



# Understanding Syracuse University Drop Requests Through SUPA (2025-26)

## 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 can be accessed in the student portal through PASS.

## 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.

## How do I submit a drop request?

- To submit a drop request, the student must log into their PASS student portal and access the drop request form. The student must e-sign and complete the form and also collect e-signatures from their parent/guardian, and the course instructor before submitting the request to the SUPA office.

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

- No, we must receive the completed drop request form e-signed by the 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](mailto: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 November 14, 2025, you are entitled to a full refund. After that deadline 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](mailto:suparegistration@syr.edu)