

## Withdrawal Check list

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Step One: Withdrawal**

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 your classes and assigns a **W** status to your class grade. 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](tel:8282622050) or [registrar@appstate.edu](mailto:registrar@appstate.edu).

### **Step Two: On-Campus Housing (if applicable)**

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 and complete your RIC (Room Information Card). For questions, contact your Residence Director/Coordinator or the [University Housing Office](#) at [\(828\)262-2160](tel:8282622160).

### **Step Three: Financial Aid (if applicable)**

Contact your [Financial Aid](#) counselor and explain your withdrawal from Appalachian State University. For questions, contact Financial Aid at [\(828\)262-2190](tel:8282622190) or [financialaid@appstate.edu](mailto:financialaid@appstate.edu).

### **Step Four: Student Accounts**

Check your student account for an outstanding university balance. If applicable, it is your responsibility to pay off this balance after receiving your withdrawal refund.

### **Step Five: Books**

All rental books must be returned to the University Bookstore.

All library books must be returned to the Carol Grotnes Belk Library and Information Commons.

### **Step Six: Health Insurance**

Make sure your insurance coverage will continue while withdrawn from the university.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.

### **Step Seven: University Post Office (if applicable)**

Go by the [University Post Office](#) during regular business hours and complete a change of address form.

**Step Eight: Inform your University Employer**

If employed at Appalachian State, 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.

**Step Nine: Questions**

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

**Step Ten: Readmission to Appalachian**

Students planning on returning to Appalachian State must apply for readmission and meet all applicable deadlines. Visit the [Office of the Registrar website](#) for more information.