

Education Doctorate Program Dissertation Forms (Proposal Defense, and Final Defense)

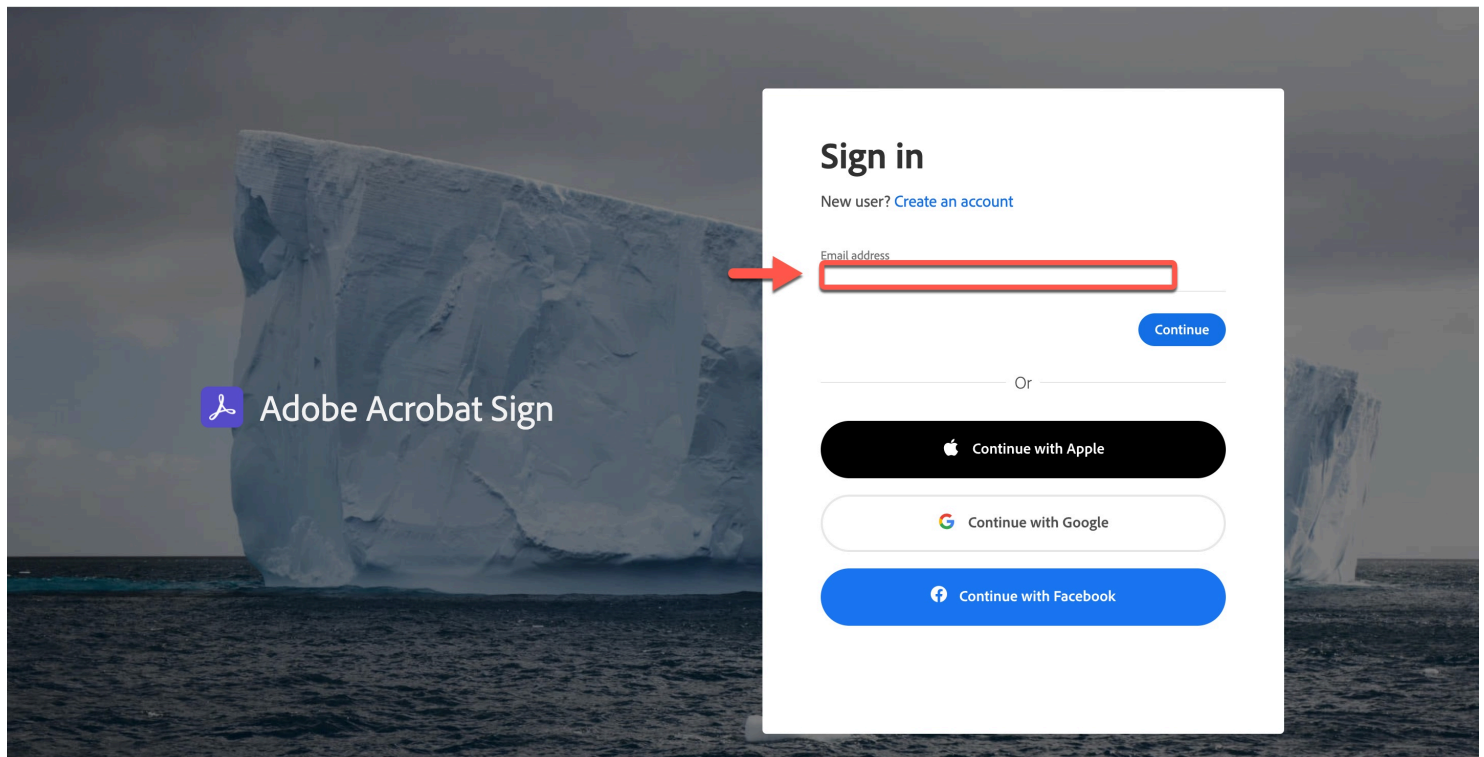
This guide will walk you through sending the following forms for signature via Adobe Acrobat Sign: Proposal Defense, and Final Defense.

These forms are specific to the Education Doctorate Program Department.

