**Withdrawal Criteria**

Students withdrawing from the College for any reason are reminded that housing and course registration will be subject to availability when the student’s re-admission application is complete.

**1. Non-Medical Withdrawals:**

* Students may withdraw from Paul Smith’s College up until the Friday prior to the last full week of classes. Students who withdraw on or after the third Monday of the semester, will receive a ‘W’ in all of their classes. This ‘W’ indicates that the student withdrew and is not calculated into the student’s GPA. The attempted class credits will continue to count in the student’s attempted credits.
* Students who intend to withdraw from Paul Smith’s College must meet with an Academic and Career Success Center (ACSC) counselor (or designee) to receive information on the withdrawal process. An Official Notice of Student Withdrawal is then completed. Through signatures obtained by the student, the form indicates that the appropriate representatives of the ACSC, Students Accounts Office, Financial Aid Office, Residence Life and Library are aware of the student’s withdrawal. The withdrawal process will not be considered complete until the form is completed and returned to the ASCS with signatures from both the student and a designated Department representative.
* Potential refunds are determined by the refund schedule which is included in the current year’s College Catalog in the Expense Section under Student Withdrawals.
* Students who withdraw from the College after the Friday following the 7th full week of classes (midterm) according to the academic calendar, will not be eligible for re-admission until they have been away from the college for one semester. Students may appeal this policy to the Withdrawal Appeals Committee through the Director of the ASCS, if and only if they have followed the proper withdrawal procedures listed above. Medical Withdrawals.

 **2. Medical Withdrawals:**

* In addition to following the procedure listed above under Non-Medical Withdrawals, a student who intends to seek a Medical Withdrawal must state their intention to do so during the interview with an appropriate Department representative. A student seeking a medical withdrawal will be referred to a representative of the Medical, Academic, Psychiatric (MAP) Committee, either the Director of Student Health Services, the Director of Student Counseling, or the Director of Accommodative Services, to complete a Medical Withdrawal Classification Request Form and receive further information.
* Withdrawals will not be processed as a medical withdrawal until the required medical withdrawal paperwork is complete. Students have 30 days to return the necessary paperwork. After this date, the withdrawal will be processed as a non-medical withdrawal. The student must return the appropriate medical documentation within 29 days from the date of withdrawal. The members of the MAP Committee will use their professional judgment and due diligence to determine whether the documentation supports the request for a medical withdrawal. The MAP Committee will then report its official findings accordingly per standing College policy within 30 days from the date of withdrawal. If no paperwork is received, or if the medical classification is not approved by the MAP Committee, the withdrawal will be processed as a **non-medical** withdrawal.
* Medical Withdrawals may qualify for a tuition and program fee refund. To qualify, the medical withdrawal process must be initiated on or before the 8th Friday of the semester according to the academic calendar, and completed within the 30-day time limit. Tuition and program fees for a medical withdrawal applied for on or after the Monday of the mid-point of the semester/session will be refunded according to the withdrawal refund schedule as stated in the current year’s catalog under Student Withdrawals in the Expenses section. Room and Board charges will be pro-rated according to the refund schedule, whether the withdrawal occurs before or after midterm.

**Re-entry:**

* Students withdrawing from the College as a result of physical and/or mental health conditions must apply through the MAP Committee to return to the College. While this can be as soon as the semester/session immediately following withdrawal, students should be sure they are able to manage their academic load. All medically-withdrawn students applying for re-entry to the College must submit medical clearance from their physician (physical health) and/or a licensed mental health professional (mental health), attesting that the student is returning to the College in good health and is medically prepared to resume full-time. This must then be approved by the MAP Committee. No student will be allowed to re-enroll until this process is complete.

**Medical Withdrawal Criteria**

Each case is considered on an individual basis. The MAP Committee weighs documentation, professional judgment, and the student’s encounters with professionals while at PSC to arrive at the final decision. Following is a list of possible reasons why a student might qualify for a medical withdrawal.

* Severe accident with prolonged recovery
* Severe illness
* Severe complications
* Multiple severe medical conditions
* New diagnosis of life threatening cancer
* Surgery
* Premature labor
* Infectious disease/complications from sexual or other
* Severe psychological conditions requiring hospitalization or intensive outpatient care for extended period of time
* Traumatic event (death of a close friend, family, acts of violence, etc.)