

Authorized Signatures for Graduate Studies Documents

Name of College, Department or Program

Typed Name	Title	Original Signature	Phone

**** Please note:** Only members of the Graduate Faculty may be authorized to sign Graduate Studies Documents. If you have any questions or need to make any changes, please contact the Office of Graduate Studies at 845-3631.

The Office of Graduate Studies mails many items to departments either for correction or as verification of approval or for informational purposes. These items are normally sent to the department head. However, we realize that many departments would prefer that items be sent to a specific individual who handles graduate student documents. If you would prefer that items be sent to a specific faculty or staff member, please indicate that person below. If no one is specified, documents for your department will continue to be sent to the department head. Please specify only one person.

Name:

Title:

Phone:

Fax:

Mail Stop:

E-mail: