



## Academic Need Verification Form

Syracuse Abroad strives to accommodate all students' course selections. Availability of courses is limited for reasons of pedagogy, physical space and/or instructor availability; therefore, we cannot always meet demand. Following registration, if you have not successfully enrolled in a course that is needed for you to graduate on schedule AND have no other course options, use this form to request special permission to add the class. When reviewing for the possibility of adding a student to a closed course, some of the criteria we consider are class level, a student's declared major or minor, and how a course may count toward degree requirements. Our objective is to ensure, to the extent reasonably possible, that students with a true academic need for a particular Syracuse Abroad center course will be able to enroll in that course.

You should use this form to provide documentation from your home college ONLY if you must enroll in a Syracuse overseas center course in order to graduate on schedule AND have no other course options.

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### Student completes this section.

Please complete the following:

Student name: \_\_\_\_\_

Number and title of Syracuse Madrid course needed during semester abroad: \_\_\_\_\_

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### School official completes this section.

*IMPORTANT: This must be completed by an **academic advisor** who is familiar with all of your remaining degree requirements. For matriculated SU students, this would typically be your home college academic advisor or recorder.*

1) State the specific requirement(s) this course fulfills for this student:

2) While you may not have detailed information about our [other course offerings](#), please explain below whether this requirement could possibly be met by another course. (Examples include a course within the same department, another studio course, any upper-level humanities course.)

3) If no other course offered can meet this specific requirement, will this student be able to graduate on schedule if they cannot take this course while studying at the Syracuse Madrid Center? (Check one)       Yes     No

School Official must sign below and return this form **to our office** by scanning and emailing to Jeanne Chu at [jechu100@syr.edu](mailto:jechu100@syr.edu). We thank you for your assistance.

\_\_\_\_\_  
Signature of School Official  
(For most SU students, this should be your Home College Academic Advisor.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Email Address and Phone Number