

Signatures Required:

Chair/Dean/Associate Dean

Catalog Year Change Memo
Completion of Certificate Program
Petition of Early Certification of Degree Award
Request for VA Approval for Certificate
SASS Audit Bannered for Graduation
Survey Request Form: Log in to Argus, Services, "RouteIt" and complete the online form

Chair/Dean/Associate Dean/Dean of Graduate Studies

Annotation of Courses (Memo)
Course Acceptance for Degree Plan (Memo)
Waiver of GRE Scores (Memo w/attached transcript with posted degree)

Student/Advisor/Dean/Associate Dean

Transient Student Form
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Instructor/Chair/Dean/Associate Dean

Completion of Credit by Examination
Request for Extended Incomplete Grade - MUST BE ACCOMPANIED by Report on Assignment of Incomplete Grade

Supervisor/CAS Business Manager

Student Employee Action Sheet
Personnel Action Form (through Argus)

All UNDERGRADUATE forms should be routed to Dr. Tom Westcott
All GRADUATE forms should be routed to Dr. Eman El-Sheikh

Chair/Dean

New Faculty and A&P Employee Info Sheet
Key Request: Log in to Argus, Services, "RouteIt" and complete the form online.
Request for Course Offering Outside Academic Year

Foundation Account Manager/CAS Business Manager

Request to Spend Foundation Funds

Advisor/Chair/Dean

Appeal for Waiver of Graduation Requirement
Application for Graduation (also in memo form) to Graduation Officer in Registrar's Office
Late Addition to Yes/No List Memo in addition to Application for Graduation Form
Use of Undergraduate Courses in Master's Programs

Student/Advisor/Chair/Dean/Associate Dean

Petition for Inclusion in a Degree Program of Courses Completed while a Non-Degree Student
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Advisor/Dean/Associate Dean

Grade Forgiveness Form (Only for Course Exception)
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Traveler/Supervisor/CAS Business Manager

Travel Authorization Request
Travel Expenses Request

This info is available online at: www.uwf.edu/cas/facs