

Withdrawal Checklist

1. Withdrawal

- a. Ensure you are familiar with the appropriate deadlines, as well as University withdrawal processes and implications. Visit the Office of the Registrar website and access the Withdraw from the University form. Submitting this form removes you from all of your classes for the semester. You must complete this form prior to the current term's official Last Day to Withdraw, as noted on the academic calendar. For questions, contact the Office of the Registrar at (828)262-2050 or registrar@appstate.edu.

After student has filled out the withdrawal form, verified their intention to withdraw, and received a processing confirmation email, any remaining steps should be completed IF APPLICABLE to the student withdrawing.

1. On-Campus Housing

- a. Within 24 hours after completing your withdrawal, you must check out of your Residence Hall. You must also meet with your Resident Assistant or Residence Director/Coordinator to return your key. For questions, contact your Residence Director/Coordinator or the University Housing Office at (828)262-2160.

2. Financial Aid

- a. Review the Policy for the Return of Financial Aid Funds for Students Who Withdraw from the University. Contact your Financial Aid counselor to determine how your withdrawal from Appalachian State University will affect your financial aid at (828)262-2190 or financialaid@appstate.edu.

3. Meal Plans

- a. Meal plans from the current semester will be prorated and refunded. For questions, contact Campus Dining at (828)262-3061 or dining@appstate.edu.

4. Student Accounts

- a. Check your student account in Self Service for an outstanding university balance. If applicable, it is your responsibility to pay off this balance after receiving your withdrawal refund. For questions, contact Student Accounts at (828)262-2113 or studentaccounts@appstate.edu.

5. Books

- a. All rental textbooks must be returned in person to be checked in, at the Campus Store. Please visit the Campus Store website for store hours and rental deadline date information. All library books must be returned to the Belk Library and Information Commons.

6. Health Insurance

- a. Make sure your insurance coverage will continue while withdrawn from the university. For questions, contact your local insurance representative. If you have Student Health Insurance, please contact Health Services to discuss continued insurance coverage. Students that have Student Blue Health Insurance will continue to be covered through the end of the semester they withdrew from.

7. University Post Office (if applicable)

- a. Go by the University Post Office during regular business hours and complete a change of address form.

8. Inform your University Employer

- a. If serving as a student employee, inform your supervisor of your withdrawal. Turn in your keys, devices, or supplies provided to you while employed. Check your workspace to ensure you aren't leaving any personal belongings behind. For questions, contact studentemployment@appstate.edu or call (828)262-4099.

9. Questions

- a. For questions about the withdrawal process and/or returning to Appalachian State University, contact the Registrar's Office at (828)-262-2050. If you have a history with the Office of Student Conduct, you should also contact their office at (828)262-2704 or email them at studentconduct@appstate.edu.

10. Readmission to Appalachian

- a. Any previously enrolled undergraduate student who has not been enrolled in classes for more than one calendar year or who left on academic suspension must apply for readmission to the university. Visit the Office of the Registrar website for more information.