About this system

This system was developed as an electronic replacement of the Graduate College's "Authorized Signatures" form. It has been in use since the fall term of 2014. The goal of this system is to let its users know what roles individuals have within their department that relates to the Graduate College.

If you have any questions or requests, please contact Allison McKinney at agrindly@illinois.edu

Role Definitions

NOTE: The Graduate Admissions Contact is not available in this system. If you wish to be designated as the Graduate Admissions Contact, please contact the Graduate Admissions office at gpadepthelp@illinois.edu or 217-244-4637.

Grouped Permission Roles

The roles below are required for all units.

Executive Officer

The head of the unit in which the graduate program(s) reside(s). This individual can sign all Graduate College forms and access all systems. This person will be included in our Executive Officer email listserv. The Executive Officer can only be entered by the Graduate College. Contact Allison McKinney, agrindly@illinois.edu or 333-0035, to update this role.
Unit Nominator

The unit nominator can request roles for any user within the unit nominator's department/unit. The Executive Officer can only be entered by the Graduate College. Contact Allison McKinney, agrindly@illinois.edu or 333-0035, to update this role.

Director of Graduate Studies (DGS)

This individual is responsible for decisions about the graduate program and is usually a faculty member. This person will be added to the DGS email listserv.

The DGS will be granted permissions to:

- Edit Doctoral Placement Database
- Sign Academic Records forms (Re-Entry, Transfer of Credit, Curriculum Change forms, and Level Changes)
- Sign Petitions
- Sign Rating Forms
- Sign Registration Forms
- Submit Doctoral Committee Appointments
- Submit TDA and PER/FER forms
- View Doctoral Committee Participation History
- View Program Profiles
- View Thesis Deposits

Graduate Contact

The primary contact person representing the graduate program/graduate student records office. This person will be included in our Graduate Contact email listserv.

The Graduate Contact will be granted permissions to:

- Edit Doctoral Placement Database
- Sign Academic Records Forms (Re-Entry, Transfer of Credit, Curriculum Change forms, and Level Changes)
- Sign Registration Forms
- Submit Conference Travel Award Nominations
- Submit Doctoral Committee Appointments
- Submit TDA and PER/FER forms
- Submit Thesis Format Review Form
- View Doctoral Committee Participation History
- View Program Profiles
- View Thesis Deposits
Individual Permission Roles

The roles below can be used a la carte for individuals in units who are not the DGS or Graduate Contact.

**Academic Records Authorizer**
This individual is authorized to sign Academic Records forms: Re-Entry, Transfer of Credit, Curriculum Change forms, Level Changes, and submit TDA and PER/FER forms.

**Conference Travel Award Submitter**
This individual is able to submit Conference Travel Award nominations.

**Departmental Degree Certifier**
This individual is responsible for certifying that program degree requirements for degree certification have been met by all students on the degree conferral list.

**Doctoral Committee Appointer and Submitter**
This individual is authorized to request the appointment of a doctoral examination committee for students in the program.

**Doctoral Committee Participation History Viewer**
This individual is able to log into the Doctoral Committee Participation History in order to view faculty committee appointments.

**Doctoral Placement Database Editor**
This individual will be able to update the first and current employment information for graduated doctoral students.

**GARDS Viewer**
This individual is authorized to view the information contained in the Graduate Admissions Reporting & Download System (GARDS).

**Graduate Faculty Authorizer**
This individual is responsible for communicating to the Graduate College information relating to the status of unit faculty members and Graduate Faculty term members, including retirements, resignations, and tenure status.

**Human Resource Contact**
This individual is the program contact for fellowship and assistantship appointment communications with the Graduate College Fellowship Office. This individual has access to the Human Resource Front End System (HRFE) and has
the ability to process payroll adjustments.

**Petition Authorizer**
This individual is authorized, as a representative of a unit, to sign petitions indicating and explaining to the Graduate College whether the unit supports the request for an exception to policy, or not.

**Petition Dashboard Owner**
This individual is responsible for routing petitions to the appropriate office/staff member for review and action.

**Program Profile Viewer**
This individual has access to view unit data housed in the Graduate College Program Profiles system.

**Rating Form Authorizer**
This individual is authorized to sign the rating forms used by the Graduate College Fellowship Office to nominate students for fellowship competitions and to process fellowship and traineeship appointments.

**Registration Authorizer**
This individual is authorized to sign Registration forms: Late Registration & Course Change, GC 599, GC 499, In absentia, Withdrawal/Cancellation.

**TDA and PER/FER Signatory**
This individual is authorized to sign Thesis/Dissertation Approval (TDA) forms and Preliminary and Final Doctoral Exam Results (PER/FER) forms.

**Thesis Deposit Viewer**
This individual is able to log into the Thesis Deposit database to view the listing of students who have completed their thesis deposit with the Graduate College.

**Thesis Format Reviewer**
This individual is responsible for thesis format review and approval at the unit level. This person will have access to the form to notify the Thesis Office of department format approval and will be included in our Thesis Reviewer email list.

**Access**
Anyone with a valid netid and password can view the data in this system. Users who have a "staff" designation in the directory can submit requests for roles within any
program, concentration, or minor. Unit level roles can only be added by administrators.

**Requesting a role**

To request a role in a program, concentration, or minor:

1. Start by finding any program, concentration, or minor that you wish to have a role in by using the search.
2. Under the "Contacts" box, click on the "Request Role" button
3. Select the roles you wish to have
4. Select any additional program, concentrations, or minors within the unit that you wish to have the same roles in.
5. Click the "Submit Request" button to send your request to the unit's Executive Officer
6. Check the homepage to see the status of your request

Note: Unit level roles (ex. Executive Officer) can only be added by administrators. All roles end on the next August 31st.

**Role status**

Roles can be in four states:

- **Active**: Roles are active if the Executive Officer has approved the role, all requirements have been met, and the expiration date has not passed.
- **Pending**: Roles are pending when either the Executive Officer has not approved the role, or not all requirements met.
- **Expired**: Executive Officer approved roles where the expiration date has passed
- **Denied**: Roles are denied when the Executive Officer has denied the request

**Program status**

Units, programs, concentrations, and minors can all be in four states:

- **Active**: Accepting students
- **Pending**: This is new code in codebook and is waiting approval. After approval, it will become active.
- **Phasedown**: No longer accepting students, but may have students still enrolled.
- **Terminated**: No longer accepting students and no students enrolled.