



COURSE WITHDRAWAL FORM

PLEASE NOTE: The last day to withdraw with a guaranteed “W” is the last day of class before final exams begin. Please consult the Academic Calendar to ensure this form is submitted by that date. Forms will not be accepted once the final day of class has concluded at the end of each semester.

Instructions for completing this document:

1. Complete the *Student Information Section*
2. Obtain required signatures for *Required Signature Section* from your advisor, the instructor of the course from which you are withdrawing, and the Financial Aid Office. If you are an athlete, the Athletic Department signature should come from the compliance office or Faculty Athletic Rep (FAR) only.
3. Once all signatures are collected, please return this form to the Registrar’s Office for processing.

Student Information Section

Student Name _____ Student ID Number _____
Course Code/Title _____ Last date of attendance _____
Student Signature _____ Date: _____

Required Signature Section

Academic Advisor Signature (required) _____ Date: _____
Faculty Member Signature (required) _____ Date: _____
Financial Aid Office Signature (required) _____ Date: _____
Athletic Department (*if applicable*) _____ Date: _____
First Year Experience Director’s Signature (*only required if withdrawing from MTLN 1000*): _____

Please note the following:

- 12 credit hours are required for full-time status in the fall and spring semesters. If withdrawing from this course will drop your enrollment below 12 credit hours, your form will not be processed unless approved by the Office of Academic Affairs, as financial aid, housing, and athletic eligibility may be affected if full-time status is not maintained.
- The course withdrawal process is not complete until this form is submitted to the Registrar’s Office.
- Students should refer to YHC’s Academic 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

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