

IMPORTANT DATES FOR FACULTY 2018-2019

Fall 2018

August 18, Saturday	New transfer student check-in and orientation. Opening day for new students.
August 19, Sunday	Convocation
August 20, Monday	Spring 2019 course scheduling materials sent to center directors.
August 20-21, Monday- Tuesday	New Student Orientation
August 21, Tuesday	Opening day for returning students.
August 22, Wednesday	Returning Student Advising/Orientation. Opening Celebration.
August 23, Thursday	First Day of Classes. <u>Classes begin at 8:00 a.m.</u>
August 29, Wednesday	Last day for students to: Add a full semester course. Add, drop or elect audit option for a 1st 7 week course. Last day to drop a course online. Paper form drops are permitted through September 6 th , must be submitted to Registrar's Office in SAS. Last day for students to submit work to faculty sponsors for Summer 2018 independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2018 Post Course.)
August 30, Thursday	No later than August 30, 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
August 31, Friday End of Week 1	Last day for students to submit work to faculty sponsors for Summer 2018 internships Internship learning agreements for Fall I 2018 session due in Career Development Office (CDO).
September 3, Monday	Labor Day (no classes)
September 5, Wednesday	2nd Attendance reports due to the Registrar's Office. Access at http://www.goucher.edu/registrar/resources-for-faculty
September 6, Thursday	Last day to elect audit option for a semester course already enrolled in - instructor's and adviser's signatures required.

	Last day to drop a semester course without a “W” — adviser’s signature required.
September 7, Friday End of week 2	Grades due for Summer 2018 internships, IW and completed ICA’s Center directors return first draft of the Spring 2019 course schedule due to Registrar’s Office
September 14, Friday End of week 3	Last day to withdraw from a half course (1st 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 (1st 7 week) – adviser’s signature required.
September 21, Friday	Second draft of Spring 2019 course schedule sent to center directors with rooms
September 24, Monday	Academic Progress Surveys submitted in Starfish this week
October 5, Friday,	Center directors return second draft of the Spring 2019 course schedule.
October 5-7, Friday-Sunday	Family Weekend
October 10, Wednesday	Last day of the 1 st 7 week courses. Deadline for incomplete grade requests for fall 2018 first 7-week courses. Due at 5pm in Registrar’s Office.
October 10-19, Wednesday- Friday	Online grading for 1 st 7 week courses open.
October 11-14, Thursday-Sunday	Fall Break – no classes.
October 15, Monday	First day of the 2 nd 7 week courses.
October 17, Wednesday	Last day for students to add 2 nd 7 week course without instructor approval. Advisor’s approval required.
October 18-19, Thursday-Friday	Students may add , or elect audit option for 2nd 7 week courses. Instructor and advisor’s approval required.
October 19, Friday End of week 8	Last day for students to drop 2nd 7 week courses . Advisor’s approval 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 2018 due to Career Development Office (CDO). Final draft of Spring 2019 course schedule sent to center directors
October 22, Monday	Academic Progress Surveys submitted in Starfish this week
October 24, Wednesday	Summer 2019 ICA application deadline.

October 26, Friday End of Week 9	Deadline for second semester sophomores to declare a major - form should be submitted to Associate Provost for Undergraduate Studies Office (Van Meter G24).
	Registration Guidebook for Spring 2019 is posted at http://www.goucher.edu/registrar/course-information/ .
October 29, Monday	Registration begins for Goucher January 2019 Intersession courses.
October 29-November 9, Monday-Friday	Academic advising for Spring 2019.
November 2, Friday End of week 10	<p>5:00pm deadline to submit to the Registrar's office paperwork and emails to:</p> <ol style="list-style-type: none"> 1. Withdraw from <u>semester</u> courses with a "W" – adviser's signature required. 2. Elect pass/no pass, or change from pass/no pass to regular grade, in a <u>semester</u> course – adviser's signature required. 3. Withdraw from a <u>half course (2nd 7 week)</u> with a W" – adviser's signature required. 4. Elect pass/no pass, or change from pass/no pass to regular grade, for a <u>half course (2nd 7 week)</u> – adviser's signature required. <p>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/documents/Senior-Thesis-Guidelines.pdf</p>
November 12-16, Monday-Friday	Online registration for Spring 2019 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/registration-info-and-dates
Friday, November 16 th	All work due from students to faculty for fall 2018 first 7-week incomplete grades.
November 21-25, Wednesday–Sunday	Thanksgiving Holiday (no classes)
November 26, Monday	Classes resume at 8:00 a.m.
	Final grades due for fall 2018 first 7-week incomplete grades.
December 7, Friday	Last day of classes
	Deadline for incomplete grade requests for fall 2018 semester and second 7-week courses. Due at 5pm in Registrar's Office.
	Last day to submit work to faculty sponsors for Fall 2018 internships, extended incompletes and independent work.
	Internship Learning Agreements (ILA) for Winter 2019 due to Career Development Office (CDO)

