



## Grading Proxy Permission Form

Term \_\_\_\_\_ 20\_\_\_\_\_  
(Spring, Summer or Fall)

**Proxy grading should only be used in *extenuating* circumstances (i.e., illness) and must be approved by department chairperson/director or college dean. Permission will not extend past the current term; requests must be resubmitted each term.**

To facilitate your needs and allow someone other than the faculty/instructional staff member to assign grades on-line through the TitanWeb Registration System, complete the following ***grading-by-proxy*** information. Once required signatures are affixed, **return this form to the Registrar's Office, Attn: Lisa Danielson.** Allow a **minimum** of three business days for processing by the Registrar's Office.

Name of Instructor (Print) \_\_\_\_\_ EmplID \_\_\_\_\_  
(i.e. 0123456)

Name of Proxy (Print) \_\_\_\_\_ EmplID \_\_\_\_\_

Department Chair/Director/Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

### List of Classes

Subject	Catalog #	Class 5 digit Number	Section #	Session
<i>Example: Art</i>	105	84651	001C	14W

**Reason for Proxy Assignment** (if additional space is needed, use back of form):

**I agree to serve as proxy for the instructor named above and accept full responsibility for submitting grades.**

Signature of Proxy \_\_\_\_\_ Date \_\_\_\_\_

**I hereby give permission to the proxy named above to have access to my grade rosters and to record and submit my grades.**

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_