

## ANNOUNCEMENT: Report of Credit/Change in Final Grade form (ROC's)

### Report of Credit Forms Now Online

The Office of the Registrar is pleased to announce that Report of Credit forms are now fully online and accessible through the grade roster. Instructors can submit grade change requests using the **Edit Grade** link when:

1. The grading period for the class has closed.
2. A posted grade needs to be corrected.

### Step 1: Submitting a Grade Change Request

Open the grade roster for the class in question. If the roster meets the criteria above, you will see an **Edit Grade** link next to each student's name. A separate grade change request must be submitted for each student whose grade requires correction.

#### Official Grade Roster - Final Grades

The grade roster is for the explicit use of current University of Utah employees with a legitimate educational interest. Grade rosters may not be provided to a third party, posted publicly, or published without the prior written consent of each student. Copies of grade rosters maintained by instructors must be destroyed upon termination of university employment.

#### ART 1020-005 | Non major Basic Drawing | Summer 2025

Generated: Aug 08, 2025

Instructor	Class Number	Subject	Catalog Number	Section	Component	Title	Days	Time	Location
	7617	ART	1020	005	Studio	Non major Basic Drawing		TBA	TBA

Grade roster saved (but never posted) by RONÉR,ANDREA on Jul 28, 2025

#### Currently Enrolled

Row	Student ID	Student	Units	Roster Final Grade	Official Grade	Date of Official Grade	Registration Date	Actions
1							Apr 02, 2025	<a href="#">Edit Grade</a>
2							Apr 20, 2025	<a href="#">Edit Grade</a>
3							Apr 18, 2025	<a href="#">Edit Grade</a>
4							Mar 26, 2025	<a href="#">Edit Grade</a>
5							Apr 03, 2025	<a href="#">Edit Grade</a>
6							Mar 21, 2025	<a href="#">Edit Grade</a>
7							Mar 25, 2025	<a href="#">Edit Grade</a>
8							Apr 05, 2025	<a href="#">Edit Grade</a>
9							Mar 19, 2025	<a href="#">Edit Grade</a>

## Step 2: Enter Grade Change Details

Locate the student whose grade needs to be corrected and click the **Edit Grade** link next to their name. This will open the grade change request form.

Using the dropdown menus, complete the following fields:

- Select the **new grade** being assigned
- Enter the **date the work was completed**
- Choose the **reason for the grade change**
- Check the **confirmation box**, which serves as your digital signature

Once all fields are completed, click **Submit Request** to finalize the grade change.

### Final Grade Credit/Change Request

ART 1020-005 | Non major Basic Drawing | Summer 2025

Generated: Aug 08, 2025

Instructor	Class Number	Subject	Catalog Number	Section	Component	Title	Days	Time	Location
RONÉR, A.	7617	ART	1020	005	Studio	Non major Basic Drawing		TBA	TBA

Student Information

Student Name

UnID

Request to Change Grade

Current Grade

New Grade

Credit Hours

Date Work Completed

Reason for Grade Change

☐ I confirm that by checking the below, I agree my initials serve as my digital signature.

Sign with Initials

### Reason Options:

1. Grading Error – entered the wrong grade and submitting a grade change request to correct
2. Calculation Error – the calculation to determine grades had an error and submitting a grade change request to correct
3. Data Entry Error – indicated the incorrect grade and submitting a grade change request to correct
4. Grade Not Reported – did not report grades by deadline and submitting a grade change request to report grades
5. Other – used when the above reasons don't match why an add or change in grade is being requested

### Reason for Grade Change

Select a reason

Select a reason

Grading Error

Calculation Error

Data Entry Error

Grade Not Reported

Other

Once a grade change request is submitted, two email notifications are sent:

- One to the instructor who submitted the request, confirming the submission.
- Another to the designated Department Head approver, which includes a link to review the request.

### Step 3: Approving or Denying a Final Grade/Credit Change Request

The approver must click the link in the email to access the grade change request. After logging in, they will be directed to a page where they can either approve or deny the request.

### Final Grade/Credit Change Request

Department Head Approval

Request submitted by:

Student Information

Student Name:

UnID: I

Request Information

Term: **Summer 2025**

Subject: **ART**

Catalog Number: **1020**

Section: **005**

Title: **Non major Basic Drawing**

Request to Change Grade

Current Grade:

Change Grade to: **A-**

Credit Hours: **3.0**

Date Work Completed: **2025-08-05**

Reason for Request: **Grade Not Reported**

Yes, I confirm that by checking the below, I agree my initials serve as my digital signature.

Sign with initials:

Deny

Approve Request

If the approver is denying the request, they will get a “Deny Grade Change Request” comment box to indicate why they are denying the request.

Deny Grade Change Request

Reason for Denying Request

Close

Deny Request

#### Step 4: Final Grade/Credit Change Outcome

- If approved:**  
The grade change is automatically processed in the Student Information System. A confirmation email is sent to the instructor, and the student receives a notification that the grade change has been completed.
- If denied:**  
The instructor receives an email notifying them of the denial. The message includes the reason for the decision and a link to review the request. Once a grade change request is denied, there is no further option to do another grade change request. Please ensure the deny request is final. If you do need to do a request after a denial, please email [registraiton@utah.edu](mailto:registraiton@utah.edu) to do an email grade change request.

#### Additional Information:

When a grade request has been submitted, the Edit Grade link is adjusted to View Change Request on the grade roster to view the request.

Actions

View Change Request

Edit Grade

There is a link in the header of the application to all the Grade Change Requests you have submitted as an instructor OR the requests you have access to as an approver.

HOME
SEARCH
GRADE CHANGE REQUESTS