

DocuSign Forms

The Academic Affairs forms listed below are now being filled out and routed for signatures via DocuSign.* This process electronically sends the forms from the department/program to the Graduate Division and to the Registrar.

- Forms must be initiated by the graduate coordinator or program staff member.
- Go to <https://docusign.ucsd.edu>. From the homepage, click on the "Templates" tab at the top of the page.
- On the left side click on the dropdown arrow next to the 3rd header, "SHARED FOLDERS," and then click on the folder, "Graduate Division." This brings up all Graduate Division form templates listed below.
- Identify the desired form, click on the blue "USE" button to the right of the form name. This brings up a Recipient form/list to fill out.
- The coordinator enters his/her own name and email address, as well as the names and institutional email addresses of the faculty who need to sign the form.
 - NOTE: You will need to delete recipient fields that are not applicable. For example, on doctoral forms there are fields for up to 7 committee members; you will need to delete any extra by clicking on the **X** to the right of the text field.
 - **Be sure to use the official active directory email addresses** for all UC San Diego personnel (@ucsd.edu only, no special domains). The DocuSign account is linked to the active directory email address. If an alias or special domain address is used, that person will not see the form if they log into DocuSign with their active directory email address.
 - The student's name auto-populates into the "Email Subject" line at the bottom of the Recipient form. Modify this line to include the student's **major code** and **PID** either before or after the Student Name field (displayed as [[Student_UserName]]), being careful not to delete the Student Name field (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Once all appropriate faculty names and institutional email addresses are entered, click the blue "SEND" button at the bottom of the page. The form can be filled out immediately via the pop-up box with the "Sign Now" button. Alternatively, an email is sent to the coordinator with a link to access the form.
- The coordinator clicks on the link in the email message, OR can go directly to the DocuSign "Inbox" or "Action Required" tab and click on the blue "Sign" button.
- Once the form is filled out, click the yellow "Finish" button and the form routes to the designated faculty.
- Once all required signatures are collected the form is automatically routed to the Graduate Division.
- The coordinator is able to track the status of the form by clicking on "Waiting for Others" on the left side of the DocuSign homepage.
- To resend a form, click on the "RESEND" button to the right of the form name. It will resend to all parties whose signatures are pending.

See the sections below for any specific instructions on routing particular forms.

One form is initiated by the student: the Dissertation/Thesis Signature Page. *****JDP Students at SDSU must continue to follow the DocuSign process for the signature page. Non-JDP Students do not need to complete a signature page; this is incorporated into the Final Report Form.*** Information about this form is at the bottom of the page. The link for the SDSU JDP students is available on the Graduate Division website, in the formatting manual, and on the check list they receive from the Graduate Division advisors. It is the student's responsibility to initiate and route this form. This section is provided to graduate coordinators for informational purposes only - please do not share this page with your students.

*Please note that Campus spam filters sometimes intercept DocuSign emails. If you or your faculty fail to receive emails from DocuSign, check <https://spam.ucsd.edu> using your AD credentials to release any DocuSign email. It is recommended to choose, "Release and Allow Sender."

Links

[Quick guide to DocuSign.](#)

[Correcting a Sent DocuSign form \(editing Subject Line and adding signers\)](#)

[The Joint Doctoral Programs' guide to Adobe Sign \(with SDSU\).](#)

[Click here to see a video of Graduate Division's DocuSign presentation.](#)

[Click here for some tips on using DocuSign.](#) (We will update this page as needed. If you have tips you would like to add please contact Norienne Saign at nsaign@ucsd.edu or Eliese Maxwell at etmaxwell@ucsd.edu).

[Click here for tips for faculty on signing App to C forms.](#)

To access the form, click on its title below

General Petition

The General Petition is used for such requests as:

- Readmission
- Waiving academic residency
- Exceptions to University/Academic Senate regulations

The completed form must be filed with the Graduate Division.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipients form/list for the graduate coordinator to enter the names and email addresses (official campus email address) of the student and appropriate faculty members as required by the type of request. [To "sign on behalf" of a student, the coordinator enters his/her own email address in the student email address field. In this case, it is the program's responsibility to ensure the student is aware that the request is being made and that a fee may be assessed to his/her TritonLink account.] The following is a list of appropriate faculty members who may be required to sign the General Petition:
 - Instructor: Instructor of record signature is required for any course change request/s

- Advisor: May be student's research/academic advisor or program faculty advisor (may NOT be staff advisor or graduate coordinator)
- Chair: Program/group/department chair or designee
 - NOTE: You will need to delete recipient fields that are not applicable. For example, the field for "New Dept/Program Chair" is only required when the student is transferring or readmitting into a new department/program. In all other cases, click on the **X** to the right of the text field to remove that signature as a requirement.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link to the General Petition form. The Petition may also be accessed immediately by going to the coordinator's DocuSign "Inbox" or "Action Required" tab.
- To fill out the Petition, click on the blue "SIGN" button on the right side of the page; this brings up the actual form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. When requesting exceptions to University/Academic Senate policy, provide justification under "Reasons."
- Once completed, click the "Finish" button and the form will route in the following order for signatures: student, designated faculty members, including department chair/program director or staff designate; Graduate Division; Registrar. Recipients will receive an email notice that the form is available for signature.

If a fee payment is necessary, the applicable fee will be assessed on the student's TritonLink account.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing.

Click to enlarge



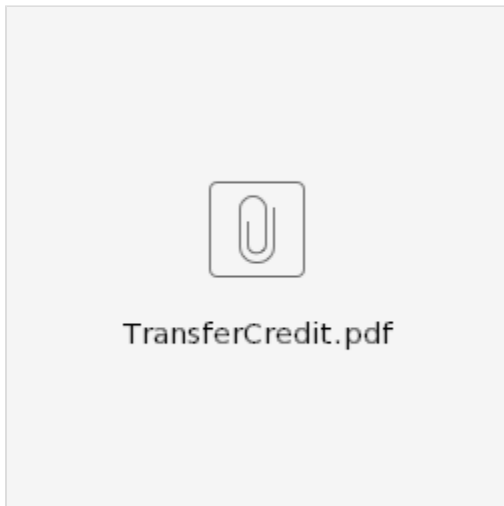
UG Waiver/Transfer Credit (to a Master's Program)

The completed form must be filed with the Graduate Division to transfer credit from undergraduate or graduate degrees to a UC San Diego master's program.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipients form/list for the graduate coordinator to enter the names and email addresses (official campus email address) of the student and appropriate faculty members as required by the type of request. [To "sign on behalf" of a student, the coordinator enters his /her own email address in the student email address field. In this case, it is the program's responsibility to ensure the student is aware that the request is being made.] The following is a list of appropriate faculty members who may be required to sign the waiver/transfer credit form:
 - Faculty Advisor: May be student's research/academic advisor or program faculty advisor (may NOT be staff advisor or graduate coordinator)
 - Chair: Program/group/department chair
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Graduate Student Transfer Credit – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link to the Transfer Credit form. The form may also be accessed immediately by going to the coordinator's DocuSign "Inbox" or "Action Required" tab.
- To fill out the form, click on the blue "SIGN" button on the right side of the page; this brings up the actual form.
- Complete the department/program section, entering the student's name as it appears on official records with the University.
- Once completed, click the "Finish" button and the form will route in the following order for signatures: student, designated faculty members, including department chair/program director; Graduate Division; Registrar. Recipients will receive an email notice that the form is available for signature.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing.

Click to enlarge



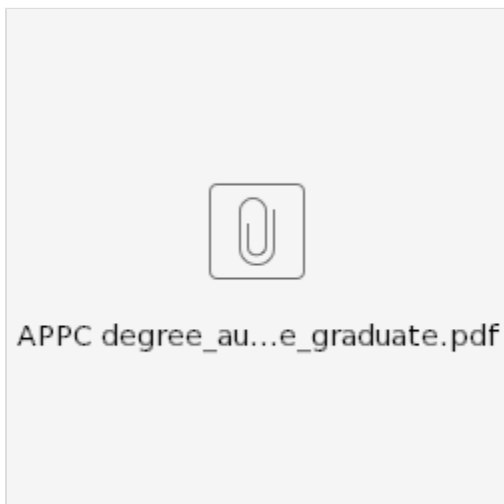
Application to Candidacy - Master's (Cover Sheet)

The completed/signed cover sheet with the uAchieve form attached (as a PDF) must be filed with the Graduate Division within the first 2 weeks of the quarter in which the degree requirements are to be completed. Ideally, the form is filed when the student is registered in the final courses to be used towards the degree.

- Access the cover sheet form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, the student's faculty advisor (if not applicable, delete this field by clicking on the X to the right of the field text box), and the department chair/program director or staff designate (the *staff designee's name must be listed* even if a role account is used for the email address).
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Application to Candidacy - Master's – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Application to Candidacy Cover Page.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Application to Candidacy Cover Page.
- Complete the department/program section: enter the student's PID (the name is no longer necessary) and attach the uAchieve degree audit in PDF format (using the paperclip icon). Once completed, click the "Finish" button and the form will route in the following order for signatures: faculty advisor (if applicable); department chair/program director; Graduate Division; Registrar.
- Recipients will receive an email notice that the Application to Candidacy - Master's Cover Sheet is available for signature. They go into the DocuSign system by clicking on the link in the email and sign the form.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing.

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Doctoral Advancement to Candidacy

The completed form must be filed with the Graduate Division at least three quarters prior to the quarter in which the candidate expects to complete requirements for the Doctoral degree. The candidate must be registered when submitting the form. To be advanced to candidacy, the student must have satisfied all preliminary requirements set by the graduate program and by the Graduate Council, completed all language requirements (if applicable), and maintained a minimum of three continuous quarters of academic residence prior to taking and passing the qualifying examination.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), committee members, and department chair/program director.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Report of the Qualifying Exam form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this brings up the actual form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; department chair/program director; student; Graduate Division; Registrar.
- Recipients will receive an email notice that the form is available for signature. Once the qualifying exam is completed, committee members go into the DocuSign system by clicking on the link in the email.
- Based upon the student's performance in the examination, each committee member indicates "Yes" or "No" in the "Approved of Qualifications" column, and signs the form. Once all members have signed, the form routes to the department chair/program director for signature and date.
- In the event that the student's qualifications are not unanimously approved by the committee, the Report of the Qualifying Examination, bearing the vote and the signature of the committee members must be submitted directly to the Dean of the Graduate Division, accompanied by individual statements prepared by each member of the committee, for Graduate Council review and action.
- The student's TritonLink account will be assessed the candidacy fee. The student indicates estimated quarter of dissertation completion, signs and dates the form.

The form is automatically routed to the Graduate Division and the Registrar's office for final processing.

Students in a SDSU JDP program do not use the DocuSign form. Contact SDSU to have their form initiated in Adobe Sign.

Click to enlarge



Doctoral Final Report

The completed form must be filed with the Graduate Division and the dissertation deposited with the University Archivist on or before the last day of the quarter in which the candidate completes requirements for the Doctoral degree. A minimum of three quarters must elapse between advancement to candidacy and filing this report.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), committee members, and department chair/program director.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Report form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the actual form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; department chair/program director; Graduate Division; Registrar.

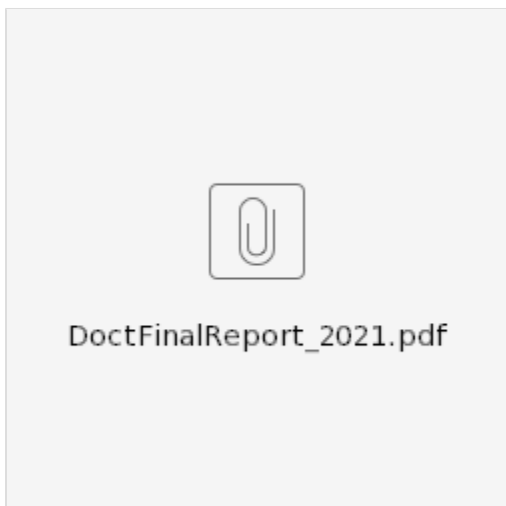
- Recipients will receive an email notice that the form is available for signature. Once the final defense is completed the committee members go into the DocuSign system by clicking on the link in the email. The committee members indicate "Yes" or "No" in the "Approved for the Degree" column, indicate their decision on the dissertation by choosing "Yes" or "No" in the "Approved for Publication" column, and sign the form.
- Based upon the committee members' responses in the "Approved for Degree" and "Approved for Publication" columns, the committee chair clicks the appropriate two buttons to indicate whether unanimous approval and recommendation of the degree has been given or not.
- If the defense is not unanimously approved by the committee, a detailed explanatory statement from each member of the committee, accompanied by the signed Report of the Final Examination and a copy of the dissertation, must be submitted to the Dean of the Graduate Division for Graduate Council review.

The student's TritonLink account will be assessed any applicable fees.

Once all signatures are collected the form is automatically routed to the Graduate Division and the Registrar for final processing. Please note, the student must still set up a final appointment with a Graduate Division advisor to finalize degree filing.

Students in a SDSU JDP program do not use the DocuSign form. Contact SDSU to have their form initiated in Adobe Sign.

