

## Introduction

The Graduate College uses DocuSign for the Committee approval process. This applies both to Individual Student Committee requests and 5-year blanket requests.

It does not apply to the approval process for Graduate Faculty, which is still sent to [gradfac@asu.edu](mailto:gradfac@asu.edu).

Note that DocuSign times out after a short period of time of inactivity. If you close the document or it closes because DocuSign times out, you will need to start a new form. You cannot save the form and open it again.

You will need the following nominee information to complete the process:

- Name
- Date of birth (required)
- 10-digit ASU ID if the nominee was previously associated with ASU as a student, staff, or faculty
- Email address
- Current job title
- Role the nominee will play on the committee (member, co-chair, chair)
- Resume

You will need the following student information to complete the process:

- Student name
- 10-digit student ID
- Email address
- Student plan code

## Process

1. On the [How to Guides for Support Staff](#), scroll down to “Committee Approval Request through DocuSign.”
2. Under ‘Step 1: Access the DocuSign link,’ choose the link for a “One Time/Individual” approval or a “Five Year/Blanket” approval.
3. Fill out the “PowerForm Signer Information.”
  - The “Requester” is the person initiating the form (you).
  - The “Head of the Academic Unit” is the individual in the unit who is authorized to approve a committee request prior to sending it to the Graduate College.
  - After filling out this information, click on “Begin Signing.”

**PowerForm Signer Information**

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:  
**Requester Name and Email**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Head of the Academic Unit or Authorized Signer Name and Email**


Name:

Email:

[Begin Signing](#)

4. If this is the first time you start a DocuSign form, you will need to agree to use electronic records and signatures. Then you click on "Continue." If you have completed this step before, you will only have to click on "Continue."

**Please Review & Act on These Documents**

   
Powered by **DocuSign**

Please review and DocuSign the Committee Approval Request.

 [Please read the Electronic Records and Signature Disclosure.](#)

I agree to use electronic records and signatures.

[CONTINUE](#) [OTHER ACTIONS](#)

DocuSign Envelope ID: 8B7E8E8B-2B4B-4F5C-A516-478646809046

5. Fill out the form.
  - a. Provide the following information about the nominee.
    - Nominees name
    - Date of birth (required)
    - 10-digit ASU ID if the nominee was previously associated with ASU as a student, staff, or faculty
    - Email address
    - Current job title
    - Role the nominee will play on the committee (member, co-chair, chair)

- b. Provide the following information about the student.
  - Student name
  - 10-digit student ID
  - Email address
  - Student plan code
- c. Provide a brief justification for the request.
- d. Click on the red paperclip to upload the nominee’s resume
  - Select upload and click “Continue.” Do not use the fax feature
  - Click “Done” when the file has been uploaded

**Step 1:** Include the nominee and student information, as well as a brief justification for the request.

**Nominee Information:**

Nominee Name	* Date of Birth (Required)	10 Digit ASU affiliate ID# (if available)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Current Job Title	
<input type="text"/>	<input type="text"/>	

Nominee will serve as:  Member  Co-Chair  Chair (A Chair will be automatically approved to serve at all levels.)

For PhD committee eligibility guidelines, see [Graduate Faculty](#).

**Student Information:**

Student Name	10 Digit Affiliate ID#
<input type="text"/>	<input type="text"/>
Email Address	Student Plan Code
<input type="text"/>	<input type="text"/>

Provide a brief justification for this request. (Required)

Comments: (Optional – may be used for internal memo to Academic Unit Administration)

\*The date of birth is to be a unique identifier and will not be a factor in the approval process.

Upload CV:



**Step 2: Approval of the Head of Academic Unit or Authorized Signer:**

Name	<input type="text"/>
Signature	<input type="text"/>

**Step 3: Graduate College Approval:**

Name	<input type="text"/>
Signature	<input type="text"/>

**Step 4: PeopleSoft Input:**

Input by Graduate College	<input type="text"/>
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For questions regarding Committee Approval Requests, please see an academic advisor or email [grad-ops@asu.edu](mailto:grad-ops@asu.edu).

6. Review the required fields to make sure they are all filled out
7. Verify that the resume uploaded correctly
8. Click on “Finish” at the top of the screen

### Next steps

1. After you click on “Finish,” the “Head of the Academic Unit” or “Authorized Signer” will receive an email with a link. That person clicks on the link and approves or rejects the request.
2. If approved, the DocuSign form and resume are routed to the Graduate College for approval.
3. If approved, the request is entered into PeopleSoft.
4. You, as the requester, will receive an email indicating that the request was approved.
5. You can then let the student know that the request was approved and that the nominee can be added to the committee.

Always feel free to contact your Graduate Support Coordinator if you have any questions.