University of Kansas Lawrence & Edwards Campus  
Semester and/or University Withdrawal Form  
(Submit form to 151 Strong or the Edwards Campus Regents Center Building Reception Desk)  

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  

Last Name  First  M  Student ID #  School  Undergraduate  Graduate  Contact Phone (_____) _____ - ________  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) 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  

3) Do you plan to return to the University of Kansas?  ☐ Yes  in the ____________ semester of  20____  ☐ No, I do not plan to return  

   (Great! We look forward to your return. See back for readmission information.)  

4) 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 specifically request a call or e-mail.  

   ☐ Employment  ☐ Financial Reasons  ☐ Grades  ☐ Medical  ☐ Other:  ______________________________________________________  

5) I would like to discuss my situation in greater detail with someone.  Please call me:  ☐ Yes  ☐ No.  Please e-mail me:  ☐ Yes  ☐ No  

6) I accept all responsibility for these actions.  

   Student’s signature  Date  

7) Dean’s Approval required unless you are withdrawing prior to the first day of class. If you are enrolled in more than one school, Dean’s approval for both schools is required.  

   Dean’s Approval Date:  ________________  Dean’s Effective Date:  ________________________  

   Dean’s Stamp/Signature  

   THIS FORM MUST BE SUBMITTED WITHIN 10 CALENDAR DAYS OF THE DEAN’S APPROVAL DATE, OR BY 5:00 P.M.  
   ON THE UNIVERSITY’S PUBLISHED LAST DAY TO WITHDRAW, WHICHEVER COMES FIRST  

   *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 a withdrawal, contact your school or college for information concerning the exception process.
Some Useful Information About Withdrawing (and Returning) to the University of Kansas

If it is after the first day of classes and you wish to petition for a tuition refund due to your situation, select the fee petition link at www.registrar.ku.edu.

- Make sure you have contacted all necessary groups/offices. See the checklist at www.registrar.ku.edu/withdraw/.

- If you withdraw on or after the first day of classes (excluding the summer term) you will have an enrollment appointment assigned during enrollment for the following semester. If you withdraw (cancel your enrollment) prior to the first day of classes, (excluding the summer term) you will not have an enrollment appointment assigned and you will need to apply for readmission. Please make plans to see your academic advisor before your enrollment appointment. Enrollment appointments can be viewed in Enroll & Pay at your student center at https://sa.ku.edu/psp/saku/?cmd=login. For questions or problems with your enrollment appointment, contact the Office of the University Registrar, 151 Strong Hall, (785) 864-4423, kuregistrar@ku.edu or visit the Edwards Campus Regents Center Building Reception Desk.

  Fall Main Enrollment: March/April  
  Summer Main Enrollment: March/April  
  Spring Main Enrollment: October/November

- If you are not enrolled for a semester or more (excluding summer), you must apply for readmission. For information about the application deadlines and process contact:

  Undergraduate International Students: International Student & Scholar Offices, 2 Strong Hall, (785) 864-3617 http://www2.ku.edu/~issfacts/
  Undergraduate Domestic Students: Office of Admissions and Scholarships, Visitor Center, (785) 864-3911, www.admissions.ku.edu
  Graduate Students: Graduate Application Processing Center, http://www.graduate.ku.edu/apply/

We hope circumstances will bring you back to KU!