

Request for Final Oral Exam Form Submission via DocuSign

Read the instructions carefully before initiating the submission process.

The completed signed request for your Final Oral Examination must be delivered to the Graduate School 2 weeks prior to the scheduled exam. You will need to begin this DocuSign submission process at least 3 weeks before your scheduled date.

Before Submitting the Form via DocuSign

Before beginning the submission process, inform your committee members and the EDP Graduate Advisor that a Request for Final Oral Examination Form will be sent via DocuSign.

DocuSign will require that you enter the names and email addresses of all your committee members, the EDP Graduate Advisor, and yourself.

For all UT committee members, including the Graduate Adviser, you must enter their email addresses in the form of **EID**@eid.utexas.edu—where the first highlighted “EID” is the EID of the member. You can find a faculty’s EID by doing a search in the UT Directory. Example: jd12345@eid.utexas.edu

For non-UT members, enter the email address they provided to you. Example: aprofessor@ucla.edu.

Committee members will receive an email from DocuSign confirming your petition to schedule a Final Oral exam with your committee.

Format for DocuSign Final Oral Request

Supervisor

Name

EID@eid.utexas.edu (find UT faculty EIDs in the UT Directory: <https://directory.utexas.edu/>)

Co-Supervisor or Member 2

Name

EID@eid.utexas.edu

Member 3

Name

EID@eid.utexas.edu

Member 4*

Name

EID@eid.utexas.edu

***NOTE:** If a member will NOT be in attendance (virtually or physically), you must list them as Member #4. By listing them as member #4, this will allow the member to check-off their absence.

Members 5-7 (only if applicable)

Graduate Adviser

Name

EID@eid.utexas.edu

Final Oral exam details as agreed upon by your committee:

Date

Time

Room (or via Zoom, if meeting virtually)

If meeting in-person, email EDP@austin.utexas.edu to book a meeting room.

DocuSign Submission

Click the link below to begin the DocuSign submission process.

NOTE: Do not begin the process until you have carefully reviewed the instructions above. If you start the process without completing, it will create abandoned documents in the DocuSign system. Abandoned forms cannot be accessed again and you will have to start over.

DocuSign Request for Final Oral Examination Link: <http://links.utexas.edu/smrnyi>

Post-Submission

Once submitted, DocuSign will automatically send the form to all committee members for their eSignature. The Graduate Advisor will be the last one to eSign.

You will receive an email from DocuSign when all signers have completed the signing process. Click "View Completed Document" link in that email. When the document opens on the DocuSign website, click the "Download" button at the top of the document. Select the "Combined PDF" option and save the document to your computer. A combined document includes the form and the certificate of completion. The certificate provides a full audit trail of your DocuSign transaction.

Submit the combined pdf Request For Final Oral Exam form electronically to the Graduate School at gradstudentsvcs@austin.utexas.edu

Be sure to follow the rest of the instructions on page 1 of the form.