

# Withdrawal

## **WITHDRAWAL FROM THE COLLEGE**

Students considering a pause in their education at Georgetown College are encouraged to contact the Office of Academic Success at [Academic\\_Success@georgetowncollege.edu](mailto:Academic_Success@georgetowncollege.edu) or at 502-863-7070 to consider their next steps. The date of approved withdrawal determines if a refund is to be issued to the student based on the schedule of refunds found on the Payments & Refunds page in this Catalog. A student's date of withdrawal will be determined during the student's exit interview. A student may not withdraw after the Last Day to Drop with W (see Academic Calendar) unless forced to do so by emergency circumstances. Leaving without contacting the Office of Academic Success to complete all withdrawal procedures will result in a grade of "F" in all courses.

Students may return to Georgetown College by completing an application for readmission.

## **TEMPORARY WITHDRAWAL WITH INTENT TO RETURN**

In many circumstances, it may be appropriate for a student to withdraw from all classes for one semester with the intent to return. For example, a student needing to withdraw during or after spring semester would need to return no later than the following spring term.

Reasons may include:

- Physical or mental health concern
- Injury/ surgery / pregnancy
- Death of a family member
- Natural hazard (i.e. fire, flood, tornado)
- An academic program not associated with Georgetown College (internship, study abroad, etc.)
- Military deployment

A formal request for temporary withdrawal must be made to the Assistant Dean of Academic Success at [Academic\\_Success@georgetowncollege.edu](mailto:Academic_Success@georgetowncollege.edu) or at 502-863-7070.

A student with approved temporary withdrawal status does not need to request readmission to the college in order to return. However, students should monitor their Georgetown College email for important updates and announcements during the absence.

Additional considerations:

- A request for temporary withdrawal from a current semester will not be approved after the Last Day to Drop with W (see Academic Calendar). Leaving without contacting the Office of Academic Success to complete all withdrawal procedures will result in a grade of "F" in all courses.
- Students temporarily withdrawn from Georgetown College may not enroll as full-time, matriculating students at another college or university, although taking a course or two is allowed. Enrolling at another college/university full time or as a degree seeking student may affect financial aid or scholarship eligibility.
- Financial aid requirements, registration deadlines, and all other college obligations are the same for students returning from a temporary withdrawal as they are for all registered students upon return to Georgetown College.
- Students seeking academic credit through a study abroad or non-Georgetown College internship should request prior approval for academic credit through their advisor and Student Services.

Steps required prior to the semester of return:

- Contact Academic Success ([Academic\\_Success@georgetowncollege.edu](mailto:Academic_Success@georgetowncollege.edu) )
- Contact their academic advisor to discuss their courses
- Register for classes. If you need assistance, contact the registrar ([Registrar@georgetowncollege.edu](mailto:Registrar@georgetowncollege.edu))
- Notify Georgetown College Housing ([Housing@georgetowncollege.edu](mailto:Housing@georgetowncollege.edu))