

Spring 2009 – School of Professional Development (SPD) - Dates by Topic (Rev. 10/29/08)

Academic Calendars for the Health Sciences Center, the School of Professional Development, 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
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

Book Requisition Deadlines	Mar. 30 – Deadline for requisitions to be submitted to the University Bookstore for Summer 2009 Apr. 15 – Deadline for requisitions to be submitted to the University Bookstore for Fall 2009 Oct. 15 – Deadline for requisitions to be submitted to the University Bookstore for Spring 2010
----------------------------	---

Definitions (see deadlines and restrictions below)	<p>Swap – switch course(s) for other course(s) which equal the same # of credits. Ex: swap MUS 119 (3.0 credits) for ARS 201 (3.0 credits)</p> <p>Section Change – switch sections within the same course. Ex: switch from PHY 122 section R02 to PHY 122 section R03</p> <p>Credit Change – change credits on an existing course that allows variable credits. Ex: change from 3.0 to 6.0 credits of MUS 523</p> <p>Drop-Down/ Move-up – switch within the same subject to a different level of difficulty. Ex: move from MAT 131 to MAT 125</p> <p>Drop – term used to define the process of dropping individual classes</p> <p>Withdraw – term used to define the process of dropping all classes, i.e., “withdrawing” from the University.</p>
---	--

Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Fees % Refunded	Last Day of Tuition % applies
On or Before 2/01/09	0 %	100 %	100 %	Sunday, 2/01/09
2/02/09 - 2/08/09	30 %	70 %	0 %	Sunday, 2/08/09
2/09/09 - 2/15/09	50 %	50 %	0 %	Sunday, 2/15/09
2/16/09 - 2/22/09	70 %	30 %	0 %	Sunday, 2/22/09
On or after 2/23/2009	100 %	0 %	0 %	

GSP/GO, Non-matriculates (Tentative; subject to change)	Dec. 10	Open Enrollment begins for Graduate Non-matriculated students (G0).
Semester Start (Mon-Fri Classes)	Jan. 26	First Day of Monday – Friday Classes. This includes Stony Brook West Campus, SPD Online , SUNY Learning Net courses offered through SBU, and Manhattan Campus.
Late Registration	Jan. 26	ALL STUDENTS: Late Registration begins. \$40 fee applies to all students who are not enrolled in at least one course before Jan. 26. This includes students enrolling in SPD, SPD Online, Manhattan and West Campus classes.
Waitlist Deadline - SPD Online Courses Only	Jan. 26	Last Day students can place themselves on a waitlist for an SPD Online Course. Reminder: Students, who place themselves on a waitlist and change their intent to register, MUST DROP themselves from the Waitlist. If students are registered from the waitlist, students are responsible for any Tuition Liability incurred.
Senior Auditing	Jan. 28	Senior Auditing Program registration and start of program. Call 631.632.7063 for more information.
Adding Grad/SPD Online Classes	Jan. 30	Last day to add Grad/SPD - Online classes.
Waitlist Deadline	Jan. 30	Last Day students can place themselves on a waitlisted course. Reminder: Students, who place themselves on a waitlist and change their intent to register, MUST DROP themselves from the Waitlist. If students are registered from the waitlist, students are responsible for any Tuition Liability incurred.
Semester Start (Saturday Classes)	Jan. 31	First Day of Saturday Classes. This includes Stony Brook West Campus, SPD, SUNY Learning Net courses offered through SBU, and Manhattan Campus.
Drop, Withdraw (Without Tuition Liability)	Feb. 1 (Sun) Bus. Offices CLOSED	Last day to drop a class or withdraw from the university “without tuition liability.” Dropping courses must be done via Solar System, as service offices are closed on weekends. SPD Students are able to drop down to zero credits via the Solar System.
Drop, Withdraw (Without a “W”) (Close of Business Day – 4:00 PM)	Feb. 6	ALL STUDENTS: Last day to drop or 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).
Swap (Close of Business Day – 4:00 PM)	Feb. 6	GRADUATE and SPD: Last day to process a swap “without a petition” . (See definition of “Swaps” above) Tuition Liability may apply if student reduces credit load (Feb. 2 – Feb. 8 - 30% liability). All changes must be processed by the close of business day (4 PM).
Swaps	Feb. 7-13	Graduate and SPD: Feb. 7-13, For swaps between these dates, Graduate and SPD students must petition to the respective School. If student reduces credit load after Feb 1, tuition liability will apply.
Adding Classes (Close of Business Day – 4:00 PM)	Feb. 13	Graduate and SPD: Last day to add classes (excluding SPD Online classes - see Jan. 30). End of late registration. All adds must be processed by the close of business day (4 PM).
Drop, Withdraw for SPD Online Courses Only (Close of Business Day – 4:00 PM)	Feb. 13	Graduate and SPD Online classes only (All other SPD classes see March 12): Last day to withdraw (“W” will be recorded). Tuition liability remains applicable. All drops must be processed by the close of business day (4 PM).
Stony Brook Day	Mar. 3	Stony Brook Day Event to Albany, NY.
(“I”) Removal	Mar. 12	UNDERGRADUATE and SPD: Last day for removal of incomplete grades from the Fall 2008 and Winter 2009 Terms.
Withdrawing from classes / University Withdrawal	Mar. 12	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.
Application for Graduation	Mar. 13	ALL STUDENTS: Last day for Spring (May) degree candidates to apply for graduation. Candidates should apply in the appropriate office. SPD: Candidates should apply online via their SOLAR System Account. Under Academic Records select <i>Apply for Graduation</i> .
SPD Online Session Ends	Mar. 29	Last day of SPD Online classes.
Spring Recess	Apr. 6-11	Spring Recess: (Mon – Sunday) – Classes will resume, Monday, April 13.
Advance Registration (Tentative date-subject to change)	Apr. 13	Advance registration tentatively set to begin for the Summer and Fall 2009 Semesters. Go to website for enrollment schedule: www.stonybrook.edu/registrar/schedules.htm .
Mon – Fri Classes End	May 8	Last day of class for any courses that are held Mondays through Fridays.
Saturday Classes End	May 9	Last day of class for any courses that are held on Saturdays.
Reading Days	May 11-12	Make up exams, lab meetings, etc. may NOT be scheduled on reading days.
Finals for Mon-Fri Classes	May 13-19	Finals held for Monday through Friday Courses.

Finals for Sat. Classes	May 16	Saturday Finals held during regular scheduled class time.
End of Term	May 19	End of Term; Last day of Finals.
Commencement	May 22	University Graduation Ceremony; Masters & Advanced Graduate Certificates