Step 1:

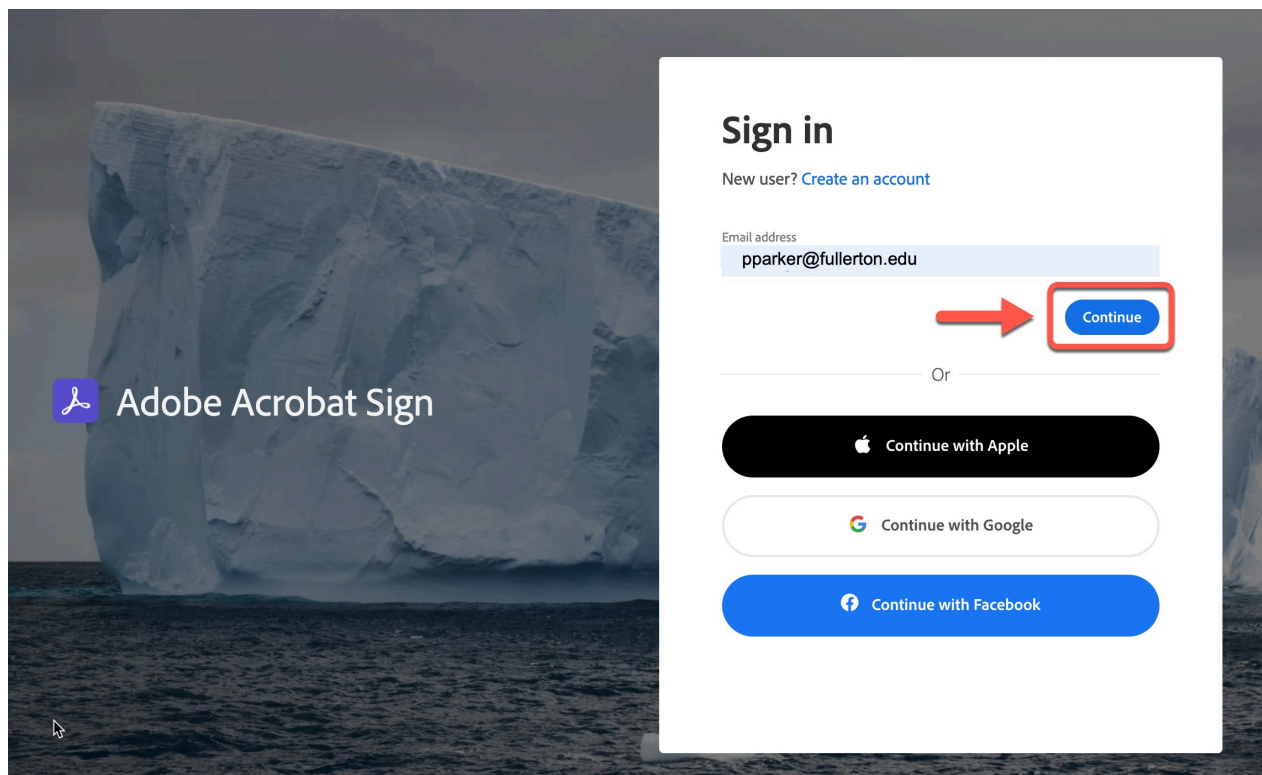
Log in to [Adobe Acrobat Sign](#)

Enter your email address



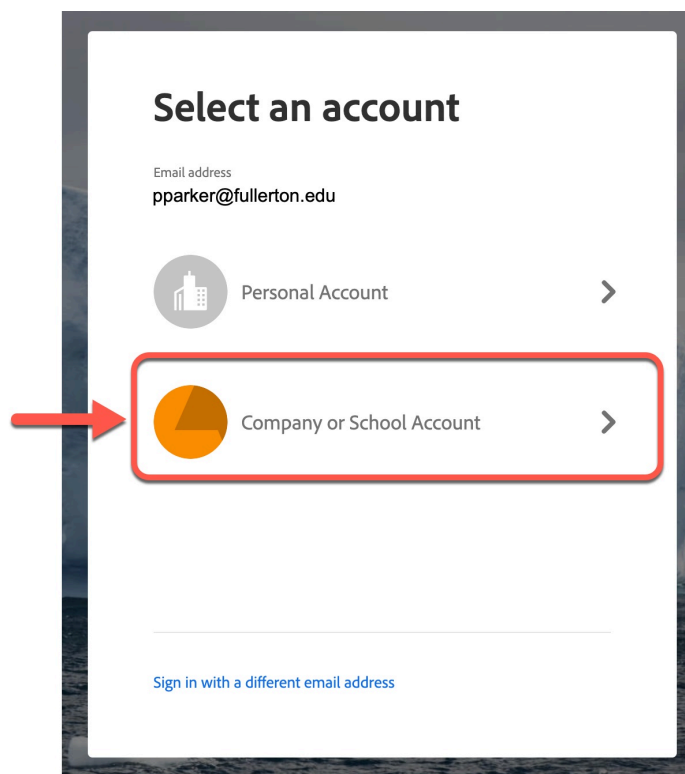
Step 2:

