

A Faculty Guide to Advising Information and Resources provided by CFA Advising

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Advising

What the Advisors do for Students, Faculty, and Departments:

For students:

- Explain curriculum, including General Education, Bachelor's Degree, and Major Requirements.
- Declare Majors.
- Explain University and College policies and procedures, including Registration, Holds, Withdrawals, Incompletes, and Curriculum Exceptions, and refer appropriately.
- Start Petition processes
- Mandatory Advising appointments, a.k.a. MAP appointments, which usually take place during their 1st and 4th semesters.
- Assist with semester-by-semester course planning.
- Maintain records of the issues and plans discussed during advising appointments (and sometimes email exchanges).
- Provide references to campus resources like the Financial Aid and Scholarship Offices, Career and Professional Development Center, Counseling Center, and tutoring services.
- Compose and send messages as part of the Create Success Campaign.

For faculty:

- Answer educationally relevant questions about student records.
- Answer questions about University policies and procedures.
- Discuss options, including Curriculum Exceptions, for students with special circumstances (transfer credits, scheduling restrictions, etc.).
- Raise awareness about trends or concerns that may impact student success.
- Create lists of students in particular emphases for area heads (contact lists, lists for scholarship nominations).

For departments:

- Review proposed curricular changes to check for agreement and consistency with prerequisites, overall requirements, etc.
- Review PERC reports at the beginning of each semester
- Facilitate articulation agreements by overseeing TES
- Collect and disseminate data related to student success.
- Meet regularly with Department Heads to exchange information.
- Share information from the department with students (scholarships, new courses, etc.)
- Pass along information from students regarding concerns, challenges, or barriers to graduation/continuation.

How to contact/make appointments

The University uses an online system for scheduling appointments. Students can make appointments by visiting createsuccess.utah.edu and clicking the "Book an appointment" link. Students can meet with Andrew, Eric, Jenn, Rachel, or Samuel. If students have issues with the scheduling system, they are directed to April Casiano in the Dean's Office.

The advisors can be reached by email either at their individual emails (listed on finearts.utah.edu/advising) or by using advisor@finearts.utah.edu.

Why to refer

Advisors can help students with many different issues. Please refer a student to an advisor if they are concerned about:

- Class schedules/graduation plans
- University policies/procedures/petitions
- Academic difficulty
- Resources on campus
- Major exploration/declarations
- Questions about their academic record

Advisors are happy to work with other questions as well and will refer students to other campus partners if necessary. Advisors also frequently refer students to their faculty members for specific questions about their areas.

University Records and what should be on them (PS Notes, MDD, exceptions)

There are several ways in which a student's academic record is tracked within University systems. Advisors work to keep these records as accurate and up to date as possible, since students may be working with multiple advisors/departments on campus.

Academic Advisors across campus keep records in **PeopleSoft notes**. Advisors make notes after each meeting to track what has been discussed and what recommendations were made. Advisors will also copy emails into PeopleSoft notes if they contain relevant information. Information that should be entered into PeopleSoft includes:

- Course recommendations/graduation plans
- Policy recommendations
 - Late withdraw/late add, retroactive petitions, etc.
- Referrals to other campus services
- Discussion of incompletes
- Suggestions for curriculum exceptions/substitutions

Advisors are happy to include anything in PeopleSoft notes that the faculty would like on record. Access to their notes can be requested by the student at any time, so there are guidelines regarding what should and should not be included, but the advising team can assist with any questions on this issue.

My Degree Dashboard (formerly DARS) is a student's degree audit. This system allows students to see how their courses are being used, what requirements they have left to complete, and what courses can meet those requirements. Advisors will review My Degree Dashboard audits with students when they make an appointment.

My Degree Dashboard is also where advisors will enter any **curriculum exceptions** that have been approved by the faculty. Curriculum exceptions should be processed in a timely manner to ensure

accuracy in the student's record. This can become especially important as students get closer to graduation and their audit is being reviewed by the Registrar's Office

MAP

MAP is the Mandatory Advising Program, sponsored by the University. MAP requires that students meet with advisors at two key points in their academic careers.

