

## Signature Card Policies & Instructions

The Office of the Registrar uses signature cards to allow college deans and department heads to authorize individuals to submit and/or approve certain academic actions for students. *By the census date of each fall semester, as listed on the University's main academic calendar, colleges and departments need to submit new signature cards for the new academic year.* Any new replacement signature cards will also expire access for individuals listed on past signature cards but who are not listed on the recently submitted replacement signature card.

- Only the listed individuals who sign a signature card in the authorized actions area will have approval authority for those actions indicated by checked boxes on the line next to their name. Further if there are specific course prefixes indicated for grade changes, the individuals will only be authorized to approve them for the prefixes indicated.
- For all signature cards, the signature at the bottom of the card is required in order to enable the listed individuals authorized to approve the academic actions indicated on the cards.
  - *Their signature at the bottom of the signature card will serve as both their signature example for the card and to authorize the individuals listed above.*
- *Department Heads/Directors will automatically be authorized for all academic actions listed on the signature card through their signature at the bottom of the card. The correct UIN must be provided in order to process any needed online access.*

### College Dean Signature Card

A College Dean signature card authorizes individuals listed on the card for dean's level access to approve academic actions for authorized courses and programs owned by a particular college as specified on the signature card.

- *Please note for academic actions processed online, users may be able to view undergraduate, graduate, and professional level student requests submitted in their colleges. However, users are expected to only act on those requests in which they are authorized on the specific signature cards.*
- Authorized academic actions included on a college dean signature card are:

Authorized Actions	Undergraduate	Graduate/ Professional
NG	No Grade Requests	No Grade Requests
NR	No Record Drops	No Record Drops
QD	Late Q-Drops	Late Q-Drops
W	Late Withdrawals	Late Withdrawals
PC	Post-Census Registration, Late Adds	Post-Census Registration, Late Adds
OA	Online Adjustments (through the University Adjustment System): <ul style="list-style-type: none"> <li>• Undergraduate Adjustments</li> <li>• Core Curriculum Adjustment approvals</li> <li>• Additional Curriculum Requests</li> <li>• Curricular Exception Requests</li> </ul>	Online Adjustments (through the University Adjustment System): <ul style="list-style-type: none"> <li>• Graduate Certificate Programs</li> <li>• Additional Curriculum Requests</li> <li>• Professional Degree Program Adjustment Requests</li> </ul>
OW	Online Withdrawal Approvals in Howdy	Online Withdrawal Approvals in Howdy
GC	Grade Changes (Online in Howdy & Paper)	Grade Changes (Online in Howdy & Paper)
DD	Dean's Designate: <ul style="list-style-type: none"> <li>• Full-Time Enrollment Flagging</li> <li>• Petitions</li> <li>• Other documents requiring Dean's approval</li> </ul>	Dean's Designate: <ul style="list-style-type: none"> <li>• Full-Time Enrollment Flagging</li> <li>• Petitions</li> <li>• Other documents requiring Dean's approval</li> </ul>

### Department Signature Card

A Department signature card authorizes individuals to approve academic actions for authorized courses and programs owned by a particular department as specified on the signature card.

- *Please note for academic actions processed online, users may be able to view undergraduate, graduate, and professional level student requests submitted in their departments. However, users are expected to only act on those requests in which they are authorized on the specific signature cards.*

- Authorized academic actions included on a college dean signature card are:

Authorized Actions	Undergraduate	Graduate/ Professional
OA	Online Adjustments (through the University Adjustment System): <ul style="list-style-type: none"> <li>• Departmental Undergraduate Adjustments</li> <li>• Create Core Curriculum Adjustment Requests</li> <li>• Additional Curriculum Requests</li> <li>• Create Curricular Exception Requests</li> </ul>	Online Adjustments (through the University Adjustment System): <ul style="list-style-type: none"> <li>• Graduate Certificate Programs</li> <li>• Additional Curriculum Requests</li> <li>• Professional Degree Program Adjustment Requests</li> </ul>
GC	Grade Changes (Online in Howdy & Paper)	Grade Changes (Online in Howdy & Paper)
DH	Department Head's Designate: <ul style="list-style-type: none"> <li>• Registration (Post-Census Registration) requests</li> <li>• Scheduling requests</li> <li>• Other documents/requests requiring Dept. Head/Director approval</li> </ul>	Department Head's Designate: <ul style="list-style-type: none"> <li>• Registration (Post-Census Registration) requests</li> <li>• Scheduling requests</li> <li>• Other documents/requests requiring Dept. Head/Director approval</li> </ul>

