



PETITION FOR EXCEPTION TO ACADEMIC POLICY

GENERAL INFORMATION

CONCURRENT ENROLLMENT OFFICE FUNCTION

When notified of a potential extenuating circumstance outside a deadline, the Concurrent Enrollment Office will explain the petition process to the student. Petitions for Exception to Academic Policy are based solely on existing or past college policies as set by college administration or committees.

Please Note: Final decisions are only made by the Concurrent Enrollment Exceptions Committee.

EXCEPTIONS COMMITTEE FUNCTION

The Concurrent Enrollment Exceptions Committee is the governing body when a petition is submitted. The committee thoroughly reviews each petition and issues a decision through email.

INSTRUCTIONS

1. **Read the petition form thoroughly.** You are responsible for complying with procedures contained in the petition. If you need assistance with this form, contact the Concurrent Enrollment Office – 801-863-8376 | cepetitions@uvu.edu.

2. **Complete all Student Information and Student Affirmation sections of this form.** Lack of required information will result in denial of the petition.

3. **Attach your explanation *letter and all documentation supporting your request as outlined on this form.** Lack of documentation will result in denial of the petition.

**Only necessary if written explanation does not fit on the lines provided within the petition application*

4. **Submit completed petition:**

- **Email:** cepetitions@uvu.edu

STUDENT'S RIGHTS IN THE PETITION PROCESS

In the event the exceptions committee denies your petition, you may re-appeal by providing additional clarification and/or supporting documentation.

STUDENT INFORMATION

Name _____ UV ID _____

Mailing Address _____ Apt# _____

City/Zip _____ Telephone (____) _____

E-mail Address _____ High School _____

COURSE INFORMATION

List all courses for which an exception to policy is requested:

CRN	Course	Instructor Name	Semester/Year	Class Type: Face-to-face OR Live Interactive	Petition Request:
					Late-Add // Withdraw // Other: _____

REQUEST AND REASON: Explain in detail why you are requesting exception to policy. Include information necessary for the exceptions committee to understand your circumstances. **Attach all supporting documentation** (*lack of supporting documentation most likely will result in denial of petition request*).

STUDENT AFFIRMATION

I have read this petition form and instructions thoroughly and understand all requirements stated herein.

Signature: _____ Date: _____

EXCEPTIONS COMMITTEE ACTION

(To be completed by the Concurrent Enrollment Office.)

Results added to SPACMNT : _____

☐ Approved ☐ Denied

Comments _____

Exceptions Committee Member _____ Date _____