

# Graduate Form Signature Requirements

Title of Form	Signatures Required	Comments
<b>ADD/DROP</b>		
<b>Graduate Students</b>	Student Academic Advisor Department Chair Student submits to Registrar's Office	
<b>Grade Change</b>		
<b>Missing grade or change of grade or changing Incomplete</b>	Instructor/Department complete and submit to Falk Student Services Graduate Recorder	Graduate Recorder submits to Registrar's Office
<b>Grading Option Form</b>		
<b>Register Course as Pass/Fail or Audit</b>	Instructor Department Approval (where course is located) Student submits to Registrar's Office	Falk College Student Services needs copies for student records.
<b>Incomplete Grade</b>		
<b>Request for Incomplete Grade Form for Graduate Student</b> <i>Please go to link and use online form:</i> <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Instructor Department Chair	Calculates as 'F' until actual Grade submitted
<b>Independent Study Proposal</b>		
<b>Independent Study Proposals Graduate Level Students</b> <i>Please go to link and use online form:</i> <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Faculty Sponsor Academic Advisor Department Chair	Falk Student Services Office submits to Registrar's Office after all signatures are obtained.
<b>Leave of Absence</b>		
<b>Leave of Absence – Graduate Leave for semester or W/D from University</b>	Student Department Chair Falk Student Services Graduate Recorder	Leave of Absence Form should be sent to the Student Services Office – Attn: Graduate Recorder
<b>Petitions</b>		
<b>Petition to the Faculty Transfer Credit to Syracuse</b> <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Academic Advisor Department Chair Falk Student Services Graduate Recorder	Transfer credits petitions should be sent to the Student Services Office – Attn: Graduate Recorder
<b>Petition to Faculty – Flagging a Class</b> <i>Please go to link and use online form:</i> <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Academic Advisor Department Chair Falk Student Services Graduate Recorder	Falk Student Services Office submits to Registrar's Office after all signatures are obtained.
<b>Petition to Walk– Graduate Level Students</b> <i>Petition for Early Participation in Commencements</i>	Student Department Chair Falk Student Services Graduate Recorder	Petition to walk for commencements should be sent to the Student Services Office – Attn: Graduate Recorder
<b>Program of Study</b>		
<b>Program of Study Graduate Level Students</b> <i>Please go to link and use online form:</i> <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Academic Advisor Department Chair Falk Student Services Graduate Recorder	All Program of Study Forms should be sent to the Student Services Office – Attn: Graduate Recorder