

## Continuing Education Petition Guidelines

\*\*The following guidelines apply to Academic Non-Credit, Lifelong Learning, OSHER Lifelong Learning, Technology Education, Test Prep, Professional Education, and Youth Education courses.

Petition Requests must be submitted no later than the last day of the term that corresponds to the class(es) being considered for exception to policy. This date is available on the University of Utah Academic Calendar and can be found here: <http://www.sa.utah.edu/regist/pages/deadlines.htm>

Students are responsible for complying with all University regulations and deadlines. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found on the web here: <http://continue.utah.edu/refund.php>

**An exception to University policy is warranted only in cases involving unusual or extenuating circumstances that would normally not be faced by other students. For example: a death in the immediate family, life threatening situations, medical reasons, a University error, military leave, etc. Ignorance of university procedures and deadlines does not constitute justification for exception to policy. Students who have incurred penalty fees as a result of neglect, will be responsible for those fees, e.g. cost of collections, late fees, etc.**

\*\* Note: Class Special Fees may not be refundable.

Procedures for Filing Petitions:

1. Prepare a typed or hand written statement describing the request for exception to policy. Be sure to include student name, address, phone number, date of birth and student ID number.
2. The burden of proof rests with the student. Please attach all applicable documentation from physicians, instructors, Continuing Education unit, counselors, or others (on letterhead stationery), which support your request. Originals are destroyed after one year.
3. Submit the following petition form along with the above supporting documentation to:

Continuing Education  
1901 E South Campus Drive 1185 Annex  
Salt Lake City, UT 84112-9359.  
Or by Fax at: 585-6490.

4. Please allow up to 4 weeks for the petition to be reviewed.

# Petition for Consideration of Exception to Policy

CE, University of Utah  
1901 E. So Campus Dr  
1185 Annex  
Salt Lake City, UT 84112-9359

Please type or print legibly.

Date: \_\_\_\_\_ U of U Student ID: \_\_\_\_\_

Student Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Procedures for Filing Petition:**

1. Prepare a typed or hand written statement describing the request for exception to policy. Be sure to include student name, address, phone number, student ID number, and date of birth on the statement.
2. The burden of proof rests with the student. Please attach all applicable documentation from physicians, instructors, Continuing Education unit, counselors, or others (on letterhead stationery), which support your request.
3. Students are encouraged to make copies for their personal files as they will be charged \$.50 per page if copies are requested at a later date. Originals are destroyed after one year.
4. Submit the following petition form along with the above supporting documentation to the U of U Continuing Education main office by mail (1901 E South Campus Drive 1185 Annex, Salt Lake City, UT 84112-9359), fax 585-6490, or in person U of U, 1185 Annex.
5. Please allow up to 4 weeks for the petition to be reviewed. Students will be notified of the decision once the committee has made a decision. If you have questions please call 585-0911 or email [petition@Continuing Education.utah.edu](mailto:petition@Continuing Education.utah.edu)

This petition request is to Add/Drop the following course(s):

- Add  
 Drop

Sem/Year	Subject	Catalog	Section	Title	Last Day of Attendance
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- Add  
 Drop

Sem/Year	Subject	Catalog	Section	Title	Last Day of Attendance
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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.

Student's Signature \_\_\_\_\_

FOR AOCE OFFICE USE ONLY		
Approved _____	Denied _____	Date Letter Mailed _____
Drop Processed: Date _____	By _____	Refund Processed: Date _____ By _____
Additional comments (if necessary)		