

# Syracuse University

## Project Advance

### **Drop/Withdrawal (2019-2020)**

#### **Drop Dates:**

The official drop dates for the fall/yearlong semester classes and the spring semester are posted on the registrar's calendar available on our website.

Fall semester 2019 (includes yearlong courses) - 11/13/19

Spring semester 2020 - 4/10/20

If the signed Drop Form is received up to and including on the actual drop date, the course will be dropped and the financial responsibility will be removed. A refund will be processed if payment has been received and an email notification is generated to notify the parent, student and instructor that the drop request has been officially processed.

#### **Exceptions:**

- student is ill and cannot complete the class (note from physician required)
- student moved out of the district (documentation from Guidance required)

#### **Withdrawal Dates:**

The withdrawal due dates are typically established three weeks before the end of your class. No withdrawal will be processed after the withdrawal deadline. If the Project Advance office does not have the WD form on file prior to grades being entered, the instructor of record will have no alternative but to assign the grade that was earned.

Fall semester 2019 - 1/7/20

Spring semester 2020 - 5/15/20

After the official SU drop deadline the student has the option to withdraw from the SU course. A withdrawal form must be completed with the required signatures; it must be mailed or faxed to the Project Advance office. No refunds are issued and the parent/guardian remains financially responsible for any outstanding balance on the account. An email notification is generated to notify the parent, student and instructor that the withdrawal request has been officially processed.