Appendix C: University of Kansas Lawrence & Edwards Campus
Semester and/or University Withdrawal Form

Last Name                        First      M    Student ID #    School        Undergraduate    Contact Phone (_____) _____ - ________  Graduate
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 or future semesters* in which you are enrolled but you want to withdraw from 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
(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.
   □ Employment  □ Financial Reasons  □ Grades  □ Medical  □ Transferring to:  _____________________________  □ Other:  _____________________________

5) I would like to discuss my situation in greater detail with someone. Please call me □ Yes  □ No

6) WP/WF Status:  After the last day to cancel, grades of WP or WF will be assigned for each of your classes. You may collect the grades at this time using the grid below or the grade will be assigned as a WF and the instructor can change it to a WP after your withdrawal has been processed. WP and WF grades are reflected on your transcript, but do not impact your KU grade point average.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Dept (ex. ENGL)</th>
<th>Catalog # (3 digit)</th>
<th>Course Title</th>
<th>Instructor’s Signature</th>
<th>Date</th>
<th>Grade</th>
<th>WP</th>
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7) I accept all responsibility for these actions. ______________________________________________________________________

Student’s signature ____________________________ Date ______________________

NOTE: *If you wish to withdraw after the final withdrawal deadline and have a documented medical reason and/or special circumstances, you must contact your school for information concerning the exception process.
Some Useful Information About 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, please see the procedures and application at www.registrar.ku.edu.

- Make sure you have contacted all necessary groups/offices, such as Housing, Financial Aid, Scholarships, and International Students (see the checklist at www.registrar.ku.edu/withdrawalchecklists for complete details).

- If you plan to return the NEXT semester (excluding summers), you will have an enrollment appointment assigned during main enrollment. Please make plans to see your academic advisor before your main enrollment appointment. Main enrollment appointments can be viewed on the enrollment system (https://sa.ku.edu/psp/saku/?cmd=login) for questions or problems with your main enrollment appointments, contact the Office of the University Registrar, 151 Strong Hall, (785) 864-4422, kuregistrar@ku.edu or visit the Edwards Campus’ Regents Reception Desk.

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

- If you sit out for a complete semester or more, you must apply for readmission. For information about the application deadlines and process contact:

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

We look forward to seeing you back at KU!