

# ACADEMIC CALENDAR

## Calendar Highlights 2008-2009

Date	Fall 2008	Spring 2009	Summer I 2009	Summer II 2009
<b>Last Day for 100% tuition refund upon withdrawal (WD)</b>	September 2	January 17	May 18	June 28
<b>First Day of Class</b>	September 2	January 17	May 18	June 28
<b>Last Day to Add or Drop without a WD grade</b>	September 16	January 30	May 26	July 6
<b>Last day to withdraw (WD) from a course</b>	November 14	April 7	June 16	July 27
<b>Dates that classes DO NOT MEET</b>	Labor Day September 1  Midterm Break October 28  Thanksgiving November 26 - November 30	Martin Luther King January 19  Spring Break March 14 - March 20  Spring Holiday April 11 - April 12	Memorial Day May 25	Independence Day July 3-4
<b>Final Critique and Exams</b>	December 15 through December 21	May 5 through May 11		
<b>Last Day of Class</b>	December 21	May 11	June 27	August 8

### Important Telephone Numbers

Admissions (toll-free)	(800) 331-0834
Admissions	(718) 636-3514
Bursar	(718) 636-3539
Career Services	(718) 636-3506
Financial Aid	(718) 636-3599
Health & Counseling Services	(718) 399-4542
International Affairs Office	(718) 636-3674
Library (Circulation Desk)	(718) 636-3420
Registrar	(718) 636-3663
Residential Life	(718) 399-4550
Security	(718) 636-3540
Student Activities and Orientation	(718) 636-3422

### Academic Advisors

Architecture	(718) 399-4333
Art and Design	(718) 636-3611
Foundation Art	(718) 636-3617
Information and Library Science	(212) 647-7682
Intensive English Program	(718) 636-3450
Writing Programs	(718) 399-4497

**Please note:**

This calendar must be considered as informational and not binding on the Institute. The dates listed here are provided as a guideline for use by students and offices participating in academic and registration related activities. This calendar is not to be used for non-academic business purposes. Pratt Institute reserves the right to make changes in the information printed in this bulletin without prior notice.

**REGISTRATION**

**Monday, March 24**  
Online Registration Begins.  
Students billed by mail for Fall only.

**Tuesday, September 16**  
Last day to add a class or drop without a WD grade recorded.  
No new registrations accepted after this date

**Monday, September 29**  
Schedule goes live on web.

**Monday, October 6**  
Academic Advisement begins.

**Friday, November 14**  
Last day for course withdrawal.

**NEW STUDENT ORIENTATION**

**Thursday, August 21 – Saturday, August 23**  
New international student orientation held.

**Saturday, August 23 – Sunday, August 24**  
New student orientation held; loan entrance interviews.

**PAYMENT/FINANCIAL**

**Thursday, May 1**  
Student loan application deadline.

**Friday, August 1**  
Continuing students' tuition payment deadline.

**Friday, August 1**  
New students' tuition payment deadline. Financial aid forms must be filed.

**Friday, August 29**  
Loan entrance interviews.  
Financial Aid forms deadline.

**Tuesday, September 2**  
Last day for 100% tuition refund upon withdrawal.

**HOUSING**

**Wednesday, August 20**  
New international students' check-in to residence halls.

**Saturday, August 23**  
Entering freshman, transfer, and graduate students check-in to residence halls, 9 AM to 5 PM.

**Saturday, August 30**  
Continuing students' check-in to residence halls, 9 AM to 5 PM.

**Saturday, December 20**  
Noon checkout deadline for graduating students and those who cancelled spring residence hall license.

**ACADEMIC**

**Monday, August 4**  
Graduate Design Management and Arts and Cultural Management classes begin.

**Friday, August 22 – Saturday, August 23**  
English proficiency exam for international students (see orientation schedule for times and locations).

**Thursday, August 28**  
PMC spring schedule due to Registrar.

**Monday, September 1**  
Labor Day – no classes.

**Tuesday, September 2**  
Classes begin.  
Last day to withdraw from classes with no charge.

**Monday, September 15**  
Brooklyn campus spring schedule due to Registrar.

**Tuesday, September 16**  
Last day to add a class to fall semester schedule.  
Last day to drop without a WD grade recorded.

**Monday, October 13**  
Columbus Day - classes meet. Offices closed.

**Friday, October 10 – Sunday, October 12**  
Tentative dates for Family Weekend.

**Tuesday, October 28**  
Midterm Break. No classes.  
Institute offices open.

**Friday, November 14**  
Last day for course withdrawal.

**Wednesday, November 26 – Sunday, November 30**  
Thanksgiving - no classes.  
Office open on 11/26 only

**Monday, December 15 – Sunday, December 21**  
Final critique and exam week.

**Sunday, December 21**  
Fall semester ends.

**Monday, December 15**  
Last day for students to submit graduation applications to the registrar's office for May graduation. Review for graduation will begin on January 15.

**Monday, December 15**  
Last day to change grades from previous spring/summer semesters.

**Tuesday, December 23**  
All final grades due online.

**Wednesday, December 24 – Thursday, January 1**  
Winter vacation. Offices closed.

**Refund Schedule**

**Course Withdrawal Refund Schedule Fall 2008**

Prior and including September 2	Full refund
September 3 – September 9	85% refund
September 10 – September 16	70% refund
September 17 – September 25	55% refund
After September 26	No refund

The above refunds are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1) or the date you withdraw online. No penalty is assessed for undergraduate withdrawals when a full-time credit load (12-18 credits) is carried before and after the drop/add.

**Housing Cancellation Refund Schedule Fall 2008**

Prior to April 29	Full refund
April 30 – July 21*	\$200 penalty
July 22 – August 29	75% refund
August 30 – October 9	50% refund
After October 9	No refund

\*Any application received after May 1 and prior to July 10 will have a two week grace period from date of receipt to receive full refund. The above refunds are calculated based on the date you submit your completed Adjustment Form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your Residence Hall License.

**Meal Plan Cancellation Refund Schedule**

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund

**Late Payment Fees**

- A late fee of \$75 will be charged for any unpaid balance after the initial disbursement of financial aid has been applied for each semester.
- A late fee of \$50 will be charged after the first 15 days of each semester/session for students who did not complete their registration during their designated registration period.

## REGISTRATION

**Monday, October 27**  
Continuing students' online registration for spring begins. Students billed by mail.

**Friday, January 30**  
Last day to add a class. Last day to drop a class without a WD grade recorded.

**Monday, February 9**  
Schedule live on web

**Tuesday, February 17**  
Academic Advisement begins (fall semester).

**Monday, March 23**  
Online registration for summer and fall begins.

**Tuesday, April 7**  
Last day for course withdrawal.

## NEW STUDENT ORIENTATION

**Wednesday, January 14 – Friday, January 16**  
New international student orientation held.

**Thursday, January 15**  
New student orientation held.

## PAYMENT/FINANCIAL

**Monday, October 27**  
Recommended date to file spring financial aid and student loan applications for students who did not file for fall term.

**Tuesday, December 23**  
Continuing students' tuition payment deadline.

**Monday, January 5**  
All continuing students should begin to file financial aid forms for summer/fall financial aid award packages.

**Friday, January 16**  
New students' tuition payment deadline. Financial aid forms should be filed.

**Monday, January 26**  
Recommended filing deadline for financial aid applications for the next academic year.

**Monday, April 6**  
Recommended filing deadline for next year's student loan applications.

## HOUSING

**Tuesday, January 13**  
New international students' residence hall check-in, 9 AM to 5 PM.

**Wednesday, January 14**  
New and continuing students' residence hall check-in, 9 AM to 5 PM.

**Tuesday, May 12**  
Noon checkout deadline for non-graduating students and those students without a summer session I residence hall license.

**Saturday, May 16**  
Noon checkout deadline for graduating students.

## ACADEMIC

**Monday, October 27**  
All international students' applications and documents due.

**Saturday, January 10**  
Graduate Design Management and Arts and Cultural Management classes begin.

**Monday, January 12**  
PMC class schedule due to Registrar

**Wednesday, January 14 – Thursday, January 15**  
English proficiency exam for international students.

**Saturday, January 17**  
Classes begin.

**Monday, January 19**  
Martin Luther King Day - no classes.

**Monday, January 26**  
Brooklyn campus class schedule due to Registrar.

**Friday, January 30**  
Last day to add a class or drop without a WD grade recorded.

**Monday, February 16**  
President's Day – classes meet.

**Tuesday, February 17**  
Academic Advisement begins.

**Saturday, March 14**  
Spring vacation begins after last class.

**Saturday, March 21**  
Weekend classes resume.

**Monday, March 23**  
Weekday classes resume. Summer/Fall semester registration begins.

**Friday, March 27**  
Last day to submit a graduation application for summer and fall graduation.

**Tuesday, April 7**  
Last day for course withdrawal.

**Friday, April 10**  
All Institute Day, classes meet, offices closed.

**Saturday, April 11 – Sunday, April 12**  
Spring Holiday, No classes. Institute closed.

**Tuesday, May 5 – Monday, May 11**  
Final critique and exam week.

**Monday, May 11**  
Last day to change grades from previous fall semesters. Last day of classes. Graduate Design Management and Arts & Cultural Management classes end.

