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, Office of the Registrar (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:__________________________
Department Chairperson: ______________________
College Dean: _____________________________

ACTION TAKEN BY THE OFFICE OF THE REGISTRAR
Update assigned instructor: _____  Request grades on paper: ___  Instructor contacted: ____  Completed by: _________________________________