

College of Arts and Sciences Stetson University

The College of Arts and Sciences is asking students and faculty to use the following process for submitting forms which require the Dean's or Associate Dean's signature(s):

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 or type your responses.
3. Acquire any signatures as needed for your specific form before seeking a signature from the CAS Dean's Office.
4. Email your form with signatures, if needed (scanned or photograph acceptable), to artsandsciencesdean@stetson.edu with a brief message OR deliver the paper version to the CAS Dean's office in Elizabeth Hall Room 108.
Please note that incomplete forms must be submitted by a faculty member.
5. Once the Dean's office has received a completed form, and the Dean has approved or disapproved, the student will be informed and the Dean's office will forward the form to the Registrar for implementation.
6. If you have any questions, feel free to use the email above for clarification.