

Caller: Parent/Student

Student requests a grade change

Student is always welcome to petition, even if we think it is not an extenuating circumstance.

About the EC:
Ann: Send an email with information and a note that they are going to be petitioning
LaDawn: Send a Teams note, don't need to include a large explanation, just student info and contact.
Sandra: Send an email and allow her time to make sure the situation is fair.
Izzie: Give her a heads up about the petition.

Yes

Is there is an extenuating circumstance?

No

Action: Have student fill out the petition form found on the concurrent enrollment web page.
uvu.edu/concurrent -> I have a question -> Petition -> Online academic petition button

What is an extenuating circumstance?
Qualifying circumstances:
Death in the family, move out of state, or to another district, medical emergency, or something out of the ordinary that has happened which caused the student to miss the deadline. .

Have the student fill out the petition form. Include as supporting documentation high school transcript and note form High School Concurrent Enrollment Counselor.

Action:
Inform student that they can expect a response in 5-7 business days.

If student cannot supply supporting documentation:

Petitions are closed during the registration period. Students can check when they open on the CE Petition website.

Not knowing, missing a deadline, first time, being out of town - **petition will not be approved even if you fill it out.**

Sorry, there isn't much we can do.
If the caller is persistent direct them to work with their UVU CE Academic Advisor.
Beligerance: Take a message and send that to the ES Director, CC'ing the student in the email.