

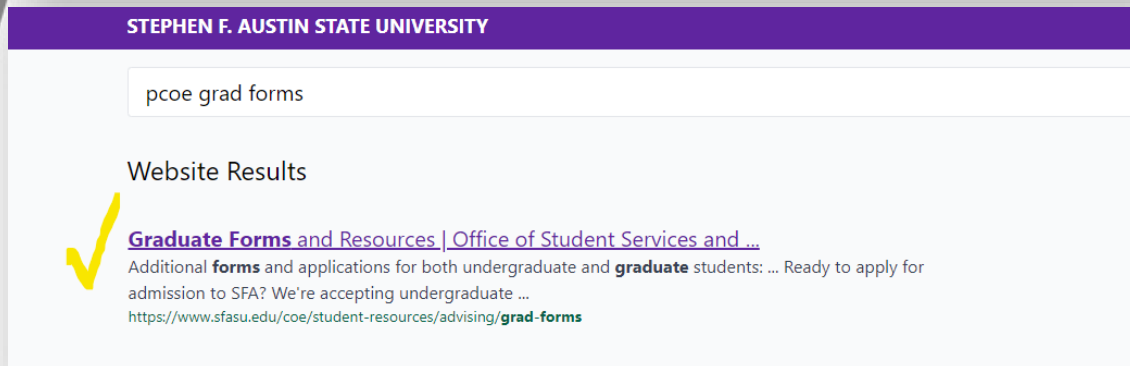
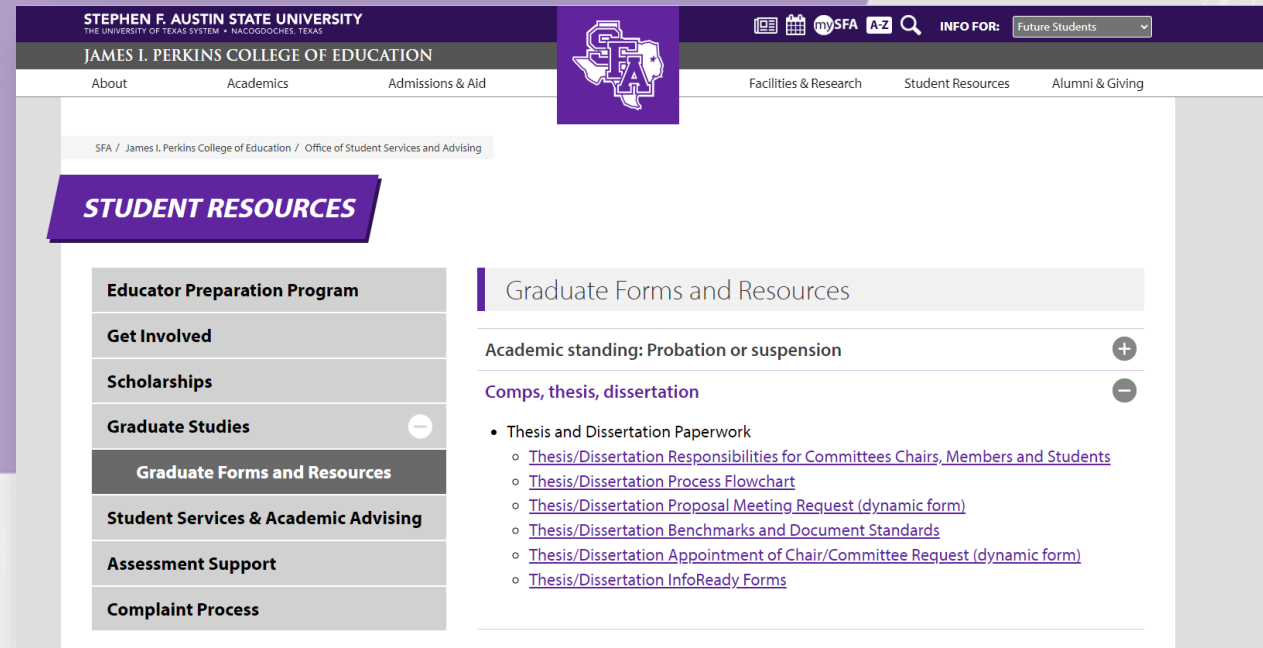
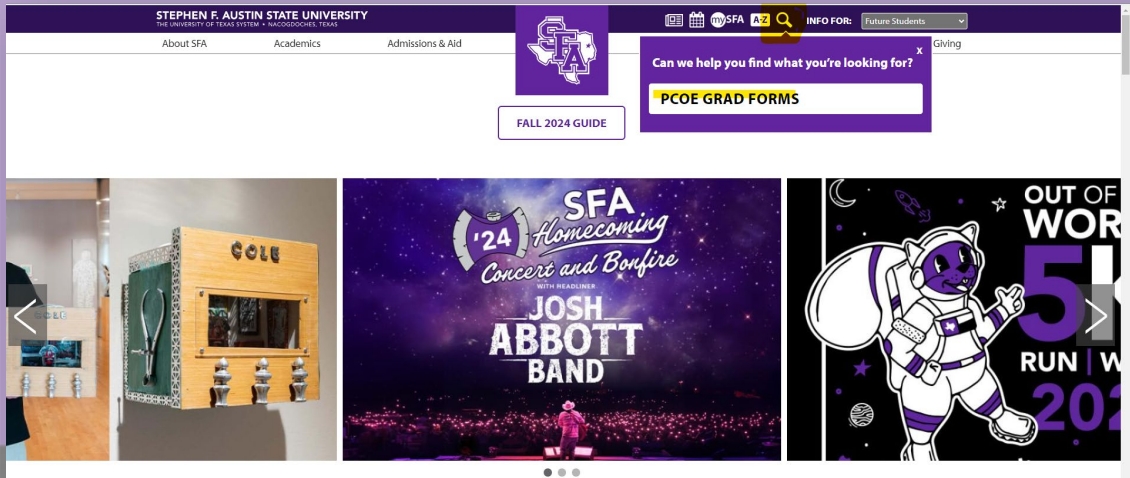
PCOE Thesis/Dissertation Forms Tutorial



