

**2018-2019**  
OFFICE OF THE REGISTRAR  
**Signature Authority Form**  
*Records, Registration, and Graduation Services*

College/School \_\_\_\_\_ Department \_\_\_\_\_

Bldg/Rm \_\_\_\_\_ Phone# \_\_\_\_\_ Date \_\_\_\_\_

Signature authority is the permission to execute transactions up to limits established by relevant University regulations and permission to approve transactions. Delegations of authority are appropriate where the delegation will enhance the effectiveness and efficiency of the operation without risking the integrity of the internal control necessary for accountability.

The following Faculty/Staff member(s) have authority to act on behalf of the Dean or School Head 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:**

*Form 705: Change of Curricula (Academic Major) from One College / School to Another*

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

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

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

**2. CREDIT BY EXAM - AUTHORITY GRANTED TO:**

*Credit awarded to a student on the basis of achievement in a Purdue departmental proficiency examination.*

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

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

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

**3. DEGREE CANDIDATE CERT/MULTIPLE DEGREE PROGRAMS - AUTHORITY GRANTED TO:**

*Multiple Degrees allows a current Purdue student to enroll in separate degrees programs within two Purdue schools/colleges concurrently*

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

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

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

**4. DEPARTMENTAL CREDIT - AUTHORITY GRANTED TO:**

*Credit for a course offered by a department and awarded to a student on the basis of substantially equivalent experience.*

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

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

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

**5. GRADE CORRECTIONS - AUTHORITY GRANTED TO:**

Form 350: *Academic Record Change*

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

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

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

**6. ADDS AND GRADE OPTION CHANGES - AUTHORITY GRANTED TO:**

Form 23: *Schedule Revision Request – weeks 5-9 when calendar calls for department head signature*

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

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

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

**7. HONORS CONTRACT APPROVAL - AUTHORITY GRANTED TO:**

*A binding agreement between a student and faculty member that allows a student in an honors grade mode of a standard course. At grade roll – honors will be added to the course title.*

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

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

**APPROVAL BY DEAN OR SCHOOL HEAD:**

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

**Return this form by the beginning of the Fall Term (before August 20, 2018)** to Emily Mishler, Administrative Assistant, Office of the Registrar, Hovde Hall, Room 60 or send to [egmishler@purdue.edu](mailto:egmishler@purdue.edu). Please call 46133 for questions.

Please notify the Office of the Registrar of any departmental changes during the academic year and provide an updated Signature Authority Form with any additions or deletions to the University Registrar’s Administrative Assistant.