- First-Year MAP is required during a student's first semester. A hold is placed that will not allow first-semester students to register for their second semester until they have met with an advisor. Students will receive an email to their Umail account warning them that the hold has been placed and they need to meet with an advisor before it can be removed. For Fall-start students, they will typically receive this email in late September.
- Second-Year MAP students receive an email in November, warning them that a hold will be placed in March if they do not meet with an advisor before that time.
- MAP allows advisors to check in with students to ensure that they are on track to graduate on time and that they are aware of campus resources that may benefit them. If the academic areas have anything they would like discussed with their students during MAP, please contact advisor@finearts.utah.edu

Important Dates & Deadlines

- Academic Calendar- <https://registrar.utah.edu/academic-calendars/index.php>
- Curriculum Deadlines- <https://www.finearts.utah.edu/for-staff-and-faculty>
- Grading Deadlines- <https://registrar.utah.edu/faculty/egrade.php>
- PERC Deadlines- <https://registrar.utah.edu/studentsystems/prereq-enforcing-departments.php>
- Admissions
 - First-Year Students- <https://admissions.utah.edu/apply/undergraduate/freshman.php>
 - Transfer Students- <https://admissions.utah.edu/apply/undergraduate/transfer/index.php>

Grading

Grading Timeline

Posting grades by the required deadline means that students receive the grade that they earned. Failure to post grades by the required deadline means students receive an “EU” grade. An “EU” grade is an unofficial withdrawal and is considered a failing grade. When students receive an “EU” grade unintentionally, it can have drastic consequences, including academic probation, registration holds, financial holds, and visa issues for international students. Thus, it is crucial that all instructors submit their grades by the posted deadline.

New instructors must complete the [FERPA Review](#). After completing the FERPA Review, full grading security access is *automatically* granted to primary instructors who can then delegate security access to others who may assist them in the grading process. *No special forms are needed.*

The University’s comprehensive grading calendar, including grading deadlines can be found [here](#).

Below you will find a couple of useful grading tips.

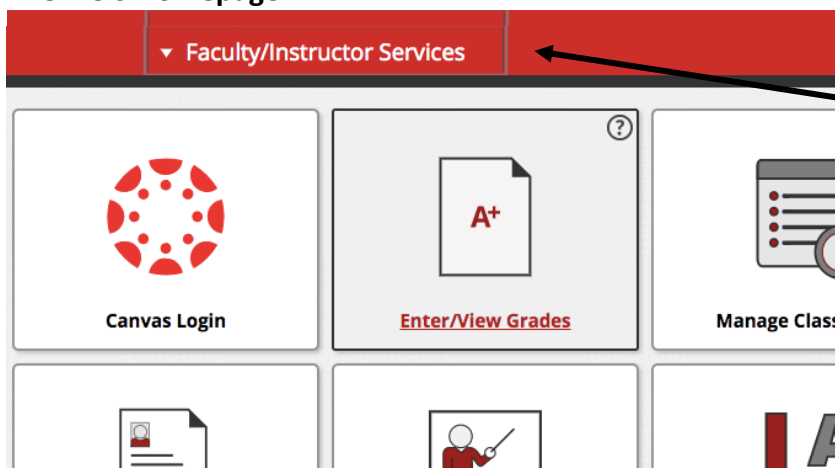
- The link to the University’s E-Grading Reference Guide
- How to find the View/Enter Grades tile in the new CIS system
- How to find a list of all classes you are eligible to grade, including cross-listed classes, independent studies, etc.
- The difference between the “save” and “post” features in the grading system

Quick E-Grading Tips

E-Grading Quick Reference Card - The following link provides you a quick reference guide for e-grading. It is useful if you have not used the University’s grading system before or need a quick refresher.

<http://registrar.utah.edu/pdf/e-grading-quick-ref.pdf>

New CIS Homepage



To find the Enter/View Grades tile in CIS, make sure you have selected **Faculty/Instructor Services** on your CIS Homepage.

It is one of the choices on your drop-down menu at the top of your CIS Homepage.

View/Enter Grades

Grade Roster inputs

[Click here for a list of all classes available to you for grading](#)

OR

Enter the following information.

Semester:

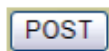
Class Number: Enter a class number
OR
a subject, catalog number and section.

Subject: Catalog Number: Section Number:

Use this link to make sure you are grading all of your students and posting grades for all of your classes.

Failing to post grades, leads to students receiving an "EU" grade, which is an unofficial withdrawal. "EU" grades can have unintended and drastic consequences for students. Examples include academic probation, financial aid holds, and visa issues for international students.