**Wednesday, May 13**  
All final grades due online by 3pm.

**Tuesday, May 12 – Thursday, May 14**  
Pratt Show

**Thursday, May 14**  
Honors Convocation.

**Friday, May 15**  
Commencement.

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## Refund Schedule

### Course Withdrawal Refund Schedule Spring 2009

Prior to January 17	Full refund
January 18 – January 24	85% refund
January 25 – January 31	70% refund
February 1 – February 7	55% refund
After February 8	No refund

The above refunds are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1) or withdraw online. No penalty is assessed for undergraduate withdrawals when a full-time credit load (12-18 credits) is carried before and after the drop/add.

### Housing Cancellation Refund Schedule Spring 2009

Prior to November 10	Full refund
November 11 – December 15*	\$200 penalty
December 16 – January 17	75% refund
January 18 – February 23	50% refund
After February 23	No refund

\*Any application received after May 1 and prior to July 10 will have a two week grace period from date of receipt to receive full refund. The above refunds are calculated based on the date you submit your completed Adjustment Form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your Residence Hall License.

### Meal Plan Cancellation Refund Schedule

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund

#### Late Payment Fees

- A late fee of \$75 will be charged for any unpaid balance after the initial disbursement of financial aid has been applied for each semester.
- A late fee of \$50 will be charged after the first 15 days of each semester/session for students who did not complete their registration during their designated registration period.

## Summer 2009 Sessions I and II

### REGISTRATION

#### Monday, March 23

Online registration for all summer sessions begins. Students will not be billed by mail.

#### Monday, May 18

First day of classes – Summer I. Last day to withdraw at 100% refund.

#### Tuesday, May 26

Last day to add a class. Last day to drop summer I classes without a WD grade.

#### Tuesday, June 16

Last day to withdraw with a WD from a summer I class.

#### Monday, July 6

Last day to add a class. Last day to drop summer II classes without a WD grade recorded. No new summer session II registrations accepted after this date.

#### Monday, July 27

Last day for WD from a summer II class

### PAYMENT/FINANCIAL

#### Monday, May 18

Last day to drop summer session I classes with 100% refund.

#### Wednesday, June 3

Last day to drop a summer session I classes with 55% refund.

### HOUSING

#### Sunday, May 17

Summer session I residence hall check-in, 9 AM–5 PM .

#### Saturday, June 27

Noon checkout deadline for students without summer session II residence hall license.

#### Sunday, June 28

Summer session II residence hall check-in, 9 AM to 5 PM.

#### Saturday, August 8

Noon checkout deadline for students without fall residence hall license.

### ACADEMIC

#### Monday, May 18

Summer session I classes begin.

#### Saturday, May 16

Graduate Design Management and Arts and Cultural Management classes begin.

#### Monday, May 25

Memorial Day - no classes.

#### Tuesday, May 26

Last day to add a class. Last day to drop without a WD grade recorded. No new summer session I registrations accepted after this date.

#### Tuesday, June 16

Last day for course withdrawal from summer session I.

#### Saturday, June 27

Summer session I classes end.

#### Sunday, June 28

Summer session II begins.

#### Tuesday, June 30

Summer I Grades due online – 3pm.

#### Friday, July 3 –

#### Saturday, July 4

Independence Day Observed- Institute closed.

#### Monday, July 6

Last day to add a class. Last day to drop without a WD grade recorded. No new summer session II registrations accepted after this date.

#### Monday, July 27

Last day for WD from a summer II class.

#### Saturday, August 8

Summer session II classes end.

#### Wednesday, August 12

Summer II Grades due online – 3pm.

## Summer 2009: Session I

### Course Withdrawal Refund Schedule

Prior to and including May 18	Full refund
May 19 through June 3	55% refund
After June 3	No refund

The above refunds are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1).

### Housing Cancellations Refund Schedule

Prior to April 30	Full refund
April 30 through May 7	\$50 penalty
May 8 through May 14	75% refund
May 15 through May 21	50% refund
After May 21	No refund

The above refunds are calculated based on the date you submit your completed adjustment form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your residence hall license.

### Meal Plan Cancellation Refund Schedule

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund.

### Late Payment Fees

- A late fee of \$75 will be charged for any unpaid balance after the initial disbursement of financial aid has been applied for each semester.
- A late fee of \$50 will be charged after the first 15 days of each semester/session for students who did not complete their registration during their designated registration period.

## Summer 2009: Session II

### Course Withdrawal Refund Schedule

Prior to and including June 28	Full refund
June 29 through July 14	55% refund
After July 14	No refund

The above refunds are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1).

### Housing Cancellations Refund Schedule

Prior to June 11	Full refund
June 11 through June 17	\$50 penalty
June 18 through July 24	75% refund
July 25 through July 28	50% refund
After July 28	No refund

The above refunds are calculated based on the date you submit your completed adjustment form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your residence hall license.

### Meal Plan Cancellation Refund Schedule

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund.