

IMPORTANT DATES FOR FACULTY 2009-2010

Fall 2009

August 27, Thursday	Opening day for new students. New student check-in Dorsey Center 10:00 am-3:00 pm.
August 27-31 Thursday-Monday	New student orientation
August 30, Sunday	Opening day for returning students. Check-in Dorsey Center 10:00 am – 3:00 pm.
August 31, Monday	Schedule adjustments and advising.
September 1, Tuesday	<u>Classes begin at 8:30 a.m.</u> Instructor's and adviser's signature needed to add a 1st 7 week course or a semester course.
September 4, Friday	Last day for students to submit work to faculty sponsors for Summer 2009 internships, independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2009 Post-Course). First draft of the Spring 2009 Course schedule sent to Department Chairs.
September 7, Monday	Labor Day (no classes)
September 9, Wednesday	Last day to drop a half course (1 st 7 weeks) without a "W" – adviser's signature required Last day to add a half course (1 st 7 weeks) – instructor's and adviser's signatures required Last day to elect audit option for a half course (1 st 7 weeks) – instructor's and advisor's signatures required Faculty are to submit attendance reports online, no later than September 11, for students who never attended, stopped attending, or are attending and not on the roster. Submit reports online at http://olympus/attendance/classlist.aspx
September 11, Friday End of week 2	Department chairs return first draft of the Spring 2009 Course schedule to Registrar's Office. Exam confirmation for room assignment due. Submit confirmations online at http://olympus/examsched/examintentform.aspx Grades due for Summer 2009-internships, IW and completed ICA's.

Deadline for attendance reports. Submit online at
<http://olympus/attendance/classlist.aspx>

September 14, Monday

Last day to add a semester course – instructor’s & adviser’s signatures required

Last day to elect audit option for a semester course – instructor’s and adviser’s signatures required

Last day to drop a semester course without a “W” – adviser’s signature required

Internship learning agreements for Fall I 2009 session due in Career Development.

September 18, Friday
End of week 3

Second draft of Spring 2010 course schedule sent to department chairs and Student Action Committee (SAC).

Last day to withdraw from a half course (1st 7 weeks) with a “W” – adviser’s signature required

Last day to elect pass/no pass, or change a pass/no pass to a regular grade, for a half course (1st 7 weeks) – adviser’s signature required.

September 25, Friday

Department chairs and SAC return second draft of Spring 2010 Course schedule to Registrar’s Office.

October 2, Friday
End of week 5

Final draft of Spring 2010 course schedule sent to department chairs.

Room Assignments, for courses giving exams, posted on the web www.goucher.edu/x1993.xml

October 9, Friday
End of week 6

Last day for students to submit work for incomplete granted in Spring or Summer 2009.

Department chairs return final draft of the Spring 2010 Course Schedule to Registrar’s Office.

October 16, Friday

Last day of the 1st 7 Weeks course

Online grading for 1st 7 Week courses open from October 16-23rd.

October 17-20, Saturday – Tuesday

Mid-semester break

October 21, Wednesday

Classes resume at 8:30 a.m.

First day of the 2nd 7 week courses.

Instructor and adviser’s signature required to add a 2nd 7 week course.

October 23, Friday
End of week 8

Grades due for incompletes received Summer 2009 and Spring 2009.

Final day for submitting grades online for 1st 7 week courses.

October 28, Wednesday

Spring 2010 Course Schedule Booklet posted on Goucher's website www.goucher.edu/x1993.xml

Last day to drop a half course (2nd 7 weeks) without a "W" – adviser's signature required

Last day to add a half course (2nd 7 weeks) – instructor's and adviser's signatures required

Last day to elect audit option half course (2nd 7 weeks) – instructor's and adviser's signatures required

Internship learning agreements for Fall II 2009 due in Career Development.

November 2, Monday

Faculty are to submit attendance reports online, no later than November 6, for students who never attended, stopped attending, or are attending and not on the roster. Submit reports online at <http://olympus/attendance/classlist.aspx>

November 2-13, Monday-Friday

Academic advising for Spring 2010

November 6, Friday
End of week 10

Last day to elect pass/no pass, or change from pass/no pass to regular grade, for a half course (2nd 7 weeks) – adviser's signature required

Last day to withdraw from a half course (2nd 7 weeks) with a "W" – adviser's signature required

Last day to withdraw from semester courses with a "W" – adviser's signature required

Last day to elect pass/no pass, or change from pass/no pass to regular grade, in a semester course – adviser's signature required.

