

LEAVEY SCHOOL
OF BUSINESS
SANTA CLARA UNIVERSITY
GRADUATE BUSINESS PROGRAMS

Online Programs 2024 – 2025 Academic Calendar

Fall Quarter 2024

07/08/24 – 07/12/24	M-F	Fall Initial Registration period for continuing students
07/15/24 - 07/21/24	M-Su	Fall Registration Closed
07/22/24	M	Fall Open Enrollment Begins
08/01/24	Th	Tuition Billed. If no prior registration, a Prepayment Hold will be placed on your Workday account preventing registration. Students will be required to pay before enrolling in class.
08/21/24	W	Tuition and Fee Payment Due for Fall Quarter
09/02/24	M	<i>Administrative Holiday: Labor Day (Office Closed)</i>
09/16/24	M	If No Prior Enrollment, Late Registration Fee (\$100) Begins. Note: this fee applies to each session. To avoid the fee, you must register for sessions 1, 2, and 3 before the deadline. Registering for any session after the deadline will incur the fee.
09/19/24 - 09/22/24	Th-Su	Online MBA Fall Opening Residency
09/20/24 - 09/22/24	F-Su	Online MSM, MSFA, and MSBA Fall Opening Residency
09/23/24	M	Fall Term Classes Begin
09/27/24	F	Last day to add Session 1 & Session 2 courses by 12PM. Holds must be removed prior to registration. Any requests made after 12PM will not be approved.
10/11/24	F	Last day to submit incomplete Spring 2024 and Summer 2024 work to faculty or request extension
10/11/24	F	Last day to petition for graduate degrees to be conferred in December (Fall Term graduates)
10/14/24	M	<i>Administrative and Academic Holiday: Indigenous People's Day (Office Closed)</i>
10/27/24	Su	Fall 5-Week (A) Classes End
10/28/24	M	Fall 5-Week (B) Classes Begin
10/30/24	W	Grades Due (Faculty) for Weeks 1-5
11/01/24	F	Last day to add Session 3 course by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
11/28/24 – 11/29/24	Thu–F	<i>Administrative and Academic Holiday: Thanksgiving (Office Closed)</i>

12/08/24	Su	Fall Term Classes End
12/09/24 – 12/13/24	M-F	Finals Week (For In-person Courses)
12/18/24	W	Grades Due (Faculty)
12/20/24 – 01/01/25	F-W	<i>Administrative and Academic Holiday: Christmas & New Year's (Office Closed)</i>

Session 1: Fall 10-Week Course Refund Schedule (Weeks 1-10)

09/27/24	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
10/04/24	F	Last Day to Drop with 50% Tuition Refund (Less Fees) by 12 PM
10/11/24	F	Last Day to Drop with 25% Tuition Refund (Less Fees) by 12 PM
10/18/24	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
11/01/24	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Session 2: Fall 5-Week (A) Course Refund Schedule (Weeks 1-5)

09/27/24	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
10/04/24	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
10/11/24	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Session 3: Fall 5-Week (B) Course Refund Schedule (Weeks 6-10)

11/01/24	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
11/08/24	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
11/15/24	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Winter Quarter 2025

11/04/24 – 11/8/24	M-F	Winter Initial Registration period for continuing students
11/11/24 - 11/17/24	M-Su	Winter Registration Closed
11/18/24	M	Winter Open Enrollment Begins
12/1/24	Su	Tuition Billed. If no prior registration, a Prepayment Hold will be placed on your Workday account preventing registration. Students will be required to pay before enrolling in class.
12/21/24	Sa	Tuition and Fee Payment Due for Winter Quarter
12/30/24	M	If No Prior Enrollment, Late Registration Fee (\$100) Begins. Note: this fee applies to each session. To avoid the fee, you must register for sessions 1, 2, and 3 before the deadline. Registering for any session after the deadline will incur the fee.
01/06/25	M	Winter Term Classes Begin

01/09/25 - 01/12/25	Th-Su	Online MBA Winter Opening Residency
01/10/25	F	Last day to add Session 1 & Session 2 courses by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
01/20/25	M	Administrative and Academic Holiday: Martin Luther King Day (Office Closed)
01/24/25	F	Last day to submit incomplete Fall 2024 work to faculty
01/24/25	F	Last day to petition for graduate degrees to be conferred in March (Winter Term graduates)
02/09/25	Su	Winter 5-Week (A) Classes End
02/10/25	M	Winter 5-Week (B) Classes Begin
02/12/25	W	Grades Due (Faculty) for Weeks 1-5
02/14/25	F	Last day to add Session 3 course by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
02/17/25	M	Administrative and Academic Holiday: President's Day (Office Closed)
03/16/25	Su	Winter Term Classes End
03/17/25 - 03/21/25	M-F	Finals Week (For In-person Courses)
03/26/25	W	Grades Due (Faculty)

