COMPLETE WITHDRAWAL FROM THE UNIVERSITY

Procedure

The student who wishes to withdraw from all courses in a particular term must access the registration system on the Penguin Portal or come to the Office of the Registrar. Any student receiving Title IV financial aid should seek advisement from the Office of Financial Aid prior to processing a complete withdrawal. A complete withdrawal may be executed before classes or after the term starts. The student should consult the Penguin Portal for deadlines.

Student withdrawal from any or all courses is permitted through the 60% period of any term or part of term. If a student does not meet this deadline, he/she shall be considered committed to completing all remaining courses. If a student is unable to complete a term or part of term due to extreme circumstances that occur after the stated deadline, the student should consult their college dean. In such circumstances, the dean’s decision regarding approval or denial of withdrawal shall be final and non-appealable.

A grade of 'W' shall appear on a student’s academic record for any withdrawal(s) processed after the 14th day for any courses that are greater than 8 weeks through the 60% period of the term or part of term. For all courses that are 8 weeks or less, a grade of 'W' shall appear on a student’s academic record for any withdrawal(s) processed after the 7th day through the 60% period of the term or part of term. The 60% period shall be determined by the University Bursar and reflected on the academic calendar.

The last day to add a class for any term or part of term that is greater than 8 weeks will be the 8th day of the term or part of term. The last day to add a class for any term or part of term that is 8 weeks or less will be the 4th day of the term or part of term.

Eligibility for Future Registrations

- A new applicant who withdraws from all courses prior to the 14th day of the term will not receive notice for future registrations unless the person requests that the Office of Admissions defer the application to a future term.
- A former YSU student who withdraws from all courses prior to the 14th day of the term will not receive notice for future registrations unless the person requests that the Office of Records defer the application to a future term.