicable. Click "Sign Here".

Enter text

FINISH

OTHER ACTIONS

DocuSign Envelope ID: A11208E0-0508-4A35-9C40-FFAAE64D03BA

START

VCU
Graduate School

Electronic Thesis/Dissertation (ETD) Approval Form Required - Enter your V#

Student name: _____ V number: _____
(Last) (First) (Middle initial)

Document type: (check one) Master's thesis Doctoral dissertation

Department: _____

Thesis/dissertation title: _____

Approval numbers

IRB (Institutional Review Board) _____

IACUC (Institutional Animal Care and Use Committee) _____

Exempt

Not applicable

Thesis/dissertation and final oral defense

Date: _____

Graduate Advisory Committee (typename and sign)

Release options and final approval

Student name: Test Student V number: V#
(Last) (First) (Middle initial)

Check one of the following options*:

- Release the thesis/dissertation to the Web as soon as it is approved by the Graduate School.
- Release the thesis/dissertation to the Web after a period of one year.
- Release the thesis/dissertation to the Web after a period of five years.
- Never release the thesis/dissertation to the Web (attach justification; limit one page).



Note: The citation and abstract will appear in the VCU Scholars Compass for the duration of any restrictions placed on the work.

* Electronic theses and dissertations (ETD) make VCU student research and creativity available online as full-text documents and multimedia presentations for use by the university community and others involved in research. In some cases, a student and their advisor can choose to delay the release of the ETD to the Web. Typical reasons for selecting a delayed release of the ETD include proprietary work and future publishing rights. Based on the justification provided, the Graduate School reserves the right not to accept the embargo terms.

Rights and obligations

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation or project report, allowing distribution as specified below. I certify that the version I am submitting is the same as that approved by my advisory committee. I hereby grant to Virginia Commonwealth University or its agents the non-exclusive license to scan, archive and make accessible, under the conditions specified below, my thesis, dissertation or project report in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, dissertation or project report. I also retain the right to use in future works, such as articles or books, all or part of this thesis, dissertation or project report. I agree that the above mentioned document be placed in the ETD archive.

I release my entire work for Internet access and unlimited photocopying, making it available to the international community of scholars and researchers, pending the expiration of any applicable release restrictions that I have placed on the work.

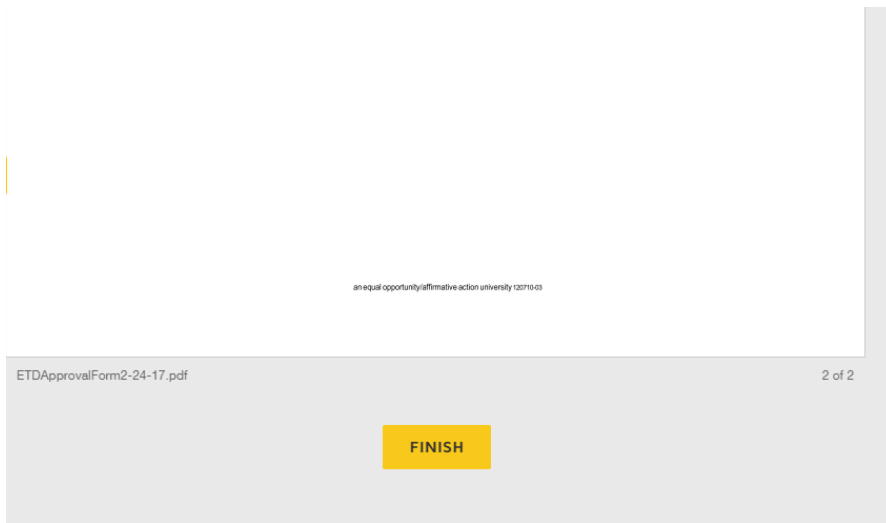
Student agreement: Test Student DocuSigned by: rhjordan@vcu.edu Date: 7/19/2018
C1FADB492B9E441...

