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

August 1	Thur	Deadline for readmission in good standing for fall 2024
August 2	Fri	**Fall 2024 Payment Due**
		$40 late fee to register for fall 2024 courses begins for returning students
August 26	Mon	**ALL CLASSES BEGIN**
		Please refer to campus refund policy & half semester calendars on reverse side
September 2	Mon	**LABOR DAY HOLIDAY** - College closed for ALL business/no classes
September 3	Tue	All registration changes must be made through the Registrar's Office
		Banner Web is no longer available for fall 2024 registration changes
		Add/Drop Form and fees begin (https://webapp.sunypoly.edu/forms/registrar-add-drop)
		(**Students Must Obtain Instructor's Signature to Add a Course**)
		$40 late fee charged for <u>ALL</u> students registering for fall 2024
September 6	Fri	Last day to add/register for courses
September 8	Sun	Last day to drop courses without academic record
September 9	Mon	Withdrawal (W Grade) from courses begins
October 12-15	Sat-Tue	Mid-Semester Break
October 11	Fri	Last day of classes for first half semester courses
October 16	Wed	First day of classes for second half semester courses (See reverse side for calendar)
		Mid-semester grades due
		Incomplete grades from spring & summer 2024 revert to "F" grades
November 1	Fri	Last day to file for May 2025 graduation
		Last Day to Officially Withdraw (W Grade) from full semester courses
Nov 4-8	Mon-Fri	Advance Registration - spring 2025 (Matriculated Students: See academic department for
advising)		
Nov 27-Dec1	Wed-Sun	**THANKSGIVING HOLIDAY RECESS** (Recess begins at 8:00 AM, Wednesday, Nov. 27)
Nov 28-Dec1	Thu-Sun	College closed for ALL business
December 2	Mon	Classes resume
December 6	Fri	Classes end
December 9	Mon	Final exams begin
December 12	Thu	Final exams end
December 15	Sun	Deadline for spring 2025 readmission for students in good standing
December 17	Tue	Final grades due – 12:00 PM

**Please Note Below the Academic Calendar Fee Structure:

1. **LATE REGISTRATION** begins August 2, 2024 and a late registration fee of $40 will be charged for returning students registering August 2nd or later. Beginning September 3, 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 (09/03-09/06/24), students will be charged an add fee of $20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE/APPROVAL**.

3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (09/03-09/08/24), 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 09/08/24). **STUDENTS CAN NOT DROP THEIR LAST CLASS VIA BANNER WEB. DROPPING ALL CLASSES (BEGINNING ON THE FIRST DAY OF CLASSES) CONSTITUTES A WITHDRAWAL FROM SUNY POLY AND CAN ONLY BE ACCOMPLISHED BY COMPLETING THE WITHDRAWAL FORM FOUND ON THE REGISTRAR'S OFFICE FORMS PAGE.** (https://webapp.sunypoly.edu/forms/registrar-complete-withdrawal)

4. Officially dropping from a course beginning the third week of classes through the tenth week (09/09-11/01/24), will result in a **W** grade being assigned. There is a $20 fee to process a withdrawal form.

5. See second page for campus refund policy and half semester course calendar.

6. **POTENTIAL DECEMBER 2024 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF JUNE 1, 2024. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

HALF SEMESTER COURSE CALENDAR
FALL 2024

FIRST SEVEN WEEKS:

August 2	Fri	Fall 2024 payment due
		$40 late fee to register for fall 2024 courses begins for returning students
August 26	Mon	Classes begin
August 30	Fri	Last day to add/register for first half courses
September 2	Mon	LABOR DAY HOLIDAY - College closed for ALL business/no classes
September 3	Tue	Last day to drop courses without academic record
September 4	Wed	Withdrawal (W Grade) from courses begins*
September 27	Fri	Last day to officially withdraw (W Grade) from courses*
October 11	Fri	Last day of classes for first half semester course
October 15	Tue	Final grades due – 12:00 PM

SECOND SEVEN WEEKS:

October 16	Wed	Classes begin
October 22	Tue	Last day to add/register for courses
		Last day to drop courses without academic record
October 23	Wed	Withdrawal (W Grade) from courses begins*
November 20	Wed	Last day to officially withdraw (W Grade) from courses*
December 6	Fri	Last day of classes for second half semester courses
December 15	Sun	Deadline for spring 2024 readmission application
December 17	Tue	Final grades due – 12:00 PM

*Add/Drop/Withdrawal Fees Charged

Refund Schedule for Full Semester Courses (15-Week Term: 08/26/24 – 12/12/24)
SUNY Poly will be closed 9/4/24

Date		Tuition Refund	Fee Refund
Registration to 9/2/24	(1st week)	100%	100%
9/3/24 to 9/08/24	(2nd week)	70%	0%
9/09/24 to 9/15/24	(3rd week)	50%	0%
9/16/24 to 9/22/24	(4th week)	30%	0%
9/23/24 to End of Term		0%	0%

Refund Schedule for 1st Half Semester Courses (7-Week Term: 8/26/24 – 10/11/24)

Date		Tuition Refund	Fee Refund
Registration to 9/2/24	(1st week)	100%	100%
9/3/24 to 9/08/24	(2nd week)	35%	0%
9/9/24 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7-Week Term: 10/16/24 – 12/06/24)

Date		Tuition Refund	Fee Refund
Registration to 10/22/24	(1st week)	100%	100%
10/23/24 to 10/29/24	(2nd week)	35%	0%
10/30/24 to End of Term		0%	0%