

## 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: \_\_\_\_\_

### For Office Use Only

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Student Notified Via: \_\_\_\_\_ Date: \_\_\_\_\_

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