Major adviser approval: _____ Date: _____

Graduate School dean: _____ Date: _____

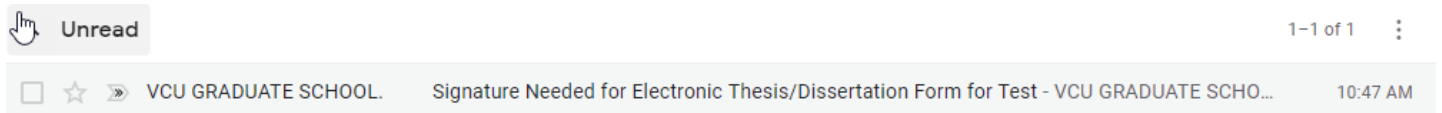
If you have not used DocuSign before, a window will open so that you can select your style of Signature. You have the option to choose different fonts or draw your signature. The upload feature will only work if you have a DocuSign account that has been setup by Technology Services.

Click "FINISH" when you are done. Your form will be automatically routed to the next signer for approval until it reaches the Graduate School for processing. If you have any questions or problems using this form, please contact gradschool@vcu.edu.



The next steps are specific to Committee Members, Program Directors, and School Dean/Designees.

Once your student has completed their portion of the ETD form, you will receive an email from DocuSign:



Open the email to click on the "Review Document" button. The information in the email will notify you of whose signature is needed (see highlighted text).

VCU GRADUATE SCHOOL via DocuSign <dse_NA3@docusign.net>
to me ▾

10:47 AM (1 minute ago) ☆ ↶ ⋮



VCU



VCU GRADUATE SCHOOL sent you a document to review and sign.

REVIEW DOCUMENT



VCU GRADUATE SCHOOL
gradschool@vcu.edu

Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.

Powered by **DocuSign**

Please read and agree to the Electronic Record and Signature Disclosure and click "Continue":

Please Review & Act on These Documents



VCU GRADUATE SCHOOL
Virginia Commonwealth University



Powered by **DocuSign**

Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.



Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS

The ETD form is now open and ready for your review. All Committee Members will see a "Sign Here" and the option to check Failed or Passed. You can click the START button to have DocuSign move you through the fields on the form.

Thesis/dissertation and final oral defense

07/19/18

Date: _____

Graduate Advisory Committee (type name and sign)

Test Chair	DocuSigned by:	Failed	Optional - Passed
	Test Chair 7AD219CCE145476...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Graduate program director/department chair: _____ Date: _____

School/college dean: _____ Date: _____

If you have not used DocuSign before, a window will open so that you can select your style of Signature. You have the option to choose different fonts or draw your signature. The upload feature will only work if you have a DocuSign account that has been setup by Technology Services.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*
Graduate School

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by: Graduate School [DS] GS
93995478D93C427...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic use them on documents, including legally binding contracts - just the s

ADOPT AND SIGN CANCEL

DocuSigned by: Graduate School [DS] GS
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93995478D93C427...

DocuSigned by: Graduate School [DS] GS
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DocuSigned by: Graduate School [DS] GS
93995478D93C427...

After you have chosen your signature and signed the ETD form, DocuSign automatically places the date and your email address to the signature line.

Click Finish when you are done.

The ETD form will move through the DocuSign workflow gathering signatures. The Graduate School will process the form by verifying the information on the form, coding Banner, and printing to ImageNow. After the Graduate School has coded the student record accordingly, the ETD requirement should be reflected on the student's audit in Degree Works.

All parties will receive an email stating that the process has been completed (student, advisor, program director, school dean).

Completed: Signature Needed for Electronic Thesis/Dissertation Form for Test

Trash x



VCU GRADUATE SCHOOL via DocuSign <dse_NA3@docusign.net>
to me

11:00 AM (1 minute ago)



VCU



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)



VCU GRADUATE SCHOOL
gradschool@vcu.edu

All parties have completed Signature Needed for Electronic Thesis/Dissertation Form for Test.

Your signature is needed on the electronic thesis/dissertation (ETD) form for the above mentioned student. If you have questions, contact gradschool@vcu.edu.

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