

IMPORTANT DATES FOR FACULTY 2019-2020

Fall 2019

August 17, Saturday	New transfer student check-in and orientation. Opening day for new students.
August 17, Saturday	Convocation
August 19, Monday	Spring 2020 course scheduling materials sent to center directors.
August 17-20, Saturday - Tuesday	New Student Orientation
August 20, Tuesday	Opening day for returning students.
August 21, Wednesday	Returning Student Advising/Orientation. Great Goucher Get-Together
August 22, Thursday	First Day of Classes. <u>Classes begin at 8:00 a.m.</u>
August 26, Monday	Last day to add a 1 st 7 week course without instructor's approval
August 28, Wednesday	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 for 1st 7 week courses – advisor and instructor approval required2. Drop for 1st 7 week courses – advisor approval required3. Electing audit option of 1st 7 week courses – advisor and instructor approval required4. Add for semester course – advisor and instructor approval required Last day to drop a course online. Paper form drops for semester courses are permitted through September 5 th , must be submitted to Registrar's Office. Last day for students to submit work to faculty sponsors for Summer 2019 independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2019 Post Course.)
August 29, Thursday	No later than August 29, 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 30, Friday End of Week 1	Last day for students to submit work to faculty sponsors for Summer 2019 internships Internship learning agreements for Fall I 2019 session due in Career Education Office (CEO).

September 2, Monday	Labor Day (no classes)
September 3, Tuesday	2nd Attendance reports due to the Registrar's Office. Access at http://www.goucher.edu/registrar/resources-for-faculty
September 5, Thursday	5:00pm deadline to submit to the Registrar's Office paperwork and emails to <ol style="list-style-type: none"> 1. Elect audit option for a semester course already enrolled in - instructor's and adviser's signatures required. 2. Drop a semester course without a "W" — adviser's signature required.
September 6, Friday End of week 2	Grades due for Summer 2019 internships, IW and completed ICA's Center directors return first draft of the Spring 2020 course schedule due to Registrar's Office
September 13, Friday End of week 3	5:00pm deadline to submit to the Registrar's Office paperwork and emails to <ol style="list-style-type: none"> 1. Withdraw from a half course (1st 7 week) with a "W" – adviser's signature required 2. 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 20, Friday	Second draft of Spring 2020 course schedule sent to center directors with rooms
October 4, Friday,	Center directors return second draft of the Spring 2020 course schedule.
October 4-6, Friday-Sunday	Family Weekend
October 9, Wednesday	Last day of the 1 st 7 week courses.
October 9-18, Wednesday- Friday	Online grading for 1 st 7 week courses open.
October 10-13, Thursday-Sunday	Fall Break – no classes.
October 14, Monday	First day of the 2 nd 7 week courses. Instructor's and adviser's signatures required to add a 2 nd 7 week course.
October 16, Wednesday	Last day to add 2 nd 7 week course without instructor's approval.

October 18, Friday
End of week 8

5:00pm deadline to submit to the Registrar's Office paperwork and emails to:

1. **Drop a half course (2nd 7 week)** without a "W" - advisor signature required.
2. **Add a half course (2nd 7 week)** – instructor and advisor signatures required.
3. Elect **audit** option half course (**2nd 7 week**) – instructor and advisor 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 19 due to Career Education Office (CEO).

Final draft of Spring 2020 course schedule sent to center directors

October 25, 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 2020 is posted at <http://www.goucher.edu/registrar/course-information/>.

October 28, Monday

Registration begins for Goucher January 2020 J-term courses.

October 28-November 8, Monday-Friday

Academic advising for Spring 2020.

November 1, 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.

<http://www.goucher.edu/registrar/documents/Senior-Thesis-Guidelines.pdf>

November 4, Monday	Summer 2020 ICA Application Deadline
November 11-15, Monday-Friday	Online registration for Spring 2020 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
November 27-December 1, Wed–Sun	Thanksgiving Holiday (no classes)
December 2, Monday	Classes resume at 8:00 a.m.
December 6, Friday	Last day of classes
	Deadline for Incomplete Grade requests for Fall 2019 courses. Due at 5pm in Registrar’s office.
	Last day to submit work to faculty sponsors for Fall 2019 internships, extended incompletes and independent work.
	Internship Learning Agreements (ILA) for Winter 2020 due to Career Education Office (CEO)
December 7-9, Saturday–Monday	Reading Period
December 9, Monday	Capstone Day
December 10-13, Tuesday-Friday	Final Experience/Exam week

GRADE SUBMISSION DATES FOR FALL 2019

September 6, Friday	Grades due for Summer 2019 internships, IW and completed ICA’s.
October 18, 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 6, Friday	Incomplete Grade request for Fall 2019 courses deadline. Due by 5pm in Registrar’s office..
December 17, Tuesday	Grades due for all 2 nd 7 week and full semester courses and internships.
December 18, Wednesday	December 2019 degree clearances due from program directors.
January 17, Friday	Grades due for Fall 2019 courses marked as incomplete.

INTERSESSION/J-Term 2020

January 3-24, Friday-Friday	Intersession/J-Term
January 9, Thursday	Last day to add/drop for January intersession courses. (NOT J-Term). Instructor’s and adviser’s signatures required to add a course.

