



Office of the Registrar/One Stop Service Center:
 Center for Academic Success Building, 1st floor
 908-737-3290
 Fax: 908-737-3299
 regme@kean.edu

Kean Ocean Administrative Office:
 Gateway Building, 103
 732-255-0356
 Fax: 732-255-0465
 keanocc@kean.edu

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 does not officially withdraw on or before the published deadlines found on the [Academic Calendar](#) 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 recipient, please note the following:

- (1) Withdrawal from any course could result in a decrease in assistance, per Kean’s [Financial Aid withdrawal policy](#). This could create (or increase) a balance due to the University.
- (2) Withdrawal from several courses over two or more terms could result in loss of aid eligibility in a future term. Refer to Kean’s [Satisfactory Academic Progress policy](#).

For more information, contact the Office of Financial Aid by calling [908-737-3190](tel:908-737-3190) or e-mailing finaid@kean.edu

		Term
Student Last Name	Student First Name	Student ID#

Subject	Course Number	Section Number	Course Title	Credits

**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.**

Student’s Signature	Student Telephone #	Date
---------------------	---------------------	------

For One Stop Use only:

	Prior to the first day of class	100% refund	75% refund	50% refund	No Refund
One Stop Initials/Date:					