

# APPLICATION FOR INVOLUNTARY WITHDRAWAL

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If a student withdraws for reasons beyond his or her control (e.g., illness, military service, job transfer, or shift change imposed by the employer that creates a direct conflict with the class schedule), 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for Involuntary Withdrawal can be processed only for courses in which the student has already received a grade of "W" (withdrawn). Applications for involuntary withdrawal will be considered only for semesters falling within the immediately preceding *one-year time period* (3 semesters). Appeals pertaining to semesters beyond this one-year time limit will not be accepted. All applications for involuntary withdrawal must be documented, and are processed only by mail on forms provided by Office of University Bursar. Address such correspondence to:

Fees and Charges Appeals Board  
c/o Office of University Bursar  
Youngstown State University  
One University Plaza  
Youngstown, OH 44555

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