

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, and includes graddocusign@oregonstate.edu as a carbon copy. Or, email 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 are working on automating this process.



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).