## General Information

- For colleges with college advising offices established (e.g., Undergraduate Programs Office, etc.), college level academic courses/programs, or interdisciplinary courses/programs, in which they need to authorize academic advisors or staff to submit online adjustments/approve grade changes for students without dean's level authority, please submit an appropriate department signature card in addition to the college dean signature card.
  - On the college dean signature card, include all individuals who would need to approve academic actions with dean level authority.
  - On the department signature card, include all individuals who would need to approve academic actions with department level authority.
  - For the department signature cards submitted in these instances, an AOC/GOC Dean or Program Director may sign as the Department Head authorizing the individuals listed on the signature card.
- Over the course of an academic year, colleges and departments may need to change which individuals are authorized for approving the academic actions listed on the signature cards. Colleges and departments may submit any changes needed for these individuals through updated signature cards throughout the year.
  - Depending on the types of changes needed, colleges and departments may:
    - send a completely new, **replacement** signature card;
    - or make minor changes by adding or removing individual access through an **addition/removal** signature card.
  - If your college or department is submitting a *new replacement card* during the academic year, please make sure to include all individuals who will still need to retain authority based on the most recent signature cards submitted to our office.
- Signature cards will be returned to the signature card contact if they are incomplete or errors are found. Changes made on that signature card will not become effective until a corrected/completed signature card is received in the Office of the Registrar. Examples of errors or incomplete signature cards would be:
  - Signature card not marked as an addition/removal/both or replacement card.
  - If a signature card is marked both as an addition/removal/both as well as a replacement.
  - UIN's (missing or incorrect)
  - Course Prefixes column left blank for grade changes with the GC box checked. Course prefixes must be specified or indicate "all" if an individual is authorized for all course prefixes owned by a college or department.
  - Missing or unauthorized\* signatures
    - For college dean signature cards, the Dean for the College must sign at the bottom to authorize the individuals listed on the card for those academic actions. If there is an Acting or Interim Dean named, then our office will accept signature cards signed by this person. \*The AOC Dean or GOC Dean may not sign at the bottom of a college dean signature card.
    - For department signature cards, the Department head must sign at the bottom to authorize individuals listed on the card for those academic actions. If there is an Acting or Interim Department Head named, then our office will accept signature cards signed by this person. An AOC Dean or Program Director may sign a department signature card if it is being

completed for college level or interdisciplinary programs administered by a college or center. \*An Associate Department Head or other administrator may not sign at the bottom of a signature card.

## Access

- Registrar approvals for access to submit certain online academic actions (Adjustments [OA], Grade Changes [GC], and Withdrawals [OW]) are also dependent on whether the individual meets specific prerequisites for the access. *Access to these academic actions will not be granted to an individual until they have completed the prerequisites for access.*
  - Online Grade Change & Online Withdrawal access—this access can be provisioned for an individual who currently has:
    - a Compass account
    - Advisor tab only access
    - both Compass and Advisor tab access
    - or a Howdy workflow only account can be opened for the person as long as:
      - the person has completed **all** of the following requirements:
        - TrainTraq courses:
          - FERPA (Course Number 11012)
          - EIS Application Security Statement of Acknowledgement (Course Number 2111698)
        - DUO Authentication Enrollment
          - Information on how to enroll in the NetID Two-Factor Authentication (or DUO) can be found on the TAMU-IT's Self-Service [website](#).
  - Online Adjustments—this access can be provisioned for an individual who currently has:
    - Both a Compass account and Advisor tab access
    - Or Advisor tab only access.
  - Signature cards may be delivered to the Office of the Registrar via one of the following:
    - In person to *Ryder Patterson* in the Office of the Registrar, Suite 1501 General Services Complex (in a sealed departmental/center/college letterhead envelope).
    - Via mail (in a sealed departmental/center/college letterhead envelope) to:

Office of the Registrar	Office of the Registrar
P.O. Box 30018	MS 0100
College Station, TX 77842-3018	
    - A scanned copy may be sent via Filex (<https://filex.tamu.edu>) to Ryder Patterson's email ([keithrayp92@exchange.tamu.edu](mailto:keithrayp92@exchange.tamu.edu)). The original signature card(s) should then be mailed to the Office of the Registrar.
    - Or fax it to 979-845-4757, ATTN: Ryder Patterson
  - The attached signature card PDF files were saved in a Reader Extended PDF format which will enable you to save data entered in the fillable form fields in an electronic copy for future use.
  - Complete the form and print it for signatures. Please retain a copy of the signed form for your records.

## How to Complete a College Dean or Department Signature Card

1. In the 'Effective Date' field, please type in the date this signature card should be considered effective. *(If this is a new replacement card for a new academic year, you can simply enter the first date of classes for the fall semester, as listed on the University's main academic calendar.)*

Effective Date	<input type="text" value="08/28/2017"/>
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2. Indicate if this signature card will be a new replacement signature card or making a change to an already existing signature card.
  - a. If you need to make a change to an already existing signature card, select either "Addition," "Removal," or "Both" from the drop down box next to the question "Is this a change to an already existing card?" *If you need to inactivate an individual's authority who is stepping down or no longer employed and need to replace the authority with a new person, the "Both" option has been added to allow colleges and departments to submit just one signature card to make these changes.* If this is a replacement card, leave this field blank.

Any questions may be directed to 979-845-1031 or registrar@tu	
Is this a change to an already existing card?	<input type="text" value="Addition"/>
<i>s anytime there is a change to s</i>	<input type="text" value="Removal"/>
Phone	<input type="text" value="Both"/>
for the following actions within the Office of the Registrar, check a	

- - b. If you need to submit a new replacement signature card, select either "Yes" from the drop down box next to the question "Is this a replacement of an already existing card?" If this is a change, you can select 'No' or leave this field blank.

Is this a replacement of an already existing card?	<input type="text" value="Yes"/>
<i>or your college/department/program</i>	<input type="text" value="No"/>
E-mail	<input type="text"/>

3. Indicate which college, department, office, or center/program in the next field. Depending on which type of signature card you are completing, will determine how you enter or select this information.
  - a. For College Dean Signature cards: Select the appropriate college, branch campus, or office from the drop down box in the 'College' field.

College	<input type="text"/>
Signature	<input type="text"/>
I autho	College of Agriculture & Life Sciences (CLAG)
	College of Architecture (CLAR)
	Mays Business School (CLBA)
	College of Dentistry (CLDN)
	College of Engineering (CLEN)
	College of Geosciences (CLGE)
	Bush School of Government & Public Service (CLGB)

- - b. For Department Signature cards: Type the appropriate department, college, office, or center/program name and abbreviation into the 'Department/Program' text field.

<i>Please send updated cards anytime there is a change to</i>	
Department/Program	<input type="text" value="Department of Academic Based Course Development (ABCD)"/>

4. Enter your campus mail stop as applicable.

<i>signature authority for</i>	
Mail Stop:	<input type="text" value="1234"/>

5. On the next line, you will need to provide information for a person who will serve as a point of contact for any issues or questions related to the card.

- a. In the 'Signature Card Contact, please provide this person's name.

College	<input type="text" value="College of Arts and Sciences (CAS)"/>
Signature Card Contact:	<input type="text" value="Maggie Aggie"/>

- - b. Next, please type in the signature card contact person's phone number in the 'Phone' field.

