Withdrawal from All Subjects (WAS) Student Checklist - SUMMER

_____ Cancel your Housing Contract (if living on campus) – Ideally this should be done online 2 to 3 days before moving out (see link). You’ll complete the cancellation process by consulting with your center desk staff about move-out procedures and returning your room key. Students wishing to cancel the contract must do so through RPS Online Services. [http://www.rps.indiana.edu/index.cfm](http://www.rps.indiana.edu/index.cfm)

Click on “Online Services” at the RPS home page and then “Contract Appeals, Cancellations and Exemptions.” Financial penalties do apply and the costs will be calculated and provided by the online application referenced above. Please note that cancelling enrollment does not cancel RPS contracts. Contact RPS Housing with questions - housing@indiana.edu or (812)-855-5601 or 1-800-817-6371.

_____ If you receive financial aid for summer session, Contact Student Central on Union (408 N Union Street), to discuss impact on current or future funding, (812)-855-6500; M-F, 9am to 4:30pm. [http://studentcentral.indiana.edu/](http://studentcentral.indiana.edu/)

_____ Contact the Office of the Bursar about account status. Submit fee appeal form, if applicable (Poplars Building 400 E. 7th Street, front desk in main lobby), (812)-855-2636; M-F 9am-4pm for walk-ins; 8am-5pm via phone)

_____ 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

**ONLY consider the following after the Auto-W Deadline. Check date at:** [http://registrar.indiana.edu/official-calendar/official-calendar-summer.shtml](http://registrar.indiana.edu/official-calendar/official-calendar-summer.shtml)

_____ Contact Instructors: It is past the automatic W deadline and normally 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 to let them know that you are withdrawing from all classes and to request that they allow the “W” to stand. The instructor has the final grading authority. When contacting your professors, we suggest that you include the following info: class/section numbers, reason and date of withdrawal, what you might be able to offer in terms of documentation for any compelling circumstances, and a request for them to allow the W to stand as your final grade. We also suggest that you reference your visit to our office when corresponding with instructors.

_____ Request and/or gather documentation (if withdrawing for compelling medical or personal reasons): Professors often require that you provide documentation

_____ Send documentation directly to professors.

*You’ll find helpful links to complete the above at [http://advocates.indiana.edu](http://advocates.indiana.edu)

Additional Comments/Notes:

____________________________________________________________________________________

Advocate ________________________________ Date ________________________________
Withdrawal from All Subjects – Important Information - SUMMER

Students wishing to withdraw from all classes in which they are currently enrolled should complete the Withdrawal from All Subjects Enrolled form. The withdrawal is effective for the current semester only. Students in University Division must go to Maxwell Hall 101 to complete the withdrawal from all classes. International Students must visit the Office of International Services (Poplars, 400 E. 7th Street)

It is your responsibility to contact all pertinent offices listed and to consult the current Enrollment and Student Academic Information Bulletin for complete withdrawal information. http://enrollmentbulletin.indiana.edu/

Grades: Refer to the Enrollment and Student Academic Information Bulletin to determine the grades or withdrawal notations that will appear on your transcript. The specific deadline for automatically receiving a W is also listed there. After this deadline, your instructors will be asked by the Registrar to assign either a W or F.

Residence Halls: Students who reside on campus when they withdraw from the University must cancel their housing and dining contracts. Questions should be directed to RPS Assignments (812)-855-5601; housing@indiana.edu or to your center desk. Contract terms and penalties are explained in the contract booklet. You will be assessed a contract breakage fee which can be appealed online.

Financial Aid: Financial aid recipients may be subject to possible repayments and should consult the source of their aid for complete information. See the following for additional information from Student Central about withdrawing: http://studentcentral.indiana.edu/financial-aid/manage/dropping-withdrawing.shtml
Students, who have received long-term student loans, such as Federal Perkins, Health Professional, International, or other Institutional Loans may need to complete an exit interview. Please contact Student Central for details. http://studentcentral.indiana.edu/index.shtml

Fee Refunds: Check the Enrollment and Student Academic Information Bulletin to learn the scheduled refund period. Students withdrawing during the refund period can expect a refund in approximately six weeks. The amount of the refund may be reduced by financial obligations at IU or to other source(s) of financial aid. Students withdrawing for emergency or medical reasons may appeal to the Campus wide Appeal Committee for a full tuition refund. Questions should be directed to the Poplars Building, 400 East 7th St. (front desk in main lobby), (812)-855-2636.

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.

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.

05/15

IU Student Advocates Office - Eigenmann Hall 229, 1900 E. 10th Street, Bloomington, IN 47406
(812) 855-0761 Fax: (812) 855-2259