

Date _____

Supervisory Committee Approval Form

Signature Order

1) Student, Major Professor 2) Other Committee Members 3) Dept Head 4) Assoc Dean

DocuSign CCs (these individuals will receive an email with a link to the signed form after it has been fully signed)

	Name	Email
GPC	_____	_____
SGS	Emma Torres	emma.torres@usu.edu
Other	_____	_____
Other	_____	_____

Directions for Student

1. Fill out all the boxes on the first page of this form except for the name and email of the Dept Approval (bottom of form). Signatures will be added with DocuSign; do not enter anything in the signature areas of the form.
2. Save the form using the file name format 'SCAF_Iname_A#####.pdf', where 'Iname' is your last name and 'A#####' is your A number (e.g., 'SCAF_Stevenson_A0123456.pdf').
3. Email the form to your Department's Graduate Program Coordinator.

Directions for Department's Graduate Program Coordinator

1. Verify that the information on the form is correct. Note that if the committee includes emeritus faculty, the form must be submitted by the Department Head, or the Department Head must separately request that the emeritus faculty be allowed to serve on the committee (Catalog, General Graduate Student Information, G. 1. and 3.).
2. Add the correct name and email for the Department Approval (typically the Dept. Head).
3. Email it to Emma Torres in the School of Graduate Studies (email address is above).

The Graduate School staff will create an 'envelope' in DocuSign using email addresses on the form. DocuSign will then route the form for electronic signature. The order in which the form will be routed (signature order) is shown above. Once fully signed, electronic copies of the signed form will be sent to everyone who signed it, the GPC, the School of Graduate Studies (Emma Torres), and any other individuals designated as DocuSign CCs. (Note: DocuSign CCs are optional)

4. After receiving a copy of the signed form, enter the committee information into Banner (SHACOMI screen).