How to Use DocuSign for Committee Approval Requests

The Graduate College is now using DocuSign for Committee Approval Requests. This applies to both the Individual (one time) Student Committee form and 5-year Program Approvals. The process will remain the same for those applying to join Graduate Faculty.

Checklist
Before getting started on the committee approval request, gather the following information:

- Nominee First and Last Name
- Nominee Date of Birth
- Nominee Email address
- Nominee Current Job Title
- 10 Digit ASU Affiliate ID (not required but helpful)

- Nominee CV
- Student First and Last Name
- Student 10 Digit ASU Affiliate ID
- Student Email Address
- Student Plan Code

Four Steps
After gathering the documentation, completing the Individual Committee Approval Request or the Five Year/Blanket Committee Approval Request is easy. Follow these simple steps:

1. The Academic Advisor will use the appropriate link to begin the form. The first page will ask for the Authorized Signer’s name and ASUrite email address. **This will assist in the electronic routing of the document so be sure the email address is accurate.**

2. The Authorized Signer will receive an email indicating the form is ready for review and approval, just click on “Review Documents.”
   **Note:** The system does not send reminder notifications for documents that are pending with the Authorized signer.

3. After the Authorized Signer approves, the form electronically routes to the Graduate College for approval and entry into the system.

4. The Academic Advisor who started the form and the Authorized Signer will receive an email when this is complete. The Academic Advisor will notify the student that the iPOS can be updated with the new committee member. Please be advised, it can take up to two business days to see the member’s name as an option in the iPOS.

The Graduate College reviews all requests in a timely manner. If a request is taking longer than anticipated, check with the Authorized Signer first. If they have already approved the request, reach out to grad-gps@asu.edu.

For detailed instructions, view Graduate Support Staff: how-to instructions and select the “Committee Approval Request through DocuSign.” You may request individual training by emailing grad-gps@asu.edu.