

IMPORTANT DATES FOR FACULTY 2017-2018

Fall 2017

August 19, Saturday	New transfer student check-in and orientation. Opening day for new students.
August 20, Sunday	Convocation
August 21-22, Monday- Tuesday	New Student Orientation
August 22, Tuesday	Opening day for returning students.
August 23, Wednesday	Returning Student Advising/Orientation. Opening Celebration.
August 24, Thursday	First Day of Classes. <u>Classes begin at 8:00 a.m.</u>
August 30, Wednesday	Last day to drop a half course (1st 7 week) without a “W”. Last day to add a half course (1st 7 week). Last day to add a <u>semester</u> course in Student Administrative Services (SAS). Courses that require special assistance/approval to register must be made in SAS. Last day to elect audit option for a half course (1st 7 week) – instructor’s and advisor’s signatures required. Last day for students to submit work to faculty sponsors for Summer 2017 internships, independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2017 Post-Course). Last day to add and drop a <u>semester</u> course online (only courses that don’t require special assistance/approval to register).
August 31, Thursday	Internship learning agreements for Fall I 2017 session due in Career Development Office (CDO). No later than August 31, faculty are to submit 1st attendance reports online of any inconsistencies on the class roster for students who never attended, stopped attending, or are attending and not on the roster. Report is located at http://www.goucher.edu/registrar/resources-for-faculty
September 4, Monday	Labor Day (no classes)
September 5, Tuesday	2nd Attendance reports due to the Registrar’s Office . Access at http://www.goucher.edu/registrar/resources-for-faculty

September 7, Thursday	Last day to elect audit option for a <u>semester</u> course already enrolled in - instructor's and adviser's signatures required. Last day to drop a <u>semester</u> course without a "W" — adviser's signature required.
September 8, Friday	Grades due for Summer 2017 - internships, IW and completed ICA's. First draft of the Spring 2018 Course schedule sent to center directors.
September 15, Friday End of week 3	Center directors return first draft of the Spring 2018 course schedule due to Registrar's Office. Last day to withdraw from a half course (1 st 7 week) 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 (1 st 7 week) – adviser's signature required.
September 22, Friday End of week 4	Second draft of Spring 2018 course schedule sent to center directors.
September 29, Friday End of week 5	Center directors return second draft of Spring 2018 course schedule to Registrar's Office. Room assignments posted for courses giving exams at http://www.goucher.edu/registrar/ . .
October 6, Friday, End of week 6	Final draft of Spring 2018 course schedule sent to center directors.
October 6-8, Friday-Sunday	Family Weekend
October 11, Wednesday	Last day of the 1 st 7 week courses. Online grading for 1st 7 week courses open from October 11-20.
October 13, Friday	Center directors return final draft of the Spring 2018 course schedule to Registrar's Office.
October 12-15, Thursday-Sunday	Fall Break – no classes.
October 16, Monday	First day of the 2nd 7 week courses. Instructor's and adviser's signatures required to add a 2nd 7 week course.
October 20, Friday, end of week 8	Last day to drop a half course (2 nd 7 week) without a "W" – adviser's signature required. Last day to add a half course (2 nd 7 week) – instructor's and adviser's signatures required.

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

Final day for submitting grades online for 1st 7 week courses and 1st 7 week ICA’s.

Internship learning agreements (ILA’s) for Fall II 2017 due in Career Development Office (CDO)

October 25, Wednesday

Summer 2018 ICA application deadline.

October 27, Friday
End of week 9

Deadline for second semester sophomores to declare their major. Form due in Associate Provost for Undergraduate Studies Office (Van Meter G24).

Registration Guidebook for Spring 2018 is posted at <http://www.goucher.edu/registrar/course-information/>

October 30, Monday

Registration begins for Goucher January 2018 Intersession courses.

Non-Goucher course approval form for January 2018 intersession courses due in Student Administrative Services office (SAS).

October 30-November 10, Monday-Friday

Academic advising for Spring 2018.

November 3, Friday
End of week 10

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.

Last day to withdraw from a half course (2nd 7 week) 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 (2nd 7 week) – adviser’s signature required.

Juniors must complete the Statement of Intent for Senior Thesis and submit it to the office of the Associate Provost on or before the last day of classes of the preceding semester in which senior thesis work formally begins.

<http://www.goucher.edu/registrar/forms/>

November 13-17, Monday-Friday **Online registration for Spring 2018 begins, depending on number of completed credits. Days and times are published in the Registration Guidebook on Goucher’s website at .**

<http://www.goucher.edu/registrar/course-information/>

November 22-26, Wednesday–Sunday	Thanksgiving Holiday (no classes)
November 27, Monday	Classes resume at 8:00 a.m.
December 8, Friday	Last day of classes Deadline for Incomplete Grade requests for Fall 2017 courses. Due at 5pm in SAS.
	Last day to submit work to faculty sponsors for Fall 2017 internships and independent work.
	Internship Learning Agreements (ILA) for Winter 2018 due in Career Development Office (CDO)
December 9-11, Saturday–Monday	Reading Period
December 11, Monday	Capstone Day
December 12-15, Tuesday-Friday	Final Exams

GRADE SUBMISSION DATES FOR FALL 2017

September 8, Friday	Grades due for Summer 2017 internships, IW and completed ICA's.
October 20, Friday	Grades due for ICA's completed for the 1 st 7 week of Fall as well as any other 1 st 7 week course.
December 19, Tuesday	Grades due for all students
December 20, Wednesday	December 2017 degree clearances due from program directors
January 26, Friday	Grades due for .Fall 2017 incompletes.

INTERSESSION/J-Term 2018

January 3-25, Wednesday-Thursday	Interession/J-Term
January 3, Wednesday	Last day to drop J-term course
January 9, Tuesday	Add/drop deadline for January interession courses. (NOT J-Term). Instructor's and adviser's signatures required to add a course.
January 15, Monday	Martin Luther King, Jr. Holiday (no classes).
January 16, Tuesday	Last day to withdraw from a winter internship, interession courses and J term courses with a "W" – adviser's signature required
January 19, Friday	Work due to instructors for fall 2017 incompletes.
January 26, Friday	Grades due for fall 2017 incompletes

January 30, Tuesday

Grades due for J term courses

Spring 2018

January 27, Saturday

Opening day for all students.
Residence halls open at 9 a.m.

January 27-28, Saturday-Sunday

January orientation program for incoming first year and transfer students.

January 29, Monday

Class schedule adjustments/advising day

January 30, Tuesday

Classes begin at 8:00 a.m.
Schedule adjustments/advising.

Grades due for J term courses

February 2, Friday

Work due to faculty for Winter 2017 incompletes.

February 5, Monday

End of first week of classes

Last day to submit work to faculty sponsors for Winter 2018 internship and independent work. Intensive Course Abroad (ICA) work due for courses that do not have a spring post-course.

Last day to drop a half course (1st 7 week) without a “W”.
Last day to add a half course (1st 7 week).
Last day to elect audit option for a half course (1st 7 week) – instructor’s and adviser’s signatures required.

Last day to add a semester course. Last day to drop a semester course online (paper form drops allowed through Monday, February 12).

Internship learning agreements for Spring I 2018 due in Career Development Office (CDO).

February 6, Tuesday

No later than February 6, faculty are required to submit attendance reports online of any inconsistencies on the class roster for students who never attended, stopped attending, or are attending and not on the roster. Online site: <http://www.goucher.edu/registrar/resources-for-faculty>

February 8, Thursday

2nd Attendance reports must be submitted by this date online at <http://www.goucher.edu/registrar/resources-for-faculty>

February 9, Friday
End of week 2

First draft of the Course Schedule for Fall 2018 sent to center directors.

Grades due for winter 2017 incompletes.

