

**ST. JOSEPH'S COLLEGE OF NURSING  
at St. Joseph's Hospital  
Syracuse, NY**

**WITHDRAWAL POLICY**

If a student wishes to withdraw from any course or the program for personal, medical or academic reasons, a written request identifying the reason for the withdrawal must be submitted to the Vice President/Dean of the College. A meeting will then be scheduled.

A student withdrawing prior to the designated drop date (see SJHCON Drop Dates) will receive a "W" on his or her transcript.

A student withdrawing after the designated drop date (see SJHCON Drop Dates) will receive a "W/P" if he/she is in good academic/clinical standing or a "W/F" if he/she is not in good academic/clinical standing. A "W/F" will be calculated into the student's grade point average as an "F".

A student wishing to withdraw from a Le Moyne College course must fill out a "Drop Course" form, which may be obtained from and returned to the St. Joseph's Registrar.

Faculty Approved: June 2016  
Revised: May 2016  
Reviewed: February 2013

**ADMINISTRATION**