Posting Grades



Posts the entered grades to the students' record/transcript. After selecting the "Post" button, the grades are official and final.

During the grading process, you can save grades that you have entered. When you are finished grading, please make sure you have **posted** grades. Grades are not submitted unless you **post** them.

Per University Policy 6-100, when no grade is entered for any person listed in a final grade report, the Registrar shall record an "EU" for that person. At this point, the Department Chairperson's signature is required.

Giving Incompletes (or "I" grades)

The University's official policies include several important details about awarding "I" grades in particular. They are detailed here: Sec. III. G. 2, <http://regulations.utah.edu/academics/6-100.php>

- Faculty should only award an Incomplete to a student who is passing the course and only needs to complete 20% or less of the course material.
- If the instructor does not change the "I" grade to a regular letter grade within one calendar year, the Registrar's Office will automatically update it to an "E" and the student will receive no credit for the course.

If you choose to give a student an Incomplete:

- Please contact the student to clarify the remaining course work they must complete.
- Please work with the student to establish a clear timeline for completing their remaining work.

- Consider using the “Guide to Incompletes” handout to help the student understand their responsibilities.
- Send a message to advisor@finearts.utah.edu so that an advisor can record the details of the Incomplete in the student’s record.

A copy of the CFA form suggested for use with Incompletes is included in the appendix.

Grade Changes/Appeals

A student who believes that an academic action is arbitrary or capricious should discuss the academic action with the involved faculty member and attempt to resolve the disagreement. If the student and faculty member are unable to resolve the disagreement, the student may appeal the academic action in accordance with the following procedures:

1. Appeal to the Chair of the Department. Within forty (40) working days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the chair of the relevant department (or designee) regarding such academic action. Within fifteen (15) working days of consulting with the student, the chair shall notify the student and faculty member, in writing, of his/her determination whether the academic action was arbitrary or capricious and the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement his/her decision unless the faculty member appeals the decision.
2. Appeal to Academic Appeals Committee. If either party disagrees with the chair’s decision, the party may appeal to the college’s Academic Appeals Committee within fifteen (15) working days of notification of the chair’s decision in accordance with the procedures set forth in Section 11.D of the University of Utah Code of Student Rights and Responsibilities.

Curriculum

Changing the Curriculum

When you make changes to the curriculum for your program, we would like for you to check several things and provide us with some important information about the changes.

Changing your curriculum may involve any of the following:

- Adding one or more required courses
- Removing one or more required courses
- Offering new ways to satisfy an existing requirement
- Adding or removing a prerequisite from a course
- Changing the order in which courses are offered

When you make any of the changes above, please review the following questions with the Academic Advisors:

- When will the new curriculum go into effect?
- When will new courses be offered?
- If you have eliminated a course requirement, when (if at all) will that course no longer be offered?
- If you plan to stop offering a course that is required for previous Catalog Years, how should students who are still in older Catalogs meet that requirement?
- How do your changes affect prerequisites? (ex. Do new course requirements have prerequisites? Was an eliminated course meeting any prerequisites? If you changed when courses are offered, do you need to adjust prerequisites?)

Check your 4-Year Plans

After making changes to your curriculum, please check that the 4-Year Plan published in the Catalog (catalog.utah.edu) is accurate. This requires making sure that 1) all requirements are listed 2) all requirements appear in the proper order, and 3) all courses will be available during their prescribed semesters.

Checking General Catalog and Online Schedule

The general catalog is the official curriculum of the University of Utah. It dictates what courses are required for each major. You will want to check the accuracy of the catalog when it comes out every year.

<https://catalog.utah.edu/#/content/5a0f1bbdfbf332002edfc95a>

You will also want to check the online schedule every semester to make sure the courses listed have the correct information

<https://www.utah.edu/students/catalog.php>

PERC (Pre-Requisite Checking)

PERC is the process through which prerequisites are checked for each class each semester. PERC allows instructors to review their course lists and request that the Registrar's Office remove any students who

have not met the pre-requisites. PERC reports for each class will indicate if a student has met the pre-req, was allowed in by permission number, or are/were registered for the pre-requisite at the time of registration.

On the PERC report, it will show a list of each person in the class, as well as their Enrollment Req Status and their Post Enroll Req Status.

