

## **A Guide to KSU's Administrative Withdrawal Process for Medical and/or Psychological Reasons** (*commonly referred to as Medical Withdrawals*)

It is always our goal that students guide their own educational process, and when difficulties arise along the way we are here to help. This is an abbreviated “cheat sheet” to help students determine which process is right for their situation and when. Students should always consult the catalog and appropriate office websites for full policies and procedures before seeking a medical withdrawal. This guide is written in “common sense” language to assist students, but is not intended to cover the full spectrum of information students need to know.

1. When at all possible, stay in school and finish as many classes as you can. Even when there are very legitimate reasons to drop classes, there can be financial consequences and impacts on financial aid that are beyond the control of the university.
2. ALWAYS talk with your professors so they know what is going on in your life and they can give you a realistic assessment of where you are in each class. The more you share in advance with your professors the more they will understand your circumstances and can guide you appropriately. Also always follow up in writing via email to confirm all details you discuss with your professors.
3. If you are otherwise doing well in a class but need more time, talk with your professors to see if an Incomplete (I) is an option. There are university policies governing Incomplete, for example, they are typically only granted in the last two weeks of the semester, and the majority of coursework should already have been satisfactorily completed. An Incomplete (I) buys you time and saves the time, effort and money you already invested in a class. However, remember that Incompletes will convert to Fs if the outstanding coursework is not completed in time.
4. Understanding the importance of your academic career, there are times when your health and well-being must be your top priority. If you must stop taking some or all of your classes, ask yourself these questions:
  - A. When is the deadline to withdraw without penalty for the term? It is ALWAYS best to withdraw BEFORE that date. Regardless of the reason for your withdrawal, if you can withdraw yourself through Owl Express before the deadline, do it. When you withdraw from all classes also check the refund policy, and be mindful of any financial aid implications.
  - B. If the deadline has passed but the term is not yet over (meaning you haven't taken your finals yet), is my situation a medical or psychological EMERGENCY, a critical CRISIS that will prevent me from participating in any of my academic activities for the rest of this term? If yes, contact the Dean of Students office to pursue a MEDICAL WITHDRAWAL. Generally speaking a medical withdrawal requires you to be withdrawn from ALL of your classes for this semester, and a hold will be placed on your record requiring you to contact the Dean of Students before returning to KSU.

- C. Am I doing OK in some classes and struggling in others? Do I want to keep some classes and earn my grades in those, but only some classes? This is typically NOT a scenario that is eligible for a medical withdrawal. You can either stick it out in all classes or drop some knowing you will get a WF after the deadline to withdraw without penalty, but can then focus your energies on fewer, hopefully more successful, classes. While you likely won't qualify for a medical withdrawal, you can appeal a legitimate hardship (i.e., serious situations that impede you from attending significant numbers of classes like an extended illness, death in the family, etc.) to the Academic Standing Committee. The form is available on the Registrar's website, and grades of WF or F are eligible to be appealed for Ws.
- D. Do I have a hardship or situation that is NOT an emergency or critical crisis, but I really just can't be in school right now or might not successfully finish this term. You likely will not qualify for a medical withdrawal, but might have a legitimate cause to appeal to the Academic Standing Committee (again, form and details are on the Registrar's website). Remember only grades of WF or F are eligible, so you have to decide if you will drop all (or some) of your classes now or try to finish what you can. Even if not approved, you can retake classes again to earn a better grade and improve your Adjusted GPA.
- E. Am I already finished with final exams, some or all of my grades have posted for this term, or the term is over and I want to do something about my grades from last term? If so, it is TOO LATE to seek a medical withdrawal for this term. Your only option is to appeal to the Academic Standing Committee. The deadline to submit medical withdrawal requests is typically the week of the last day of classes before final exams begin.
5. OK, I've decided after answering the questions above and reading the full policy and procedures that I believe I qualify for a medical withdrawal. Now what?
- A. Visit the Administrative Emergency Withdrawals website at the link below to get the Health Provider Form that needs to be submitted. The first page of that form must be completed by the student and the remainder is completed by the health care professional (either someone on or off campus, and multiple forms can also be submitted). The Administrative Withdrawal request can be submitted online, emailed as an attachment to [deanofstudents@kennesaw.edu](mailto:deanofstudents@kennesaw.edu), faxed to 470-578-9113, or delivered hardcopy to the Office of the Dean of Students on the 4<sup>th</sup> floor of Kennesaw Hall.  
<http://www.kennesaw.edu/deanofstudents/medical.html>
- B. If you have questions or prefer to email the details of your request, you can email [deanofstudents@kennesaw.edu](mailto:deanofstudents@kennesaw.edu) directly from your KSU student email and that will be considered the same as signing the form. Always include your full name, KSU ID #, and a thorough description of your situation and your desire to seek a medical withdrawal from all of your classes for the currently enrolled term.

