

College Dean Signature Card for _____ Academic Year

This form can be filled out and then printed for signatures. Upon completion, this form should be returned to Texas A&M University's Office of the Registrar sealed college letterhead envelope either: in person; mail (campus mail or U.S. postal service); fax; or scanned and sent via [Filex](#). Please see Signature Card Instructions for delivery option details.

Any questions may be directed to 979-845-1031 or registrar@tamu.edu.

Effective Date _____ Is this a change to an already existing card? _____ Is this a replacement of an already existing card? _____

Please send updated cards anytime there is a change to signature authority for your college/department/program.

College _____ Mail Stop: _____
Signature Card Contact: _____ Phone _____ E-mail _____

I authorize the following individual(s) to sign for the following actions within the Office of the Registrar (check all that apply):													
Name (type or print)	Title	UIN <small>(for online access)</small>	Course Prefixes <small>(for grade changes)</small>	Authorized Actions <small>(Check all that apply)</small>					Signature <small>(or type "Remove" if authority is being removed for this person)</small>				
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
				<input type="checkbox"/> NG	<input type="checkbox"/> NR	<input type="checkbox"/> QD	<input type="checkbox"/> W	<input type="checkbox"/> PC	<input type="checkbox"/> OA	<input type="checkbox"/> OW	<input type="checkbox"/> GC	<input type="checkbox"/> DD	
NG – No Grade NR – No Record Drops QD – Late Q-drops	W – Late Withdrawals PC – Post-Census Registration, Late Adds	OA – Online Adjustments (Graduate Certificate Programs, Additional Curriculum Requests, or Professional Degree Program Adjustment Requests only) OW – Online Withdrawal Approvals					GC – Grade Changes (Online & Paper)			DD – Dean's Designate (Full-Time Flagging, Petitions, and other documents requiring Dean's approval)			

Dean of College (type or print name) _____ UIN (for online access) _____ Signature _____ Date _____