- Enroll Req Status was the student's enrollment status at the time of registration. This indicated whether or not they met the prerequisites at that time.
- Post Enroll Req Status indicates their status after the previous semester's courses have ended.
- Satisfied means that students have met the prerequisite in a previous semester.
- Conditional means that they are currently enrolled in a course that serves as a prerequisite.
- Permitted means that they were given a permission number to register and have already been vetted to take the course.
- Not Satisfied means that a student has not met the prerequisite. Typically, this indicates that they were able to register because they were taking a prerequisite course when they added the course to their schedule but did not successfully finish the prerequisite course.

Students should only be removed from a course if they were registered for the pre-req when they registered, but subsequently failed the pre-req course. They will show on the PERC report with an enrollment status of Not Satisfied.

Before each semester, the Advisors will review the PERC for each area, identify students who have Not Satisfied pre-reqs for one or more of their enrolled courses, contact the Department Heads about those students, and remove them from those courses if necessary.

Pre-requisite Checking:

- Each semester the Registrar's Office provides each department with a spreadsheet that lists the courses offered and the pre-requisites for that course.
- This spreadsheet must be checked every semester to ensure the accuracy of pre-requisites and prevent registration issues

Degree Audit Checking:

- The CFA advisors regularly check the degree audit for accuracy.
- When issues arise, they work with the department to clarify requirements, then communicate to the Degree Audit team any changes that need to be made.

Articulation Agreements

- General Education: The University has articulation agreements for general education requirements with the other colleges and universities in Utah. If students have questions about transfer courses counting for general education, please refer them to an Academic Advisor.
- Major Courses: Each year a representative from each Department/School attends the Utah State Higher Education meeting for their respective area. The purpose of this meeting is to determine how major courses from different institutions articulate at each school. This allows students to

transfer more smoothly between Utah colleges and universities. In addition to the annual USHE meetings, the Registrar's Office sends regular requests for course articulations through TES. The Academic Advisors review these requests with the appropriate Department Heads and take action within TES to approve them, deny them, or request more information.

Curriculum Exceptions

Curriculum Exception Process for Art & Art History:

Students may request a curriculum exception to substitute one course for another from the University, or to use a lecture-based course from another institution. Studio-based transfer courses require a portfolio review.

For curriculum exceptions, students will fill out the Curriculum Exception form (available on the Art website or from an advisor). They are welcome to meet with their Area Head, or to drop off the paperwork in the Art & Art History front office. Students may also email their form and information to info@art.utah.edu

After the department receives the form, the Art office staff will give it to the relevant faculty for review. Once the review process is completed, an advisor will enter any approved exceptions and email the student to let them know that the process has been completed.

Portfolio Review

For studio courses, the portfolio review process is fully online. Students will submit their portfolio and relevant paperwork to the Box on the portfolio review page on the website: art.utah.edu -> Students -> Portfolio Review & Transfer Students

The Art office staff will unzip the portfolio files and notify the relevant faculty. Faculty are asked to comment on the portfolio review form with any substitutions. An advisor will complete any exceptions and the Art office will notify the student of the outcome of the portfolio review.

Curriculum Exception Process for Film & Media Arts:

Students may seek a Curriculum Exception to have 1) a course substituted for an equivalent requirement in a Film & Media Arts Degree, 2) a transfer course approved for FILM elective credit, or 3) a Film & Media Arts requirement waived due to unusual circumstances.

Students are encouraged to meet with an Academic Advisor to discuss which transfer courses may be eligible for approval and how to fill out the Curriculum Exception Form.

Students seeking a Curriculum Exception should fill out a Curriculum Exception Form available at film.utah.edu → Students → Resources & Forms → Curriculum Exception Form.

Completed forms can be submitted to Merritt Mecham in ART 271 or emailed to Paula Lee at paula.lee@utah.edu.

Submitted forms will be reviewed by the Film & Media Arts Department Chair. Students will be informed their decision via email. Approved exceptions will be made by the Academic Advisor CC'ed on the email.

Curriculum Exception Process for School of Dance:

Students may seek a Curriculum Exception to have 1) a course substituted for an equivalent requirement in a Ballet or Modern Dance Degree, 2) a transfer course approved for a Ballet or Modern Dance requirement or 3) a Ballet or Modern Dance requirement waived due to unusual circumstances.