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STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Resource Locations

You will find the PCOE flowchart, student responsibilities, resources, forms, and benchmark standards on the **Graduate Forms and Resources** page. The page can be found by going to the SFA home page > Academics > Colleges > James I. Perkins College of Education > Student Resources > Graduate Studies > Graduate Forms and Resources. Or, from the SFA home page do a search for **PCOE GRAD FORMS**. For your convenience, the page has a link to Graduate Studies' InfoReady Forms as well.



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Know Your Faculty

- Before you begin make sure you know all of the following:
 - Academic Unit Head: **Name**
 - Program Coordinator: **Name and SFA email**
 - Committee members: **Names and SFA emails**

If a committee member does not have a SFASU email address, please contact Marianne Payne at 936-468-1575 or coestudentservices@sfasu.edu for instructions.

Appointment of Chair/Committee Request

Select the correct **Academic Unit Head** and click *Continue*

Instructions
Fill in all fields, electronically sign and **submit** for additional needed signatures.

Form Participants

Academic Unit Head

Please select

Contact information is in the format **Description: Last Name, First Name**

Continue

Instructions
Fill in all fields, electronically sign and **submit** for additional needed signatures.

Form Participants

Academic Unit Head

Education Studies: Nerren, Jannah

Please select

Kinesiology and Health Science: Njororai, Wycliffe

School of Human Sciences: Runnels, Chay

Education Studies: Nerren, Jannah

Human Services & Educational Leadership: Davis, Troy

Chair request or Committee request?

- Likely, your first submission of this form will be to elect your chair and co-chair (if a co-chair is needed). The second submission will be for your additional committee members. However, if you already know your ENTIRE committee, you only need to submit one form with everyone on it.
- “Is the Program Coordinator also a committee member?”** If the answer is ‘**NO**’ you will have to enter the Program Coordinator’s (PC) information. This is for FYI purposes. When the PC is not a committee member, we need to keep them informed.

Select one:
 Chair request
 Committee Member request

Does this committee have a co-chair?
 Yes
 No

Program of Study:
Higher Education Lead

Is the Program Coordinator also a Committee Member?

Proposed Title of Thesis/Dissertation:

Chair First Name: Last Name: SFASU Email:

Co-Chair First Name: Last Name: SFASU Email:

Program Coordinator First Name: Last Name: SFASU Email:

Select one:
 Chair request
 Committee Member request

Does this committee have a co-chair?
 Yes
 No

Program of Study:
Higher Education Leadership, EdD

Is the Program Coordinator also a Committee Member?

Proposed Title of Thesis/Dissertation:

Chair First Name: Last Name: SFASU Email:

Co-Chair First Name: Last Name: SFASU Email:

(Answer is NO: Program Coordinator info boxes show)

(Answer is YES: Program Coordinator boxes hidden)

Sign and submit!

