

College/School Dean Signature Form

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

As a College or School Dean, I have signature approval for the following as they pertain to my College or School:

- 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

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

Name: _____

College/School: _____

Date: _____

Signature: _____

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Provost's Approval

Date: _____

Signature: _____