Nomination of Thesis Special Committee

NOTE for STUDENTS: This *(Fill-in & Save)* PDF Form accepts digital signature to allow ***electronic routing*** (via e-mail). Before you start, ask your committee members if they prefer electronic or manual signatures. Collect the electronic signatures first, print the signed form and then collect the remaining manual signatures. Please return only one form with all the signatures. For Electronic Routing this e- form MUST be opened and filled in ONLY by Acrobat products (Adobe Reader, Acrobat Standard, Acrobat Professional or Acrobat 3D, versions 8 or higher). **Mac-Preview** is **NOT** compatible with Acrobat Products. WITHOUT Acrobat products please use the manually routing option: print the form and fill it in manually.
NOTE for FACULTY: Please see pages **3-7** for creating and using an **electronic signature**. Also, please use Acrobat Products to open and sign this form.

Name of Student: _____
                        Last   First   Middle

Program of Study: _____   **Year of Admission**: _____

Major Sponsor: _____ _____ _____
(WCGSMS Faculty and Primary Thesis Advisor)   Name   Program   Signature

Minor Sponsor: _____ _____ _____
(WCGSMS Faculty)   Name   Program   Signature

Minor Sponsor: _____ _____ _____
(WCGSMS Faculty)   Name   Program   Signature

Signature of Program Chairperson or Director: _____ **Date**: _____

CHANGES:

Sponsor Replaced: _____   **Date:** _____
                        Name

New Sponsor: _____ _____ _____
                        Name   Program   Signature

Sponsor Replaced: _____   **Date:** _____
                        Name

New Sponsor: _____ _____ _____
                        Name   Program   Signature

Sponsor Replaced: _____   **Date:** _____
                        Name

New Sponsor: _____ _____ _____
                        Name   Program   Signature

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═ **ELECTRONIC ROUTING GUIDE.** Once the document bears all the electronic SIGNATURES from the committee members this is then attached to the email message (PDF Title and EMAIL SUBJECT: student's NAME: last, first) that the student forwards to Denise Jenkins (djenkins@med.cornell.edu) with a cc to the Program Coordinator.**.**

# Instructions for Nomination of Thesis Special Committee

1. Following successful completion of the ACE Examination, all PhD candidates must nominate a Thesis Special Committee, selecting its membership, with their consent, from the current roster of the WCGSMS faculty. Each Program of Study may determine whether representatives from other Programs must be represented on the Special Committee.

2. The Thesis Special Committee includes the candidate's primary thesis advisor (also known as major sponsor) and two other faculty members selected by the student with the advice and consent of the major thesis advisor. Additional members may be selected upon request. Additional members are not required to be faculty of the WCGSMS, but must be faculty at another accredited institution. The purpose of the Thesis Special Committee is to provide expert mentoring of the student in completing the thesis project.

3. Consult the Code of Legislation to be informed of the process of making alterations to the Special Committee.

4. Complete the Nomination of Thesis Special Committee form and obtain signatures from each member nominated.

5. Obtain the signature of the Program of Study Chairperson or Director.

6. Submit the completed form to Denise Jenkins (djenkins@med.cornell.edu) and cc Program Coordinator.

Personalizing Your Signature Appearances

Personalized signature appearances allow you to provide additional information about yourself, affiliations, or company. Home users often modify the default appearance as a matter of personal taste, while enterprise users are sometimes provided with a company-specific style and logo.

Every aspect of the visible appearance is subject to customization, and the options range from using logos, a replica of your handwritten signature, photos, images, and text. A typical appearance consists of three components, and each can be separately customized:
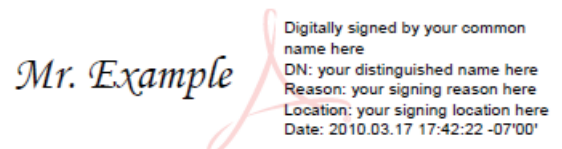
- **Signature**: A graphic that identifies the signer on the left-hand side of the appearance, such as a photo or scanned signatures. Transparent backgrounds allow a watermark to be visible in the underlying layer.

- **Signature details**: Signature data that the signer wants to appear to the right of the signature.

