

Introduction

The Graduate College uses DocuSign for the committee approval process. This applies to One Time/Individual committee requests and Five Year/Blanket committee requests. Please note that there is a separate approval process to be added to the Graduate Faculty. Please click [here](#) to learn more about the approval process for being added to the Graduate Faculty.

Please be aware that DocuSign times out after a short period of time of inactivity. If the document is closed or has timed out, initiate a new form submission. The form cannot be saved and return back to complete at a later time.

Process

1. Click [here](#) and locate the appropriate link to launch the DocuSign process for One-Time/Individual approval or Five Year/Blanket approval.
2. Fill out the “PowerForm Signer Information”
 - a) The “Requester” is the person initiating the form.
 - b) The “Head of the Academic Unit” is the individual in the unit who is authorized to approve a committee request prior to sending it to the Graduate College.
 - c) After filling out the information, click on “Begin Signing”.

The screenshot shows a web form titled "PowerForm Signer Information". At the top, it says "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." Below this, it asks the user to "Please enter your name and email to begin the signing process." There are two sections: "Your Role" with a dropdown menu, and "Requester Name and Email" with fields for "Your Name" and "Your Email". Below that, it asks for "Please provide information for any other signers needed for this document." with a "Role" dropdown and a "Head of the Academic Unit or Authorized Signer Name and Email" section containing "Name" and "Email" fields. A yellow "Begin Signing" button is at the bottom right.

3. If this is the first time starting a DocuSign form, click the box to agree to use electronic records and signatures and then click "Continue". If you have submitted a DocuSign form in the past, click "Continue".
4. Complete the form.
 - a) Provide the following information about the nominee:
 - Nominee's name
 - Date of birth (required)
 - 10-digit ASU ID if the nominee was previously associated with ASU
 - Email address
 - Current job title
 - Role nominee will hold on committee (chair, co-chair, or member)
 - b) Provide the following student information to complete the process of requesting an Individual Student Committee request:
 - Student name
 - 10-digit student ID
 - Email address
 - Student plan code
 - c) Provide a brief justification for the request.
 - d) Click on the red paperclip to upload the nominee's resume:
 - Select upload and click "Continue". Do not use fax feature.
 - Click "Done" when the file has been uploaded.

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	
---------------------------	--

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

5. Review the required fields to make sure they are all filled out.
6. Verify that the resume has uploaded correctly.
7. Click "Finish" at the top of the screen.

Next Steps

1. After clicking “Finish”, the Head of the Academic Unit of the Authorized Signer will receive an email with a link that will allow them to approve or reject the committee approval request.
2. If approved, the DocuSign form and resume are routed to the Graduate College for approval.
3. If the committee approval request is approved by the Graduate College, the request is entered into PeopleSoft.
4. The Requester will receive an email indicating that the request was approved.
5. The Requester can inform the student that their committee approval request and the nominee can now be added to their committee.

Always feel free to contact your Graduate Support Coordinator if you have any questions.