

# ACADEMIC CALENDAR

## Calendar Highlights 2010-2011

Date	Fall 2010	Spring 2011	Summer I 2011	Summer II 2011
<b>Last Day for 100% tuition refund upon withdrawal (WD)</b>	August 30	January 18	May 16	June 27
<b>First Day of Class</b>	August 30	January 18 (Jan 15 Sat/Sun Classes)	May 16	June 27
<b>Last Day to Add Classes or Drop without a WD grade</b>	September 13	February 1	May 23	July 5
<b>Last day to withdraw (WD) from a course</b>	November 12	April 5	June 14	July 26
<b>Dates that classes DO NOT MEET</b>	Labor Day September 6  Midterm Break October 26  Thanksgiving November 24 - November 28	Martin Luther King January 17  Spring Break March 12 - March 18  Spring Holiday April 23 - April 24	Memorial Day May 30	Independence Day July 4
<b>Final Critique and Exams</b>	December 13 through December 19	May 3 through May 9		
<b>Last Day of Class</b>	December 19	May 9	June 24	August 5
<b>Grades Due Online</b>	December 21	May 11	June 28	August 9

### 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.

**REGISTRATION**

**Monday, January 11**  
PMC S1,S2/FA schedule due to Registrar's Office.

**Monday, January 25**  
Brooklyn S1, S2/FA schedule due to Registrar's Office

**Monday, February 8**  
Fall schedule goes live on the web.

**Tuesday, February 16**  
Academic advisement begins

**Monday, March 22**  
Online registration begins for continuing students.

**Monday, May 10**  
Last day of preregistration for continuing students.

**Monday, July 19 - Friday, July 23**  
Tentative date for new student online registration.

**Monday, September 13**  
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 12**  
Last day for course withdrawal.

**NEW STUDENT ORIENTATION**

**Wednesday, August 19 – Friday, August 27**  
New international student orientation held.

**Saturday, August 21 – Friday, August 27**  
New student orientation held; loan entrance interviews.

**PAYMENT/FINANCIAL**

**Friday, June 11**  
Student loan application deadline.

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

**Sunday, August 1**  
New students' tuition payment deadline.

**Monday, August 2**  
Late payment fee of \$80 in effect for all students.

**Monday, August 30**  
Last day for 100% tuition refund upon withdrawal.

**HOUSING**

**Wednesday, August 18**  
New international students' check-in to residence halls, 9 AM to 5 PM.

**Saturday, August 21**  
Entering freshman, transfer, and graduate students check-in to residence halls, 9 AM to 5 PM.

**Saturday, August 28**  
Continuing students' check-in to residence halls, 9 AM to 5 PM.

**Saturday, December 18**  
Noon checkout deadline for graduating students and those who cancelled spring residence hall license.

**Note:** Student's residing on-campus Spring 2011 do not check-out of their Fall rooms.

**ACADEMIC**

**Friday, August 6, 13**  
English Proficiency exam given for international students. (10:00)

**Tuesday, August 17**  
**Friday, August 20**  
English Proficiency exam given for international students. (10:00 & 2:00)

**Wednesday, August 18 – Saturday, August 21**  
English proficiency exam given for international students. (10:00)

**Saturday, August 21**  
Arts and Cultural Management classes begin

**Wednesday, August 25**  
Design Management classes begin

**Monday, August 30**  
Classes begin.

**Monday, September 6**  
Labor Day no classes.

**Monday, September 13**  
Last day to add a class or drop without a WD grade recorded.

**Friday, October 8 – Sunday, October 10**  
Family Weekend.

**Monday, October 11**  
Columbus Day - classes meet, offices closed.

**Tuesday, October 26**  
Midterm Break. No classes. Institute offices open.

**Friday, November 12**  
Last day for course withdrawal.

**Wednesday, November 24 – Sunday, November 28**  
Thanksgiving - no classes. Offices open on 11/24 only

**Monday, December 13 – Sunday, December 19**  
Final critique and exam week. Fall semester ends.

**Monday, December 19**  
Last day to change grades from previous spring/summer semesters.

**Wednesday, 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 21**  
All final grades due online by 3:00 pm.

**Thursday, December 24 – Sunday, January 2**  
Winter vacation.

**Refund Schedule**

**Course Withdrawal Refund Schedule Fall 2010**

Prior to and including August 30	Full refund
August 31 – September 6	85% refund
September 7 – September 13	70% refund
September 14 – September 20	55% refund
After September 20	No refund

**Housing Cancellation Refund Schedule Fall 2010**

Prior to May 3*	Full refund
May 3 – July 23	\$300 penalty
July 24 – August 31	75% refund
September 1 – October 8	50% refund
After October 8	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 dropped your course 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.

\*Those sending applications received after May 3 and prior to July 10 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.

**REGISTRATION**

**Wednesday, August 25**  
PMC spring schedule due to Registrar's Office.

**Tuesday, September 14**  
Brooklyn spring schedule due to Registrar's Office.

**Monday, September 27**  
Spring schedule goes live on web.

**Monday, October 4**  
**Academic advisement begins**

**Monday, November 1**  
Continuing students' online registration for spring begins.

**Tuesday, February 1**  
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 5**  
Last day for course withdrawal.

**NEW STUDENT ORIENTATION**

**Wednesday, January 12 – Friday, January 14**  
New international student orientation held.

**Thursday, January 13 – Friday, January 14**  
New student orientation held.

**PAYMENT/FINANCIAL**

**Tuesday, October 5**  
Recommended date to file spring financial aid and student loan applications for students who did not file for fall term.

