

IMPORTANT DATES FOR FACULTY 2023-2024

FALL 2023

August 5-18 Saturday-Friday	LAUNCH
August 11 Friday	Last day for students to submit work to faculty sponsors for Summer 2023 internships
August 19, 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 19, Saturday	Convocation
August 19-22, Saturday- Tuesday	New Student Orientation
August 21, Monday	Spring 2024 course scheduling materials sent to center directors.
August 22, Tuesday	Opening Day for all other returning students
August 23, Wednesday	Returning Student Advising/Orientation.
August 23, Wednesday	Opening Celebration
August 24, Thursday	First Day of Classes. <u>Classes begin at 8:00 a.m.</u>
August 28, Monday	Last day to add a 1 st 7-week course without instructor's approval.
August 30, Wednesday	Last day to: submit <u>a course change form</u> <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 8th. A <u>course change form</u> must be submitted to Registrar's Office.</p> <p>Last day for students to submit work to faculty sponsors for Summer 2023 independent work or completed Intensive Course Abroad (ICA) (courses not having a Fall 2023 Post Course.)</p>
August 31, Thursday	No later than September 1, faculty are to submit 1st attendance reports online of any inconsistencies on the class roster for students who never attended, stopped attending, or are

September 1, Friday End of Week 1	attending and not on the roster. Report is located at http://www.goucher.edu/registrar/resources-for-faculty
	Last day for students to submit work to faculty sponsors for Summer 2023 internships
	Early deadline to submit Internship Learning Agreement to CEO for Fall 2023
September 4, Monday	Labor Day (no classes)
September 6, Wednesday	2nd Attendance reports due to the Registrar's Office no later than September 8. Access at http://www.goucher.edu/registrar/resources-for-faculty
September 8, Friday	Last day to submit a <u>course change form</u> to: 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 8, 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. 2nd Attendance reports due to the Registrar's Office no later than September 8. Access at http://www.goucher.edu/registrar/resources-for-faculty
	GIG – Get into Goucher Day
September 22, Friday	Second draft of Spring 2024 course schedule sent to center directors with rooms
September 29, Friday,	Center directors return second draft of the Spring 2024 course schedule.
October 6, Friday	Final deadline to submit Internship Learning Agreement to CEO for Fall 2023.
October 6-8, Friday-Sunday	Family Weekend
October 11, Wednesday	Last day of 1st 7-week courses. 5:00pm deadline to submit a <u>course change form</u> to: 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

October 11-20, Wednesday- Friday	Online grading for 1 st 7-week courses open.
October 12-15, Thursday-Sunday	Fall Break, no classes.
October 13, Friday	Final draft of Spring 2024 course schedule sent to center directors
October 16, Monday	First day of the 2nd 7-week courses. Advisor's approval required to add a 2 nd 7-week course.
October 18, Wednesday	Center directors submit to Registrar any last changes for Spring 2024 course schedule Last day to add 2 nd 7-week course without instructor's approval.
October 29, Friday	5:00pm deadline to submit a <u>course change form</u> to: <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>
October 20-21 Friday-Saturday	Blue and Gold Weekend
October 23, Monday	J-Term and Spring 2024 course offerings and information is posted at https://www.goucher.edu/registrar/
October 23-November 3, Monday-Friday	Academic advising for Spring 2024.
October 27, Friday End of Week 9	Deadline for second semester sophomores to declare a major – <u>online form should be submitted</u>
November 1, Wednesday	3rd Attendance reports due to the Registrar's Office no later than November 6. Access at <u>http://www.goucher.edu/registrar/resources-for-faculty</u>
November 3, Friday	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. <u>http://www.goucher.edu/registrar/documents/Senior-Thesis-Guidelines.pdf</u>
November 6, Monday	Summer 2024 ICA Application Deadline 3rd Attendance reports due to the Registrar's Office no later than November 6. Access at <u>http://www.goucher.edu/registrar/resources-for-faculty</u>

