



University of Kansas Lawrence & Edwards Campus

Semester and/or University Withdrawal Form

(Submit form to the KU Visitor Center, 1502 Iowa St., or the Edwards Campus Regents Center Building Reception)

This form is to be used to notify the University that you wish to drop all of your classes for the semester and/or that you wish to leave the University

Undergraduate Contact Phone (____) _____ - _____
 Graduate
 Last Name _____ First Name _____ MI _____ Student ID# _____ School _____
 Contact Email _____

- 1) I have discussed my situation with my academic advisor. Yes No **NOTE: You are strongly encouraged to discuss withdrawals with your academic advisor.**
- 2) International students (ex. F-1, J-1): I have discussed the impact of withdrawal on my immigration status with the ISS Office (Strong Hall, Room 2).
 Yes No NA
- 3) Indicate the current semester* and/or future semesters in which you are enrolled but you want to drop completely. **Withdrawal from the current semester does NOT automatically withdraw you from any future enrollments you may have at this time.**
 Fall 20 ____ Spring 20 ____ Summer 20 ____ Not enrolled at this time in any current or future semesters
- 4) Do you plan to return to the University of Kansas? Yes, in the _____ semester of 20 ____ No, I do not plan to return
(See back for readmission information.)
- 5) Please help us become a better University by telling us why you are leaving. This information will be used for statistical purposes only, unless you request a call or email.
 Employment Financial Reasons Grades Medical Other _____
- 6) I would like to discuss my situation in greater detail with someone. Please call me: Yes No Please email me: Yes No
- 7) I accept all responsibility for these actions. _____
Student's signature Date
- 8) Dean's approval required for some schools (see back page). If you are enrolled in more than one school requiring approval, Dean's stamp/signature is needed for both.
 Dean's Approval Date: _____ Dean's Effective Date: _____

Dean's Stamp/Signature

THIS FORM MUST BE SUBMITTED BY 5:00 P.M. ON THE UNIVERSITY'S PUBLISHED LAST DAY TO WITHDRAW

***NOTE: Students who wish to withdraw after the last day to withdraw for the semester and who have a documented medical reason or special circumstances to request withdrawal, contact your school or college for information concerning the exception process.**

Withdrawal Approval Requirements by School

School	Level	Approvals Required
Applied English Center	Undergraduate & Graduate	Dean's approval required beginning on or after the first day of classes
Architecture & Design	Undergraduate & Graduate	Dean's approval required beginning on or after the 16th instructional day of classes (8th instructional day for summer)*
Education	Undergraduate	Dean's approval required beginning on or after the 16th instructional day of classes (8th instructional day for summer)*
Engineering	Undergraduate	Dean's approval required beginning on or after the 16th instructional day of classes (8th instructional day for summer)*
Law	Graduate	Dean's approval required beginning on or after the first day of classes
Pharmacy	Undergraduate	Dean's approval required beginning on or after the 16th instructional day of classes (8th instructional day for summer)*
Social Welfare	Undergraduate & Graduate	Dean's approval required beginning on or after the 16th instructional day of classes (8th instructional day for summer)*

*For specific dates, see calendar at <http://registrar.ku.edu/calendar>

Useful Information About Withdrawing

- ☒ If it is after the 100% refund deadline and you have exceptional circumstances, you may file a fee petition at www.registrar.ku.edu/fee-petition.
- ☒ See checklist of groups and offices you may need to notify at <https://registrar.ku.edu/withdrawal-considerations>.
- ☒ If you withdraw on or after the first day of classes (excluding the summer term), you will be assigned an enrollment time for the following semester. Your enrollment date and time can be viewed in the Manage Classes tile in Enroll & Pay <https://sa.ku.edu>.
- ☒ If you withdraw prior to the first day of classes or you do not enroll for a semester or more (excluding summer), you will need to apply for readmission in order to return. For information about readmission deadlines and processes, contact:

Undergraduate International Students: International Admissions | 45 Strong Hall | (785) 864-2616 | <http://world.ku.edu>

Undergraduate Domestic Students: Office of Admissions | KU Visitor Center, 1502 Iowa St. | (785) 864-3911 | <https://admissions.ku.edu/>

Graduate Students: Graduate Studies | 213 Strong Hall | (785) 864-8040 | <http://graduate.ku.edu/application-process>

We hope circumstances will bring you back to KU!



Office of the University Registrar
An office in Enrollment Management

KU Visitor Center
1502 Iowa Street
Lawrence, KS 66045

Email: registrar@ku.edu
Phone: 785-864-4423
Fax: 785-864-3900