

ACADEMIC RESPONSIBILITY (Add/Drop Policy)

Students may change their schedule after registration during the following prescribed periods:

Deadlines for adding courses are:

- Any 1-week course.....first class meeting
- Any 2-week course.....second class meeting
- Any 3-week course.....third class meeting
- Any 4- or 5-week course.....fourth class meeting
- Any 6-week course.....end of first week of class
- Any 12-week course.....end of second week of class

Deadlines for dropping courses are:

- Any 1-week course.....second class meeting
- Any 2-week course.....fourth class meeting
- Any 3-week course.....sixth class meeting
- Any 4- or 5-week course.....eighth class meeting
- Any 6-week course.....end of second week of class
- Any 12-week course.....end of third week of class

The date that the “add/drop” (officially the Program Adjustment) form is received by Scheduling and Registration determines whether a transaction has taken place before or after a deadline. Students may petition the Dean of the Division or School in which they are enrolled for approval to add or drop a course after a deadline only for documented extenuating circumstances beyond the student’s control. Students are subject to a fee of \$15.00 for processing each late transaction. Payment of the fee is for processing only and is independent of the approval or disapproval of the request. A grade of “E” will be recorded on the student’s transcript for all courses that the student has ceased attending but are not dropped according to the above procedures. All add/drop transactions, including change of section, must begin in the office of the department teaching the course. After obtaining approval of the transaction and payment of the processing fee, if any, students are to hand carry all copies of the add/drop form to the Scheduling and Registration Office, 301 Culkin Hall. [Monday through Friday, 8:00 AM-4:00 PM]

FINANCIAL RESPONSIBILITY (Dropping a course)

Fees are not refundable as of the first day of classes

12-week session	Tuition Liability
1 st week	0%
2 nd week	40%
3 rd week	60%
4 th week	100%
6-week session	Tuition Liability
1 st week	0%
2 nd week	70%
3 rd week	100%
4-week session	Tuition Liability
Before 3 rd class session	0%
During remainder of first week	50%
2 nd week	100%
3-week session	Tuition Liability
Before 3 rd class session	0%
During remainder of first week	65%
2 nd week	100%
2-week session	Tuition Liability
Before 3 rd class session	0%
During remainder of 1 st week	80%
2 nd week	100%
1-week session	Tuition Liability
1 st day	0%
2 nd day	100%

Any financial aid obligation will be reimbursed first.

This Refund Policy is subject to change.

Obligations

If payment is not received for obligations due to the institution, SUNY Oswego is required to pursue other collection alternatives. State agencies are authorized to charge interest on the outstanding debt, at the current corporate underpayment rate, compounded daily, on accounts considered past due. State Agencies are allowed to charge a fee on dishonored checks or like instruments.

In addition, the New York State Attorney General’s Office and the SUNY Central Administration have reached an agreement requiring the addition of any interest and collection fees. Students are liable for interest, late fees, a collection fee of up to 22%, and other penalties on past due debt. These terms and rates may be modified, without prior notice, as required by Legislative action or Board of Trustees Requirements.