

## Submitting Course Schedules

- Print the [Schedule of Courses and Enrollment Statistics](#) for the appropriate school.
- Update the schedule, following the [Instructions for Submitting Course Schedules](#).
- Course schedules must be signed and approved by the dean; only signed and approved schedules will be processed.
- Schedules submitted outside of the approved class meeting times will be automatically aligned to the nearest approved class meeting times. If departments wish to offer a schedule outside of the approved class meeting time, they must seek approval from academic affairs and that approval must be provided to us via email.
- Schedules are due in the [Registrar's Office](#) according to the following schedule:
  - Spring 2025 » August 6, 2025
- Course schedules will be published online four weeks before priority academic advisement begins.
- To cancel classes, please email the Registrar's Office and include the department's dean or designee for approval.

### RESOURCES FOR CREATING COURSE SCHEDULES

- [Instructions for Submitting Course Schedules](#)
- [Credit/Minute Ratios for UG/GR Courses](#)
- [UG/GR Class Meeting Times](#)
- [Course Instruction Modes](#)
- [Empty Class Schedule Grids](#)
- [Approved Academic Calendar](#)
- [Request for Added Sections Form](#)
- [Smart Classrooms @ New York Tech](#)
- [Classroom Directory](#)

[ACADEMIC CALENDAR >](#)

**Summer**

Session I (4 Week) 2024: 5/22/24 – 6/21/24  
Session I (6 Week) 2024: 5/22/24 – 7/12/24  
Session III (14 Week) 2024: 5/22/24 – 8/30/24  
Session II (4 Week) 2024: 7/17/24 – 8/09/24  
Session II (6 Week) 2024: 7/17/24 – 8/23/24

**Fall**

Fall 2024: 9/04/24 – 12/21/24  
Cycle A 2024: 9/04/24 – 10/24/24  
Cycle B 2024: 10/28/24 – 12/21/24

**Intersession**

Intersession 2025: 1/02/25 – 1/15/25

**Spring**

Spring 2025: 1/21/25 – 5/17/25  
Cycle C 2025: 1/21/25 – 3/13/25  
Cycle D 2025: 3/26/25 – 5/17/25

**CONTACT INFORMATION**

<b>Campus</b>	<b>Person</b>	<b>Phone</b>	<b>Email</b>
New York City	Michael Murphy	516.686.7746	<a href="mailto:mmurph06@nyit.edu">mmurph06@nyit.edu</a>
Online	Nancy Borchers	516.686.1277	<a href="mailto:nborcher@nyit.edu">nborcher@nyit.edu</a>
Long Island	Nick Taibi	516.686.7727	<a href="mailto:nricevut@nyit.edu">nricevut@nyit.edu</a>

## INSTRUCTIONS FOR SUBMITTING COURSE SCHEDULES

Update the [course schedules](#) with the following information:

- Enter meeting day(s) and time(s).
- Adjust enrollment capacities based upon accreditation requirements and/or previous terms enrollment.
- Review and adjust the instruction mode to reflect [in-person](#), [online](#), [hybrid remote](#), [blended](#), or study abroad. View the [policy for online and blended courses](#).

CLASS SECTION	CAMPUS	INSTRUCTION MODE	TIME ONLINE
F01	Online	Online	80–100%
M01/W01	NYC/LI	In Person	0–49%
M01/W01	NYC/LI	Blended	50–79%
M01/W01	Zoom	Hybrid Remote	80% or greater

- You may include a room request. Requested rooms are not guaranteed. Specify if a specific room is required, such as: [lab](#), [studio](#), [SMART classroom](#), [computer lab](#), etc.
- Enter exact meeting dates only if the class does not follow the [New York Tech academic calendar](#). If the class is blended, then indicate the actual day/time/date. Courses may only be extended two weeks beyond the end of term.
- Fully online sections start with an "F," such as F01, F02, etc.
- Include class notes such as topics for special topics courses.
- When adding new sections include subject, course number, section, days, times (a.m./p.m.), instructor, required room, and class enrollment capacities. A dean's signed permission is required.

## Notes

- The minutes of lecture, lab, and studios should comply with the minute/credit ratios listed below.
- Day classes must be distributed evenly throughout the week, and evening classes must be scheduled evenly between early and late evening hours. Follow the [approved class meeting times](#) as listed below or indicated in the appropriate [empty schedule grid](#).
- New course IDs (synonyms) will be system generated.
- If you believe a course meets the definition based on learning outcomes (and not the credit/minute ratio), please communicate with the [Office of Academic Affairs](#) and be prepared to provide supporting evidence showing expected outcomes and student achievement. A course section cannot be published in the schedule of classes unless it either conforms to the credit/minute ratios or is an exception approved by Academic Affairs.
- Sections that have a lecture with lab or studio component can be combined into one single section and room unless a separate room is required for one of the components:

	<b>Section</b>	<b>Component</b>	<b>Day/Time</b>	<b>Room</b>
Example 1:	AAID 102 W01	LEC/STD	M/Th 2 p.m. – 4:50 p.m.	EDHL 136
Example 2A:	BIOL-110-W01	LEC	M/W 8 a.m. – 9:20 a.m.	JJTH 411
Example 2B:	BIOL-110L-W01L	LAB	W 8:30 a.m. – 12:20 p.m.	JJTH 408

#### CREDIT/MINUTE RATIOS FOR UG/GR COURSES

<b>Method of Instruction</b>	<b>Credit</b>	<b>Semester Class Minutes</b>	<b>Semester Homework Minutes</b>
Lecture	1	750	1500
	2	1500	3000
	3	2250	4500
	4	3000	6000
	5	3750	7500

If credit is given for a lab or studio, the number of semester class minutes should be at least doubled for each credit awarded. For example, an anatomy and physiology course with (3) lecture credits and (1) lab credit should meet 2,250 minutes for the lecture and a minimum of 1,500 minutes for the lab. The rationale for requiring extra class minutes for the lab is the work done in class, and not homework.