Click on the **Continue** button

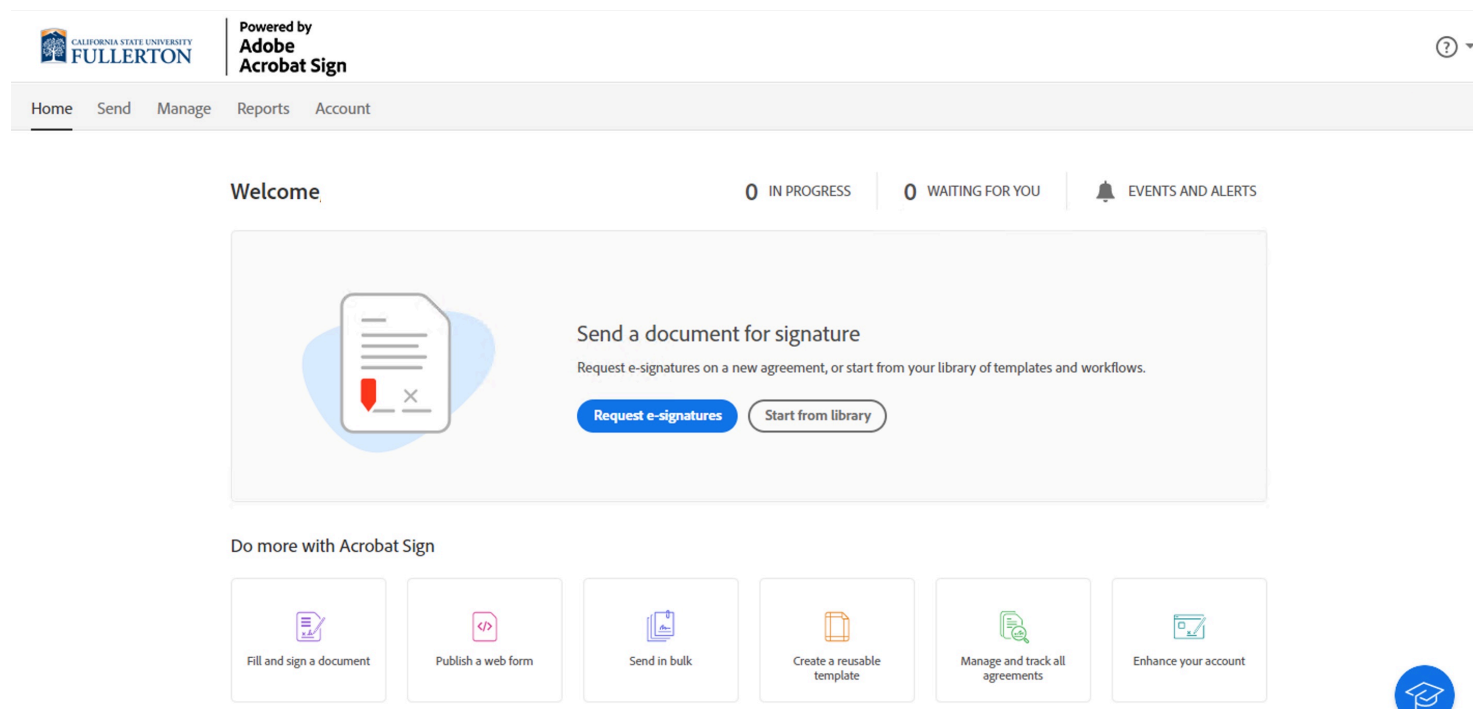


Step 3:

