

CUNY Semester Timeline: Standard Term Colleges

| Row | Task | Time Period | Day of Term (Calendar Days) | Description |
|-----|---|--|-----------------------------|---|
| 1 | Tuition Payment (including mandatory fees) | Before first day of term | 0 | Day tuition is due. If a student registers on or after the first day of the term, tuition is due immediately. |
| 2 | First Day of Classes | Fall Term: Late August Spring Term: Late January | 1 | Day that classes begin. |
| 3 | Financial Aid Certification Date ¹ | 7th day of term | 7 | Day of calculation of the amount of financial aid that a student will receive. Assessed using the number of credits for which the student is registered. |
| 4 | R2T4 Deadline ² | 7th day of term (at midnight) | 7 | The R2T4 (Return of Title IV funds) day is when previously disbursed Title IV aid must be returned because the student withdrew from the college. |
| 5 | Final Add Date | 7th day of term | 7 | The last day that students are allowed to add courses. |
| 6 | Census Date | 21st day of term | 21 | The last day for a 25% tuition refund and before a "W" grade is posted on the transcript for dropped courses. Enrollment is nearly final as students can no longer add and are discouraged from dropping courses. |
| 7 | Withdrawal Period | Begins on the 22nd day of term and ends on different dates depending on calendar of term | 22 | The first day that a "W" grade is posted on the transcript for a dropped course. There's no common end day across terms. |
| 8 | Immunization Compliance Date | 30th day of term | 30 | Day that proof of immunization is due. |
| 9 | Show-Reg Submission Date | 14 days after census date (or next business day) | ~35 | Day that the colleges have enrollment data finalized and ready for OIRA to process. |
| 10 | Last Day of Classes | 14 weeks after start of classes | ~98 | The last day of classes. |
| 11 | Reading Days | Maximum of 2 reading days (begins immediately after classes end) | ~99-100 | The period between the last day of classes and the first day of finals. Reading days are optional and dependent on availability of days. |
| 12 | Final Exam Period ³ | Begins immediately following the reading days (if any) and lasts for approximately one week | ~100-107 | Period when final exams are taken. |
| 13 | Grade Submission | Within 72 hours after last final | ~110 | Day that grades are required to be submitted. |
| 14 | Performance Submission | Fall Term: Mid- Feb. Spring Term: Mid-Jul. Winter Term: Late Mar. Summer Term: Early Oct. | --- | Approximate time when OIRA can begin processing grade rosters posted by college. |
| 15 | Graduate Submission | Fall Term: Mid-June Summer Term: Mid-October Spring Term: Early August | --- | Approximate time when OIRA can begin processing graduation data posted by college. |

¹ Students who attended and then de-registered from courses after this date but before the census/form A date receive a "WD" grade.

² As CUNY does not impose R2T4 deadlines, the federal deadlines are provided. The actual date is dependent on when a student withdraws.

³ There must be 15 of each day of the week, for a total of 15 weeks, including the finals period. The last day of fall terms is no later than December 23rd and the last day of spring terms is usually before Memorial Day.

