

## Continuing Education 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: [registrar.utah.edu/academic-calendars/](http://registrar.utah.edu/academic-calendars/)

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 [continue.utah.edu/drop](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 collection, late fees, etc.**

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

### Procedures for Filing Petitions:

1. Prepare a statement describing your reason for exception to policy. Please include student name, contact information, date of birth, and student ID number if known.
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 your completed petition to one of the following:  
Address: U of U Continuing Education  
540 Arapeen DR STE 210  
Salt Lake City, UT 84108  
Fax: 801-585-6490  
Email: [register@continue.utah.edu](mailto:register@continue.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 (if known): \_\_\_\_\_

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

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

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

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

Mobile Phone: \_\_\_\_\_

MailingAddress: \_\_\_\_\_

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

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

**Procedures for 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. Originals are destroyed after one year.
4. Submit your completed petition to one of the following:  
Mailing Address: 540 Arapeen DR STE 210, Salt Lake City, UT 84108  
Fax: 801-585-6490  
Email: register@continue.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 class(es):

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 the petition. I understand the 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: