

Department Chair/Head Signature Form

Office of the Registrar, University of Memphis, 003 Wilder Tower / registrar@memphis.edu

As Chair/Head, I have signature approval for the following as they pertain to my department:

- Grade changes
- Incomplete (I) grade extensions
- Changes from/to Standard grading to/from Audit grading
- Requests for non-standard course offerings
- Access to Internet Native Banner (INB) for employees within my department
- Access to Student INB information for students doing approved research
- Undergraduate credit by exam
- Graduate credit by exam

I am providing my signature for the Registrar's reference.

Name: _____

Dept: _____

Date: _____

Signature: _____

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Dean's Approval

Name: _____

College/School: _____

Date: _____

Signature: _____