

In an attempt to comply with social distancing in order to protect everyone's health and peace of mind, the College of Arts and Sciences is asking students to now use the following process for submitting forms which require the Dean's signature:

- 1. Download any form which requires a Dean's signature from the Registrar's website, <https://www.stetson.edu/administration/registrar/forms.php>**
- 2. Complete all the required information legibly in pen.**
- 3. Scan and forward the form (if required) to your Academic Advisor who can then either enter an e-signature on the form, or reply "approved for" with the student's name stated, and send it to the next person whose signature is required, copying the student (i.e. for a Drop form this would be Financial Aid). Copy the Dean's office (artsandsciencesdean@stetson.edu), so that we are aware that this paperwork has been initiated. The Change of Major and Course Exclusion forms require no additional signatures, and can be emailed directly to the Dean's office as above.**
- 4. Once the Dean's office has received a completed form, and the Dean has approved or disapproved, we will send the student an email to that effect, and forward it to the Registrar for implementation.**
- 5. If you have any questions, feel free to use the email above for clarification**