



Syracuse University

Project Advance

**STUDENT GUIDE**  
**2023-2024**





# WELCOME!

## Welcome to Syracuse University!

Through Project Advance, a partnership program between Syracuse University and your school district, you have the unique opportunity to get a taste of college while still in high school and to prepare yourself academically for its challenges. Enrolling in introductory Syracuse University courses before you begin full-time college study also demonstrates to admissions representatives and others that you are a motivated and serious student who expects the best for yourself and your education.

This student guide contains important information regarding the Syracuse University courses you are taking, including registration-related policies and transfer credit information. As an officially registered non-matriculated, i.e., non-degree-seeking, Syracuse University student, you should become familiar with the policies and procedures contained within this guide and refer to it as necessary throughout your time as a SUPA student. If you ever have a question that is not answered here, please do not hesitate to request assistance from your instructor or the Project Advance office.

We hope that taking Syracuse University courses with Project Advance will inspire you the way it has inspired so many of our graduates.

We wish you the best of luck with your coursework this year and in the years to come.

Christina Parish, Ph.D.  
Director, Project Advance



# CONTENTS

Welcome.....	2
Why SUPA?.....	4
Student Eligibility and Status.....	4
Course Registration.....	4
Tuition.....	5
Dropping a Course.....	5
Withdrawing From a Course.....	6
Academic advising and Course Load.....	6
Being Successful in Your SU Course(s).....	6
Grades .....	6
Credit Hours and GPA .....	7
Credit Recognition .....	7
Transcripts .....	8
Transcript Requests .....	8
How to Transfer Credits .....	9
Course Feedback and Alumni Surveys .....	10
Student Privacy Rights.....	10
Academic Accommodations and Disability Services... ..	10
Code of Student Conduct .....	11
Academic Integrity .....	11
Student Grievances .....	11
Grade Appeals .....	11
Library Privileges and Access .....	12
Helpful Reminders .....	12
Useful Links .....	13
Registrar’s Calendar and Registration Guide.....	14

## Why Syracuse University Project Advance (SUPA)?

Established in 1972, Syracuse University Project Advance is a premier concurrent enrollment program and one of the oldest and largest programs of its kind in the United States. Through our program, qualified high school students have the opportunity to take Syracuse University courses during their regular high school day and earn college credit.

As a student in the program, you are in good company. Project Advance enrolls over 12,000 high school students from across the northeast and internationally in Syracuse University courses annually. Your classroom regardless of location is an extension of Syracuse University, and the courses that you take are the same Syracuse University courses that students experience on our own campus. Syracuse University faculty provide academic oversight for these courses, and your teacher has been appointed by the University to serve as an adjunct instructor for your course.

There are numerous benefits to enrolling in a Syracuse University course while in high school. By experiencing the rigor and expectations of university coursework, you can prepare for the academic challenges of college while receiving significant savings on tuition. Additionally, you can develop the academic skills that will help you succeed in college and have the opportunity to explore stimulating classes that may inspire a new college or career path. The vast majority of students also can transfer their course credits to the college of their choice (for more information, see section “How to Transfer Credits” on page 9 of this document).

Best of all is the opportunity to interact with world-class faculty from a top-tier research university. Wherever your future academic career takes you, the knowledge and skills you receive from taking a Syracuse University course can benefit you greatly.

## Student Eligibility and Status

Course offerings (see [supa.syr.edu/courses](http://supa.syr.edu/courses) for listing) are normally restricted to qualified high school seniors. However, students in their junior year are sometimes permitted to enroll in Project Advance sections of Syracuse University courses with approval from the appropriate Project Advance administrator and University faculty liaison. Students are required to satisfy any course prerequisites prior to registration.

When you register for Syracuse University courses through Project Advance, you become a part-time, non-matriculated student at the University. The Registrar’s Office will maintain

your academic records for the SU course(s) you take, just as it does for all Syracuse University students. *Note: Enrollment as a non-matriculated student in Project Advance does not qualify as, imply, or guarantee acceptance into a degree program at Syracuse University.*

As an officially registered non-matriculated student of Syracuse University, you will receive a Syracuse University identification number (SUID). This number permits you to use the SU libraries, pay for courses online, register for future classes, and eventually request official transcripts.

## SUPA FACTS

- Established in 1972
- Accredited by NACEP
- 50 SU courses Offered
- Over 800 Certified Instructors

## Course Registration

Students apply to register for Syracuse University courses using the Project Advance online portal ([pass.supa.syr.edu](http://pass.supa.syr.edu)). Registration must occur within the official Syracuse University registration period. Please see “Registrar’s Calendar” at the end of this document. A hard copy of the application form must be printed, signed by both the student and a parent/guardian and returned to either the high school instructor or sent directly to the Project Advance office. **The student will not be officially registered for the SU course until full payment of the course tuition has been received by the Project Advance office by the payment deadline!** Complete registration instructions can be found on our website at [supa.syr.edu/register](http://supa.syr.edu/register).

