SUNY POLYTECHNIC INSTITUTE
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
SPRING 2024 SEMESTER

December 15	Fri	Deadline for Readmission in Good Standing for Spring 2024
January 5	Fri	Spring 2024 Payment Due
		$40 Late Fee to Register for Spring 2024 Courses Begins for Returning Students
January 9	Tue	Online and Hybrid Course Content Available for Viewing in Brightspace
January 16	Tue	**ALL CLASSES BEGIN**
		Please Refer to Campus Refund Policy on the Reverse Side
		Add/Drop Begins - No Fees Charged
January 23	Tue	Banner Web Closed for Spring 2024 Registration Changes
		All Registration Changes Must Be Made Through the Registrar's Office Add/Drop Form.
		Tuition and Fee Liability Begins for All Registered Students
		Add/Drop Fees Begin
		(Students Must Obtain Instructor's Approval to Add a Course)
		$40 Late Fee Charged to <u>ALL</u> Students Registering for Spring 2024
January 29	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
January 30	Tues	Withdrawal (W Grade) from Courses Begins
March 4	Mon	Last Day of Classes for First Half Semester Courses
March 5	Tue	First Day of Classes for Second Half Semester Courses
		(See Reverse Side for Calendar)
		Mid-semester Grades Due
		Incomplete Grades from Fall 2023 Revert to "F" Grades
March 17-24	Sun-Sun	**SPRING BREAK**
March 25	Mon	Classes Resume
		Last Day to Officially Withdraw (W Grade) from Courses
April 1	Mon	Last Day to File for August 2024 Graduation
April 1-5	Mon-Fri	Advance registration – Summer and Fall 2024
		(Matriculated Students: See Academic Department for Advising Schedule)
April 26	Fri	**CLASSES END**
April 29	Mon	Final Exams Begin
May 2	Thu	Final Exams End
May 4	Sat	Commencement Activities
May 7	Tue	Final Grades Due – 12:00 PM
June 1	Sat	Last Day to File for December 2024 Graduation

1.   **LATE REGISTRATION** begins on January 5, 2024 and a late registration fee of $40 will be charged for <u>returning</u> students approved to register on or after that date. Beginning January 23, 2024, the $40 late registration fee will be charged for <u>ALL</u> students approved to register.

2.   **ADDING** classes occurs through the first week without charge. Starting the second week of classes (1/23/24), 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 (1/23/24), 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 1/29/24). 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.

4.   Officially withdrawing from a course beginning the third week of classes (1/30/24) through the tenth week (3/25/24), 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 2024 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2023. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

HALF SEMESTER COURSE CALENDAR
SPRING 2024

FIRST SEVEN WEEKS:

January 5	Fri	$40 Late Fee to Register for Spring 2024 Courses Begins for Returning Students
January 16	Tue	Classes Begin
		Add/Drop Begins
January 22	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
		Add/Drop Fees Begin
January 23	Tue	Withdrawal (W Grade) from Courses Begins*
February 14	Wed	Last Day to Officially Withdraw (W Grade) from Courses*
March 4	Mon	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 5	Tue	Classes Begin
		Add/Drop Begins
March 8	Fri	Last Day to Add/Register for Courses*
		Last Day to Drop Without Academic Record*
March 9	Sat	Withdrawal (W Grade) from Courses Begins*
March 17-24	Sun-Sun	**SPRING BREAK**
March 25	Mon	Classes Resume
April 5	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
April 26	Fri	Last Day of Classes for Second Half Semester Courses

fees apply

Refund schedule for 15 week term: 01/16/24 – 5/02/24

Date		Tuition Refund	Fee Refund
Registration to 1/22/24	(1st week)	100%	100%
1/23/24 to 01/29/24	(2nd week)	70%	0%
1/30/24 to 2/5/24	(3rd week)	50%	0%
2/6/24 to 2/12/24	(4th week)	30%	0%
2/13/23 to End of Term		0%	0%

Refund schedule for 1st Half Semester Courses (7 week term) 01/16/24 – 03/04/24

Date		Tuition Refund	Fee Refund
Registration to 1/22/24	(1st week)	100%	100%
1/23/24 to 1/29/24	(2nd week)	35%	0%
1/30/24 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7 week term) 03/05/24 –04/26/24

Date		Tuition Refund	Fee Refund
Registration to 3/11/24	(1st week)	100%	100%
3/12/24 to 3/18/24	(2nd week)	35%	0%
3/19/24 to End of Term		0%	0%