

To: All Academic Units

From: Office of the Registrar

Subject: Instructions for Authorizing Dean Delegates for University Academic Paperwork

For verification purposes, the Office of the Registrar must have a memo listing all authorized Dean delegates and each of the delegate's signatures. The Dean can note specific academic forms that their staff are able to sign off on (i.e. grade change cards, withdrawals, etc) or it can be a general statement (memorandum template on next page). Also, when there is a change in Dean, a new memo will be needed showing the new signatures of the delegates for the new designated Dean. Furthermore, if the department has an additional staff member to add, a memo will also be needed showing the new delegate and the delegate's signature. Please contact us at 453-2963 for any additional questions.

ON OFFICIAL SIUC LETTERHEAD

DATE

MEMORANDUM

TO: Office of the Registrar

FROM: DEAN'S NAME
TITLE

I have approved the below authorized signatures as Dean's delegates for signing all academic paperwork for the College of _____.

Designee's signature

Staff person's name typed

Designee's signature

Staff person's name typed

Designee's signature

Staff person's name typed