

**SUNY INSTITUTE OF TECHNOLOGY AT UTICA/ROME  
 COMPREHENSIVE ACADEMIC CALENDAR  
 UNDERGRADUATE/GRADUATE  
 SPRING SEMESTER 2008**

January 2	(Wed)	\$40 Late Fee to Register for Spring 2008 Courses Begins for Returning Students
January 14	(Mon)	<b>ALL CLASSES BEGIN</b> Please refer to Campus Refund Policy on the reverse side Add/Drop Begins - No Fees Charged
January 19	(Sat)	Saturday Classes are in Session
January 21	(Mon)	<b>NO CLASSES – MARTIN LUTHER KING DAY</b>
January 22	(Tues)	Add/Drop Fees Begin <b>(Students Must Obtain Instructor’s Signature to Add a Course)</b> \$40 Late Fee Charged to <u>ALL</u> Students Registering for Spring 2008
January 28	(Mon)	Last Day to Add/Register for Courses & Last Day to Drop Without Academic Record
January 29	(Tues)	Withdrawal (W Grade) from Courses Begins
February 29	(Fri)	Last Day of Classes for First Half Semester Courses
March 3	(Mon)	First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar) Incomplete Grades from Fall 2007 Revert to “F” Grades
March 9-16	(Sun-Sun)	<b>SPRING BREAK</b>
March 16	(Sun)	Freshmen Mid-term Grades Due by this Date
March 17	(Mon)	Classes Resume
March 28	(Fri)	<b>Last Day to Officially Withdraw (W Grade) from Courses</b>
Mar 31-Apr 4	(Mon-Fri)	Advance Registration – Summer and Fall 2008 (Matriculated Students: See Academic Department for Advising Schedule)
April 1	(Tues)	Last Day to File for August 2008 Graduation
April 26	(Sat)	Classes End
April 28	(Mon)	Final Exams Begin
May 1	(Thurs)	Final Exams End
May 3	(Sat)	Commencement – 10:00 AM
May 5	(Mon)	Final Grades Due – 2:00 PM
June 2	(Mon)	Last Day to File for December 2008 Graduation

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

1. **LATE REGISTRATION** begins on January 2, 2008 and a late registration fee of \$40 will be charged for returning students approved to register after that date. Beginning January 22, 2008, 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 (1/22-1/28/08), 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 (1/22-1/28/08), 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 1/28/08).
4. Officially dropping from a course beginning the third week of classes through the tenth week (1/28 – 3/28/08) 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 2008 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2007. CONTACT THE REGISTRAR’S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR  
SPRING 2008**

**FIRST SEVEN WEEKS:**

January 2	(Wed)	\$40 Late Fee to Register for Spring 2008 Courses Begins for Returning Students
January 14	(Mon)	Classes Begin Add/Drop Begins
January 18	(Fri)	Last Day to Add/Register for Courses and Last Day to Drop Without Academic Record*
January 21	(Mon)	<b>NO CLASSES – MARTIN LUTHER KING DAY</b>
February 15	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
March 1	(Sat)	Last Day of Classes for First Half Semester Courses

**SECOND SEVEN WEEKS:**

March 3	(Mon)	Classes Begin Add/Drop Begins
March 9 – 16	(Sun-Sun)	<b>SPRING BREAK</b>
March 14	(Fri)	Last Day to Add/Register for Courses and Last Day to Drop Without Academic Record*
March 17	(Mon)	Withdrawal (W Grade) from Courses Begins*
April 11	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
April 26	(Sat)	Last Day of Classes for Second Half Semester Courses

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

**Refund Schedule for Full Semester Courses (15-Week Term: 1/14/08 – 5/1/08)**

<b>Date</b>	<b>Tuition Refund</b>	<b>Fee Refund</b>
Registration to 1/20/08 (1st week)	100%	100%
1/21/08 to 1/27/08 (2nd week)	70%	0%
1/28/08 to 2/3/08 (3rd week)	50%	0%
2/4/08 to 2/10/08 (4th week)	30%	0%
2/11/08 to End of Term	0%	0%

**Refund Schedule for First Half Semester Courses (7-Week Term: 1/14/08 – 2/29/08)**

<b>Date</b>	<b>Tuition Refund</b>	<b>Fee Refund</b>
Registration to 1/20/08 (1st week)	100%	100%
1/21/08 to 1/27/08 (2nd week)	35%	0%
1/28/08 to End of Term	0%	0%

**Refund Schedule for Second Half Semester Courses (7-Week Term: 3/3/08 – 4/26/08)**

<b>Date</b>	<b>Tuition Refund</b>	<b>Fee Refund</b>
Registration to 3/9/08 (1st week)	100%	100%
3/10/08 to 3/16/08 (2nd week)	35%	0%
3/17/08 to End of Term	0%	0%