



You **must use Adobe Acrobat Reader** or Pro (available through BITS) to complete this form. Please sign this page electronically using the directions on page 2. Please delete page 2 before requesting the Dean's signature.

**Name of General Education Proposal:**

**Department Curriculum Committee Chair**

**Department Chair**

**Director of General Education**

**Dean**

Signature:

The Dean's signature indicates agreement with the Director of General Education on the feasibility of offering this course.

## Directions for Completing the Signature Page

These directions are for those who need to complete the signature page before submitting it to your Dean for approval. This page should be deleted before the Dean's signature.

1. If this page has opened in your web browser, close the tab and locate the file on your computer.
2. Open the file using Adobe Acrobat / Adobe Acrobat Pro.
3. If you need Acrobat Pro, please contact the [BITS Service Desk](#).
4. When you open the file in Acrobat, you should see image boxes below each of the signature fields. Like this one:



5. **If you do not see the above image on the form, do not proceed and ask the previous person to re-send the form.** If you need additional help, please contact [senate@brockport.edu](mailto:senate@brockport.edu).
6. Create an image file of your signature in .jpg or .png format. You can:
  - a. Sign your name on a blank sheet of paper.
  - b. Use a departmental copier to email yourself a scan of the page.
  - c. Use a screenshot tool (Snipping Tool for Windows or Screenshot for Mac) to capture just the image.
7. On the PDF in the relevant area, click the image upload icon.
8. Choose Browse and select your signature file.
9. Click OK to add the image to the document.
10. In the text field to the right of your signature, type your name and the date.