Select the **Company or School Account** option

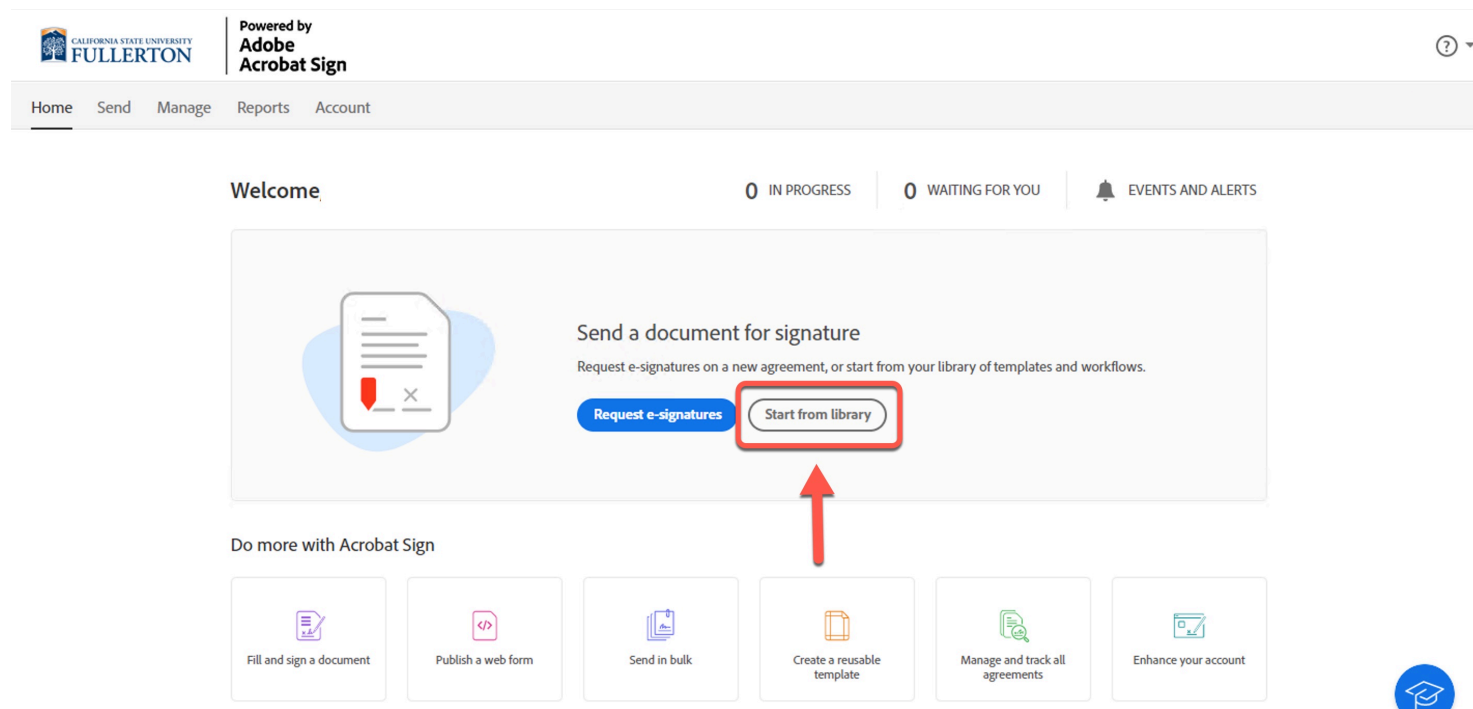


The page will refresh to the **Adobe Acrobat Sign** home page



