

**STUDENT INFORMATION**

**PERSONAL INFORMATION** Lack of required information will result in denial of the petition. (Please use blue or black ink.)

Name \_\_\_\_\_ UV ID: \_\_\_\_\_

Mailing address \_\_\_\_\_ Apt# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail address \_\_\_\_\_ Work or other telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Are you receiving Veterans Educational Benefits?  yes  no

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

| CRN | Course and Section Numbers | Instructor Name | Credit Hours | Current Grade | Semester/Year |
|-----|----------------------------|-----------------|--------------|---------------|---------------|
|     |                            |                 |              |               |               |
|     |                            |                 |              |               |               |
|     |                            |                 |              |               |               |
|     |                            |                 |              |               |               |
|     |                            |                 |              |               |               |

**STATE REQUEST AND REASON:** Explain in detail why you are requesting exception to policy. Include information necessary for the Registrar and/or committee to understand your circumstances. Attach any and all supporting documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT AFFIRMATION**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRAR'S ACTION**

Approved     Denied     Pending     Sent to Committee    (To be completed by the Registrar's Office.)    Results on SPACMNT : \_\_\_\_\_

Comments \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

**ACADEMIC STANDARDS COMMITTEE ACTION**

Approved     Denied    (To be completed by the Academic Standards Committee)

Comments \_\_\_\_\_

Committee Chair \_\_\_\_\_ Date \_\_\_\_\_



## PETITION FOR EXCEPTION TO ACADEMIC POLICY

### GENERAL INFORMATION

#### REGISTRAR FUNCTION

The UVU Registrar screens Petitions for Exception to Academic Policy based solely on existing or past college policies as set by college administration or committees. Exceptions are not based on how long a student attended class. Reasons for the exception are not considered at this step in the process. In the event that the Registrar denies the petition, you have the right to appeal by requesting that this form be forwarded to the Academic Standards Committee.

#### ACADEMIC STANDARDS COMMITTEE FUNCTION

Generally, the Academic Standards Committee meets during the regular school year (September through April). It does not normally convene during Summer months (May through August). The Academic Standards Committee will only change a UW to a W or grant other exceptions to policies when the student is able to show proof of inability to officially withdraw from a course or to comply with other policies for extenuating reasons. The Academic Standards committee does not change letter grades—grades A through E or I (Incomplete).

#### 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 Registrar's Office (BA 113).
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.** Documentation will need to be signed and dated on official letterhead. **LACK OF DOCUMENTATION WILL RESULT IN DENIAL OF THE PETITION.**
4. **Deliver petition to BA 113; or mail your petition, letter and documentation to UTAH VALLEY UNIVERSITY, Registrar's Office, 800 West University Parkway, MS 106, Orem, UT 84058-5999; or FAX to (801) 225-4677.**

#### STUDENTS RIGHTS IN THE PETITION PROCESS

In the event the Registrar denies your petition, you may appeal to the Academic Standards Committee. Appointments may be scheduled through the committee chair or secretary. Their names and telephone numbers, along with a schedule of the committee meetings are available from the Registrar's Office (801) 863-8493. In any case, complete this form as a written record of your request. You must supply all required information and any facts and/or documentation which would strengthen your petition.