



# STETSON BUSINESS FORMS

*Dear Students,*

*Due to the current coronavirus COVID-19 outbreak, the School of Business Administration has decided to implement 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 of the required information legibly using pen or e-fill.*
- 3. Scan/save and e-mail the form to: [lbcreception@stetson.edu](mailto:lbcreception@stetson.edu)  
\*We will process the form and obtain the necessary signatures\**
- 4. Once the Dean's office has reviewed and approved the form, it will be sent to the Registrar for implementation. Students will be copied on the email to the Registrar.*
- 5. For questions, please contact Monica Gandia at [mgandia@stetson.edu](mailto:mgandia@stetson.edu)*

*Thank you for your cooperation,*

**Monica Mendoza, PhD**  
Assistant Dean