

Thesis/Disquisition Signature Page Directions

The student will complete the THESIS/DISQUISITION Abstract form (including abstract), sign, and date, and save in the following format [Last name-first name_THESIS/DISQUISITION-abstract-sig-page. The student will then compile an email, with signed THESIS/DISQUISITION abstract attached, and a list of emails for chair, committee members, and the program director, with the following information that will be sent to the chair of the committee.

[name of chair], please open the attached pdf, sign and date, then "save as" to your computer (do not change the naming format on the document).

Attach the saved document to the email you received from me (do not delete the previous email thread) and send that email to the committee member that is after you on the THESIS/DISQUISITION Abstract document.

Committee emails are listed in the email thread.

When sending the email, please include the above highlighted paragraphs, replacing your name with the name of the person you are sending to.

Once the email is sent to as department head, he/she will send it back to the student and cc gradadmissions@wcu.edu. Once the student receives the form from their department head, the student will upload the form (without Brian Kloeppe's signature) to ProQuest.

Thesis/Disquisition Defense Approval Signature Page Directions

The student will complete the Defense Approval form, sign, and date, and save in the following format [Last name-first name_THESIS/DISQUISITION-DefenseApproval-sig-page. The student will then compile an email, with signed Defense approval form attached, and a list of emails for chair, committee members, with the following information that will be sent to the chair of the committee.

[name of chair], please open the attached pdf, sign and date, then "save as" to your computer (do not change the naming format on the document).

Attach the saved document to the email you received from me (do not delete the previous email thread) and send that email to the committee member that is after you on the THESIS/DISQUISITION Abstract document.

Committee emails are listed in the email thread.

When sending the email, please include the above highlighted paragraphs, replacing your name with the name of the person you are sending to.

IMPORTANT: Once the last committee member has opened the Defense Approval form, signed/dated and "saved as" to their desktop, they will attach the form to the email they received the form from, and

email the student and copy gradadmissions@wcu.edu. Once the student receives the email from the last committee member, the student will upload the form to ProQuest, without Brian Kloeppe's signature.