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 Admissions and Records (QLCSS 010) by December 8, 2006 for Fall 2006.

COURSE INFORMATION
CRN: ___________  Subject: _________  Course: _________  Section Number: _______
Current Enrollment: __________
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: _________________________________