



## Reference guide for petitioning for an exception to policy for a **PAST SEMESTER**

University policy states that a student may petition for an alteration to their registration outside of the relevant deadline dates **in the event of a compelling, non-academic emergency**. The petition process can be used for course withdrawals or grading option changes that relate to a previous semester, as well as certain other registrations changes in the current or previous semesters.

### Step One:

- If you are withdrawing from a class, remember that **there may be consequences with scholarships, Pell grants, student loans and/or funding for school**. Students are encouraged to speak with a [Financial Aid Counselor](#) to determine how withdrawing could impact funding you may be receiving at Student Services Building, 801-581-6211, or [financialaid@utah.edu](mailto:financialaid@utah.edu).
- If you are **receiving funds for school through veteran and military benefits**, students are encouraged to speak with [Veteran Services](#) at Union 418, 801-581-6945, or [vetservices@utah.edu](mailto:vetservices@utah.edu) to see how withdrawing could impact these benefits
- If you are an **International Student**, you are required to first talk with an advisor in the [International Student & Scholar Services](#) office at Union 410, 801-581-8876, or [international@utah.edu](mailto:international@utah.edu) before submitting a petition for late withdrawal
- If you are a **Student Athlete**, you are required to first talk with your Athletics Advisor before submitting a petition for late withdrawal.
- You are encouraged to speak with your [Academic Advisor](#) before submitting a petition for late withdrawal to determine how withdrawing will impact your academic career.

To petition for an exception to policy, submit the following to Lisa Batchelder (CSC 214):

- **A completed and signed petition form.**
- **A personal statement.**
  - Clearly explain the situation that led to this petition. Be specific and include all information that you believe should be considered. Some of these situations may be very personal; we respect your privacy and will respect it in accordance with University of Utah policy and FERPA.
  - Address why you are now requesting an exception to registration policy. Address why you did not/could not initiate the change in registration during the affected semester.
  - Partial withdrawal (i.e. a request to withdraw from only one, or some, of your course and not others).
    - **MUST** explain why you are seeking to withdraw from some courses but not all courses taken in that semester. Partial withdrawals may be denied if not explained. *Merely having done better in some courses than in others – or not liking the instructor's style of teaching are not considered valid reasons.*

- **Supporting materials to verify the impact of your non-academic emergency.**
  - Typically, a **dated and signed** letter from a health-care provider, employer, etc., **and/or** some other form of appropriate documentation summarizing how your ability to complete the coursework was impacted during the semester. If a letter is not possible, proof of services (admit or discharge documents, medical bills that include dates of hospitalization, etc.) can suffice.
  - Work-related documentation needs to clearly state when and why work hours (or job position) was changed. Relationship of letter writer to student (e.g. supervisor or business owner) should be included.
  - Email documentation from staff or faculty member must be from a U of U email address.

Questions? Contact Lisa Batchelder at  
[office@science.utah.edu](mailto:office@science.utah.edu)  
Crocker Science Center Rm 214  
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](mailto: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](mailto: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.