Deadline for attendance reports. Submit online at <http://olympus/attendance/classlist.aspx>

November 12, Thursday

May/Summer 2010 ICA application deadline.

November 16-20, Monday-Friday

On-line registration for Spring 2010. Days and times are published in the course schedule booklet on Goucher's website: www.goucher.edu/x1993.xml

November 24, Tuesday

Non-Goucher course approval form for January 2010 intersession transfer courses due in SAS.

November 25-29, Wednesday – Sunday

Thanksgiving Holiday

November 30-December 4, Mon-Fri

Registration for Goucher January 2010 Intersession courses. (IW, ISP 115 and January Education courses, practicum, directed reading and research).

November 30, Monday	Classes resume at 8:30 a.m.
December 10, Thursday	Last Day of classes Last day to submit work to faculty sponsors for Fall 2009 internships and independent work
December 10, Thursday	Deadline for submission of Internship Learning Agreements for Winter 2010 to Career Development.
December 11-13, Friday – Sunday	Reading Period
December 14-17, Monday – Thursday	Final Exams

GRADE SUBMISSION DATES FOR FALL 2009

September 11, Friday	Grades due for Summer 2008 internships, IW and completed ICA's
October 23, Friday	Grades due for incompletes from Summer 2008 and Spring 2008. Grades due for ICA's completed the 1 st 7 weeks of Fall as well as any other 1 st 7 week course.
December 14, Monday	Grades due for courses without exams
December 21, Monday	Grades due for ALL courses with exams

INTERSESSION 2010

January 1, Friday	Last day to register for Goucher January Intersession courses (IW, ED, ISP, etc.).
January 2-24, Saturday-Sunday	Intersession

Spring 2010

January 24, Sunday	Opening day for all students.
January 25, Monday	Schedule adjustments/advising
January 26, Tuesday	<u>Classes begin at 8:30 a.m.</u> Instructor's and adviser's signatures needed to add a class.
January 29, Friday End of first week of classes	Last day to submit work to faculty sponsors for Winter 2010 internship and independent work. Intensive Course Abroad work due for courses that do not have a spring post-course.

February 2, Tuesday	<p>Last day to drop a half course (1st 7 weeks) without a “W” – adviser’s signature required Last day to add a half course (1st 7 weeks) – instructor’s and adviser’s signatures required Last day to elect audit option for a for a half course (1st 7 weeks) – instructor’s and adviser’s signatures required</p> <p>Faculty are to submit attendance reports online, no later than February 5, for students who never attended, stopped attending, or are attending and not on the roster. Submit reports online at http://olympus/attendance/classlist.aspx</p>
February 5, Friday End of week 2	<p>Last day to drop a <u>semester</u> course without a “W” – adviser’s signature required Last day to add a <u>semester</u> course – instructor’s & adviser’s signature required Last day to elect audit option for a <u>semester</u> course – instructor’s & adviser’s signatures required</p> <p>Deadline for attendance reports. Submit online at http://olympus/attendance/classlist.aspx</p> <p>First draft of the Course Schedule for Fall 2010 sent to department chairs.</p> <p>Exam confirmation for room assignments due. Submit confirmations online at http://olympus/examsched/examintentform.aspx</p>
February 12, Friday End of week 3	<p>Grades due for 2010 Winter internships, IW and completed ICA’s.</p> <p>Internship learning agreements for Spring I 2010 due in Career Development.</p> <p>Last day to withdraw from a half course (1st 7 weeks) with a “W” – adviser’s signature required Last day to elect pass/no pass, or change from pass/no pass to a regular grade, for a half course (1st 7 weeks) – advisor’s signatures required.</p> <p>Department chairs return first draft of the Fall 2010 Course Schedule to the Registrar’s Office.</p>
February 19, Friday	<p>Second draft of Fall 2010 Course Schedule sent to department chairs and Student Action Committee (SAC).</p>
February 26, Friday End of week 5	<p>Room assignments, for courses giving exams, posted. Check website www.goucher.edu/x1993.xml for date and time.</p> <p>Second draft of the Fall 2010 Course Schedule returned to the Registrar’s Office.</p>
March 1-30, Monday-Monday	<p>Advising and registration for Goucher Summer Courses</p>

