



School of Physical and Occupational Therapy

EXCELLENCE THROUGH GROWTH

OBTAINING AUTHORIZED SIGNATURE

To all students:

Please take note of the following, effective immediately.

Any request for documents and/or signature from the Program Director is to be submitted to the Student Affairs Coordinator 7 working days before the documents are needed, otherwise we cannot guarantee meeting your request on time.

This will be helpful to all as the Program Director may be away, or need time to investigate matters before signing.

It is the responsibility of the student to ensure all documents submitted for signature have been properly completed and include the signature of the student when required.

The students will be notified when the documents are ready.

Working together to meet expectations will alleviate last minute frustrations.

October 23, 2008