November 13-17, Monday-Friday	Online registration for J term and Spring 2024 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 22-26, Wed–Sun	Thanksgiving Holiday (no classes)
November 27, Monday	Classes resume at 8:00 a.m.
December 8, Friday	Last day of classes. 5:00pm deadline to submit a <u>course change form</u> to: 1. Withdraw from a half course (2nd 7 week) or semester course with a “W” – advisor’s approval required. 2. Elect pass/no pass or change from pass/no pass to regular grade, in a half course (2nd 7 week) or a semester course – advisor’s approval required. Deadline for Incomplete Grade requests for Fall 2023 courses. Due at 5pm in Registrar’s office. Last day to submit work to faculty sponsors for Fall 2023 internships, extended incompletes and independent work. Internship Learning Agreements (ILA) for Winter 2024 due to Career Education Office (CEO)
December 9-11, Saturday–Monday	Reading Period
December 11, Monday	Capstone Day
December 12-15, Tuesday-Friday	Final Experience/Exam week

GRADE SUBMISSION DATES FOR FALL 2023 and J term 2024

September 8, Friday	Grades due for Summer 2023 internships, IW and completed ICA’s.
October 20, 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 8, Friday	Incomplete Grade request for Fall 2023 courses deadline. Due by 5pm in Registrar’s office.
December 19, Tuesday	Grades due for all 2 nd 7-week and full semester courses and internships.
December 20, Wednesday	December 2023 degree clearances due from program directors.
January 19, Friday	Grades due for Fall 2023 courses marked as incomplete.
February 2, Friday	Grades due for 2024 J term

INTERSESSION/J-TERM 2024

January 3-24, Wednesday-Wednesday	Intersession/J-Term
January 3, Wednesday	Last day to add/drop or change to audit J-Term classes
January 8, Monday	Last day to add/drop or change to audit January intersession courses. (NOT J-Term) . Instructor's and advisor's signatures required to add a course.
January 12, Friday	Work due to instructors for Fall 2023 courses marked as incomplete.
January 15, Monday	Martin Luther King, Jr. Holiday (no classes).
January 19, Friday	Grades due for Fall 2023 course marked as incomplete.
January 24, Wednesday	Last day of J-term and intersession classes Last day to withdraw or change to pass/no pass grade from a winter internship, intersession courses and J term courses —advisor's signature required.
February 2, Friday	Grades due for 2024 J term

SPRING 2024

January 23, Tuesday	Fall 2024 course scheduling materials sent to center directors.
January 27, Saturday	Opening Day for all students.
January 27-28, Saturday-Sunday	January orientation program for incoming first year and transfer students.
January 29, Monday	<u>Classes begin at 8:00 a.m.</u> Schedule adjustments/advising.
January 31, Wednesday	Last day to add 1 st 7-week course without instructor's approval.
February 2, 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 2024 and/or participate in the 2024 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 2024. Last day to submit work to faculty sponsors for Winter 2024 internship.

Grades due for 2024 J term.

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 4

February 4, Sunday

Last day to **add** or **drop through myGoucher** a semester course not requiring special approval.

February 5, Monday

Last day to submit work to faculty sponsors for Winter 2024 independent work.

Intensive Course Abroad (ICA) work due for courses that do not have a spring post-course.

No later than February 6, 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 8, Thursday

2nd Attendance reports must be submitted by this date
<https://www.goucher.edu/registrar/documents/Online-Attendance-Reporting-Instructions.pdf>

February 9, Friday

Grades due for 2024 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 2024 course schedule to the Registrar's Office

February 12

Work due to faculty for Fall 2023 incompletes.

February 23, Friday

Second draft of Fall 2024 Course Schedule sent to center directors with rooms.

