AOCE Petition Guidelines

**These guidelines apply to the following Continuing Education Programs:  Lifelong Learning, Test Prep, Technology Education, Professional Education, Youth Education, and OSHER Lifelong Learning.

Petition Requests must be submitted no later than the last day of the course term to be considered for exception to policy. This date is available on the University of Utah Academic Calendar and can be found at the following website
http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm

Students are responsible for complying with all University regulations and deadlines. Information regarding Continuing Education’s drop policies, procedures, and deadlines can be found at the following website http://continue.utah.edu/drop

An exception to University policy is warranted only in cases involving unusual or extenuating circumstances. For example: a death in the immediate family, life threatening situations, medical reasons, 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: Any Class Special Fees may not be refundable.

Procedures for Filing Petitions:

1. Prepare a typed or hand written statement describing your reason for exception to policy. Please 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, counselors, etc. on letterhead stationery. Originals are destroyed after one year.
3. Submit the following petition form along with the above supporting documentation to:
   Address: U of U Continuing Education
   1901 E South Campus Drive 1185 Annex
   Salt Lake City, UT 84112-9359
   Fax: 801-585-6490
   Email: register@aoce.utah.edu
4. Please allow up to 4 weeks for the petition to be reviewed.
Petition for Exception to Policy

U of U Continuing Education
1901 E South 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: _________________________

Mobile Phone: ________________________

Mailing Address:_____________________________________________________________________

City: _______________________________ State: __________________ Zip: ______________________

Email: ______________________________

Procedures for Filing Petition:

1. Please describe your reason for exception to policy.
2. The burden of proof rests with the student. Please attach all applicable documentation from physicians, instructors, counselors, etc. on letterhead stationery.
3. Students are encouraged to make copies for their personal files, as they will be charged $0.50 per page, if copies are requested at a later date. Originals are destroyed after one year.
4. Submit your petition to the University of Utah Continuing Education.
   Mailing Address: 1901 E South Campus Drive 1185 Annex, Salt Lake City, UT 84112-9359
   Fax: 801-585-6490
   Email: register@aoce.utah.edu
5. Please allow up to 4 weeks for the petition to be reviewed. Students will be notified once the committee has made a decision.

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

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

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

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 ____________________________________________

Approved: _____________ Denied: ________________ Date Notified Student: __________________

Drop Processed: Date________________ By______ Refund Processed: Date ________________ By______ Additional comments: