



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

SJCON POLICY: WITHDRAWAL POLICY

PURPOSE: Provide guidance on withdrawal procedure.

If a student wishes to withdraw from a course or the program for personal, medical, or academic reasons, they must complete a [Change in Status Form](#). The date of withdrawal is based on official notification to the College or last date of attendance at an academically related activity. Any student considering a withdrawal, should consult with the Financial Aid Office to determine how their financial aid will be affected. The Student Success Coordinator will review with Financial Aid and the Bursar office for approval.

A student withdrawing prior to the designated drop date (see SJCON Academic Calendar) will receive a W (withdraw) on the transcript. A student withdrawing after the designated drop date will receive a grade of WP (withdraw passing) if in good academic and clinical standing. A grade of WF (withdraw failing) will be received if not in good academic and clinical standing. A WF will be calculated into the grade point average as zero points.

A student wishing to withdraw from a Le Moyne College course, must also contact Le Moyne's administration for requests.

WITHDRAW: TUITION REFUND

If the student withdraws, tuition costs will be refunded as shown in the chart below. Fees are separate from tuition and are nonrefundable.

<u>Amount Refunded</u>	<u>Withdrawal Date</u>
100 percent	first week of classes
75 percent	second week of classes
50 percent	third week of classes
25 percent	fourth week of classes
0 percent	fifth week of classes and later

TITLE IV REFUND:

In accordance with the Higher Education Amendments of 1998, a portion of Title IV grant or loan funds must be returned to the Title IV Program upon a student's withdrawal from college. This may result in a student incurring a liability to St. Joseph's College of Nursing after the Title IV funds are returned. Once the institution has determined an official withdrawal date, regulation provides a formula for the calculation of the amount of Title IV aid that the student has "earned" and the school may retain. This will depend on the percentage of the enrollment period that the student has completed up to withdrawal. This percentage is calculated by dividing the number of calendar days (not weeks) completed by the total number of calendar days in the period. Up through the 60% point of the enrollment period, the student is eligible for the actual percentage of aid the calculation provides. After the 60% point of the semester, 100% of the Title IV aid is considered "earned" by the student.

DOCUMENT CONTROL TRACKING FILE

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Document Owner: Dean	
Reviewed by the following:	
Administration Committee	Date: 6/18 7/19 6/20 6/25
Student Development Council	Date: 7/22
Dean's Advisory Council	Date: 10/22
	Date:
	Date:
	Date:
Administrative Approvals:	
Andrew Wolf, EdD, RN, ACNP	
Dean	
Additional Approvals:	
Revisions:	
4/19 Policy placed online	
7/19: Editorial Changes; added Tuition Refund and Title IV sections	
6/20: no revisions	
7/22: Administrative approvals revised. Withdrawal form updated.	
6/2025 No Changes.	
7/2025 Updated link to Microsoft Forms to tie to Progression app	
References:	
Original Date:	Reviewed/Revision Dates: 6/18 7/19 6/20 7/22 10/22 6/2025 7/2025

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