

If Printing, Use LEGAL SIZE PAPER

For Departments and Interdisciplinary Programs

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

Please note: Faculty approver must be a member of Graduate Committee 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.

DPSS Approval (Degree Plans and Petitions as required)

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.

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.

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.

ImageNow

Please list the person/s who should have access to approved graduate student documents in the OGAPS ImageNow drawers.

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

Name of the Department/Intercollegiate Program for which these signers are authorized

Name of Administrative College and Department for IDPs

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

Typed Name	Title	Email	UIN	NetID	Phone	Authorized Signature	DPSS Approval			Graduate Committee Faculty Approval			ImageNow
							Departmental Approver	Proxy Approver	Pre-committee Staff Approver	Departmental Approver	Proxy Approver	Access to Enter/View Nominations	
	Department Head												

Date: Month/Day/Year

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.

Typed Name	Title	Email	UIN	NetID	Phone	DPSS Approval	Graduate Committee Faculty Approval	Designated Contact Person			ImageNow
						Pre-committee Staff Approval	Access to Enter/View Nominations	Graduate Student Documents	Special Topic Course Requests	Non-Resident Tuition Waivers	Access to Approved Documents

Date: Month/Day/Year