

### Department Chairs:

When a form is in need of approval, you will be notified via e-mail and provided a link to the document. (Subject: Catalog Selection Petition)



Academic Standards Committee sent you a document to review and sign.

**REVIEW DOCUMENT**

**Academic Standards Committee**  
[asc@towson.edu](mailto:asc@towson.edu)

Please complete all available fields, sign, and click 'Finish.'

Upon selecting review document, they will be taken into a copy of the form. Once in the form, they should take the following steps.

1. Review the form for accuracy.
2. Make any required edits to the student ID or catalog year selection.
3. Update the text of TYPE YOUR NAME HERE to your name.
4. Finalize the signature.

Chairperson's Signature: _____		Date: <u>10/03/18</u>
Printed Name: <u>Frederick Merman</u>		

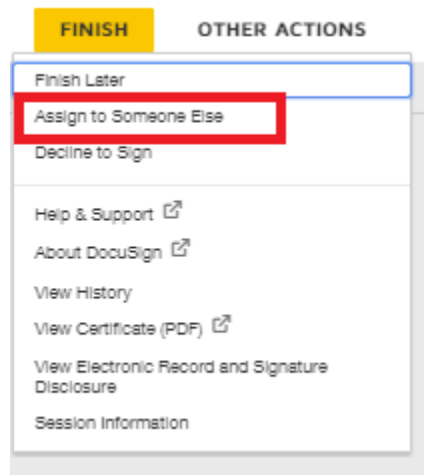
Once all required fields have been entered and the document has been signed by the chair, they may submit the form for approval by clicking the **Finish** button.

**FINISH**

### How to Leave Notes and Assign to a 2<sup>nd</sup> Reviewer:

If your office uses a two person review process, the first reviewer can leave notes and then pass the form along to the signing party by following the steps below.

Once inside the document, you should select **Other Actions** and then **Assign to Someone Else**.



This will bring up a modal window where you can enter the desired recipient's information. Here you can enter the new signer's e-mail address and name. You may also enter notes for the new signer in the description field.

A screenshot of a modal window titled 'Assign to Someone Else' with a close button (X) in the top right corner. The window contains several input fields and a text area. A red box highlights the text area. The text area contains the text: 'Please provide a reason for changing signing responsibility' followed by a larger text box with the placeholder text 'Here is where you can type notes for the second person in your review process.' Below the text box, it says '172 characters remaining'. At the bottom of the modal, there are two buttons: 'ASSIGN TO SOMEONE ELSE' (highlighted in yellow) and 'CANCEL'.

\* Required

Email Address for the New Signer \*

New Signer's Name \*

Please provide a reason for changing signing responsibility

Here is where you can type notes for the second person in your review process.

172 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

When the 2<sup>nd</sup> reviewer enters the form, the notes will appear at the top of the screen in the form of a private message.

## Please Review & Act on These Documents



**Academic Standards Committee**  
Towson University

### PRIVATE MESSAGE:

From Reassigner: Here is where the notes will display for a 2nd reviewer in the process.  
From Sender: Please review.

Please complete all available fields, sign, and click 'Finish.'

Thank you,  
Towson University Academic Standards Committee  
[View Less](#)



Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Once the final step in the review process has been completed, all parties will receive the following message to allow them to view the decision. (Subject: Completed: Catalog Selection Petition)



Your document has been processed. Please click the button below to view the decision for your request. This link will remain valid for one year. Be sure to save the document if you wish to have a copy for your own records.

[VIEW DOCUMENT](#)

**Academic Standards Committee**  
[asc@towson.edu](mailto:asc@towson.edu)

### Other Items of Note:

- A reminder e-mail will be sent first after 4 days, then every 2 days that form remains not completed.
- You may delegate the signing by forwarding the review e-mail, however reminder and completed e-mail will continue to be sent to the original assignee.