# **BEARdocs Submission: In lieu of signatures on the agreement form**

Given that it may be hard for a student to submit the *signed* authorization/agreement form with the thesis when uploading to BEARdocs, the Baylor library has developed a work-around where signatures are not required. In most cases, **students will submit three documents to BEARdocs**: (1) the thesis as a single PDF, (2) the authorization/agreement form filled in but without signatures, and (3) a PDF printout of an email chain that begins with the thesis mentor before going to the student.

Below are the instructions for submitting the replacement authorization/agreement form to BEARdocs. Read this in light of the other submission guidelines found online at [www.baylor.edu/honorsprogram/beardocs](http://www.baylor.edu/honorsprogram/beardocs).

### Instructions for Setting up and Saving the Authorization email:

1. Thesis chairperson
   1. Copy and paste this entire message (below) into a new e-mail message.
   2. Provide your complete name in the 2 designated areas below.
   3. Forward the message to the student.
2. Student
   1. Provide your complete name in the 2 designated areas below.
   2. Create a PDF of the final version of the e-mail message by doing the following
   3. Select the print option
   4. Change the "printer" to "PDF"
   5. This action will produce a PDF that you can save.
   6. Submit (1) the completed Copyright and Availability form (except for signatures), (2) the PDF of the e-mail message, and (3) the PDF of your thesis to BEARdocs. Note that you will be uploading three separate files in this process.

### Message to be copied:

**Thesis Chairperson’s Signature**

I, [*chairperson’s full name*], have discussed the availability choices with this student, and I am aware of the choice this student has made.

Chair/Co-chair’s name:

**Student Availability & Copyright Agreement**

I, [*student’s full name*], have read and fully agree to the Baylor University copyright agreement regarding my thesis. I agree to the thesis availability option I selected on the Thesis Copyright and Availability form. I understand that the availability option is my choice and that there may be publishing consequences to my selection.

Student’s Name:

**A Final Note:**  
Students who are in Waco and able to get their professor's physical signature on the authorization/agreement form may upload a PDF of that document alone (i.e., without the printed email), along with the thesis. You can use an app like Microsoft Office Lens to convert a photo of the document taken with your phone into a PDF.

Similarly, if both the professor and the student have access to digital signatures in Adobe Acrobat, they can digitally sign the agreement form, and the student could upload that alone with the thesis to BEARdocs. Unfortunately, the full Adobe Acrobat program is not free, and that is what is required to sign the form.