

Graduate Council Representative Tips

Methods for collecting signatures and submitting exam documents to the Graduate School.

DocuSign (preferred method)

- GCR routes the exam forms through DocuSign, then emails the complete signed copies as a pdf to the Graduate School (graduate.school@oregonstate.edu).
- For help using DocuSign, including accessing sender permissions, please visit: <https://is.oregonstate.edu/docusign/resources/senders>.
- The Graduate School does not have the capacity at this time to route exam documents for GCRs. However, we expect to automate this process in the 2023-2024 academic year.



When sending exam documents through DocuSign or email, due to student privacy reasons, only OSU email addresses may be used. Sending to non-OSU email addresses is prohibited.

Scan and email

- GCR collects signatures via email by sending a PDF of the exam forms for the student and committee members to sign and scan back to the GCR.
- Or committee members and the student may reply to the GCR's email stating that they agree with the committee's decision as indicated on the exam form.
- The GCR compiles all signatures and/or responses into a single PDF and sends it to the Graduate School (graduate.school@oregonstate.edu).

Hard copy

- GCR collects signatures in person and delivers the exam documents in hard copy to the Graduate School in Heckart Lodge or scans and emails as a PDF to the Graduate School (graduate.school@oregonstate.edu).

