

Online Grade Reporting Authorization Form

- Course instructors should report the grade in the System on their own or authorize others to do so.
- Course instructors who do not have NTU email accounts or are not able to use the System should fill the form. Only after the Form is submitted to Office of Academic Affairs will the authorized person be allowed to report the grade in the System.
- According to Article 5 stipulated in the Rules of Grade Submission and Correction, only after the grade report is reported online will the report be processed by Office of Academic Affairs.

Academic Year and Semester	Academic Year _____ Semester _____
Course Instructor	Signature _____ Date _____
Course Name	
Course Number and Section	
Phone Number	
Email	
The Authorized Person	Signature _____ Date _____
NTU Email Account of the Authorized Person	
Phone Number of the Authorized Person	
Email of the Authorized Person	