**Acting Advisor Notification Form**

Directions for completing form:

* This form must be completed at the time an acting advisor is selected.
* The advisor’s signature is required.
* Either the student or the advisor needs to return the form to the Graduate English Secretary in HSS 506 U.
* Submit the form as soon as possible after the faculty member has agreed to serve as acting advisor.
* If the acting advisor changes before the RTAF is filed, a new form must be submitted.

Student Name (Please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Banner ID#:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acting Advisor (Please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acting Advisor’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only**

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