- **Watermark or logo**: An image that appears behind the signature. The default is the PDF logo.

You can create any number of appearances ahead of time for later use, and the signing workflow allows you to select one from your library appearances. However, you can also just use the default appearance created from your name or create one on-the-fly at signing time.
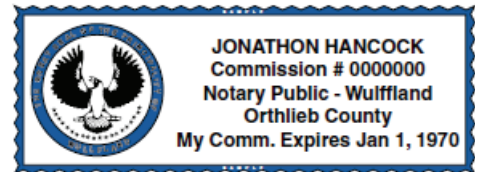
When you sign a PDF file, the appearance becomes part of the signed document. It is not part of the signature.

PDF/A compliance

PDF/A is a subset of PDF intended as a file format suitable for the long-term archiving of electronic documents. Appearances in PDF/A-compliant documents must be must conform to the following:

- Embed fonts. PDF/A requires font embedding because font metrics and glyph compliments change over time. Long term archiving can not rely on anything not included in the document.

- Colors should use DeviceRGB when signing RGB/Office docs or else with associated ICC profiles.

1.1 Customizing a Signature Appearance

Users generally customize one or more signature appearances and store them for later use. Available signatures are listed in the appearance panel at signing time (Figure 1).

To customize a new signature appearance:

1. Choose **Edit > Preferences** (Windows) or **Acrobat > Preferences** (Macintosh).
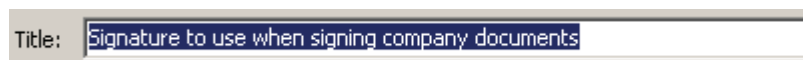
2. Choose **Security** in the left-hand list.

