Reference Guide for Petitioning for Late Withdraw

For any questions regarding this process contact the Student Epicenter at:

Student-Epicenter@utah.edu Frederick Albert Sutton Building Room 104 801-581-4084

All students are encouraged to speak with the advisor(s) of their academic program(s) before submitting a petition for late withdraw to determine how withdrawing will impact their academic career.

Step One:
Once you have determined you will be submitting a petition for late withdraw, you will contact the Student Epicenter to pick up the correct form and receive instructions for completion.

- **Petition for Consideration of Exception to the Withdrawal Policy** - Current semester, prior to last day of class.
- **Petition for Consideration of Exception to Policy** - Withdrawal from past semester.

Step Two:
The following items are required in order to submit a petition for late withdraw:

- A completed and signed petition form, including a personal statement from the student explaining the extenuating circumstances.
- Any supporting documentation which is determined by the extenuating circumstances (*for example, a doctor’s note for medical reasons,*).

Step Three:
Materials can be submitted through the following methods:

- In person: Student Epicenter (*office hours Monday-Friday from 8am to 5pm*)
- Email: Student-Epicenter@utah.edu
- Mail: University of Utah, CMES Student Epicenter, 115 S 1460 E, Room 104, Salt Lake City UT, 84112

Step Four:
You will receive an email, to your umail account, notifying you of the decision.

Step Five:
If the petition is approved you can submit a petition for tuition refund to the Office of Income Accounting based on extenuating circumstances. You will need to work directly with the Office of Income Accounting.

- More detailed information about this petition including Income Accounting’s contact information can be found at: [https://fbs.admin.utah.edu/income/tuition/late/](https://fbs.admin.utah.edu/income/tuition/late/)

Please be aware:

- If you are withdrawing from a class, **there may be consequences with scholarships, Pell grants, student loans and/or funding for school.** All students are encouraged to speak with a Financial Aid Counselor to determine how withdrawing could impact funding you may be receiving @ Student Services Bldg. 105, (801) 581-6211, or financialaid@sa.utah.edu.

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