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)

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Program Director</th>
<th>Program Director email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Neurobiology</td>
<td>MS</td>
<td>Kimberle Jacobs</td>
<td><a href="mailto:kimberle.jacobs@vcuhealth.org">kimberle.jacobs@vcuhealth.org</a></td>
</tr>
<tr>
<td>Biochemistry</td>
<td>MS</td>
<td>Tomasz Kordula</td>
<td><a href="mailto:tomasz.kordula@vcuhealth.org">tomasz.kordula@vcuhealth.org</a></td>
</tr>
<tr>
<td>Human Genetics</td>
<td>MS</td>
<td>Rita Shiang</td>
<td><a href="mailto:rita.shiang@vcuhealth.org">rita.shiang@vcuhealth.org</a></td>
</tr>
<tr>
<td>Microbiology &amp; Immunology</td>
<td>MS</td>
<td>Lisa Shock</td>
<td><a href="mailto:lisa.shock@vcuhealth.org">lisa.shock@vcuhealth.org</a></td>
</tr>
<tr>
<td>Medical Physics</td>
<td>MS</td>
<td>William Song</td>
<td><a href="mailto:william.song@vcuhealth.org">william.song@vcuhealth.org</a></td>
</tr>
<tr>
<td>Molecular Biology and Genetics Concentrations</td>
<td>MS</td>
<td>Mike McVoy</td>
<td><a href="mailto:michael.mcvoy@vcuhealth.org">michael.mcvoy@vcuhealth.org</a></td>
</tr>
<tr>
<td>Physiology &amp; Biophysics</td>
<td>MS</td>
<td>Roland Pittman</td>
<td><a href="mailto:roland.pittman@vcuhealth.org">roland.pittman@vcuhealth.org</a></td>
</tr>
<tr>
<td>Pharmacology &amp; Toxicology</td>
<td>MS</td>
<td>Keith Shelton</td>
<td><a href="mailto:keith.shelton@vcuhealth.org">keith.shelton@vcuhealth.org</a></td>
</tr>
<tr>
<td>Biochemistry</td>
<td>PHD</td>
<td>Tomasz Kordula</td>
<td><a href="mailto:tomasz.kordula@vcuhealth.org">tomasz.kordula@vcuhealth.org</a></td>
</tr>
<tr>
<td>Biostatistics</td>
<td>PHD</td>
<td>Robert Perera</td>
<td><a href="mailto:robert.perera@vcuhealth.org">robert.perera@vcuhealth.org</a></td>
</tr>
<tr>
<td>Epidemiology</td>
<td>PHD</td>
<td>Juan Lu</td>
<td><a href="mailto:juan.lu@vcuhealth.org">juan.lu@vcuhealth.org</a></td>
</tr>
<tr>
<td>Human Genetics</td>
<td>PHD</td>
<td>Rita Shiang</td>
<td><a href="mailto:rita.shiang@vcuhealth.org">rita.shiang@vcuhealth.org</a></td>
</tr>
<tr>
<td>Healthcare Policy &amp; Research</td>
<td>PHD</td>
<td>April Kimmel</td>
<td><a href="mailto:april.kimmel@vcuhealth.org">april.kimmel@vcuhealth.org</a></td>
</tr>
<tr>
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<td><a href="mailto:michael.mcvoy@vcuhealth.org">michael.mcvoy@vcuhealth.org</a></td>
</tr>
<tr>
<td>Neuroscience</td>
<td>PHD</td>
<td>John Bigbee</td>
<td><a href="mailto:john.bigbee@vcuhealth.org">john.bigbee@vcuhealth.org</a></td>
</tr>
<tr>
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<td>PHD</td>
<td>Roland Pittman</td>
<td><a href="mailto:roland.pittman@vcuhealth.org">roland.pittman@vcuhealth.org</a></td>
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<td>Keith Shelton</td>
<td><a href="mailto:keith.shelton@vcuhealth.org">keith.shelton@vcuhealth.org</a></td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>PHD</td>
<td>Maghboeba Mosavel</td>
<td><a href="mailto:maghboeba.mosavel@vcuhealth.org">maghboeba.mosavel@vcuhealth.org</a></td>
</tr>
</tbody>
</table>
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**  

Name:  

Email:  

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”

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.

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”.
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/Desigees.

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).
Please 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.

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.
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.

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).