

COLLEGE OF HEALTH PROFESSIONS AND COLLEGE OF NURSING
COURSE WITHDRAWAL

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After the Add/Drop period has ended, students may withdraw from courses up until the last day of classes. Students withdrawing from courses up until the 75% mark of the semester will have a grade of “W” recorded on the transcript. Students withdrawing after 75% of the semester will be graded by the instructor with a grade of “WP” (withdraw passing) or “WF” (withdraw failing). The “WF” grade is calculated the same as an “F” grade. There is a \$20.00 processing fee for any course transaction after the Add/Drop period. In order to withdraw from a course, you must complete the following:

1. Complete steps 1-5 http://www.upstate.edu/currentstudents/records/chns_open_add-drop.pdf as outlined in procedures for “Adding or Dropping Courses.”
2. Remit payment of the \$20.00 late fee to the Office of the Bursar.