

Filing a Petition for Exception to Policy

If you are planning to petition for an exception to departmental policy, **you will need to make an appointment with the Psychology Advising Center (PAC) office: 801-585-9095.** Petitions will not be processed during office walk-in times.

Your initial appointment and any follow-up appointments will be scheduled for up to an hour so as to best serve your needs. During the appointment, the PAC advisor we will describe the petition process for you, discuss your petition options and the likelihood of your petition's success, and schedule a time to meet again, if necessary. To speed up the process, you may consider bringing the following materials to your initial appointment, but by the time you turn in your petition, you will need the following materials:

-A typed/written description of your request (may be written on the "exception to policy" form given to you in your initial appointment or attached to it.)

-All supporting materials for the petition. This may include course syllabi, letters of verification, etc.

You will meet with the director or assistant director of the PAC office for your appointment. Please note that some petitions will be resolved by the office and others may require approval from the Undergraduate Committee and will require more time for a decision to be made. During your appointment you will be informed of the likelihood of your petition passing and of the possible timeline for a decision.

You will be contacted by the PAC office in a timely fashion when a decision has been made regarding your petition. To schedule a petition appointment, please call the PAC office at 801-585-9095.