Only those students intending to register for Syracuse University credit should complete the online application form. Even if you are applying for more than one Syracuse University course you should complete only one application form per semester. Your application is not complete and you are not officially registered for a Syracuse University course(s) until the SUPA office receives your signed form for processing and you have paid the full tuition by the payment deadline.

**Syracuse University prohibits retroactive registration for SU courses after the registration deadline has passed.** Students are provided ample time to register for (and drop) Syracuse University courses through Project Advance.

The University reserves the right to cancel course sections with low or over enrollment. School partners are provided departmental guidelines for minimum and maximum class sizes for SU courses. In the event of a course section cancellation, students will be refunded 100 percent of any tuition previously collected.



## Tuition

Registering for a Syracuse University course incurs a financial obligation to the University. Tuition is based on the number of credits designated for your Syracuse University courses at the current rate of \$115.00 per credit hour. This represents a significant savings compared to the current tuition for students matriculated at Syracuse University.

Tuition increases are at the discretion of the University. Project Advance will notify school partners of any changes to the tuition in advance of the start of the semester for which the changes apply.

## Tuition Assistance

Project Advance does not want cost to be a barrier for students and their families. Need-based tuition assistance is available for students who qualify (e.g., students eligible under federal guidelines for free and reduced lunch based on household income). Please visit [supa.syr.edu/tuition](http://supa.syr.edu/tuition) for more information on payments and aid, and to find any needed forms. Tuition assistance applications are due by the deadline posted on the academic calendar.

Once the application for tuition assistance is received and processed, the applicant will receive notification of a decision. An adjusted invoice will be sent reflecting any tuition assistance awarded.

## Payment Procedures

The total tuition that will be charged for courses will be shown on the application that is signed by the student and parent/guardian. Once the application has been received and processed, an invoice will be generated for the total cost of your tuition (as determined by the course(s) you registered for) and mailed to your parent/guardian at the address provided on the registration form. Tuition payments must be received at the Project Advance office by the due date printed on the invoice. Tuition for full-year and fall semester courses is due November 1st, and tuition for spring semester courses is due April 1st. If the full tuition is not received by the payment deadline, the student will be removed from the SU course roster and eligible for high school credit only. Any partial payments received will be refunded.

Questions about tuition, tuition assistance or payment procedures can be sent to [supabilling@syr.edu](mailto:supabilling@syr.edu).

## Dropping a Course

If you have any doubts about your readiness for the work included in your Syracuse University course, you should consult with your instructor before the drop date. A Syracuse University drop form, signed by you, your instructor, and a parent/guardian, must be submitted to Project Advance on or before the official University drop date. The University's regulations concerning dropping a course, described below, apply to all Syracuse University students. Dropping a course with a school guidance department or instructor DOES NOT remove you from the Syracuse University course roster. You will remain a registered Syracuse student until Project Advance receives your drop request documentation.

To drop a course you must complete a drop form (available from your instructor or our website, [supa.syr.edu/forms](http://supa.syr.edu/forms)), obtain the required signatures, and mail or fax it to the Project Advance office. **This will remove you from the course roster and remove all financial obligations to the University.** Any payments will be refunded. Please refer to the registrar's calendar at [supa.syr.edu/register](http://supa.syr.edu/register) for the specific dates when you can voluntarily drop courses and still receive a 100 percent refund. Syracuse University will not issue tuition refunds after these dates.

If your family moves out of the district or if a major illness or accident requires you to drop all high school courses for an extended period after the drop period, you may be eligible for an involuntary drop and 100 percent tuition refund. Students dropping course(s) under these conditions do not receive any Syracuse University credit for the work completed. Involuntary drops or withdrawals are evaluated by the University on a case-by-case basis.



Syracuse University reserves the right to enact an administrative drop for students who are absent from class for an extended period of time and cannot meet the participation requirements of a course for reasons other than a documented disability, e.g., for a school suspension.

## Withdrawing from a Course

After the official Syracuse University drop deadline you may not drop a course, but you may withdraw from a course. To withdraw from a course you must complete a withdrawal form (available from your instructor or our website, [supa.syr.edu/forms](http://supa.syr.edu/forms)); obtain the required signatures; and email, mail or fax it to the Project Advance office. The symbol WD (withdrew) is recorded on your transcript. The option of withdrawing from a course and having a WD instead of a grade recorded on your Syracuse University transcript extends to 2-3 weeks before the last day of classes. If you withdraw from the first semester of calculus, statistics, chemistry or physics, or receive a failing grade for one of those courses, you will not be eligible to enroll in the second course of the sequence. If you repeat courses or units of courses for any reason, both grades will appear on your transcript but only the later grade will be calculated in your grade point average.

**NOTE: Withdrawal from a course after the official drop deadline does not remove the student/parent financial obligation to the University; it only removes the course grade.**

## Academic Advising and Course Load

Transitioning to a college course can be quite challenging. When you enroll in a Syracuse University course(s) through Project Advance as a non-matriculated student, you are held to the same academic standards as matriculated Syracuse University students. College courses require time management skills, greater responsibility and independence on your part, and the ability to be self-reflective. Be sure to consult with your school counselor, academic advisor, or the course instructor prior to registration to see which Syracuse University courses might be the right fit for your academic interests or future program of study, as well as how many advanced courses you can manage successfully based on your overall course schedule and other responsibilities and activities.

Matriculated students at Syracuse University who are attending full-time are considered to be carrying a full course load when

they register for 12 or more credits per semester. Given the rigor and additional preparation required for these University courses, we do not advise students at partner high schools to take more than 2-3 Syracuse University courses (6-12 credit hours) per semester in order to ensure that they will be successful in their studies, particularly if they are taking other advanced courses and involved in various extracurricular activities. Project Advance students are not permitted to register for more than 19 credits per semester.

## Being Successful in Your SU Course(s)

The course learning objectives, assessment standards, and required texts for your Syracuse University course are the same regardless of where the course is offered, and the syllabus—which outlines University and course-specific policies, assessments, and the course schedule—is overseen by the SU faculty. It's important to note that college coursework is typically more rigorous and faster-paced than students may be accustomed to and will require different habits of mind and study skills.



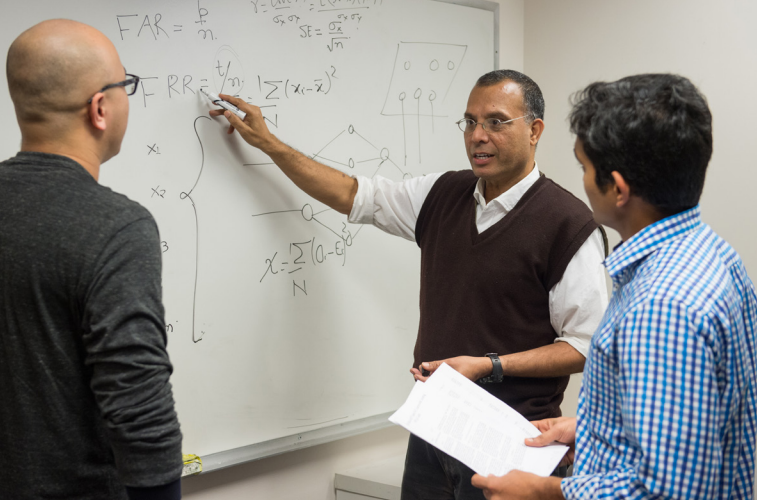
All Syracuse University instructors are required to provide students with a course syllabus, generally during the first week or day of classes. Be sure to read through the course syllabus and calendar carefully as this document outlines your responsibilities as a student

in the course, including deadlines for major assignments, and allows you to be prepared to succeed in the course and to manage your time and priorities more effectively. Students who are successful in Syracuse University courses tend to be organized, motivated, innovative, flexible, and active learners. If your instructor does not distribute a SU course syllabus to the class at the beginning of the course, ask them for your copy. Saving a copy of your course syllabus can also come in handy when it's time to seek transfer credit recognition for your SU course at another institution.

## Grades

Students enrolling in Syracuse University courses through Project Advance normally obtain high school credit in addition to university credit for the courses. The assessment standards used to determine your Syracuse University grades are the same as those used on the SU campus. If your school assigns a high school grade in addition to the Syracuse University grade, that grade is determined in accordance with the grading criteria established by your high school. Syracuse University grades range from A-F. Other University grade designations are as follows:





**I (Incomplete with Default Grade)** Students may request an Incomplete if they have exceptional circumstances that prevent them from fulfilling all course requirements on time. An Incomplete Grade Request must be approved by the instructor, with all requirements and provisions agreed upon beforehand. This option is only available to students who are taking a fall semester class. Incomplete is not an option if the student has not completed enough work on which to base a grade.

The student's Default Grade becomes their final SU course grade if they do not submit the assigned work by the agreed upon deadline. The Default Grade is calculated based on all student work completed up to the time of their Incomplete request, with the instructor counting any unsubmitted work as zero.

**WD (Withdrawal)** The option of withdrawing extends to 2-3 weeks before the last day of classes — this does not remove your financial responsibility to Syracuse University for the outstanding balance.

## Credit Hours and GPA

At most colleges and universities, each course you take is assigned a number of credit hours. Some courses are “worth” three credit hours, some four, etc., based on the amount of time the class meets. Undergraduate programs of study at most colleges require students to accumulate at least a minimum number of credit hours (usually 120 to 122 at four-year institutions) that include a specified combination of courses in your major, courses that fulfill institutional requirements, and elective courses you choose to take. Often, course credit (hours) taken at one college or university can be transferred to another and applied toward degree requirements. Upon successful completion of the Syracuse University courses you enroll in through Project Advance, you will have earned course credits from Syracuse University.