March 1-June 4, Monday-Friday	Registration for Summer independent work, field work, practicum and directed reading and research.
March 5, Friday End of week 6	Last day to submit work to instructor for incompletes from Fall 2009 and Winter 2010. Department chairs sent final Fall 2010 Course Schedule to the Registrar's Office.
March 12, Friday	Half courses (1 st 7 weeks) ends. Grade entry online from March 12-22. Department chairs return Final draft of Fall 2010 Course Schedule to the Registrar's Office. Grades due for incompletes from Fall 2009 and Winter 2010.
March 13-21, Saturday-Sunday	Spring Break
March 22, Monday	<u>Classes resume at 8:30 a.m.</u> 2 nd 7 week courses begin Last day to submit grades online for 1st 7 week courses.
March 24, Wednesday	Course schedule booklet for Fall 2010 posted on Goucher's website http:// www.goucher.edu/x1993.xml
March 26, Friday End of Week 9	Deadline for second semester sophomores to declare their major. Senior thesis plans due in Associate Dean for Undergraduate Studies office.
March 29-April 9, Monday-Friday	Academic advising for Fall 2010
March 29, Monday	Last day to drop a half course (2 nd 7 weeks) without a "W" – adviser's signature required Last day to add a half course (2 nd 7 weeks) – instructor's and adviser's signature required Last day to elect audit option half course (2 nd 7 weeks) – instructor's and adviser's signature required Internship Learning Agreements for Spring II 2010 due in Career Development.
April 5, Monday	Faculty are to submit attendance reports online, no later than April 9, for students who never attended, stopped attending, or are attending and not on the roster. Submit reports online at http://olympus/attendance/classlist.aspx
April 9, Friday End of Week 10	Last day to withdraw from a <u>semester</u> course with a "W" – adviser's signature required

Last day to elect pass/no pass, or change pass/no pass to a regular grade, in a semester course. Adviser's signature required

Last day to withdraw from a half course (2nd 7 weeks) with a "W" – adviser's signature required

Last day to elect pass/no pass, or change from a pass/no pass to a regular grade, for a half course (2nd 7 weeks) – adviser's signature required

Deadline for attendance reports. Submit online at <http://olympus/attendance/classlist.aspx>

April 12-16, Monday-Friday

Fall 2010 Online registration. . Days and times are published in the course schedule booklet on Goucher's website: www.goucher.edu/x1993.xml
Registration for summer courses is April 26-30.

May 6, Thursday

Spring Convocation 4:30 p.m

May 7, Friday

Class day, treated as Wednesday

May 8-9, Saturday-Sunday

Reading period

May 10, Monday

Last day of classes, treated as Monday

May 11, Tuesday

Reading day

May 12-14 and 17, Wednesday-Friday and Monday

Final Exams

May 20, Thursday

Baccalaureate 5:00 pm Kraushaar Auditorium

May 21, Friday

Commencement 10:30 am.

June 4, Friday

Last day to submit registration for Summer independent work, field work, practicum and directed reading and research.

GRADE SUBMISSION DATES FOR SPRING 2010

February 12, Friday

Grades due for 2010 Winter internships, IW and completed ICA's

March 12, Friday

Grades due for incompletes from Fall 2009 and Winter 2010

March 22, Monday

Last day to submit grades online for 1st 7 week courses.

May 12, Wednesday

Grades due for courses without exams.

May 17, Monday

Grades due for Seniors with exams by 9:00am

May 19, Wednesday

Grades due for ALL courses with exams.

GRADE SUBMISSION FOR SENIOR GRADES AND CLEARANCES

May 17, Monday	Graduating seniors grades due by 9:00am.
May 18 , Tuesday	Clearance and Honors submitted to Registrar's Office no later than 12:00 pm. Email andrew.westfall@goucher.edu
May 19, Wednesday	Senior graduation notice sent.

Summer 2010

June 1-30, Tuesday-Wednesday	Summer session
June 4, Friday	Last day to submit registration for summer IW, field work, etc.
June 16, Wednesday	Internship Learning Agreements (ILA) due in Career Development for Summer I 2010 session.
June 30, Wednesday	Last day to drop internship for Summer I 2010 session.
July 9, Friday	Last day to withdraw with 'W' from internship Summer I 2010 session.
July 16, Friday	Internship Learning Agreement (ILA) for Summer II 2010 session due in Career Development.
July 30, Friday	Last day to drop internship for Summer II 2010 session.
August 6, Friday	Last day to withdraw with a 'W' from internship Summer II 2010 session.

Updated 3/17/10