Students seeking a Curriculum Exception should fill out a Curriculum Exception Form available at dance.utah.edu → Students → Ballet → Student Forms or Students → Modern Dance → Curriculum & Policies

Completed forms can be submitted to Satu Hummasti in MCD 205

Submitted forms will be reviewed by Satu and the relevant area head if necessary. Approved exception forms will be given to an Academic Advisor and the exception will be made. Students will be informed via email.

Curriculum Exception Process for Theatre

Core Classes: Curriculum exception form for core classes must be signed by the area head for the area in which that course falls. Ex Theatre History- Theatre studies area head.

Emphasis Classes: Curriculum exception form for Emphasis Area courses must be signed by the Faculty Area Head for that emphasis.

Curriculum exception forms can be found at theatre.utah.edu → Students → Student Resources. All Curriculum exceptions should be dropped off in the main office.

The CFA Curriculum Exception form is provided in the Appendix

Curriculum Exceptions for General Education and Bachelor's Degree Requirements

The mission of General Education (GE) and Bachelor Degree (BD) requirements is to meet three kinds of learning outcomes. First, GE and BD courses should help students develop core competencies in critical thinking, quantitative literacy, visual fluency, and written and oral communication. Second, these courses should help students confront and understand significant issues pertaining to the world and human nature and learn to explore those issues through a breadth of perspectives. Finally, in addressing core competencies and significant issues through knowledge discovery, application and dissemination, the GE and BD requirements prepare students to become creative and collaborative problem solvers and to have an impact on their communities.

<https://ugs.utah.edu/general-education/requirements/>

If students have questions about General Education (GE) and Bachelor Degree (BD) requirements they can be referred to a College of Fine Arts Academic Advisor.

Campus Resources

Advisors commonly refer students to the following campus partners:

- **University Counseling Center:** Located on the 4th floor of the Student Service Building, the UCC offers Individual and Group Counseling to students for free or at a minimal cost. It also operates a 24/7 Crisis Line. All services are confidential and protected by law.
- **Center for Disability and Access:** Located in the Union, the Disability Services works with students to evaluate documentation, determine eligibility, and implement reasonable accommodations. Its services are also confidential and protected by law.
- **Career and Professional Development Services Center:** Located on the 3rd floor of the Student Service Building, the Career Center helps students and alumni identify interests and strengths, develop networking and resume-writing skills, and find internships or jobs. We encourage students to start working with the Career Center as early as possible.
- **University Writing Center:** Located on the 2nd floor of the Marriott Library, the Writing Center offers students free individual consultations with peer tutors at any point in the writing process on any project in any discipline.
- **Math Center:** Located in the basement of JWB and LCB, the Math Center offers free drop-in tutoring for all required MATH courses.
- **Registrar's Office:** Advisors often refer students to Registrar's Office, which is located on the 2nd floor of the Student Service Building, to complete an official procedure, including Adding a Class Late, Applying for Graduation Late, or Changing their Anticipated Graduation Date. The Registrar's Office also processes Grade Changes, Late/Retro Withdrawals, Credit Reductions, and other forms.
- **International Student & Scholar Services:** Advisors refer students to ISSS, which is located in the Union, for questions about the requirements for remaining in good status, I-20s, Work Authorization, and CPT/OPT forms.

Dean of Students Office

The Dean of Students Office maintains several forms that advisors and faculty alike may use when they have concerns about a student's behavior. In particular, you should be familiar with the Behavioral Intervention/Care Concern form, which can be submitted online from their website. The Dean of Students Office has also compiled a list of Academic, Psychosocial, Physical, and Safety Risk Indicators that may warrant submitting a Care Concern report, which can also be filed through this page:

<https://deanofstudents.utah.edu/bit-team/students-in-distress.php>

A GUIDE TO “INCOMPLETES” (OR “I” GRADES)

WHAT IS AN “INCOMPLETE” (OR “I” GRADE)?

According to the University of Utah’s official “Incomplete” Policy, the mark "I" (incomplete) shall be given and reported for work incomplete because of circumstances beyond the student's control. The grade of "I" should be used only for a student who is passing the course and who needs to complete 20% or less of the course. An "I" should not be used in a way that will permit a student to retake the course without paying tuition. If the student attends the course during a subsequent semester as part of the effort required to complete the course, he/she must be registered (either as a regular student or for audit) in the semester in which he/she attends (see Sec. III. G. 2, “Incompletes”: <http://regulations.utah.edu/academics/6-100.php>).

