

# Office of Graduate and Professional Studies



## \*For Interdisciplinary Programs Authorized Signatures & Designated Contact Person for Graduate and Professional Studies Documents

Name of Program for which these signers are authorized

**Administrative College:**

List below the department head/dean/intercollegiate faculty chair and other faculty authorized to sign on behalf of the department head/dean/intercollegiate faculty chair.

**\*\* Please note:** Faculty member must be a member of Graduate Faculty to be authorized to sign Graduate Studies Documents. It is highly recommended that each program have at least 3 people who are authorized signers.

Typed Name	Administrative Title	Original Signature	Email	DPSS Departmental Approver(Y/N)*	Authorized to Sign the Following Document
	Intercollegiate Faculty Chair				<input type="checkbox"/> Student Documents <input type="checkbox"/> Graduate Faculty Nominations <input type="checkbox"/> 689 Course Request
	Administrative College Dean				<input type="checkbox"/> Student Documents <input type="checkbox"/> Graduate Faculty Nominations <input type="checkbox"/> 689 Course Request
					<input type="checkbox"/> Student Documents <input type="checkbox"/> Graduate Faculty Nominations <input type="checkbox"/> 689 Course Request
					<input type="checkbox"/> Student Documents <input type="checkbox"/> Graduate Faculty Nominations <input type="checkbox"/> 689 Course Request
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\*The name(s) designated as Document Processing Submission System (DPSS) Departmental Approver will be required to approve all documents in DPSS. Those authorized signers who are not designated as the departmental approver will still be able to Proxy approve when needed, but will not be required to approve all DPSS documents.

### Designated Contact Person

Please list the person to whom all regular graduate document correspondence should be sent. This may be a faculty or staff person. If no one is specified, correspondence for your program will be sent to the department head or interdisciplinary program chair.

Name	Phone	Fax	Email	Title	
					<input type="checkbox"/> Graduate Student Documents <input type="checkbox"/> DPSS Pre-Committee Staff Approver <input type="checkbox"/> Graduate Faculty Membership Nominations <input type="checkbox"/> 689 Course Requests <input type="checkbox"/> Non-Resident Tuition Waivers
					<input type="checkbox"/> Graduate Student Documents <input type="checkbox"/> DPSS Pre-Committee Staff Approver <input type="checkbox"/> Graduate Faculty Membership Nominations <input type="checkbox"/> 689 Course Requests <input type="checkbox"/> Non-Resident Tuition Waivers
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