

It is your responsibility to know your deadlines.

SPRING 2017 IMPORTANT DEADLINES*

Add Deadline *Tues, Jan. 24*

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 4/18/2017

Grading Option Deadline *Tues, Jan. 31*

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. 7*

Form: Add/Drop at 100% (5PM Deadline)

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, Mar. 21*

Form: Add/Drop (5PM Deadline)

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.18*

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 2017?

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.

Syracuse University

Office of the Registrar

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

Drop Signature Requirements

Graduate Students:

Need only the Instructor or Dept. Chairperson's signature (of the class).

Undergraduate Students:

Architecture	Instructor 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

*** COLLEGE STAMP MUST BE OBTAINED BY HOME COLLEGE**

Audits:

Instructor Signature

Pass/Fail:

College Stamp

ADD/DROP FORM PRINT AND PRESS HARD PLEASE READ THE INSTRUCTIONS IN TIME SCHEDULE OF CLASSES

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

STUDENT NUMBER	LAST NAME	FIRST NAME	MIDDLE INITIAL	COLLEGE	CLASS	TRM
1.						
2.						

ADD

CLASS NUMBER	DEPT PREFIX	COURSE NO.	SECTION	INSTRUCR	DEPT CHAIR	CLASS	TRM
1.							
2.							

FOR OFFICE USE ONLY

DATE	SIGNATURE	DATE

Class Start Date
Class Start Date
Class Start Date
Class Start Date

Add/Drop Approved Falk College

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

SU ID NUMBER	LAST NAME	FIRST NAME	COLLEGE	CLASS	TRM

CLASS NUMBER	DEPT PREFIX	COURSE NUMBER	SECTION	REQUIRED SIGNATURE	DATE

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. See Student Services for pass/fail, or list of pass/fail courses in College of Law Records & Registration, State 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, 100 UNIVERSITY AVE.

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

Academic records: Academic records are not entered 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 earned credits nor do they count toward calculation of non-credit status. Eligibility for financial aid may be affected by auditing courses.

Pass/Fail: Grades of A, B, or C are converted to P, F, does not calculate toward the GPA. Check is entered for courses with P but a grade of F is entered 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 the Arts & Sciences group requirements. Law Students must consult Law School Records & Registration Office, State 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, B+, B, B-, C+, C, C-, D. Grade points range from 4.0 (A) to 1.0 (D) (Failure) equivalent with zero grade points.

UC "Grading System": In Auditing, Extra and Exceptional 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 515 Peer Advising; ENH 030 Reading Band; ENH 030 Reading Series; ENH 210 Arts in Society; ENH 140 Introduction to Human Variation.

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

The areas that NEED to be filled out completely.

Semester Dates: January 17, 2017 - May10, 2017