

Spring 2012 – School of Professional Development (SPD) - Dates by Topic (Rev. 11/15/11)

SUBJECT TO CHANGE

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.stonybrook.edu/hscstudents/academic_calendar.shtml 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	Apr.5 – Deadline for requisitions to be submitted to the University Bookstore for Summer 2013 & Fall 2013 Oct. 12 – Deadline for requisitions to be submitted to the University Bookstore for Winter 2014 & Spring 2014			
Definitions (see deadlines and restrictions below)	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) Section Change – switch sections within the same course. Ex: switch from PHY 122 section R02 to PHY 122 section R03 Credit Change – change credits on an existing course that allows variable credits. Ex: change from 3.0 to 6.0 credits of MUS 523 Drop-Down/ Move-up – switch within the same subject to a different level of difficulty. Ex: move from MAT 131 to MAT 125 Drop – term used to define the process of dropping individual classes Withdraw – term used to define the process of dropping all classes, i.e., “withdrawing” from the University.			
Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Fees % Refunded	Last Day of Tuition % applies
On or Before 1/29/12	0 %	100 %	100 %	Sunday, 1/29/12
1/30/12 – 2/05/12	30 %	70 %	0 %	Sunday, 2/05/12
2/06/12 - 2/12/12	50 %	50 %	0 %	Sunday, 2/12/12
2/13/12 - 2/19/12	70 %	30 %	0 %	Sunday, 2/19/12
On or after 2/20/2012	100 %	0 %	0 %	
GSP/GO, Non-matriculantes (Tentative; subject to change)	Dec. 2	Open Enrollment begins for Graduate Non-matriculated students (G0).		
Semester Start (Mon-Fri Classes)	Jan. 23	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. 23	ALL STUDENTS: Late Registration begins. \$50 fee applies to all students who are not enrolled in at least one course before Jan. 23. This includes students enrolling in SPD, SPD Online, Manhattan and West Campus classes.		
Waitlist Deadline - SPD Online Courses Only	Jan. 25	Last Day students can place themselves on a waitlist for an Online Course Only. 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.		
Adding “for SPD Online Courses Only”	Jan. 25	End of Add period for SPD Online Classes only		
Senior Auditing	Jan. 25	Senior Auditing Program registration and start of program. Call 631.632.7063 for more information.		
Waitlist Deadline	Jan. 27	Last Day students can place themselves on a waitlisted course. (SPD Online classes see Jan.25) 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.28	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)	Jan. 29 (Sun) Sunday, Service 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. 3	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. 3	Graduate School 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 (Jan. 30 – Feb. 5 - 30% liability). All changes must be processed by the close of business day (4 PM).		
Swaps	Feb. 6-10	Graduate School and SPD: Feb. 6-10, For swaps between these dates, Graduate and SPD students must petition to the respective School. If student reduces credit load after Feb. 6, tuition liability will apply.		
Adding Classes / Late Registration Ends (Close of Business 4:00PM)	Feb. 10	Graduate School and SPD: Last day to add classes (excluding SPD Online classes - see Jan. 25). End of late registration. All adds must be processed by the close of business day (4 PM).		
Drop, Withdraw for Graduate School and SPD Online Courses Only (Close of Business Day – 4:00 PM)	Feb. 10	Graduate School and SPD Online classes only (All other SPD classes see March 23): 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	TBA	TO BE ANNOUNCED. Stony Brook Day Event to Albany, NY.		
(“I”) Removal	Mar. 12	UNDERGRADUATE and SPD: Last day for removal of incomplete grades from the Fall 2011 and Winter 2012 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. All withdrawals must be processed by the close of business (4 PM).		
Apply for Graduation / Commencement Publication Deadline	Mar. 15	ALL STUDENTS: Last day for Spring (May) degree candidates to apply for graduation and be included in the Commencement Publication. Candidates should apply in the appropriate office. SPD: Candidates should apply online via their SOLAR System Account. Under Academic Records select Apply for Graduation .		
SPD Online Session Ends	Mar. 25	Last day of SPD Online classes.		
Spring Recess	Apr. 2-8	Spring Recess: (Mon – Sunday) – Classes will resume, Monday, April 9.		
Advance Registration (Tentative date-subject to change)	Apr. 9	Advance registration tentatively set to begin for the Summer and Fall 2012 Semesters. Go to website for enrollment schedule: www.stonybrook.edu/registrar/schedules.htm .		
Apply for Graduation	Apr. 15	ALL STUDENTS: Last day for Spring (May) degree candidates to apply for graduation. Candidates will not be included in the Commencement Publication (see March 15 deadline). After this date, candidates must apply in person		

		to the appropriate office.
GSP/GO, Non-matriculantes (Tentative; subject to change)	Apr. 27	Open Enrollment for Fall 2012 begins for Graduate Non-matriculated students (G0).
Mon – Fri Classes End	May 4	Last day of class for any courses that are held Mondays through Fridays.
Saturday Classes End	May 5	Last day of class for any courses that are held on Saturdays.
Reading Days	May 7	Make up exams, lab meetings, etc. may NOT be scheduled on reading days.
Finals for Mon-Fri Classes	May 8-15	Finals held for Monday through Friday Courses. No Weekend Exams for Mon-Fri Classes. For schedule go to Final Exam Schedule link at the Registrar's Website. www.stonybrook.edu/registrar
Finals for Sat. Classes	May 12	Saturday Finals held during regular scheduled class time.
End of Term	May 15	End of Term; Last day of Finals.
Commencement	May 17	SPD Graduation Ceremony; (Doctoral Graduation & Hooding Ceremony and Baccalaureate Honors Convocation)
Commencement	May 18	University Graduation Ceremony; (Graduate School Masters and Advanced Graduate Certificate)