

**SUNY INSTITUTE OF TECHNOLOGY
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
FALL SEMESTER 2009**

August 3	(Mon)	Fall 2009 Payment Due \$40 Late Fee to Register for Fall 2009 Courses Begins for Returning Students
August 17	(Mon)	Online/Hybrid Courses Available for Viewing
August 24	(Mon)	ALL CLASSES BEGIN Please Refer to Campus Refund Policy & First Half Semester Calendar on Reverse Side Add/Drop Begins - No Fees Charged
August 29	(Sat)	Saturday Classes are in Session
August 31	(Mon)	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 2009
September 4	(Fri)	Last Day to Add/Register for Courses
September 7	(Mon)	LABOR DAY HOLIDAY - No Classes
September 14	(Mon)	Last Day to Drop Courses Without Academic Record
September 15	(Tues)	Withdrawal (W Grade) from Courses Begins
October 9	(Fri)	Last Day of Classes for First Half Semester Courses
October 10-13	(Sat-Tues)	Mid-Semester Break
October 14	(Wed)	First Day of Classes for Second Half Semester Courses (See reverse side for calendar) Incomplete Grades from Spring & Summer 2009 Revert to "F" Grades
October 30	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses
Nov. 2	(Mon)	Last Day to File for May 2010 Graduation
Nov. 9-13	(Mon-Fri))	Advance Registration - Spring 2010 (Matriculated Students: See Academic Department for Advising Schedule)
Nov. 25-29	(Wed-Sun)	THANKSGIVING HOLIDAY RECESS* *(Recess begins at 8:00 AM, Wednesday, November 25th)
Nov.26-29	(Thur-Sun)	College Closed for ALL Business
November 30	(Mon)	Classes Resume
December 5	(Sat)	Classes End
December 7	(Mon)	Final Exams Begin
December 10	(Thur)	Final Exams End
December 12	(Sat)	Commencement – 10 AM
December 15	(Tues)	Final Grades Due – 2:00 PM

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

1. **LATE REGISTRATION** begins August 3, 2009 and a late registration fee of \$40 will be charged for returning students approved to register beginning that date. Beginning August 31, 2009, 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 (8/31 – 9/4/09), 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 (8/31-9/14/09), 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 9/14/09).**
4. Officially dropping from a course beginning the fourth week of classes through the tenth week (9/15 – 10/30/09) will result in a **W** grade being assigned. There is a \$20 fee to process a withdrawal form.
5. See back page for campus refund policy and half semester course calendar.
6. **DECEMBER 2009 GRADUATES - SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF JUNE 1, 2009. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR
FALL 2009**

FIRST SEVEN WEEKS:

August 3	(Mon)	\$40 Late Fee to Register for Fall 2009 Courses Begins for Returning Students
August 24	(Mon)	Classes Begin Add/Drop Begins
August 28	(Fri)	Last Day to Add/Register for Courses
September 3	(Thur)	Last Day to Drop Courses Without Academic Record*
September 4	(Fri)	Withdrawal (W Grade) from Courses Begins*
September 7	(Mon)	LABOR DAY HOLIDAY - No Classes
September 25	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
October 9	(Fri)	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

October 14	(Wed)	Classes Begin Add/Drop Begins
October 20	(Tues)	Last Day to Add/Register for Courses
October 22	(Thur)	Last Day to Drop Courses Without Academic Record*
October 23	(Fri)	Withdrawal (W Grade) from Courses Begins*
November 20	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
December 4	(Fri)	Last Day of Classes for Second Half Semester Courses

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

Refund Schedule for Full Semester Courses (15-Week Term: 8/24/09 – 12/10/09)

Date		Tuition Refund	Fee Refund
Registration to 8/30/09	(1st week)	100%	100%
8/31/09 to 9/7/09	(2nd week)	70%	0%
9/8/09 to 9/13/09	(3rd week)	50%	0%
9/14/09 to 9/20/09	(4th week)	30%	0%
9/21/09 to End of Term		0%	0%

Refund Schedule for 1st Half Semester Courses (7-Week Term: 8/24/09 – 10/13/09)

Date		Tuition Refund	Fee Refund
Registration to 8/30/09	(1st week)	100%	100%
8/31/09 to 9/7/09	(2nd week)	35%	0%
9/8/09 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7-Week Term: 10/14/09 – 12/5/09)

Date		Tuition Refund	Fee Refund
Registration to 10/20/09	(1st week)	100%	100%
10/21/09 to 10/27/09	(2nd week)	35%	0%
10/28/09 to End of Term		0%	0%