

ACADEMIC CALENDAR

Calendar Highlights 2009-2010

Date	Fall 2009	Spring 2010	Summer I 2010	Summer II 2010
Last Day for 100% tuition refund upon withdrawal (WD)	August 31	January 19	May 17	June 28
First Day of Class	August 31	January 19 (Jan 16 Sat/Sun Classes)	May 17	June 28
Last Day to Add or Drop without a WD grade	September 14	February 2	May 24	July 6
Last day to withdraw (WD) from a course	November 13	April 8	June 15	July 27
Dates that classes DO NOT MEET	Labor Day September 7 Midterm Break October 27 Thanksgiving November 25 - November 28	Martin Luther King January 18 Spring Break March 13 - March 19 Spring Holiday April 3 - April 4	Memorial Day May 31	Independence Day July 4-5
Final Critique and Exams	December 14 through December 20	May 3 through May 10		
Last Day of Class	December 20	May 10	June 26	August 7
Grades Due Online	December 22	May 12	June 29	August 10

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 nonacademic business purposes. Pratt Institute reserves the right to make changes in the information printed in this bulletin without prior notice.

FALL 2009

REGISTRATION

Monday, January 12

PMC S1, S2/FA schedule due to Registrar's Office.

Monday, January 26

Brooklyn S1, S2/FA schedule due to Registrar's Office

Monday, February 9

Fall schedule goes live on the web.

Tuesday, February 17

Academic advisement begins

Monday, March 23

Online registration begins for continuing students.

Monday, May 11

Last day of preregistration for continuing students.

Monday, July 13 - Friday, July 17

Tentative date for new student online registration.

Monday, September 14

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

Friday, November 13

Last day for course withdrawal.

NEW STUDENT ORIENTATION

Wednesday, August 19 –

Friday, August 21

New international student orientation held.

Saturday, August 22 –

Friday, August 28

New student orientation held; loan entrance interviews.

PAYMENT/FINANCIAL

Friday, May 1

Student loan application deadline.

Saturday, August 1

Continuing students' tuition payment deadline.

Saturday, August 1

New students' tuition payment deadline.

Sunday, August 2

Late payment fee of \$80 in effect for all students.

Monday, August 31

Last day for 100% tuition refund upon withdrawal.

HOUSING

Wednesday, August 19

New international students' check-in to residence halls, 9 AM to 5 PM.

Saturday, August 22

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

Saturday, August 29

Continuing students' check-in to residence halls, 9 AM to 5 PM.

Saturday, December 19

Noon checkout deadline for graduating students and those who cancelled spring residence hall license.

ACADEMIC

Wednesday, August 12

Graduate Design
Management classes begin.

Friday, July 17, 24, 31, August 7, 14

English Proficiency exam given for international students. (10:00)

Monday, August 17 –

Saturday, August 22

English proficiency exam given for international students. (10:00)

Saturday, August 22

Arts and Cultural
Management classes begin.

Monday, August 31

Classes begin.

Monday, September 7

Labor Day no classes.

Monday, September 14

Last day to add a class or drop without a WD grade recorded.

Friday, October 9 –

Sunday, October 11

Tentative dates for Family Weekend.

Monday, October 12

Columbus Day - classes meet, offices closed.

Tuesday, October 27

Midterm Break. No classes. Institute offices open.

Friday, November 13

Last day for course withdrawal.

Wednesday, November 25 –

Sunday, November 28

Thanksgiving - no classes. Offices open on 11/25 only

Monday, December 14 –

Sunday, December 20

Final critique and exam week. Fall semester ends.

Monday, December 14

Last day to change grades from previous spring/summer semesters.

Tuesday, December 15

Last day for students to submit graduation applications to the registrar's office for May graduation. Review for graduation begins January 4.

Tuesday, December 22

All final grades due online by 3:00 pm.

Thursday, December 24 –

Sunday, January 3

Winter vacation.

Refund Schedule

Course Withdrawal Refund Schedule Fall 2009

Prior to and including August 31	Full refund
September 1 – September 7	85% refund
September 8 – September 14	70% refund
September 15 – September 21	55% refund
After September 21	No refund

Housing Cancellation Refund Schedule Fall 2009

Prior to May 4	Full refund
May 4 – July 24*	\$300 penalty
July 25 – September 1	75% refund
September 2 – October 9	50% refund
After October 9	No refund

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

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

*Those sending applications received after May 4 and prior to July 14 will have a two week grace period from date of receipt to receive full refund. The refunds above 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.

Spring 2010

REGISTRATION

Wednesday, August 26

PMC spring schedule due to Registrar's Office.

Tuesday, September 15

Brooklyn spring schedule due to Registrar's Office.

Monday, September 28

Spring schedule goes live on web.

**Monday, October 5
Academic advisement begins**

Monday, November 2

Continuing students' online registration for spring begins.

Tuesday, February 2

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

Thursday, April 8

Last day for course withdrawal.

NEW STUDENT ORIENTATION

Wednesday, January 13 –

Friday, January 15

New international student orientation held.

Thursday, January 14 –

Friday, January 15

New student orientation held.

PAYMENT/FINANCIAL

Monday, October 5

Recommended date to file spring financial aid and student loan applications for students who did not file for fall term.

Friday, December 18

Continuing students' tuition payment deadline for spring.

Saturday, January 2

All continuing students should begin to file financial aid forms for summer 2010/fall 2010/spring 2011 financial aid award packages.

Friday, January 15

New student's tuition payment deadline

Tuesday, January 19

Last day for 100% tuition refund upon withdrawal.

Thursday, January 21

Recommended filing deadline for financial aid applications for the next academic year.

Wednesday, April 7

Recommended filing deadline for 2010/11 student loan applications.

HOUSING

Tuesday, January 12

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

Wednesday, January 13

Entering freshman, transfer, and graduate students' check-in to residence hall, 9 AM to 5 PM.

Tuesday, May 11

Noon checkout deadline for non-graduating students and those students without a summer session I residence hall license.

Saturday, May 15

Noon checkout deadline for graduating students.

ACADEMIC

Monday, October 26

All international students' applications and documents due.

Saturday, January 9

Graduate Design Management and Arts and Cultural Management classes begin.

Friday, January 8 –

Wednesday, January 13

English proficiency exam for international students.

Saturday, January 16

Sat/Sun classes begin

Monday, January 18

Martin Luther King Day - no classes.

Tuesday, January 19

Weekday classes begin.

Tuesday, February 2

Last day to add a class or drop without a WD grade recorded.

Monday, February 15

President's Day - classes meet.

Saturday, March 13 – Friday, March 19

Spring break.

Monday, March 22

Weekday classes resume.

Thursday, March 25

Last day to submit a graduation application for October and February graduation.

Friday, April 2

All Institute Day – classes meet, offices closed.

Saturday, April 3 –

Sunday, April 4

Spring Holiday - no classes, Institute closed.

Thursday, April 8

Last day for course withdrawal.

Tuesday, May 4 –

Monday, May 10

Final critique and exam week. Classes end. Graduate Design Management and Arts and Cultural Management classes end.

Monday, May 10

Last day to change grades from previous fall semesters.

Wednesday, May 12

All final grades due online.

Monday, May 10 –

Thursday, May 13

(TENTATIVE)

Pratt Show

Monday, May 17(TENTATIVE)

Commencement.

Refund Schedule

Course Withdrawal Refund Schedule Spring 2010

Prior to and including January 19	Full refund
January 20 – January 26	85% refund
January 27 – February 2	70% refund
February 3 – February 9	55% refund
After February 9	No refund

The refunds above are calculated using the date you completed your transaction online or submitted your completed drop/add form to the Office of the Registrar (Thrift 1). 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 2010

Prior to November 16	Full refund
November 17 – December 19*	\$200 penalty
December 20 – January 20	75% refund
January 21 – February 27	50% refund
After February 27	No refund

*Those sending applications received after November 17 and prior to December 7 will have a two week grace period from date of receipt to receive full refund. The refunds above 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

Summer 2010 Sessions I and II

REGISTRATION

Monday, March 22

Registration for all summer sessions begins,

Monday, May 24

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

No new summer session I registrations accepted after this date.

Tuesday, June 15

Last day for withdrawal (WD) from a summer I class.

Tuesday, 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.

Tuesday, July 27

Last day for withdrawal (WD) from a summer II class.

PAYMENT/FINANCIAL

Friday, April 23

Summer session I tuition payment deadline for continuing students. Thereafter, a \$80 late payment fee charged to continuing students for summer session I.

Friday, June 10

Summer session II tuition payment deadline for continuing students; thereafter a \$80 late payment fee.

HOUSING

Sunday, May 16

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

Saturday, June 26

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

Sunday, June 27

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

Saturday, August 7

Noon checkout deadline for students without fall residence hall license.

ACADEMIC

Saturday, May 15

Graduate Design Management and Arts and Cultural Management classes begin.

Monday, May 17

Summer session I classes begin.

Monday, May 24

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.

Monday, May 31

Memorial Day - no classes.

Tuesday, June 15

Last day for course withdrawal from summer session I.

Saturday, June 26

Summer session I classes end.

Monday, June 28

Summer session II begins.

Tuesday, June 29

Summer I Grades due online by 3 pm.

Tuesday, 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.

Sunday, July 4 – Monday, July 5

Independence Day - no classes.

Tuesday, July 27

Last day for WD from a summer II class.

Monday, August 7

Summer session II classes end.

Wednesday, August 10

Summer II Grades due online by 3 pm.

Summer 2010: Session I

Course Withdrawal Refund Schedule

Prior to and including May 17	Full refund
May 18 through June 1	55% refund
After June 1	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 May 3	Full refund
May 3 through May 9	\$50 penalty
May 10 through May 18	75% refund
May 19 through May 24	50% refund
After May 24	No refund

The refunds above 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.

Summer 2010: Session II

Course Withdrawal Refund Schedule

Prior to and including June 28	Full refund
June 29 through July 13	55% refund
After July 13	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 14	Full refund
June 14 through June 20	\$50 penalty
June 21 through June 29	75% refund
June 30 through July 5	50% refund
After July 5	No refund

The refunds above 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.