

**SUNY INSTITUTE OF TECHNOLOGY AT UTICA/ROME
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
SPRING SEMESTER 2012**

December 30	(Fri)	Spring 2012 Payment Due \$40 Late Fee to Register for Spring 2012 Courses Begins for Returning Students
January 10	(Tues)	Online and Hybrid Course Content Available for Viewing in Angel
January 17	(Tues)	ALL CLASSES BEGIN Please Refer to Campus Refund Policy on the Reverse Side Add/Drop Begins - No Fees Charged
January 21	(Sat)	Saturday Classes are in Session
January 24	(Tues)	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 2012
January 30	(Mon)	Last Day to Add/Register for Courses
February 6	(Mon)	Last Day to Drop Without Academic Record
February 7	(Tues)	Withdrawal (W Grade) from Courses Begins
March 3	(Sat)	Last Day of Classes for First Half Semester Courses
March 4-11	(Sun-Sun)	SPRING BREAK
March 12	(Mon)	Classes Resume First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar)
March 13	(Tue)	Midsemester Grades Due Incomplete Grades from Fall 2011 Revert to "F" Grades
April 2	(Mon)	Last Day to File for August 2012 Graduation Last Day to Officially Withdraw (W Grade) from Courses
April 9-13	(Mon-Fri)	Advance registration – Summer and Fall 2012 (Matriculated Students: See Academic Department for Advising Schedule)
April 28	(Sat)	CLASSES END
April 30	(Mon)	Final Exams Begin
May 3	(Thur)	Final Exams End
May 5	(Sat)	Commencement – 10:00 AM
May 8	(Tue)	Final Grades Due – 12:00 PM
June 1	(Fri)	Last Day to File for December 2012 Graduation

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

1. **LATE REGISTRATION** begins on December 30, 2011 and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning January 24, 2012, 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 (1/24-1/30/12), students will be charged an add fee of \$20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE**.
3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (1/24-2/6/12), students will be charged a drop fee of \$20. **STUDENTS MAY DROP A COURSE WITHOUT ACADEMIC RECORD DURING THE FIRST THREE WEEKS OF CLASSES** (through 2/6/12). Students can not drop their last class via banner web. Dropping all classes (beginning on the first day of classes) constitutes a withdrawal from SUNYIT and can only be accomplished by completing the withdrawal form found on the Registrar's office forms page and contacting the Registrar's Office to withdraw from the courses.
4. Officially withdrawing from a course beginning the fourth week of classes through the tenth week (2/7 – 4/2/12), will result in a **W** grade being assigned. There is a \$20 fee to process a withdrawal form.
5. See back page for Refund Schedule and Half Semester Course Calendar.
6. **MAY 2012 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2011. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR
SPRING 2012**

FIRST SEVEN WEEKS:

December 30	(Fri)	\$40 Late Fee to Register for Spring 2012 Courses Begins for Returning Students
January 17	(Tues)	Classes Begin Add/Drop Begins
January 23	(Mon)	Last Day to Add/Register for Courses
January 25	(Wed)	Last Day to Drop Without Academic Record*
January 26	(Thur)	Withdrawal (W Grade) from Courses Begins*
February 17	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
March 3	(Sat)	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 12	(Mon)	Classes Begin Add/Drop Begins
March 16	(Fri)	Last Day to Add/Register for Courses
March 21	(Wed)	Last Day to Drop Without Academic Record*
March 22	(Thur)	Withdrawal (W Grade) from Courses Begins*
April 13	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
April 28	(Sat)	Last Day of Classes for Second Half Semester Courses

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

Refund Schedule for Full Semester Courses (15-Week Term: 1/17/12 – 5/3/12)

Date	Tuition Refund	Fee Refund
Registration to 1/23/12 (1st week)	100%	100%
1/24/12 to 1/30/12 (2nd week)	70%	0%
1/31/12 to 2/6/12 (3rd week)	50%	0%
2/7/12 to 2/13/12 (4th week)	30%	0%
2/14/12 to End of Term	0%	0%

Refund Schedule for First Half Semester Courses (7-Week Term: 1/17/12 – 3/3/12)

Date	Tuition Refund	Fee Refund
Registration to 1/23/12 (1st week)	100%	100%
1/24/12 to 1/30/12 (2nd week)	35%	0%
1/31/12 to End of Term	0%	0%

Refund Schedule for Second Half Semester Courses (7-Week Term: 3/12/12 – 4/28/12)

Date	Tuition Refund	Fee Refund
Registration to 3/18/12 (1st week)	100%	100%
3/19/12 to 3/25/12 (2nd week)	35%	0%
3/26/12 to End of Term	0%	0%