Forms

For STUDENTS

Online Transcript Request

The Office of the Registrar has implemented a new electronic transcript request and fulfillment process that offers advanced security features and improved efficiency and speed. [Requests can be made online 24/7,](#) and you will have access to real-time, end-to-end tracking that shows when the transcript request was fulfilled and when it is received. As a result of the new process, average transcript delivery will be within hours of the request. Transcripts will be provided at a charge of $12, which helps cover the cost of the added security and other enhanced features of the new system. Requests for electronic copies do not carry an additional charge. However, there is an additional charge of $2.50 for U.S. domestic delivery and $5 for international delivery for paper transcripts. **Please make sure that your final grades have been posted before ordering your transcript to avoid incomplete transcripts and the expense of ordering additional transcripts. More information is available on our [Transcript Request Page](#)**.

Drop/ Withdraw

Drop or Withdraw from a Course

Drop a Course

[Spring 2025 Drop Form](#) (Deadline April 11, 2025 — spring semester courses only. This drop deadline does not pertain to

full-year and spring courses in a linked sequence.)

The official drop dates for the fall/yearlong semester classes and the spring semester are posted on the [Drop/Withdrawals page](#) on our website.

If the signed Drop Form is received up to and including on the actual drop date, the course will be dropped and the financial responsibility will be removed. A refund will be processed if payment has been received and an email notification is generated to notify the parent, student and instructor that the drop request has been officially processed.

Exceptions to the Drop Deadline:

- student is ill and cannot complete the class (note from physician required)
- student moved out of the district (documentation from Guidance required)

Withdraw from a Course

[Spring 2025 Withdrawal Form](#) (Deadline May 9, 2025 – for spring semester courses, spring courses in a linked sequence and full-year courses.)

The official withdrawal dates for the fall/yearlong semester classes and the spring semester are posted on the [Drop/Withdrawals page](#) on our website.

After the official SU drop deadline, the student has the option to withdraw from the SU course they are officially registered in. A withdrawal form must be completed with the required three signatures; it must be mailed or faxed to the Project Advance office by the due date. No refunds are issued and the parent/guardian remains financially responsible for any outstanding balance on the account. An email notification is generated to notify the parent, student and instructor that

the withdrawal request has been officially processed. Please note: If the Project Advance office does not have the withdrawal form on file prior to grades being entered, the Instructor of record will have no alternative but to assign the grade that was earned.

Tuition Assistance

Limited tuition assistance is available for students with urgent financial need. Parents or guardians must complete the form, then return it with all supporting documents to the SUPA office for approval.

[Student Tuition Assistance Application Form](#)

Petition and Prerequisite Forms

Certain courses require a petition or perquisite form to be completed, submitted and approved before you can be registered for Syracuse University credit. Visit the page below to find the applicable form.

[Petition and Prerequisite Forms Page](#)

For TEACHERS/ADMINISTRATORS

Application Form for Summer Institute

For full application process, please go to the [teacher application page](#).

[Letter of Recommendation Form](#)

Successful completion of the Summer Institute training program is the first step to becoming a SUPA instructor. Applications and supporting documents are due June 1.

Administrative Access

[Administrator PASS Request Form](#)

For access to PASS for Administrators, download, complete, and return the Admin PASS Request.

[Syracuse University Library Access Request Form](#)

[Turn It In Permission Form](#)

Scholarship Application Form

[SUPA Scholarship Application Form](#)

Project Advance can provide some tuition assistance for teachers who are currently enrolled or want to enroll in further graduate studies in their field.