

It is your responsibility to know your deadlines.

# IMPORTANT DEADLINES \*

# Syracuse University

## Spring 2018

Semester Dates: January 16, 2018 - May, 9 2018

## Office of the Registrar

106 Steele Hall | 315.443.2422 | Email: registrar@syr.edu

Add Deadline **Tues, Jan. 23**

**Form:** Add/Drop

**Purpose:** To add OR drop courses. After today, you are no longer able to add or drop\* courses online via MySlice.

Please double-check your course numbers for accuracy. Errors will cause delays in the processing of your form.

\*UC/ISDP can continue to drop through the WD deadline of 4/17/2018

Grading Option Deadline **Tues, Jan. 30**

**Form:** Grading Option Application

**Purpose:** To elect or rescind a P/F or Audit option. You MUST be registered for the course PRIOR to submitting the form, otherwise the form will be returned to your Home College.

If you should miss the deadline, you will have to petition the request through your Home College or Dept.

Financial Deadline **Tues, Feb. 6**

**Form:** Add/Drop at 100% (5PM EDT\* Deadline)  
\*Eastern Daylight Time

**Purpose:** To add OR drop courses. If you plan to add additional courses to your schedule, this is the deadline you don't want to miss.

\*If you have questions about this deadline, call either your Home College or our Office.

Academic Drop Deadline **Tues, Feb. 6**

**Form:** Add/Drop (5PM EDT\* Deadline)  
\*Eastern Daylight Time

**Purpose:** To drop courses. Courses are dropped at this time to avoid having a "WD" on your academic transcript.

\*If you have questions about this deadline, call either your Home College or our Office.

Withdrawal Deadline **Tues, Apr. 17**

**Form:** 8x11 Petition - You can receive copies from your Dept./Home College **ONLY**

**Purpose:** To withdraw from a course. "WD" marks do not affect your GPA in any way.

\*If you have questions about this deadline, call either your Home College or our Office.

### GRADUATING IN 2018?

You must file your diploma request on MySlice (Student Services/File Diploma Request)

Diploma covers are available for Associate's, Bachelor's, Master's, and Certificates of Advanced Study degrees.

To obtain a cover, please come to Rm. 106 Steele Hall for pick up.

**Undergrad Deadlines:** Check w/ Home College (Ex. Arts & Sciences, Information Studies, etc.)

**Graduate Deadline:** Check Grad School website.

### Drop Signature Requirements

#### Graduate Students:

Contact your department if 'drop consent' is required.

#### Undergraduate Students:

SIGNATURES REQUIRED	
Architecture	Instructor or department chair, and Advisor
Arts & Sciences	Instructor or dept. chairperson. Faculty Advisor signature is not required. (For Math courses, instructor signature is required, except on the day of the deadline, for Economics courses the dept. requires BOTH the instructor and department chairperson signatures, except on the day of the drop deadline. For Geography courses, the signature must be from the instructor AND the Department Chairperson. For Chemistry courses, the signature must be from the instructor AND the Department Chairperson.)
Education	instructor or department chair, and advisor
Engr & Computer Sc	Instructor, dept. chairperson, and advisor
Information Studies	Instructor or dept. chairperson, and advisor
Management	Instructor or dept. chairperson
Public Comm	Instructor or dept. chairperson, and faculty advisor
Sport & Human Dynamics	Instructor or dept. chairperson, and advisor
Visual & Performing Arts	Instructor and advisor

Instructor Signature

Pass/Fail:

College Stamp

**ADD/DROP FORM**

The official date used to determine if the student is entitled to a tuition refund is the date the STUDENT submits the Add/Drop Form in the Student Records Office, 106 Steele Hall.

PRINT AND PRESS HARD PLEASE READ THE INSTRUCTIONS IN TIME SCHEDULE OF CLASSES

CLASS NUMBER	DEPT. PREFIX	COURSE NO.	SECTION	CREDIT HRS. (AU/F/AUDIT)	W/P CREDIT HOURS CHANGE	W/P UC COURSE	W/P UC COURSE	INSTRUCTOR	DATE	DEPT. CHAIRPERSON	DATE
1. COURSE TITLE: _____ Class Start Date _____											
2. COURSE TITLE: _____ Class Start Date _____											
ADD 1. COURSE TITLE: _____ Class Start Date _____											
2. COURSE TITLE: _____ Class Start Date _____											

FOR OFFICE USE ONLY

EFFECTIVE DATE: \_\_\_\_\_ IN CODE: \_\_\_\_\_

BY: \_\_\_\_\_

REGISTRAR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GRADING OPTION APPLICATION - PASS / FAIL, AUDIT, LETTER GRADE**

SU ID NUMBER	LAST NAME	FIRST NAME	COLLEGE	CLASS	TERM
PASS / FAIL GRADE IN LETTER-GRADED COURSE					
Register for the course, then complete this form. College restrictions regarding pass/fail grades apply. Graduate students cannot use this option. Law Students option is pass/fail, see list of pass/fail courses in College of Law Records & Registration, Suite 444.					
LETTER-GRADE IN PASS / FAIL GRADED COURSE					
Register for the course, then complete this form. See list of pass/fail courses for which this option is available below.					
AUDIT					
Register for the course, then complete this form. (Courses which require a Proposal For Independent Study cannot be audited. VPA studio courses, including music lessons, cannot be audited.)					
CHANGE FROM AUDIT TO CREDIT					
If you previously elected to audit a course, and now wish to change back to credit, complete this form.					

THIS FORM MUST BE SUBMITTED TO REGISTRAR'S OFFICE, 106 STEELE HALL, BY THE DEADLINE DATE EACH SEMESTER. UC STUDENTS MUST SUBMIT FORMS TO UC RECORDS OFFICE, 700 UNIVERSITY AVE.

Grading options may not be changed after the deadline. Deadlines are published in the *Time Schedule of Classes*, and other registration publications.

**GENERAL INFORMATION**

**Audit.** Academic credit is not earned for audited courses, which appear on the transcript with the grading symbol AU. Audited courses do not affect the calculation of the grade point average (GPA), nor do they fulfill requirements in any degree program. Audited courses do not count toward carried credits nor do they count toward calculation of enrollment status. Eligibility for financial aid may be affected by auditing courses.

**Pass/Fail.** Grades of A-D are converted to P. P does not calculate toward the GPA. Credit is earned for courses with a P, but a grade of F is treated as any other F, i.e., the number of credits will be counted and zero grade points are awarded. Courses graded Pass/Fail cannot be used for any program of study or concentration requirements or to fulfill an Arts & Sciences group requirement. Law Students must contact Law School Records & Registration Office, Suite 444, for Law School policy. Policies at other colleges and universities may be different regarding transfer of credit of pass/fail courses. If you are thinking of transferring, consult the college catalog of the school to which you are applying.

**Letter Grades.** Passing grades in order of rank are A, A-, B+, B, B-, C+, C, C-, D. Grade points range from 4.0 (A) to 1.0 (D). F (failure) calculates with zero grade points.

See "Grading System" in *Academic Rules and Regulations* for further information.

The following courses are automatically graded as pass/fail. Complete this form to receive a letter grade in one of these courses: CHD 315 Peer Advising; ENI 030 Reading Band; ENV 030 Reading Chorus; HNR 210 Arts in Society; NFM 145 Introduction to Human Nutrition.

\*Flexible Session deadlines may vary. Click Class Dates and Deadlines Icon (31) in MySlice : Class Search or View my Class Schedule

The areas that NEED to be filled out completely.