

**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 (SIGNED BY YOUR CHAIR)** along with one **ELECTRONIC COPY (PDF)** with **APPROVED TITLE PAGE** to the **GRADUATE ADVISORS**.
- Do NOT assume that your committee chair will email the final draft to the Graduate Advisors.
- It is **YOUR RESPONSIBILITY TO EMAIL** the final draft with the approved title page and this signed form to the Graduate Advisors.

**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.**