Graduate School Administrator Calendar
2013-2014 Academic Year

This calendar is intended for administrators in the Graduate School of Arts and Sciences. It is subject to change but updated versions will be available on the Graduate School Website at http://grad.georgetown.edu/academics/administrative-tools/

AUGUST
August 1:
- Application deadline for August graduation

August 2:
- Pre-registration closes for all fall 2013 admits. Add/Drop closes for continuing students.

August 4-15:
- Administrators review pre-registration results. Send any changes to the Registrar’s office.
- GSAS open graduation applications for fall term

August 16:
- Batch registration requests must be submitted to the Registrar’s office by this date.

August 19:
- Pre-Registration results are available to students via MyAccess
- Financial aid disbursement for all appropriately registered students.

August 23:
- Add/Drop opens for all new students and continuing students.
- Tuition payment deadline

August 27:
- New Student Orientation, 9 a.m. – 12 p.m., ICC Auditorium
- Copy of the 2013-2014 Graduate Bulletin will be emailed to all new admits from GSAS

August 27:
- Students who wait until this date to register will be assessed a $100 late registration fee by the registrar’s office. Please encourage students to utilize pre-registration and add/drop starting August 23rd. Student Accounts will begin assessing late payment fees on this date as well. The late payment charge is also $100. Note: If the late payment fee from student accounts is due to a delayed language scholarship posting, this fee will be removed.

August 28:
- Classes begin
SEPTEMBER

September 3: Application deadline for September graduation

September 6:
- Email reminder sent to students to review online schedule and make any grade type changes by 5 p.m. No exceptions allowed. Reminder: This date also applies to tutorials. No tutorials will be added after this date (this includes internships).
- Final day to submit language scholarship requests

**If a student has a financial hold on his/her account and is unable to register by September 6, you must notify Amanda Ruthven (kar229@georgetown.edu) no later than September 6. The student will require special permission in order to register late. DO NOT advise students to continue attending classes until the hold is cleared.**

September 9-11:
- The Graduate School will send registration reports for the fall 2013 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.

September 11: Language Scholarships will be posted by this date

September 27: Any student not registered by this date will be withdrawn for failure to register.

September 30: Fall admits with unfulfilled admissions conditions are emailed by the Graduate School to submit credentials

OCTOBER

October 1:
- Application deadline for October graduation
- Email notification sent to all students out of time-to-degree in December and no graduation application. These students must either apply to graduate or apply for an extension of time.

October 15:
- Email notification sent to all students currently on Leave of Absence, expected to return in spring 2014 semester. Students must respond in order to be eligible to pre-register.
- Deadline for students to submit extension of time requests

October 31:
- Summer Graduate diplomas available in GSAS office. Students will be notified via email.
- Deadline to submit any admissions conditions to the Graduate School. If credentials are not submitted, a hold will be placed on the student account and they may not register for classes.
NOVEMBER

November 1:
- Reminder sent to any student with an Incomplete or ‘NR’ from spring 2013 or summer 2013 to submit any pending work immediately.
- Application deadline for November graduation

November 4-5:
- Continuing students will be automatically registered for section 1 of thesis research for spring 2014 semester \textit{Note: Section 5 registration will be done once budgets are submitted to Simmer and Alex.}

November 4-16:
- Pre-registration for spring semester

November 19:
- Last day to withdraw from a course

DECEMBER

December 2:
- Application deadline for December graduation

December 6:
- Last day of classes. Last day for a grade to be submitted for any incomplete work in the spring or summer 2013 term. **Incompletes or NRs not satisfied by this date will be converted to grade of F**

December 7:
- Add/Drop opens for the spring 2014 semester and will remain open until January 18.
- Spring ’14 admits will only participate in add/drop. They will not pre-register with continuing students.

December 16:
- Suggested deadline for students to submit theses/dissertations in order to graduate in December. This gives the Graduate School time to review before the holiday.
- GSAS opens graduation applications for Spring term

December 11-19: \textbf{Exams}

JANUARY

January 2:
- Application deadline for January graduation
January 3:
- Grades due for Fall 2013 semester

January 6-10:
- GPA/Grade review for the fall 2013 semester. Students who earned an F or a GPA below 3.0 for the fall 2013 semester will receive email warnings.