**Friday, December 17**  
Continuing students' tuition payment deadline for spring.

**Sunday, January 2**  
All continuing students should begin to file financial aid forms for summer 2011/fall 2011/spring 2012 financial aid award packages.

**Friday, January 14**  
New student's tuition payment deadline

**Tuesday, January 18**  
Last day for 100% tuition refund upon withdrawal.

**Monday, February 1**  
Recommended filing deadline for financial aid applications for the next academic year.

**Thursday, April 7**  
Recommended filing deadline for 2010/11 student loan applications.

**HOUSING**

**Tuesday, January 11**  
New international students' residence hall check-in, 9 AM to 5 PM .

**Wednesday, January 12**  
Entering freshman, transfer, and graduate students' check-in to residence hall, 9 AM to 5 PM.

**Tuesday, May 10**  
Noon checkout deadline for non-graduating students and those students without a summer session I residence hall license.

**Saturday, May 14**  
Noon checkout deadline for graduating students.

**NOTE:** students residing on-campus Summer 2011 Session I do not check-out of their Spring room until notified by SU room is ready.

**ACADEMIC**

**Monday, October 25**  
All international students' applications and documents due.

**Saturday, January 8**  
Graduate Design Management and Arts and Cultural Management classes begin.

**Friday, January 7 – Wednesday, January 14**  
English proficiency exam for international students.

**Saturday, January 15**  
Sat/Sun classes begin

**Monday, January 17**  
Martin Luther King Day - no classes.

**Tuesday, January 18**  
Weekday classes begin.

**Tuesday, February 1**  
Last day to add a class or drop without a WD grade recorded.

**Monday, February 21**  
President's Day - classes meet. Offices closed.

**Saturday, March 12 – Friday, March 18**  
Spring break.

**Monday, March 21**  
Weekday classes resume.

**Friday, March 25**  
Last day to submit a graduation application for October and February graduation.

**Friday, April 22**  
All Institute Day – classes meet, offices closed.

**Saturday, April 23 – Sunday, April 24**  
Spring Holiday - no classes, Institute closed.

**Thursday, April 5**  
Last day for course withdrawal.

**Tuesday, May 3 – Monday, May 9**  
Final critique and exam week. Classes end. Graduate Design Management and Arts and Cultural Management classes end.

**Monday, May 9**  
Last day to change grades from previous fall semesters.

**Wednesday, May 11**  
All final grades due online by 3:00 p.m..

**Monday, May 10 – Thursday, May 13 (TENTATIVE)**  
Pratt Show

**Monday, May 16(TENTATIVE)**  
Commencement.

**Refund Schedule**

**Course Withdrawal Refund Schedule Spring 2011**

Prior to and including January 18	Full refund
January 19 – January 25	85% refund
January 26 – February 1	70% refund
February 2 – February 8	55% refund
After February 8	No refund

**Housing Cancellation Refund Schedule Spring 2011**

Prior to November 13	Full refund
November 13 – December 17*	\$200 penalty
December 18 – January 19	75% refund
January 20 – February 25	50% refund
After February 25	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 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.

\*Those sending applications received after November 13 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.

## Summer 2011 Sessions I and II (TENTATIVE)

### REGISTRATION

#### Monday, March 21

Registration for all summer sessions begins,

#### Monday, May 23

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 14

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

#### Tuesday, July 5

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 26

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

### PAYMENT/FINANCIAL

#### Saturday, 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 15

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

#### Saturday, June 25

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

**Note:** students residing on-campus Summer 2011 Session II do not check out of their Session I room unless they are making a room change for Session II.

#### Sunday, June 26

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

#### Saturday, August 6

Noon checkout deadline for students without fall residence hall license.

**Note:** students residing on-campus Fall 2011 do not check-out of their SU room until notified their Fall room is ready.

### ACADEMIC

#### Saturday, May 21

Graduate Design Management and Arts and Cultural Management classes begin.

#### Monday, May 16

Summer session I classes begin.

#### Monday, May 23

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 30

Memorial Day - no classes.

#### Tuesday, June 14

Last day for course withdrawal from summer session I.

#### Friday, June 24

Summer session I classes end.

#### Monday, June 27

Summer session II begins.

#### Tuesday, June 28

Summer I Grades due online by 3 pm.

#### Tuesday, July 5

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 4

Independence Day - no classes.

#### Tuesday, July 26

Last day for WD from a summer II class.

#### Friday, August 5

Summer session II classes end.

#### Tuesday, August 9

Summer II Grades due online by 3 pm.

## Summer 2011: Session I

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### Course Withdrawal Refund Schedule

Prior to and including May 16	Full refund
May 17 through May 28	55% refund
After May 28	No refund

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

### Housing Cancellations Refund Schedule

Prior to May 3	Full refund
May 3 through May 8	\$50 penalty
May 9 through May 17	75% refund
May 18 through May 23	50% refund
After May 23	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 2011: Session II

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### Course Withdrawal Refund Schedule

Prior to and including June 27	Full refund
June 28 through July 9	55% refund
After July 9	No refund

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

### Housing Cancellations Refund Schedule

Prior to June 12	Full refund
June 12 through June 18	\$50 penalty
June 19 through June 28	75% refund
June 29 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.