

College of Science

Instructions for completing the **RETROACTIVE** Petition for Consideration for Exception to Policy

1. Students who are majoring in the College of Science will submit the petition form to the College of Science Student Affairs Office located in the Crocker Science Center room 210 (210 CSC). If your major is outside our college, please contact your academic advisor to determine where your petition needs to be submitted. Petition forms can be picked up from the Registrar's Office (250 SSB), Student Affairs Office (210 CSC) or online at <https://science.utah.edu/students/retropetition.pdf>
2. Petitions must be submitted to the appropriate office within three years of the affected term(s) or prior to graduation from the university, whichever comes first.
3. Complete the personal contact information at the top of the form. For the "College" section list College of Science. Read the Procedures for Filling Petitions and indicate which option you are submitting the petition for in the appropriate box(es). If you have any questions regarding which box you should check, please see the back of the second page of the petition form for further clarification. List all courses for which the petition applies. The "Department" is the letter description of the class, for example, MATH or GEOG and the "Course Number" is the 4-digit number that follows the letter description, for example, MATH 1010 or GEOG 1400. You **MUST** sign the bottom of the petition form.
4. In addition to the petition form, you will need to submit a personal statement outlining your situation and petition request. This information is confidential – please be as specific as possible. You will need to provide pertinent documentation such as a doctor's note, insurance records, etc. to support your petition. The documentation must be on official letterhead. In some cases, a letter of support from your instructor(s) OR from your academic advisor might be required.
5. When you have the above materials prepared, you submit them to the Student Affairs Office in 210 CSC. Keep a copy for your records. Please allow one week for your petition to be reviewed.
6. After your petition has been reviewed by the Associate Dean, you will receive an email to let you know if the Dean will write a letter of support for your petition. If your petition is supported by the Dean, we will deliver your petition to the Registrar's Office for final consideration. The Registrar's Office will notify you within 10 business days the outcome of your petition via your Umail account.

If you have any questions about the petition process please contact the College of Science Student Affairs Office at 801-587-8978.



Petition for Consideration of Exception to Policy

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-5808 • 801-585-7860 fax

This document is accessible when opened in Adobe Reader. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

INSTRUCTIONS:

- Obtain a letter of support from your college dean’s office designee if you are an undergraduate student, or from your committee chairperson if you are a graduate student. You may need to schedule an appointment and meet with the dean (or designee) before a letter can be written on your behalf.
- Complete this form and prepare a written statement describing your request for an exception to policy.
- Include any supporting documentation or letters. Letters from instructors, physicians, etc., must be written on official letterhead.
- **FINANCIAL AID RECIPIENTS** are strongly encouraged to meet with a financial aid counselor to review the possible effect if this petition is approved.
- **INTERNATIONAL STUDENTS** on an F1 or J1 visa who are requesting a withdrawal that will take them below full-time status must obtain additional support from the International Student & Scholar Services Office.
- Submit your completed petition to the Office of the Registrar. Email petition@utah.edu for questions concerning submitting.
- Allow up to two weeks for the petition to be reviewed. You will be notified of the committee’s decision by email to your UMail account. Decisions cannot be released over the phone.

Student ID: _____

Date: _____

Name: _____

College: _____

Phone: _____

Major: _____

Email: _____

F1 or J1 Visa Yes No

If yes: _____
International Student & Scholar Services Official _____ Date _____

Mark the appropriate box. See the reverse side for clarification.

<input type="checkbox"/>	Withdraw from class(es) for a past term
<input type="checkbox"/>	Add class(es) for a past term (If approved, there is a \$50 late fee per class and a Grade Change Form is needed from the college for the course(s) added)
<input type="checkbox"/>	Change credit hours for a past term

<input type="checkbox"/>	Section change for a past term
<input type="checkbox"/>	Change a cross-listed course for a past term
<input type="checkbox"/>	Elect or Revoke CR/NC Option

List classes included in your request.

Term/Year	Subject	Catalog Number	Section Number	Credit Hours	Last Day of Attendance	Withdrawal Date

I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered. I have consulted with all respective offices regarding the financial, academic, and visa implications of my request, if applicable.

Student Signature (Electronic Signatures NOT accepted) _____ **Date** _____

Registrar’s Office Use Only

APPROVED DENIED PARTIALLY APPROVED

COMMENTS: _____

Entered by: _____
Verified by: _____

PETITION GUIDELINES

The University of Utah is obligated to ensure the integrity of the transcript as an historical document. Therefore, the transcript must reflect the actual history of a student's experience at the university. An exception to university policy is warranted only in cases involving unusual or extenuating circumstances that normally would not be faced by other students.

It is the student's responsibility to ensure the accuracy of their class schedule each term and comply with all university regulations and deadlines. Being unaware of university procedures and deadlines or modification of the record for the sake of appearance does not constitute justification for exception to policy. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found in the Student Handbook at <https://registrar.utah.edu/handbook/index.php>.

Petition requests must be submitted within three years of the affected term(s) or prior to graduation, whichever comes first. (University of Utah Regulations, Policy 6-100, Section G, Number 5)

NOTES:

- You are responsible for all tuition and fees associated with any approved changes to your academic record (i.e., class(es) added, change in credit hours, etc.).
- A \$50 late processing fee is charged per class for all retroactive add requests that are approved. Also, a Grade Change Form is needed from the college for each class that is approved to be retroactively added.
- A separate petition is required to request a refund of tuition for withdrawn classes. Contact the Income Accounting/Student Loan Services Office for more information at income@utah.edu or (801) 581-7344.

Withdraw from Class(es) for a Past Term

Retroactive withdrawals will only be considered with verification of unusual or extenuating circumstances that prevented withdrawal by the published deadline. In the case of medical withdrawals, a letter from a licensed health care provider is highly encouraged. This letter should include the general nature of the mental or physical illness, injury, or disability giving rise to the circumstances surrounding the request, the approximate date of onset of symptoms, the date through which the condition continued, and why the condition warrants the action sought.

Add Class(es) for a Past Term

Students are expected to complete registration within the published deadlines. Late registration requests may be considered for extraordinary situations that made it impossible for the student to register during the designated registration time periods. The student's written statement should explain why established procedures were not followed during the appropriate time periods. A supporting letter from the instructor of the class verifying attendance is highly encouraged.

Change Credit Hours for a Past Term

Requests to change credit hours in a past term are only applicable to classes set up with variable credit hour amounts.

Section Change/Cross-Listed Course Change for a Past Term

Requests to make a section change, change cross-listed courses, or change courses that meet together are approved without committee action

Elect or Revoke CR/NC

Restrictions have been placed on the credit/no credit policy to ensure that it is not abused. Students are expected to comply with the published deadlines. The following reasons do not represent justification for exception to the credit/no credit policy:

- To avoid required work in class or an undesirable grade.
- To improve grade point average.

The dean of the college associated with the student's major must initiate requests for credit/no credit changes for past terms.