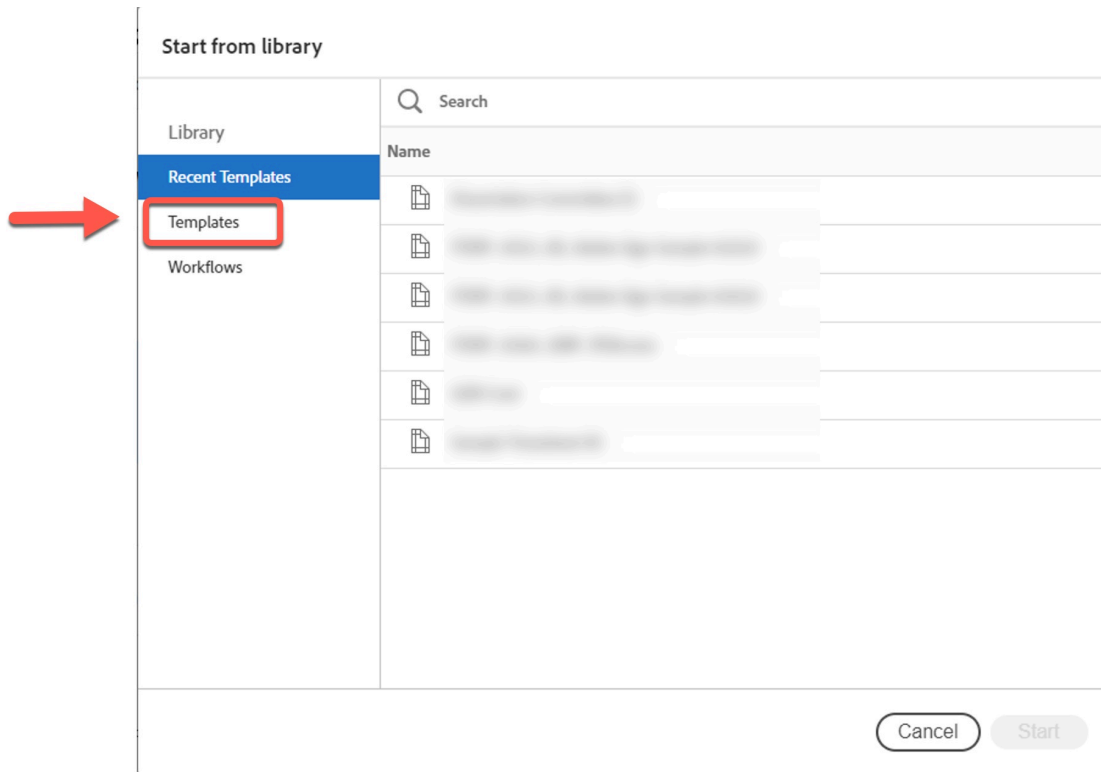
Step 4:

Click on the **Start from library** button



Step 5:

Click the **Templates** link

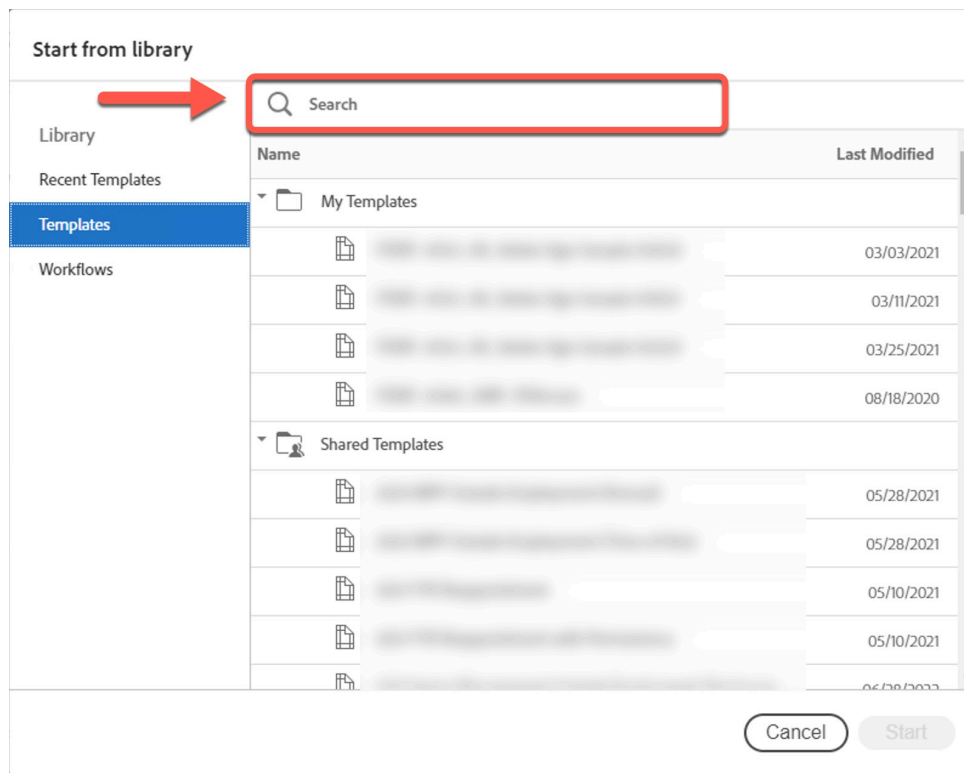


Step 6:

Click in the Search bar to search by document name or number

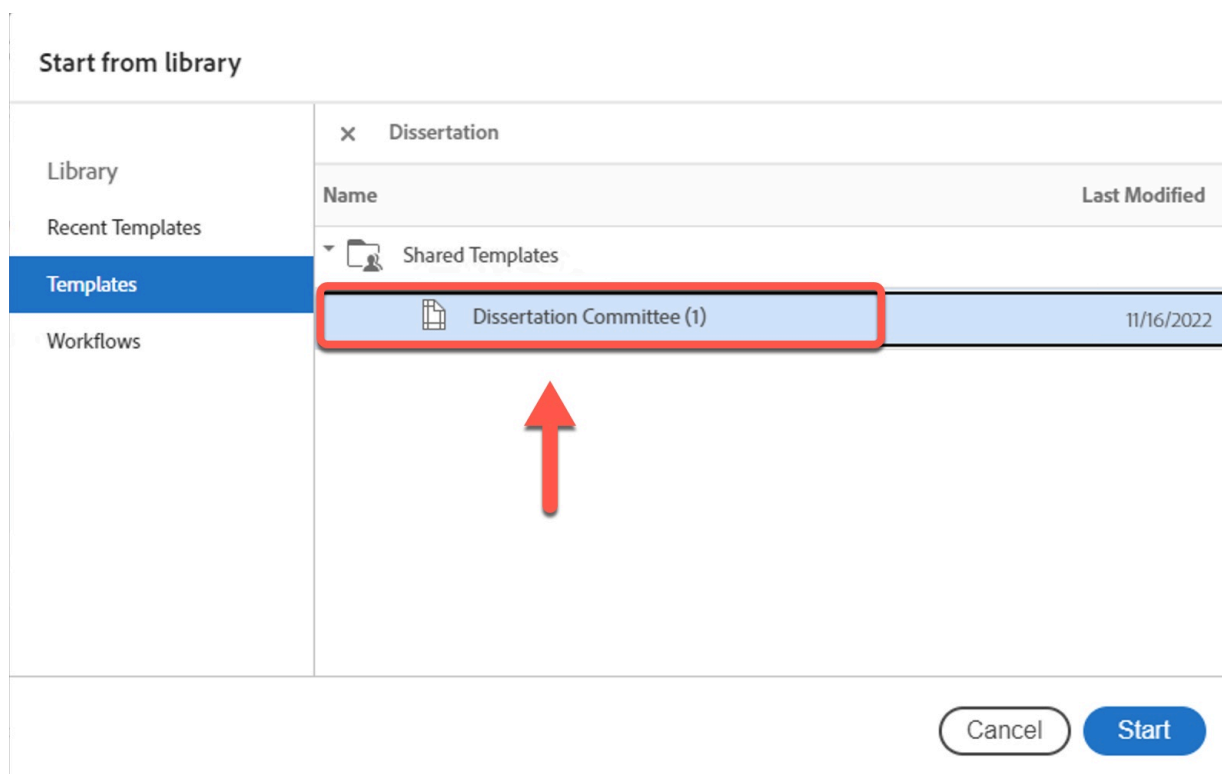
Example: **Proposal Defense** OR **(2)**

Document Name	Number
Proposal Defense (2)	(2)
Final Defense (3)	(3)



Step 7:

Click on the document to select it



Step 8:

Click on the **Start** button to begin the process

Start from library

Library
Recent Templates
Templates
Workflows

X Dissertation

Name	Last Modified
Shared Templates	
Dissertation Committee (1)	11/16/2022

Cancel
Start

Step 9:


Enter your email (as the Chair you are the first signer of the document)

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients *

Complete in Order ☐ Complete in Any Order ☒ [Add Me](#) [Add Recipient Group](#) [?](#)

1  Enter recipient email

[Show CC](#)

Message *

Dissertation Committee (1)

Please review and complete Dissertation Committee (1).

Files * [Add Files](#)

Dissertation Committee (1) x

Drag More Files Here


Options [?](#)

☐ Password Protect

☐ Completion Deadline

☐ Set Reminder

Recipients' Language

English: US 


☐ Preview & Add Signature Fields

[Send](#)

Step 10:





After you have entered your email (as the first signer), enter the emails for:

- Faculty
- Expert
- Chair

 The Chair is entered on the 4th line so they will be notified when the document is complete and acknowledge receipt.

