

**SUNY POLYTECHNIC INSTITUTE  
COMPREHENSIVE ACADEMIC CALENDAR  
UNDERGRADUATE/GRADUATE  
SPRING 2022 SEMESTER**

December 15	Wed	Deadline for Readmission in Good Standing for Spring 2022
January 5	Wed	Spring 2022 Payment Due \$40 Late Fee to Register for Spring 2022 Courses Begins for Returning Students
January 18	Tue	<b>ALL CLASSES BEGIN</b> Online and Hybrid Course Content Available for Viewing in Blackboard Please Refer to Campus Refund Policy on the Reverse Side
January 25	Tue	Add/Drop Begins - No Fees Charged Banner Web Closed for Spring 2022 Registration Changes All Registration Changes Must Be Made Through the Registrar's Office <a href="#">Add/Drop Form</a> . 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 2022
January 31	Mon	Last Day to Add/Register for Courses Last Day to Drop Without Academic Record
February 1	Tues	Withdrawal (W Grade) from Courses Begins
March 8	Tues	Last Day of Classes for First Half Semester Courses
March 9	Wed	First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar) Midsemester Grades Due Incomplete Grades from Fall 2021 Revert to "F" Grades
March 13-20	Sun-Sun	<b>SPRING BREAK</b>
March 21	Mon	Classes Resume
March 28	Mon	<b>Last Day to Officially Withdraw (W Grade) from Courses</b>
April 1	Fri	Last Day to File for August 2022 Graduation
April 11-15	Mon-Fri	Advance registration – Summer and Fall 2022 (Matriculated Students: See Academic Department for Advising Schedule)
April 29	Fri	<b>CLASSES END</b>
May 2	Mon	Final Exams Begin
May 5	Thu	Final Exams End
May 6	Fri	Utica Campus Graduate Hooding and Commencement
May 7	Sat	Utica Campus Undergraduate Commencement – 10:00 a.m.
May 10	Tue	Final Grades Due – 12:00 PM
May 14	Sat	Albany Campus Undergraduate and Graduate Commencement
June 1	Wed	Last Day to File for December 2022 Graduation

1. **LATE REGISTRATION** begins on January 5, 2022 and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning January 25, 2022, 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 (1/25/22), students will be charged an add fee of \$20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE** in order to register.
3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (1/25/22), 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 1/31/22). 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 (2/1/22) through the tenth week (3/28/22), will result in a **W** grade being assigned. There is a \$20 fee to process a withdrawal.
5. See back page for the semester Refund Schedule and Half Semester Course Calendar.
6. **MAY 2022 GRADUATES SHOULD HAVE ALREADY [APPLIED TO GRADUATE](#) AS OF NOVEMBER 1, 2021. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR  
SPRING 2022**

**FIRST SEVEN WEEKS:**

January 5	Wed	\$40 Late Fee to Register for Spring 2022 Courses Begins for Returning Students
January 18	Tue	Classes Begin
		Add/Drop Begins
January 24	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
		Add/Drop Fees Begin
January 25	Tue	Withdrawal (W Grade) from Courses Begins*
February 16	Wed	Last Day to Officially Withdraw (W Grade) from Courses*
March 8	Tues	Last Day of Classes for First Half Semester Courses

**SECOND SEVEN WEEKS:**

March 9	Wed	Classes Begin
		Add/Drop Begins
March 15	Tue	Last Day to Add/Register for Courses*
		Last Day to Drop Without Academic Record*
March 16	Wed	Withdrawal (W Grade) from Courses Begins*
March 13-20	Sun-Sun	<b>SPRING BREAK</b>
March 21	Mon	Classes Resume
April 8	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
April 29	Fri	Last Day of Classes for Second Half Semester Courses

*\*fees apply\**

**Refund schedule for 15 week term: 1/18/22 – 5/05/22**

Date		Tuition Refund	Fee Refund
Registration to 1/24/22	(1st week)	100%	100%
1/25/22 to 01/31/22	(2nd week)	70%	0%
2/1/22 to 2/7/22	(3rd week)	50%	0%
2/8/22 to 2/14/22	(4th week)	30%	0%
2/15/22 to End of Term		0%	0%

**Refund schedule for 1st Half Semester Courses (7 week term) 1/18/22 – 3/08/22**

Date		Tuition Refund	Fee Refund
Registration to 1/24/22	(1st week)	100%	100%
1/25/22 to 1/31/22	(2nd week)	35%	0%
2/1/22 to End of Term		0%	0%

**Refund Schedule for 2nd Half Semester Courses (7 week term) 3/09/22 –04/29/22**

Date		Tuition Refund	Fee Refund
Registration to 3/15/22	(1st week)	100%	100%
3/16/22 to 3/22/22	(2nd week)	35%	0%
3/23/22 to End of Term		0%	0%