CUNY Semester Timeline: 12/6 Colleges

| Row | Task | Time Period | | Day of Term (Calendar Days) | Description |
|-----|---|---|---|--|---|
| 1 | Tuition Payment (including mandatory fees) | Before first day of term | | 0 | Day tuition is due. If a student registers on or after the first day of the term, tuition is due immediately. |
| 2 | First Day of Classes | Fall Sessions: Session A: Early September Session B: Early January | Spring Sessions: Session A: Early March Session B: Mid June | 1 | Day that classes begin. |
| 3 | Financial Aid Certification Date ¹ | 6th day of term | | 6 | Day of calculation of the amount of financial aid that a student will receive. Assessed using the number of credits for which the student is registered. |
| 4 | R2T4 Deadline ² | 6th day of term (at midnight) | | 6 | The R2T4 (Return of Title IV funds) day is when previously disbursed Title IV aid must be returned because the student withdrew from the college. |
| 5 | Final Add Date | Session A: 6th day of term | Session B: 3rd day of term | Session A: 6 Session B: 3 | The last day that students are allowed to add courses. |
| 6 | Census Date | 17th day of term | | 17 | The last day for a 25% tuition refund and before a "W" grade is posted on the transcript for dropped courses. Enrollment is nearly final as students can no longer add and are discouraged from dropping courses. |
| 7 | Withdrawal Period | Begins on the following days: Session A: 18th day of term Session B: 13th day of term Ends on different dates depending on calendar of term | | Session A: 18 Session B: 13 | The first day that a "W" grade is posted on the transcript for a dropped course. There's no common end day across terms. |
| 8 | Immunization Compliance Date | 30th day of term | | 30 | Day that proof of immunization is due. |
| 9 | Show-Reg Submission Date | 21 days after census date (or next business day) | | ~38 | Day that the colleges have enrollment data finalized and ready for OIRA to process. |
| 10 | Last Day of Classes | Session A: 12 weeks after start of classes Session B: 6 weeks after start of classes | | Session A: ~84 Session B: ~42 | The last day of classes. |
| 11 | Reading Days | Maximum of 2 reading days (begins immediately after classes end) | | Session A: ~85-86 Session B: ~43-44 | The period between the last day of classes and the first day of finals. Reading days are optional and dependent on availability of days. |
| 12 | Final Exam Period ³ | Begins immediately following the reading days (if any). The final exam periods last for approximately one week | | Session A: ~93 Session B: ~51 | Period when final exams are taken. |
| 13 | Grade Submission | Within 72 hours after last final | | Session A: ~96 Session B: ~54 | Day that grades are required to be submitted. |
| 14 | Performance Submission | Fall/Winter Term: Late March/Early April Spring/Summer Term: Early October | | --- | Approximate time when OIRA can begin processing grade rosters posted by college. |
| 15 | Graduate Submission | Fall Term: Mid-June Summer Term: Mid-October Spring Term: Early August | | --- | Approximate time when OIRA can begin processing graduation data posted by college. |

¹ Students who attended and then de-registered from courses after this date but before the census/form A date receive a "WD" grade.

² As CUNY does not impose R2T4 deadlines, the federal deadlines are provided.

³ There must be 13 of each day of the week for session A and 7 of each day of the week for session B, for a total of approximately 13 weeks and 7 weeks for sessions A and B, including the finals period.

CUNY Semester Timeline: Law School

| Row | Task | Time Period | Day of Term (Calendar Days) | Description |
|-----|--|--|-----------------------------|---|
| 1 | Tuition Payment (including mandatory fees) | Before first day of term | 0 | Day tuition is due. If a student registers on or after the first day of the term, tuition is due immediately. |
| 2 | First Day of Classes | Fall Term: Late August Spring Term: Late January | 1 | Day that classes begin. |
| 3 | Financial Aid Certification Date | 7th day of term | 7 | Day of calculation of the amount of financial aid that a student will receive. Assessed using the number of credits for which the student is registered. |
| 4 | R2T4 Deadline | 7th day of term (at midnight) | 7 | The R2T4 (Return of Title IV funds) day is when previously disbursed Title IV aid must be returned because the student withdrew from the college. |
| 5 | Final Add Date | 7th day of term | 7 | The last day that students are allowed to add courses. |
| 6 | Census Date | 20% of the term/session | 21 | The last day for a 25% tuition refund and before a "W" grade is posted on the transcript for dropped courses. Enrollment is nearly final as students can no longer add and are discouraged from dropping courses. |
| 7 | Withdrawal Period | Begins on the 22nd day of term and ends on different dates depending on calendar of term | 22 | The first day that a "W" grade is posted on the transcript for a dropped course. There's no common end day across terms. |
| 8 | Immunization Compliance Date | 30th day of term | 30 | Day that proof of immunization is due. |
| 9 | Show-Reg Submission Date | 14 days after census date (or next business day) | ~35 | Day that the colleges have enrollment data finalized and ready for OIRA to process. |
| 10 | Last Day of Classes | 14 weeks after start of classes | ~98 | The last day of classes. |
| 11 | Reading Days | Maximum of 2 reading days (begins immediately after classes end) | ~99-100 | The period between the last day of classes and the first day of finals. Reading days are optional and dependent on availability of days. |
| 12 | Final Exam Period | Begins immediately following the reading days (if any) and lasts for approximately one week | ~100-107 | Period when final exams are taken. |
| 13 | Grade Submission | Within 72 hours after last final | ~110 | Day that grades are required to be submitted. |
| 14 | Performance Submission | Fall Term: Mid- Feb. Spring Term: Mid-Jul. Winter Term: Late Mar. Summer Term: Early Oct. | --- | Approximate time when OIRA can begin processing grade rosters posted by college. |
| 15 | Graduate Submission | Fall Term: Mid-June Summer Term: Mid-October Spring Term: Early August | --- | Approximate time when OIRA can begin processing graduation data posted by college. |

