

# Office of Graduate and Professional Studies

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## For Departments

### Authorized Signatures, Approvers, and Designated Contact Person for Graduate and Professional Studies Documents

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Name of Department for which these signers are authorized

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 and Professional 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
	Department Head		

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**Date:            Month/Day/Year**

**Please return this form to the Office of Graduate and Professional Studies at MS 1113**

Last Revised: 4/26/2016

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## DPSS Approval

The name(s) designated as Document Processing Submission System (DPSS) Departmental Approver will be notified to approve all documents in DPSS. Those who are designated as the departmental proxy approver will be able to Proxy approve when needed, but will not receive notification to approve DPSS documents.

**Please note: Faculty member must be a member of Graduate Faculty to be designated as Department or Proxy approvers.**

Typed Name	Title	UIN	E-mail	Departmental Approver/Proxy Approver	Pre-committee Staff Approver
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>

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## Graduate Committee Faculty Approval

The name(s) designated as Departmental Approver will be notified to approve new nominations in the Graduate Committee Faculty system. Those who are designated as the departmental proxy approver will be able to Proxy approve when needed, but will not receive notification to approve nominations in the Graduate Committee Faculty system.

**Please note: Faculty member must be a member of Graduate Faculty to be designated as Department or Proxy approvers.**

Typed Name	Title	UIN	E-mail	Departmental Approval/Proxy Approver	Access to Enter/View Nominations
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>
				<input type="checkbox"/> Departmental Approver <input type="checkbox"/> Proxy Approver	<input type="checkbox"/>

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## 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	Email	Title	
				<input type="checkbox"/> Graduate Student Documents <input type="checkbox"/> Special Topic Course Requests <input type="checkbox"/> Non-Resident Tuition Waivers <input type="checkbox"/> Other:
				<input type="checkbox"/> Graduate Student Documents <input type="checkbox"/> Special Topic Course Requests <input type="checkbox"/> Non-Resident Tuition Waivers <input type="checkbox"/> Other:
				<input type="checkbox"/> Graduate Student Documents <input type="checkbox"/> Special Topic Course Requests <input type="checkbox"/> Non-Resident Tuition Waivers <input type="checkbox"/> Other:
				<input type="checkbox"/> Graduate Student Documents <input type="checkbox"/> Special Topic Course Requests <input type="checkbox"/> Non-Resident Tuition Waivers <input type="checkbox"/> Other:

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