

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, 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: _____
Print Sign Date

Department Chairperson: _____
Print Sign Date

College Dean: _____
Print Sign Date

ACTION TAKEN BY THE OFFICE OF THE REGISTRAR

Update assigned instructor: _____ Request grades on paper: _____

Instructor contacted: _____ Completed by: _____