# Request for Credit-Hour Exemption

## 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:** __________________

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### For Office Use Only

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<tr>
<th>Approved: ______</th>
<th>Not Approved: ______</th>
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<td><strong>Staff Member:</strong></td>
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<td><strong>Student Notified Via:</strong></td>
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Please submit via email to Akonte@housing.utah.edu or via mail to Housing & Residential Education 5 Heritage Center, Salt Lake City, UT 84112