School of Medicine Instructions
Request for Special Action – DocuSign

Programs initiate requests for special actions via DocuSign special action forms. SAFs are routed via information entered by programs. The SAF DocuSign form allows programs to upload required documents if needed.

All signatories access the form by following prompts in email notifications. At no point in this process should programs need to open/subscriber to a DocuSign account.

*Questions about the form should be directed to Harold Greenwald (harold.greenwald@vcuhealth.org).*

**Major Steps**

• Program directors or staff initiate the form by clicking on the link on the Graduate Faculty Resources page.

• Read and agree to the disclosure and click “CONTINUE”.

• Enter the following information in the next interface, per examples shown:

  ► NEW ◄

  Enter: [STUDENT NAME] from [INITIATOR NAME]

  Example: Mary Smith from James.T.Kirk

  Enter Initiator’s email: James.T.Kirk@vcuhealth.org

  Name/email of Graduate Program Director

  ► SOM: DO NOT complete optional Reviewer section

  Enter: Harold Greenwald
  Enter: harold.greenwald@vcuhealth.org

• Click “BEGIN SIGNING” to continue.
• Enter all required information and select the requested action in the next interface. Form allows for attachments. **LOAs, program dismissals and program withdrawals require prior conversations with Mike Grotewiel.**

• Transfer Credit actions are now a part of the Request for Special Action form. The SAF allows four courses to be listed for transfer credit. If you request more than four courses to transfer, attach the [transfer equivalency form](#) listing those courses when you upload the corresponding transcripts. **Prior conversations with Mike Grotewiel strongly encouraged for transfer credits.**
• After entering all required information, click FINISH.

After completing the form, click CONTINUE in the next interface:

The form will be routed to the program director and then Harold Greenwald for review/approval/signature. Harold will coordinate with Mike Grotewiel on major actions (e.g. LOAs, withdrawals, dismissals). SAFs approved by the program director and Harold/Mike will route to the Graduate School for further processing. All signatories will receive a completion confirmation email. Students will be notified separately for Attendance, Registration, and Enrollment actions, and they can view all other actions in DegreeWorks.

Adapted from Graduate School instructions 2023.12