CUNY Fall Semester Timeline: Medical School

| Row | Task | Time Period | Day of Term (Calendar Days) | Description |
|-----|--|--|--|---|
| 1 | Tuition Payment (including mandatory fees) | Before first day of term | 0 | Day tuition is due. If a student registers on or after the first day of the term, tuition is due immediately. |
| 2 | First Day of Classes | Fall Term: Mid August | 1 | Day that classes begin. |
| 3 | Financial Aid Certification Date | 7th day of term | 7 | Day of calculation of the amount of financial aid that a student will receive. Assessed using the number of credits for which the student is registered. |
| 4 | R2T4 Deadline | 7th day of term (at midnight) | 7 | The R2T4 (Return of Title IV funds) day is when previously disbursed Title IV aid must be returned because the student withdrew from the college. |
| 5 | Final Add Date | 7th day of term | 7 | The last day that students are allowed to add courses. |
| 6 | Census Date | Professional Assistant (Basic or Clinical): 21st day of term Medical School - General: 24th day of term | Professional Assistant: 21 Medical School - General: 24 | The last day for a 25% tuition refund and before a "W" grade is posted on the transcript for dropped courses. Enrollment is nearly final as students can no longer add and are discouraged from dropping courses. |
| 7 | Withdrawal Period | Begins on the day after census date of term and ends on different dates depending on calendar of term | 25 | The first day that a "W" grade is posted on the transcript for a dropped course. There's no common end day across terms. |
| 8 | Immunization Compliance Date | 30th day of term | 30 | Day that proof of immunization is due. |
| 9 | Show-Reg Submission Date | 14 days after census date (or next business day) | Professional Assistant: ~35 Medical School - General: ~38 | Day that the colleges have enrollment data finalized and ready for OIRA to process. |
| 10 | Last Day of Classes | 17 weeks after start of classes | ~98 | The last day of classes. |
| 11 | Reading Days | Maximum of 2 reading days (begins immediately after classes end) | ~99-100 | The period between the last day of classes and the first day of finals. Reading days are optional and dependent on availability of days. |
| 12 | Final Exam Period | Begins immediately following the reading days (if any) and lasts for approximately one week | ~100-107 | Period when final exams are taken. |
| 13 | Grade Submission | Within 72 hours after last final | ~110 | Day that grades are required to be submitted. |
| 14 | Performance Submission | Fall Term:Mid- Feb. Spring Term:Mid-Jul. Winter Term:Late Mar. Summer Term:Early Oct. | --- | Approximate time when OIRA can begin processing grade rosters posted by college. |
| 15 | Graduate Submission | Fall Term: Mid-June Summer Term: Mid-October Spring Term: Early August | --- | Approximate time when OIRA can begin processing graduation data posted by college. |

