

**Master Science in Education Program**  
**Master of Science in Educational Administration Program**



**Capstone Project Final Approval Form**

Capstone Project Author: \_\_\_\_\_

Capstone Project Title: \_\_\_\_\_

I certify that I have read and approved the above capstone project as final. I give my permission for the above named student to submit his/her capstone project to the director of graduate studies, and that the student's submission fulfills the capstone project requirement for the Master of Science in Education degree or Master of Science in Educational Administration degree as granted by Martin Luther College.

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](mailto:meyerjd@mlc-wels.edu)). Sign the document according to the instructions on the next page. 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 project as completed, and affirm that it meets the requirements of the capstone.	X _____ Director of Graduate Studies

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](mailto: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.