Notification of Graduation Change

**Instructions:** Use this form to notify the Registrar’s Office of any changes to your graduation information after you have submitted your Application for Undergraduate Degree. All changes should be communicated prior to the last day of classes for your expected graduation term. Submit the form in person to the Registrar’s Office Graduation Division at Window #15, or by Umail to graduation@utah.edu.

**CANDIDATE INFORMATION**

Student ID #: ______________________

Student Name: ________________________________

First  Middle  Last

Major & Degree Type: ___________________________ (e.g. Biology BA)

**REQUESTED CHANGE**

☐ Special Character(s) in Diploma Name: ________________________________

☐ Renew Application to a Future Expected Graduation Term: ________________

Renewal can only be done once, on or before the last day of classes in your initial applied semester. If you are moving your expected graduation date more than one time, you must use the Late/Reapplication form and pay a $25 processing fee.

☐ Drop a Minor

☐ Withdraw My Application for Graduation  ☐ Other: ________________________________

**Advisor Signatures are Required** to make any of the following changes (if applicable):

☐ Add a Minor: _____________________________ Catalog Year: ________________

☐ (Circle: Drop or Add) My Emphasis: ________________________________

☐ Change the Catalog Year to: ____________________________ for my (circle) MAJOR MINOR BOTH

☐ Previous Degree Type: (circle one) BA BS OTHER ________ (e.g. HBA, HBS, BFA, BMUS, etc.)

☐ to New Degree Type: (circle one) BA BS OTHER ________ (e.g. HBA, HBS, BFA, BMUS, etc.)

Major Advisor Signature: ________________________________ Date: ________________

Minor Advisor Signature: ________________________________ Date: ________________

Dept. Honors Advisor Signature: ________________________________ Date: ________________

Honors College Advisor Signature: ________________________________ Date: ________________

I understand it is my responsibility to review my Degree Audit (My Degree Dashboard) to ensure that all graduation requirements will be completed.

__________________________________________________________________________

Student Signature Date

**FOR REGISTRAR’S OFFICE USE ONLY**

Entered: ____________ Audited: ________ Prelim: ________ Evaluated: ____________

Certificate: __________________________ Honors: ____________ Degree GPA: ____________