

**SUNY POLYTECHNIC INSTITUTE  
COMPREHENSIVE ACADEMIC CALENDAR  
UNDERGRADUATE/GRADUATE  
SPRING 2025 SEMESTER**

December 15	Sun	Deadline for Readmission in Good Standing for Spring 2025
January 10	Fri	Spring 2025 Payment Due \$40 Late Fee to Register for Spring 2025 Courses Begins for Returning Students
January 14	Tue	Online and Hybrid Course Content Available for Viewing in Brightspace
January 21	Tue	<b>ALL CLASSES BEGIN</b> Please Refer to Campus Refund Policy on the Reverse Side Add/Drop Begins - No Fees Charged
January 28	Tue	Banner Web Closed for Spring 2025 Registration Changes All Registration Changes Must Be Made Through the Registrar's Office Tuition and Fee Liability Begins for All Registered Students Add/Drop Fees Begin <b>(Students Must Obtain Instructor's Approval to Add a Course)</b> \$40 Late Fee Charged to <u>ALL</u> Students Registering for Spring 2025
February 3	Mon	Last Day to Add/Register for Courses Last Day to Drop Without Academic Record
February 4	Tue	Withdrawal (W Grade) from Courses Begins
March 7	Fri	Last Day of Classes for First Half Semester Courses
March 9-16	Sun-Sun	<b>SPRING BREAK</b>
March 17	Mon	Classes Resume First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar) Mid-semester Grades Due Incomplete Grades from Fall 2024 Revert to "F" Grades
April 1	Tue	Last Day to File for August 2025 Graduation
April 7-11	Mon-Fri	Advance registration – Summer and Fall 2025 (Matriculated Students: See Academic Department for Advising Schedule)
May 2	Fri	<b>CLASSES END</b> <b>Last Day to Officially Withdraw (W Grade) from Courses</b>
May 5	Mon	Final Exams Begin
May 8	Thu	Final Exams End
May 10	Sat	Commencement Activities
May 13	Tue	Final Grades Due – 12:00 PM
June 1	Sun	Last Day to File for December 2025 Graduation

1. **LATE REGISTRATION** begins on January 10, 2025 and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning January 28, 2025, 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 (1/28/25), students will be charged an add fee of \$20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE** in order to register. [Add/Drop Form](#).
3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (1/28/25), 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 2/3/25) [Add/Drop Form](#). Students cannot drop their last class via banner web. Dropping all classes (beginning on the first day of class) constitutes a withdrawal from SUNY Poly. This can only be accomplished by completing the [withdrawal form](#) found on the Registrar's Office forms.
4. Officially withdrawing from a course beginning the third week of classes (2/3/25) through the last day of class instruction (5/2/25), will result in a **W** grade being assigned. If the student has completed or viewed the final exam, they are ineligible to withdraw. There is a \$20 fee to process a withdrawal. [withdrawal form](#)
5. See back page for the semester Refund Schedule and Half Semester Course Calendar.
6. **MAY 2025 GRADUATES SHOULD HAVE ALREADY [APPLIED TO GRADUATE](#) AS OF NOVEMBER 1, 2024. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR  
SPRING 2025**

**FIRST SEVEN WEEKS:**

January 10	Fri	\$40 Late Fee to Register for Spring 2025 Courses Begins for Returning Students
January 21	Tue	Classes Begin
		Add/Drop Begins
January 27	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
		Add/Drop Fees Begin
January 28	Tue	Withdrawal (W Grade) from Courses Begins*
March 7	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
		Last Day of Classes for First Half Semester Courses
March 9-16	Sun-Sun	<b>SPRING BREAK</b>

**SECOND SEVEN WEEKS:**

March 9-16	Sun-Sun	<b>SPRING BREAK</b>
March 17	Mon	Classes Begin
		Add/Drop Begins
March 21	Fri	Last Day to Add/Register for Courses*
		Last Day to Drop Without Academic Record*
March 22	Sat	Withdrawal (W Grade) from Courses Begins*
May 2	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
		Last Day of Classes for Second Half Semester Courses

*\*fees apply\**

**Refund schedule for 15 week term: 01/21/25 – 5/08/25**

<b>Date</b>		<b>Tuition Refund</b>	<b>Fee Refund</b>
Registration to 1/27/25	(1st week)	100%	100%
1/28/25 to 02/03/25	(2nd week)	70%	0%
2/04/25 to 2/10/25	(3rd week)	50%	0%
2/11/25 to 2/17/25	(4th week)	30%	0%
2/18/25 to End of Term		0%	0%

**Refund schedule for 1st Half Semester Courses (7 week term) 01/21/25 – 03/07/25**

<b>Date</b>		<b>Tuition Refund</b>	<b>Fee Refund</b>
Registration to 1/27/25	(1st week)	100%	100%
1/28/25 to 2/03/25	(2nd week)	35%	0%
2/04/25 to End of Term		0%	0%

**Refund Schedule for 2nd Half Semester Courses (7 week term) 03/17/25 –05/02/25**

<b>Date</b>		<b>Tuition Refund</b>	<b>Fee Refund</b>
Registration to 3/23/25	(1st week)	100%	100%
3/24/25 to 3/30/25	(2nd week)	35%	0%
3/31/25 to End of Term		0%	0%