

JJCBE Forms & Signatures Cheat Sheet

Form Name	Many forms require multiple signatures. Signatures should be collected in the order listed below.						Notes
	1st Signature	Signing As...	2nd Signature	Signing As...	3rd Signature	Signing As...	
Instructor's Signature First							
Add/Drop Form							
Add course prior to 5th class day	Instructor	Instructor					
Add course after 5th class day	Instructor	Instructor	Assigned Advisor/OSS	Advisor			
Add course after 10th class day	Instructor	Instructor	Assigned Advisor/OSS	Advisor	Susan Dana	College Dean	
Drop course after 10th class day	Instructor	Instructor	Assigned Advisor/OSS	Advisor			
Drop course without a W after 15th class day	Instructor	Instructor	Assigned Advisor/OSS	Advisor	Susan Dana	College Dean	JJCBE internal process = memo w/ SD; only goes to GARC if SD requests; student can appeal to GARC if we say 'no'.
Drop course without a grade or W after drop deadline (45th class day)	Instructor	Instructor	Assigned Advisor/OSS	Advisor	Susan Dana	College Dean	JJCBE internal process = memo w/ SD; only goes to GARC if SD requests; student can appeal to GARC if we say 'no'.
Drop course with a W after drop deadline (45th class day)	Instructor	Instructor	Assigned Advisor/OSS	Advisor	Susan Dana	College Dean	JJCBE internal process = memo w/ SD; only goes to GARC if SD requests; student can appeal to GARC if we say 'no'.
Drop course for a previous semester	Instructor	Instructor	Assigned Advisor/OSS	Advisor	Susan Dana	College Dean	Goes to GARC, but needs all signatures on add/drop first. Then fill out GARC form. No internal JJCBE process.
Add or drop online courses - see note							Adding or dropping an online course - same process as above, but email from faculty may substitute for instructor signature.
Request for Independent Study (or Restricted Entry)	Instructor	Instructor	Susan Dana	Dept Head			Copy to Alison
Request for Pass/Fail Grading	Instructor	Instructor	If business student: Brenda If non-bus: Assigned Advisor	Advisor	Brenda	Dean	
OSS Signature First							
Change of Curriculum Form	Brenda/OSS	Dept					
Financial Aid Plan of Study (Satisfactory Academic Progress Appeal)	Brenda Truman	Certifying Officer					
"Must See" Form (returning from academic suspension)	Brenda/Liz	Administrator					
New Transfer Student Advising Verification Form	Brenda Truman	Advisor					
PASS Plan (students on suspend warning or university probation)	Brenda/Liz	Asst/Assoc Dean or Advisor					
ROTC Curriculum Form	Brenda Truman	Institution Official					
Student-Athlete Degree Progress Assessment	Brenda Truman	Advisor					
Study Abroad Course Approval Form	Brenda Truman	Academic Advisor					
Suspension Appeal	Brenda Truman	Asst Dean					
Veteran's Services; Credit for Prior Education	Brenda Truman	Staff Member Initials					
Advisor's Signature First							
Core Equivalency Review Committee (CERC)	Assigned Advisor	Advisor	Brenda Truman	Asst Dean			
Formal Admission Application	Assigned Advisor	Advisor					
Graduation & Application Review Committee (GARC)	Assigned Advisor	Advisor	Brenda Truman	Asst Dean			
Graduation Application	n/a - see note	Advisor	Brenda Truman	Certifying Officer			Advisor signs PGW instead of official graduation application
International Business (IB) Minor	Myleen Leary	IB Advisor					
Internship Packet	Internship Advisor	Internship Advisor					Copy to Chantelle
Minor Application	n/a - see note	Advisor	Brenda Truman	Certifying Officer			Advisor signs PGW instead of official minor application
Petition for Fresh Start	Assigned Advisor	Advisor	Brenda Truman	Dept Head			
Petition to Register for Excess Credits	Assigned Advisor	Advisor	Brenda Truman	Dept Head			
Pre-Graduation Worksheet (PGW)	Assigned Advisor	Advisor					
MPAc							
App for Advanced Degree	Marc Giullian	Advisor					
Petition to Reserve (graduate credits)	Instructor	Instructor	Marc Giullian	Student's AND Course Dept Head	Marc Giullian	Advisor	Marc Giullian signs x3: as Student's Dept Head, Advisor & Course Dept Head
Program Change	Marc Giullian	Committee Chair	Marc Giullian	Head of Major Dept			
Program of Study	Marc Giullian	Committee Chair	Marc Giullian	Dept Head			
Miscellaneous							
Course Substitution	Faculty Reviewer	Faculty Reviewer	Brenda Truman	Certifying Officer			