

Martin Luther College
MS Ed Capstone Proposal

Committee Approval Form



MARTIN LUTHER COLLEGE

Capstone Proposal Author: _____

Capstone Proposal Title: _____

I certify that I have read and approved the above proposal. I give my permission for the above named student to begin the research and data collection necessary to complete the project once it is approved the Institutional Review Board and the Director of Graduate Studies.

X

Advisor Signature

X

Committee Member Signature

X

Committee Member Signature

Advisor: After the committee members have indicated their approval, you must collect their digital signatures on this form and email it to the Director of Graduate Studies (meyerjd@mlc-wels.edu). Sign the document according to the instructions for digital signatures below. Send the signed document via an email attachment to a committee member with instructions to pass it along to the next committee member or back to you. You may copy and paste the directions below for your convenience. Have the last committee member to sign it email it to me.

For Office Use Only	
I have read and approved this proposal for research.	<p>X</p> <p>_____ Director of Graduate Studies</p>

To sign electronically: Click in the appropriate signature box and sign using your digital signature. To create a digital signature, follow the steps provided for creating a New ID. You will be given a choice of creating a pkcs#12 signature or a windows certificate; either choice will work. Saving the document is part of the digital signature process. Compose an email to the next person, and send this copy along to the next committee member or return to the advisor.

Directions to email to committee members: (Copy and paste into your email)

(First Committee Member Name):

Thank you for your capstone committee proposal work for (Name of Student). Each member of the committee has indicated their approval of the capstone project. To proceed, we need to formalize our approval by each, in turn, signing the attached document and passing it along. Please follow the steps below carefully.

- 1) Open the Capstone Project Final Approval Form.
- 2) Sign the document following the instructions for signing electronically.
 - a. Click in the appropriate signature box and sign using your digital signature. To create a digital signature, follow the steps provided for creating a New ID. You will be given a choice of creating a pkcs#12 signature or a windows certificate; either choice will work. Saving the document is part of the digital signature process.
- 3) Send this email to (Next Committee Member) by attaching it to the email, or if you are the last to sign, return it to the Director of Graduate Studies: meyerjd@mlc-wels.edu. (Again, remember to attach it to your email.)
 - a. Copy these instructions in your email to the next person (unless you are the last) so they can know what steps to follow in signing the document.

Thanks again for your service to the Martin Luther College graduate program.