

## College/School Dean Signature Form

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-5757

**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: \_\_\_\_\_