

**GPES Forms – Required Signatures**

The structure of GPES, which includes multiple Areas of Study, adds an additional administrative layer which is not officially depicted in many college (OIGS) forms. Some functions of graduate coordinators in home departments are actually performed by area leaders. College forms lack a signature line for area leaders. Signatures needed for various forms (2a through 9) in GPES are summarized in the table below. With the exception of petitions, there is no official signature line for area leaders. Area leaders should sign the bottom left of the forms noted below. The line signed by the Department Chair will be signed by the Division Director, Russ Briggs. After Committee Members, Major Professors, and Area Leaders have signed the forms, they must be brought to Cariann Linehan, 202 Baker, who will obtain the necessary final signature and forward the forms to OIGS.

Summary of signatures required for college forms submitted by GPES students.

College OIGS Form	Committee Member(s)	Major Professor	Area Leader <sup>a</sup>	Graduate Coordinator	Division Director Russ Briggs
2a Appointment of MP/Steering Committee	X	X	X	X	OR X
3b Graduate Program of Study	X	X	X	X	OR X
4 Revising Existing 3b		X	X	X	OR X
5b Request to Appoint Defense of Thesis/ Dissertation Examination Committee					X
6b Request to Appoint Doctoral Candidacy Exam Committee and Chair					X
9 Completion of Degree Requirements				X	OR X
Petition		X	X		X
Forms that do <b>not</b> require GPES administrative signatures					
Full time status form		X			
Diploma record, key return		X			

<sup>a</sup> With the exception of the petition in which area leaders sign on the Faculty/ Committee Coordinator line, area leaders should sign forms noted above in the white space in the lower left hand side of the designated college form; there is no signature line.