

APPLICATION FOR INVOLUNTARY WITHDRAWAL

If a student withdraws from courses for reasons beyond their control (e.g. military service, job transfer, shift change imposed by the employer that creates a direct conflict with the class schedule, or death in the family¹), the fee charges may be reduced in proportion to the number of weeks enrolled, upon submission and approval of an Application for Involuntary Withdrawal. An Application for Involuntary Withdrawal can be processed only for courses in which the student has already received a grade of "W" (withdrawn).

To receive "W" grades, students may withdraw from courses through the Penguin Portal (<https://ysu.edu/penguin-portal/>) until the deadline published on the Office of the Registrar's Academic Calendar (<https://ysu.edu/registrar-office/calendars/>) each semester. Students seeking to withdraw from courses after the semester deadline should request approval from the Dean of their academic college by submitting a Petition for Late Withdrawal (https://ysu.edu/sites/default/files/academics/graduate_studies/Petition_For_Late_Withdrawal.pdf). Alternatively, Medical Leave/Withdrawal (<https://ysu.edu/student-affairs/medical-leave/withdrawal/>) is available for students with a documented physical or mental health-related condition of a serious nature that requires them to leave the University mid-semester, after the last day to withdraw with a grade of "W." Students who may qualify for Medical Leave/Withdrawal should complete the application for medical withdrawal relative to their specific circumstance (i.e. Current Semester Medical Leave/Withdrawal (https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=11) or Previous Semester/Retroactive Medical Withdrawal (https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=20)). For questions, please contact the Office of the Dean of Students (<https://ysu.edu/student-affairs/dean-of-students/>) at dos@ysu.edu.

Once a student receives "W" grades, Applications for Involuntary Withdrawal may be considered only for semesters falling within the immediately preceding one (1) year time period (3 semesters). Appeals pertaining to semesters beyond this one (1) year time limit will not be accepted. All Applications for Involuntary Withdrawal must be documented. Applications are processed only by mail on forms provided by Office of University Bursar. Please address such correspondence to:

Fees and Charges Appeals Board
c/o Office of University Bursar
Youngstown State University
1 Tressel Way
Youngstown, OH 44555

1. For more information on immediate family members, visit Absence from Classes and Examinations (<https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/grading-system/>)

The decision of the Board is final and not subject to re-appeal.