Most colleges and universities do not factor in the grades earned in courses accepted for transfer credit when they calculate a student's GPA (grade point average) at their own

institution. Instead, grades are more typically used to assess the quality of a student's performance, and a C or higher grade is usually necessary for course credit transfer.

However, if you are planning to matriculate at Syracuse University after high school, the grade that you earn in your Syracuse University course is part of your permanent record at SU and will count towards your GPA. A low GPA can impact your financial assistance eligibility, internship opportunities, etc., and so it is important to remember when taking these courses that these are *actual* Syracuse University courses and not college prep courses. Once you matriculate at Syracuse University, the only way to change an unsatisfactory grade is to petition to retake the course and have the course “flagged” on your transcript. In addition, Syracuse University courses taken through Project Advance will not necessarily count towards your major; consult with your academic advisor if you have questions about how specific courses fit into your program of study.

For students attending other postsecondary institutions who may have concerns about grades earned in Syracuse University courses taken through Project Advance, contact the registrar at the college you choose to attend for information.

## Credit Recognition

Syracuse University cannot guarantee that third party institutions will recognize credits earned through Project Advance. Credit recognition remains the exclusive prerogative of the institution granting it. College policies vary in regard to course credit transfer, may be changed from year to year, and may be applied differently from student to student.

Many factors affect the decision to accept transfer credit, including the grade the student earned in the course. In most cases, colleges will accept courses in which you've earned a C or better and that are a good match for those available on that campus. Courses that differ from those the college offers may also be transferred, usually as electives.

Colleges and universities can recognize coursework taken at other institutions in several ways as follows:

**Credit Recognition** - Based on the student's transcript, which is proof that he or she has completed college coursework, institutions may transfer the credit hours into the student's program of study, reducing the number of credit hours the student must complete to graduate. Syracuse University, as most colleges and universities in the U.S., functions on a semester system with most courses earning three or four credit hours. Credit transfer to other semester-based institutions will generally be credit for credit. Institutions using quarter or other systems usually have policies to prorate credit hours from semester-based institutions.

*Fulfillment of Prerequisite Requirements* - Many of the Syracuse University courses students take through Project Advance are the introductory course in their discipline and as such are often prerequisites for more advanced courses. Students who wish to use courses taken through Project Advance in this way should be sure to let their academic advisor know when planning their class schedule.

*Fulfillment of General Education/Distribution Requirements* - Most colleges and universities have General Education requirements. These are a group of broad, entry-level classes to satisfy a university's standard for creating a diverse, well-rounded student body. Typically, it's a list of classes that you choose from, and practically every college will require you to take them. Many students use courses taken through Project Advance to fulfill portions of their General Education requirements. Students should read the catalog of the college they are attending to learn what the requirements are for the degree program they intend to pursue and if their SU course(s) might be applicable. They should not assume that academic advisors will necessarily identify all of the ways the transferred courses might be used without prompting.

*Fulfillment of Requirements for a Major or Minor Program of Study* - In addition to the credit hour and general education requirements students must also complete a required number of courses within each major or minor they choose to pursue. Courses completed through Project Advance can often be used as part of these courses. Students should speak with their academic advisor when choosing or changing their major or considering adding a second major or a minor.

All of these forms of recognition may be granted individually or in combination. Credit transfer can allow students to stay on schedule to graduate on time even if they choose to carry a lighter course load at some point, while the other forms of recognition can be used to add a second major or a minor and still graduate on time.

## Transcripts

Students who officially register for and complete a Syracuse University course through Project Advance are eligible to request an official Syracuse University transcript. A transcript is an official record of the grade and credits earned from Syracuse University. Students must request a transcript be sent to the college or university of their choice to begin the credit transfer process.

## Transcript Requests

Requesting that a transcript be sent to your college is the most important action you must take in seeking recognition for your Syracuse University coursework. Your transcript (a record of all



of your Syracuse University courses) will not be sent automatically to your college or university. Your request must go through the Syracuse University Registrar's Office, not the Project Advance office.

### **You can have an official transcript sent by following these procedures:**

1. Find out exactly where your college wants the transcript to be sent (the admissions office, the registrar's office, etc.). You can get this information from your college application, the college catalog, or the college admissions office. You will need this information when you request your transcript.
2. The Office of the Registrar has implemented an [electronic transcript request and fulfillment process via Parchment](#) 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.



Go to [supa.syr.edu/transcripts](https://supa.syr.edu/transcripts) for the link to the online ordering system and for instructions on how to order your official Syracuse University transcript.

**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.**

You will receive an email from Project Advance when your grade has been officially submitted by your instructor. You can log into MySlice to check your grade with your assigned NetID. See [supa.syr.edu/transcripts](https://supa.syr.edu/transcripts) for detailed instructions on ordering transcripts.