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EdD (Doctor of Education) Advancement to Candidacy

The completed form must be filed with the Graduate Division at least three quarters prior to the quarter in which the candidate expects to complete requirements for the EdD degree. The candidate must be registered when submitting the form. To be advanced to candidacy, the student must have satisfied all preliminary requirements set by the graduate program and by the Graduate Council, completed all language requirements (if applicable), and maintained a minimum of three continuous quarters of academic residence prior to taking and passing the qualifying examination.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), and committee members.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Report of the Advancement to Candidacy form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this brings up the actual form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; co-directors from each campus; student; both campuses Graduate Divisions; Registrar.
- Recipients will receive an email notice that the form is available for signature. Once the advancement exam is completed, committee members go into the DocuSign system by clicking on the link in the email.
- Based upon the student's performance in the examination, each committee member indicates "Yes" or "No" in the "Approved of Qualifications" column, and signs the form. Once all members have signed, the form routes to the program co-directors and both campuses graduate deans for signature and date.
- In the event that the student's qualifications are not unanimously approved by the committee, the Report of the Qualifying Examination, bearing the vote and the signature of the committee members must be submitted directly to the Dean of the Graduate Division, accompanied by individual statements prepared by each member of the committee, for Graduate Council review and action.
- The student's TritonLink account will be assessed the candidacy fee. The student indicates estimated quarter of dissertation completion, signs and dates the form.

The form is automatically routed to the Graduate Division and the Registrar's office for final processing.

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EdD (Doctor of Education) Final Report

The completed form must be filed with the Graduate Division and the dissertation deposited with the University Archivist on or before the last day of the quarter in which the candidate completes requirements for the EdD degree. A minimum of three quarters must elapse between advancement to candidacy and filing this report.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), and committee members.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Report form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the actual form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; co-directors from each campus; campus librarians; CSUSM graduate dean; UCSD Graduate Division; Registrar.
- Recipients will receive an email notice that the form is available for signature. Once the final defense is completed the committee members go into the DocuSign system by clicking on the link in the email. The committee members indicate "Yes" or "No" in the "Approved for the Degree" column, indicate their decision on the dissertation by choosing "Yes" or "No" in the "Approved for Publication" column, and sign the form.
- Based upon the committee members' responses in the "Approved for Degree" and "Approved for Publication" columns, the committee chair clicks the appropriate two buttons to indicate whether unanimous approval and recommendation of the degree has been given or not.
- If the defense is not unanimously approved by the committee, a detailed explanatory statement from each member of the committee, accompanied by the signed Report of the Final Examination and a copy of the dissertation, must be submitted to the Dean of the Graduate Division for Graduate Council review.

The student's TritonLink account will be assessed any applicable fees.

Once all signatures are collected the form is automatically routed to the Graduate Division and the Registrar for final processing. Please note, the student must still set up a final appointment with a Graduate Division advisor to finalize degree filing.

Click to enlarge



EDDFinal Report.pdf

Master's (MA/MS) Final Report - Plan I Thesis

The completed form must be filed with the Graduate Division and the thesis deposited with the University Archivist on or before the last day of the quarter in which the candidate completes requirements for the Master of Arts or Science degree.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), committee members, and department chair/program director.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Report form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Final Report form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; department chair/program director; Graduate Division; Registrar.
- Recipients will receive an email notice that the form is available for signature. Once the student's thesis is reviewed, committee members go into the DocuSign system by clicking on the link in the email. The committee members indicate "Yes" or "No" in the "Approved for the Degree" column, indicate their decision on the dissertation by choosing "Yes" or "No" in the "Approved for Publication" column, and sign the form.
- If the thesis is not unanimously approved by the committee, a detailed explanatory statement from each member of the committee, accompanied by the signed Final Report of the Thesis, and a copy of the thesis, must be submitted to the Dean of the Graduate Division for Graduate Council review.

The student's TritonLink account will be assessed the thesis submission fee and any other applicable fees.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing. Please note, the student must still set up a final appointment with a Graduate Division advisor to finalize degree filing.

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MSFinalReport_PlanI_2021.pdf

Master's (MA/MS) Final Report - Plan II Exam

The completed form must be filed with the Graduate Division on or before the last day of the quarter in which the candidate completes requirements for the Master of Arts or Science degree.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, the student's faculty advisor (if not applicable, delete this field by clicking on the x to the right of the field text box), and the department chair/program director or staff designate (the *staff designee's name must be listed* even if a role account is used for the email address).
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Report form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Final Report form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: faculty advisor (if applicable); department chair/program director; Graduate Division; Registrar.
- Recipients will receive an email notice that the form is available for signature. Once the comprehensive exam is successfully completed, the faculty advisor (if applicable) and/or department chair/program director goes into the DocuSign system by clicking on the link in the email and signs the form.

