

IMPORTANT DATES FOR FACULTY 2022-2023

FALL 2022

August 20, Saturday	New transfer student check-in and orientation. Opening day for new students. New student check-in Dorsey Center 10:00 a.m. - 3:00 p.m.
August 20, Saturday	Convocation
August 22, Monday	Spring 2023 course scheduling materials sent to center directors.
August 20-23, Saturday - Tuesday	New Student Orientation
August 22, Monday	Opening Day for returning sophomores.
August 23, Tuesday	Opening Day for all other returning students.
August 24, Wednesday	Returning Student Advising/Orientation.
August 24, Wednesday	Opening Celebration
August 25, Thursday	First Day of Classes. <u>Classes begin at 8:00 a.m.</u>
August 29, Monday	Last day to add a 1 st 7-week course without instructor's approval.
August 31, Wednesday	Last day to: submit a course change form <ol style="list-style-type: none">1. Add a 1st 7-week courses – advisor and instructor approval required2. Elect an audit option of 1st 7-week courses – advisor and instructor approval required <p>Last day to use myGoucher to:</p> <ol style="list-style-type: none">3. Add a full semester course without instructor approval4. Drop a 1st 7-week course5. Drop a full semester course. <p>Full semester course adds and drops are permitted through September 7th. A course change form must be submitted to Registrar's Office.</p> <p>Last day for students to submit work to faculty sponsors for Summer 2022 independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2022 Post Course.)</p>
September 1, Thursday	No later than September 2, 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 2, Friday End of Week 1	Last day for students to submit work to faculty sponsors for Summer 2022 internships Early deadline to submit Internship Learning Agreement to CEO for Fall 2022.
September 5, Monday	Labor Day (no classes)
September 6, Tuesday	2nd Attendance reports due to the Registrar's Office. Access at http://www.goucher.edu/registrar/resources-for-faculty
September 7, Wednesday	Last day to submit a course change form to: <ol style="list-style-type: none"> 1. Add a full semester course – instructor and advisor approval required. 2. Elect an audit option for a full semester course already enrolled in - instructor's and advisor's approval required. 3. Drop a full semester course without a "W" — advisor's approval required.
September 9, Friday End of week 2	Grades due for Summer 2023 internships, IW and completed ICA's Center directors return first draft of the Spring 2023 course schedule due to Registrar's Office.
September 16, Friday	5:00pm deadline to submit a course change form to: <ol style="list-style-type: none"> 1. Withdraw from a half course (1st 7-week) with a "W" – advisor's approval required. 2. Last day to elect pass/no pass or change a pass/no pass to a regular grade, for a half course (1st 7-week) – advisor's approval required.
September 23, Friday	Second draft of Spring 2023 course schedule sent to center directors with rooms
September 30, Friday,	Center directors return second draft of the Spring 2023 course schedule.
October 7-9, Friday-Sunday	Family Weekend
October 12, Wednesday	Last day of 1st 7-week courses.
October 12-21, Wednesday- Friday	Online grading for 1 st 7-week courses open.
October 13-16, Thursday-Sunday	Fall Break, no classes.
October 14, Friday	Final draft of Spring 2023 course schedule sent to center directors
October 17, Monday	First day of the 2nd 7-week courses. Advisor's approval required to add a 2 nd 7-week course.
October 19, Wednesday	Center directors submit to Registrar any last changes for Spring 2023 course schedule Last day to add 2 nd 7-week course without instructor's approval.

October 21, Friday	<p>5:00pm deadline to submit a course change form to:</p> <ol style="list-style-type: none"> 1. Drop a half course (2nd 7-week) without a “W” – advisor approval required. 2. Add a half course (2nd 7-week) – instructor and advisor approval required. 3. Elect audit option half course (2nd 7-week) – instructor and advisor approval required. <p>Final day for submitting grades online for 1st 7-week courses and 1st 7-week ICA’s.</p> <p>Final deadline to submit Internship Learning Agreement to CEO for Fall 2022.</p>
October 24, Monday	<p>Registration Guidebook for Spring 2023 is posted at http://www.goucher.edu/registrar/course-information/.</p>
October 24-November 4, Monday-Friday	<p>Academic advising for Spring 2023.</p>
October 28, Friday End of Week 9	<p>Deadline for second semester sophomores to declare a major – online form should be submitted</p>
October 31, Monday	<p>Registration begins for Goucher January 2023 J-term courses.</p>
November 4, Friday	<p>5:00pm deadline to submit a course change form to:</p> <ol style="list-style-type: none"> 1. Withdraw from semester courses with a “W” – advisor’s approval required. 2. Elect pass/no pass or change from pass/no pass to regular grade, in a semester course – advisor’s approval required. 3. Withdraw from a half course (2nd 7-week) with a “W” – advisor’s approval required. 4. Elect pass/no pass or change from pass/no pass to regular grade, for a half course (2nd 7-week) – advisor’s approval 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 7, Monday	<p>Summer 2023 ICA Application Deadline</p>
November 14-18, Monday-Friday	<p>Online registration for Spring 2023 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</p>
November 23-27, Wed–Sun	<p>Thanksgiving Holiday (no classes)</p>
November 28, Monday	<p>Classes resume at 8:00 a.m.</p>
December 9, Friday	<p>Last day of classes.</p>