Student First Name: *Marianne Student Last Name: *Payne Campus ID (CID): *10339486

Select one:
 Chair request
 Committee Member request

Does this committee have a co-chair?
 Yes
 No

Program of Study:
*Higher Education Leadership, EdD

Is the Program Coordinator also a Committee Member?
*No

Proposed Title of Thesis/Dissertation:

Chair First Name: *Melissa Last Name: *Downes SFASU Email: *downesm@sfasu.edu

Co-Chair First Name: *Shaunacey Last Name: *Shinn SFASU Email: *shinns@sfasu.edu

Program Coordinator First Name: *Julianne Last Name: *Yackel SFASU Email: *yackelj@sfasu.edu

(click to sign)

Student: _____ Date: _____

Thesis/Dissertation Chair or Committee Member Request

Student First Name: *Marianne Student Last Name: *Payne Campus ID (CID): *10339486

Select one:
 Chair request
 Committee Member request

Does this committee have a co-chair?
 Yes
 No

Program of Study:
*Higher Education Leadership, EdD

Is the Program Coordinator also a Committee Member?
*No

Proposed Title of Thesis/Dissertation:

Chair First Name: *Melissa Last Name: *Downes SFASU Email: *downesm@sfasu.edu

Co-Chair First Name: *Shaunacey Last Name: *Shinn SFASU Email: *shinns@sfasu.edu

Program Coordinator First Name: *Julianne Last Name: *Yackel SFASU Email: *yackelj@sfasu.edu

*
Marianne Payne 10/18/2024, 3:00 PM
Student: _____ Date: _____

* Rank: _____ Status: _____

Chair: _____ Date: _____

* Rank: _____ Status: _____

Co-Chair: _____ Date: _____

* Academic Unit Head: _____ Date: _____

*
Signing on behalf of Dean Judy A. Abbott: _____ Date: _____

Save Progress Submit Form

NOTIFICATION RULES:
Once submitted, the chair and co-chair will receive an email notification asking for their signature, followed by the unit head, and finally the dean's proxy. The student and the program coordinator (if applicable) will be notified of completion by email. You may login to your dynamic forms portal at any time and see signature progress.

Committee Member Request

The second submission of this form will be to elect **ADDITIONAL** members of your committee. When selecting the number of **ADDITIONAL** committee members, do not include the chair/co-chair as they have already been accounted for. You'll see when making the selection that additional fields will be added for the number of additional members selected.

NOTIFICATION RULES:

Once submitted, the chair/co-chair and all committee members will receive an email notification asking for their signature, followed by the unit head, and finally the dean's proxy. The student and the program coordinator (if applicable) will be notified of completion by email. You may login to your dynamic forms portal at any time and see signature progress.

Select one:
* Chair request
* Committee Member request

Does this committee have a co-chair?
* Yes
* No

Program of Study:
* Higher Education Leadershi

Number of **additional** committee members:
(Do not include the Committee Chair or Co-Chair in this number)
* 2

Is the Program Coordinator also a Committee Member?
* No

Proposed Title of Thesis/Dissertation:
*

Chair First Name: * Last Name: * SFASU Email: *

Co-Chair First Name: * Last Name: * SFASU Email: *

Committee Member 1 First Name: * Last Name: * SFASU Email: *

Committee Member 2 First Name: * Last Name: * SFASU Email: *

Program Coordinator First Name: * Last Name: * SFASU Email: *

* (click to sign)

Student: _____ Date: _____

Proposal Meeting Request

Know the RULES!

This form must be **fully** signed and approved by the Dean at least 14 days prior to the requested proposal date.

- *This means you need to plan ahead!*

Before you begin:

- Have your proposal document ready
- Have a zoom link ready
- Know your date

If a committee member does not have a SFASU email address, please contact Marianne Payne at 936-468-1575 or coestudentservices@sfasu.edu for instructions.

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The flow of the proposal meeting request is very similar to the chair/committee request, with a few additions. You will need to select your major/concentration, attach your proposal, have an exact date and time for your meeting, a zoom link, and a title. At any point a co-signer may return the form for revision. Anyone who previously signed the request will be asked to sign again. Revision could be for new date, new time, edited title, edited proposal, etc.

THESIS/DISSERTATION PROPOSAL MEETING REQUEST

This form must be fully signed and approved by the Dean at least 14 days prior to the requested proposal date.

| | | |
|---|---|--|
| Student First Name: * Marianne | Student Last Name: * Payne | Campus ID (CID): * 10339486 |
| Does your committee have a Co-Chair? * <input type="radio"/> Yes <input type="radio"/> No | Number of <u>additional</u> committee members: <i>(Do not include the Committee Chair or Co-Chair in this number)</i> * -- Please Select -- | Is the Program Coordinator also a Committee Member? * <input type="radio"/> Yes <input type="radio"/> No |
| Major/Concentration: * -- Please Select -- | Attach Proposal (PDF or Word Doc only) * Attach File | Edited Document (Dean use only) * Attach File |
| Requested Date: * | Requested Time: * | |
| Zoom link: * | | |
| Proposed Title of Thesis/Dissertation: * | | |

All committee members must be Full or Adjunct Graduate Faculty Status

If a committee member does not have a SFASU email address please contact Marianne Payne at 936-468-1575. Do not continue this form.

| | | |
|-------------------------------------|-----------------|-----------------|
| Committee Chair First Name: * | Last Name: * | SFA Email: * |
| Committee Member 1 First Name: * | Last Name: * | SFA Email: * |

* (click to sign)

Student: _____ Date: _____

Your signature will certify that the above-named student has been approved to be examined over the above titled dissertation.

