

Spring 2020 Academic Calendar

Payment Deadlines

Tuesday, January 14	Payment deadline for undergraduate students who registered October 21, 2019 – January 10, 2020.
Wednesday, January 15	Undergraduate students who registered by January 10 and have not paid, or made payment arrangements, will be charged \$100 LATE fee.
Wednesday, February 5 (Census)	Payment deadline for all graduate students and undergraduate students who registered January 13 – February 5. All students (undergraduate and graduate) who have not paid, or made payment arrangements by this date, will be charged a \$100 LATE fee.
Monday, February 17	All unpaid students will be removed from their classes.

October 2019

Monday, October 21 Spring 2020 registration begins.

December 2019

December 23–27 Winter Holiday. University closed.

December 30–31 Winter Holiday. Limited services available.

January 2020

Wednesday, January 1 New Year's Day. University closed.

January 2-3 Winter Holiday. Limited services available.

Friday, January 10 **Registration Closes at 5 p.m.**, reopens Monday, January 13, at 7 a.m.

January 13-29 **Late registration and add/drop**
All admitted students may register or add/drop classes via *ASAP* with appropriate approvals.

Tuesday, January 14 **Payment deadline** for undergraduate students who registered October 21, 2019 – January 10, 2020. *Bills are not mailed.*

Wednesday, January 15 **Late Payment Fee charged.**
Undergraduate students who registered by January 10 and have not paid, or made payment arrangements, will be charged a \$100 LATE fee.

Wednesday, January 15 2020–2021 [General Scholarship Application](#) Deadline.

Monday, January 20 **100% Refund Date**
Last day to drop all classes (withdraw) in *ASAP* and receive a 100% refund of tuition and fees.

Monday, January 20 Martin Luther King, Jr. Birthday Holiday. University closed.

Tuesday, January 21 **First day of Spring 2020 classes**

Monday, January 27 **80% Refund Date**
Last day to withdraw from all classes and receive an 80% refund of tuition and fees.

Tuesday, January 28 **Challenge Examination Requests**
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 10.

Tuesday, January 28 **Waitlisting ends**

Wednesday, January 29 **Deadline to add a class or late register** on *ASAP*.

February 2020

Monday, February 3 **70% Refund Date**

Last day to withdraw from all classes and receive a 70% refund of tuition and fees.

Wednesday, February 5 **Census Date, 5:00 p.m.**

Last day to drop or withdraw without a grade. Last day to drop an individual course and receive a 100% refund. Classes dropped/withdrawn on, or before, Census will not receive a grade and will not appear on the student's transcript. NOTE: If you are enrolled in 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 Webpage](#). No refunds are given for dropping an individual course after this date.

Payment deadline for graduate students and undergraduate students who registered January 13 – February 5.

All students who have not made payment, or made payment arrangements, will be charged a \$100 LATE fee.

February 6 – March 30 **Drop/Withdraw Only Time Frame** (Automatic "W")

All students (undergraduate and graduate) may drop an individual course via *ASAP*, or withdraw (drop all classes) and receive a grade(s) of "W." Students must see advisor to drop developmental classes.

Monday, February 10 **Challenge Examination Requests Due**

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

Monday, February 10 **50% Refund Date**

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

Saturday, February 15 Deadline for Spring 2020 Master's and Doctoral degree candidates to apply for graduation. Visit the [Graduation Webpage](#) for more information.

Monday, February 17 **25% Refund Date**

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

Monday, February 17 **All unpaid students will be removed from their classes.**

Tuesday, February 25 Second installment payment is due for students who select the three payment plan.

March 2020

March 9-14 **Spring Break**

Classes do not meet. University offices will be open March 9-14.

Monday, March 16 **Midterm Grades Due; 2 p.m.** Deadline for faculty to enter midterm grades.

Tuesday, March 17 Students may view midterm grades on *ASAP*.

Monday, March 30 **Drop Deadline**

Last day for all students (undergraduate and graduate) to drop an individual course via *ASAP* and receive an automatic "W". *

Monday, March 30 Deadline to choose **credit/no-credit grading option** (undergraduate only).

March 31 – May 1 **Withdraw Only Time Frame** (Automatic "W")

All students (undergraduate and graduate) may withdraw (**drop all classes**) ONLY.** A grade of "W" will be given for each class. Students must see advisor to drop developmental classes.

Tuesday, March 31 Final installment payment is due for students who select the three payment plan.

April 2020

Monday, April 13 Student Course Evaluations OPEN in *ASAP* at 8 a.m.

Monday, April 27 Student Course Evaluations CLOSE in *ASAP* at Midnight.

May 2020

Friday, May 1 **Withdraw/Automatic "W" Deadline**

Deadline for all students to withdraw (**drop all classes**) ONLY and receive a grade of "W" for each class. Students must see advisor to drop developmental classes. **

Students receiving financial aid must submit withdrawal form in person to the One-Stop Enrollment Center. Withdrawal forms are available at

<https://onestop.utsa.edu/forms/registrar/>

Tuesday, May 5 Last Day of Classes

Wednesday, May 6 **Student Study Day.** Classes do not meet.

May 7-13 **Final Exams.** No Final Exams on Sunday.

Wednesday, May 13 End of Term for Spring 2020 Semester
Year-old Incomplete ("IN") grades convert to "F" at 5 p.m. (undergraduate courses only)

Monday, May 18 **Final Grades Due;** 2 p.m. Deadline for faculty to enter final grades.

Tuesday, May 19 **Students may view grades on *ASAP*.**

TBD **Commencement Ceremonies**

Visit the [Commencement Webpage](#) and click desired ceremony for details.

July 2020

Wednesday, July 15 Deadline for **Fall undergraduate degree candidates** to apply for graduation.
Visit the [Graduation Webpage](#) for more information.

*Drop/Withdraw timeframe rules

Students, both undergraduate and graduate, may drop an individual class through the ninth week of classes (March 30).

**Withdrawal procedures

After the *deadline to drop an individual course via ASAP* (March 30), 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 deadline (May 1) 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.