

## Reference Guide for Petitioning for Late Withdraw

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

[Student-Epicenter@utah.edu](mailto: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](mailto: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/>

### 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](mailto:financialaid@sa.utah.edu).

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