Independent study, tutorials, and online courses must comply with the same minute/credit ratios. While it is not required for days/times to be submitted for these class types, it is the responsibility of departments to be prepared to provide documentation showing expected learning outcomes and evidence of student achievement when New York Tech is audited.

**UG/GR CLASS MEETING TIMES**

	SPRING SEMESTER	FALL SEMESTER
Mon/Wed, Tue/Thu, Wed/Fri, Mon/Fri:	8:00 a.m. – 9:20 a.m. 9:30 a.m. – 10:50 a.m. 11:00 a.m. – 12:20 p.m. 12:30 p.m. – 1:50 p.m. <i>(Tue/Thu free period, no classes scheduled)</i> 2:00 p.m. – 3:20 p.m. 3:30 p.m. – 4:50 p.m. 5:45 p.m. – 8:25 p.m. 8:35 p.m. – 11:15 p.m.	8:00 a.m. – 9:25 a.m. 9:35 a.m. – 11:00 a.m. 11:10 a.m. – 12:35 p.m. 12:45 p.m. – 2:10 p.m. <i>(Tue/Thu free period, no classes scheduled)</i> 2:20 p.m. – 3:45 p.m. 3:55 p.m. – 5:20 p.m. 5:45 p.m. – 8:25 p.m. 8:35 p.m. – 11:15 p.m.
Fri:	8:00 a.m. – 11:00 a.m. 11:00 a.m. – 1:50 p.m. 2:00 p.m. – 4:50 p.m. 5:45 p.m. – 8:25 p.m. 8:35 p.m. – 11:15 p.m.	8:00 a.m. – 11:00 a.m. 11:00 a.m. – 2:10 p.m. 2:20 p.m. – 5:20 p.m. 5:45 p.m. – 8:25 p.m. 8:35 p.m. – 11:15 p.m.
Sat (15 weeks):	2 hours 40 minutes	2 hours 40 minutes
INTERSESSION MEETING TIMES	Mon–Fri 9:00 a.m. – 12:20 p.m. and Sat 8:00 a.m. – 11:20 a.m. Mon–Fri 1:00 p.m. – 4:20 p.m. and Sat 12:00 p.m. – 3:20 p.m. Mon–Fri 6:00 p.m. – 9:20 p.m. and Sat 3:30 p.m. – 6:50 p.m.	

**SUGGESTED SUMMER MEETING PATTERNS**

TERM	3 CREDITS/CONTACT HOURS	4 CREDITS/CONTACT HOURS
Summer I Six weeks	Mon/Wed/Fri (if 17 meetings): 8 a.m. – 10:20 a.m. 12 p.m. – 2:20 p.m. 4 p.m. – 6:20 p.m. 8 p.m. – 10:20 p.m.  2 hrs 20 mins each	Mon/Wed/Fri (if 17 meetings): 8 a.m. – 11:10 a.m. 12 p.m. – 3:10 p.m. 4 p.m. – 7:10 p.m. 8 p.m. – 11:10 p.m.  3 hrs 10 mins each
Summer I Six weeks	Mon/Wed (if 11 meetings): 8 a.m. – 11:50 a.m. 12 p.m. – 3:50 p.m. 4 p.m. – 7:50 p.m. 8 p.m. – 11:50 p.m.  3 hrs 50 mins each	Mon/Wed (if 11 meetings): 8 a.m. – 1:05 p.m. 12 p.m. – 5:05 p.m. 4 p.m. – 9:05 p.m.  5 hrs 5 mins each
Summer I Six weeks	Tue/Thu (if 12 meetings): 8 a.m. – 11:30 a.m. 12 p.m. – 3:30 p.m. 4 p.m. – 7:30 p.m. 8 p.m. – 11:30 p.m.  3 hrs 30 mins each	Tue/Thu (if 12 meetings): 8 a.m. – 12:40 p.m. 12 p.m. – 4:40 p.m. 4 p.m. – 8:40 p.m.  4 hrs 40 mins each
Summer I Four weeks	Mon–Thu (15 meetings): 8 a.m. – 10:50 a.m. 12 p.m. – 2:50 p.m. 4 p.m. – 6:50 p.m. 8 p.m. – 10:50 p.m.  2 hrs 50 mins each	Mon–Thu (15 meetings): 8 a.m. – 11:55 a.m. 12 p.m. – 3:55 p.m. 4 p.m. – 7:55 p.m.  3 hrs 55 mins each

[VIEW MORE SUMMER SESSION MEETING PATTERN OPTIONS >](#)

**SCHEDULE OF COURSES/ENROLLMENT STATISTICS**

SCHEDULE OF COURSES (PDF)	ENROLLMENT STATS (XLS)	SCHEDULE OF COURSES (PDF)	ENROLLMENT STATS (XLS)	SCHEDULE OF COURSES (PDF)	ENROLLMENT STATS (XLS)
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**College of Arts and Sciences**