3. Syracuse University policy and federal law protect access to student records. You are the only person authorized to request that an official Syracuse University transcript be sent to your chosen college or university and the request must be made according to the procedure detailed above. Transcripts will not be sent in response to requests made by telephone, by e-mail, or by an individual other than you.

4. Check with the person or office where you had your transcript sent to make sure it arrived.

5. Do not try to negotiate credit transfer before your college has received your transcript.

6. If your college is reluctant to recognize your Syracuse University courses (in one of the ways outlined above), contact our office in writing, by phone or e-mail:

Syracuse University Project Advance  
400 Ostrom Avenue  
Syracuse NY 13244-3250  
315-443-2404  
e-mail: [supahelp@syr.edu](mailto:supahelp@syr.edu)

Be sure to find out the reason for your college's reluctance to grant transfer credit recognition; the more information we have, the more useful we can be. Although we can't require other colleges to accept Syracuse University course credit, we can write letters and/or make phone calls on your behalf.

## How to Transfer Credits

Students should request an official Syracuse University transcript through Parchment (see previous section "Transcript Requests"). When you request a transcript, you can have it sent to any school or college of your choice. It is then up to that school to decide what, if any, recognition they will grant for your coursework.

Increasingly, transfer credit decisions for some combination of degree credit, requirement exemption, and/or placement are made case by case, based on the work the student can show they did in the course. Even at schools where transfer credit is not normally granted, you may be able to negotiate recognition for your Syracuse University coursework. Keep all of your course materials, including portfolios and your syllabi, so you can show them to college officials who ask for more information before accepting your transfer credit.

The most important person to talk with about transfer credit is the person at your institution who has the power to make transfer credit decisions. That person varies from institution to institution. Begin by asking your academic advisor whom to see. If your advisor doesn't know, talk with a college official such as a dean or department chairperson.

### Need Credit Transfer Help?

Visit [supa.syr.edu/transfer](https://supa.syr.edu/transfer) for tips and a printable flyer for more information

Some things to remember:

- The chairperson of the academic department relevant to your course may be the most helpful in your effort to gain recognition for your SU coursework;
- Admissions representatives usually do not have the authority to make transfer credit decisions;
- Registrars typically do not make transfer credit policy. Their role is to interpret and administer policies established by their academic departments or their institution's faculty senate.

It is important to refer to the courses you took as 'Syracuse University' courses, not as 'Project Advance' or 'SUPA' courses. There is no such thing as a Project Advance course. When you meet with the faculty member or college official who will make the decision about your Syracuse University course(s), you should bring your course syllabi or manuals, course descriptions and, if appropriate, your student portfolios from the Syracuse University courses you took. Course descriptions can be downloaded from the Project Advance web site, [supa.syr.edu/courses](https://supa.syr.edu/courses). Bring these with you as well.

If your college or university will not transfer your Syracuse University course credits after you have (1) sent your transcript; (2) talked with the appropriate college official(s); (3) shown your syllabus and course portfolio to the appropriate official(s); and (4) contacted the Project Advance staff for other recommended actions to take, you may need to resign yourself to the fact that some institutions, for various reasons, simply will not accept the transfer credit.

If you are unable to receive any form of recognition for your Syracuse University course(s) taken through SUPA, remember that the experience was not wasted. First of all, that credit and the educational experience are always yours. If for some reason you transfer to a different school, you may be able to transfer the credit to that institution. Also, the academic skills you developed during the courses will likely help you be more successful when you attend college. If you ever leave college for some reason, the work you completed at SU will always be there for you. Whatever your situation, the coursework you took from Syracuse University will serve you well throughout your life.

## Course Feedback and SUPA Alumni Surveys

At the conclusion of your Syracuse University course, you will be asked to complete a Course Feedback form. This is the same process that occurs on campus for every section of every course that is offered at Syracuse University. The information provided by student ratings is used for purposes of improving teaching practices and ultimately student learning. Responses remain anonymous.



After you leave high school, Project Advance will periodically send out additional surveys asking for your input. **Please strongly consider completing these surveys!** Project Advance uses the feedback to make continuous improvements in our program, and the surveys provide data that is critical for advocating for transfer credit recognition for our SUPA students at other institutions.

## Student Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) protects the privacy of students’ educational records, including, for example, student ID information, course grades, and financial aid information, for any institution receiving federal funding. Syracuse University fully complies with FERPA and its implementing regulations.

**Please be aware that when a student enrolls in a postsecondary institution (e.g., college or university), regardless of their age, the privacy and access rights afforded by FERPA transfer from the student’s parents to the student. This means that Project Advance students have the right to control access to their education records that are created and maintained by Syracuse University.** FERPA permits parental access to a student’s information without prior permission of the student when proof of dependency status has been pro-

vided to the Office of the Registrar, and in certain other limited circumstances. Students registering for Syracuse University courses through Project Advance provide their consent on the course application form authorizing their parent/guardian to have access to their financial records and to make payments on their behalf.

