

**SUNY POLYTECHNIC INSTITUTE
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
SPRING 2021 SEMESTER**

December 15	Tue	Deadline for Readmission in Good Standing for Spring 2021
January 11	Mon	Spring 2021 Payment Due
February 1	Mon	\$40 Late Fee to Register for Spring 2021 Courses Begins for Returning Students ALL CLASSES BEGIN USING ONLINE INSTRUCTION Please Refer to Campus Refund Policy on the Reverse Side
February 8	Mon	Add/Drop Begins - No Fees Charged ON-CAMPUS CLASS MEETINGS BEGIN FOR IN-PERSON CLASSES & LABS Banner Web Closed for Spring 2021 Registration Changes All Registration Changes Must Be Made Through the Registrar's Office Add/Drop Form . Tuition and Fee Liability Begins for All Registered Students Add/Drop Fees Begin (Students Must Obtain Instructor's Approval to Add a Course) \$40 Late Fee Charged to <u>ALL</u> Students Registering for Spring 2021
February 12	Fri	Last Day to Add/Register for Courses Last Day to Drop Without Academic Record
February 15	Mon	Withdrawal (W Grade) from Courses Begins
March 19	Fri	Last Day of Classes for First Half Semester Courses
March 22	Mon	First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar) Mid-semester Grades Due Incomplete Grades from Fall 2020 Revert to "F" Grades
April 1	Thu	Last Day to File for August 2021 Graduation
April 9	Fri	Last Day to Officially Withdraw (W Grade) from Courses
April 12-16	Mon-Fri	Advance registration – Summer and Fall 2021 (Matriculated Students: See Academic Department for Advising Schedule)
May 7	Fri	CLASSES END
May 10	Mon	Final Exams Begin
May 13	Thu	Final Exams End
May 15	Sat	Commencement
May 19	Wed	Final Grades Due – 12:00 PM
June 1	Tue	Last Day to File for December 2021 Graduation

1. **LATE REGISTRATION** begins on *January 11, 2021* and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning February 8, 2021, 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 (2/08/21), 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 (2/08/21), 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 2/12/21). 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 page and contacting the Registrar's Office during business hours (Monday-Friday 8:30-4:30) to withdraw from the courses.
4. Officially withdrawing from a course beginning the third week of classes (2/15/21) through the tenth week (4/09/21), 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 2021 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2020. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR
SPRING 2021**

FIRST SEVEN WEEKS:

January 11	Wed	\$40 Late Fee to Register for Spring 2021 Courses for Returning Students
February 1	Mon	Classes Begin
		Add/Drop Begins
February 5	Fri	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
		Add/Drop Fees Begin
February 8	Mon	ON-CAMPUS CLASS MEETINGS BEGIN FOR IN-PERSON CLASSES/ LABS
		Withdrawal (W Grade) from Courses Begins*
March 3	Wed	Last Day to Officially Withdraw (W Grade) from Courses*
March 19	Fri	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 22	Mon	Classes Begin
		Add/Drop Begins
March 26	Fri	Last Day to Add/Register for Courses*
		Last Day to Drop Without Academic Record*
March 29	Mon	Withdrawal (W Grade) from Courses Begins*
April 21	Wed	Last Day to Officially Withdraw (W Grade) from Courses*
May 7	Fri	Last Day of Classes for Second Half Semester Courses

fees apply

Refund schedule for 15 week term: 2/08/21 – 5/14/21

Date		Tuition Refund	Fee Refund
Registration to 2/7/21	(1st week)	100%	100%
2/8/21 to 2/14/21	(2nd week)	70%	0%
2/15/21 to 2/21/21	(3rd week)	50%	0%
2/22/21 to 2/28/21	(4th week)	30%	0%
3/1/21 to End of Term		0%	0%

Refund schedule for 1st Half Semester Courses (7 week term) 2/08/21 – 3/26/21

Date		Tuition Refund	Fee Refund
Registration to 2/7/21	(1st week)	100%	100%
2/8/21 to 2/14/21	(2nd week)	35%	0%
2/15/21 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7 week term) 3/29/21 – 5/14/21

Date		Tuition Refund	Fee Refund
Registration to 4/4/21	(1st week)	100%	100%
4/5/21 to 4/11/21	(2nd week)	35%	0%
4/12/21 to End of Term		0%	0%