

# Understanding a SUPA Drop Request 2023-2024

## What does Dropping an SU course mean?

Dropping a course means that you are removing a course you were officially registered in. The dropped course will not appear on your college transcript. Drop request forms are located on the SUPA website.

## What happens when you drop?

A drop will result in a full refund of any tuition paid and it removes the class from your SU record as if it never existed. Your instructor will no longer see you listed on their SU class roster.

## I officially registered for an SU course but my schedule changed and I never attended. Am I still financially responsible?

Yes, not attending the class is not an official drop of the class. SU needs to know that your schedule changed and you are not attending the course prior to the drop date as noted. It is the student's responsibility to notify SUPA of any changes that occur within the high school schedule.

## Can I drop my SU course via email or phone?

No, we must receive the official Drop form signed by student, parent and instructor.

## What if I missed the Drop Deadline?

Please contact the Syracuse University Project Advance Office at 315-443-2404 or email us at [supahelp@syr.edu](mailto:supahelp@syr.edu) if there were changes in your class schedule after the deadline.

## When can you Drop?

### **Fall Only Semester Class** (eg. *ECN 203 / 3 credits*)

If Project Advance receives the signed drop request prior to 11/15/23, you are entitled to a full refund. After 11/15/23 you are no longer eligible to drop the course and no refunds are issued.

### **Yearlong course** (eg. *CHE 113 / 4 credits*)

#### ***Typically registered in the fall semester***

If Project Advance receives the signed drop request prior to Friday, 11/15/23, you are entitled to a full refund. After 11/15/23, you are no longer eligible to drop the course and no refunds are issued.

### **Sequence Class, 1 section in fall and 1 section in spring** (eg. *HST 101/HST 102 / 3 credits each*)

#### ***You register for both in the fall semester as they are linked together.***

If Project Advance receives the signed drop request, typically for both sections prior to 11/15/23, you are entitled to a full refund. After 11/15/23, you are no longer eligible to drop the course and no refunds are issued.

### **Spring Only Semester Class** (eg. *PST 101 / 3 credit*)

#### ***Register in spring semester only***

If Project Advance receives the signed drop request prior to 4/17/24, you are entitled to a full refund. After 4/17/24, you are no longer eligible to drop the course and no refunds are issued.

## **Exceptions / Documentation Required:**

Student is ill an unable to complete the course / Doctor's note required

Student moved out of district / Guidance documentation required

Student graduated early / Guidance documentation required

Questions: Email [suparegistration@syr.edu](mailto:suparegistration@syr.edu)