Withdrawal Request Form

According to Syracuse University policy, a student can only withdraw from a Spring 2016 course only from 04/16/2016 through 05/20/2016.

If you wish to withdraw from the SU course(s) you have registered for, it is your responsibility, not the instructors, to submit the withdrawal form before the deadline. No withdrawal will be processed via email or telephone notification.

Today’s Date ___________________ High School __________________________

Student Name _____________________________________________________

Course________________________ Date student dropped course_______

Please Note: A withdrawal form does not remove your financial responsibility to the University. Any outstanding balance would still need to be paid and no refunds will be processed.

Student Signature_______________________ Email: __________________________

Parent Signature_______________________ Email: __________________________

Instructor Signature____________________ Email: __________________________

Withdrawal Form requires all three signatures

Return to

• Fax to: 315-443-1626
• Mail to: SU Project Advance 400 Ostrom Ave., Syracuse, NY 13244
• Scanned and emailed to csigny01@syr.edu
• Email notification to be sent when the drop request has been officially processed

Forms available on website – http://supa.syr.edu