

## IMPORTANT DATES FOR FACULTY 2020 – 2021

### Fall 2020

August 13, Thursday	Last day to submit work to faculty sponsors for Summer 2020 internships
August 20, Thursday	Grades due for Summer 2020 internships
August 19-20, Wednesday-Thursday	New transfer student check-in and orientation. Opening day for new students.
August 21, Friday	Spring 2021 course scheduling materials sent to center directors.
August 21-23, Friday-Sunday	New Student Orientation
August 21-23, Friday-Sunday	Opening day for returning students.
August 24, Monday	First Day of Classes. <b><u>Classes begin at 8:00 a.m.</u></b>
August 27, Thursday	Last day to <b>add a 1<sup>st</sup> 7-week</b> course without instructor's approval
August 28, Friday	Last day to: <ol style="list-style-type: none"><li>1. <b>Add a full semester</b> course without instructor approval</li><li>2. <b>Add a 1<sup>st</sup> 7-week</b> courses – advisor and instructor approval required</li><li>3. <b>Drop a 1<sup>st</sup> 7-week</b> courses – advisor approval required</li><li>4. Elect an <b>audit</b> option for <b>1<sup>st</sup> 7-week</b> courses – advisor and instructor approval required</li><li>5. <b>Add or drop a course through myGoucher.</b> Emailed/paper form add/drop requests can be done through September 4th (adds require instructor approval between August 28th and September 4th).</li></ol> Last day for students to submit work to faculty sponsors for Summer 2020 independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2020 Post Course.)  Early deadline to submit Internship Learning Agreement to Career Education Office for fall 2020.  <b>No later than August 28, faculty are to submit 1<sup>st</sup> 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 <a href="http://www.goucher.edu/registrar/resources-for-faculty">http://www.goucher.edu/registrar/resources-for-faculty</a></b>
September 2, Wednesday	<b>2<sup>nd</sup> Attendance reports due to the Registrar's Office. Access at <a href="http://www.goucher.edu/registrar/resources-for-faculty">http://www.goucher.edu/registrar/resources-for-faculty</a></b>
September 4, Friday	5:00pm deadline to submit to the Registrar's Office paperwork and

	emails to
	<ol style="list-style-type: none"> <li>1. <b>Add a full semester</b> course – instructor’s and advisor’s approval required.</li> <li>2. Elect an <b>audit</b> option for a <b>full semester</b> course - instructor’s and adviser’s approval required.</li> <li>3. <b>Drop a full semester</b> course without a “W” — adviser’s approval required.</li> </ol>
September 4, Friday End of week 2	<p>Grades due for Summer 2020 IW and completed ICA’s</p> <p>Center directors return first draft of the Spring 2021 course schedule due to Registrar’s Office</p>
September 7, Monday	Labor Day – classes will be held
September 7-September 14 Monday-Monday	APR’s due
September 18, Friday	Second draft of Spring 2021 course schedule sent to center directors with rooms
October 2, Friday,	Center directors return second draft of the Spring 2021 course schedule.
October 5 – October 12 Monday-Monday	APR’s due
October 9, Friday	<p>Last day of the 1<sup>st</sup> 7-week courses.</p> <p>5:00pm deadline to submit to the Registrar’s Office paperwork and emails to</p> <ol style="list-style-type: none"> <li>1. <b>Withdraw</b> from a half course (<b>1<sup>st</sup> 7-week</b>) with a “W” – adviser’s signature required</li> <li>2. Elect <b>pass/no pass</b>, or change a pass/no pass to a regular grade, for a half course (<b>1<sup>st</sup> 7-week</b>) – adviser’s signature required.</li> </ol>
October 9-16, Friday-Friday	Online grading for 1 <sup>st</sup> 7-week courses open.
October 9, Friday	Final draft of Spring 2021 course schedule sent to center directors
October 12, Monday	<p>First day of the 2<sup>nd</sup> 7-week courses.</p> <p>Adviser’s signatures required</p>
October 14, Wednesday	<p>Last day to <b>add 2<sup>nd</sup> 7-week</b> course without instructor’s signature.</p> <p>Center directors submit to Registrar any last changes for Spring 2021 course schedule</p>
October 16, Friday End of week 8	<p>5:00pm deadline to submit to the Registrar’s Office paperwork and emails to:</p> <ol style="list-style-type: none"> <li>1. <b>Drop a half course (2<sup>nd</sup> 7-week)</b> without a “W” - advisor signature required.</li> </ol>

2. **Add a half course (2<sup>nd</sup> 7-week)** – instructor and advisor signatures required.
3. Elect **audit** option half course (**2<sup>nd</sup> 7-week**) – instructor and advisor signatures required.

**Final day for submitting grades online for 1<sup>st</sup> 7-week courses and 1<sup>st</sup> 7 week ICA's.**

Final deadline to submit Internship Learning Agreement to CEO for fall 2020.

October 19, Monday

Registration Guidebook for Spring 2021 is posted at <http://www.goucher.edu/registrar/course-information/>.

October 19-November 6, Monday-Friday

**Academic advising for Spring 2021.**

October 28, Wednesday

Registration begins for Goucher January 2021 J-term courses.

