

## Fall 2009 – School of Professional Development (SPD) - Dates by Topic (Rev. 5/13/09)

Academic Calendars for the Health Sciences Center, the Graduate School and Stony Brook Manhattan are published separately. Complete information is available on the following web sites and telephone numbers.

Health Sciences Center:	http://www.uhmc.sunysb.edu/studserv/calendar.html or call 631-444-2111
School of Professional Development:	http://ws.cc.stonybrook.edu/spd/ or call 631-632-7050 – Option #3
The Graduate School:	http://www.grad.sunysb.edu/ or call 631-632-4723
Stony Brook Manhattan:	http://www.stonybrook.edu/sb/nyc/ or call 646-472-2000
Stony Brook Southampton:	http://www.stonybrook.edu/sb/southampton/ or call 631-632-8000

Book Requisition Deadlines	Mar. 30 – Deadline for requisitions to be submitted to the University Bookstore for Summer 2010 Apr. 15 – Deadline for requisitions to be submitted to the University Bookstore for Fall 2010 Oct. 15 – Deadline for requisitions to be submitted to the University Bookstore for Spring 2011			
Definitions (see deadlines and restrictions below)	<b>Swap</b> – switch one course for another course of equal credits. Ex: swap MUS 119 (3.0 credits) for ARS 201 (3.0 credits) <b>Section Change</b> – switch sections within the same course. Ex: switch from PHY 122 section R02 to PHY 122 section R03 <b>Credit Change</b> – change credits on an existing course that allows variable credits. Ex: change from 3.0 to 6.0 credits of MUS 523 <b>Drop-Down/ Move-up</b> – switch within the same subject to a different level of difficulty. Ex: move from MAT 131 to MAT 125 <b>Drop</b> – term used to define the process of dropping individual classes <b>Withdraw</b> – term used to define the process of dropping all classes, i.e., “withdrawing” from the University.			
<b>Date of Drop &amp; Withdrawal</b>	<b>Tuition % Incurred</b>	<b>Tuition % Refunded</b>	<b>Fees % Refunded</b>	<b>Last Day of Tuition % applies</b>
On or Before 9/06/09	0 %	100 %	100 %	Sunday, 9/06/09
9/07/09 - 9/13/09	30 %	70 %	0 %	Sunday, 9/13/09
9/14/09 - 9/20/09	50 %	50 %	0 %	Sunday, 9/20/09
9/21/09 - 9/27/09	70 %	30 %	0 %	Sunday, 9/27/09
On or after 9/28/2009	100 %	0 %	0 %	

