We recognize that sometimes an error can occur during the admissions or registration process of a Concurrent Enrollment course. Utah Valley University allows students up to two years after high school to review their UVU transcript and petition any discrepancies.

A University Exceptions Committee will review each petition and use certain criteria to decide if an exception is merited. This criteria includes, but is not limited to:

- Petition submitted within the two-year deadline
- Course prerequisites met prior to applicable deadlines
- Evidence of high school misinformation or guidance
- Evidence of university error
- Extenuating circumstances

If you believe that this pertains to your situation, complete your petition by submitting the following required information:

- Completed and signed exception form (bottom half of this form)
- Evidence or supporting documentation
- Formal letter of explanation

If your petition is incomplete, your request will be automatically denied. Please allow up to 10 business days for the committee to review your petition. Petition applicants will be notified of the decision by mail.

Mark the box that pertains to your request:

- Petition to withdraw course
- Missing Grade Petition
- Other:
- Petition to late add course
- Grade Change Petition

Send completed application to:
Mail: Concurrent Enrollment
800 West University Parkway
Orem, UT 84058
Email: concurrent@uvu.edu