

DocuSign Workflow Sequence (Signature order)

If the originator of a DocuSign form does not include the proper workflow sequence, the form may not reach its final destination, which would result in undesirable delays. Following is the workflow sequence (signature orders) that some common VSU forms take:

Course Substitution forms:

For classes in core areas A – F:

- a) Advisor → Department Head → Dean's Office (Associate Dean) → Academic Affairs (VPAA) → Registrar's Office (registrar@valdosta.edu)
- b) Copy: student

For classes in an undergraduate major:

- a) Advisor → Department Head → Dean's Office (Associate Dean) → Registrar's Office (registrar@valdosta.edu)
- b) Copy: student

For a graduate course:

- a) Advisor → Department Head → Dean's Office (Associate Dean) → Graduate School (Associate Provost) → Registrar's Office (registrar@valdosta.edu)
- b) Copy: student

Waivers (of a program, college, or university requirements) forms:

For undergraduate requirements:

- a) Advisor → Department Head → Dean's Office (Associate Dean) → Academic Affairs (VPAA: Sheri Gravett) → Registrar's Office (registrar@valdosta.edu)
- a) Copy: student

For graduate requirements:

- a) Advisor → Department Head → Dean's Office (Associate Dean) → Graduate School (Associate Provost) → Registrar's Office (registrar@valdosta.edu)
- b) Copy: student

Request to Engage in Outside Activity:

Employee → Department Head → Dean's Office (Dean) → Academic Affairs (Provost) → Human Resource

Contract Addendum and Overload Pay:

- a) Employee → Department Head → Dean's Office (Dean) → Academic Affairs (Provost)
- b) Copy: Honey Coppage (AA), Shelby Lamar (HR), Carmen James (HR), Mark Mears (CoSM Dean's Office)