GSP/GO, Non-matriculates <b>(Tentative; subject to change)</b>	Apr. 25	Open Enrollment begins for <b>Graduate Non-matriculated</b> students (GSP/GO).
Semester Start (Mon.-Fri. Classes)	Aug. 31	<b>First Day of Classes.</b> This includes Stony Brook West Campus, SPD Online Classes, SUNY Learning Net courses, Southampton and Manhattan Campus & Locations.
SPD Online Classes Begin	Aug. 31	<b>First day of classes for SPD Online courses.</b>
Late Registration	Aug. 31	Late Registration begins. \$40 fee applies to <b>all students</b> who are not enrolled in at least one course <b>before</b> August 31. This includes students enrolling in Stony Brook West Campus, SPD Online, SUNY Learning Net, Southampton, and Manhattan classes.
Waitlist Deadline <b>“for SPD Online Courses Only”</b>	Aug. 31	<b>Last day students can place themselves on a waitlist for an Online Course Only. Reminder:</b> Students, who place themselves on a waitlist and change their intent to register, <b>MUST DROP</b> themselves from the Waitlist. If students are registered from the waitlist, students are responsible for any Tuition Liability incurred.
Senior Auditing	Sept. 2	Senior Auditing Program registration and start of program. Call 631.632.7063 for more information.
Adding SPD Online Classes (Close of Business Day – 4:00PM)	Sept. 3	Last day to add SPD Online classes All adds must be processed by the close of business day (4 PM).
Waitlist Deadline	Sept. 4	<b>Last day students can place themselves on a waitlisted course. (SPD Online classes see Aug. 31). Reminder:</b> Students, who place themselves on a waitlist and change their intent to register, <b>MUST DROP</b> themselves from the Waitlist. If students are registered from the waitlist, students are responsible for any Tuition Liability incurred.
Drop, Withdraw <b>(Without Tuition Liability)</b>	Sept. 6	Last day to drop a class or withdraw from the university “without tuition liability.” Dropping courses must be done via Solar System. <b>Semester withdrawal:</b> Students are able to drop down to zero credits via the Solar System.
No Classes	Sept. 7	Labor Day (Observed) – <b>NO CLASSES IN-SESSION</b>
Semester Start (Sat. Classes)	Sept. 12	<b>First Day of Saturday Classes.</b> This includes Stony Brook West Campus, SUNY Learning Net courses offered through SBU, and Manhattan Campus.
Drop, Withdraw – <b>SPD Online Courses only</b> (Close of Business Day – 4:00PM)	Sept. 14	<b>Online classes only (All other SPD classes see Nov. 2):</b> Last day to withdraw (“W” will be recorded). Tuition liability remains applicable. All withdrawals must be processed by the close of business day (4 PM).
Drop, Withdraw <b>(Without a “W”)</b> (Close of Business Day – 4:00PM)	Sept. 14	Last day to drop <b>or</b> withdraw from the university without a “W” (withdraw) recorded on student record. Tuition liability remains applicable. All drops must be processed by the close of business day (4 PM).
Adding Classes / Late Registration Ends (Close of Business Day – 4:00PM)	Sept. 14	Last day to add classes ( <b>excluding SPD Online classes – see Sept. 3</b> ). End of late registration. All changes must be processed by the close of business day (4 PM).
Swaps (Close of Business Day – 4:00PM)	Sept. 14	Last day to process a swap <b>“without a petition”</b> . (See definition of “Swaps” above) Tuition Liability may apply if student reduces credit load (See Tuition Liability Schedule above). All swaps must be processed by the close of business day (4 PM).
Swaps (Close of Business Day – 4:00PM)	Sept. 15 -21	For swaps between these dates, SPD students <b>must</b> petition to the School of Professional Development. If student reduces credit load after Sept. 6, tuition liability will apply. All swaps must be processed by the close of business day (4 PM).
No Classes after 5 PM	Sept. 18	Rosh Hashanah (Observed) – <b>NO CLASSES after 5:00 PM</b>
No Classes	Sept. 19- 20	Rosh Hashanah (Observed)
Application for Graduation (Required)	Sept. 25	Last day for December Degree Candidates to apply for graduation. Candidates should apply online via SOLAR System account. Under <i>Academic Records</i> , select <i>Apply for Graduation</i> .

No Classes	Sept. 28	Yom Kippur (Observed) – <b>NO CLASSES IN-SESSION</b>
Correction Day	Sept. 29	<b>CORRECTION DAY: Classes follow a Monday schedule.</b>
("I") Removal	Nov. 1	Last day for removal of Incomplete grades from the Spring and Summer 2009 Terms.
SPD Online Session Ends	Nov. 1	Last day of SPD Online classes.
Withdrawing from Classes / University Withdrawal (Close of Business Day – 4:00PM)	Nov. 2	Last day to drop / withdraw from one or all courses ("W" will be recorded). Petition is not required. Student may drop all courses on the Solar System. See Tuition Liability schedule. All withdrawals must be processed by the close of business day (4 PM).
Advance Registration (Tentative; subject to change)	Nov. 9	Advance registration tentatively set to begin for Winter and Spring 2010 Semesters. Go to website for enrollment schedule: <a href="http://www.stonybrook.edu/registrar/schedules.htm">www.stonybrook.edu/registrar/schedules.htm</a> .
Thanksgiving Break	Nov. 25-29	Thanksgiving Break – <b>NO CLASSES IN-SESSION</b>
Last Day of Mon – Fri Classes	Dec. 11	Last day of class for any courses that are held Mondays through Fridays.
Saturday Classes End	Dec. 12	Last day of class for any courses that are held on Saturdays.
Reading Days	Dec. 13	Make up exams, lab meetings, etc. may NOT be scheduled on Readings Days.
Finals for Mon – Fri Classes	Dec. 14-21	Finals held for Monday through Friday Courses. No Weekend Exams for Mon-Fri Classes. For schedule go to <b>Final Exam Schedule</b> link at the Registrar's Website. <a href="http://www.stonybrook.edu/registrar">www.stonybrook.edu/registrar</a>
Finals Sat. Classes	Dec. 19	Saturday Finals held during regular scheduled class time.
End of Term	Dec. 21	End of Term; Last day of Finals.
Commencement	Dec. 22	University Graduation Ceremony; Masters & Advanced Graduate Certificates