January 6:
- Spring graduation memo will be sent to students. Programs will be copied on this memo

January 8:
- First day of classes

January 13:
- Incomplete, blank grade, and GPA reports from fall 2013 semester emailed to programs

January 15:
- Reminder sent to all students to apply to graduate no later than February 3 for the spring semester.

January 17:
- Email reminder sent to students to review online schedule and make any grade type changes by 5 p.m. No exceptions allowed.
- Final day to submit language scholarship requests
- 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/registration/refunds-and-tuition/](http://registrar.georgetown.edu/registration/refunds-and-tuition/)
  **If a student has a financial hold on his/her block and is unable to register by January 17, you must notify Amanda Ruthven (kar229@georgetown.edu) no later than January 17. The student will require special permission in order to register after the add/drop period. DO NOT advise students to continue attending classes until the hold is cleared.

January 21-23:
- The Graduate School will send registration reports for the spring 2014 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 31:
- Final reminder to apply for May graduation sent to students
- Spring admits with unfulfilled admissions conditions emailed to submit credentials

**FEBRUARY**

February 3:
- Application deadline for February 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
- Any student not registered by this date will be withdrawn for failure to register
February 4:
- Any student without a graduation application for the spring 2014 semester who has an exit term of May 2014, will be emailed directly and told to either apply to graduate or file an extension of time request immediately.

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
- Deadline for students to apply for an extension of time

February 28:
- Diplomas available for fall 2013 graduates
- Commencement announcements available for pick up in Car Barn 207
  - Students who still have unfulfilled admissions conditions will have a hold placed on their student account.

MARCH

March 3:
- Application deadline for March graduation

March 14:
- Remaining fall diplomas mailed out

March 20:
- First draft of Commencement Book submitted to programs for proofing.

March 24-28:
- Continuing students will be automatically registered for section 1 of thesis research for Fall 2014 semester

March 31:
- Reminder sent to any student with an Incomplete or NR from fall 2013 regarding the incomplete coursework policy.

March 31-April 12:
- Pre-registration for fall 2014 semester

APRIL

April 1:
- Application deadline for April graduation

April 21:
- Reminder about graduation deadlines sent to programs.
  - Detailed commencement instructions sent to students and programs

April 23:
- Recommended final day to submit thesis/dissertation for Graduate School review

April 24:
April 28:
- Last day to withdraw from a class
- Last day of classes. Last day to submit incomplete coursework for fall 2013 terms. 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. For students graduating in May, they must have all corrections made by this date.
- Registration Completion

May 2:
- Final proof of commencement book sent to programs. All corrections must be submitted within 24 hours. Deletions should be made at this time too.

May 7:
- May graduation clearance sheets due in the Graduate School by 5 p.m.

May 9:
- 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
- Reminder sent to students with holds that their diplomas will not be released until the hold has been cleared.

May 12:
- Diplomas distributed to diploma ceremony coordinators
- 10 a.m. Grades for graduating students are due

May 14:
- Commencement Rehearsal for staff on the Lawn (or in McDonough Gym if it rains)

May 16:
- Graduate School Commencement Ceremony!

May 19:
- Grades due for non-graduating students
- GSAS opens graduation applications for summer term

**JUNE**

June 2:
- Normative Credit and Program Information Worksheet distributed to all Graduate Programs for completion
June 4:
- Incomplete, blank grade, and GPA reports from spring 2014 semester emailed to programs
- GPA/Grade review for the spring 2014 semester. Students who earned an F or a GPA below 3.0 for the spring 2014 semester will receive warnings.

June 13:
- Remaining spring diplomas mailed to students

July Projects:
- Website updates/clean-up for academic year
- Make sure all diploma supplies are ordered
- File clean up (all files from previous academic year should be purged and in the bunker, closet should be clean)
- Pull fall admit files
- Schedule opening of school meeting with programs
- Data Warehouse updates and general clean up