

**SUNY INSTITUTE OF TECHNOLOGY AT UTICA/ROME
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
SPRING SEMESTER 2010**

December 30	(Wed)	Payment or Valid Deferral for Spring 2010 Must Be Received By End Of Business Day
January 4	(Mon)	\$40 Late Fee to Register for Spring 2010 Courses Begins for Returning Students
January 12	(Tues)	Online and Hybrid Course Content Available for Viewing in Angel
January 19	(Tues)	ALL CLASSES BEGIN Please Refer to Campus Refund Policy on the Reverse Side Add/Drop Begins - No Fees Charged
January 23	(Sat)	Saturday Classes are in Session
January 26	(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 2010
February 1	(Mon)	Last Day to Add/Register for Courses
February 8	(Mon)	Last Day to Drop Without Academic Record
February 9	(Tues)	Withdrawal (W Grade) from Courses Begins
March 7-14	(Sun-Sun)	SPRING BREAK
March 15	(Mon)	Classes Resume Last Day of Classes for First Half Semester Courses
March 16	(Tues)	First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar) Incomplete Grades from Fall 2009 Revert to "F" Grades
March 22	(Thurs)	Mid-term Grades Due
April 1	(Thurs)	Last Day to File for August 2010 Graduation
April 2	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses
April 5-9	(Mon-Fri)	Advance registration – Summer and Fall 2010 (Matriculated Students: See Academic Department for Advising Schedule)
May 1	(Sat)	CLASSES END
May 3	(Mon)	Final Exams Begin
May 6	(Thurs)	Final Exams End
May 8	(Sat)	Commencement – 10:00 AM
May 11	(Tues)	Final Grades Due – 2:00 PM
June 1	(Tues)	Last Day to File for December 2010 Graduation

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

1. **LATE REGISTRATION** begins on January 4, 2010 and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning January 26, 2010, 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 (1/26-2/1/10), 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 (1/26-2/8/10), 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 2/8/10).**
4. Officially dropping from a course beginning the fourth week of classes through the tenth week (2/09 – 4/2), 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 2010 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2009. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR
SPRING 2010**

FIRST SEVEN WEEKS:

January 4	(Mon)	\$40 Late Fee to Register for Spring 2010 Courses Begins for Returning Students
January 19	(Tues)	Classes Begin Add/Drop Begins
January 25	(Mon)	Last Day to Add/Register for Courses
January 27	(Wed)	Last Day to Drop Without Academic Record*
January 28	(Thurs)	Withdrawal (W Grade) from Courses Begins*
February 19	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
March 15	(Mon)	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 16	(Tues)	Classes Begin Add/Drop Begins
March 22	(Mon)	Last Day to Add/Register for Courses
March 24	(Wed)	Last Day to Drop Without Academic Record*
March 25	(Thurs)	Withdrawal (W Grade) from Courses Begins*
April 16	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
May 1	(Sat)	Last Day of Classes for Second Half Semester Courses

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

Refund Schedule for Full Semester Courses (15-Week Term: 1/19/10 – 5/6/10)

Date	Tuition Refund	Fee Refund
Registration to 1/25/10 (1st week)	100%	100%
1/26/10 to 2/1/10 (2nd week)	70%	0%
2/2/10 to 2/8/10 (3rd week)	50%	0%
2/9/10 to 2/15/10 (4th week)	30%	0%
2/16/10 to End of Term	0%	0%

Refund Schedule for First Half Semester Courses (7-Week Term: 1/19/10 – 3/15/10)

Date	Tuition Refund	Fee Refund
Registration to 1/25/10 (1st week)	100%	100%
1/26/10 to 2/1/10 (2nd week)	35%	0%
2/2/10 to End of Term	0%	0%

Refund Schedule for Second Half Semester Courses (7-Week Term: 3/16/10 – 5/1/10)

Date	Tuition Refund	Fee Refund
Registration to 3/22/10 (1st week)	100%	100%
3/23/10 to 3/29/10 (2nd week)	35%	0%
3/30/10 to End of Term	0%	0%