For more information regarding your rights as they relate to FERPA, see Syracuse University’s Policy Statement at <http://registrar.syr.edu/students/student-privacy-rights/>.

## Academic Accommodations and Disability Services

Syracuse University is committed to access and inclusion for all Syracuse University students with disabilities in adherence with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. Disability-related information will be treated in a confidential manner in accordance with federal and state regulations.

If you have specific accommodation needs related to your Syracuse University courses, be sure to speak with your course instructor at the start of the semester to ensure access to the appropriate resources. Most, if not all, Syracuse University instructors include a statement in their course syllabi similar to this:

Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. My goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, I invite any student to meet with me to discuss additional strategies beyond accommodations that may be helpful to your success.

Partner high schools are encouraged to contact the Project Advance office to assist with providing resources, e.g., alternate-text formatting, to ensure equal opportunity for students enrolled in Syracuse University courses. If after following established procedures at your school, you require additional assistance, you or your instructor should contact the Project Advance office at (315) 443-2404.



## Code of Student Conduct

All Syracuse University students, including non-matriculated SUPA students taking Syracuse University courses for college credit, are required to adhere to the responsibilities outlined in the Syracuse University Code of Student Conduct, <https://policies.syr.edu/policies/academic-rules-student-responsibilities-and-services/code-of-student-conduct/>. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in our community and to the educational mission of the institution. Syracuse University takes very seriously violations of the Code of Student Conduct, including acts of academic dishonesty.

## Academic Integrity

Academic integrity is a core value of Syracuse University and central to its educational mission: to foster high-quality learning, teaching and research, endeavors that are premised on individual intellectual and creative work and that require a commitment to the values of honesty, trustworthiness, fairness, respect and responsibility. These values are essential to the overall success of any academic institution, including Syracuse University.

Syracuse University's Academic Integrity policy reflects the high value that the university community places on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities.

It is your responsibility as a Syracuse University student to learn about course-specific expectations, as well as about university-wide academic integrity expectations. Under the current policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered.

Information about the policy is provided when you register for a course through Project Advance as well as in your instructor's Syracuse University syllabus. If you are unclear about any aspect of the policy or about what constitutes academic dishonesty, be sure to speak with your teacher at the start of the semester. Instructors are required to report academic integrity violations by Syracuse University students to the University.

**Except under extraordinary circumstances, students may not drop or withdraw from a course while a suspected violation is under review.** Refer to Syracuse University's Academic

Integrity Policy for further details about how cases are reported, reviewed, and decided and your rights as a student ([Syracuse University Academic Integrity Policy](#)).

## Student Grievances

### Discrimination or Harassment

The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Sexual harassment and sexual violence are forms of sex-based discrimination and are prohibited.

Complaints of discrimination or harassment, including complaints of sexual misconduct, should be reported to the applicable school officer at your high school, or local law enforcement. If additional assistance is needed, you may contact the Director of Project Advance at (315) 443-2404.

## Grade Appeals

1. The assignment of grades at Syracuse University is the responsibility of the faculty instructor of record; once assigned by the instructor of record, a grade cannot be changed without their consent, except by due process as detailed below.

2. A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. *Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal.* Valid grounds can arise, e.g., when an instructor fails to provide or implement uniform and consistent standards or bases an assessment on criteria other than academic performance.

3. *The appeal process for a grade dispute begins with the instructor of record at the high school.* Failure to comply with this may be grounds for denial of subsequent appeals.

4. If you are not able to resolve the grade dispute with the instructor of record, *the next level of appeal is the Syracuse University Project Advance Faculty Liaison for the course.* Appeals at this level and any subsequent levels must be submitted in writing, along with any supporting documentation. Contact the SUPA office for assistance identifying the appropriate Syracuse University faculty liaison.

5. If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: 1) the instructor of record at the high school, 2) SU faculty member in charge of the course (i.e., SUPA

Faculty Liaison), 3) the SU department chair of the faculty member, 4) the SU dean of the department chair. The SUPA office is available to direct the student to the appropriate office on campus.

6. At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute.

7. A decision may be reached if both student and instructor agree. If such a decision cannot be reached and all of the previous levels in succession have been consulted, a panel designed by the college for this purpose shall hear the case. The College Panel, after reviewing the basic facts of the case may either decline to hear the case or decide to hear the case. Upon hearing the case and after due deliberation, the Panel may deny the appeal or authorize the Registrar to change the grade, among other possible remedies.

[8. Refer to the Syracuse University Grade Appeals process in full as outlined in Section 8.4.6 of the Academic Rules in the online Undergraduate Catalog.](#)

9. Any appeal beyond the instructor of record must be initiated in writing to either the SUPA Director or the Faculty Liaison for the SU course before the last day of classes of the academic year semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought.

## Library Privileges and Access

Students who officially register are able to utilize the Syracuse University Library system, including access to online databases and journals.

Serving over one million visitors annually, the SU Libraries offer extensive print and online collections in a wide range of formats, knowledgeable librarians and staff, and up-to-date technology in support of all SU academic programs. With over 500 research databases containing the full text and images from hundreds of thousands of e-books, journals, and newspapers, as well as extensive collections of maps, sound and video recordings, microforms, and a streaming video service, the SU Libraries are a rich resource.

Project Advance students can check out books for 28 days and access the Syracuse University Libraries' licensed database and journal resources from off-campus. When prompted to log in, enter your 10 digit SU I.D. number without spaces as the NetID and enter your last name (all lowercase) as the password.

Note: If your SU I.D. is only 9 digits long, add a zero to the end. Only students who complete the registration process, including making full payment by the payment deadline will continue to have access.

Need help locating materials for a class project or assessing the research value of journals and articles for one of your Syracuse University courses? An SU Librarian is available to assist you. See the Ask Us section of the SU Libraries website at <https://library.syr.edu/>, which outlines the range of options for reference and research help, available in-person, via email, chat, text, or phone. Alternatively, you can go to the library webpage for Project Advance students at <https://research-guides.library.syr.edu/supa>

## Helpful Reminders

To avoid misunderstandings, please review the following clarifications:

- Registering for a Syracuse University course incurs a financial obligation to the University on the part of students/parents;
- Completing an online application does not mean that you are officially registered for SU course credit. SUPA must receive your signed application by the deadline stated in order to complete the registration process, and your full tuition payment must be received by the payment deadline;
- You are not automatically granted admission to Syracuse University upon successful completion of a course taken through Project Advance;
- The Syracuse University transcript certifies college credit earned but does not automatically guarantee its acceptance at any other institution. You and/or your parents are solely responsible for the decision to enroll in Syracuse University courses through Project Advance;
- High school grades for courses taken through Project Advance are determined by criteria established by your high school, while University grades for courses are determined by criteria established by Syracuse University;
- Questions about University grades should be resolved, whenever possible, with the instructor. Together, you and your instructor may refer any unresolved questions to the SU Faculty Liaison, who serves as the academic supervisor for the course;
- You are not entitled to a Syracuse University e-mail address;
- Students are prohibited from retroactively registering for a course after the registration deadline has passed.



## Useful Links

Website:

[supa.syr.edu](http://supa.syr.edu)

Registration Information:

[supa.syr.edu/register](http://supa.syr.edu/register)

Registration Portal:

[pass.supa.syr.edu](http://pass.supa.syr.edu)

Forms:

[supa.syr.edu/forms](http://supa.syr.edu/forms)

Course Listings and Descriptions:

[supa.syr.edu/courses](http://supa.syr.edu/courses)

Transcript Request:

[supa.syr.edu/transcripts](http://supa.syr.edu/transcripts)

Academic Integrity Policy:

<https://class.syr.edu/academic-integrity/>

Syracuse University Libraries

<https://library.syr.edu/index>

## Contact Information:

Syracuse University Project Advance

400 Ostrom Avenue

Syracuse, NY 13244

Phone: (315) 443-2404

Fax: (315) 443-1626

Email: [supahelp@syr.edu](mailto:supahelp@syr.edu)

## 2023-2024 Student Academic Year Calendar and Course Registration Guide

2023-2024 Tuition rate: \$115 per credit hour

Student Registration Dates and Deadlines	Fall 2023	Spring 2024
Online Registration Portal Opens	September 6th	January 29th
Online Registration Portal Closes	September 22nd	February 16th
Signed Application Form Due in SUPA Office <i>Invoices will be sent upon receipt of signed application</i>	September 29th	February 27th
Tuition Assistance Applications Due	September 29th	February 27th
Incomplete Registration Applications Deleted <i>Unsigned or incomplete applications deleted in our system</i>	October 13th	March 25th
<b>TUITION DUE DATE</b> <i>Students who do not pay in full by this date will not be registered for SU course credit. No exceptions. Any partial payments will be refunded after this date.</i>	November 1st	April 1st
Drop Deadline <i>Full refunds given if course dropped by this deadline</i>	November 15th (Fall and year-long)	April 17th (Spring only)
Withdraw Deadline <i>No refunds provided, a grade of "WD" will appear on student transcript</i>	January 5th (2024)	May 10th
Syracuse University Grades Posted <i>Students can view their grades after this date. For instructions, visit <a href="http://supa.syr.edu/transcripts">supa.syr.edu/transcripts</a></i>	2/16/24	6/21/24

### NOTE REGARDING FINANCIAL OBLIGATION:

For a student to be officially registered for an SU course through Project Advance, full payment of the course tuition **MUST** be received by the payment deadline (**FALL= November 1st; Spring= April 1st**). If full payment is not received by the payment deadline, the student will be removed from the Syracuse University class roster and ineligible for college credit for the course.

If the student is officially registered for the SU course and then decides they no longer want SU credit, the student **MUST** submit a Drop Course Form to the Project Advance office by the Drop Deadline of (**Fall 2023 = Nov 15th and Spring 2024 = April 17th**) to receive a full refund.

### SUPA CONTACT INFORMATION, FORMS AND LINKS

#### CONTACT INFORMATION:

Syracuse University Project Advance  
400 Ostrom Ave, Syracuse, NY 13244  
Phone: (315) 443-2404  
Fax: (315) 443-1626 or 2585  
Email: [supahelp@syr.edu](mailto:supahelp@syr.edu)  
Live Chat: <http://supa.syr.edu/livechat/>  
Office Hours: 8:30 AM- 5:00 PM

Registration: [supa.syr.edu/register](http://supa.syr.edu/register)  
Tuition and Payments: [supa.syr.edu/tuition](http://supa.syr.edu/tuition)  
Tuition Assistance: [supa.syr.edu/tuition-assistance](http://supa.syr.edu/tuition-assistance)  
Drops/Withdraws: [supa.syr.edu/forms](http://supa.syr.edu/forms)

Download the full SUPA Student Guide:  
[supa.syr.edu/studentguide](http://supa.syr.edu/studentguide)

**Turn over for Registration Guide**



# Course Registration Guide 2023-2024

Registration Overview at [supa.syr.edu/register](https://supa.syr.edu/register)

Tuition is \$115 per credit hour; eg ECN203 is a 3-credit course so tuition will be \$345

## BEFORE YOU START

All Students (returning and new) will need the following:

- List of ALL courses and their class times you wish to register for.  
If taking multiple SU courses, **only one application should be completed.**
- Student social security number (required for university to comply with federal guidelines)
- Student AND Parent/guardian e-mail addresses and cell phone number.
- A computer where you can download and print a PDF document.

*Please note: we recommend you do NOT use your high school assigned email address, as these are often deleted at the end of the senior year. That can affect your ability to order transcripts after the course is complete.*

## REGISTRATION PROCESS

### STEP 1: REGISTER/LOG IN and SELECT COURSES

NOTE: if you have previously taken an SU course through SUPA, you do NOT have to complete the application again. Simply select "I have filled this form before" and click "login here". Then use your email, SUID and password to log in. Then proceed to "Register for Courses".

- Go to [pass.supa.syr.edu](https://pass.supa.syr.edu).
- Click "High School Student", then "United States of America".
- Click "Register for Courses".
- Fill out the application. When complete, click "Create Application".
- On the left hand side of the screen, click "Register for Courses".
- Select all the courses you wish to register for from the list. You may select more than one.
- When all courses have been selected, click "Register for Selected". You will then have the opportunity to review your selection and remove a course if you want.

### STEP 2: PRINT, SIGN and SUBMIT DOCUMENTS

A parent/guardian signature is required to confirm their consent for you to enroll in a Syracuse University course and to acknowledge responsibility for the associated course tuition.

- Click "Print Application" from the menu on the left hand side. Then click "Download PDF Application".
- Your application will download to your computer where it can be printed, saved or both.
- The application must be signed by **both the student and parent/guardian** and returned to the SUPA instructor or SUPA coordinator.

**You will NOT be officially registered until Project Advance receives your signed application by the registration deadline and your full payment by the payment deadline.**

### TUITION ASSISTANCE

Need-based tuition assistance is available, e.g. for students who meet the federal guidelines for free and reduced lunch based on household income requirements.

If you believe that you might be eligible for tuition assistance, you must submit the tuition assistance form and requested documents by the same deadline as the signed registration application form for consideration.

Please see our website for criteria and forms at:  
[supa.syr.edu/tuition-assistance](https://supa.syr.edu/tuition-assistance)

continued on next page

### **STEP 3: TUITION and PAYMENT**

- Invoices will be sent after the signed registration application is received in our office.
- Students who apply for and receive tuition assistance will receive a new invoice reflecting the adjusted tuition.
- Payment in full is due by the payment deadline listed on the front of this document. Otherwise, students will be removed from the Syracuse University course roster and will not be registered for college credit. Any partial payments will be refunded if this occurs.

### **TUITION and PAYMENTS**

#### **TUITION**

Tuition for Syracuse University courses taken through Project Advance is \$115 per credit hour.

#### **DIRECT BILLED SCHOOLS**

Some schools utilize grants or other funds to pay for their students' Syracuse University course tuition. If your school is one of these "Direct Billed" schools, you will not receive an invoice for your course tuition. However, please note students are still responsible for meeting deadlines for registration, drops and withdraws.

#### **PAYMENT**

Payment can be made through our secure, online system, by check or by credit card over the phone. Please visit [supa.syr.edu/tuition](http://supa.syr.edu/tuition) for more information.