<a href="#">SP 2024 MA</a>	<a href="#">SP 2024 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">FA 2023 MA</a>	<a href="#">FA 2023 MA</a>
<a href="#">SP 2024 OL</a>	<a href="#">SP 2024 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">FA 2023 OL</a>	<a href="#">FA 2023 OL</a>
<a href="#">SP 2024 OLCE</a>	<a href="#">SP 2024 OLCE</a>	<a href="#">SU 2023 OLCE</a>	<a href="#">SU 2023 OLCE</a>	<a href="#">FA 2023 OLCE</a>	<a href="#">FA 2023 OLCE</a>
<a href="#">SP 2024 OT</a>	<a href="#">SP 2024 OT</a>	N/A	N/A	N/A	N/A
<a href="#">SP 2024 OW</a>	<a href="#">SP 2024 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">FA 2023 OW</a>	<a href="#">FA 2023 OW</a>
<a href="#">SP 2024 TU</a>	<a href="#">SP 2024 TU</a>	<a href="#">SU 2023 TU</a>	<a href="#">SU 2023 TU</a>	<a href="#">FA 2023 TU</a>	<a href="#">FA 2023 TU</a>

**College of Engineering and Computing Sciences**

<a href="#">SP 2024 MA</a>	<a href="#">SP 2024 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">FA 2023 MA</a>	<a href="#">FA 2023 MA</a>
<a href="#">SP 2024 OL</a>	<a href="#">SP 2024 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">FA 2023 OL</a>	<a href="#">FA 2023 OL</a>
<a href="#">SP 2024 OW</a>	<a href="#">SP 2024 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">FA 2023 OW</a>	<a href="#">FA 2023 OW</a>

**School of Architecture and Design**

<a href="#">SP 2024 MA</a>	<a href="#">SP 2024 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">FA 2023 MA</a>	<a href="#">FA 2023 MA</a>
<a href="#">SP 2024 OL</a>	<a href="#">SP 2024 OL</a>	N/A	N/A	<a href="#">FA 2023 OL</a>	<a href="#">FA 2023 OL</a>
<a href="#">SP 2024 OW</a>	<a href="#">SP 2024 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">FA 2023 OW</a>	<a href="#">FA 2023 OW</a>

**School of Health Professions**

<a href="#">SP 2024 MA</a>	<a href="#">SP 2024 MA</a>	N/A	N/A	<a href="#">FA 2023 MA</a>	<a href="#">FA 2023 MA</a>
<a href="#">SP 2024 OL</a>	<a href="#">SP 2024 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">FA 2023 OL</a>	<a href="#">FA 2023 OL</a>
<a href="#">SP 2024 OW</a>	<a href="#">SP 2024 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">FA 2023 OW</a>	<a href="#">FA 2023 OW</a>

**School of Management**

<a href="#">SP 2024 MA</a>	<a href="#">SP 2024 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">SU 2023 MA</a>	<a href="#">FA 2023 MA</a>	<a href="#">FA 2023 MA</a>
<a href="#">SP 2024 OL</a>	<a href="#">SP 2024 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">SU 2023 OL</a>	<a href="#">FA 2023 OL</a>	<a href="#">FA 2023 OL</a>
<a href="#">SP 2024 OW</a>	<a href="#">SP 2024 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">SU 2023 OW</a>	<a href="#">FA 2023 OW</a>	<a href="#">FA 2023 OW</a>



**MORE SUGGESTED SUMMER MEETING PATTERNS**

<b><u>3 Credits/Contact Hours</u></b>					
<b>Session</b>	<b>Weeks</b>	<b>Days</b>	<b>Meetings</b>	<b>Hours</b>	<b>Minutes</b>
Summer I	6	Mon/Wed/Fri	17	2	20
		Mon/Wed	11	3	50
		Tue/Thu	12	3	30
	4	Mon-Thu	15	2	50
Summer II	6	Mon/Wed/Fri	18	2	15
		Mon/Wed or Tue/Thu	12	3	30
	4	Mon-Thu	16	2	30

<b><u>4 Credits/Contact Hours</u></b>					
<b>Session</b>	<b>Weeks</b>	<b>Days</b>	<b>Meetings</b>	<b>Hours</b>	<b>Minutes</b>
Summer I	6	Mon/Wed/Fri	17	3	10
		Mon/Wed	11	5	5
		Tue/Thu	12	4	40
	4	Mon-Thu	15	3	55
Summer II	6	Mon/Wed/Fri	18	3	
		Mon/Wed or Tue/Thu	12	4	40
	4	Mon-Thu	16	3	30

<b><u>5 Credits/Contact Hours</u></b>					
<b>Session</b>	<b>Weeks</b>	<b>Days</b>	<b>Meetings</b>	<b>Hours</b>	<b>Minutes</b>
Summer I	6	Mon/Wed/Fri	17	3	55
		Mon/Wed	11	6	5
		Tue/Thu	12	5	35
	4	Mon-Thu	15	5	
Summer II	6	Mon/Wed/Fri	18	4	
		Mon/Wed or Tue/Thu	12	5	35
	4	Mon-Thu	16	4	15

**SUGGESTED SUMMER MEETING PATTERNS**

<b><u>6 Credits/Contact Hours</u></b>					
<b>Session</b>	<b>Weeks</b>	<b>Days</b>	<b>Meetings</b>	<b>Hours</b>	<b>Minutes</b>
Summer I	6	Mon/Wed/Fri	17	4	40
		Mon/Wed	11	7	45
		Mon/Wed or Tue/Thu	12	7	5
	4	Mon-Thu	15	6	25
Summer II	6	Mon/Wed/Fri	18	5	
		Mon/Wed or Tue/Thu	12	7	5
	4	Mon-Thu	16	5	40

