

Signature Flow for Undergraduate Processes in the College of Arts and Letters

The following chart shows the required signature flow for all forms related to undergraduate students in our College. Please make sure all personnel in your unit, including secretaries and program assistants, follow these guidelines. If the box has a number, that means the signature of that person is required and indicates the order in which the signature is obtained. The last column is where the form needs to go after all signatures are acquired.

Form	Student	Student Academic Services Advisor or Director	Student Academic Services Director	Instructor of Record	Department Chair or Director	Final Destination of form outside College
Application for Degree http://www.fau.edu/graduate/docs/Application_for_degree.pdf	1	2			Only in "Department Signature" area if applicable	Registrar's Office
Grade Change Form (If more than one year old, or student's degree is already awarded, a memo must accompany the form) <ul style="list-style-type: none"> • Grades cannot be changed to "Incomplete" without additional form • Grade changes are not accepted from students or student workers 			3	1	2	Registrar or Dean of Undergraduate Studies
Drop/Add form (week 1 of semester only)	1	4		2	3	Registrar (taken by student)
Late Add form	1	4		2	3	Registrar (taken by student)
Major/Minor Change Form http://www.fau.edu/registrar/pdf/Docs/120084%20Undergrad%20Major_Minor%20change%20form.pdf	1	2				Registrar (not returned to student after completion)
Financial Aid SAP Appeal Form http://www.fau.edu/finaid/pdf/APPEAL_GPA_PACE.pdf http://www.fau.edu/finaid/pdf/TFAPPEAL.pdf	1	2				Financial Aid (not returned to student after completion)
Instructor Memorandum for College Petition http://www.fau.edu/artsandlettersadvising/instructorsmemo.php				1	In lieu of instructor if needed	

Signature Flow for Graduate Studies in the College of Arts and Letters

The following chart shows the required signature flow for all forms related to graduate studies in our College. Please make sure all personnel in your unit who work on graduate studies, including secretaries and program assistants, follow these guidelines. If the box has an X, that means the signature of that person is required. The last column is where the form needs to go after all signatures are acquired.

Please note that for most forms the Department chair or director signs for the dean. This means they sign in **two places** on the form, once as chair or director and once in the dean's space.

Form	Advisor or Program Director	Department Chair or Director	Associate Dean of Graduate Studies	Dean of College	Final Destination of form outside College
Graduate College forms 9, 11, 12, 13, 14 http://www.fau.edu/graduate/currentstudents/graduateforms/index.php	X	X	Chair signs		Graduate College
Graduate College forms 1, 8, 10 http://www.fau.edu/graduate/currentstudents/graduateforms/index.php	X	X	X		Graduate College
Application for Degree http://www.fau.edu/graduate/docs/Application_for_degree.pdf	X	X	Chair signs		Graduate College
Graduate course grade change form (If more than one year old, a memo must accompany the form)	Instructor	X	Chair signs		Registrar
Late Add form	Instructor	X	Chair signs		Registrar
MA or MFA Thesis	Thesis committee members	X		X	Graduate College
PhD Dissertation	Dissertation committee members	Director of PhD program		X	Graduate College