Changes to Current Forms

Issue & Background
The Graduate College’s move to electronic form processing with DocuSign has afforded us the opportunity to evaluate what forms are truly needed for appropriate records management and what parts of this process can be streamlined. In Fall 2018 we will launch DocuSign (a fully electronic submission, routing, review, and signature process) with updated GC forms that will expedite both the management of a student’s academic progression and the degree conferral process.

Key Info and Tips
- **Fall 2018 marks the beginning of our transition into DocuSign in the Grad Rebel Gateway.** Graduate College forms will be all electronic so we will cease to use, or accept, any paper forms at all -- for academic records management, financial services, student services, and/or other applications and requests on December 1st, 2018. Traditional GC forms will be removed from the website and unavailable as soon as we go-live with DocuSign. Current graduate students will have access to the necessary student forms through a new Forms tab in their Grad Rebel Gateway portal. Only the specific required forms that a student will need to complete for their program will be visible on the new Forms tab, in addition to any optional, general-use GC forms and applications that the student might need to access during their studies at UNLV. Our Docusign roll-out is planned for October 2018.

- **The Grad Rebel Lifecycle is our new model for organizing information, communications, and requirements for different levels (master’s, specialist, doctoral) and stages (early, mid, late-career) of graduate students.** In relation to form processing, graduate students seeking certificate, master’s, doctoral, and specialist degrees will have different required paperwork and receive different tailored communications during their time at UNLV to streamline and improve retention, progression, completion (RPC) and the overall graduate student experience.
• **All programs will now require a Culminating Experience Results form** to document their completion of their culminating experience and degree. The type of culminating experience that a student completes for their program will dictate the content of the form and the required signatures that will be processed and routed in DocuSign. This will make it easier for students to complete this form and easier for faculty/departments to verify the completion of the culminating experience in advance of graduation.

• **Doctoral students will complete a new, simplified Advancement to Candidacy Form**, which now combines the prospectus approval and all of the documentation needed to declare the student’s ABD status in one document. This reduces the number of forms that doctoral students need to complete to graduate; for those programs that confer master’s degrees along the way, this is an even more significant change and more efficient process.

**Action Items**

• Begin advising students to check the Grad Rebel Gateway for the status of required milestone processes starting in October 2018.

• Shred and recycle any physical Graduate College forms that you might have available in your office for students after October 2018.

• Graduate Coordinators, Chairs, & Deans will need to monitor their generic email accounts (or route them to your personal UNLV.EDU account) as this is where DocuSign emails will be sent once electronic forms processing goes live.

• **DO NOT** distribute paper versions of any Graduate College forms to your students once DocuSign goes live, as these will no longer be accepted after December 1, 2018.

**Project Timeline & Important Dates**

• DocuSign will go live in October 2018.

• Paper versions of Graduate College forms will no longer be accepted after December 1, 2018.

• Students graduating in Fall 2018 will have earlier than normal deadlines for outstanding paperwork due to the transition timeline. Students and Graduate Coordinators/Advisors should work with their RPC Coordinator to complete requirements for graduation.

**Who to Contact with Questions**

• Retention, Progression, & Completion (RPC) Team

• Grad.RPC@unlv.edu

• 702-895-3320