

Submitting forms to Grad Ed via Google form

1. Go to the link on the Graduate Faculty Resources page
2. Select type of action requested
3. Upload a SINGLE PDF or other file with ALL required forms and supporting information
4. Click submit to route the form to Harold for review/approval/processing
5. Note that
 - a. The same action on multiple students (i.e. four admits into same program) can be submitted at same time if all information is captured in the single document uploaded to the form
 - b. Programs can view the resulting Google sheet to check that the submission was successful
 - c. Forms for ETD approval, degree candidacy, graduate faculty appointments, sub-waivers, change of grade, SAFs and other actions use forms managed by other offices and should not be submitted via this portal.
 - d. See Harold with questions.