

# University of Hawaii at Manoa

## Request to Assign Proxy for Entry of Grades

### INSTRUCTIONS

Faculty are required to enter final grades at the end of each semester online. You may submit this request for the assignment of a proxy in the following situations:

- Teaching Assistants have the primary responsibility of entering grades.
- The section has no primary instructor assigned.
- Any other reasons to reviewed on a per case basis

Complete course information, proxy information and approval and return to University Scheduler, Admissions and Records (QLCSS 001) by the last day of instruction. This form may be used for Fall or Spring semesters only.

### COURSE INFORMATION

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course: \_\_\_\_\_ Section Number: \_\_\_\_\_

Semester: \_\_\_\_\_

Instructor Contact Information:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROXY INFORMATION

Name: \_\_\_\_\_

UH Number: \_\_\_\_\_ UH Username: \_\_\_\_\_

### APPROVAL

Justification:

Assigned Instructor: \_\_\_\_\_  
Print Sign Date

Department Chairperson: \_\_\_\_\_  
Print Sign Date

College Dean: \_\_\_\_\_  
Print Sign Date

### ACTION TAKEN BY ADMISSIONS AND RECORDS

Update assigned instructor: \_\_\_\_\_ Request grades on paper: \_\_\_\_\_

Instructor contacted: \_\_\_\_\_ Completed by: \_\_\_\_\_