February 12, Monday

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

February 16, Friday End of week 3	<p>Last day to elect audit option for a <u>semester</u> course already enrolled in – instructor’s and adviser’s signatures required.</p> <p>Last day to withdraw from a half course (1st 7 week) with a “W” – adviser’s signature required.</p> <p>Last day to elect pass/no pass, or change from pass/no pass to a regular grade, for a half course (1st 7 week) – advisor’s signature required.</p> <p>Center directors return first draft of the Fall 2018 course schedule to the Registrar’s Office.</p> <p>Grades due for 2018 Winter internships, IW and completed ICA’s.</p>
February 23, Friday	<p>Second draft of Fall 2018 Course Schedule sent to center directors.</p>
March 2, Friday End of week 5	<p>Room assignments posted for courses giving exams. Check website http://www.goucher.edu/registrar for date and time.</p> <p>Second draft of the Fall 2018 course schedule returned to the Registrar’s Office.</p>
March 9, Friday, End of week 6	<p>Registrar’s Office sends final Fall 2018 course schedule to the center directors.</p>
March 16, Friday	<p>1st 7 week courses end.</p> <p>Grade entry open online from March 16-30 for 1st 7 week courses.</p> <p>Center directors return final draft of Fall 2018 course schedule to the Registrar’s Office.</p>
March 17-25, Saturday-Sunday	<p>Spring Break – no classes.</p>
March 26, Monday	<p><u>Classes resume at 8:00 a.m.</u> 2nd 7 week courses begin.</p>
March 30, Friday End of week 8	<p>Last day to submit grades online for 1st 7 week courses.</p> <p>Registration Guidebook for Fall 2018 is posted at http://www.goucher.edu/registrar/course-information/</p> <p>Last day to drop a half course (2nd 7 week) without a “W” – adviser’s signature required.</p> <p>Last day to add a half course (2nd 7 week) – instructor’s and adviser’s signatures required.</p> <p>Last day to elect audit option half course (2nd 7 week) – instructor’s and adviser’s signatures required.</p> <p>f Internship Learning Agreements (ILA) for Spring II 2018 due in Career Development Office (CDO).</p>

April 2, Monday	Registration for Goucher Summer courses begins.
April 2-13, Monday-Friday	Academic advising for Fall 2018.
April 6, Friday End of Week 9	Deadline for second semester sophomores to declare their major form due in Associate Provost for Undergraduate Studies Office (Van Meter G24). Senior thesis plans due in Associate Provost for Undergraduate Studies Office (Van Meter G24).
April 13, 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 <u>semester</u> course. Adviser’s signature required. Last day to withdraw from a half course (2 nd 7 week) 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 (2 nd 7 week) – adviser’s signature required. Juniors must complete the Statement of Intent for Senior Thesis and submit it to the office of the Associate Provost on or before the last day of classes of the preceding semester in which senior thesis work formally begins. http://www.goucher.edu/registrar/forms/ Get into Goucher (GIG) Day – no classes that start at or after 12:00pm.
April 16-20, Monday-Friday	Online registration for Fall 2018 begins, depending on number of completed credits. Days and times are published in the Registration Guidebook on Goucher’s website at http://www.goucher.edu/registrar/course-information/
May 11, Friday	Last day for students to submit work to faculty sponsors for spring 2018 internships
May 14, Monday	Last day of classes. Spring Convocation. Deadline for incomplete Grade requests for Spring 2018 courses. Due at 5pm in SAS.
May 15, Tuesday	Goucher Symposium Day/Spring Convocation
May 16, Wednesday	Reading Day
May 17, Thursday	Final Exam Day 1

May 18, Friday	Final Exam Day 2
May 19-20, Saturday-Sunday	Reading Days
May 21, Monday	Final Exam Day 3
May 22, Tuesday	Final Exam Day 4
May 24, Thursday	Baccalaureate
May 25, Friday	Commencement 10:30 a.m.
June 1, Friday	Last day to submit registration for Summer 2018 independent work, field work, practicum, directed reading and research.

GRADE SUBMISSION DATES FOR SPRING 2018

February 9, Friday	Grades due for 2018 Winter internships, IW and completed ICA's.
March 23, Friday	Last day to submit grades online for 1 st 7 week courses.
May 24, Thursday	Grades due for graduating seniors by 9:00am.
May 24, Thursday	Program directors to submit honors in major students to Registrar's Office by 12:00pm (noon)
May 24, Thursday	May 2018 BA degree clearances due to Registrar's Office by 5:00pm
May 25, Friday	Grades due for ALL students by 4:00pm.
July 6, Friday	Grades due for spring 2018 incompletes

Summer 2018

June 8, Friday	Internship Learning Agreements (ILA) due in Career Development Office (CDO) for Summer I 2018 session.
June 29 Friday	Work due to faculty for spring 2018 incompletes
July 6, Friday	Grades due for spring 2018 incompletes
July 13, Friday	Internship Learning Agreement (ILA) due in Career Development Office (CDO) for Summer II 2018 session.
Within 1 week of Summer I & II start date	To drop a summer internship (Summer I or II), submit a drop form to the Registrar's Office no later than 1 week after the start of the internship.
Within 3 weeks of Summer I & II start date	To withdraw from a summer internship (Summer I or II) with a "W", submit a drop form to the Registrar's Office no later than 3 weeks after the start of the internship, or if the

internship is less than 3 weeks in length, submit it before the end of the internship.

Updated 03/09/18 GC

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