

Instructions for DocuSign Committee Forms

1. Please inform your committee members that you are starting the DocuSign form. The email will come from the “**Viterbi Office of Doctoral Programs via DocuSign.**”
2. Click on the link for the appropriate form below. Once you reach the DocuSign form, please fill in your personal information, your Committee Members, [Academic Department Advisor](#), Department Chair, and emails of each. Asterisked fields are required and must be filled in before the form will allow you to continue. Once you have completed all required fields, please double-check that you have entered all information accurately, and click “Begin Signing” at the bottom of the page.
3. On the next page click to accept the agreement, and then click “Continue.” You will then see the committee form with the information you filled in on the previous page. **Please Note:** Your committee members will not show. This is normal. Their information will appear when they sign the form.
4. Next, please fill in your USC ID#, USC email address, and your major and then e-sign the form. You can either adopt the DocuSign standard signature (recommended) or set your own. Once you have finished signing, please click “Finish” at the top of the page. You may then download a PDF copy of the document and keep for your records.
5. The form will then email itself to the Committee Chair for their signature, and then to each of the committee members for theirs. Once all committee members have signed the form, your form will route to your Academic Department Academic Advisor and then to the Department Chair. **This is in a sequence. All members will not receive the email at the same time.**
6. Once the department chair signs, the form will route to the VASE Office for approval before routing to the Dean for signature.
7. Once the Dean has signed your form, you will receive a notice to download your completed form. You can then proceed as usual with your dissertation defense, or qualifying exam.
8. Please follow up with your committee members to ensure they have signed the form. If your form is delayed, please email tcharles@usc.edu for assistance. Please allow 10 business days for Dean’s signature.

If you have any questions or problems with the DocuSign forms please contact Tracy Charles at tcharles@usc.edu