Work due to faculty for Winter 2024 incompletes

February 26 – March 4
Monday - Monday

Raise APRs

March 1, Friday

Grades due for Winter 2024 incompletes

	Center directors return second draft of Fall 2024 course schedule to the Registrar's Office.
March 8, Friday	Final draft of Fall 2024 course schedule sent to center directors
March 15, Friday	1st 7-week courses end. 5:00pm deadline to submit a <u>course change form</u> to: <ol style="list-style-type: none"> 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. Final deadline to submit Internship Learning Agreement to CEO for Spring 2024. Grade entry open online from March 15-22 for 1 st 7-week courses. Center directors return to Registrar any last changes for Fall 2024 course schedule.
March 16-24, Saturday-Sunday	Spring Break – no classes.
March 22, Friday	Last day to submit grades online for 1st 7-week courses.
March 25, Monday	<u>Classes resume at 8:00 a.m.</u> 2nd 7-week courses begin. Summer and Fall 2024 course offerings and information is posted at http://www.goucher.edu/registrar/course-information/
March 25-April 12, Monday-Friday	Academic advising for Fall 2024.
March 27, Wednesday	Last day to add 2 nd 7-week course without instructor approval.
March 29, Friday	5:00pm deadline to submit a <u>course change form</u> to: <ol style="list-style-type: none"> 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 29, 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 1 – April 8 Monday - Monday	Raise APRs.
April 5, Friday	Deadline for second semester sophomores to declare a

End of Week 9	major – online form should be submitted
April 12, 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
April 15-19, Monday-Friday	Online registration for Summer 2024 and Fall 2024 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 19-21 Friday-Sunday	Alumnae/i Weekend 2024
May 9, Thursday	Last day of classes. 5:00pm deadline to submit a course change form to: 1. Withdraw from a half course (2nd 7 week) or semester course with a “W” – advisor approval required. 2. Elect pass/no pass or change pass/no pass to a regular grade, in a half course (2nd 7 week) or semester course. Advisor approval required. Deadline for incomplete Grade requests for Spring 2024 courses. Due by 5pm in Registrar’s office. Last day for students to submit work to faculty sponsors for Spring 2024 internships
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 2024 independent work, field work, practicum, directed reading and research.
<u>GRADE SUBMISSION DATES FOR SPRING 2024</u>	
February 2, Friday	Grades due for 2024 J term
February 9, Friday	Grades due for 2024 Winter internships, IW and completed ICA’s.
March 1, Friday	Grades for the Winter 2024 incompletes.
March 22, Friday	Last day to submit grades online for 1 st 7-week courses.
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 2024 BA degree clearances due to Registrar's Office by 3:00pm.
June 21, Friday	Grades due for Spring 2024 incompletes
August 16, Friday	Grades due for Summer 2024 internship

SUMMER 2024

May 31, Friday	Early deadline to submit Internship Learning Agreement to CEO for Summer 2024.
June 3-27, Monday-Thursday	Summer session I – undergraduate courses
June 3, Monday	Last day to add/drop Summer Session I course
June 4-21, Tuesday-Friday	Withdrawal period Summer Session I course
June 19, Wednesday	Juneteenth observed
June 14, Friday	Work due to faculty for Spring 2024 incompletes.
June 21, Friday	Grades due for Spring 2024 incompletes
June 27, Thursday	Last day of Summer Session I
	Deadline to withdraw or change to pass/no pass grade for Summer Session I course
July 2-26, Tuesday-Friday	Summer session II – undergraduate courses
July 2, Tuesday	Last day to add/drop Summer Session II course
July 3-22, Wednesday-Monday	Withdrawal period Summer Session II course
July 5, Friday	Final deadline to submit Internship Learning Agreement to CEO for Summer 2024.
July 26, Friday	Last day of Summer Session II
	Deadline to withdraw or change to pass/no pass grade for Summer Session II course
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 9, Friday

Last day to submit work for faculty sponsors for Summer 2024 internships

August 16, Friday

Grades due for Summer 2024 internship

Updated 09/05/23 GC

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