



Grade Roster – Additional Grader Access

NOTICE TO FACULTY MEMBER (PRIMARY INSTRUCTOR): Individuals other than the instructor can be given grade roster access to view or grade a course in EIS, however the primary instructor of record is ALWAYS directly responsible for the final grades assigned, and is the only individual authorized to approve grades before official posting by the Registrar’s Office.

Date

Semester/Session

Course (subject, catalog and section number)

Department

Primary Instructor for Course

Primary Instructor EUID

Signature of Primary Instructor

PLEASE CHECK APPROPRIATE BOX:

- Please add **grading access** to the following individuals.
- Please add **view access** to the following individuals.
- Please **remove** all grade roster access to the following individuals.

Emplid	NAME (please print)

After completion of this form, return it to Melanie Snook in the Registrar’s Office by one of the following methods:

- FAX to (940) 565-4463
- Mail intercampus to the Registrar’s Office, Eagle Student Services Center, Room 147.

Access will be given after receipt of this form.