

DEPARTMENT OF CITY AND REGIONAL PLANNING: PROFESSIONAL REPORT/CLIENT REPORT SIGN OFF FORM

INSTRUCTIONS

- Students must fill out this form **BEFORE** giving it to their committee chair.
- Please note that the chair signs for the entire committee (only **ONE** signature is required).
- It is the responsibility of committee members to contact the chair to let them know about approval.
- Filing of the PR/CR consists of submitting this **FORM** along with one **UNBOUND AND UNSTAPLED** copy of the PR/CR to one of the Graduate Student Affairs Officers (Clay or Kathleen).
- Please make sure that your PR/CR incorporates the [approved title page](#).
- Do not assume that your committee chair will deliver a copy of the document to one of the Graduate Student Affairs Officers.
- It is **YOUR RESPONSIBILITY TO DELIVER** the printed document (with the approved title page) and this form to one of the graduate student affairs officers in 224/226 Wurster Hall.

STUDENT NAME: _____

TITLE: _____

COMMITTEE CHAIR: _____

I have received word from the other committee members, and I myself have read this student's professional report/client report, and the final grade is:

PASS **FAIL**

SIGNATURE OF COMMITTEE CHAIR: _____

DATE: _____

ENTER THE NAMES THE ADDITIONAL COMMITTEE MEMBERS BELOW.

SECOND COMMITTEE MEMBER: _____

THIRD COMMITTEE MEMBER: _____

Note: Third committee member NOT required for Professional Report.

Check this box to CONFIRM the names above correspond to your original PR/CR Declaration Form.