Mail Stop:	<input type="text"/>
Phone	<input type="text" value="123-4567"/>
E-mail	<input type="text"/>

- c. Then provide a valid email address for the signature card contact in the 'E-mail' field.

E-mail	maggie@tamu.edu
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6. In the authorized actions area on the signature card, provide the following information for each individual being authorized on the signature card.
- Name – provide the individual's name (at least first and last name).
  - Title – provide the individual's title. This can be their official title, as well as an acting/interim role, or working titles.
  - UIN – provide the individual's UIN. This information is needed in order to provision access for online adjustments, online withdrawals, and online grade changes.
  - Authorized Actions – place a check in the box for each academic action the individual is authorized to act upon or approve.
  - Signature – have the individual sign in this field or type in "Remove" if authorizations for these actions are being eliminated.

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 (for online access)	Course Prefixes (for grade changes)	Authorized Actions (Check all that apply)		Signature (or type "Remove" if authority is being removed for this person)
Roc T. Aggie	AOC Dean	567008901	All	<input checked="" type="checkbox"/> NG <input checked="" type="checkbox"/> NR <input checked="" type="checkbox"/> QD	<input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> OA <input checked="" type="checkbox"/> OW <input checked="" type="checkbox"/> GC <input checked="" type="checkbox"/> DD	
Macaulay C. Smith	Professor	678009012	ABCD, EFGH, JKLM, NOPQ, RSTU, VXYZ	<input type="checkbox"/> NG <input type="checkbox"/> NR <input type="checkbox"/> QD	<input type="checkbox"/> W <input type="checkbox"/> PC <input checked="" type="checkbox"/> OA <input type="checkbox"/> OW <input checked="" type="checkbox"/> GC <input type="checkbox"/> DD	
Chadwick G. Smith	Professor	78901234	ABCD, JKLM, ZYXV, USTR, HGFE	<input type="checkbox"/> NG <input type="checkbox"/> NR <input type="checkbox"/> QD	<input type="checkbox"/> W <input type="checkbox"/> PC <input checked="" type="checkbox"/> OA <input type="checkbox"/> OW <input checked="" type="checkbox"/> GC <input type="checkbox"/> DD	Remove

College  
Dean  
Card  
Example

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 (for online access)	Course Prefixes (for grade changes)	Authorized Actions (Check all that apply)		Signature (or type "Remove" if authority is being removed for this person)
Kyle H. Field	Academic Advisor	901002345	n/a	<input type="checkbox"/> GC	<input checked="" type="checkbox"/> OA <input type="checkbox"/> DH	
Regina Phalange-Smith	Assoc. Head & Professor	192008374	All	<input checked="" type="checkbox"/> GC	<input checked="" type="checkbox"/> OA <input checked="" type="checkbox"/> DH	
Anne Shirley-Smith	UG Program Director & Professor	345006789	ABCD & EFGH	<input checked="" type="checkbox"/> GC	<input checked="" type="checkbox"/> OA <input type="checkbox"/> DH	

Department  
Card  
Example

7. Type the appropriate person's name in the 'Dean of College' or 'Department Head' field, enter his or her UIN in the UIN field, and enter the date that this person will be signing the signature card.

Missy Revielle Dean of College (type or print name)	456007890 UIN (for online access)	08/21/2017 Date
John T. Ol'Sarge Department Head (type or print name)	890001234 UIN (for online access)	08/21/2017 Date

8. Print the signature card to obtain the correct signatures.  
9. Once completed, deliver the signature card to the Office of the Registrar in a sealed department/center/college letterhead envelope or via one of the acceptable alternative delivery options previously mentioned.

*\*\*Please note, the signature card PDF files were saved in a Reader Extended PDF format enabling you to save data entered in the fillable form fields in an electronic copy for future use.*

*\*\*The 'Reset' button at the bottom of the signature cards will reset all of the form field data in the event you need to start over. But be careful using this feature as you cannot recover the data once the form has been reset.*