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 you 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 you petition is supporting 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.
Please print legibly.

Student ID Number ____________________________ Phone ____________________________

Name ____________________________ Email Address ____________________________

Address ____________________________ College ____________________________

City ____________________________ State ____________________________ Zip ____________________________

F1 or J1 Visa ☐ Yes ☐ No

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

1. Complete this form and prepare a written statement describing your request for exception to policy.
2. Attach your statement and all other supporting letters and documentation to your petition. Supporting letters from instructors, physicians, etc., must be written on official letterhead. (You are advised to make copies for your own personal file as you will be charged $5.00 per page if you request copies from the Registrar’s Office at a later date.)
3. If you are petitioning for a past term, you are required to obtain a letter of support from your college dean if you are an undergraduate student, or from your committee chairperson if you are a graduate student.
4. Submit your completed petition to the Registration Division, window 13, second floor of the Student Services Building or by mail to: 201 S 1460 E RM 250 N, Salt Lake City, UT 84112-9056.
5. Allow up to two weeks for the petition to be reviewed. You will be notified of the committee’s decision by mail or email to your uMail account. Decisions cannot be released over the phone.
6. *FINANCIAL AID RECIPIENTS - You are advised to meet with your financial aid counselor to review the possible effect if this petition is approved.
7. International students on a F1 or J1 visa who are requesting a withdrawal that will take undergraduate credits below 12 hours or graduate credits below 9 hours must include a letter of support from International Student & Scholar Services.

Note: A separate petition is required for a refund of tuition/fees. Contact the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344.

MARK THE APPROPRIATE BOX AND LIST BELOW THE CLASS(ES) INCLUDED IN YOUR PETITION REQUEST (SEE REVERSE SIDE FOR FURTHER CLARIFICATION).

*Delete class(es) with W grades for the current term
Elect or Revoke the CR/NC Option (Refer to Guidelines)
*Withdraw from class(es) for a past term
*Delete class(es) with W grades for a past term

Add class(es) for a past term ($50 late fee per class)

*Change credit hours for a past term
Section change for a past term
Change a cross-listed course for a past term

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

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I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered. ____________________________

Signature ____________________________

FOR REGISTRAR’S OFFICE USE ONLY

APPROVED ____________________________ DENIED ____________________________ PARTIALLY APPROVED ____________________________

COMMENTS: ____________________________

Entered By/Date ____________________________
Verified By/Date ____________________________

Updated 12/18/2013
PETITION GUIDELINES

The university is obligated to insure 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 your responsibility to ensure the accuracy of your 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 http://www.registrar.utah.edu/handbook/index.php.

Notice: You are responsible for all tuition and fees associated with any approved changes to your academic record (i.e., class added, change in credit hours, etc.). A $50 late processing fee is charged per class for all retroactive add requests that are approved. Contact the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344 for tuition information.

Delete Class(es) with W Grades for the Current Term
The Academic Senate established the “W” grade to allow you to withdraw from classes for circumstances beyond your control without affecting your grade point average. Requests to delete classes are not approved unless you provide documentation demonstrating that administrative actions on the part of the university are the cause of your withdrawal from class. All supporting documentation must be written on official letterhead and attached to the petition.

Elect or Revoke the Credit/No Credit Option for the Current Term
You are expected to comply with the published CR/NC deadlines. Exceptions to the credit/no credit policy will not be given for the following:

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

All supporting documentation, including letters from physicians, instructors, etc., must be written on official letterhead and attached to the petition.

Elect or Revoke the Credit/No Credit Option for a Past Term
The dean of your major college must initiate requests for credit/no credit changes for past terms. (U of U Regulations, Policy 6-100.)

Section Change/Cross Referenced Course for a Past Term
Requests to add or drop a class for a past term are approved without committee action for section changes or cross-listed courses. For example:

- You registered for the wrong section and received an “EU” grade in that section.
- English 2200 meets with Film 2200.

Notice: Complete steps 1 and 4 under “Procedures for Filing Petitions.” All other retroactive drop and add requests require completion of each step listed under “Procedures for Filing Petitions.”

Withdraw from Class(es) for a Past Term
Retroactive withdrawals will only be considered when you provide verification of unusual or extenuating circumstances that prevented you from withdrawing by the deadline. You must obtain a letter of support from the dean of your college. All supporting documentation, including letters from physicians, instructors, etc., must be written on official letterhead and attached to the petition.

Notice: Approval of a retroactive withdrawal does not waive tuition. Inquiries regarding tuition should be directed to the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344.

Delete Class(es) with W Grades for a Past Term
The Academic Senate established the “W” grade to allow you to withdraw from class for circumstances beyond your control without affecting your grade point average. Requests to delete classes are not approved unless you provide documentation demonstrating that administrative actions on the part of the university are the cause of your withdrawal from class. You must obtain a letter of support from the dean of your college. All supporting documentation must be written on official letterhead and attached to the petition.

Notice: When a retroactive drop/delete is approved, the Income Accounting Office is instructed to either refund or cancel the tuition for the class(es) involved.

Register or Add Class(es) for a Past Term
You are expected to complete registration within published deadlines. Late registration requests may be considered for extraordinary situations that made it impossible for you to register during the designated registration time periods. Documentation of these circumstances is required. You must also obtain a letter of support from the dean of your college. All supporting documentation, including letters from physicians, instructors, etc., must be written on official letterhead and attached to the petition. A $50 late processing fee is charged per class for all retroactive add requests that are approved.

Change Credit Hours for a Past Term
Requests to change credit hours in a variable credit course for a past term require completion of each step listed under “Procedures for Filing Petitions.” You must obtain a letter of support from the dean of your college. All supporting documentation, including letters from physicians, instructors, etc., must be written on official letterhead and attached to the petition.