

# DocuSign Pass/Fail Form

**The DocuSign Pass/Fail form provides a secure, sustainable and efficient process to deliver results for student defenses.**

Completing the electronic form is simple and does not require a DocuSign account. In the event there is a technical issue, the staff advisor in your academic unit may access a PDF hard copy of the form.

## Instructions for completing the electronic DocuSign Pass/Fail form.

**1**

### Day Before Student Defense

- Supervisory Committee receives the electronic DocuSign Pass/Fail form via email.
- Links are unique to each faculty member.

**2**

### Day of Defense

- Chair/Co-Chairs completes section B and C through unique email link.
- Members complete section C through unique email link.

**3**

### Final Approval Issued on Document

- Chair /Co-Chairs complete section D using updated emailed DocuSign link.
- Both Co-Chairs complete section D.
- DocuSign link will be resent weekly until the final “pass” is recorded.

## Do you need to assign a substitute committee member last minute?

All committee substitutions must be reported to the Graduate College by the academic unit by email or phone. Please provide the following information:

- student first and last name
- student ID
- date of defense
- committee member who is unable to attend the defense
- first and last name of substitute committee member
- email address of substitute committee member

Please direct questions you have regarding Pass/Fail process in DocuSign to the Graduate College at **480-965-3521** or **grad-gps@asu.edu**