<b><u>7 Credits/Contact Hours</u></b>					
<b>Session</b>	<b>Weeks</b>	<b>Days</b>	<b>Meetings</b>	<b>Hours</b>	<b>Minutes</b>
Summer I	6	Mon/Wed/Fri	17	5	30
		Mon/Wed	11	9	5
		Mon/Wed or Tue/Thu	12	8	20
	4	Mon-Thu	15	7	40
Summer II	6	Mon/Wed/Fri	18	6	
		Mon/Wed or Tue/Thu	12	8	20
	4	Mon-Thu	16	6	40

**Office of the Registrar**  
**■ FALL SCHEDULE GRID**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 a.m.						
9:25 a.m.						
9:35 a.m.						
11:00 a.m.						
11:10 a.m.						
12:35 p.m.						
12:45 p.m.		Free Period		Free Period		
2:10 p.m.						
2:20 p.m.						
3:45 p.m.						
3:55 p.m.						
5:20 p.m.						
5:45 p.m.*						
8:25 p.m.						
8:35 p.m.						
11:15 p.m.						

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\* Undergraduate evening class times for the Manhattan campus are as follows: 5:30 p.m. - 8:10 p.m.; 8:20 p.m. - 11:00 p.m.  
 Graduate evening class times are as follows on all campuses: 6:00 p.m. - 8:10 p.m.; 8:20 p.m. - 10:30 p.m.  
 Please note: some graduate evening class times may differ from the standard schedule.

**SPRING SCHEDULE GRID**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 a.m.						
9:20 a.m.						
9:30 a.m.						
10:50 a.m.						
11:00 a.m.						
12:20 p.m.						
12:30 p.m.		Free Period		Free Period		
1:50 p.m.						
2:00 p.m.						
3:20 p.m.						
3:30 p.m.						
4:50 p.m.						
5:45 p.m.*						
8:25 p.m.						
8:35 p.m.						
11:15 p.m.						

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\* Undergraduate evening class times for the Manhattan campus are as follows: 5:30 p.m. - 8:10 p.m.; 8:20 p.m. - 11:00 p.m.  
 Graduate evening class times are as follows on all campuses: 6:00 p.m. - 8:10 p.m.; 8:20 p.m. - 10:30 p.m.  
 Please note: some graduate evening class times may differ from the standard schedule.

# Summer 2024 Academic Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 19	May 20	May 21	May 22 1st Wednesday (day) 1st Wednesday (eve.)	May 23 1st Thursday (day) 1st Thursday (eve.)	May 24 1st Friday (day) 1st Friday (eve.)	May 25 1st Saturday
No Classes			Summer I and Summer III Begin			
May 26 1st Sunday	May 27 Memorial Day. No Classes.	May 28 1st Tuesday (day) 1st Tuesday (eve.)	May 29 2nd Wednesday (day) 2nd Wednesday (eve.)	May 30 2nd Thursday (day) 2nd Thursday (eve.)	May 31 2nd Friday (day) 2nd Friday (eve.)	June 1 2nd Saturday
June 2 2nd Sunday	June 3 1st Monday (day) 1st Monday (eve.)	June 4 2nd Tuesday (day) 2nd Tuesday (eve.)	June 5 3rd Wednesday (day) 3rd Wednesday (eve.)	June 6 3rd Thursday (day) 3rd Thursday (eve.)	June 7 3rd Friday (day) 3rd Friday (eve.)	June 8 3rd Saturday
June 9 3rd Sunday	June 10 2nd Monday (day) 2nd Monday (eve.)	June 11 3rd Tuesday (day) 3rd Tuesday (eve.)	June 12 4th Wednesday (day) 4th Wednesday (eve.)	June 13 4th Thursday (day) 4th Thursday (eve.)	June 14 4th Friday (day) 4th Friday (eve.)	June 15 4th Saturday
