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, (schedule@hawaii.edu) by the last day of instruction of Fall or Spring semesters. 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: ____________________________