

ACCEPTABLE SIGNATURES

FORMS	Student	SAO	Committee	Committee Chair	Chair/ Authorized Faculty Adviser
Change of Major	●				●
Doctoral Advancement to Candidacy			●1		
Filing Fee application	●		●5	●5	●6
<i>In Absentia Registration</i>	●			●	●
Intercampus Exchange	●				●
Language Petition	●				●
Leave of Absence	●			●2	●
Master's Advancement to Candidacy	●	●3			●
Graduate Degree Petition	●				●
Retroactive Enrollment Petition	●				●
Nomination of Master's/Doctoral Committee					●
Reconstitution of Doctoral Committee			●4		●
Reconstitution of Master's Committee					●
Requests for exceptions to policy (retroactive actions)					●
UCLA-USC Cross Enrollment	●				●
Withdrawal	●				●

Acceptable Format of Signatures (●)	Notes	Explanation
Ink: physical signature	1	Ink signature is required: Approved remote participant may use the acceptable email format
Digital: electronic signature with official date & time stamp (i.e. Adobe)	2	Committee chair only if doctoral student has advanced to candidacy
Email: must come from specific faculty email address; not personal (non university) account. The email signature/approval must be printed out and attached to the form.	3	SAO may sign on behalf of the Chair/AFA
	4	Entire committee must sign if changing the final defense requirement or post ATC
	5	All certifying master's and doctoral committee members; for doctoral committees appointed or reconstituted effective Fall 2016, all members are certifying
	6	Chair/AFA signs for master's capstone project or comprehensive exam