June 16 4th Sunday	June 17 3rd Monday (day) 3rd Monday (eve.)	June 18 4th Tuesday (day) 4th Tuesday (eve.)	June 19 Juneteenth. No Classes.	June 20 5th Thursday (day) 5th Thursday (eve.)	June 21 5th Friday (day) 5th Friday (eve.)	June 22 5th Saturday
June 23 5th Sunday	June 24 4th Monday (day) 4th Monday (eve.)	June 25 5th Tuesday (day) 5th Tuesday (eve.)	June 26 5th Wednesday (day) 5th Wednesday (eve.)	June 27 6th Thursday (day) 6th Thursday (eve.)	June 28 6th Friday (day) 6th Friday (eve.)	June 29 6th Saturday
June 30 6th Sunday	July 1 5th Monday (day) 5th Monday (eve.)	July 2 6th Tuesday (day) 6th Tuesday (eve.)	July 3 6th Wednesday (day) 6th Wednesday (eve.)	July 4 Independence Day. No Classes.	July 5 7th Friday (day) 7th Friday (eve.)	July 6 7th Saturday
July 7 7th Sunday	July 8 6th Monday (day) 6th Monday (eve.)	July 9 7h Tuesday (day) 7th Tuesday (eve.)	July 10 7th Wednesday (day) 7th Wednesday (eve.)	July 11 7th Thursday (day) 7th Thursday (eve.)	July 12 8th Friday (day) 8th Friday (eve.)	July 13 8th Saturday
July 14 8th Sunday	July 15 7th Monday (day) 7th Monday (eve.)	July 16 8th Tuesday (day) 8th Tuesday (eve.)	July 17 8th Wednesday (day) 8th Wednesday (eve.)	July 18 8th Thursday (day) 8th Thursday (eve.)	July 19 9th Friday (day) 9th Friday (eve.)	July 20 9th Saturday
July 21 9th Sunday	July 22 8th Monday (day) 8th Monday (eve.)	July 23 9th Tuesday (day) 9th Tuesday (eve.)	July 24 9th Wednesday (day) 9th Wednesday (eve.)	July 25 9th Thursday (day) 9th Thursday (eve.)	July 26 10th Friday (day) 10th Friday (eve.)	July 27 10th Saturday
July 28 10th Sunday	July 29 9th Monday (day) 9th Monday (eve.)	July 30 10th Tuesday (day) 10th Tuesday (eve.)	July 31 10th Wednesday (day) 10th Wednesday (eve.)	August 1 10th Thursday (day) 10th Thursday (eve.)	August 2 11th Friday (day) 11th Friday (eve.)	August 3 11th Saturday
August 4 11th Sunday	August 5 10th Monday (day) 10th Monday (eve.)	August 6 11th Tuesday (day) 11th Tuesday (eve.)	August 7 11th Wednesday (day) 11th Wednesday (eve.)	August 8 11th Thursday (day) 11th Thursday (eve.)	August 9 12th Friday (day) 12th Friday (eve.)	August 10 12th Saturday
August 11 12th Sunday	August 12 11th Monday (day) 11th Monday (eve.)	August 13 12th Tuesday (day) 12th Tuesday (eve.)	August 14 12th Wednesday (day) 12th Wednesday (eve.)	August 15 12th Thursday (day) 12th Thursday (eve.)	August 16 13th Friday (day) 13th Friday (eve.)	August 17 13th Saturday
August 18 13th Sunday	August 19 12th Monday (day) 12th Monday (eve.)	August 20 13th Tuesday (day) 13th Tuesday (eve.)	August 21 13th Wednesday (day) 13th Wednesday (eve.)	August 22 13th Thursday (day) 13th Thursday (eve.)	August 23 14th Friday (day) 14th Friday (eve.)	August 24 14th Saturday
August 25 14th Sunday	August 26 13th Monday (day) 13th Monday (eve.)	August 27 14th Tuesday (day) 14th Tuesday (eve.)	August 28 14th Wednesday (day) 14th Wednesday (eve.)	August 29 14th Thursday (day) 14th Thursday (eve.)	August 30 15th Friday (day) 15th Friday (eve.)	August 31
Final Exams Summer III						

