Graduate Forms in AE – Signatures

To ensure we have uniformity in the School of AE, forms should be signed as follows:

1. Waiver of Enrollment
   a. Major Advisor – Faculty member
   b. School Chair or Graduate Coordinator – Ajeé Houston

2. Graduate Internship Program Application
   a. Academic Advisor or Graduate Coordinator – Brittany Hodges
   b. Dissertation Advisor – Faculty advisor

3. Admission to Ph.D. Candidacy
   a. School Chair – Dr. Steinberg
   b. Thesis advisor – Faculty member
   c. Graduate Coordinator – Ajeé Houston

4. Approval of Master’s Thesis Topic
   a. Graduate Coordinator – Ajeé Houston
   b. School Chair – Dr. Steinberg
   c. Thesis Advisor – Faculty member

5. Thesis Approval for Doctoral Students
   a. Chair, Thesis Reading Committee – Faculty member
   b. School Chair/Graduate Coordinator – Dr. Steinberg
      i. Ajeé Houston should be cc’d on this form.

6. Thesis Approval for Master Students
   a. Chair, Thesis reading Committee – Faculty member
   b. School Chair/Graduate Coordinator – Dr. Steinberg
      i. Ajeé Houston should be cc’d on this form.

7. Doctoral Minor
   a. Major Advisor – Dr. Steinberg
   b. School/Program Graduate Coordinator – Ajeé Houston

8. Request for Grade Mode Change
   a. Major School Advisor – Course instructor*

9. Graduate Change of Major/Level form
   a. Brittany Hodges