

College/School – Dean’s Designee

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

As Dean I am appointing the following individual as my designee. This person has authority to take the following actions pertaining to my College/School when I am absent or otherwise unavailable:

- Add or remove a signator from my unit’s Authorized Signatures list
- Approve initial Degree Certification list
- Approve Degree Certification Exceptions or Corrections for submission
- Approve undergraduate and graduate credit by exam submissions
- Approve student requests to switch to/from Credit/No Credit grading from/to Standard grading
- Approve late withdrawals for students called to Active Duty
- Approve a change to an exam period as originally published in the final exam schedule
- Approve late and retroactive enrollment changes, and course overloads

Designee’s Information:

Name (Last, First M): _____

Phone / FAX: Ph: _____ Fx: _____

Bldg&Room: _____

Designee’s Signature: _____

Authorized By:

Name: _____

Dean of: _____

Dean’s Signature: _____

Effective Date: _____