# Fall 2024 Academic Calendar

Free Hour Tuesdays & Thursdays 12:45 p.m. - 2:10 p.m.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 1 <b>No Classes</b>	September 2 <b>Labor Day. No Classes</b>	September 3 <b>No Classes</b>	September 4 1st Wednesday (day) 1st Wednesday (eve.) <b>Classes Begin. Cycle A Begins.</b>	September 5 1st Thursday (day) 1st Thursday (eve.)	September 6 1st Friday (day) 1st Friday (eve.)	September 7 1st Saturday
September 8 1st Sunday	September 9 1st Monday (day) 1st Monday (eve.)	September 10 1st Tuesday (day) 1st Tuesday (eve.)	September 11 2nd Wednesday (day) 2nd Wednesday (eve.)	September 12 2nd Thursday (day) 2nd Thursday (eve.)	September 13 2nd Friday (day) 2nd Friday (eve.)	September 14 2nd Saturday
September 15 2nd Sunday	September 16 2nd Monday (day) 2nd Monday (eve.)	September 17 2nd Tuesday (day) 2nd Tuesday (eve.)	September 18 3rd Wednesday (day) 3rd Wednesday (eve.)	September 19 3rd Thursday (day) 3rd Thursday (eve.)	September 20 3rd Friday (day) 3rd Friday (eve.)	September 21 3rd Saturday
September 22 3rd Sunday	September 23 3rd Monday (day) 3rd Monday (eve.)	September 24 3rd Tuesday (day) 3rd Tuesday (eve.)	September 25 4th Wednesday (day) 4th Wednesday (eve.)	September 26 4th Thursday (day) 4th Thursday (eve.)	September 27 4th Friday (day) 4th Friday (eve.)	September 28 4th Saturday
September 29 4th Sunday	September 30 4th Monday (day) 4th Monday (eve.)	October 1 4th Tuesday (day) 4th Tuesday (eve.)	October 2 5th Wednesday (day) 5th Wednesday (eve.)	October 3 5th Thursday (day) 5th Thursday (eve.)	October 4 5th Friday (day) 5th Friday (eve.)	October 5 5th Saturday
October 6 5th Sunday	October 7 5th Monday (eve.) 5th Monday (eve.)	October 8 5th Tuesday (day) 5th Tuesday (eve.)	October 9 6th Wednesday (day) 6th Wednesday (eve.)	October 10 6th Thursday (day) 6th Thursday (eve.)	October 11 6th Friday (day) 6th Friday (eve.)	October 12 6th Saturday
October 13 6th Sunday	October 14 6th Monday (eve.) <b>Fall Holiday. No Day Classes. Evening Classes Meet.</b>	October 15 6th Tuesday (day) 6th Tuesday (eve.)	October 16 7th Wednesday (day) 7th Wednesday (eve.)	October 17 7th Thursday (day) 7th Thursday (eve.)	October 18 7th Friday (day) 7th Friday (eve.)	October 19 7th Saturday
October 20 7th Sunday	October 21 6th Monday (day) 7th Monday (eve.)	October 22 7th Tuesday (day) 7th Tuesday (eve.)	October 23 8th Wednesday (day) 8th Wednesday (eve.)	October 24 8th Thursday (day) 8th Thursday (eve.)	October 25 8th Friday (day) 8th Friday (eve.)	October 26 8th Saturday
October 27 8th Sunday	October 28 7th Monday (day) 8th Monday (eve.) <b>Cycle B Begins</b>	October 29 8th Tuesday (day) 8th Tuesday (eve.)	October 30 9th Wednesday (day) 9th Wednesday (eve.)	October 31 9th Thursday (day) 9th Thursday (eve.)	November 1 9th Friday (day) 9th Friday (eve.)	November 2 9th Saturday
November 3 9th Sunday	November 4 8th Monday (day) 9th Monday (eve.)	November 5 9th Tuesday (day) 9th Tuesday (eve.)	November 6 10th Wednesday (day) 10th Wednesday (eve.)	November 7 10th Thursday (day) 10th Thursday (eve.)	November 8 10th Friday (day) 10th Friday (eve.)	November 9 10th Saturday
November 10 10th Sunday	November 11 9th Monday (day) 10th Monday (eve.)	November 12 10th Tuesday (day) 10th Tuesday (eve.)	November 13 11th Wednesday (day) 11th Wednesday (eve.)	November 14 11th Thursday (day) 11th Thursday (eve.)	November 15 11th Friday (day) 11th Friday (eve.)	November 16 11th Saturday
November 17 11th Sunday	November 18 10th Monday (day) 11th Monday (eve.)	November 19 11th Tuesday (day) 11th Tuesday (eve.)	November 20 12th Wednesday (day) 12th Wednesday (eve.)	November 21 12th Thursday (day) 12th Thursday (eve.)	November 22 12th Friday (day) 12th Friday (eve.)	November 23 12th Saturday
November 24 12th Sunday	November 25 11th Monday (day) 12th Monday (eve.)	November 26 12th Tuesday (day) 12th Tuesday (eve.)	November 27	November 28	November 29	November 30
December 1 <b>Thanksgiving Recess. No Classes.</b>	December 2 12th Monday (day) 13th Monday (eve.)	December 3 13th Tuesday (day) 13th Tuesday (eve.)	December 4 13th Wednesday (day) 13th Wednesday (eve.)	December 5 13th Thursday (day) 13th Thursday (eve.)	December 6 13th Friday (day) 13th Friday (eve.)	December 7 13th Saturday
December 8 13th Sunday	December 9 13th Monday (day) 14th Monday (eve.)	December 10 14th Tuesday (eve.)	December 11 14th Wednesday (eve.)	December 12 14th Thursday (eve.)	December 13 14th Friday (eve.)	December 14 14th Saturday
December 15 14th Sunday	December 16 15th Monday (eve.)	December 17 15th Tuesday (eve.)	December 18 15th Wednesday (eve.)	December 19 15th Thursday (eve.)	December 20 15th Friday (eve.)	December 21 15th Saturday
<b>Final Exams. Final Exams for Evening Classes Given at the Last Class Meeting.</b>						
<b>Cycle B Final Exams</b>						

