
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 It is important to know that you cannot simply stop attending classes and assume you have withdrawn.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 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 Services, Multicultural 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 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.

ARE YOU DOING A COMPLETE WITHDRAWAL?

You may withdraw from one or more of your courses at any time prior to the last week of the semester. In order 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 a medical or psychological crisis occurs during the current term, students must withdraw online via Owl Express. If a grade of 'WF' is issued at the point of withdrawal, the student may contact the Office of the Dean of Students to appeal for a medical 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**, 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.

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. 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. A student may withdraw, using Owl Express, from one or more courses prior to one week before the last day of class. 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.

NOTE: Each first-time, first-year student may withdraw without penalty by the applicable semester date from a maximum of eight courses, while attending KSU. Each transfer student may withdraw without penalty by the applicable semester date from a maximum of one course per fifteen credit hours attempted and a maximum of eight courses, while attending KSU. A student pursuing a second degree at KSU may withdraw without penalty by the applicable semester date from two additional courses with appropriate consultation with the Office of the Registrar. A student who attended Southern Polytechnic State University (SPSU) and has been continuously enrolled at SPSU/KSU may withdraw without penalty from a maximum of eight courses, while attending KSU and after Summer Semester 2015.

To withdraw from a KSU course:

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:

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 to withdraw with a W.

If you have any questions or issues with the withdrawal process in OwlExpress, please reach out to the eCampus Programs Manager: Kelley Price, ecore@kennesaw.edu, 478-578-3592.

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. View [catalog](#) for additional information.

WITHDRAWAL POLICY

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

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.

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.