



# 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?

- Students [log into PASS](#) and click on the "Drop/WD Requests" tile. They select the class they wish to drop and e-sign.
- Parents/Guardians will receive an email with a link to click. They verify the student's date of birth and zip code, then select "Approved" or "Not Approved" from a drop-down menu.
- Instructors log into PASS and click on the "Drop/WD Requests" tile. They review pending drop requests from students and select "Approved" or "Not Approved" from drop-down menu.

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

- No, we must receive the completed drop request form e-signed by the student and approved by the parent/guardian 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?

- You have until April 10, 2026, to complete the drop request for non-linked spring courses. If Project Advance receives the signed drop request prior to April 10, 2026, 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)