The student's TritonLink account will be assessed any applicable fees.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing.

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Master's (MFA) Final Report

Final Report of the Modified Thesis Examination for the Master of Fine Arts (Plan III)

The completed form must be filed with the Graduate Division and the thesis deposited with the University Archivist on or before the last day of the quarter in which the candidate completes requirements for the Master of Fine Arts degree. A minimum of three quarters must elapse between advancement to candidacy and filing this report.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), committee members, the student's faculty advisor (if not applicable, delete this field by clicking on the x to the right of the field text box), and department chair /program director.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Report form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Final Report form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; student's faculty advisor (if applicable); department chair/program director; Graduate Division; Registrar.

- Recipients will receive an email notice that the form is available for signature. Once the exam is completed the committee members will go into the DocuSign system by clicking on the link in the email. The committee members indicate "Yes" or "No" in the "Approved for the Degree" column, indicate their decision on the dissertation by choosing "Yes" or "No" in the "Approved for Publication" column, and sign the form.
- If the exam is not unanimously approved by the committee, a detailed explanatory statement from each member of the committee, accompanied by the signed Final Report of the Modified Thesis Examination, and a copy of the thesis, must be submitted to the Dean of the Graduate Division for Graduate Council review.

The student's TritonLink account will be assessed the thesis submission fee and any other applicable fees.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing. Please note, the student must still set up a final appointment with a Graduate Division advisor to finalize degree filing.

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MPH Final Report (MPH only)

(Please note: this form is currently only used by the MPH program for filing a thesis)

The completed form must be filed with the Graduate Division and the thesis deposited with the University Archivist on or before the last day of the quarter in which the candidate completes requirements for the Master's degree.

- Access the form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, committee chair, co-chair (if applicable, in the #2 field), committee members, the student's faculty advisor (if not applicable, delete this field by clicking on the x to the right of the field text box), and department chair /program director.
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – AN75 A23456789 [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Report form.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Final Report form.
- Complete the department/program section, entering the student's name as it appears on official records with the University. Once completed, click the "Finish" button and the form will route in the following order for signatures: committee members; student's faculty advisor (if applicable); department chair/program director; Graduate Division; Registrar.
- Recipients will receive an email notice that the form is available for signature. Once the student's thesis is reviewed, committee members go into the DocuSign system by clicking on the link in the email. The committee members indicate "Yes" or "No" in the "Approved for the Degree" column, indicate their decision on the dissertation by choosing "Yes" or "No" in the "Approved for Publication" column, and sign the form.
- If the thesis is not unanimously approved by the committee, a detailed explanatory statement from each member of the committee, accompanied by the signed Final Report of the Thesis, and a copy of the thesis, must be submitted to the Dean of the Graduate Division for Graduate Council review.

The student's TritonLink account will be assessed the thesis submission fee and any other applicable fees.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing. Please note, the student must still set up a final appointment with a Graduate Division advisor to finalize degree filing.

Click to enlarge



MIA Final Report Cover Sheet

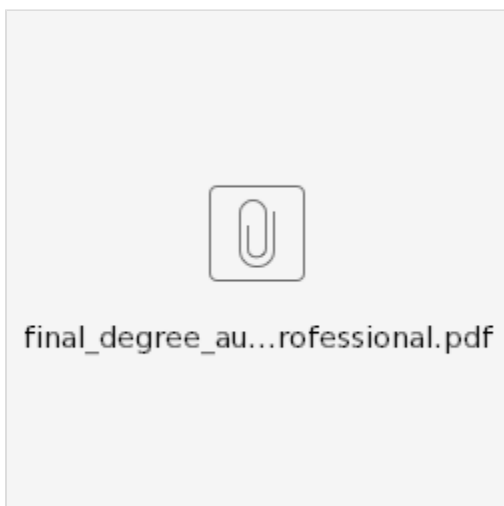
The completed/signed cover sheet with the uAchieve form attached (as a PDF) must be filed with the Graduate Division on or before the last day of the quarter in which the candidate completes requirements for the MIA degree.

