



Report of Credit / Change in Final Grade

The University of Utah ❖ Office of the Registrar ❖ 201 S 1460 E, Room 250 N ❖ Salt Lake City UT ❖ 84112

Phone: 801-581-8969 ❖ Email to grades@utah.edu

Student Name: _____

uNID: _____

Term: _____

Year: _____

Catalog Subject & Number: _____

Section Number: _____

Credit Hours: _____

Change grade to: _____

Date work completed: _____

Reason for report of credit/change in final grade: _____

Electronic Grade Change Requirements:

- University email accounts (UMail) must be used to submit and approve change requests. Otherwise, the request will not be processed and returned.
- Use CIS data, not Canvas data. Request data that does not match the information in CIS will not be processed and returned for clarification/verification.
- *There can only be one student per email request, for FERPA compliant record retention.* The Office of the Registrar will not edit email content to separate student data. The request will not be processed and returned.
- One email with multiple, single student records as attachments will be accepted.
- One email with multiple requests (different semesters) for the same student will be accepted.

Department Chair Approval Requirements:

- Providing early grade (no grade present): Chair approval not needed, for grad students only.
- Changing an "I" grade: Chair approval not needed.
- Changing an "T" grade: Chair approval not needed.
- Changing a final grade (anything else): *Chair approval required.* This includes "EU" grades.

Email Approval Signature Process:

1. Instructor completes the required information in the form.
2. If Department Chair approval is **not** required (see above), the request may be sent directly by the instructor to grades@utah.edu.
3. If Department Chair approval is required, the request is sent to the Department Chair or their designee for approval. Please do not Cc: the grades@utah.edu inbox. The Department Chair will forward the request to grades@utah.edu, clearly noting their approval in the email body.
4. If Department Chair approval is required but not obtained, the request will not be processed and returned.

We will also continue to accept physical Report of Credit/Change in Final Grade forms, if that is a preferable alternative for your department.