CUNY Spring Semester Timeline: Medical School

| Row | Task | Time Period | Day of Term (Calendar Days) | Description |
|-----|--|---|--|---|
| 1 | Tuition Payment (including mandatory fees) | Before first day of term | 0 | Day tuition is due. If a student registers on or after the first day of the term, tuition is due immediately. |
| 2 | First Day of Classes | Spring Term: Early January | 1 | Day that classes begin. |
| 3 | Financial Aid Certification Date | 7th day of term | 7 | Day of calculation of the amount of financial aid that a student will receive. Assessed using the number of credits for which the student is registered. |
| 4 | R2T4 Deadline | 7th day of term (at midnight) | 7 | The R2T4 (Return of Title IV funds) day is when previously disbursed Title IV aid must be returned because the student withdrew from the college. |
| 5 | Final Add Date | 7th day of term | 7 | The last day that students are allowed to add courses. |
| 6 | Census Date | Professional Assistant Basic: 21st day of term Professional Assistant Clinical: 28th day of term Medical School - General: 34th day of term | PA-Basic: 21 PA-Clinical: 28 Medical School - General: 34 | The last day for a 25% tuition refund and before a "W" grade is posted on the transcript for dropped courses. Enrollment is nearly final as students can no longer add and are discouraged from dropping courses. |
| 7 | Withdrawal Period | Begins on the day after census date of term and ends on different dates depending on calendar of term | 35 | The first day that a "W" grade is posted on the transcript for a dropped course. There's no common end day across terms. |
| 8 | Immunization Compliance Date | 30th day of term | 30 | Day that proof of immunization is due. |
| 9 | Show-Reg Submission Date | 14 days after census date (or next business day) | PA-Basic: ~35 PA-Clinical: ~42 Medical School - General: ~48 | Day that the colleges have enrollment data finalized and ready for OIRA to process. |
| 10 | Last Day of Classes | 14 weeks after start of classes | ~98 | The last day of classes. |
| 11 | Reading Days | Maximum of 2 reading days (begins immediately after classes end) | ~99-100 | The period between the last day of classes and the first day of finals. Reading days are optional and dependent on availability of days. |
| 12 | Final Exam Period | Begins immediately following the reading days (if any) and lasts for approximately one week | ~100-107 | Period when final exams are taken. |
| 13 | Grade Submission | Within 72 hours after last final | ~110 | Day that grades are required to be submitted. |
| 14 | Performance Submission | Fall Term: Mid- Feb. Spring Term: Mid-Jul. Winter Term: Late Mar. Summer Term: Early Oct. | --- | Approximate time when OIRA can begin processing grade rosters posted by college. |
| 15 | Graduate Submission | Fall Term: Mid-June Summer Term: Mid-October Spring Term: Early August | --- | Approximate time when OIRA can begin processing graduation data posted by college. |

CUNY Refund Schedule

| Standard Term Colleges (Excluding Medical School but Including Law School) | 12/6 Colleges |
|---|---|
| <p>Drop Course(s) Before First Day of Term: 100%</p> <p>Drop Course(s) Within 7 Days: 75%</p> <p>Drop Course(s) Between 8-14 Days: 50%</p> <p>Drop Course(s) Between 15-21 Days: 25%</p> <p>Drop Course(s) Beyond 21 Days: 0%</p> | <p><u>Session A:</u></p> <p>Drop Course(s) Before First Day of Term: 100%</p> <p>Drop Course(s) Within 6 Days: 75%</p> <p>Drop Course(s) Between 7-12 Days: 50%</p> <p>Drop Course(s) Between 13-17 Days: 25%</p> <p>Drop Course(s) Beyond 17 Days: 0%</p> <p><u>Session B¹:</u></p> <p>Drop Course(s) Before First Day of Term: 100%</p> <p>Drop Course(s) Within 5 Days: 50%</p> <p>Drop Course(s) Between 6-9 Days: 25%</p> <p>Drop Course(s) Beyond 9 Days: 0%</p> |

¹ Assumes session B length is 6 weeks. Refund schedules are different in instances when session B terms are shorter than 6 weeks.

