

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

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 \$.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 _____

FOR AOCE OFFICE USE ONLY

Approved: _____ Denied: _____ Date Notified Student: _____

Drop Processed: Date _____ By _____ Refund Processed: Date _____ By _____ Additional comments: