



Understanding an SU Course Drop Request Through SUPA (2024-25)

What does Dropping an SU course mean?

- Dropping a course means that you are officially unenrolling from 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](tel:315-443-2404) or email us at supahelp@syr.edu if there were changes in your class schedule after the deadline.

When can you Drop?

- For all course types, if Project Advance receives the signed drop request prior to Friday, 11/15/24, you are entitled to a full refund. After 11/15/24 you are no longer eligible to drop the course and no refunds are issued.

Exceptions / Documentation Required

- Student is ill and 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 us: suparegistration@syr.edu