

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

August 1	Thur	Deadline for readmission in good standing for Fall 2019
August 6	Tues	Fall 2019 Payment Due
August 7	Wed	\$40 Late Fee to Register for Fall 2019 Courses Begins for Returning Students
August 26	Mon	ALL CLASSES BEGIN Please Refer to Campus Refund Policy & First Half Semester Calendar on Reverse Side Add/Drop Begins - No Fees Charged Online/Hybrid Courses Available for Viewing
August 31	Sat	Saturday Classes are in Session
September 2	Mon	LABOR DAY HOLIDAY - College Closed for ALL Business/No Classes
September 3	Tues	All Registration Changes Must be Made Through the Registrar's Office (315) 792-7262. Banner Web is no Longer Available for Fall 2019 Changes Add/Drop Fees Begin (Students Must Obtain Instructor's Signature to Add a Course) \$40 Late Fee Charged for <u>ALL</u> Students Registering for Fall 2019
September 9	Mon	Last Day to Add/Register for Courses Last Day to Drop Courses Without Academic Record
September 10	Tues	Withdrawal (W Grade) from Courses Begins
October 12-15	Sat-Tues	Mid-Semester Break
October 16	Wed	Last Day of Classes for First Half Semester Courses
October 17	Thur	First Day of Classes for Second Half Semester Courses (See reverse side for calendar) Midsemester Grades Due Incomplete Grades from Spring & Summer 2019 Revert to "F" Grades
November 1	Fri	Last Day to File for May 2020 Graduation
November 4	Mon	Last Day to Officially Withdraw (W Grade) from Courses
Nov.11-15	Mon-Fri	Advance Registration - Spring 2020 (Matriculated Students: See Academic Department for Advising Schedule)
Nov 27-Dec 1	Wed-Sun	THANKSGIVING HOLIDAY RECESS (Recess begins at 8:00 AM, Wednesday, November 27)
Nov 28-Dec 1	Thur-Sun	College Closed for ALL Business
December 2	Mon	Classes Resume
December 7	Sat	Classes End
December 9	Mon	Final Exams Begin
December 12	Thur	Final Exams End
December 16	Mon	Deadline for spring 2020 readmission for students in good standing
December 17	Tues	Final Grades Due – 12:00 PM

****Please Note Below the Academic Calendar Fee Structure:**

- LATE REGISTRATION** begins August 7, 2019 and a late registration fee of \$40 will be charged for returning students approved to register beginning that date. Beginning September 3, 2019, the \$40 late registration fee will be charged for ALL students approved to register.
- ADDING** classes occurs through the first week without charge. Starting the second week of classes (09/03-09/09/19), students will be charged an add fee of \$20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE**.
- DROPPING** classes occurs through the first week without charge. Starting the second week of classes (09/03-09/09/19), 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 09/09/19). STUDENTS CAN NOT DROP THEIR LAST CLASS VIA BANNER WEB. DROPPING ALL CLASSES (BEGINNING ON THE FIRST DAY OF CLASSES) CONSTITUTES A WITHDRAWAL FROM SUNY POLY AND CAN ONLY BE ACCOMPLISHED BY COMPLETING THE WITHDRAWAL FORM FOUND ON THE REGISTRAR'S OFFICE FORMS PAGE AND CONTACTING THE REGISTRAR'S OFFICE IN PERSON OR VIA TELEPHONE DURING BUSINESS HOURS TO WITHDRAW FROM THE COURSES.**
- Officially dropping from a course beginning the third week of classes through the tenth week (09/10-11/04/19), will result in a **W** grade being assigned. There is a \$20 fee to process a withdrawal form.
- See second page for campus refund policy and half semester course calendar.
- POTENTIAL DECEMBER 2019 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF JUNE 1, 2019. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR
FALL 2019**

FIRST SEVEN WEEKS:

August 6	Tues	Fall 2019 Payment Due
August 7	Wed	\$40 Late Fee to Register for Fall 2019 Courses Begins for Returning Students
August 26	Mon	Classes Begin Add/Drop Begins
August 30	Fri	Last Day to Add/Register for Courses
September 2	Mon	LABOR DAY HOLIDAY - College Closed for ALL Business/No Classes
September 3	Tues	Last Day to Drop Courses Without Academic Record
September 4	Wed	Withdrawal (W Grade) from Courses Begins* Drop Fees Apply
September 30	Mon	Last Day to Officially Withdraw (W Grade) from Courses*
October 16	Wed	Last Day of Classes for First Half Semester Course

SECOND SEVEN WEEKS:

October 17	Thur	Classes Begin Add/Drop Begins
October 22	Tues	Last Day to Add/Register for Courses Last Day to Drop Courses Without Academic Record Drop Fees Begin
October 23	Wed	Withdrawal (W Grade) from Courses Begins* Drop Fees Apply
November 20	Wed	Last Day to Officially Withdraw (W Grade) from Courses*
December 7	Sat	Last Day of Classes for Second Half Semester Courses
December 16	Mon	Deadline for Spring 2019 readmission application

***Add/Drop/Withdrawal Fees Charged**

Refund Schedule for Full Semester Courses (15-Week Term: 8/26/19 – 12/13/19)

SUNY Poly will be closed 9/2/18

Date		Tuition Refund	Fee Refund
Registration to 9/3/19	(1st week)	100%	100%
9/4/19 to 9/8/19	(2nd week)	70%	0%
9/9/19 to 9/15/19	(3rd week)	50%	0%
9/16/19 to 9/22/19	(4th week)	30%	0%
9/23/19 to End of Term		0%	0%

Refund Schedule for 1st Half Semester Courses (7-Week Term: 8/26/19 – 10/15/19)

Date		Tuition Refund	Fee Refund
Registration to 9/3/19	(1st week)	100%	100%
9/4/19 to 9/8/19	(2nd week)	35%	0%
9/9/19 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7-Week Term: 10/16/19 – 12/07/19)

Date		Tuition Refund	Fee Refund
Registration to 10/22/19	(1st week)	100%	100%
10/23/19 to 10/29/19	(2nd week)	35%	0%
10/30/19 to End of Term		0%	0%