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 It is important to know that you cannot simply stop attending classes and assume you have withdrawn.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 deciding to withdraw. 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
- Consider using campus support services and tutoring:
  - Cultural & Community Support: Adult & Commuter Student Affairs, International Students, LGBTQ programs, Military & Veteran Student programs, Student Athletes Support
  - Student Health & Well-Being: Addiction & Recovery, Campus Food Pantry, Counseling Services, Peer Health Education, Women’s Resource Center
  - Tutoring: Foreign Language Resource Collection, Psychology Lab, HSS Tutoring, SMART Center, Writing Center, Supplemental Instruction, Adult & Commuter Student Affairs, Online Tutoring & Academic Support
- 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 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/.

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.

WHAT IF I DON’T WITHDRAW?

If you don’t 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.
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. A student is only allowed 8 withdrawals during their time at KSU. After eight withdrawals, a student will receive a "Withdraw Fail" (WF) for any course they wish to withdraw from which does affect your GPA. Students may withdraw from one or more courses up to one week prior to the last day of class.

To withdraw from a KSU course, you must complete the withdrawal request on Owl Express.
1. Log into Owl Express with your student NetID and password
2. Select "Registration"
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, you must complete the withdrawal request on Owl Express.
1. To withdraw from an eCore class, students must complete the eCore Withdrawal Form. Students can not withdraw from an eCore class through Owl Express.
2. Check the eCore Academic Calendar to ensure you submit the withdrawal form prior to the last day to withdraw with a “W” deadline.
3. Submission of the eCore Withdrawal Form forwards a student’s request to their Instructor, eCore Administration Offices and to the KSU eCore Registrar who will withdraw students from their class. Students should review their Owl Express account frequently for updates.
4. Please contact the eCore Helpdesk at ecore@westga.edu or 678.839.5300 with any technical difficulties submitting the form.

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” or “WF” 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. Students receiving financial aid should contact the Office of Financial Aid for further information.
2. 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.
3. 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
4. Students requesting a complete withdrawal due to medical or psychological emergencies should contact the Dean of Students directly.

WITHDRAWAL POLICY
The Withdrawal policy can be referenced in the online Undergraduate Catalog- Academic Policies- Registration Policies.

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), they must apply for readmission through the Office of Undergraduate Admissions.