3. In the Appearance panel, choose **New** or **Edit**.

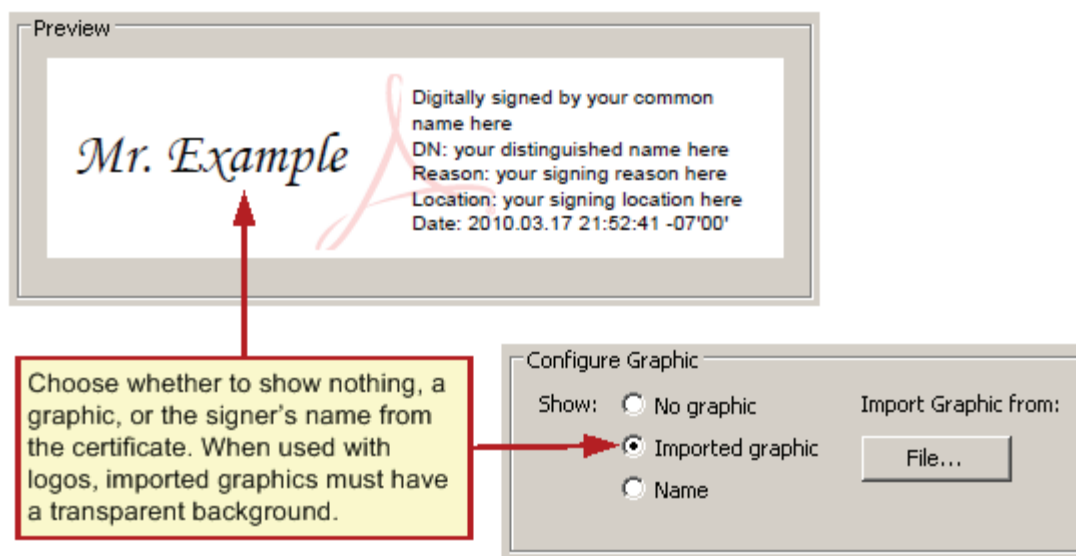**Figure 1 Signature appearance library**
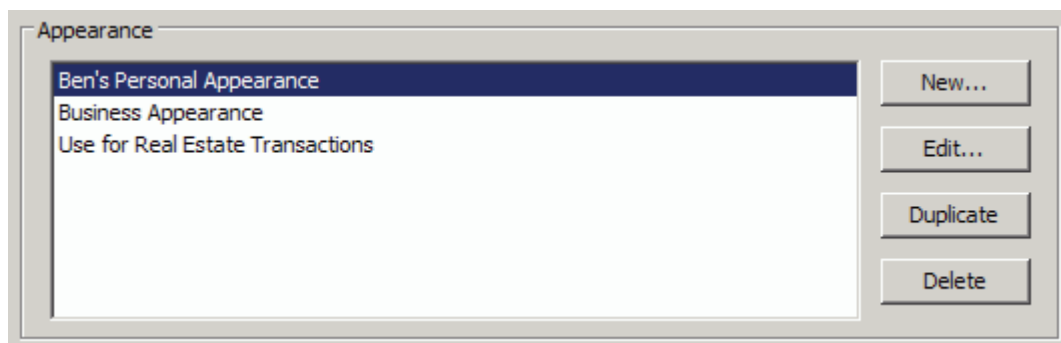
4. Configure the signature appearance **Title**: Any title used to identify the appearance. These are useful for identifying which appearance to use for particular workflows.
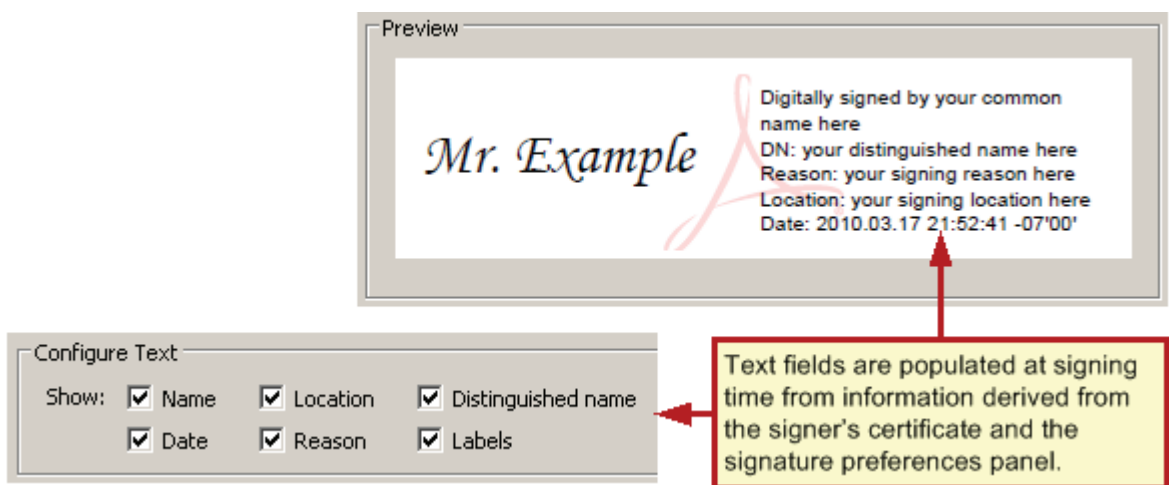
Figure 2 Signature appearance: Title

5. Set the graphic options in the Configure Graphic panel

- **No graphic**: No graphic is used.

- **Imported graphic**: Choose **File > Browse**, select a file and choose **OK**.

- **Name**: Your text extracted from the signing certificate.

**Figure 3 Signature appearance: Import graphic**

6. Set the text fields to display in the appearance in the Configure Text panel:

    -   **Name**: The name associated with the certificate.

    -   **Date**: The date signed. Signature appearances can only display local (computer) time, and it will likely differ from that in the Date/Time tab on the Signature Properties dialog when a timestamp server is used.

    -   **Location**: The location associated with the identity configured in Acrobat.

    -   **Reason**: The reason for signing.

    -   **Distinguished name**: A name with details such as country, organization, organizational unit, and so on.

    -   **Labels**: A label for each of the items above. For example, `Reason`.

   **Figure 4 Signature appearance: Text fields**

7. **Logo**: The logo or graphic used as a background watermark. The default watermark is the Adobe PDF logo. Your watermark will be shared automatically in all of your signature appearances.

