# 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 or 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.

**For Office Use Only**

Approved: _____  Not Approved: _____

Staff Member: _______  Date: _______

Student Notified Via: _______  Date: _______

Student Signature: ____________________________  Date: ____________________________

Submit via email to Emily McCoy-Marley emccoymarley@housing.utah.edu or mail to Housing & Residential Education 5 Heritage Center, Salt Lake City, UT 84112