Recipients*

Complete in Order ☐ Complete in Any Order ☐

1	 Myself
2	 hhogan@fullerton.edu
3	 tstark@fullerton.edu
4	 Myself



Faculty →

Expert →

Chair →

Step 11:

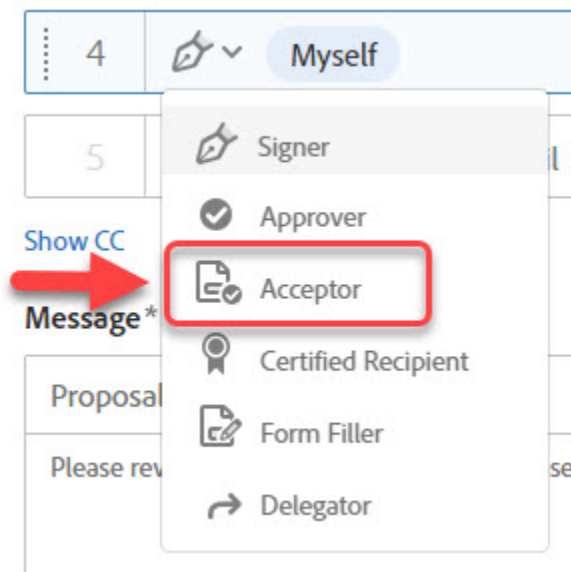
(For the 4th line; Chair) click the Role caret

4	  Myself
---	--

↑

Step 12:

Select the **Acceptor** role



i After the Faculty and Expert member sign the document, you will be sent the document to acknowledge receipt

Step 13: (Optional)

If you would like you can edit the **Message** subject line or message itself

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients *

Complete in Order ☐ Complete in Any Order

[Add Me](#) | [Add Recipient Group](#) | ?

1		Enter recipient email
---	---	-----------------------

[Show CC](#)

Message *

Dissertation Committee (1)

Please review and complete Dissertation Committee (1).

Options


- ☐ Password Protect
- ☐ Completion Deadline
- ☐ Set Reminder

Recipients' Language

English: US

Files *

[Add Files](#)

 Dissertation Committee (1) ×
Drag More Files Here

☐ Preview & Add Signature Fields

[Send](#)

Step 14: (Optional)

You can select one of the options. This will only apply to the form you are currently sending.

More information on Options can be found in: [AdobeSign Login and Send a Document](#)

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients *

Complete in Order ☐ Complete in Any Order

[Add Me](#) | [Add Recipient Group](#) | ?

1		Enter recipient email
---	--	-----------------------

[Show CC](#)

Message *

Dissertation Committee (1)
Please review and complete Dissertation Committee (1).

Files *

[Add Files](#)

	Dissertation Committee (1)	
Drag More Files Here		

☐ Preview & Add Signature Fields

[Send](#)

Options ?

☐ Password Protect

☐ Completion Deadline

☐ Set Reminder

Recipients' Language

English: US

Step 15:

Check the **Preview & Add Signature Fields** checkbox

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients *

Complete in Order ☐ Complete in Any Order

[Add Me](#) | [Add Recipient Group](#) | ?

1		Enter recipient email
---	--	-----------------------

[Show CC](#)

Message *

Dissertation Committee (1)
Please review and complete Dissertation Committee (1).

Files *

[Add Files](#)

	Dissertation Committee (1)	
Drag More Files Here		

☐ Preview & Add Signature Fields

[Send](#)

Options ?

☐ Password Protect

☐ Completion Deadline

☐ Set Reminder

Recipients' Language

English: US



Step 16:

Click the **Next** button

Please review and complete Dissertation Committee (1).

Files* [Add Files](#)

<div> <div></div> <div>Dissertation Committee (1)</div> <div>×</div> </div>
<p>Drag More Files Here</p>

☒ Preview & Add Signature Fields

→ **Next**

Step 17:

You can review the review the fields

When you are ready to send the form, click the **Sign, then Send** button

Home Send Manage Reports Account

Field Templates ☐ Relative to Page

Dissertation Paperwork
Dissertation Committee Approval & Prospectus
Proposal and Final Defense Results Forms

DISSERTATION COMMITTEE APPROVAL

Student Name: Email:

Proposed Title:

Dissertation Committee Chair: Email:

College of Education Faculty: Email:

Expert Practitioner: Email:

Student Attachments: Attach the following documents for review:

RECIPIENTS (me)