- Access the cover sheet form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, the faculty language examiner, and program director/associate dean or staff designate (the *staff designee's name must be listed* even if a role account is used for the email address).
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – **AN75 A23456789** [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the MIA Final Degree Audit Cover Page.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Final Degree Audit Cover Page.
- Complete the department/program section, entering the student's name as it appears on official records with the University and attach the uAchieve degree audit in PDF format (using the paperclip icon). Once completed, click the "Finish" button and the form will route to the designated faculty language examiner, program director/associate dean; Graduate Division; Registrar.
- Recipients will receive an email notice that the Final Report Cover Sheet is available for signature. They go into the DocuSign system by clicking on the link in the email and sign the form.

The student's TritonLink account will be assessed any applicable fees.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing.

Click to enlarge



Professional Degree Final Report Cover Sheet

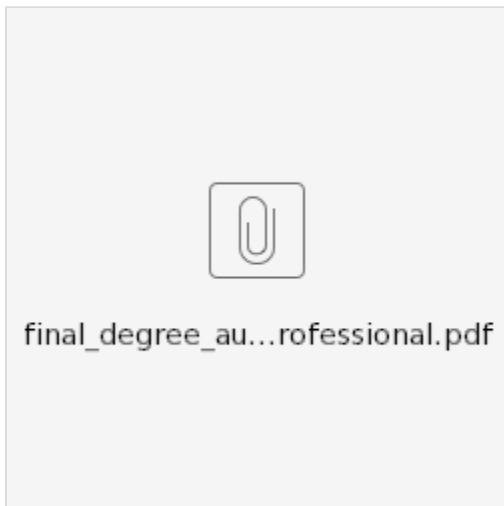
The completed/signed cover sheet with the uAchieve form attached (as a PDF) must be filed with the Graduate Division on or before the last day of the quarter in which the candidate completes requirements for the professional degree (MAS, MBA, MCEPA, MEd, MEng, MF, MPH comp exam, MPAc).

- Access the cover sheet form through SHARED FOLDERS / Graduate Division; click on the blue "USE" button to the right of the form title.
- This brings up a Recipient list/form for the graduate coordinator/program staff to enter her/his name and email address and the names and email addresses (official campus email address) of the student, and program director/associate dean or staff designate (the *staff designee's name must be listed* even if a role account is used for the email address).
- Modify the "Email Subject" line at the bottom of the Recipient form to include the student's **major code** and **PID** (eg: "Doctoral Final Report – AN75 A23456789 [[Student Name]] – Action Required"). This will assist program staff and Graduate Division in organizing forms.
- Click the blue "SEND" button on the bottom of the page to access the form. The form can be filled out immediately via the pop-up box with the "Sign Now" button.
- Alternatively, the coordinator will receive an email with a link that goes directly to the Final Degree Audit Cover Page.
- The form may also be accessed by going to the coordinator's DocuSign "Inbox" or "Action Required" tab. Click on the blue "SIGN" button on the right side of the page; this also brings up the Final Degree Audit Cover Page.
- Complete the department/program section, entering the student's name as it appears on official records with the University and attach the uAchieve degree audit in PDF format (using the paperclip icon). Once completed, click the "Finish" button and the form will route to the program director/associate dean; Graduate Division; Registrar.
- Recipients will receive an email notice that the Final Report Cover Sheet is available for signature. They go into the DocuSign system by clicking on the link in the email and sign the form.

The student's TritonLink account will be assessed any applicable fees.

Once all signatures are collected the form is routed to the Graduate Division and the Registrar for final processing.

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Dissertation/Thesis Signature Page (for Joint Doctoral students with SDSU only)

**JDP Students at SDSU must continue to follow the DocuSign process for the signature page. Non-JDP Students do not need to complete a signature page; this is incorporated into the Final Report Form.

The completed/signed signature page must be received by the Graduate Division on or before the student's final appointment with the Graduate Division.

- To initiate the form for routing, students enter their name and email address first, followed by the names and email addresses (official campus email address) of all dissertation/thesis committee members.
- Click the "Begin Signing" button at the bottom of the form to access the form. If there is a co-chair, please specify that using the drop down options on the right side of the form.
- The student's name will appear on the first line at the top of the form. The committee names will appear on the signature lines below.
- Click the "Finish" button at the bottom of the page.
- Recipients will receive an email notice that the signature page is available for signature. Once the dissertation/thesis has been approved, each member clicks on the link in the email and signs the signature page.

Once all signatures have been collected the form will be automatically routed to the Graduate Division.

Joint Doctoral students with SDSU use the [JDP Dissertation Signature Page](#) form.

Click to enlarge



JDP signature p...or DocuSign.pdf