NOTIFICATION RULES:

Once submitted, the chair and co-chair and all committee members will receive an email notification asking for their signature, followed by the unit head, and finally the dean's proxy. The student and the program coordinator (if applicable) will be notified of completion by email. You may login to your dynamic forms portal at any time and see signature progress.



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Dynamic Forms Portal

Once you have submitted your form you can access it again by clicking the link above. Signatures can be seen in real time, you'll know exactly who has signed and who has not. You can also make corrections to a co-signer's email if need be.



Dynamic Forms Portal

The embedded link will take you to the [Dynamic Forms Portal](#). You will be asked to sign in to your SFA account, then you will see portal options.

The screenshot displays the 'NextGen Dynamic Forms' portal interface. On the left is a login form titled 'Enter your mySFA Username and Password' with fields for 'Username:' (containing 'paynem2') and 'Password:'. Below the fields is a green 'LOGIN' button and links for 'FIRST TIME USER', 'FORGOT PASSWORD', and 'FORGOT USERNAME'. A security notice at the bottom of the login form reads: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. The middle section, titled 'NextGen Dynamic Forms', contains a 'Links to SFA Resources' list with items: 'Help with my password', 'Find your mySFA username or Campus ID', 'Contact the Help Desk', 'Help with Duo', and 'Account Recovery Settings'. The right section shows the user dashboard for 'Marianne!'. It includes a home icon, a welcome message, a status 'You have no forms that need action right now', and a section 'Other Forms you might be interested in.' with three buttons: 'Forms I am Copied on', 'Forms Awaiting Other Signatures', and 'My Forms History'. The top right of the dashboard features the Stephen F. Austin State University logo and name.



Dynamic Forms Portal

On the history page you can access the fully signed form.

The screenshot shows the Stephen F. Austin State University Dynamic Forms Portal. The page title is "Forms History". A table lists several forms, all with a status of "Deleted". The first row of the table has a PDF icon highlighted with a yellow circle, and a yellow arrow points to it from the top right of the page.

| Form Name | Status | Form Started By | E-Signed Date | PDF | HTML | Audits |
|--|---------|-----------------|------------------------|-----|------|--------|
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:49:59 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:50:47 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:51:08 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:46:08 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:48:51 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:39:07 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 10:13:44 AM | | | |
| Thesis/Dissertation Appointment of Chair/Committee Request | Deleted | Marianne Payne | 10/21/2024 9:15:51 AM | | | |



Your Dynamic Forms Portal

From the “Forms Awaiting Other Signatures” page you can click the PDF link and see real time signatures.

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My Forms / Portal Admin ▾

Back to My Forms / Portal ↩

Forms Awaiting Signature Search By All Fields Participants Search for...

| Form Name | Started By | E-Signed Date | PDF | HTML | Action |
|--|----------------|-----------------------|-----|------|----------|
| Thesis/Dissertation Appointment of Chair/Committee Request | Marianne Payne | 10/24/2024 4:31:03 PM | | | Action ▾ |

◀ ◁ 1 ▷ ▶ 50 items per page 1 - 1 of 1 items ↻



Dynamic Forms Portal

Also, on the “Forms Awaiting Signature” page pending page you can make corrections to a co-signer’s name and/or email address.

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My Forms / Portal Admin - [envelope icon] [user icon] [help icon]

Back to My Forms / Portal

Forms Awaiting Signature Search By All Fields Participants Search for...

| Form Name | Started By | E-Signed Date | PDF | HTML | Action |
|--|----------------|-----------------------|------------|-------------|--|
| Thesis/Dissertation Appointment of Chair/Committee Request | Marianne Payne | 10/24/2024 4:31:03 PM | [PDF icon] | [HTML icon] | Action - Manage Co-Signers View PDF View Html |

50 Items per page

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information
* Click the Re-send Notification action to re-send a notification to your designated co-signer(s)

| First Name | Last Name | Relationship | Email | Esig... | Signed Date | Last Notified | Action |
|------------|-----------|--------------------|--------------------------|---------|-------------|-----------------------|--|
| Stacy | Hendricks | Chair | hendricks@sfasu.edu | No | | 10/28/2024 9:17:46 AM | Actions - Edit Cosigner Re-send Notification |
| Marianne | Payne | Academic Unit Head | marianne.payne@sfasu.edu | No | | | Actions - |

Close Window

Edit cosigner information

Here you can either edit this co-signer's e-mail address, or completely change the co-signer's name and e-mail. Click save to finish.

Relationship
Chair

First Name
Stacy

Last Name
Hendricks

Email
hendricks@sfasu.edu

Re-enter Email
hendricks@sfasu.edu

Cancel Save Save and Re-send Notification