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 It is important to know that you cannot simply stop attending classes and assume you have withdrawn.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 a decision. If you have any questions about this information, please contact your advisor.

**BEFORE WITHDRAWING**
Consider alternatives to help you succeed in the class.
- Meet with your professor to discuss your progress and options
- Consider using campus support services and tutoring:
  - **Student Success Services** (counseling, homelessness support, testing, advising, addiction recovery, interpersonal violence support, veterans’ support)
  - **Student Engagement** (Multi-Cultural Student Retention Services, Adult Learn Programs, Student Disability Services, International Student Retention Services, GLBTIQ Student Retention Services, Odyssey Peer Mentor Program)
  - **Tutoring** (Foreign Language Resource Collection, Psychology Lab, SMART Center, Writing Center)
- If you have a diagnosed learning disability or illness/injury preventing you from being successful, Student Disability Services may be able to help. Call 470.578.2666, email sds@kennesaw.edu or visit their office directly.

**AM I ELIGIBLE TO WITHDRAW?**
If the following applies to you, you may not be able to withdraw. Speak with appropriate contacts for any of these that apply to you.
- I am on academic probation (contact your Academic Advisor)
- I am an international student (contact Int’l Student and Scholar Services 470.578.6336)
- I live on-campus (contact Housing and Residence Life 470.578.5483)
- I am a student athlete (contact your athletic advisor)

Do you have external organizations (such as insurance) requiring full-time enrollment? Withdrawing could affect your eligibility or status.

**HOW WILL THIS AFFECT ME FINANCIALLY?**
Students who completely withdraw from all of their courses during a semester may be eligible for a refund percentage. Withdrawal dates and refund percentages can be viewed at [http://registrar.kennesaw.edu](http://registrar.kennesaw.edu).

Students who completely withdraw from all their classes (or fail classes) are subject to a review of their federal financial aid, to determine if any of that aid must be returned to the appropriate federal funding program. Students receiving financial aid should contact the Office of Financial Aid for further information.

**Satisfactory Academic Progress**
Repeated course withdrawal may affect your future eligibility for financial aid. Students must pass 67% of all coursework attempted and maintain a cumulative GPA of 2.0 to maintain satisfactory academic progress and continue to remain eligible for financial aid.

**STEPS TO WITHDRAW**
Students may withdraw from one or more courses up to one week prior to the last day of class. Summer withdrawal dates vary according to the part of term in which the student is enrolled.
You must complete the withdrawal request on Owl Express.

1. Log into Owl Express with your student NetID and password
2. Select “Registration and Student Records”
3. Select “Online Withdrawal From” (located at the bottom)
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

NOTE: Withdrawals are final and students may not continue to attend a course from which they have withdrawn. Withdrawal from a course results in a grade of “W” and no credit is earned.

ARE YOU DOING A COMPLETE WITHDRAWAL?
In addition to completing the withdrawal form (instructions above), you will also need to do the following:

1. If you live on campus, you will need to vacate on-campus housing immediately. If you have special circumstances that might warrant an exception, a request must be submitted to the Director of Residence Life at reslife@kennesaw.edu. It is best to submit requests prior to dropping classes, as exceptions are rarely granted.

2. If you need an official transcript, you may request that through the Registrar’s Office. Current students or former students who still have an active Owl Express account should request their electronic transcripts or a transcript to be mailed via Owl Express. The cost is $5.00 per transcript.
   - Log into Owl Express
   - Click on Registration and Student Records
   - Click on Request Printed/Official Transcript

WHAT IF I DON’T WITHDRAW?
If you do not withdraw by the deadline, you will receive a final grade 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.

WITHDRAWAL POLICY
Students may withdraw from one or more courses up to one week prior to the last day of class. Summer withdrawal dates vary according to the part of term in which the student is enrolled. As of fall 2004, students will be allowed a maximum of eight total withdrawals if they enter KSU as a freshman. Transfer students will be allowed one withdrawal per fifteen credit hours attempted, for a maximum of eight. Students who choose to pursue a second degree at KSU will be allowed two additional withdrawals. Students who entered KSU before fall 2004 will be allowed one withdrawal per fifteen credit hours attempted for a maximum of eight after the institution of this policy. As part of the consolidation process between Kennesaw State University and Southern Polytechnic State University, SPSU students will have eight withdrawals available beginning Fall Semester 2015.

Students who exceed the maximum number of withdrawals will receive a grade of "WF" for any subsequent withdrawals. To completely or partially withdraw from classes at KSU, a student must withdraw online through Owl Express.

Students who officially withdraw from courses before the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit. Students who officially withdraw after the last day to withdraw without academic penalty and before the last week of the semester or who have exceeded the maximum number of withdrawals will receive a grade of "WF," which will be counted as an "F" in the calculation of their grade point average.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which must be fully documented. Students may appeal to the Academic Standing Committee for consideration of unusual circumstances. Exact withdrawal dates are published in the official academic calendar. Students will receive refunds only when they withdraw from ALL their classes and only by the schedule outlined in the University System refund policy.

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