December 8-10, Saturday–Monday	Reading Period
December 10, Monday	Capstone Day
December 11-14, Tuesday-Friday	Final Experience/Exam week

GRADE SUBMISSION DATES FOR FALL 2018

September 7, Friday	Grades due for Summer 2018 internships, IW and completed ICA's.
October 19, 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.
Monday, November 26 th	Final grades due for fall 2018 first 7-week incomplete grades.
December 7, Friday	Incomplete Grade request for Fall 2018 courses deadline. Due by 5pm in SAS.
December 18, Tuesday	Grades due for all 2 nd 7 week and full semester courses and internships.
December 19, Wednesday	December 2018 degree clearances due from program directors.
January 25, Friday	Final grades due for fall 2018 semester and second 7-week incomplete grades.

INTERSESSION/J-Term 2019

January 3-25, Thursday-Friday	Intersession/J-Term
January 9, Wednesday	Last day to add/drop for January intersession courses. (NOT J-Term). Instructor's and adviser's signatures required to add a course.
January 16, Wednesday	Last day to withdraw from a winter internship, intersession courses and J term courses with a "W" – adviser's signature required
January 18, Friday	All work due from students to faculty for fall 2018 semester and first 7-week incomplete grades.
January 21, Monday	Martin Luther King, Jr. Holiday (no classes).
January 25, Friday	Final grades due for fall 2018 semester and second 7-week incomplete grades.

Spring 2019

January 22, Tuesday	Fall 2019 course scheduling materials sent to center directors
January 26, Saturday	Opening day for all students.

January 26-27, Saturday-Sunday	January orientation program for incoming first year and transfer students.
January 28, Monday	<u>Classes begin at 8:00 a.m.</u> Schedule adjustments/advising.
January 30, Wednesday	Last day to add 1st 7 week course without instructor's approval. Advisor's approval required.
January 31-February 1, Thursday-Friday	Students may add or elect audit option for 1 st 7 week courses with instructor and advisor's approval
February 1, Friday End of first week of classes	Last day to submit <u>online</u> the Application for Degree for seniors expecting to graduate in either May or August 2019 and/or participate in the 2019 commencement ceremony held in May. After this date, students with late submissions or changes must make them in writing to the SAS office. Internship learning agreements (ILA) for Spring I 2019 due in Career Development Office (CDO). Last day to submit work to faculty sponsors for Winter 2019 internship 5:00pm deadline to submit to Registrar's office paperwork and emails for courses requiring special approval (ex. pre-req overrides, closed course overrides) for: <ol style="list-style-type: none"> 1. Add or audit 1st 7 week courses. Instructor and advisor's approval required. 2. Drop 1st 7 week courses 3. Add full semester course (Semester courses not requiring special approval may be added online through Sunday, February 3)
February 4, Monday	Last day to submit work to faculty sponsors for Winter 2019 independent work. Intensive Course Abroad (ICA) work due for courses that do not have a spring post-course. No later than February 4, 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 7, Thursday	2 nd Attendance reports must be submitted by this date online at http://www.goucher.edu/registrar/resources-for-faculty
February 8, Friday	Grades due for 2019 Winter internships, IW and completed ICA's. Last day to drop a semester course without a "W" – adviser's signature required.