October 30, Friday  
End of Week 9

Deadline for second semester sophomores (45 completed cr. or more) to declare a major - form should be submitted to Associate Provost for Undergraduate Studies Office (Van Meter G24).

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>

Online grading opens for semester course irrecoverable F grades

November 9, Monday

Summer 2021 ICA Application Deadline

November 4, Wednesday

**3rd Attendance reports due to the Registrar's Office.**  
Access at <http://www.goucher.edu/registrar/resources-for-faculty>

November 9-13, Monday-Friday

**Online registration for Spring 2021 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 18, Wednesday

Last day of classes

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

1. **Withdraw** from **full 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 **full semester course** – adviser's signature required.
3. **Withdraw** from a **half course (2<sup>nd</sup> 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 (2<sup>nd</sup> 7-week)** – adviser’s signature required.

**Deadline for Incomplete Grade requests for Fall 2020 courses. Due at 5pm in Registrar’s office.**

**Last day to submit work to faculty sponsors for Fall 2020 internships, extended incompletes and independent work.**

Internship Learning Agreements (ILA) for Winter 2021 due to Career Education Office (CEO)

November 19-20, Thursday-Friday	Reading Period
November 20, Friday	Capstone Day
November 21-24, Saturday-Tuesday	Final Experience/Exam period

**GRADE SUBMISSION DATES FOR FALL 2020**

September 4, Friday	Grades due for Summer 2020 internships, IW and completed ICA’s.
October 16, Friday	Grades due for ICA’s completed for the 1 <sup>st</sup> 7 week of Fall as well as any other 1 <sup>st</sup> 7 week course.
November 18, Wednesday	Incomplete Grade request for Fall 2020 courses deadline. Due by 5pm in Registrar’s office..
December 3, Thursday	Grades due for all 2 <sup>nd</sup> 7 week and full semester courses and internships.
December 9, Wednesday	December 2020 degree clearances due from program directors.
January 4, Monday	Grades due for Fall 2020 courses marked as incomplete.

**INTERSESSION/J-Term 2021**

January 4-29, Monday-Friday	Intersession/J-Term
January 8, Friday	Last day to <b>add/drop</b> for January intersession courses. (NOT J-Term). Instructor’s and adviser’s signatures required to add a course.
January 15, Friday	<b>Work due to instructors for Fall 2020 incompletes.</b>
January 18, Monday	Martin Luther King, Jr. Holiday (no classes).
January 19, Tuesday	Last day to <b>withdraw</b> from a winter internship, intersession courses and J term courses with a “W” – adviser’s signature required
January 22, Friday	<b>Grades due for Fall 2020 course marked as incomplete.</b>

## Spring 2021

January 19, Tuesday	Fall 2021 course scheduling materials sent to center directors
February 6, Saturday	Opening day for all students.
February 6-7, Saturday-Sunday	January orientation program for incoming first year and transfer students.
February 8, Monday	<b><u>Classes begin at 8:00 a.m.</u></b> Schedule adjustments/advising.
February 10, Wednesday	Last day to <b>add 1<sup>st</sup> 7 week</b> course <b>without instructor's approval.</b>
February 12, 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 <b>or</b> August 2021 <b>and/or</b> participate in the 2021 commencement ceremony held in May. After this date, students with late submissions or changes must make them in writing to the Registrar's office.  Early deadline to submit Internship Learning Agreement to CEO for spring 2021.  Last day to submit work to faculty sponsors for Winter 2021 internship  Last day to: <ol style="list-style-type: none"><li>1. <b>Add a 1<sup>st</sup> 7 week</b> courses – instructor and advisor approval required</li><li>2. <b>Drop a 1<sup>st</sup> 7 week</b> courses – advisor approval required</li><li>3. Elect an <b>audit</b> option of <b>1<sup>st</sup> 7 week</b> courses – instructor and advisor approval required</li></ol>
February 14, Sunday	Midnight deadline to <b>add or drop through myGoucher</b> a <b>full semester</b> course not requiring special approval, or <b>drop a 1<sup>st</sup> 7 week course</b> . Paper form adds and drops for full semester courses are permitted through February 19, and must be submitted in the Registrar's office. Adds require the instructor's and advisor's approval. Drops require the advisor's approval.
February 15, Monday	Last day to submit work to faculty sponsors for Winter 2021 independent work. Intensive Course Abroad (ICA) work due for courses that do not have a spring post-course.
<b>February 15, Monday</b>	<b>No later than February 15, 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: <u><a href="http://www.goucher.edu/registrar/resources-for-faculty">http://www.goucher.edu/registrar/resources-for-faculty</a></u></b>
February 18, Thursday	2 <sup>nd</sup> Attendance reports must be submitted by this date online at <u><a href="http://www.goucher.edu/registrar/resources-for-faculty">http://www.goucher.edu/registrar/resources-for-faculty</a></u>