Session 1: Winter 10-Week Course Refund Schedule (Weeks 1-10)

01/10/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
01/17/25	F	Last Day to Drop with 50% Tuition Refund (Less Fees) by 12 PM
01/24/25	F	Last Day to Drop with 25% Tuition Refund (Less Fees) by 12 PM
01/31/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
02/07/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Session 2: Winter 5-Week (A) Course Refund Schedule (Weeks 1-5)

01/10/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
01/17/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
01/24/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Session 3: Winter 5-Week (B) Course Refund Schedule (Weeks 6-10)

02/14/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
02/21/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
02/28/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Spring Quarter 2025

02/10/25 – 02/14/25	M–F	Spring Initial Registration period for continuing students
02/17/25 – 02/23/25	M-Su	Spring Registration Closed
02/24/25	M	Spring Open Enrollment Begins
02/28/25	F	Last day to petition for graduate degrees to be conferred in June (Spring Term graduates)
03/01/25	Sa	Tuition Billed. If no prior registration, a Prepayment Hold will be placed on your Workday account preventing registration. Students are required to pay before enrolling in class.
03/21/25	F	Tuition and Fee Payment Due for Spring Quarter
03/24/25	M	If No Prior Enrollment, Late Registration Fee (\$100) Begins. Note: this fee applies to each session. To avoid the fee, you must register for sessions 1, 2, and 3 before the deadline. Registering for any session after the deadline will incur the fee.
03/27/25 – 03/30/25	Th-Su	Online MBA Spring Opening Residency
03/28/25 – 03/30/25	F-Su	Online MSM, MSFA, and MSBA Spring Opening Residency
03/31/25	M	Spring Term Classes Begin
04/04/25	F	Last day to add Session 1 & Session 2 courses by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
04/18/25	F	Administrative and Academic Holiday: Good Friday (Office Closed)
04/21/25	M	Administrative and Academic Holiday: Easter Monday (Office Closed)
04/25/25	F	Last day to submit incomplete Winter 2024 work to faculty
05/04/25	Su	Spring 5-Week (A) Classes End
05/05/25	M	Spring 5-Week (B) Classes Begin
05/07/25	W	Grades Due (Faculty) for Weeks 1-5
05/09/25	F	Last day to add Session 3 course by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
05/26/25	M	Administrative and Academic Holiday: Memorial Day (Office Closed)
06/08/25	Sun	Spring Classes End
06/09/25 – 06/13/25	M-F	Finals Week (For In-person Courses)
06/14/25	Sa	Graduation Commencement
06/18/25	W	Grades Due (Faculty)

Session 1: Spring 10-Week Course Refund Schedule (Weeks 1-10)

04/04/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
04/11/25	F	Last Day to Drop with 50% Tuition Refund (Less Fees) by 12 PM
04/18/25	F	Last Day to Drop with 25% Tuition Refund (Less Fees) by 12 PM
04/25/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
05/02/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Session 2: Spring 5-Week (A) Course Refund Schedule (Weeks 1-5)

04/04/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
04/11/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
04/18/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Session 3: Spring 5-Week (B) Course Refund Schedule (Weeks 6-10)

05/09/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
05/16/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
05/23/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Summer Quarter 2025

04/07/25– 04/11/25	M-F	Summer Initial Registration period for continuing students
04/14/25 - 04/20/25	M-Su	Spring Registration Closed
04/21/25	M	Summer Open Enrollment Begins
05/1/25	Th	Tuition Billed. If no prior registration, a Prepayment Hold will be placed on your Workday account preventing registration. Students are required to pay before enrolling in class.
05/21/25	W	Tuition and Fee Payment Due for Summer Quarter
06/09/25	M	If No Prior Enrollment, Late Registration Fee (\$100) Begins. Note: this fee applies to each session. To avoid the fee, you must register for sessions 1, 2, and 3 before the deadline. Registering for any session after the deadline will incur the fee.
06/16/25	M	Summer Classes Begin
06/20/25	F	Last day to add Session 1 & Session 2 courses by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
06/30 /25	M	Last day to submit incomplete Spring 2025 work to faculty
TBA		Last day to petition for graduate degrees to be conferred in September (Summer Term graduates)

