Introduction:
In order to expedite the review process, the Office of the Registrar has started using DocuSign forms to expedite the review processes. This will reduce the amount of time between signatures and reduce the waste created by the paper form.

Contents:
1. Transfer Credit Review Process
2. Reassign a Form
3. Other Notes
Department Chairs and Program Directors

When a form is in need of approval, you will be notified via e-mail and provided a link to the document.

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

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. Indicate whether the course can be accepted as a TU equivalent, elective credit, or cannot be accepted.
3. Click the “Sign” button on the signature line to finalize your review process.

Undergraduate

Section 2-Evaluator Review (select one):

- [ ] Transfer course is equivalent to the following TU course:
- [ ] Transfer course can be accepted as elective credit. Course will post as (e.g. PSYC TLL):
- [ ] Transfer course is not equivalent and cannot be accepted

Notes:

Evaluator Signature: ___________________________ Date: ___________________________
How to Leave Notes and Assign to a 2nd 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.
When the 2nd reviewer enters the form, the notes will appear at the top of the screen in the form of a private message.

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)
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.