	Last day to elect audit option for a semester course already enrolled in – instructor’s and adviser’s signatures required.
	Center directors return first draft of the Fall 2019 course schedule to the Registrar’s Office
February 15, Friday End of week 3	Last day to withdraw from a half course (1st 7 week) 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 week) – advisor’s signature required.
February 22, Friday	Second draft of Fall 2019 Course Schedule sent to center directors with rooms.
February 25, Monday	Academic Progress Surveys submitted in Starfish this week
March 1, Friday End of week 5	Work due to faculty for Winter 2019 incompletes.
March 8, Friday	Center directors return second draft of Fall 2019 course schedule to the Registrar’s Office.
March 15, Friday	1 st 7 week courses end.
	Deadline for incomplete grade requests for spring 2019 first 7-week courses. Due at 5pm in Registrar’s Office.
	Grade entry open online from March 15-22 for 1 st 7 week courses.
March 16-24, Saturday-Sunday	Spring Break – no classes.
March 22, Friday	Last day to submit grades online for 1st 7 week courses.
	Final draft of Fall 2019 course schedule sent to center directors
March 25, Monday	<u>Classes resume at 8:00 a.m.</u> 2nd 7 week courses begin.
March 27 Wednesday	Last day to add 2 nd 7 week course without instructor approval. Advisor’s approval required.
March 28-March 29, Thursday-Friday	Students may add or elect audit option for 2 nd 7 week courses. Instructor and advisor’s approval required.
March 29, Friday End of week 8	Registration Guidebook for Fall 2019 is posted at http://www.goucher.edu/registrar/course-information/
	Last day for students to drop 2nd 7 week courses . Advisor’s approval required.
	Internship Learning Agreements (ILA) for Spring II 2019 due to Career Development Office (CDO).
April 1, Monday	Registration for Goucher Summer courses begins.

	Academic Progress Surveys submitted in Starfish this week
April 1-12, Monday-Friday	Academic advising for Fall 2019.
April 5, Friday End of Week 9	Deadline for second semester sophomores to declare a major - form should be submitted to Associate Provost for Undergraduate Studies Office (Van Meter G24). Get into Goucher (GIG) Day – no classes that begin at 12:00pm or later
April 12, Friday End of week 10	5:00pm deadline to submit to Registrar’s office paperwork and emails to: <ol style="list-style-type: none"> 1. Withdraw from a <u>semester</u> course with a “W” – adviser’s signature required. 2. Elect pass/no pass, or change pass/no pass to a regular grade, in a <u>semester</u> course. Adviser’s signature required. 3. Withdraw from a half course (2nd 7 Week) with a “W” – adviser’s signature required. 4. Elect pass/no pass, or change from a pass/no pass to a regular grade, for a half course (2nd 7 Week) – adviser’s signature required. <p>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/documents/Senior-Thesis-Guidelines.pdf</p>
April 15-19, Monday-Friday	Online registration for Fall 2019 begins, depending on number of completed credits. Days and times are at http://www.goucher.edu/registrar/registration-info-and-dates
April 19, Friday	All work due from students to faculty for fall 2018 first 7-week incomplete grades.
Friday, April 26 th :	Final grades due for spring 2019 first 7-week incomplete grades.
May 9, Thursday	Last day of classes. Last day for students to submit work to faculty sponsors for spring 2019 internships Deadline for incomplete grade requests for Spring 2019 semester and second 7-week courses. Due at 5pm in Registrar’s Office.
May 10, Friday	Goucher Symposium Day/Spring Convocation
May 11-13, Saturday- Monday	Reading Period
May 14-17, Tuesday-Friday	Final Experience/Exam week

May 23, Thursday	Baccalaureate
May 24, Friday	Commencement 10:30 a.m.
May 31, Friday	Last day to submit registration for Summer 2019 independent work, field work, practicum, directed reading and research.

GRADE SUBMISSION DATES FOR SPRING 2019

February 8, Friday	Grades due for 2018 Winter internships, IW and completed ICA's.
March 22, Friday	Last day to submit grades online for 1 st 7 week courses.
April 26, Friday	Final grades due for spring 2019 first 7-week incomplete grades.
May 20, Monday	Final grades due for all graduating seniors at noon.
May 21, Tuesday	Final grades due for all students.
May 21, Tuesday	May 2019 BA degree clearances due to Registrar's Office by 3:00pm.
June 28, Friday	Final grades due for spring 2019 semester and second 7-week incomplete grades.

Summer 2019

June 7, Friday	Internship Learning Agreements (ILA) due in Career Development Office (CDO) for Summer I 2019 session.
June 21, Friday	Work due from students to faculty for spring 2019 semester and second 7-week incomplete grades.
June 28, Friday	Final grades due for spring 2019 semester and second 7-week incomplete grades.
July 12, Friday	Internship Learning Agreement (ILA) due in Career Development Office (CDO) for Summer II 2019 session.
Within 1 week of Summer I & II start date	Submit a Change Course form to drop a Summer I or II internship. Turn form into the Registrar's Office no later than 1 week after the start of the internship.
Within 3 weeks of Summer I & II start date	Submit a Change Course form to withdraw from a Summer I or II internship with a "W". Turn form into 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.