**Deadline for Incomplete Grade requests for Fall 2022 courses.
Due at 5pm in Registrar's office.**

Last day to submit work to faculty sponsors for Fall 2022 internships, extended incompletes and independent work.

**Internship Learning Agreements (ILA) for Winter 2023 due to
Career Education Office (CEO)**

December 10-12, Saturday–Monday	Reading Period
December 12, Monday	Capstone Day
December 13-16, Tuesday-Friday	Final Experience/Exam week

GRADE SUBMISSION DATES FOR FALL 2022

September 9, Friday	Grades due for Summer 2022 internships, IW and completed ICA's.
October 21, 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 9, Friday	Incomplete Grade request for Fall 2022 courses deadline. Due by 5pm in Registrar's office.
December 20, Tuesday	Grades due for all 2 nd 7-week and full semester courses and internships.
December 21, Wednesday	December 2022 degree clearances due from program directors.
January 20, Friday	Grades due for Fall 2022 courses marked as incomplete.

INTERSESSION/J-TERM 2023

January 4-27, Wednesday-Friday	Intersession/J-Term
January 4, Wednesday	Last day to add/drop J-Term classes
January 9, Monday	Last day to add/drop for January intersession courses. (NOT J-Term) . Instructor's and advisor's signatures required to add a course.
January 13, Friday	Work due to instructors for Fall 2022 courses marked as incomplete.
January 16, Monday	Martin Luther King, Jr. Holiday (no classes).
January 20, Friday	Last day to withdraw or change to pass/no pass grade from a winter internship, intersession courses and J term courses with a "W" – advisor's signature required.
January 20, Friday	Grades due for Fall 2022 course marked as incomplete.

SPRING 2023

January 24, Tuesday	Fall 2023 course scheduling materials sent to center directors.
January 28, Saturday	Opening Day for all students.
January 28-29, Saturday-Sunday	January orientation program for incoming first year and transfer students.
January 30, Monday	<u>Classes begin at 8:00 a.m.</u> Schedule adjustments/advising.
February 1, Wednesday	Last day to add 1 st 7-week course without instructor's approval.
February 3, 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 2023 and/or participate in the 2023 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 2023. Last day to submit work to faculty sponsors for Winter 2023 internship. Last day to submit a course change form to: 1. Add 1st 7-week courses (instructor and advisor's approval required) 2. Drop 1st 7-week courses (advisor's approval required) 3. Elect the audit option for a 1st 7-week courses (instructor and advisor's approval required) Semester courses not requiring special approval may be added through myGoucher through Sunday, February 5
February 5, Sunday	Last day to add or drop through myGoucher a semester course not requiring special approval.
February 6, Monday	Last day to submit work to faculty sponsors for Winter 2023 independent work. Intensive Course Abroad (ICA) work due for courses that do not have a spring post-course. No later than February 7, 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. https://www.goucher.edu/registrar/documents/Online-Attendance-Reporting-Instructions.pdf
February 9, Thursday	2 nd Attendance reports must be submitted by this date https://www.goucher.edu/registrar/documents/Online-Attendance-Reporting-Instructions.pdf
February 10, Friday	Grades due for 2023 Winter internships, IW and completed ICA's.

5:00pm deadline to submit [a course change form](#) to:

1. **Add a full semester course** – instructor & advisor’s approval required.
2. **Drop a full semester course** without a “W” – advisor’s signature required.
3. Elect **audit** option for a **semester course** already enrolled in – instructor’s & advisor’s signatures required.

Center directors return first draft of the Fall 2023 course schedule to the Registrar’s Office

February 17, Friday

5:00pm deadline to submit [a course change form](#) to:

1. **Withdraw** from a half course (**1st 7-week**) with a “W” – advisor’s approval 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 approval required.

February 24, Friday

Second draft of Fall 2023 Course Schedule sent to center directors with rooms.

February 27 – March 6
Monday - Monday

Raise APRs

March 3, Friday
End of week 5

Work due to faculty for Winter 2023 incompletes.

