

**SUNY POLYTECHNIC INSTITUTE
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
SPRING 2019 SEMESTER**

December 15	Sat	Deadline for Readmission in Good Standing for Spring 2019
January 4	Fri	Spring 2019 Payment Due
		\$40 Late Fee to Register for Spring 2019 Courses Begins for Returning Students
January 22	Tue	Online and Hybrid Course Content Available for Viewing in Blackboard
		ALL CLASSES BEGIN
		Please Refer to Campus Refund Policy on the Reverse Side
		Add/Drop Begins - No Fees Charged
January 26	Sat	Saturday Classes are in Session
January 29	Tue	Banner Web Closed for Spring 2019 Registration Changes
		All Registration Changes Must Be Made Through the Registrar's Office During Office Hours, 315-792-7262.
		Add/Drop Fees Begin
		(Students Must Obtain Instructor's Signature to Add a Course)
		\$40 Late Fee Charged to <u>ALL</u> Students Registering for Spring 2019
February 5	Tue	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
February 6	Wed	Withdrawal (W Grade) from Courses Begins
March 9	Sat	Last Day of Classes for First Half Semester Courses
March 10-17	Sun-Sun	SPRING BREAK
March 18	Mon	Classes Resume
		First Day of Classes for Second Half Semester Courses
		(See Reverse Side for Calendar)
March 19	Tue	Midsemester Grades Due
		Incomplete Grades from Fall 2018 Revert to "F" Grades
April 1	Mon	Last Day to File for August 2019 Graduation
April 2	Tues	Last Day to Officially Withdraw (W Grade) from Courses
April 15-19	Mon-Fri	Advance registration – Summer and Fall 2019
		(Matriculated Students: See Academic Department for Advising Schedule)
May 4	Sat	CLASSES END
May 6	Mon	Final Exams Begin
May 9	Thu	Final Exams End
May 10	Fri	Utica Campus Graduate Hooding and Commencement
May 11	Sat	Utica Campus Undergraduate Commencement – 10:00 a.m.
May 14	Tue	Final Grades Due – 12:00 PM
TBD	Sat	Albany Campus Undergraduate and Graduate Commencement
June 1	Sat	Last Day to File for December 2019 Graduation

1. **LATE REGISTRATION** begins on January 4, 2019 and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning January 29, 2019, the \$40 late registration fee will be charged for ALL students approved to register.
2. **ADDING** classes occurs through the first week without charge. Starting the second week of classes (1/29/19), students will be charged an add fee of \$20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE** in order to register.
3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (1/29/19), students will be charged a drop fee of \$20. **STUDENTS MAY DROP A COURSE WITHOUT ACADEMIC RECORD DURING THE FIRST TWO WEEKS OF CLASSES** (through 2/5/19). Students cannot drop their last class via banner web. Dropping all classes (beginning on the first day of class) constitutes a withdrawal from SUNY Poly. This can only be accomplished by completing the withdrawal form found on the Registrar's Office forms page and contacting the Registrar's Office during business hours (Monday-Friday 8:30-4:30) to withdraw from the courses.
4. Officially withdrawing from a course beginning the third week of classes (2/6/19) through the tenth week (4/2/19), will result in a **W** grade being assigned. There is a \$20 fee to process a withdrawal.
5. See back page for the semester Refund Schedule and Half Semester Course Calendar.
6. **MAY 2019 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2018. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

HALF SEMESTER COURSE CALENDAR SPRING 2019

FIRST SEVEN WEEKS:

January 4	Fri	\$40 Late Fee to Register for Spring 2019 Courses Begins for Returning Students
January 22	Tue	Classes Begin
		Add/Drop Begins
January 28	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
		Add/Drop Fees Begin
January 29	Tue	Withdrawal (W Grade) from Courses Begins*
February 22	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
March 8	Sat	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 18	Mon	Classes Begin
		Add/Drop Begins
March 22	Fri	Last Day to Add/Register for Courses*
		Last Day to Drop Without Academic Record*
March 25	Mon	Withdrawal (W Grade) from Courses Begins*
April 19	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
May 4	Sat	Last Day of Classes for Second Half Semester Courses

fees apply

Refund schedule for 15 week term: 1/22/19 – 5/9/19

Date		Tuition Refund	Fee Refund
Registration to 1/28/19	(1st week)	100%	100%
1/29/19 to 2/4/19	(2nd week)	70%	0%
2/5/19 to 2/11/19	(3rd week)	50%	0%
2/12/19 to 2/18/19	(4th week)	30%	0%
2/19/19 to End of Term		0%	0%

Refund schedule for 1st Half Semester Courses (7 week term) 1/22/19 – 3/8/19

Date		Tuition Refund	Fee Refund
Registration to 1/28/19	(1st week)	100%	100%
1/29/19 to 2/4/19	(2nd week)	35%	0%
2/5/19 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7 week term) 3/18/19 – 5/4/19

Date		Tuition Refund	Fee Refund
Registration to 3/24/19	(1st week)	100%	100%
3/25/19 to 3/31/19	(2nd week)	35%	0%
4/1/19 to End of Term		0%	0%