

Instructions for DocuSign Committee Forms

Congratulations on reaching this milestone!

Please read the instructions below carefully to ensure prompt processing of your committee form.

1. Please email your committee members and inform that you are starting the DocuSign form and ask them to watch for email from DocuSign. The email will come from the “**Viterbi Office of Doctoral Programs via DocuSign.**” If they do not see it, they should check their spam folder.
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, Graduate Academic Advisor (see list below), Department Chair, and emails of each. **Do not duplicate committee members or put the same person as the Committee Chair and as a committee member.** 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, 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 your committee members for theirs. Once all committee members have signed the form, your form will route to your Graduate Academic Advisor and then to the Department Chair. Please follow up with your committee members to ensure they have received and signed the form.
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 and your Graduate Academic Advisor will receive an email from DocuSign with the signed form attached. Please contact your Graduate Academic Advisor for the next steps for your dissertation defense or qualifying exam.
8. If you would like to check on the status of your form, please email servicedesk.doctoralprograms.vsoe.usc.edu. Do **not** start a duplicate form. This will slow or halt the signing process.

List of Graduate Academic Advisors:

If the incorrect Graduate Academic Advisor is used on your form, it will delay and possibly void your form.

Department	Graduate Academic Advisor	Email
Aerospace and Mechanical	Christine Franks	cfranks@usc.edu
Astronautical Engineering	Luis Saballos	lsaballos@usc.edu
Biomedical Engineering	William Yang	yangwil@usc.edu
Computer Science	Lizsl De Leon	ldeleon@usc.edu
Sonny Astani Department of Civil and Environmental Engineering	Christine Hsieh	christih@usc.edu
Ming Hsieh Department of Electrical and Computer Engineering	Diane Demetras	demetras@ee.usc.edu
Daniel J. Epstein Department of Industrial and Systems Engineering	Shelly Lewis	Michele.lewis@usc.edu
Mork Department Chemical Engineering and Materials Science	Anthony Tritto	atritto@usc.edu

If your form is delayed, please email tcharles@usc.edu for assistance. Please allow at least 10 business days for Dean's signature.