



COURSE WITHDRAWAL

**LAST DAY TO WITHDRAW WITH
A GUARANTEED "W"**
Semester long courses: **April 16, 2025**

Instructions for completing this document:

1. Complete the 'Student Section'
2. For required signatures (purple), send form to one area at a time until all signatures are collected.
 - acknight@yhc.edu – Athletic Dept. Signature
 - financialaid@yhc.edu – financial aid signature
3. Once all signatures are collected, add your signature, and return to the Success Center

Student Section

Student _____ ID _____

Course _____ Last date of attendance _____

Are you an athlete? ☐ Yes ☐ No If yes, Athletic Dept Signature _____

Student Signature _____ Date _____

Academic Advisor _____

Faculty Member _____ Student will receive a ☐ W ☐ F

Financial Aid Office _____

FYF Director (if w/d MTLN 1000) _____

- 12 semester hours are required for full time status. Financial Aid and athletic eligibility may be affected if full time status is not maintained.
- Students withdrawing from courses after the published withdrawal date will receive a grade of "W" if they are passing or an "F" if failing.
- The course withdrawal process is not complete until this form is submitted to the Registrar's Office.
- Students should refer to the YHC Catalog for specific policies governing withdrawing from courses after the start date.

FOR REGISTRAR OFFICE USE ONLY: Processed by: _____ Date: _____

Enrolled credits changed from _____ credits to _____ credits

☐ Check for graduation candidate, VA, International & notify appropriate person

☐ Full/Part Status has not changed

Revision Date: 08/25/2023