Graduate School Administrator Calendar
2011-2012 Academic Year

This calendar is intended for administrators in the Graduate School of Arts and Sciences. A monthly email will be sent outlining this information and any additional reminders for the upcoming month. This calendar will also be posted on the GSAS website (http://gradadmin.georgetown.edu under Academic Affairs)

AUGUST

August 1: Application deadline for August graduation
August 5: Pre-registration closes for all fall 2011 admits
August 10: First pre-registration pass
August 11: Paperwork for August lump sums due
August 15-16: Administrators review pre-registration results. Send any changes to the registrar’s office.
August 17: Second pre-registration pass
August 19: Registrar’s office will register students. Students will be able to see results.
August 22: Financial aid disbursement for all appropriately registered students.
Add/Drop opens for all new students (remains open for continuing students)
August 26: Add/drop opens for GPPI new admits
August 30: New Student Orientation
Copy of the 2011-2012 Graduate Bulletin will be emailed to all new admits from GSAS
August 31: Classes begin

SEPTEMBER

September 1-September 10: Add/drop
September 1: Application deadline for September graduation
September 9: Email reminder sent to students to review online schedule and make any grade type changes by 5 p.m. No exceptions allowed.
Paperwork for September lump sums due
Final day to submit language scholarship requests
September 10: Online add/drop closes at 5 p.m. No more refunds or deletions are allowed after this time. Please review the tuition and refund schedule at, http://registrar.georgetown.edu/tuition/
September 12: OIP checks full-time enrollment for all F-1 and J-1 students
September 16: The Graduate School will send registration reports for the fall 2011 semester to each program.
Please review this information immediately and send us any corrections as soon as possible.
We will also include a list of students who were not registered.
All language scholarships will be posted by this date.
September 30: Fall admits with unfulfilled admissions conditions emailed to submit credentials
OCTOBER

October 1: Any student not registered by this date will be withdrawn for failure to register
October 3: Application deadline for October graduation
October 11: Paperwork for October lump sums due
October 15: Email notification sent to all students currently on Leave of Absence, expected to return in spring 2012 semester. Students must respond in order to be eligible to pre-register
Email notification sent to all students out of time-to-degree in December and no graduation application
October 28: OIP Training for Program Administrators who deal with international students, 12:30 pm, Car Barn 230, RSVP required, lunch provided
October 31: Summer Graduate diplomas available in GSAS office

NOVEMBER

November 1-4: Continuing students will be automatically registered for section 1 of thesis research for spring 2012 semester
November 1: Reminder sent to any student with an Incomplete from spring 2011 regarding the new Incomplete coursework policy.
Application deadline for November graduation
Fall admits with unfulfilled admissions conditions have hold placed on student account
November 7-19: Pre-registration for spring semester
November 8: Paperwork for November lump sums due
November 21: Second reminder sent to students out of time-to-degree in December and no graduation application.
November 22: Last day to withdraw from a course

DECEMBER

December 1: Application deadline for December graduation
December 2: Paperwork for December lump sums due
December 7: Last day of classes. Last day to submit Incomplete coursework for spring 2011. Incompletes not satisfied by this date will automatically be converted to grade of F.
December 8: Completion for spring 2012 semester (add/drop remains open for Grad Students)
December 12-20: Exams

JANUARY

January 3: Application deadline for January graduation
Grades due for Fall 2011 semester
January 6: Spring graduation memo will be sent to students. Programs will be copied on this memo
January 9: Incomplete, blank grade, and GPA reports from fall 2011 semester emailed to programs
January 10: Paperwork for January lump sums due
January 11: First day of classes
January 11-January 20: Add/drop
January 27: The Graduate School will send registration reports for the spring 2012 semester to each program.
    Please review this information immediately and send us any corrections as soon as possible.
    We will also include a list of students who were not registered.
January 30: Final reminder to apply for May graduation sent to students
January 31: Spring admits with unfulfilled admissions conditions emailed to submit credentials

FEBRUARY

February 1: Application deadline for January graduation
    Application deadline for May graduation (in order to be included in the commencement book and to receive diploma in May)
    GSAS Commencement website will be updated by this date
    GPA warning letters sent to students with a cum. GPA below 3.0 as of fall 2011 semester
February 6: Any student not registered by this date will be withdrawn for failure to register
February 10: Paperwork for February lump sums due
February 15: List of students and their previous schools will be printed in the commencement book sent to programs. Please note any students who are missing and notify us immediately
    We will also send a spring commencement calendar/distribution ceremony information out on this date
February 28: Diplomas available for fall 2011 graduates
February 28: Commencement announcements available for pick up in Car Barn 207

MARCH

March 1: Application deadline for March graduation
March 9: Paperwork for March lump sums due
March 15: Remaining fall diplomas mailed out
    Spring admits with unfulfilled admissions conditions (i.e. missing transcripts) have hold placed on student account.
    Email notification sent to all students currently on Leave of Absence, expected to return in fall 2012 semester. Students must respond in order to be eligible to pre-register
    Email notification sent to all students with no graduation application and May time-to-degree expiration.
March 20: Email sent to students letting them know that they are on the list of students expecting to graduate and participate in the May commencement ceremony. A schedule outlining commencement events will be included in the notification.
March 26-30: Continuing students will be automatically registered for section 1 of thesis research for Fall 2012 semester
March 31: Reminder sent to any student with an Incomplete from fall 2011 regarding the new Incomplete coursework policy.
**APRIL**

April 2: Application deadline for April graduation
April 2 (approximately): Proof of commencement book will be distributed to programs. Please notify us if anyone is missing or of any corrections
April 2-14: Pre-registration for fall 2012 semester
April 10: Paperwork for April lump sums due
April 25: May clearance sheets emailed to programs. Reminder about ballot deadlines included.
Detailed commencement instructions sent to students
April 26: Last day to withdraw from a class
April 27: Recommended final day to submit thesis/dissertation for Graduate School review
April 30: Last day of classes. Last day to submit Incomplete coursework for spring 2011. Incompletes not satisfied by this date will automatically be converted to grade of F.

**MAY**

May 1: Application deadline for May graduation
Deadline for thesis/dissertation approvals
Registration Completion
May 2: Final proof of commencement book sent to programs. All corrections must be submitted within 24 hours
May 4: May graduation clearance sheets due in the Graduate School by 5 p.m.
May 9: Paperwork for May lump sums due
May 11: Final day to submit ballots and examinations for graduating students. If these items are submitted after this date, students will NOT be cleared to graduate
Last commencement reminder sent to students
May 14: Diplomas distributed to diploma ceremony coordinators
10 a.m. Grades for graduating students are due
May 18: Graduate School Commencement Ceremony
May 21: Grades due for non-graduating students

**JUNE**

June 1: Normative Credit and Program Information Worksheet distributed to all Graduate Programs for completion
June 4: Incomplete, blank grade, and GPA reports from spring 2011 semester emailed to programs
Second warning sent to students if out of time to degree and no extension requested
June 6: Paperwork for June lump sums due
June 15: Remaining spring diplomas mailed to students
GPA warning letters sent to students with a cum. GPA below 3.0 as of spring 2012 semester
Normative Credit Hours due to gradstudentservices@georgetown.edu
Students who failed a course in the spring 2011 semester will receive warning
JULY

July 2: Application deadline for July graduation
Terminations for students whose time to degree expired in May and no extension request made
July 6: Pre-Bills sent out to all students for the fall 2012 semester