

Forms of the Registration & Records Division		
Form	Description	Due Date
<u>Academic Renewal</u> http://registrar.utah.edu/handbook/academic-renewal.php	Undergraduate students who have non-passing grades on their university transcript may be eligible for academic renewal. This procedure allows currently enrolled students to petition for removal of all grades computing in their GPA below C, which are at least 7 years old. Classes that have been repeated do not qualify for academic renewal. This form can be found on the students' CIS page.	N/A
<u>Change of Personal Information</u> http://registrar.utah.edu/handbook/change-personal-information.php	The "Change of Personal Information" form allows a student to change or correct their name, date of birth, social security number, and gender. All requests require the student's signature and one form of documentation.	N/A
<u>Course Career Change</u>	Form used when students register their classes on the incorrect career. It happens when the student is active in both an undergraduate and graduate career. This form can be obtain through the Registration Office.	N/A
<u>Dean's Withdrawal Petition</u>	After the midpoint of the term, students may petition to withdraw from their course(s) for a non-academic emergency. Petition forms are obtained from the appropriate dean's office. Undeclared, non-matriculated, and pre-major students petition through University College.	Last day of the course.
<u>Duplicate Course Notification</u> http://registrar.utah.edu/pdf/duplicate-courses.pdf	Used when a course was taken at a previous university and then repeated at the U. Removes the course from transfer credit and adjusts transfer GPA.	N/A
<u>Graduate Leave of Absence (Grad LOA)</u> http://registrar.utah.edu/pdf/graduate-leave-absence.pdf	Officially admitted graduate students who have registered for and completed university credit class(es) may request to discontinue their studies for one or more semesters, other than summer they must complete the "Graduate Student Request for Leave of Absence" form with their department advisor.	Last day of the semester leave would begin.
<u>Late Add Form</u>	Late Add form begins the day after the last day to add classes through the census deadline. Some functions on the form go until the midpoint or the last day of classes. Functions include adding a new course, section changes, credit hour changes, removing of W, electing/revoking audit. Late Add forms can be obtained from the Registration Office.	Adding classes - One week after issue date or Census, Other Functions - one week after issue date.
<u>Notification of Military Activation</u> http://registrar.utah.edu/pdf/va-notification-of-military-activation.pdf	Students in the military who receive activation orders have a variety of options regarding their enrollment during the term they were activated. The student must complete the "Notification of Military Activation" form and attach a copy of his/her activation orders and submit the form/orders to the Registration Division. The student must complete the reverse side of the form for each class on their schedule. This form requires the student to indicate an option he/she wants for each class.	N/A
<u>Petition for Consideration of Exception to Policy</u> http://registrar.utah.edu/pdf/exception-to-policy.pdf	A petition to change a student's record. Students may petition for exception to university policy only in cases involving unusual or extenuating circumstances that normally would not be faced by other students. Being unaware of the university procedures and deadlines or modifications of the record for sake of appearance does not constitute justification for exception to policy. Functions include, delete classes with "W" grades, elect/revoke CR/NC option, withdraw from class(es) in a past term, add class(es) in a past term, change credit hours for a past term, section change for a past term, and change cross-listed course for a past term.	3 years after the term the class was taken OR before graduation, whichever comes first.

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<u>Recommendation for Change of Graduate Classification (CGC)</u> http://registrar.utah.edu/pdf/change-grad-classification.pdf	The Change of Graduate Classification form is either used to change or discontinue the academic program/plan of a graduate student. This form is not to be used to change a student's classification during their admitted term.	One week before the first day of the effective term.
<u>Repeat Class Notification</u>	When a student repeats a course one or more times he/she may complete a Repeated Class Notification through the Campus Information Services or at the Registration service windows. The Registration Division receives the forms by mail, email, in-person, and the Graduation Division. This form can be found on the students' CIS page.	N/A
<u>Report of Credit (ROC/Change of Grade Form)</u>	An instructor or the department chair may submit a "Report of Credit/Change in Final Grade" form to report or change a student's grade. Forms are NOT to be accepted from students, unless the form is given in a signed and sealed envelope by the department. Forms can be obtained through the department or through the Registration Office.	N/A
<u>Request for Graduate Credit in BS/MS Program</u> http://registrar.utah.edu/pdf/notification-graduate-credit.pdf	Undergraduate students in a BS/MS program are allowed to select up to 12 credit hours of graduate level courses (5000 level or above) taken while classified as a matriculated undergraduate student to be used in partial satisfaction of requirements for a graduate degree.	N/A
<u>Undergraduate Leave of Absence Request (LOA)</u>	Degree seeking students are eligible to register for one calendar year from the last term of enrollment. A leave of absence allows students who meet specific requirements to extend enrollment eligibility for a total of two years (six academic terms). Officially admitted undergraduate students who have registered for and completed university credit class(es) may request a leave of absence for an "official assignment" usually served with a nonprofit or governmental organization and normally without compensation, e.g. military duty, Peace Corps, VISTA, church service. Leaves are not approved for medical, personal, or academic emergencies. This form can be found on the students' CIS page.	Last day of the semester leave would begin.
<u>Undergraduate Petition for Graduate Credit</u> http://registrar.utah.edu/pdf/undergrad-petition-graduate-credit.pdf	Petition for Graduate Credit: Undergraduate students may petition to have graduate-level courses (5000 level or above), taken while enrolled as a matriculated undergraduate student for graduate credit.	N/A
<u>Petition to Add Classes After Deadline</u>	A Petition to Add Classes After Deadline is required to add all regular and first half session credit courses after the Census deadline. Students are assessed a \$50 late fee per class. Form is obtained through the Registration Office.	Friday after census or one week after the issue date depending on if the student is a drop candidate.
Forms of the Graduation Division		
<u>Application for Residency Requirement Exception</u> http://registrar.utah.edu/pdf/Residency-Exceptions.pdf	Form used when students meet one of three approved exceptions to the university's residency requirement.	Last day of student's graduating term.
<u>Notification of Graduation Change</u> http://registrar.utah.edu/pdf/graduation-change.pdf	After students apply to graduate, this form is used to notify the Registrar's Office of subsequent changes to the information on their graduation application.	Before degree conferral.