WITHDRAWAL FROM THE UNIVERSITY OR FROM INDIVIDUAL COURSES AND ACADEMIC INTEGRITY

Spring Term, 2015

Withdrawal

Students who find that they cannot continue in college for the entire semester after being enrolled, because of illness or any other reason, need to complete an online form. To completely or partially withdraw from classes at KSU, a student must withdraw online at www.kennesaw.edu, under Owl Express, Student Services.

The date the withdrawal is submitted online will be considered the official KSU withdrawal date which will be used in the calculation of any tuition refund or refund to Federal student aid and/or HOPE scholarship programs. It is advisable to print the final page of the withdrawal for your records. Withdrawals submitted online prior to midnight on the last day to withdraw without academic penalty will receive a “W” grade. Withdrawals after midnight will receive a “WF”. Failure to complete the online withdrawal process will produce no withdrawal from classes. Call the Registrar’s Office at 770-423-6200 during business hours if assistance is needed.

Students may, by means of the same online withdrawal and with the approval of the university Dean, withdraw from individual courses while retaining other courses on their schedules. This option may be exercised up until March 3, 2015.

This is the date to withdraw without academic penalty for Spring Term, 2015 classes. Failure to withdraw by the date above will mean that the student has elected to receive the final grade(s) earned in the course(s). The only exception to those withdrawal regulations will be for those instances that involve unusual and fully documented circumstances.

Academic Integrity

Every KSU student is responsible for upholding the provisions of the Statement of Student Rights and Responsibilities, as published in the Undergraduate and Graduate Catalogs. Section II of the Statement of Student Rights and Responsibilities addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimal one semester suspension requirement.