SPRING 2016 ACADEMIC CALENDAR

Drop/Withdrawal timeframe rules*  
Withdrawal procedures **

*Students, both undergraduate and graduate, may drop an individual class through the ninth week of classes (March 21).

**After the deadline to drop an individual course via ASAP (March 21) students on financial aid who wish to withdraw (drop all classes) from the University must submit a paper withdrawal form to the One Stop Enrollment Center for processing. Except for student athletes and international students, only the student’s signature is required on the form.

Student athletes must submit a withdrawal form, signed by an advisor in the Collegiate Athletics department, to the One Stop Enrollment Center for processing. International students must submit a withdrawal form, signed by the Director, International Student Services or an International Student Advisor, to the One Stop Enrollment Center for processing.

After the withdrawal (April 27) deadline students may not drop courses, or withdraw, except with the approval of the course instructor and the Dean of the College in which the student is enrolled.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Winter Holiday</td>
<td>December 23 (Wednesday)</td>
<td>Limited services</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>December 24–25 (Thursday–Friday)</td>
<td>University Closed</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>December 28 – 31 (Monday-Thursday)</td>
<td>Limited services</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>January 1 (Friday)</td>
<td>University Closed</td>
</tr>
<tr>
<td>Late Registration and add/drop</td>
<td>January 4–15</td>
<td>All admitted students may register or add/drop classes via ASAP with appropriate approvals</td>
</tr>
</tbody>
</table>

LAST DAY TO PAY TUITION AND FEES for students who registered November 4, 2015–December 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>January 5 (Tuesday)</th>
<th>BILLS ARE NOT MAILED.</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Tuition and Fees Refund *</td>
<td>January 10 (Sunday)</td>
<td>Last day to withdraw from all classes and receive a 100% refund of tuition and fees. *</td>
</tr>
<tr>
<td>First Day of Class</td>
<td>January 11 (Monday)</td>
<td>Classes begin for the Spring 2016 Semester.</td>
</tr>
<tr>
<td>Waitlisting Ends</td>
<td>January 15 (Friday)</td>
<td>Last day to add a class or late register via ASAP.</td>
</tr>
<tr>
<td>Deadline to add a class or late register ON ASAP</td>
<td>January 15 (Friday)</td>
<td>Last day to add a class or late register via ASAP.</td>
</tr>
<tr>
<td>80% Tuition and Fees Refund</td>
<td>January 15 (Friday)</td>
<td>Last day to withdraw from all classes and receive an 80% refund of tuition and fees. *</td>
</tr>
<tr>
<td>Drop/Withdraw only begins</td>
<td>January 16 (Saturday)</td>
<td>Classes dropped/withdrawn on, or before, Census (January 27) will not receive a grade and will not appear on the student’s transcript.</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Birthday Holiday</td>
<td>January 18 (Monday)</td>
<td>University closed.</td>
</tr>
<tr>
<td>Challenge Examination Requests</td>
<td>January 19 (Tuesday)</td>
<td>Last day to request challenge examination from the instructor. Challenge Examination form must be turned into the One Stop Enrollment Center, and the test administered, by February 1.</td>
</tr>
</tbody>
</table>

LAST DAY TO PAY TUITION AND FEES FOR STUDENTS WHO REGISTERED January 4–15

<table>
<thead>
<tr>
<th></th>
<th>January 22 (Friday)</th>
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</thead>
<tbody>
<tr>
<td>70% Tuition and Fees Refund</td>
<td>January 25 (Monday)</td>
<td>Last day to withdraw from all classes and receive a 70% refund of tuition and fees*</td>
</tr>
</tbody>
</table>

11/4/2015
**CENSUS DATE, 5 P.M.**

NO REFUNDS GIVEN FOR DROPPING AN INDIVIDUAL COURSE AFTER THIS DATE.

**January 27 (Wednesday, 5 p.m.)**

Last day to drop or withdraw **without a grade.**

Last day to drop an individual course and receive a **100% refund.** NOTE: If you are enrolled for only one class, or are dropping your last class, this action is NOT considered a drop. It is a withdrawal and you will be refunded according to the prorated withdrawal refund percentages given on the academic calendar and the Fiscal Services Web page. NO REFUNDS GIVEN FOR DROPPING AN INDIVIDUAL COURSE AFTER THIS DATE.

