

# University Withdrawal Checklist (ATI Campus)

## We Are Sorry to See You Go

We recognize that sometimes it is necessary for students to withdraw from the college and that the decision to leave is not made lightly. To assist you in making this a smooth transition, what follows is a checklist to help you tie up loose ends at ATI.

To withdraw from ATI, please complete the following:

- REQUIRED:** Complete, Save As, and Email the University Withdrawal Form (available from [https://ati.osu.edu/sites/ati/files/site-library/site-documents/Academic\\_Affairs/withdrawal.pdf](https://ati.osu.edu/sites/ati/files/site-library/site-documents/Academic_Affairs/withdrawal.pdf)) to [ATIAcademicAffairs@osu.edu](mailto:ATIAcademicAffairs@osu.edu).  
**\*\*NOTE\*\*:** *If you stop attending your classes but do not officially withdraw, you will receive final grades.*
- Complete the Withdrawal Exit Interview available [https://osu.az1.qualtrics.com/jfe/form/SV\\_881KpNtlTyM17Vj](https://osu.az1.qualtrics.com/jfe/form/SV_881KpNtlTyM17Vj)
- Schedule an appointment to meet with your Academic Advisor to discuss your plans to withdraw
- Schedule an appointment to meet with Liz Helterbrand to discuss how withdrawing affects your financial aid situation, Halterman 219, [helterbrand.5@osu.edu](mailto:helterbrand.5@osu.edu)
- Schedule an appointment to meet with Cindy Shelly ([shelly.12@osu.edu](mailto:shelly.12@osu.edu)) in the Business Office (Halterman 211) to pay any current balances and continue to watch your Statement of Account for a few weeks after withdrawal to make sure there are no other outstanding balances
- Arrange to return any books or equipment you borrowed from the library ([atilibrary@osu.edu](mailto:atilibrary@osu.edu)).
- If applicable, return your iPad and all accessories to the IT department in Halterman Computer Lab. If no one is available, please call 614-514-4848 to arrange a time to drop off items.

### Instructions for Residential Students:

- Notify ATI Housing ([ati\\_housing@osu.edu](mailto:ati_housing@osu.edu)) of your anticipated departure date in writing. Students who withdraw from courses have 72 business hours to remove their belongings from their assigned campus apartment and return keys. *Note: Residents are subject to accruing housing charges until keys are returned and paperwork is signed.*

### Prior to leaving campus:

- Contact your Resident Advisor, at least 24 hours in advance, if you wish to schedule a damage inspection. Departures without notice will require an express checkout and you waive your right to contest damages found at year's end. All personal belongings must be removed prior to inspection.
- Remove personal mail from your campus mailbox.
- Visit the Applewood Village front desk to return your keys and sign checkout paperwork. Pick up logged packages.
- Update your permanent address on BuckeyeLink. Mail will be forwarded to this address for 30 days after departure.

