

March 25, 2020

Dear Students,

The new deadline to submit your form to withdraw (WD) from a course, minimum 1.75 units, has been changed to the end of the 8th week, March 27. **The deadline is this Friday.** You will still need to submit your form for processing. The process for submitting your form:

1. Fill out the [Enrollment Change Request form](#) and save it to your desktop.
2. Contact the instructor to discuss. Ask them to send you an email with acknowledgement.
3. Contact your advisor to discuss. Ask them to send you an email with acknowledgement.
4. Send your form and the two emails to [registrarsoffice@kenyon.edu](mailto:registrarsoffice@kenyon.edu).

Your withdrawal request will not be considered complete until you receive a confirmation email from the Registrar's Office. Any late fees will be charged to your student account.

Please be aware of the [Semester Enrollment Requirements](#) in the Course Catalog.