

Degree Audit Sheet Directions for Chairs

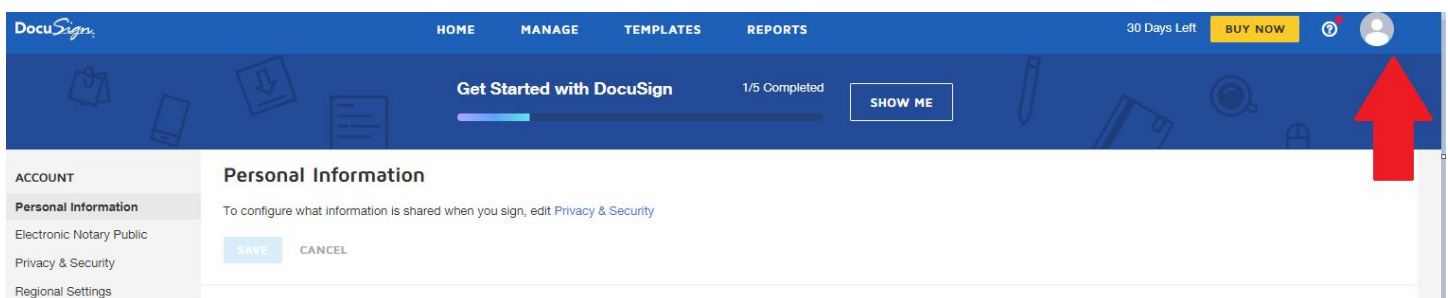
The degree audit sheet allows for major departments to verify completion of the major requirements and notify the Registrar's Office of honors recommendation for students completing a thesis. Only students eligible for graduation in that specific semester will be listed. The degree audit sheet process will now be completed via Google Docs and DocuSign.

Recommendations for summa cum laude on an audit sheet must still be supplemented with a separate letter addressed to the Committee of Six, signed by all members of the recommending department. This letter should be submitted to the Registrar's Office upon completion of the degree audit sheet.

Directions for Completing the Degree Audit Sheet Process:

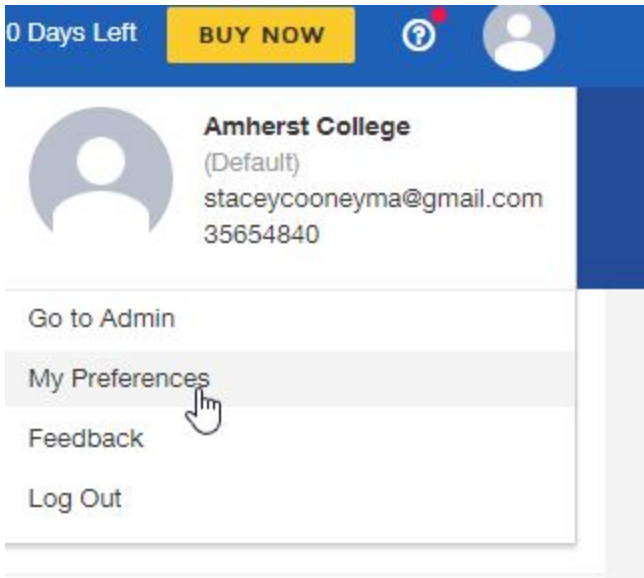
- ADCs will be sent a digital degree audit sheet when the academic department has a degree candidate eligible to graduate in a given semester. The degree audit sheet will be accessible via an individual's Amherst College Google Docs account directly, or via a link sent to the ADC's Amherst email address.
- Upon viewing the department's degree candidates in Google Docs, the following information will need to be verified by ADCs: completion of comps or equivalent, completion of course requirements for the major, and notification of the honors recommendation, specifically, cum laude, magna cum laude and summa cum laude.
- Once the ADC has verified that the information on the degree audit sheet is correct and has signed the document via DocuSign, the degree audit sheet will be sent to the Department Chair for final verification and electronic signature.
- The department chair will receive an email prompting review and final signature via DocuSign. This email will prompt chairs to first create an account in DocuSign.

Once an account is created in DocuSign, click on the person icon in the upper right hand corner. This only needs to be done once.



The screenshot displays the DocuSign user interface. At the top, there is a navigation bar with links for HOME, MANAGE, TEMPLATES, and REPORTS. On the right side of this bar, it shows '30 Days Left', a 'BUY NOW' button, and a user profile icon. Below the navigation bar, there is a 'Get Started with DocuSign' section with a progress indicator showing '1/5 Completed' and a 'SHOW ME' button. The main content area is titled 'ACCOUNT' and 'Personal Information'. It includes a sidebar with links for 'Personal Information', 'Electronic Notary Public', 'Privacy & Security', and 'Regional Settings'. The 'Personal Information' section contains the text 'To configure what information is shared when you sign, edit Privacy & Security' and two buttons: 'SAVE' and 'CANCEL'. A red arrow points to the user profile icon in the top right corner of the interface.

Go to My Preferences:



On the bottom of the preferences page, click “Add New” under Signatures:

A screenshot of a preferences form. It contains several input fields: 'Postal Code' (empty text box), 'Country' (dropdown menu), and 'Phone (optional)' (text box containing '(optional)'). Below these fields is a red arrow pointing downwards to the 'Signatures' section. The 'Signatures' section has the heading 'Signatures' and the text 'Multiple signatures allow you to manage variations of your name.' Below this text is a '+ Add New' link. At the bottom of the form are two buttons: 'SAVE' and 'CANCEL'.

You'll get a pop up menu for choosing a signature:

Stacey Cooney Edit

Create Your Signature

Full Name Initials

CHOOSE DRAW UPLOAD

DocuSigned by: *Stacey Cooney* DS SC
7F179A1528A74D6...

DocuSigned by: *Stacey Cooney* DS SC
7F179A1528A74D6...

DocuSigned by: *Stacey Cooney* DS SC
7F179A1528A74D6...

DocuSigned by: *Stacey Cooney* DS SC
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DocuSigned by: *Stacey Cooney* DS SC
7F179A1528A74D6...

DocuSigned by: *Stacey Cooney* DS SC
7F179A1528A74D6...

By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

CREATE CANCEL

You can either use one of the existing fonts or you can upload a picture of your actual signature. (For this purpose it's fine to use one of the above options.)

You'll then have your own signature which will be appended to the documents:

MY DOCUSIGN ID

SC

Stacey Cooney
sacooney@amherst.edu
Member since 2018

DocuSigned by:
Stacey Cooney
543B2A3D2818485...

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The screenshot shows a software interface with a blue header bar containing a yellow 'FINISH' button and a dropdown menu labeled 'OTHER ACTIONS'. Below the header is a toolbar with icons for search, zoom, download, print, and help. A red arrow points to the 'FINISH' button. Below the toolbar is a table with the following data:

| 2019E | | | | |
|------------------------|---------------------------------------|----------------|--------------------|-------|
| ps or Equiv. completed | Course Requirement for Major Complete | Honors Student | Recommended Honors | Notes |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |
| No | Pending Final Grades | Yes | | |

When complete click on Finish.

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This screenshot is identical to the one above, but the red arrow now points to the 'FINISH' button in the header bar.

Once you click Finish, a notice will be sent to our office that the process is complete and we'll be able to open the form and see the information.