

Once PDF is open:

1. Click appropriate signature box and walk through the steps to digitally sign the form and then save as appropriate
(NOTE: If you are digitally signing for the first time see instructions at the end of this form.)
2. After initially saving in step 1, complete the other information on your line (Proposer, Chair or Dean) and save again (same as step 1)
3. Once signed, email **entire** curriculum packet and this digitally signed form as indicated below

Proposer Digital Signature

Title

Date

Proposer: Once form is digitally signed/saved, email entire curriculum packet & signed signature form to dept chair for review.

Note: "All departmental recommendations [on curriculum] must be reviewed and approved by the department's faculty."-- IFO/MnSCU Master Agreement 2009-2011, 20.A.3 (p. 80).

Chair/Director Digital Signature

Dept or Program

Date

Chair: Once form is digitally signed/saved, email entire curriculum packet & signed signature form to catalog@bemidjistate.edu to be logged into the Curriculum Proposal Progress Chart. The Curriculum Coordinator will route the packet to the Dean for review.

Dean Digital Signature

College

Date

Dean: Once form is digitally signed/saved, email entire curriculum packet and signed signature form to the curriculum coordinator at catalog@bemidjistate.edu. The curriculum coordinator will route the packet to Academic Affairs for review.

Academic Affairs Pre-review of proposal: _____

Academic Affairs eSignature

Date

Academic Affairs: Once you have reviewed the proposal and are ready for it to continue through the curriculum process, please email the entire packet and this digitally signed Signature page to catalog@bemidjistate.edu

To digitally sign this document:

- **If this is the first time you have used a digital ID with Adobe**
 - Click in the digital signature box,
 - The first time you click in the box it will prompt you to configure your digital ID
 - Click Create a new Digital ID and click continue
 - Save to file and continue
 - Add your name, etc as indicated and click continue
 - Add a password and click save (Note: you will use this password each time you digitally sign)
 - Choose the ID you created, click Sign and then save the signed form
 - Email the signed form and packet to next appropriate person as indicated on form.
- **Once you already have a digital ID created with Adobe**
 - Click the digital signature box, click your ID and continue
 - Enter your password previously created and click sign
 - Save the signed form
 - Email the signed form and entire packet to next appropriate person as indicated on form