February 19, Friday	<p>5:00pm deadline to submit to Registrar's office paperwork and emails to:</p> <ol style="list-style-type: none"> <li>1. <b>Add a full semester</b> course – instructor and advisor's approval required</li> <li>2. <b>Drop a full semester</b> course without a "W" – adviser's approval required.</li> <li>3. Elect <b>audit</b> option for a <b>full semester</b> course– instructor's and adviser's approval required.</li> </ol> <p><b>Center directors return first draft of the Fall 2021 course schedule to the Registrar's Office</b></p>
February 22, Monday	<p><b>Grades due for 2021 Winter internships, IW and completed ICA's.</b></p>
February 26, Friday End of week 3	<p>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:</p> <ol style="list-style-type: none"> <li>1. <b>Withdraw</b> from a half course (<b>1<sup>st</sup> 7 week</b>) with a "W" – adviser's signature required.</li> <li>2. Elect <b>pass/no pass</b>, or change from pass/no pass to a regular grade, for a half course (<b>1<sup>st</sup> 7 week</b>) – advisor's signature required.</li> </ol>
March 5, Friday	<p>Second draft of Fall 2021 Course Schedule sent to center directors with rooms.</p>
March 12, Friday End of week 5	<p><b>Work due to faculty for Winter 2021 incompletes.</b></p>
	<p>Center directors return second draft of Fall 2021 course schedule to the Registrar's Office.</p>
March 17, Wednesday	<p>Final draft of Fall 2021 course schedule sent to center directors</p>
March 26, Friday	<p>1<sup>st</sup> 7 week courses end.  Grade entry open online from March 12-19 for 1<sup>st</sup> 7 week courses.</p>
March 29, Monday	<p><b>2<sup>nd</sup> 7 week courses begin</b></p> <p>Registration Guidebook for Fall 2021 is posted at <a href="http://www.goucher.edu/registrar/course-information/">http://www.goucher.edu/registrar/course-information/</a></p>
March 29-April 16, Monday-Friday	<p><b>Academic advising for Fall 2021.</b></p>
March 31, Wednesday	<p>Last day to add 2<sup>nd</sup> 7 week course without instructor approval.</p>
April 2, Friday	<p><b>Last day to submit grades online for 1<sup>st</sup> 7 week courses.</b></p>
April 2, Friday End of week 8	<p>5:00pm deadline to submit to the Registrar's Office paperwork and emails to</p>

1. **Add** a half course (**2<sup>nd</sup> 7 Week**) – instructor’s and adviser’s signatures required.
2. **Drop** a half course (**2<sup>nd</sup> 7 Week**) without a “W” – adviser’s signature required.
3. Elect **audit** option half course (**2<sup>nd</sup> 7 Week**) – instructor’s and adviser’s signatures required.

Final deadline to submit Internship Learning Agreement to CEO for spring 2021.

April 5, Monday

Registration for Goucher Summer 2021 courses begins.

April 9, Friday  
End of Week 9

Deadline for second semester sophomores (45 completed cr. or more) to declare a major - form should be submitted to Associate Provost for Undergraduate Studies Office (Van Meter G24).

April 16, 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 (2<sup>nd</sup> 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 (2<sup>nd</sup> 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>

Online grading opens for semester course irrecoverable F grades

April 19-23, Monday-Friday

**Online registration for Fall 2021 begins, depending on number of completed credits.** Days and times are at <http://www.goucher.edu/registrar/registration-info-and-dates>

April 23-25, Friday-Sunday (tentative)

Alumnae/i Weekend 2021

April 30, Friday (tentative)

**Get Into Goucher (GIG) Day. No classes that start after 12:00 p.m**

May 7, Friday

Last day of classes.

Last day for students to submit work to faculty sponsors for spring 2021 internships

**Deadline for incomplete Grade requests for Spring 2021 courses. Due by 5pm in Registrar’s office.**

May 10 Monday

Goucher Symposium Day/Spring Convocation

May 8-10, Saturday- Monday	Reading Period
May 11-14, Tuesday-Friday	Final Experience/Exam period
May 20, Thursday	Baccalaureate
May 21, Friday	Commencement 10:30 a.m
And	
May 22, Saturday	Commencement 10:30 a.m.
May 28, Friday	Last day to submit registration for Summer 2021 independent work, field work, practicum, directed reading and research.

### **GRADE SUBMISSION DATES FOR SPRING 2021**

February 8, Monday	Grades due for 2021 Winter internships, IW and completed ICA's.
April 2, Friday	Last day to submit grades online for 1 <sup>st</sup> 7 week courses.
May 17, Monday	<b>Final grades due for all graduating seniors at noon.</b>
May 18, Tuesday	Final grades due for all students.
May 18, Tuesday	<b>May 2021 BA degree clearances due to Registrar's Office by 3:00pm.</b>
June 25, Friday	Grades due for spring 2021 incompletes

### **Summer 2021**

June 4, Friday	Early deadline to submit Internship Learning Agreement to CEO for summer 2021.
June 18, Friday	Work due to faculty for spring 2021 incompletes
June 25, Friday	Grades due for spring 2021 incompletes
July 9, Friday	Final deadline to submit Internship Learning Agreement to CEO for summer 2021
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 09/16/2020*

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