- C. It is your choice to either remain enrolled in classes while the request is being processed, or to withdraw online and receive WFs that will later be changed to Ws if the request is approved. However, we highly recommend that you go ahead and withdraw if you have stopped attending classes and have no intention to return to your classes.
- D. Once the request is received, a review team of campus professionals will determine if the situation qualifies for a medical withdrawal, if it does not qualify, or if more information is needed. The Dean will then notify the student via office KSU student email of the outcome, and if approved submit a request to the Registrar to have grades of W issued for all classes in the current term. If not approved, the student can still pursue an appeal to the Academic Standing Committee if there are grades of WF or F.
- E. After a medical withdrawal is approved, a Dean of Students Medical Withdrawal hold will be placed on your record. While this hold prevents you from registering for future terms, it does not otherwise impact your academic record. To protect your confidentiality, there is no notation on your academic record about the reason for the W, nor is there any separate special coding for medical withdrawals.
- F. When you are ready to return to classes you will notify the Dean's office in advance. You will need to submit a care provider re-entry form following the same process you did when submitting your initial request. That form will signify that you are ready to handle the rigors of classes and the university is aware of any resources or assistance you might need to help you successfully complete future academic and/or co-curricular activities. Once the hold is removed, you are free to register for classes, assuming you are otherwise eligible and have no other holds. Depending on how much time passes before you return, you may need to complete a readmission process through Admissions that is independent from this process.
- G. While every situation is reviewed and assessed individually based on the information available at that time, if new information comes to light, the university may act accordingly within established protocols, policies and procedures. Generally speaking, a student is only issued one medical withdrawal during an academic career at KSU unless there are new, unique and compelling circumstances that are substantially different from the previously approved medical withdrawal.

**REMEMBER:** A "W" on your transcript is the same regardless of the reason for the withdrawal. Medical withdrawals do not receive any special notation, and are subject to any university policies that might limit the number of withdrawals allowed. If the university limit has been reached, an approved medical withdrawal can grant Ws beyond the established university limit.

The medical withdrawal process is completely independent from any financial implications related to course withdrawals. Standard Bursar refund schedules still apply and the issuing of a medical withdrawal does not grant any special refunds or other financial consideration. Any financial aid implications, such as failing to maintain Satisfactory Academic Progress (SAP), will still apply even if a medical withdrawal is approved, and students may still need to pursue a

separate appeal process through the Financial Aid Office. Specific protocols may exist related to special withdrawals within the academic colleges, departments, or programs, and separate consultation with advisors in your field of study is always wise.

Timely communication is key! Just like when you need to miss work, you notify your boss immediately about your situation. Administrative Withdrawal Requests should be submitted as soon as possible and ideally within 72 hours of when you have ceased attending classes.

Questions?

Contact the Dean of Students office at [deanofstudents@kennesaw.edu](mailto:deanofstudents@kennesaw.edu) or 470-578-6310 and we will be happy to assist you!

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