



Office of the Registrar/One Stop Service Center:
Administration 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, a student must do one of the following:

- (1) submit a signed, dated letter or completed withdrawal form to Office of the Registrar/Kean Ocean Administrative Office.
- (2) submit an email to regme@kean.edu from your personal Kean email address. Include your Kean ID and phone numbers.
- (3) present a photo ID at the Office of the Registrar/Kean Ocean Administrative Office, Gateway 103.

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.

Return signed form to the Office of the Registrar/Kean Ocean Administrative to adjust your registration for the courses indicated below.

The request must be received in the Office of the Registrar/Kean Ocean Administrative Office or postmarked 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. I understand the financial impact(s) that this action may have on my account.

Student's Signature	Student Telephone #	Date
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For One Stop Use only:

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