

From: [Dean of the Graduate Division](#)
To: [Dean of the Graduate Division](#)
Subject: Online Initiative: DocuSign Implementation
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Attachments: [image001.png](#)

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May 1, 2020

TO: Department Chairs
Program Directors
Graduate Faculty Advisors

CC: Department and Program Graduate Coordinators

FR: JAMES ANTONY, Dean
Graduate Division

RE: ONLINE INITIATIVE: DOCUSIGN IMPLEMENTATION

Dear Colleagues;

As you know, in response to the mandate to work remotely, The Graduate Division quickly pivoted to a temporary fillable PDF process for the collection of faculty signatures on our various academic forms. This temporary process worked well enough as an emergency response, but it was always our intention to design and test a better approach: using the campus DocuSign system: <https://blink.ucsd.edu/technology/esignature/index.html>.

We are happy to announce that beginning on May 12th we will enable the collection of all required faculty and student signatures on our various academic forms through DocuSign; the forms will be digitally routed to all required signers, including to The Graduate Division and the Registrar for final processing.

We will be holding a webinar on Monday, May 11th from 10:30-12:00 to walk coordinators through the new DocuSign process. The Zoom meeting will be recorded for those unable to participate in the live presentation.

After May 11th, Graduate coordinators will be able to find instructions and links to the forms on the Graduate Division collab site: <https://collab.ucsd.edu/x/RcHhAg>. All of the forms listed below will be routed through DocuSign. Please note that the forms must be initiated by graduate coordinators or program staff.

- Final report forms for MA/MS/MFA/doctoral degrees (the \$25 thesis submission fee will be assessed directly to the student's financial account)
- Doctoral advancement to candidacy forms (the \$50 advancement fee will be assessed directly to the student's financial account)
- General Petition for:
 - Readmission (the \$120 fee will be assessed directly to the student's financial account)
 - Filing fee (the \$188 fee will be assessed directly to the student's financial account)
 - Waiving academic residency
 - Other: retroactive adds/drops/incomplete/grade changes/etc.

We recognize moving to DocuSign represents yet another transition for many of you during a time full of challenging transitions. Therefore, The Graduate Division and the Registrar will continue to accept forms that have already been initiated using the fillable PDF and email process until the end of June 2020. However, we encourage graduate programs to quickly adopt the DocuSign process. The DocuSign system better preserves the integrity of the form submission process, of official record keeping, and it reduces the likelihood of error.

Beginning on July 1st, we will only use DocuSign—and will continue to do so, moving forward.

We look forward to connecting with many of you on May 11th.