

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

Step 1: Access the DocuSign link for the correct form. This walks through the “Individual Student Committee” form, but the “5-Year Program Approval Form” works the same way.

- [Individual Student Committee Form Link](#)
- [5-year Program Approval Form Link](#)

Step 2: Complete the Requester and Head of the Academic Unit information on the “PowerForm Signer Information” page.

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:

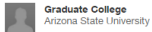
Helpful Hints:

- The email address on this page must be accurate in order for the electronic form to route correctly.

- You must use the ASURITE email address.

Step 3: Click the white box and “Continue” to access the electronic form.

Please Review & Act on These Documents



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 ▾

Step 4: Complete the electronic form. The fields are the same as the manual, paper form. All fields with red boxes noted in the form are required.

START

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)
Email Address	Current Job Title	

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#
Email Address	Student Plan Code

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	
Signature	

Step 3: Graduate College Approval:

Name	
Signature	

Step 4: PeopleSoft Input:

Input by Graduate College	
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For questions regarding Committee Approval Requests, please see an academic advisor or email grad-gps@asu.edu.

Helpful Hints:

- The ASU affiliate ID is not required for the Nominee but helpful if included.
- The large red box is for units to provide a brief justification of the request to the Graduate College.
- Academic Unit Notes is a comment box for advisors to make notes for the approver to review. It is not a required field.

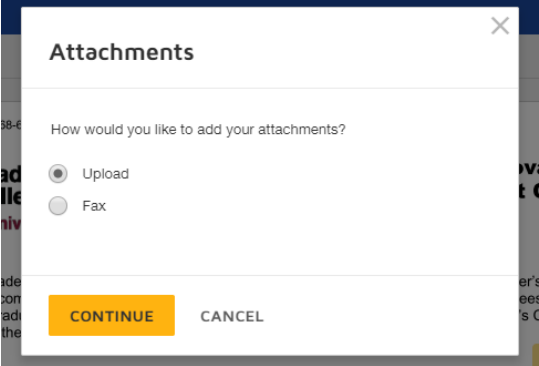
Step 5a: Attach the nominee's CV/Resume, and any other important documentation by clicking on the red paperclip.

be used for internal memo to Academic Unit Administration)

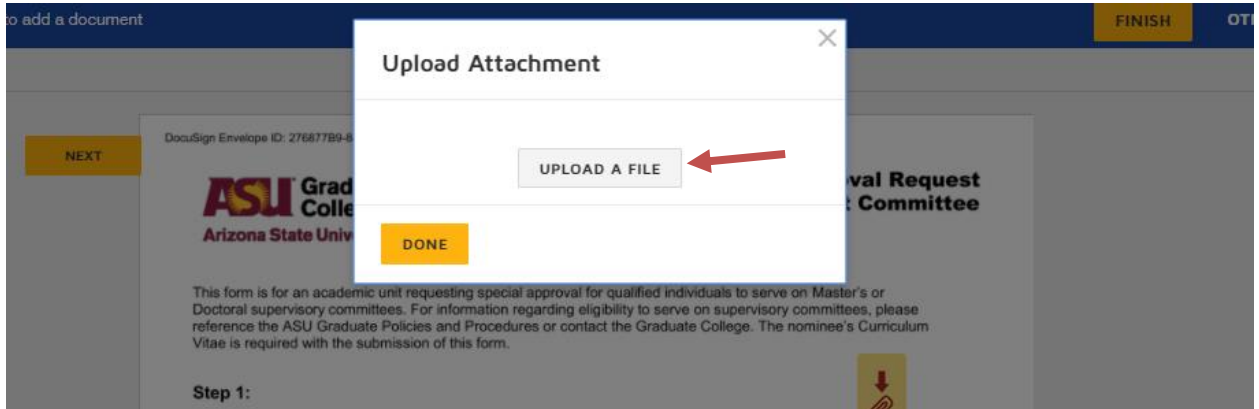
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I of Academic Unit or Authorized Signer:

proval:

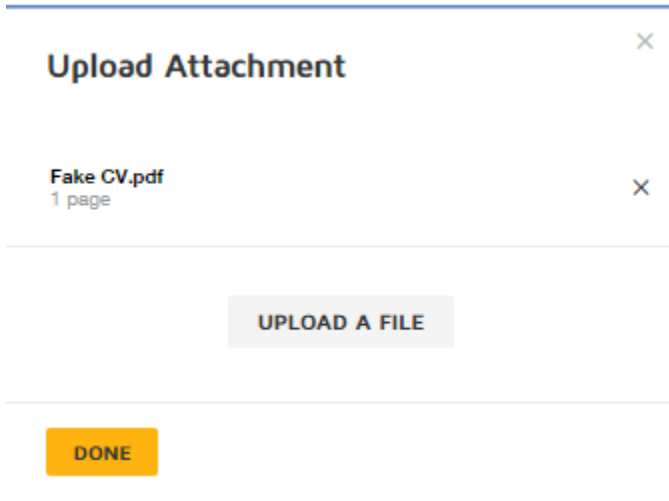


Helpful Hints:
Do not use the Fax option for a paper documents, instead scan document and use the upload feature.