If a student has not finished incomplete work within one calendar year after the "I" was given, the "I" will be changed to an "E" by the Registrar's office. If the student graduates within one calendar year after receiving the "I," but before completing the work, the "I" will remain in the record, but will not contribute to credit toward graduation or the grade point average. An instructor may override the automatic change from an “I” to an “E” by submitting a grade change form (see Sec. III. I, “Change of Grade”).

IS AN “INCOMPLETE” (OR “I” GRADE) THE BEST OPTION FOR MY SITUATION?

You may consider asking for an “Incomplete” if a non-academic circumstance, such as an injury, severe illness, or family emergency, prevents you from completing all of your assignments or exams for a class.

However, if you have completed enough work to receive a passing grade in the class, you may want to accept the grade you are currently earning.

REMEMBER: If you take an “Incomplete” in a course and do not complete your remaining assignments within a year, your grade will automatically be changed to an “E.”

WHAT IS THE PROCESS OF OBTAINING AN “INCOMPLETE” (OR “I” GRADE)?

Speak with the instructor about options as soon as possible. You are unlikely to secure an “Incomplete” after the last day of classes. Regardless of your individual circumstances, “Incompletes” are only given at the discretion of a course’s instructor. An instructor may decline to offer you an “Incomplete” for any reason.

WHAT DO I NEED TO DO AFTER MY INSTRUCTOR HAS AGREED TO GIVE ME AN “INCOMPLETE” (OR “I” GRADE)?

Record the assignments you need to finish in order to complete the class and receive a final grade. Please use the form on the other side to track this information.

If your instructor agrees to give you an "Incomplete," ask for clear instructions about what you need to do in order to complete the class. Record this information in the space below:

Course Name: _____

Semester Enrolled in Course: _____

Assignments or Exams to be Completed:

Date(s) Assignment(s) will be Completed: _____

OR

Date(s) Exams will be Taken: _____

Student Signature: _____

Instructor Signature: _____

IMPORTANT: DO NOT RE-ENROLL IN THE COURSE!

If you take an "Incomplete" in a course, you will complete your remaining coursework in consultation with your instructor. **If you re-enroll in the same course, you will pay tuition a second time for a course that is still "In Progress."**

APPLICATION FOR CURRICULUM EXCEPTION

Students requesting a course substitution or waiver must:

1. Complete the following **form**
 2. Attach **justification**
 3. Include (if applicable) **the published description & syllabus** for the replacement course(s)
- *Recommended: Meet with an Academic Advisor*

NAME _____ ACADEMIC ADVISOR _____

STUDENT ID _____ DATE _____

MAJOR/MINOR _____ CATALOG YEAR _____

EMAIL _____ PHONE _____

REQUIREMENT(S) TO BE WAIVED/SUBSTITUTED			COURSE(S) TO BE USED TO REPLACE REQUIREMENT(S) (IF APPLICABLE)						DEPT. USE <i>If approved, initial here</i>
SUBJECT	CATALOG #	CREDIT HOURS	TERM/ YEAR	SUBJECT	CATALOG #	CREDIT HOURS	INSTITUTION	GRADE	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

JUSTIFICATION

Please explain why this substitution should be approved. You may address why the course is equivalent. **Please attach a separate sheet of paper.**

DEPARTMENTAL ACTION (to be filled out by the department):

APPROVED _____ PARTIAL APPROVAL _____ DENIED _____

COMMENTS:

APPROVED BY _____

DEPARTMENTAL POSITION _____ SIGNATURE _____



Petition for Consideration of Exception to Policy

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-5808 • 801-585-7860 fax

This document is accessible when opened in Adobe Reader. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

INSTRUCTIONS:

- Obtain a letter of support from your college dean’s office designee if you are an undergraduate student, or from your committee chairperson if you are a graduate student. You may need to schedule an appointment and meet with the dean (or designee) before a letter can be written on your behalf.
- Complete this form and prepare a written statement describing your request for an exception to policy.
- Include any supporting documentation or letters. Letters from instructors, physicians, etc., must be written on official letterhead.
- **FINANCIAL AID RECIPIENTS** are strongly encouraged to meet with a financial aid counselor to review the possible effect if this petition is approved.
- **INTERNATIONAL STUDENTS** on an F1 or J1 visa who are requesting a withdrawal that will take them below full-time status must obtain additional support from the International Student & Scholar Services Office.
- Submit your completed petition to the Office of the Registrar. Email petition@utah.edu for questions concerning submitting.
- Allow up to two weeks for the petition to be reviewed. You will be notified of the committee’s decision by email to your UMail account. Decisions cannot be released over the phone.

