

OFFICE OF THE REGISTRAR

Signature Authority  
Records, Registration, and Graduation Services

Department \_\_\_\_\_ Bldg/Rm \_\_\_\_\_ Phone # \_\_\_\_\_

The following staff member(s) have authority to act on my behalf in the area(s) designated:

(Print or type the staff member's name and a sample signature in each appropriate area. If more than one staff member has authority to act in a given area, use one line for each person.)

1. **Change of Degree Objective (CODO) - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

2. **Credit by Exam - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

3. **Degree Candidate Cert/Multiple Degree Programs - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

4. **Departmental Credit - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

**5. Grade Corrections - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

Approval by Dean or School Head:

\_\_\_\_\_ Date \_\_\_\_\_  
(typed/printed name) (signature)

**6. Late Adds and Grade Option Changes - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

**7. Withdrawal - Authority granted to:**

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

\_\_\_\_\_  
(typed/printed name) (signature)

Approval by Dean or School Head:

\_\_\_\_\_ Date \_\_\_\_\_  
(typed/printed name) (signature)

Return this form to: Heather Wilkerson, Office of the Registrar, Hovde Hall, Room 60.