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**ALL STUDENTS – undergraduate and graduate**

Drop Time Frame (Automatic “W”)

January 28 – March 21

Students may drop an individual course via ASAP, or withdraw (drop all classes) and receive a grade(s) of “W.”

Must see advisor to drop developmental classes

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**ALL STUDENTS – undergraduate and graduate**

Withdrawal Time Frame (Automatic “W”)

March 22 – April 27

Students may withdraw (drop all classes) ONLY

A grade of “W” will be given for each class.

Must see advisor to drop developmental classes

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**Challenge Examination Requests Due**

February 1 (Monday)

Last day for students to submit an approved Request to Challenge Examination form to the One Stop Enrollment Center. Challenge examinations should be administered by this date.

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**50% Tuition and Fees Refund**

February 1 (Monday)

Last day for students to withdraw from all classes and receive a **50% refund of tuition and fees.** *

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**25% Tuition and Fees Refund**

February 8 (Monday)

Last day to withdraw from all classes and receive a **25% refund of tuition and fees.** *

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**Last Day to Pay Tuition and Fees**

February 8 (Monday)

Anyone who has not paid will lose their registration.

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**Spring 2016 Graduation Application Deadline (Graduate Level)**

February 15 (Monday)

Deadline for Spring 2016 Master’s and Doctoral degree candidates to apply for graduation. Visit the Graduation Web page for more information.

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**2016–2017 General Scholarship Application Deadline**

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**Second Payment Due**

February 17 (Wednesday)

Second installment payment is due for students who select the three payment plan.

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**Midterm GRADES DUE; 2 p.m.**

February 29 (Monday)

Deadline for faculty to enter midterm grades

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**Promissory Notes Due**

March 1 (Tuesday)

Deadline for students on the installment payment plan to have a promissory note on file in the Fiscal Services Office.

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**Spring Break**

March 14-19 (Monday–Saturday)

Classes do not meet. University offices open.

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**Credit/No Credit Option Due**

March 21 (Monday)

Deadline to choose credit/no credit grading option (undergraduate only).

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**ALL STUDENTS – undergraduate and graduate**

Last day to drop an individual course via ASAP.

**DROP DEADLINE**

March 21 (Monday)

Deadline for **all students** to drop an individual course via ASAP and receive an automatic “W”.

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**ALL STUDENTS – undergraduate and graduate withdrawal time frame**

March 22 – April 27

**WITHDRAW ONLY**

**All students** may withdraw (drop all classes) ONLY. * A grade of “W” will be given for each class.

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**Final Installment Payment Due**

March 23 (Wednesday)

Final installment payment is due for students who select the three payment plan.

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**WITHDRAWAL/AUTOMATIC "W" DEADLINE * (all students)**

April 27 (Wednesday)

Must see advisor to drop developmental classes

Withdrawal forms are available online

http://www.utsa.edu/registrar/forms.html

Students receiving financial aid must submit withdrawal form in person to the One Stop
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day of Classes</td>
<td>April 30 (Saturday)</td>
<td></td>
</tr>
<tr>
<td>Student Study Days</td>
<td>May 2-3 (Monday-Tuesday)</td>
<td>Classes do not meet</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 4-10 (Wednesday-Tuesday)</td>
<td>No Final Exams on Sunday.</td>
</tr>
<tr>
<td>Commencement Ceremonies</td>
<td>TBA</td>
<td>Visit the <a href="#">Commencement Web page</a> and click desired ceremony for details.</td>
</tr>
<tr>
<td>End of Term</td>
<td>May 10 (Tuesday)</td>
<td>Spring 2016 semester closes</td>
</tr>
<tr>
<td>Final Grades Due; 2 p.m.</td>
<td>May 13 (Friday)</td>
<td>Deadline for faculty to enter final grades</td>
</tr>
<tr>
<td>Graduation Application Deadline (Undergraduate)</td>
<td>July 15 (Friday)</td>
<td>Deadline for Fall undergraduate degree candidates to apply for graduation. Visit the <a href="#">Graduation Web page</a> for more information.</td>
</tr>
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</table>