Student ID: _____

Date: _____

Name: _____

College: _____

Phone: _____

Major: _____

Email: _____

F1 or J1 Visa Yes No

If yes: _____
International Student & Scholar Services Official _____ Date _____

Mark the appropriate box. See the reverse side for clarification.

<input type="checkbox"/>	Withdraw from class(es) for a past term
<input type="checkbox"/>	Add class(es) for a past term (If approved, there is a \$50 late fee per class and a Grade Change Form is needed from the college for the course(s) added)
<input type="checkbox"/>	Change credit hours for a past term

<input type="checkbox"/>	Section change for a past term
<input type="checkbox"/>	Change a cross-listed course for a past term
<input type="checkbox"/>	Elect or Revoke CR/NC Option

List classes included in your request.

Term/Year	Subject	Catalog Number	Section Number	Credit Hours	Last Day of Attendance	Withdrawal Date

I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered. I have consulted with all respective offices regarding the financial, academic, and visa implications of my request, if applicable.

Student Signature (Electronic Signatures NOT accepted) _____ **Date** _____

Registrar’s Office Use Only

APPROVED DENIED PARTIALLY APPROVED

COMMENTS: _____

Entered by: _____
Verified by: _____

PETITION GUIDELINES

The University of Utah is obligated to ensure the integrity of the transcript as an historical document. Therefore, the transcript must reflect the actual history of a student's experience at the university. An exception to university policy is warranted only in cases involving unusual or extenuating circumstances that normally would not be faced by other students.

It is the student's responsibility to ensure the accuracy of their class schedule each term and comply with all university regulations and deadlines. Being unaware of university procedures and deadlines or modification of the record for the sake of appearance does not constitute justification for exception to policy. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found in the Student Handbook at <https://registrar.utah.edu/handbook/index.php>.

Petition requests must be submitted within three years of the affected term(s) or prior to graduation, whichever comes first. (University of Utah Regulations, Policy 6-100, Section G, Number 5)

NOTES:

- **You are responsible for all tuition and fees associated with any approved changes to your academic record (i.e., class(es) added, change in credit hours, etc.).**
 - **A \$50 late processing fee is charged per class for all retroactive add requests that are approved. Also, a Grade Change Form is needed from the college for each class that is approved to be retroactively added.**
 - **A separate petition is required to request a refund of tuition for withdrawn classes. Contact the Income Accounting/Student Loan Services Office for more information at income@utah.edu or (801) 581-7344.**
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Withdraw from Class(es) for a Past Term

Retroactive withdrawals will only be considered with verification of unusual or extenuating circumstances that prevented withdrawal by the published deadline. In the case of medical withdrawals, a letter from a licensed health care provider is highly encouraged. This letter should include the general nature of the mental or physical illness, injury, or disability giving rise to the circumstances surrounding the request, the approximate date of onset of symptoms, the date through which the condition continued, and why the condition warrants the action sought.

Add Class(es) for a Past Term

Students are expected to complete registration within the published deadlines. Late registration requests may be considered for extraordinary situations that made it impossible for the student to register during the designated registration time periods. The student's written statement should explain why established procedures were not followed during the appropriate time periods. A supporting letter from the instructor of the class verifying attendance is highly encouraged.

Change Credit Hours for a Past Term

Requests to change credit hours in a past term are only applicable to classes set up with variable credit hour amounts.

Section Change/Cross-Listed Course Change for a Past Term

Requests to make a section change, change cross-listed courses, or change courses that meet together are approved without committee action

Elect or Revoke CR/NC

Restrictions have been placed on the credit/no credit policy to ensure that it is not abused. Students are expected to comply with the published deadlines. The following reasons do not represent justification for exception to the credit/no credit policy:

- To avoid required work in class or an undesirable grade.
- To improve grade point average.

The dean of the college associated with the student's major must initiate requests for credit/no credit changes for past