Instructions for the filling out and submitting the digital version of the Final Thesis/Project Approval Page:

- Click into each box on the page, and follow the instruction that appears at the top of the box
- Type in the exact title of your Thesis or Project
- Type in "Thesis" or "Project" as appropriate
- Type in your name
- Type in the semester and year (e.g., Spring 2022)
- Type in the coordinator/committee names, their degrees, and their title. For example,

  Jane Doe, Ph.D., Graduate Coordinator John Doe, Ph.D., Committee Chair
  June Doe, Ph.D., Committee Member
  Jack Doe, M.S., Committee Member

- Hit "continue"
- In order to route for signatures, type the name and email of the faculty you entered on the previous page.
    - It does give you the option of not having it routed to the grad coordinator if your department doesn't require their signature on the approval page (some departments require it, and some don't - so check).
    - *Double and triple check that you have entered the exact, correct email* for your committee members who will sign. Incorrect email addresses are undeliverable, and the student will be notified they must begin the entire approval page process over again from the beginning. (The notification may take time to get to you - avoid issues by making sure you carefully type in correct email addresses.)
- Hit "next"
- Type in your name and email
- It then routes an email to the faculty for digital signatures
- After all committee members have signed, the form is automatically routed to submission@csuchico.edu.