TO: Dissertation Supervisor
FROM: Associate Dean of Graduate Studies

As the supervisor, you should do the following:

1. Ensure that either you or your student brings a copy of the attached form to the defense.
2. The committee indicates their decision (Pass, Re-Defend, or Fail) on the Report of Dissertation Committee Form (gold form). All committee members must sign the gold form. Scanned signatures are acceptable as long as the signature is dark and legible. If one member was not present at the final oral defense they must still sign to indicate their decision.
3. After all committee members have signed and if the decision is Pass, an authorized program representative must sign to certify that all other program requirements have been met and that the program has cleared the student to graduate. If your GSC has authorized the dissertation supervisor to make this certification, or if someone else has been designated, they may sign. Signature of the GSC Chair is always acceptable.
4. If the decision is Pass and after all committee members and the GSC designee have signed, a single gold sheet (on gold paper) must be returned to the Graduate School. The student must have their completed gold form in order to graduate.

DECISIONS:

Pass. This decision means that both the defense and the document are acceptable. In some cases the committee may require revisions that will be checked by either the entire committee or by the supervising professor only. This should be agreed upon at the time of the defense, and clearly communicated to the student. While the supervisor should wait to sign the gold sheet until all revisions have been approved, the other committee members may choose to sign at the defense. The committee should agree upon the length of time allowed for submission of the revised dissertation; this must be communicated clearly to the student. The completed gold form is submitted to the Graduate School only after final revisions to the dissertation have been approved and the GSC designee has signed.

If the dissertation and/or defense are not acceptable to all members of the committee the decision will change to either “re-defend” or “fail” as discussed below:

Re-defend. This decision indicates that the committee is not satisfied with the dissertation or with the oral examination, but believes that rewriting may make it acceptable. In this case the fully signed gold form should be returned to the Graduate School by the supervisor, with each member of the committee indicating their decision. Another scheduled defense will be required, and a new gold form will be generated.

Fail. This decision indicates that at least one member of the committee has decided that the dissertation is unsatisfactory and may not be rewritten. The fully signed gold form should be returned to the Graduate School by the supervisor, with each member of the committee indicating their decision. Committee members should also submit their individual REPORT ON DOCTORAL DISSERTATION forms indicating their dissatisfaction. This decision normally results in the termination of a doctoral student's program.

Any questions regarding these procedures may be directed to a Degree Evaluator at 512-471-4511.
Signature Guidelines

The signatures of all committee members are required on the gold form that is submitted to the Graduate School. This is true whether or not a committee member was physically present at the final defense. Signatures should all be on a single gold page. It may be more convenient to obtain all the required signatures on a white copy of the attached form. Finally, copy the fully signed form onto a gold sheet of paper and submit it to the Graduate School.

Scanned or electronic signatures will be accepted as long as they are legible and dark enough to be imaged. Typed names as a signature are not allowed. Electronic and digitally authorized signatures may be accepted in any font format so long as they include the insignia or logo of the e-signature software used showing authorization.

Examples of digitally authorized signatures shown below:

DocuSign:

Signature Style

![DocuSign](image)

Adobe Acrobat:

![Adobe Acrobat](image)