



COMMONLY USED GRADUATE STUDENT FORMS Who needs to sign? Where should it be delivered?

In addition to your signature as a student, most forms require the signature of an authorized signer in your academic area. Sometimes this is straightforward and sometimes it is not. We hope this list of commonly used forms is helpful in identifying the correct point of contact for your request.

Note: Some forms may require additional documentation, so please read the instructions on the form carefully, in addition to any [Graduate Policies and Procedures](#) related to your request.

This is not an exhaustive list. Please contact the Office of Academic and Student Affairs (issta@du.edu) should you have questions about a form not listed herein. We also strongly recommend that students maintain a copy of all *completed* forms, for their own records.

[Change of Major](#): Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

Current Program Department Chairperson(s): **Degree Director of Current Major (JKSIS)**

New Program Department Chairperson(s): **Degree Director of New Major (JKSIS)**

*NOTE: If you are changing to/from the MA in CRES or the MPP, the form also requires the signature of the Executive Director of Graduate Enrollment (in the JKSIS Office of Graduate Admission).

[Continuous Enrollment](#): Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

Graduate Advisor's Signature: **Director of Graduate Student Affairs (JKSIS)**

Associate Provost: **Office of Graduate Studies (OGS)**

*NOTE: for PhD students, the Graduate Advisor field must be signed by one of the PhD Program Co-Directors or the student's Dissertation Director/Faculty Advisor.

[Course Substitution/Waiver](#): Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

Advisor Signature: **Degree Director of Current Major (JKSIS)**

Department Chairperson: **Associate Dean of Academic Affairs (JKSIS)**

[Incomplete Grade Application](#): Deliver one copy to the JKSIS Office of Academic and Student Affairs for record-keeping and one copy to the Office of the Registrar for processing.

Student Signature (YOU)

Instructor: Faculty Instructor of course (JKSIS)

[Independent Study \(INTS 4991\)](#): Deliver to the Office of the Registrar for processing.

Student Signature (YOU)

Instructor: *Appointed* Faculty Supervisor (JKSIS) – adjuncts may NOT serve as a faculty supervisor

Advisor: **Director of Graduate Student Affairs (JKSIS)**

[Leave of Absence \(Medical\)](#): Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

[Leave of Absence \(Personal\)](#): Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

Advisor Signature: **Director of Graduate Student Affairs (JKSIS)**

Certificate Program Statement (if applicable): Deliver to the Director of Graduate Student Affairs for processing by the relevant graduation application deadline.

Certificate Director (JKSIS)

Degree Program Statement: Deliver to the Director of Graduate Student Affairs for processing by the relevant graduation application deadline.

Degree Director of Current Major (JKSIS)

[SRP \(INTS 4996\)](#): Deliver to the Office of the Registrar for processing.

Student Signature (YOU)

Instructor: *Appointed* Faculty Supervisor (JKSIS) – adjuncts may NOT serve as faculty supervisor

Advisor Signature: **Degree Director of Current Major (JKSIS)**

[Thesis \(INTS 4995\)](#): Deliver to the Office of the Registrar for processing.

Student Signature (YOU)

Instructor: *Tenured or Tenure-track* Faculty Supervisor (JKSIS) – adjuncts may NOT serve as faculty supervisor

Advisor Signature: **Degree Director of Current Major (JKSIS)**

[Transfer of Credit](#): Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

Department Chairperson: **Associate Dean of Academic Affairs**

Associate Provost: **Office of Graduate Studies (OGS)**

INFREQUENTLY USED GRADUATE FORMS

Credit Overload Approval (hard copy add slip): Deliver to the Office of the Registrar for processing.

Graduate Advisor's Signature: **Director of Graduate Student Affairs (JKSIS)**

NOTE: Students that wish to register for 20 or more credit hours in one quarter need permission. A cumulative GPA of 3.0 or higher is required for credit overload approval.

Students should be aware that any credits above 18 result in additional tuition charges.

Contact the [Bursar's Office](#) for information about tuition and fees.

*Curricular Practical Training (CPT)

*Optional Practical Training (CPT)

Re-Admission: Deliver to the Office of Graduate Studies (OGS) for processing.

Student Signature (YOU)

Department Signature: **Director of Graduate Student Affairs (JKSIS)**

[Termination Form](#)

Department Chairperson: **Associate Dean of Academic Affairs**

Associate Provost: **Office of Graduate Studies (OGS)**

*Applicable to international students only.