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, (Krauss Hall 121) 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: _________________________________