January 10, Friday	Work due to instructors for Fall 2019 courses marked as incomplete.
January 16, Thursday	Last day to withdraw from a winter internship, intersession courses and J term courses with a “W” – adviser’s signature required
January 20, Monday	Martin Luther King, Jr. Holiday (no classes).
January 17, Friday	Grades due for Fall 2019 course marked as incomplete.
<u>Spring 2020</u>	
January 21, Tuesday	Fall 2020 course scheduling materials sent to center directors
January 25, Saturday	Opening day for all students.
January 25-26, Saturday-Sunday	January orientation program for incoming first year and transfer students.
January 27, Monday	<u>Classes begin at 8:00 a.m.</u> Schedule adjustments/advising.
January 29, Wednesday	Last day to add 1 st 7 week course without instructor’s approval.
January 31, 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 2020 and/or participate in the 2020 commencement ceremony held in May. After this date, students with late submissions or changes must make them in writing to the Registrar’s office. Internship learning agreements (ILA) for Spring I 2020 due in Career Education Office (CEO). 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: 5. Add for 1st 7 week courses – instructor and advisor approval required 6. Drop for 1st 7 week courses – advisor approval required 7. Electing audit option of 1st 7 week courses – instructor and advisor approval required 8. Add for semester course – instructor and advisor approval required Semester courses not requiring special approval may be added online through Sunday, February 2
February 3, Monday	Last day to submit work to faculty sponsors for Winter 2020 independent work. Intensive Course Abroad (ICA) work due for courses that do not have a spring post-course.

No later than February 3, 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 6, Thursday

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

February 7, Friday

Grades due for 2020 Winter internships, IW and completed ICA's.

5:00pm deadline to submit to Registrar's office paperwork and emails for courses requiring special approval (ex. pre-req overrides, closed course overrides) to:

1. **Drop a semester** course without a "W" – adviser's signature required.
2. 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 2020 course schedule to the Registrar's Office

February 14, Friday
End of week 3

5:00pm deadline to submit to Registrar's office paperwork and emails for courses requiring special approval (ex. pre-req overrides, closed course overrides) to:

1. **Withdraw** from a half course (**1st 7 week**) with a "W" – adviser's signature required.
2. 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 21 Friday

Second draft of Fall 2020 Course Schedule sent to center directors with rooms.

February 28, Friday
End of week 5

Work due to faculty for Winter 2020 incompletes.

March 6, Friday

Center directors return second draft of Fall 2020 course schedule to the Registrar's Office.

March 13, Friday

1st 7 week courses end.

Grade entry open online from March 13-20 for 1st 7 week courses.

March 14-22, Saturday-Sunday

Spring Break – no classes.

March 20, Friday

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

Final draft of Fall 2020 course schedule sent to center directors

March 23, Monday

Classes resume at 8:00 a.m.
2nd 7 week courses begin.

March 25, Wednesday	Last day to add 2 nd 7 week course without instructor approval.
March 27, Friday End of week 8	Registration Guidebook for Fall 2020 is posted at http://www.goucher.edu/registrar/course-information/
	5:00pm deadline to submit to the Registrar's Office paperwork and emails to
	<ol style="list-style-type: none"> 1. Add a half course (2nd 7 Week) – instructor's and adviser's signatures required. 2. Drop a half course (2nd 7 Week) without a "W" – adviser's signature required. 3. Elect audit option half course (2nd 7 Week) – instructor's and adviser's signatures required.
	Internship Learning Agreements (ILA) for Spring II 2019 due to Career Education Office (CEO).
March 30, Monday	Registration for Goucher Summer courses begins.
March 30-April 10, Monday-Friday	Academic advising for Fall 2020.
April 3, 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 start at or after 12:00pm.
April 10, 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.
	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

April 13-17, Monday-Friday	Online registration for Fall 2020 begins, depending on number of completed credits. Days and times are at http://www.goucher.edu/registrar/registration-info-and-dates
April 24-26, Friday-Sunday	Alumnae/i Weekend 2020
May 7, Thursday	Last day of classes. Last day for students to submit work to faculty sponsors for spring 2020 internships
	Deadline for incomplete Grade requests for Spring 2020 courses. Due by 5pm in Registrar's office.
May 8, Friday	Goucher Symposium Day/Spring Convocation
May 9-11, Saturday- Monday	Reading Period
May 12-15, Tuesday-Friday	Final Experience/Exam week
May 21, Thursday	Baccalaureate
May 22, Friday	Commencement 10:30 a.m.
May 29, Friday	Last day to submit registration for Summer 2020 independent work, field work, practicum, directed reading and research.

GRADE SUBMISSION DATES FOR SPRING 2020

February 7, Friday	Grades due for 2018 Winter internships, IW and completed ICA's.
March 20, Friday	Last day to submit grades online for 1 st 7 week courses.
May 18, Monday	Final grades due for all graduating seniors at noon.
May 19, Tuesday	Final grades due for all students.
May 19, Tuesday	May 2019 BA degree clearances due to Registrar's Office by 3:00pm.
June 26, Friday	Grades due for spring 2019 incompletes

Summer 2020

June 5, Friday	Internship Learning Agreements (ILA) due in Career Education Office (CEO) for Summer I 2020 session.
June 19, Friday	Work due to faculty for spring 2020 incompletes
June 26, Friday	Grades due for spring 2020 incompletes

July 10, Friday

Internship Learning Agreement (ILA) due in Career Education Office (CEO) 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.

Updated 04/15/19 GC

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