Medical School

Professional Assistant - Clinical Science:

Drop Course(s) Before First Day of Term: 100%

Drop Course(s) Within 9 Days: 75%

Drop Course(s) Between 10-18 Days: 50%

Drop Course(s) Between 19-27 Days: 25%

Drop Course(s) Beyond 28 Days: 0%

Professional Assistant - Basic Science:

Drop Course(s) Before First Day of Term: 100%

Drop Course(s) Within 7 Days: 75%

Drop Course(s) Between 8-15 Days: 50%

Drop Course(s) Between 16-23 Days: 25%

Drop Course(s) Beyond 24 Days: 0%

Medical School - General:

Drop Course(s) Before First Day of Term: 100%

Drop Course(s) Within 11 Days: 75%

Drop Course(s) Between 12-23 Days: 50%

Drop Course(s) Between 24-35 Days: 25%

Drop Course(s) Beyond 36 Days: 0%

IRDB (IRDBTEST2) Load Dates

| Task | Load Date |
|--|-------------------------|
| Spring/Summer Performance | December 15th |
| Summer Graduation ¹ | |
| Fall Show-Reg ¹ | |
| CAS App Adm Enr ⁷ | |
| Fall Faculty Workload | March 1st |
| Fall CTEA ² Financial Aid ³ | March 15th |
| CTEA Grad Survey (Date Tentative) | |
| CTEA Clearinghouse | |
| Fall ⁴ /Winter ¹ Show-Reg | April 15th |
| Fall ⁴ /Winter ¹ Performance | |
| Winter Show-Reg ⁴ | June 1st |
| Winter Performance ⁴ | |
| Spring Show-Reg ¹ | |
| CAS App Adm Enr ⁷ | |
| Winter/Spring/Summer Faculty Workload | September 1st |
| Spring CTEA Financial Aid ³ | September 15th |
| Spring/Summer Show-Reg ⁴ | November 1st |
| Fall and Spring CTEA Financial Aid ⁴ | |
| Summer/Fall/Spring Graduation ⁴ | |
| CBIL Data from Current Term ⁵ | Late in Term/By Request |
| Special Business Area ⁶ | Varies |

¹ Data are preliminary for the 12/6 colleges.

² Career and Technical Education Act (CTEA) is a federal program to increase the quality of vocational and career programs.

³ CTEA data are preliminary.

⁴ Data are final for all colleges.

⁵ CBIL data from the current term are loaded into IRDBPROD2 each business day until performance issues require the term to be removed from the CBIL load process. At that point, CBIL data from the current term are loaded into IRDBTEST2 intermittently or by request.

⁶ As tables appearing in the special business area of the IRDB depend on the availability of other data, the load date of tables in the special business area of the IRDB varies.

⁷ CAS App Adm Enr will not be updated beyond the fall 2018 term.

Timeline for National Student Clearinghouse Reporting

| Criteria | Time Period | Purpose |
|----------------------------------|--|---|
| First of Term | Immediately after "add/drop" period is over but not more than 30 days after term begin date (including weekends). | Report all students who enrolled in the term during the add/drop period. |
| Subsequent of Term | A report is scheduled to be run every 21 days from the first day of the term until after the end of the term. | Report students who registered late and to capture students who withdrew after the add/drop period. |
| Degree Verify¹ | Degree Verify file is scheduled after the term end for each term, and prior to the First of Term file for the next term. Must be within 30 days of the last day of classes for the term the college determined that the student met the criteria for graduation. | Report graduation data. |

¹ Additional Degree Verify/Graduation reporting for all semesters should be as many times as necessary to ensure that all data gets to and is processed by the Department of Education's National Student Loan Data System (NSLDS). If degrees are awarded after the final submission to the clearinghouse has been made for that term it is required that the Registrar log on to the NSC website and update individual student graduation/enrollment information.

Summer enrollment reporting is advantageous for those students who did not attend the spring or will not attend the fall. Summer reporting is beneficial to both our students and the University. Since the Clearinghouse will respond to the deferment requests, the Registrars will not need to respond and the student will receive loan deferments timely. Optional Summer Enrollments may be sent in June, July, and August.

The clearinghouse provides information and certification reports on their website for students with SSN problems, status change questions, etc. The Registrar is responsible to periodically review the NSC website and respond to all data edits and reports via the clearinghouse website and email. Individual inquiries by representatives of the clearinghouse are also handled in this manner.