



Degree Program Forms & Advisory Committee Forms: Gryph Forms Procedures

A couple things regarding the advisory committee forms and the degree program forms on Gryph Forms:

- 1) When you make an advisory committee form it automatically will trigger a new degree program form, please add your courses in. If you don't I will route it back to the student, and it will then be in their "student corrections" que, please make the corrections and route it back to me.
- 2) Students, please do not start degree program forms from scratch as they are automatically made with the advisory committee form. If you make multiple degree program forms I have no way of know which one is attached to the advisory committee, and if the wrong one is cancelled so is the advisory committee form. This means that we will have to start all over again from scratch, as independent graduate program forms do not allow for the committee form to be approved.
- 3) Faculty, if there are duplicates of a form, please do not cancel one as you may accidently cancel the one attached to the advisory form, which means you, me, and the student will need to start from scratch.

Both advisors and students should regularly be checking their gryph forms tasks and corrections tabs to make sure nothing is sitting in there. I have been trying to keep students and faculty aware when there is a form in their que, but it is impossible for me to keep up with them at this point, so you will be responsible for your own forms. I will continue to route them forward as soon as they come in, but I cannot check on everyone else's que.