07/04/25	F	Administrative and Academic Holiday: Independence Day (Office Closed)
07/20/25	Su	Summer 5-Week (A) Classes End
07/21/25	M	Summer 5-Week (B) Classes Begin
07/23/25	W	Grades Due (Faculty) for Weeks 1-5
07/25/25	F	Last day to add Session 3 course by 12PM. Holds must be removed prior to registration. Any request made after 12PM will not be approved.
08/24/25	Su	Summer Classes End
08/25/25 - 08/29/25	M-F	Finals Week (For In-person Courses)
09/01/25	M	Administrative and Academic Holiday: Labor Day (Office Closed)
09/03/25	W	Grades Due (Faculty)
Session 1: Summer 10-Week Course Refund Schedule (Weeks 1-10)		
06/20/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
06/27/25	F	Last Day to Drop with 50% Tuition Refund (Less Fees) by 12 PM
07/04/25	F	Last Day to Drop with 25% Tuition Refund (Less Fees) by 12 PM
07/11/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
07/18/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM
Session 2: Summer 5-Week (A) Course Refund Schedule (Weeks 1-5)		
06/20/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
06/27/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
07/04/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM
Session 3: Summer 5-Week (B) Course Refund Schedule (Weeks 6-10)		
07/25/25	F	Last Day to Drop with 100% Tuition Refund (Less Fees) by 12 PM
08/01/25	F	Last Day to Drop without a W (No Tuition Refund) by 12 PM
08/08/25	F	Last Day to Drop with a W (No Tuition Refund) by 12 PM

Start and end dates could vary by program. Specific class times will be listed in each quarter's registration information and will be listed on the student quarterly class schedules. All dates are inclusive. Registration dates are subject to change. Registration holds and enrollments must be cleared with the appropriate office by 12:00 PM on Friday. Any requests made after 12:00 PM will not be processed.

Refer to the in-person "2024-2025 Graduate Business Academic Calendar" for specific synchronous courses deadlines and make-up sessions. This information can be found on the My Leavey Portal website under the Program-Specific Resource section for current students in the Evening MBA or MS On Campus programs: <https://www.scu.edu/business/myleavey/graduates/>

Tuition & Fees: <https://www.scu.edu/bursar/tuition/>. Tuition is subject to change each year. Students are responsible for knowing when they will occur.

Payment Policies: <https://www.scu.edu/bursar/paymentpolicies/>

Refund Policies: <https://www.scu.edu/bursar/refunds>

Bulletin: <https://www.scu.edu/bulletin/graduate/leavey-school-of-business/>

The student is personally responsible for knowing all the academic regulations in the Graduate Business Programs in which they are enrolled. Failure to understand these regulations and requirements does not relieve the student of responsibility. This includes but is not limited to grading, holds, honor code, professionalism, leave of absence, withdrawal, concurrent enrollment policies, and deadlines (add, drop, swap, late fees, tuition payments, refund policy, etc.), and graduation requirements. *Students can refer to the Academic Information section, Chapter 5, for additional information in the Graduate Business Programs Bulletin: Student Handbook.*

The student is responsible for resolving any holds placed on their student record.

When requesting a “**Leave of Absence**” in **Workday**, students must use the Workday Standard start and end dates. Use the following dates below:

- Fall 2024 = 09/10/2024 (Fall Term) – 1/1/2025 (Winter Term)
- Winter 2025 = 01/01/2025 (Winter Term) – 03/27/2025 (Spring Term)
- Spring 2025 = 03/27/25 (Spring Term) – 06/13/2025 (Summer Term)
- Summer 2025 = 06/13/2025 (Summer Term) – 09/10/2025 (Fall Term)

SCU is in compliance with federal regulations, [34 CFR 668.22 \(d\)](#), that an **LOA cannot exceed 180 days in any 12-month period** and may have a serious impact on a student’s financial aid. The number of days in a LOA is counted beginning with the first day of the student's initial LOA in a 12-month period. A 12-month period begins on the first day of the student's initial LOA. Any student considering requesting a LOA that receives financial aid should consult with the Financial Aid Office to determine how their financial aid will be affected.

If a student does not return after this period, they will be automatically withdrawn from the University. LOA extensions are no longer available. A student who is withdrawn from the University due to an inability to extend their LOA beyond the 180-day policy is eligible to re-enroll without needing to reapply if they meet a specific set of criteria and [fill out this form](#).

When “**Applying for Program Completion**” in **Workday**, students should use the last day of class according to the Workday Term End Date. Use the following end date below:

- Fall 2024 = 12/13/2024
- Winter 2025 = 03/21/2025
- Spring 2025 = 06/12/2025
- Summer 2025 = 09/03/2025

For any inquiries please contact onlinegradbusiness@scu.edu