**Cycle A Final Exams**

**Thanksgiving Recess. No Classes.**

**Make Up Days for Day Classes Only. Evening Classes Meet.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 19 <b>No Classes</b>	January 20 <b>Martin Luther King, Jr. Day. No Classes.</b>	January 21 1st Tuesday (day) 1st Tuesday (eve.) <b>Classes Begin. Cycle C Begins.</b>	January 22 1st Wednesday (day) 1st Wednesday (eve.)	January 23 1st Thursday (day) 1st Thursday (eve.)	January 24 1st Friday (day) 1st Friday (eve.)	January 25 1st Saturday
January 26 1st Sunday	January 27 1st Monday (day) 1st Monday (eve.)	January 28 2nd Tuesday (day) 2nd Tuesday (eve.)	January 29 2nd Wednesday (day) 2nd Wednesday (eve.)	January 30 2nd Thursday (day) 2nd Thursday (eve.)	January 31 2nd Friday (day) 2nd Friday (eve.)	February 1 2nd Saturday
February 2 2nd Sunday	February 3 2nd Monday (day) 2nd Monday (eve.)	February 4 3rd Tuesday (day) 3rd Tuesday (eve.)	February 5 3rd Wednesday (day) 3rd Wednesday (eve.)	February 6 3rd Thursday (day) 3rd Thursday (eve.)	February 7 3rd Friday (day) 3rd Friday (eve.)	February 8 3rd Saturday
February 9 3rd Sunday	February 10 3rd Monday (day) 3rd Monday (eve.)	February 11 4th Tuesday (day) 4th Tuesday (eve.)	February 12 4th Wednesday (day) 4th Wednesday (eve.)	February 13 4th Thursday (day) 4th Thursday (eve.)	February 14 4th Friday (day) 4th Friday (eve.)	February 15 4th Saturday
February 16 4th Sunday	February 17 <b>President's Day. No Classes.</b>	February 18 4th Monday (day) 4th Monday (eve.) <b>Only Monday Classes Meet</b>	February 19 5th Wednesday (day) 5th Wednesday (eve.)	February 20 5th Thursday (day) 5th Thursday (eve.)	February 21 5th Friday (day) 5th Friday (eve.)	February 22 5th Saturday
February 23 5th Sunday	February 24 5th Monday (day) 5th Monday (eve.)	February 25 5th Tuesday (day) 5th Tuesday (eve.)	February 26 6th Wednesday (day) 6th Wednesday (eve.)	February 27 6th Thursday (day) 6th Thursday (eve.)	February 28 6th Friday (day) 6th Friday (eve.)	March 1 6th Saturday
March 2 6th Sunday	March 3 6th Monday (day) 6th Monday (eve.)	March 4 6th Tuesday (day) 6th Tuesday (eve.)	March 5 7th Wednesday (day) 7th Wednesday (eve.)	March 6 7th Thursday (day) 7th Thursday (eve.)	March 7 7th Friday (day) 7th Friday (eve.)	March 8 7th Saturday
March 9 7th Sunday	March 10 7th Monday (day) 7th Monday (eve.)	March 11 7th Tuesday (day) 7th Tuesday (eve.)	March 12 8th Wednesday (day) 8th Wednesday (eve.) <b>Cycle C Final Exams</b>	March 13 8th Thursday (day) 8th Thursday (eve.)	March 14 8th Friday (day) 8th Friday (eve.)	March 15 <b>Spring Recess. No Classes.</b>
March 16	March 17	March 18	March 19	March 20	March 21	March 22
<b>Spring Recess. No Classes.</b>						
March 23 <b>Spring Recess. No Classes.</b>	March 24 8th Monday (day) 8th Monday (eve.)	March 25 8th Tuesday (day) 8th Tuesday (eve.)	March 26 9th Wednesday (day) 9th Wednesday (eve.) <b>Cycle D Begins</b>	March 27 9th Thursday (day) 9th Thursday (eve.)	March 28 9th Friday (day) 9th Friday (eve.)	March 29 8th Saturday
March 30 8th Sunday	March 31 9th Monday (day) 9th Monday (eve.)	April 1 9th Tuesday (day) 9th Tuesday (eve.)	April 2 10th Wednesday (day) 10th Wednesday (eve.)	April 3 10th Thursday (day) 10th Thursday (eve.)	April 4 10th Friday (day) 10th Friday (eve.)	April 5 9th Saturday
April 6 9th Sunday	April 7 10th Monday (day) 10th Monday (eve.)	April 8 10th Tuesday (day) 10th Tuesday (eve.)	April 9 11th Wednesday (day) 11th Wednesday (eve.)	April 10 11th Thursday (day) 11th Thursday (eve.)	April 11 11th Friday (day) 11th Friday (eve.)	April 12 10th Saturday
April 13 10th Sunday	April 14 11th Monday (day) 11th Monday (eve.)	April 15 11th Tuesday (day) 11th Tuesday (eve.)	April 16 12th Wednesday (day) 12th Wednesday (eve.)	April 17 12th Thursday (day) 12th Thursday (eve.)	April 18 12th Friday (day) 12th Friday (eve.)	April 19 11th Saturday
April 20 11th Sunday	April 21 12th Monday (day) 12th Monday (eve.)	April 22 12th Tuesday (day) 12th Tuesday (eve.)	April 23 13th Wednesday (day) 13th Wednesday (eve.)	April 24 13th Thursday (day) 13th Thursday (eve.)	April 25 13th Friday (day) 13th Friday (eve.)	April 26 12th Saturday
April 27 12th Sunday	April 28 13th Monday (day) 13th Monday (eve.)	April 29 13th Tuesday (day) 13th Tuesday (eve.)	April 30 14th Wednesday (day) 14th Wednesday (eve.)	May 1 14th Thursday (day) 14th Thursday (eve.)	May 2 14th Friday (day) 14th Friday (eve.)	May 3 13th Saturday
May 4 13th Sunday	May 5 14th Monday (day) 14th Monday (eve.)	May 6 14th Tuesday (day) 14th Tuesday (eve.)	May 7	May 8	May 9	May 10 14th Saturday
<b>Make Up Days for Day, Evening, and Graduate Classes</b>						
May 11 14th Sunday	May 12 15th Monday (eve.)	May 13 15th Tuesday (eve.)	May 14 15th Wednesday (eve.)	May 15 15th Thursday (eve.)	May 16 15th Friday (eve.) <b>Cycle D Final Exams</b>	May 17 15th Saturday
<b>Final Exams. Final Exams for Evening Classes Given at the Last Class Meeting.</b>						
May 18	May 19	May 20	May 21	May 22	May 23	May 24





## Faculty Compensation Policy for Online and Blended Courses

### Definitions:

NYIT has established the following definitions for online, blended, and face-to-face courses:

- Online (OL) courses offer 80 – 100 % of the contact hours online.
- Blended (BL) courses offer 50 – 79 % of the contact hours online.
- Face-to-face (F2F) courses offer 0 – 49 % of the contact hours online.

### Policy:

- A. In accordance with the Collective Bargaining Agreement, development of new online and blended courses requires approval from the Chair, the Dean, and the Provost / Vice-President for Academic Affairs, and requires consultation with the Center for Teaching and Learning.<sup>1</sup>
- B. A faculty member shall receive a \$3000 stipend for preparation of a new online or blended course, to be paid during the semester when the course is first offered. If multiple faculty members develop the course they shall share the \$3000 stipend. In extenuating circumstances, or in a case where NYIT decides not to offer the course, the Provost / Vice-President for Academic Affairs may authorize payment after the course has been fully developed and before it has been taught.
- C. A faculty member shall receive one (1) ELH during the first semester that he or she teaches a new online or blended course.<sup>2</sup>
- D. The New Online / Blended Course Development Application must be completed, and all approvals noted, before the course is offered and any payments are made to the faculty member.

