

# Student Advocates Office

## Withdrawal from All Subjects (WAS)

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

UID: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a University Division or International student?  Yes  No

If you answered **yes**, you **MUST** go to that department to complete the withdrawal. You **CANNOT** complete this withdrawal form.

Reason for Withdrawal:  Medical  Personal  Financial  Judicial  Other

It is your responsibility to contact all offices listed. Additional information regarding withdrawals can be found at: <http://enrollmentbulletin.indiana.edu>

- If living on campus, go to your residence hall center desk (main office) or main housing office at your university apartment for instructions regarding your housing – cancelling enrollment does not cancel RPS contracts. See Withdrawal from All Subjects – Important Information for details.
- If you receive financial aid or have questions about fee/tuition appeals, contact Student Central on Union (408 N Union Street) to discuss the impact of the withdrawal.
- If you receive scholarships or other non-federal aid, contact awarding establishment to discuss impact on current or future funding. 21<sup>st</sup> Century Scholars may contact that office (Eigenmann 607 South) for more information about the impact of withdrawal on their scholarship at 812-855-1910.
- Confirm and/or update your contact info via One.IU so the university can contact you about any outstanding issues. You should also provide an alternative email address, if possible.

### AFTER the Auto-W Deadline (mid-semester):

- Contact Instructors: After the auto-w deadline students must be passing a course in order to receive a W as their final grade. Because a “W” is not guaranteed, you should contact your instructors with the following information: class/section numbers, reason and date of withdrawal, what you might be able to offer in terms of documentation for any compelling circumstances to let them know that you are withdrawing from all classes. Also request that they allow the “W” to stand and reference your visit to our office. The instructor has the final grading authority.
- If withdrawing for a compelling medical or personal reason, request and/or gather documentation. Send documentation to professors upon request. Save documentation until final grades are posted. If you are unable to contact your professors directly please let us know.
- After grades are final, check to see if the “W” stood as your final grade. If you received a grade of “F” in classes, you can work with an advocate to request a grade changes from “F” to “W” based on your circumstances.

I understand the above information and wish to complete a Withdrawal from ALL Subjects for the current term.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Withdrawal from All Subjects – Important Information

The withdrawal is effective for the current semester **only**, however once the withdrawal is completed, you may not re-register for classes in the same semester. Additional information can be found at:

- Enrollment & Student Academic Information Bulletin (The Bulletin) - <http://enrollmentbulletin.indiana.edu/pages/index.php>
- Student Central - <https://studentcentral.indiana.edu/register/withdraw/index.html>

**Grades:** If a student withdraws after the first week of classes, the classes in which the student was enrolled will be retained on the student's record with a grade of W or F (as appropriate) and a notation of the date of withdrawal. The student should refer to the [Official Calendar](#) in the Bulletin to determine the last day to withdraw with an automatic grade of W. To qualify for the grade of W after the deadline, a student must be passing the class(es) on the date of withdrawal. If the student is failing, the grade on the date of withdrawal will be F. If the student has a compelling reason for the withdrawal they can work with an advocate to do a grade change appeal to have the grade changed to a W.

**Residence Halls:** Canceling your registration doesn't cancel your housing contract or meal plans. If you live in campus housing, you'll need to contact Residential Programs and Services (RPS). Contact RPS with questions, and be sure to follow up with them on any adjustments to your student account. Go to <http://rps.indiana.edu> for additional information.

**Financial Aid:** Financial aid recipients may be subject to possible repayments and should consult the source of their aid for complete information. Go to <https://studentcentral.indiana.edu/register/withdraw/financial-implications.html> for additional information about the financial implications.

**Fee Refunds:** Check the [Official Calendar](#) in the Bulletin to learn the scheduled refund period. Questions should be directed to Student Central on Union. Students withdrawing for emergency or medical reasons may appeal to the Campus Wide Appeal Committee for a full tuition refund. <https://studentcentral.indiana.edu/pay-for-college/pay-bill/dispute-charge.html>

**Negative Service Indicators:** Students should access their account through One.IU to verify and/or remedy any Negative Service Indicators. Negative Service Indicators may restrict certification, transcript requests or class registration.

**Multiple Withdrawals:** Students who complete a Withdrawal from all Subjects for any two academic terms must petition their dean for permission to register in a future semester. Is this your first withdrawal from all subjects? If not, you should contact your academic advisor for more information.

**Computer Accounts:** Contact [University Information Technology Services \(UITS\)](#) (812)-855-6789 for details on your IU computer accounts.

**Registration for Future Sessions:** If you are not pre-registered for the next term, contact the recorder in your school to determine what action will be necessary to register for future sessions.