Step 5b: Select the appropriate file, from your computer.

Step 5c: Verify that the correct file has been selected and click Done.



Upload Attachment ×

Fake CV.pdf ×
1 page

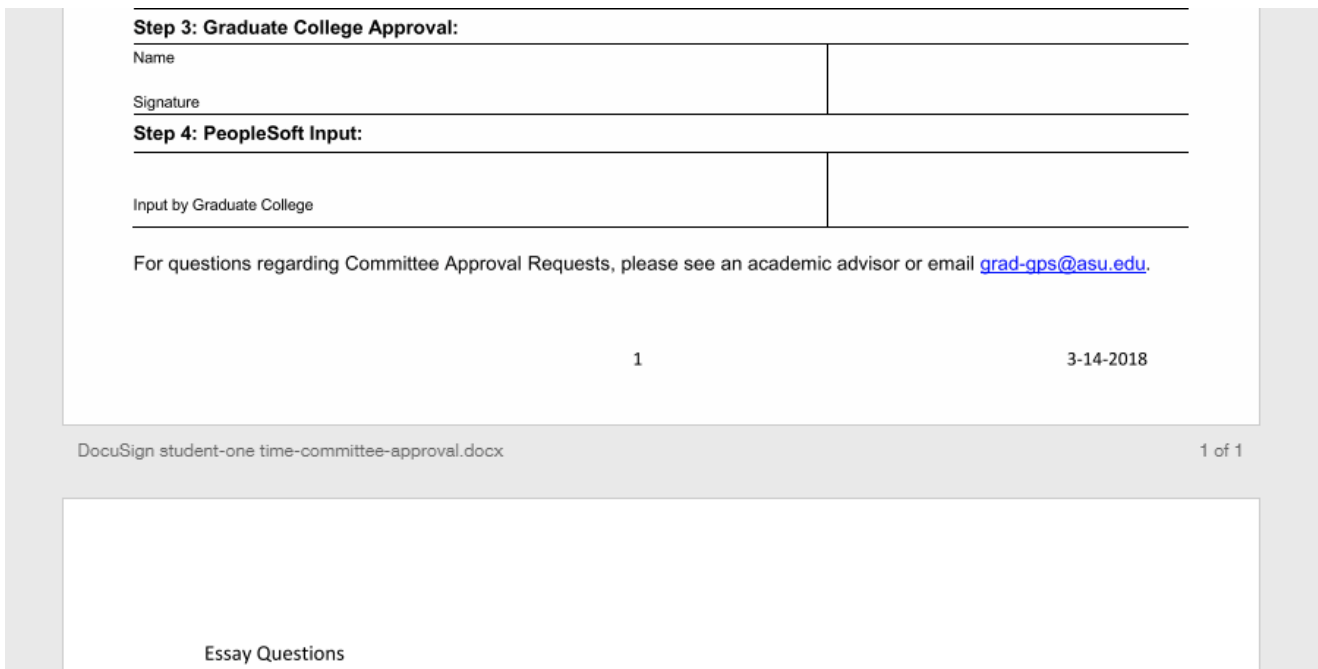
UPLOAD A FILE

DONE

Helpful Hints:

You may upload more than one document by using Upload a File and repeating the process.

Step 6: Review the form and verify all information is correct. Scroll down to review the uploaded file(s).



Step 3: Graduate College Approval:

Name

Signature

Step 4: PeopleSoft Input:

Input by Graduate College

For questions regarding Committee Approval Requests, please see an academic advisor or email grad-gps@asu.edu.

1 3-14-2018

DocuSign student-one time-committee-approval.docx 1 of 1

Essay Questions

Step 7: Click Finish when the form is ready to submit

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS

This form is for an academic unit requesting special approval for qualified individuals to serve on Master's or Doctoral supervisory committees. For information regarding eligibility to serve on supervisory committees, please reference the ASU Graduate Policies and Procedures or contact the Graduate College. The nominee's Curriculum Vitae is required with the submission of this form.

Step 1:

Nominee Information:

NOMINEE NAME	DATE OF BIRTH (REQUIRED)	10 DIGIT ASU AFFILIATE ID#
TEST	02/28/1990	2324564565
EMAIL ADDRESS	CURRENT JOB TITLE	
test@asu.edu	PROFESSOR	

Nominee will serve as:

Member Co-Chair Chair *A Chair will be automatically approved to serve at all levels.

Student Information:

What Happens Next?

- The “Head of the Academic Unit” or “Authorized Signer” that was entered on the landing page will be requested to review the form via email. They may approve or reject the nomination.
- If approved, the electronic form and CV are routed to the Graduate College for approval.
- Once approved by Graduate College and input into PeopleSoft, the requestor/advisor will receive an email notification from the Graduate College that the request is complete.
- Advisors should communicate to the student that their request has been approved (or denied) and follow up appropriately.