

College of Science

Instructions for Completing the RETROACTIVE Petition for Consideration of Exception to the Withdrawal Policy

1. Submit the petition to the Dean's Office of your major. You **MUST** be a declared major in the College of Science in order to submit it to 220 JTB. 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), the Dean's Office (220 JTB), or online at <http://registrar.utah.edu/handbook/exception.php>.
2. Appeals 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. Please read all instructions and type or print legibly.
4. Please make sure to completely fill out your personal contact information at the top of the form. The "College" is College of Science. Be sure to thoroughly read the Procedures for Filing Petitions and clearly 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 or 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). **DO NOT FORGET TO SIGN AT THE BOTTOM!**
5. 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 any pertinent documentation (such as doctor's notes, insurance records, etc) to support your petition. This documentation must be on official letterhead. Finally, you will need to submit a letter(s) from your instructor(s) **OR** a letter from your academic advisor of support or non-support for your petition.
6. Once you have the above materials, you may submit them to the Dean's Office in 220 JTB. Please make sure to keep a copy for your records. We will **NOT** accept incomplete petitions. Please allow approximately one to two weeks for your petition to be reviewed.
7. After your petition has been reviewed by the Dean's Office, you will receive an email stating the Dean supports your petition. This verifies our position and confirms that your petition has been forwarded to the Registrar's Office. Any questions regarding your petition once you have received this letter should be directed to the Registrar's Office at 801/581-5808. They will notify you of the final decision in writing in approximately four weeks following receipt of your petition.

If you have any questions pertaining to the petition process, please contact the Dean's Office at 801/581-6958 or the Registrar's Office at 801/581-5808.

Please print legibly.

Date _____

Student ID Number _____

Phone _____

Name _____

Email Address _____

Address _____

College _____

City State Zip

Major _____

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 \$.50 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	<input type="checkbox"/>	Add class(es) for a past term (\$50 late fee per class)	<input type="checkbox"/>
Elect or Revoke the CR/NC Option (Refer to Guidelines)	<input type="checkbox"/>	*Change credit hours for a past term	<input type="checkbox"/>
*Withdraw from class(es) for a past term	<input type="checkbox"/>	Section change for a past term	<input type="checkbox"/>
*Delete class(es) with W grades for a past term	<input type="checkbox"/>	Change a cross-listed course for a past term	<input type="checkbox"/>

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

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 _____

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.