### Application Procedures:

1. Faculty with a course proposal to develop a new online or blended course should discuss the proposal with the chair and/or dean prior to beginning any course development.
2. The faculty member consults with staff at the Center for Teaching and Learning.
3. The faculty member proposing the new course completes the application form and obtains the approval and signatures of the chair and the dean.

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<sup>1</sup> The CBA states in Article X (g) Online Courses: *Based upon the approval of the Chair, the Dean, and the Academic Vice President, and after consultation with the CTL director, a faculty member shall receive a \$3000 stipend for preparation of a new online course.*

<sup>2</sup> The CBA states in Article X (f) Distributed Learning Sections, paragraph 2: *Faculty will receive an extra ELH the first time they teach a particular Distributed Learning course at NYIT.*

4. If approved by the chair and dean, the dean sends the form to Bernadette Calabro ([bbuhler@nyit.edu](mailto:bbuhler@nyit.edu)) in the Office of Academic Affairs for the Provost's review and approval.
5. Copies of the approved application will be sent by the Office of Academic Affairs to the faculty member, chair, dean, director of the Center for Teaching and Learning, and Office of the Registrar.

**Compensation Procedures:**

1. The first semester the course is taught in the new format, the Center for Teaching and Learning will transfer the \$3000 course development funds to the dean's professional supplemental budget line.
2. The faculty member will work with his or her administrative assistant to include the \$3000 stipend for preparation of the course in his or her FACCOMP.
3. The faculty member who is teaching the course will receive one (1) additional ELH from the dean's budget for first-time teaching of the course in online or blended format.

## New Methods of Course Delivery, July 17, 2020

### Purpose:

These designations will be used by the registrar to identify how a particular section of a course is delivered to the students. Designations will be attached to individual sections during registration so students know whether they need to be in a specific location at a specific time, and what technologies are required for them to participate fully in the course.

### Requirements for all New York Tech classes:

Institutional thresholds for required content/contact hours and online activity must be maintained for all courses. Students are required to have a computer with a webcam and access to a reliable internet connection.

All course sections will have, as a minimum, a full course syllabus, contact information and office hours for the faculty, and all deadlines and due dates posted on the institution's approved LMS. All classes should strive to include additional resources and activities, as well as means for students in each class to connect with other students in a virtual environment.

### Methods of Delivery:

Three methods of delivery are the same as we have used previously: **in person**, **blended**, and **online**. The only change is in the definition of blended, to align with nationally-accepted standards. (While we used to mandate that blended courses have at least 50% of the content online, we have adjusted that to 30% as defined by the Online Learning Consortium.)

1. **In Person (IP)**<sup>1</sup>: Traditional classroom courses that are anchored and measured by the number of hours spent in required in-person class meetings in various formats such as lectures, studios, labs, or other required face-to-face activities. This delivery method also includes courses that replace a small amount of the traditional classroom activity with Internet-based work, but very little (up to 29%) of the traditional in-class time is reduced.
2. **Blended (BL)**: A course in which between 30 and 79 percent of the traditional classroom time (or contact hours) are replaced with asynchronous\* online activity. There is still a defined schedule for the required in person class meetings and any online sessions that are delivered synchronously\*\*.
3. **Online (OL)**: A course in which most or all (80% or greater) of the contact hours are conducted through asynchronous online activity. The times for the students to participate are generally flexible, although there are due dates for specific assignments throughout the semester, and there may be occasional synchronous activities (in person or via videoconferencing) or exams.

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<sup>1</sup> The current DL mode of instruction (point to point video linked classrooms across multiple campuses) is a special implementation of this method of delivery. In The DL mode, both the instructor and students are physically present on campus.

The fourth method of delivery is new, and is a response to new modes of delivery that were adopted in spring 2020 due to the outbreak of COVID-19 and resulting work-from-home orders.

4. **Hybrid Remote Instruction (HRI):** Due to social distancing restrictions imposed by COVID-19, some courses are being offered in a remote synchronous modality. These are courses where the majority of the contact hours are met through synchronous videoconferencing technology. In this mode, at the faculty's discretion, there will be some in-person experience, for example for projects and exams. Courses may also be supplemented with some asynchronous online activity.

\*asynchronous = not happening at the same time (students attend lecture or participate in classroom activities on their own time, and without real-time interactions)

\*\*synchronous = occurring at the same time (students attend lecture or participate in classroom activities in real-time)

# Modes of Instruction

New York Tech offers a variety of course modalities to meet the needs of students and the course requirements.

## In-Person\*



Your classes meet on campus at a specific time.

## Hybrid Remote



Your classes take place mostly on Zoom at a specific time.

## Online



You take classes online at a time you choose.

## Blended



Your classes are a combination of online and either in-person or hybrid remote.

\*In-person classes could shift to remote in response to external circumstances.

Student class schedules, including day, time or instruction mode, may occasionally change based upon department needs. Students are encouraged to periodically check their class schedules.

## Where?



Classes held on campus



Classes held remotely

## When?



Synchronous  
(classes held at a specific time)

**24/7**

Asynchronous  
(classes available at a time you choose)