

## Office of the Registrar

Phone Number

## Course Withdrawal Form

In order to withdraw from one or more courses, please do the following:

• Submit completed Course Withdrawal form via email to regme@kean.edu from your Kean email address.

The withdrawal or "W" grade is not counted in the cumulative grade point average. Any student who <u>does not officially withdraw</u> on or before the published deadlines found on the <u>Academic Calendar</u> will be given a letter grade that reflects his or her achievement in the course. This grade will be included in your grade point average.

The request must be received by the published deadlines found on the Academic Calendar.

If you are a financial aid recipie	nt, please note the following:	
	could result in a decrease in assistance, ncrease) a balance due to the University	
	ses over two or more terms could result ctory Academic Progress policy.	in loss of aid eligibility in a future
For more information, contact the Center at (908) 737-0400.	Office of Financial Aid by emailing finaic	d@kean.edu or call the Cougar Help
Student First Name	Student Last Name	Kean ID Number

Sub	ject		Cou	ırse N	Numb	er	Section	Course Title	Credits

**Semester:** Fall 20\_\_\_\_ Winter 20\_\_\_\_ Spring 20\_\_\_\_ Summer I 20\_\_\_\_ Summer II 20\_\_\_\_

## Student Acknowledgement:

**Email Address** 

I am withdrawing from the above courses(s) at Kean University, effective the date this form is submitted to the designated office. **This could create (or increase) a balance due to the University.** I understand the financial impact(s) that this action may have on my account.

As per the <u>Academic Integrity Policy</u>, students have a right to withdraw from a course in accordance with University policy, however, I acknowledge that academic integrity violations will be pursued and resolved regardless of a student's continued enrollment.

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Student's Signature	Date	