March 8, Wednesday

Center directors return second draft of Fall 2023 course schedule to the Registrar’s Office.

March 15, Wednesday

Final draft of Fall 2023 course schedule sent to center directors

March 17, Friday

1st 7-week courses end.

Grade entry open online from March 18-25 for 1st 7-week courses.

Center directors return to Registrar any last changes for Fall 2023 course schedule.

March 18-26, Saturday-Sunday

Spring Break – no classes.

March 24, Friday

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

March 27, Monday

Classes resume at 8:00 a.m.

2nd 7-week courses begin.

Registration Guidebook for Fall 2023 is posted at
<http://www.goucher.edu/registrar/course-information/>

March 27-April 14, Monday-Friday

Academic advising for Fall 2023.

March 29, Wednesday

Last day to add 2nd 7-week course without instructor approval.

March 31, Friday	Final deadline to submit Internship Learning Agreement to CEO for Spring 2023. 5:00pm deadline to submit a course change form to: 1. Add a half course (2nd 7-Week) – instructor and advisor approval required. 2. Drop a half course (2nd 7-Week) without a “W” – advisor approval required. 3. Elect audit option half course (2nd 7-Week) – instructor and advisor approval required. No later than March 31, 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. https://www.goucher.edu/registrar/documents/Online-Attendance-Reporting-Instructions.pdf
April 3, Monday	Registration for Goucher Summer 2023 courses begins.
April 3 – April 10 Monday - Monday	Raise APRs.
April 7, Friday End of Week 9	Deadline for second semester sophomores to declare a major – online form should be submitted
April 14, Friday End of Week 10	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 5:00pm deadline to submit a course change form to: 1. Withdraw from a semester course with a “W” – advisor approval required. 2. Withdraw from a half course (2 nd 7-week) with a “W” – advisor approval required. 3. Elect pass/no pass or change pass/no pass to a regular grade, in a <u>semester</u> course. Advisor approval required. 4. Elect pass/no pass or change from a pass/no pass to a regular grade, for a half course (2 nd 7-week) – advisor approval required.
April 17-21, Monday-Friday	Online registration for Fall 2023 begins, depending on number of completed credits. Days and times are published in the Registration Guidebook on Goucher’s website: http://www.goucher.edu/registrar/registration-info-and-dates
April 28-30, Friday-Sunday	Alumnae/i Weekend 2023
April 28, Friday	Get in Goucher day (GIG) No classes that start after 11:50am.
May 11, Thursday	Last day of classes. Deadline for incomplete Grade requests for Spring 2023 courses. Due by 5pm in Registrar’s office.

	Last day for students to submit work to faculty sponsors for Spring 2023 internships
May 12, Friday	Goucher Symposium Day/Spring Convocation
May 13-15, Saturday- Monday	Reading Period
May 16-19, Tuesday-Friday	Final Experience/Exam week
May 25, Thursday	Baccalaureate
May 26, Friday	Commencement 10:30 a.m.
June 2, Friday	Last day to submit registration for Summer 2023 independent work, field work, practicum, directed reading and research.

GRADE SUBMISSION DATES FOR SPRING 2023

February 10, Friday	Grades due for 2023 Winter internships, IW and completed ICA's.
March 24, Friday	Last day to submit grades online for 1 st 7-week courses.
May 22, Monday	Final grades due for all graduating seniors at noon.
May 23, Tuesday	Final grades due for all students.
May 23, Tuesday	May 2023 BA degree clearances due to Registrar's Office by 3:00pm.
June 30, Friday	Grades due for Spring 2023 incompletes
August 18, Friday	Grades due for Summer 2023 internship

SUMMER 2023

June 2, Friday	Early deadline to submit Internship Learning Agreement to CEO for Summer 2023.
June 5-29, Monday-Thursday	Summer session I – undergraduate courses
June 5, Monday	Last day to add/drop Summer Session I course
June 6-23	Withdrawal period Summer Session I course
June 19, Monday	Juneteenth observed
June 23, Friday	Work due to faculty for Spring 2023 incompletes.
June 30, Friday	Grades due for Spring 2023 incompletes

July 4-28, Tuesday-Friday	Summer session II – undergraduate courses
July 4, Tuesday	Last day to add/drop Summer Session II course
July 5-24, Wednesday-Tuesday	Withdrawal period Summer Session II course
July 7, Friday	Final deadline to submit Internship Learning Agreement to CEO for Summer 2023.
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.
August 11, Friday	Last day to submit work for faculty sponsors for Summer 2023 internships
August 18, Friday	Grades due for Summer 2023 internship

Updated 03/28/22 ACW

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