

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

7 Days 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. Updated Pass/Fail forms will be resent to all committee members one business day after the substitution request has been processed. 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
- method of committee member attendance

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