INSTRUCTOR CHANGE FORM

Instructions: This form is used to change an instructor after the Web Grading Security Verification Report has been submitted to Scheduling. ***Please insure that each new instructor has a security level selected.*** Primary instructors can add, view, save and post grades. Secondary instructors can view, add, save, and post grades. TA's can view grades.

Subject   Catalog Number   Section #   Term

☐ Add	☐ Primary
☐ Change	☐ Secondary
☐ Delete	☐ TA

Instructor Name   Instructor ID #

☐ Add	☐ Primary
☐ Change	☐ Secondary
☐ Delete	☐ TA

Instructor Name   Instructor ID #

Department Chair Signature   Date
Return this form to the Registrar's Office, Scheduling Division · 40 SSB · 801-581-7854 (phone)

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