

## David B. Falk College of Sport and Human Dynamics – Signature Requirements

Undergraduate Form Signature Requirements		
Title of Form	Signatures Required	Comments
<b>Add/Drop</b>		
<b>Undergraduate Students</b>	Student Instructor (authorized department representative may sign for instructor) Academic Advisor or Undergraduate Director/Department Chair 300 MacNaughton Hall (get add/drop stamp) Student submits to Registrar's Office	Student Services Office to get ADD/DROP stamp. Student takes form to 106 Steele.  Advisor should check for "12 credits".  Student is responsible to make sure he/she is not below "12 credits".  TCR – On top of form – No advisor signature needed.  Administrative Drop – On top of form – Instructor signature (No advisor signature needed).
<b>Declaration (MAJOR)</b>		
<b>Switch major within Falk College</b> <b>Add another major within Falk College</b> Please go to link and use online form: <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Authorized Department Signature Manager of Student Records or Associate Dean of Student Services	
<b>Declaration (MINOR)</b>		
<b>Declare minor/request additional minor</b> Please go to link and use online form: <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Academic Advisor Minor Coordinator Manager of Student Records or Associate Dean of Student Services	
<b>Delete a declared minor or major</b> Please go to link and use online form: <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Manager of Student Records	Before certification time, all minor/second majors not complete must be deleted.
<b>Grade Change</b>		
<b>Missing grade or change a grade</b>	Instructor Department Chair (where course is taken) Home College Dean of Student Services	<b>Home College</b> Dean of Student Services signs off on this form, only if they belong to that particular college. <i>Example: A student that takes a Falk College class, but is an Arts &amp; Science student needs to get the Dean of Students Services in Arts &amp; Sciences signature.</i>
<b>Grade Option</b>		
<b>Pass/Fail electives only</b>  <b>Register Course as audit</b>  <b>Switch course from audit to credit</b>	Student College Recorder 300 MacNaughton Hall (get pass/fail stamp) Student submits to Registrar's Office  Instructor Department Approval (where course is located) 300 MacNaughton Hall Student submits to Registrar's Office  Instructor Department Approval (where course is located) 300 MacNaughton Hall Student submits to Registrar's Office	Student Services Office (300 MacNaughton Hall) to apply PASS/FAIL stamp.  Student takes form to 106 Steele.  Audit/Pass/Fail
<b>Incomplete Grade</b>		
Please go to link and use online form: <a href="http://falk.syr.edu/Department/Forms.aspx">http://falk.syr.edu/Department/Forms.aspx</a>	Student Instructor Department Chair Associate Dean of Student Services	Calculates as 'F' until actual Grade submitted.

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<b>Independent Study (Proposals)</b>		
<p><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></p>	Student Faculty Sponsor Academic Advisor Department Chair Associate Dean of Student Services	Student and Faculty Sponsor must fill form out completely and the Associate Dean of Student Services is the sole College Signer for all proposals.
<b>Internship Proposals (Agreements)</b>		
<p><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></p>	Student Faculty Sponsor Academic Advisor Department Chair Associate Dean of Student Services	Student and Faculty Sponsor must fill form out completely and the Associate Dean of Student Services is the sole College Signer for all proposals.
<b>Intra-University Transfers (IUT)</b>		
<p><b>Transfer into Falk College</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></p>	Student Department Designee Associate Dean of Student Services <i>or</i> Designated Student Services Counselor <i>or</i> Manager of Student Records	Student should meet with department for information and forms can be submitted to Office of Student Services for final signature.
<p><b>Out of Falk College</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></p>	Student Authorized Department Signature (New College) New "Home" College	
<b>Leave of Absence / Readmit</b>		
<p><b>Leave for semester or W/D from University</b></p>	Student Designated Student Services Counselor <i>or</i> Associate Dean of Student Services	<p><b>Students contact 300 MacNaughton Hall 315-443-3144</b></p> <p><b>Suspended Students:</b> Should discuss plans with Department Chair first and then send readmit letter to Associate Dean of Student Services.  <i>Please go to link and use online form:</i>  <a href="http://falk.syr.edu/Department/AcademicProbation.aspx">http://falk.syr.edu/Department/AcademicProbation.aspx</a></p> <p><b>Medical Leave Students:</b> Also, Contact the Office of Student Assistance.</p> <p><b>Judicial Students:</b> Must be cleared through Office of Student Rights and Responsibilities.</p>
<p><b>Readmit</b></p>	Student Designated Student Services Counselor <i>or</i> Associate Dean of Student Services	
<b>Petitions</b>		
<p><b>Substitute/Waive Courses</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></p>	Student Academic Advisor Department Chair Associate Dean of Student Services	Must have explanation and course descriptions for substitutions. Final destination of this form is the respective college recorder for entering data into the student's AA report.
<p><b>Withdraw from 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></p>	Student Academic Advisor 300 MacNaughton Hall Student takes form to 106 Steele.	Student takes form to 106 Steele. Advisor should check for "12 credits". Student is responsible to make sure he/she is not below "12 credits".
<p><b>Transfer Credit to Syracuse including summer courses</b>  <b>Non-SU Study Abroad courses</b></p>	Student Academic Advisor Major/Minor Department Chair Associate Dean of Student Services	Attach course description and submit <i>before</i> course is taken.
<p><b>Flagging a Class (Petition to Faculty)</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></p>	Student Academic Advisor College Recorder	
<p><b>To Walk (Commencement)</b>  <i>For Early Participation in Commencement</i></p>	Student College Recorder Associate Dean of Student Services	