
Norman J. Radow College of Humanities & Social Sciences Undergraduate Advising Center
470.578.7728 • <https://radow.kennesaw.edu/uac/> • Office of the Registrar • 470.423.6200 • registrar@kennesaw.edu

There may be times when it may not be possible for you to complete a class at KSU and you may choose to withdraw. It is important to know that you cannot simply stop attending classes and assume you have withdrawn. Withdrawing could carry consequences, so please read the information below before making your decision. If you have any questions about this information, please contact your academic advisor.

BEFORE WITHDRAWING

Consider alternatives to help you succeed in the class:

- Meet with your professor to discuss your progress and options.
- Meet with your [academic advisor](#).
- Are you utilizing [academic support and tutoring services](#) and wellbeing@ksu?
- [Student Disability Services](#) is the first contact for students with disabilities to arrange accommodations and locate campus and community resources. Call 470.578.2666, email sds@kennesaw.edu, or visit their office directly.
- If you receive [Federal Financial Aid](#) and are concerned about your Satisfactory Academic Progress, make sure to speak with your Financial Aid Counselor to discuss how a withdrawal may affect your SAP.
- The Withdrawal policy can be referenced in the online Undergraduate Catalog- Undergraduate Academic Policies- [Registration Policies](#).

AM I ELIGIBLE TO WITHDRAW?

If the following applies to you, speak with appropriate contacts to discuss further how a course withdrawal may affect you:

- I am an international student (contact [Int'l Student and Scholar Services](#), 470.578.6336)
- I live on campus (contact [Housing and Residence Life](#) or [Talon One Service Center](#), 470.578.8663)
- I am a student athlete (contact your [athletic advisor](#))
- I am receiving veteran education benefits (contact [VA Education Benefits](#))

Are you receiving additional benefits (such as health or auto insurance) that require specific enrollment? Withdrawing *may* affect your eligibility or status. Reach out to your services to inquire further.

You may withdraw from one or more of your courses at any time prior to the last week of the semester. To receive a refund, you must completely withdraw from ALL your courses. Visit the [Withdrawal Dates and Refund Percentages page](#) for more information on withdrawal refunds. You can log in to Owl Express to withdraw from your courses online.

When an emergency occurs during the current term, the student may contact the Office of the Dean of Students to appeal for an **Administrative Emergency Withdrawal**. For more information, visit the [Division of Student Affairs](#). For more information see the [Undergraduate Catalog](#).

1. Students receiving financial aid should contact the [Office of Financial Aid](#) for further information.
2. If you live on campus, please contact Housing and Residence Life at 470.578.5483 or ksuhousing@kennesaw.edu.
3. If you need an [official transcript](#), you may request that through the Office of the Registrar.

OTHER TYPES OF WITHDRAWAL

- University Initiated Withdrawal
- Military Withdrawal
- *Military Short-Term Absence Policy

ARE YOU DOING A COMPLETE WITHDRAWAL?

It is always KSU's goal that students guide their own educational process, and when difficulties arise along the way we are here to help. When students experience an emergency that impedes their ability to successfully remain enrolled at KSU, an Administrative Emergency Withdrawal can help students focus on healing without harming their academic record.

It is recommended that students speak with the following offices, if applicable, to determine what impact withdrawing from classes may have on their individual situation:

- Financial Aid: finaid@kennesaw.edu or 470-KSU-INFO (470-578-4636)
- Housing and Residence Life: housing@kennesaw.edu, or Talon One Service Center [direct contact page here](#)
- Dining/ Meal Plan: [University Dining Contact Form](#)

Additional considerations when making the decision to complete an Administrative Emergency Withdrawal:

- [Student Health Insurance Plans](#)
- [Satisfactory Academic Progress](#)
- International Students should contact [International Student and Scholar Services](#) for assistance
- Student's receiving [Military and Veteran Education Benefits](#) should contact the Registrar's Office for questions at 470-578-4636 or email registrar@kennesaw.edu

WHAT IF I DO NOT WITHDRAW?

If you don't withdraw by the deadline, you will receive a final grade at the time of withdrawal for the course on your transcript. If you retake the same class at KSU and receive a higher grade, the lower grade will be removed from the calculation of your institutional GPA. See [Repeated Course Policy](#).

STEPS TO WITHDRAW

After Drop/Add has ended, a student wishing to withdraw from a course must do so using the Online Withdrawal form on Owl Express. The student should consult the applicable academic calendar posted on the Office of Registrar website because the last day of class varies according to the part of the semester in which the student is enrolled.

To withdraw from a KSU course:

1. Log into Owl Express with your student NetID and password.
2. Select the "Registration" tab.
3. Select "Class Withdrawal".
4. Select "Proceed to Withdrawal Program".
5. Select the course(s) you intend to withdraw from.
6. Review your selection. If all is correct, submit your selection.
7. Print the confirmation page to confirm your withdrawal.

To withdraw from an eCore course:

To withdraw from an eCore class, students must withdraw through Owl Express.

Please be sure to check the [eCore Academic Calendar](#) to ensure you submit your withdrawal prior to the deadline. If you have any questions or issues with the withdrawal process in OwlExpress, please reach out to the KSU eCore Representative at ecore@kennesaw.edu or 478-531-2186.

REGISTRATION ELIGIBILITY

Students eligible to register must enroll for one semester during the year. If a student is not enrolled in three (3) terms or more (including summer), they must apply for readmission through the Office of Undergraduate Admissions.