



## **SIGNATURES NEEDED FOR “REQUEST FOR CHANGE OF STATUS” FORM**

Approval – Not all signatures are required. Required signatures will be dependent on the administrative level initiating the request.

### **FOR EXAMPLE**

1. If initiated by a Director, signatures will be required by the appropriate Executive Director, the appropriate Vice-President, Budgeting Office, and the Director of Human Resources.
2. If initiated by a Department Head, signatures will be required by the appropriate Dean, the appropriate Vice-President, Budgeting Office, and the Director of Human Resources.
3. If initiated by a Dean, signatures will be required by the appropriate Vice President, Budgeting Office, Director of Human Resources.
4. If initiated by an Executive Director, signatures will be required by the appropriate Vice-President, Budgeting Office, and the Director of Human Resources.
5. If initiated by a Vice-President signatures will be required by the President, Budgeting Office, and the Director of Human Resources.