

Graduate and Professional Studies Forms Using DocuSign

Effective **September 14, 2020**, the Office of Graduate and Professional Studies (OGAPS) will process the following forms using DocuSign.

- Research Proposal Approval Form
- Preliminary Examination Checklist and Report
- Request for Final Examination (Master's and Doctoral)
- Results of the Final Examination
- Request for Exemption from the Final Examination
- Written Dissertation Approval Form
- Written Thesis Approval Form
- Thesis, Dissertation, Record of Study - Copyright Availability
- Letter of Intent

Background.

In March 2020, many graduate and professional students moved to remote learning. To accommodate for these changes, OGAPS developed fillable PDF forms with modified signature rules.

As remote learning has continued in Fall 2020, there is a need for electronic approval of forms that maintains the signature rules previously established. DocuSign allows for this process to occur.

How Does it Work?

With feedback from the Texas A&M community, OGAPS has developed workflow processes for each form.

The *Initiator* represents the person who starts the process. If you are the Initiator, (1) click the link for the form you wish to complete, (2) complete the section requested of you on the form. Then, (3) click Submit, and the form will route to the next party. It's that easy.

With the exception of the Thesis, Dissertation, Record of Study - Copyright Availability form, the Graduate Program Assistant in the department will have a chance to review the form for accuracy before it routes to other parties.

How Do I Know if I Need to Sign Something?

You will receive an email to your TAMU email account. Once you receive an email, respond to the prompts, provide your initials or signatures (whichever is requested), and then continue.

I Want to Know More.

DocuSign has a robust Support Center. You can watch a video to learn more about [signing documents](#). There are also step-by-step instructions related to [printing documents](#), accessing documents you [previously signed](#), and other [basic information](#).

What if I Have A Form that is the Old Version but is Routing Now?

We will continue to accept both versions (the fillable PDF and DocuSign) until October 5, 2020, after which time we will only accept DocuSign forms.

What if I have Questions?

On Monday, the OGAPS webpage will have a FAQ section, an instructional video, and links to the DocuSign support center, among other helpful resources.