SUBMITTING FORMS AND PETITIONS
Best Practices During Remote Work due to COVID-19 Pandemic

Transitioning our paper processes to digital process, and the fact that we are all working fully remotely, has caused our operations to slow down. To help the Academic Services staff work more efficiently through our backlog of forms, petitions, and degrees, we have created the following tips.

- Email all forms/petitions/signature pages/degree check sheets to gradacademics@graddiv.ucsb.edu

- The petition fee, advancement fee, and thesis filing fee will be charged directly to students' BARC account at the time that we process the form/petition.

- Put the type of form and student's name in the Subject Line (Form II – Joe Gaucho). This helps us organize the petitions and search for them if needed.

- Please do not merge more than one form in a PDF (for example, if you have three Committee Nomination forms to submit, it is easiest for us if we receive a separate email for each one, with the type of form and student's name in the subject line.

  ### Exceptions to the above

  - ❖ If you are submitting a Form I and a Form II for the same student, you can attach both forms to the same email, however we would prefer each form to be a separate file. Please include the following in the subject line: Form I and Form II – Joe Gaucho

  - ❖ If you are submitting a master's check sheet and a Change of Degree Status Petition to add the MA objective for the same student, you can attach both forms to the same email. Please include the following in the subject line: MA Checksheet and Change of Degree Status Petition – Joe Gaucho each one, with the type of form and student's name in the subject line.

- If email approvals are being used in lieu of a scanned or DocuSigned signature, please PDF the email approvals and attach them to the petition as one PDF file if at all possible.

- For DocuSigned forms, please do not list gradacademics@graddiv.ucsb.edu as a signer, as we don't actually use DocuSign for signing the forms/petitions, and it generates hundreds of reminder emails in the email account. You can include gradacademics@graddiv.ucsb.edu as a CC in the DocuSign workflow, or just download the final DocuSigned PDF and email it to us.

- Please check the accuracy and completion of forms/petitions prior to emailing them to us.

  - ❖ Have all required signatures been obtained?

  - ❖ Have all check boxes (yes/no, approve/deny, etc.) been selected?

  - ❖ Have exam dates or other required information been listed?