

Withdrawal

Withdrawal from the College

In the event of withdrawal from Georgetown College during a semester, the student must contact the Office of Academic Success at Academic_Success@georgetowncollege.edu or at 502-863-7070 for an exit interview and to complete the official withdrawal process. The date on the withdrawal form will be used for calculation of refund. See the schedule of refunds under Refund Policy in this Catalog. 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.

Medical Withdrawal

While a semester is in progress, a student may request and be considered for a medical withdrawal. A medical withdrawal may be appropriate when extenuating circumstances, such as a serious physical or mental illness or injury, prevent the student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible or appropriate. All medical withdrawals must be substantiated with appropriate documentation from the attending physician/health care provider. The Director of Academic Success will review all requests for a medical withdrawal in consultation with the Disability Services Coordinator.