Signature Fields

- Signature
- Digital Signature
- Initials
- Signature Block
- Stamp

Signer Info Fields

[Reset Fields](#)

☐ Save as template

Sign, then Send

Back

Save Progress

Step 18:

As the first signer the page will refresh to allow you to fill and sign the form
You will be guided through what fields to fill out and sign by the **Start** flag

Powered by
**Adobe
Acrobat Sign**

Options Dissertation Committee (1)

DISSERTATION COMMITTEE APPROVAL

Student Name: Email:

Proposed Title:

Dissertation Committee Chair: Email:

College of Education Faculty: Email:

Expert Practitioner: Email:

Student Attachments: Attach the following documents for review:

View message

Please review and complete Dissertation Committee (1).

Step 19:

Click in the **Signature** field for signing options and apply your signature.

More information on signatures can be found in: [Electronically Signing a Document](#)

Student Attachments: Attach the following documents for review:

- Your dissertation prospectus (see guidelines on p. 2)
- The curriculum vitae or resume of your Expert Practitioner

Click here to attach documents:

Student Signature:

Student Comments (Optional):

For Office Use Only:

Committee Chair's Signature  Date

Ed.D. Director's Signature Date

i NOTE:

For the **Proposal** and **Final Defense** forms, in addition to your signature, you will be required to:

- check a box to verify you have worked with the committee on the rubric attached

Faculty Member's signature Date:

 Rubric:  ☐ I have attached my grading rubric

Step 20:

When you are ready to submit the form, click on the **Disclosure** checkbox

For Office Use Only:

Committee Chair's Signature Melissa Dominguez (Nov 16, 2022) Date 11/16/2022

Ed.D. Director's Signature _____ Date _____



By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with California State University, Fullerton.

Click to Sign

Step 21:

Click on the **Click to Sign** button

For Office Use Only:

Committee Chair's Signature Melissa Dominguez (Nov 16, 2022) Date 11/16/2022

Ed.D. Director's Signature _____ Date _____



By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with California State University, Fullerton.

Click to Sign

Step 22:

AdobeSign will refresh with a '**successfully signed**' notification

You have successfully signed
"Dissertation Committee (1)".

A notification has also been sent to you at [redacted] for your records.
"Dissertation Committee (1)" was sent for signature to [redacted].
They will complete "Dissertation Committee (1)" in order, one after the other.
As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

There are no reminders set for this document.

You will be alerted:

- If the document you sent has **not been viewed by today at 4:47 PM.**
- If the document you sent has **not been signed by Nov 17 at 8:47 AM.**

[Change alert settings](#)

What's next?

[Send Another Document](#) | [Manage This Agreement](#)

All agreements that are not completed within 365 days will be automatically expired.

You will also get an email notifying you that the form is on it's way to the other signers



Adobe Sign

Dissertation Committee (1) has been sent out for... 8:47 AM

CSUF external service. Use caution and confirm sender. Disse...

Dissertation Committee (1) has been sent out for signature

AS Adobe Sign <echosign@echosign.com>

👤 📧 📎 🗑️ ↶ ↷ ↲ ↳

Wed 11/16/2022 8:47 AM

CSUF external service. Use caution and confirm sender.



Powered by
Adobe
Acrobat Sign

CALIFORNIA STATE UNIVERSITY FULLERTON

Dissertation Committee Approval

Student Name: Peter Parker Email: pparker@fullerton.edu

Proposed Title: _____

Dissertation Committee Chair: Harry Hogan Email: hhogan@fullerton.edu

College of Education Faculty: Tony Stark Email: bstark@fullerton.edu

Expert Practitioner: Nick Fary Email: nfary@fullerton.edu

Student Responsibilities: Attach the following documents for review:

- Your dissertation proposal and guidelines (if a D)
- The curriculum vitae or resume of your Expert Practitioner

(Click here to attach documents)

Student Signature: _____

Student Comments (Optional): _____

For Office Use Only: _____ Date: 11/16/2022

Committee Chair's Signature: _____ Date: _____

Expert Practitioner's Signature: _____ Date: _____

Effective 12/20/21

Dissertation Committee (1) is Out for Signature!

- Adobe Acrobat Sign has sent **Dissertation Committee (1)** to _____ for signature.

You can always [Login to Adobe Acrobat Sign](#) to:

- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

Include AdobeSign in the subject line