    Figure 5 Signature appearance: Logo or watermark
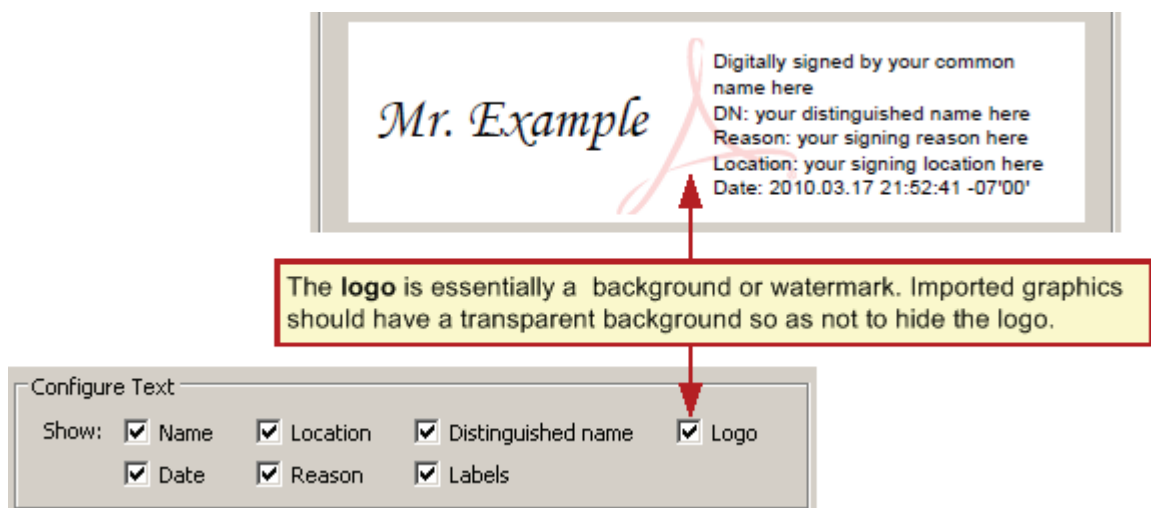
8. Set the text direction and character set in the Text Properties panel:

   - **Text Direction**: Choose a direction appropriate for the signer's language.

   - **Digits**: If languages are installed that use digits other than 1234567890, the drop-down list will be populated with alternate choices. Choose a digit set appropriate for the signer's language.

9. Choose **OK**.

Figure 6 Signature appearance: Text properties
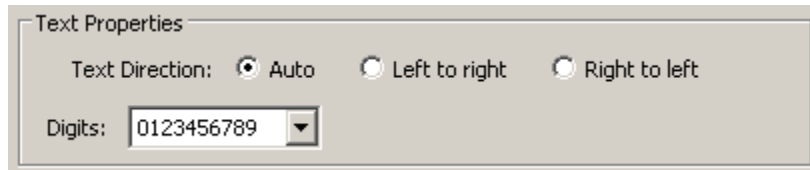
1.2 Changing the Logo (Watermark or Background)

A watermark is a partially transparent graphic or logo that appears "behind" a signature. By default, the watermark is the Adobe PDF logo. Line (vector) art that is simple and unobtrusive often works best.

1. Import a logo or create a new one in a program such as Adobe Illustrator.

2. Illustrator instructions: Set a low transparency level and flatten the transparency:

   1. Select all and group the objects if there is more than one.

   2. Choose **Window > Transparency** and move the slider to some low value such as 20%.

   3. Choose **Object > Flatten Transparency**. Leaving the Raster/Vector balance at 100%.

   4. Save the file as a PDF.

3. Open the PDF file in Acrobat.

4. Crop the page and remove white space.

   Note: The method varies across product versions. For example, for 8.x, choose **Document > Crop Page** and check **Remove White Margins**.

5. Save the file as SignatureLogo.pdf in:

   - **Windows**: C:\Documents and Settings\<user>\Application Data\Adobe\Acrobat\<version>\ Security.

   - **Macintosh**: \Users\<user name>\Library\Application Support\Adobe\Acrobat\<version>\ Security.

1.3 Creating Appearances from Handwritten Signatures

You can use your handwritten signature as the graphic displayed by your signature appearance as follows:

1. Scan your signature at a relatively high DPI; for example, 300.

2. Convert the image to vector drawing.

3. Make the background transparent.

4. Save the image in the desired format. A wide variety of formats is supported.

Figure 7 Handwritten signature appearance