DocuSign Pass/Fail Form Information

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 that there is a technical issue, the staff advisor in your academic unit may access a PDF hard copy of the form.

Instructions for completing 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 complete 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 the substitute committee member
- Email address of substitute committee member

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