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. Classes begin at 8:00 a.m.

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 6th, must be submitted to Registrar’s Office in
SAS.

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  Last day for students to submit work to faculty sponsors
End of Week 1  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.
September 7, Friday
End of week 2

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

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 first draft of the Spring 2019 course schedule due to Registrar’s Office

October 5-7, Friday-Sunday

Family Weekend

October 10, Wednesday

Last day of the 1st 7 week courses.

October 10-19, Wednesday-Friday

Online grading for 1st 7 week courses open.

October 11-14, Thursday-Sunday

Fall Break – no classes.

October 15, Monday

First day of the 2nd 7 week courses.

October 17, Wednesday

Last day for students to add 2nd 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.

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

5:00pm deadline to submit to the Registrar’s office paperwork and emails to:

1. Withdraw from semester courses with a “W” – adviser’s signature required.
2. Elect pass/no pass, or change from pass/no pass to regular grade, in a semester 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 pass/no pass to 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.

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 16th

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 1st 7 week of Fall as well as any other 1st 7 week course.
**Monday, November 26th**         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 2nd 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 22, Tuesday**           **Final grades due for fall 2018 semester and second 7-week incomplete grades due at 9:00am.**

**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  
**Classes begin at 8:00 a.m.**  
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 1st 7 week courses **with instructor and advisor’s approval**

February 1, Friday  
End of first week of classes  
Last day to submit online 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:
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  
2nd 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**

**1st 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 **1st 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**

Classes resume at 8:00 a.m.

**2nd 7 week courses begin.**

**March 27 Wednesday**

Last day to add **2nd 7 week course without** instructor approval. Advisor’s approval required.

**March 28-March 29, Thursday-Friday**

Students may **add or elect audit** option for **2nd 7 week courses.**

**Instructor** and **advisor’s approval** required.

**March 29, Friday**

**End of week 8**

Last day for students to **drop 2nd 7 week courses**. Advisor’s approval required.

Final deadline for Internship Learning Agreement (ILA) for spring internships due to the Career Education Office (CEO)

**April 1, Monday**

Registration for Goucher Summer courses begins.

Academic Progress Surveys submitted in Starfish this week
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 8, Monday
Deadline to submit final attendance report for spring 2019 semester courses

April 12, Friday
End of week 10
5:00pm deadline to submit to Registrar’s office paperwork and emails to:
1. Withdraw from a semester course with a “W” – adviser’s signature required.
2. Elect pass/no pass, or change pass/no pass to a regular grade, in a semester 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.

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.

Registration Guidebook for Fall 2019 is posted at http://www.goucher.edu/registrar/course-information/

April 15-26, Monday-Friday
Academic advising for Fall 2019.

April 19, Friday
All work due from students to faculty for fall 2018 first 7-week incomplete grades.

Friday, April 26th:
Final grades due for spring 2019 first 7-week incomplete grades.

April 29-May 3, 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

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 8, Friday</td>
<td>Grades due for 2018 Winter internships, IW and completed ICA’s.</td>
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<tr>
<td>March 22, Friday</td>
<td>Last day to submit grades online for 1st 7 week courses.</td>
</tr>
<tr>
<td>April 26, Friday</td>
<td>Final grades due for spring 2019 first 7-week incomplete grades.</td>
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<tr>
<td>May 20, Monday</td>
<td><strong>Final grades due for all graduating seniors at noon.</strong></td>
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<td>May 21, Tuesday</td>
<td>Final grades due for all students.</td>
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<tr>
<td>May 21, Tuesday</td>
<td><strong>May 2019 BA degree clearances due to Registrar’s Office by 3:00pm.</strong></td>
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<tr>
<td>June 28, Friday</td>
<td>Final grades due for spring 2019 semester and second 7-week incomplete grades.</td>
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**Summer 2019**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>June 7, Friday</td>
<td>Early deadline for Internship Learning Agreement (ILA) for summer internships due to the Career Education Office (CEO)</td>
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<tr>
<td>June 21, Friday</td>
<td>Work due from students to faculty for spring 2019 semester and second 7-week incomplete grades.</td>
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<tr>
<td>June 28, Friday</td>
<td>Final grades due for spring 2019 semester and second 7-week incomplete grades.</td>
</tr>
<tr>
<td>July 12, Friday</td>
<td>Final deadline for Internship Learning Agreement (ILA) for summer internships due to the Career Education Office (CEO)</td>
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<tr>
<td>Within 1 week of</td>
<td>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.</td>
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<tr>
<td>Summer I &amp; II start date</td>
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<tr>
<td>Within 3 weeks of</td>
<td>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.</td>
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<tr>
<td>Summer I &amp; II start date</td>
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*Updated 02/01/19GC S:\Registration and Records\Academic Calendars\Important dates\Dates-Faculty-2018-19*