

Request for Credit-Hour Exemption



Housing & Residential Education
THE UNIVERSITY OF UTAH

STUDENT INFORMATION: (Please print clearly in ink)

NAME (LAST, FIRST): _____

UID # _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

I am enrolled as a: _____ **Undergraduate Student** _____ **Graduate Student**

TERM INFORMATION:

I am seeking an exemption for the following term: _____ **Academic Year 2017-2018** _____ **Spring 2018**

REQUEST REASON: (Please check where appropriate and attach any additional documentation as necessary)

1. () **Medical** – A medical exception must be accompanied by a waiver sent by the Office of Disability and Access Services.
2. () **Financial**– Requests for exemption based on financial hardship must include documentation of financial hardship that requires dropping below a full time credit load.
3. () **Expected Graduation** –Students that require less than a full time class load to graduate during the period of their housing contract may submit an exception form. This exception must include a Degree Audit & Planning form from CIS.
4. () **Specialized Course Enrollment** – Students enrolled in coursework (i.e. Math 101) that do not count toward semester credit-course load may submit documentation of enrollment to count towards this total credit requirement.
5. () **Special Circumstances** – Requests for exemption in special circumstances defined as “unique and unusual” will be considered. Please attach additional documentation to fully explain your exemption request.

AGREEMENT:

I certify that all of the information contained on this form and in any supporting documentation is true and accurate. I have provided all documents to support my request and I hereby apply for exemption. I understand that providing the University with false information could lead to disciplinary actions such as restitution, probation, suspension from the University and/or other actions. I further understand that should this request be denied and I will need to move off campus or increase to a 12-credit hours, moving off campus may require a contract cancellation form and may result in a cancellation fee.

Student Signature: _____ **Date:** _____

For Office Use Only

Approved: _____ Not Approved: _____

Staff Member: _____ Date: _____

Student Notified Via: _____ Date: _____

Please submit via email to AKonte@housing.utah.edu or via mail to Housing & Residential Education 5 Heritage Center, Salt Lake City, UT 84112