Graduate School Administrator Calendar
2016-2017 Academic Year

AUGUST
August 30:
- GSAS New Student Orientation, 9:00 a.m. – 1:00 p.m., Lohrfink Auditorium
- GSAS will send an electronic copy of the 2016-2017 Graduate School Bulletin to all new students.
- The Registrar’s Office will assess a $100 late registration fee to students who are not properly registered by this date.

August 31:
- Classes begin. Students will attend their Monday classes.

SEPTEMBER
September 1:
- Application deadline for September graduation

September 9:
- The Add/Drop period ends at 5:00 p.m. Students will not be permitted to register for additional classes or tutorials once Add/Drop ends. **If a student has a financial hold on his/her account and is unable to register by September 9, programs must notify Amanda Ruthven (kar229@georgetown.edu) ASAP. The student will require special permission to register late.**
- Final day for programs to submit language scholarship budgets to Simmer Grewal (hkg2@georgetown.edu). Note: If a student receives a late payment charge due to a delayed language scholarship posting, the fee will be removed from the student’s account.

September 19-23:
- The Graduate School will send a list of students who are not registered for the Fall 2016 semester to each program. GSAS will withdraw these students from the university for failure to register.

September 30:
- GSAS will send an email notification to all Fall 2016 admits who have unfulfilled admissions conditions. Students will be asked to submit credentials to the Graduate School as soon as possible.
OCTOBER

October 3:
- Application deadline for October graduation
- Students who have an exit term of Fall 2016 but have not applied to graduate will receive an email from GSAS indicating that they need to either apply to graduate or to file a request for an extension of time.

October 24:
- GSAS will send an email notification to all students who are expected to return from a Leave of Absence in Spring 2017. Students must respond in order to participate in registration for Spring 2017.
- Deadline for students to submit extension of time requests

October 31:
- Students who graduated in Summer 2016 will receive email notification that their diplomas are available for pick up in the Graduate School. If a student does not pick up his/her diploma within two weeks, GSAS will mail the diploma to the address that the student listed in his/her graduation application.
- Deadline to submit any admissions conditions to the Graduate School. *If credentials are not submitted, a hold will be placed on the student’s account and he/she will not be permitted to participate in Spring 2017 registration.*

NOVEMBER

November 1:
- Application deadline for November graduation
- Email reminder sent to students with an Incomplete or “NR” from Spring 2016 or Summer 2016 to submit any pending work to the course instructor immediately.

November 7:
- Last day to withdraw from a course

November 7-10:
- Continuing students who are registered for section 1 of thesis research for Fall 2016 will be automatically registered for section 1 of thesis research for the Spring 2017 semester. *Note: Section 5 registration will be completed once budgets are submitted to Simmer Grewal and Alex de Campos Salles in the Graduate School.*

November 7-19:
- Early registration for the Spring 2017 semester
**DECEMBER**

December 1:
- Application deadline for December graduation

December 7:
- Last day of classes. It is also the last day for a grade to be submitted for any incomplete work from the Spring or Summer 2016 terms. **Incompletes or NRs not satisfied by this date will be converted to grades of “F.”**

December 12:
- Students who plan to graduate in December must submit their theses/dissertations to the Graduate School by this date.
- GSAS opens graduation applications for Spring 2017 term.

December 12-20:
- Final Exams

December 19:
- Theses/Dissertations must be approved by close of business by the Graduate School for students to graduate in December.

**JANUARY**

January 3:
- Grades for the Fall 2016 semester due to the Registrar’s Office

January 5:
- GSAS will conduct GPA/grade review for the Fall 2016 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Fall 2016 semester.
- GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Fall 2016.

January 9:
- GSAS will send information about the 2017 Commencement exercises to all students and programs administrators.

January 11:
- Classes begin. Students will attend their Monday classes.
January 20:
- The Add/Drop period ends at 5:00 p.m. Students will not be permitted to register for additional classes or tutorials once Add/Drop ends. **If a student has a financial hold on his/her account and is unable to register by January 20, programs must notify Amanda Ruthven (kar229@georgetown.edu) ASAP. The student will require special permission to register late.**
- Final day for academic programs/departments to submit language scholarship budgets to Simmer Grewal. Note: If a student receives a late payment charge due to a delayed language scholarship posting, the fee will be removed from the student’s account.

January 23-27:
- The Graduate School will send a list of students who are not registered for the Spring 2017 semester to each program. GSAS will withdraw these students from the university for failure to register.

January 30:
- Final reminder to apply for May 2017 graduation sent to students
- GSAS will send an email notification to all Spring 2017 admits who have unfulfilled admissions conditions. Students will be asked to submit credentials to the Graduate School as soon as possible.

**FEBRUARY**

February 1:
- Application deadline for February graduation
- **Spring 2017 graduates who wish to receive their diplomas at the May 2017 Commencement ceremony must apply to graduate by this date.**

February 6:
- Any student without a graduation application for the Spring 2017 semester who has an exit term of May 2017, will be emailed directly and told to either apply to graduate or file an extension of time request immediately.
- GSAS will send an email notification to all students who are expected to return from a Leave of Absence in Fall 2017. Students must respond in order to participate in pre-registration for Fall 2017.

February 13:
- GSAS will send a list of student information for the 2017 Commencement Book to each program. Please note any students who are missing and notify us immediately. The Graduate School will also send the Spring 2017 Commencement calendar to all students and programs on this date.
- Deadline for students to apply for an extension of time
February 28:
- Students who graduated in Fall 2016 will receive email notification that their diplomas are available for pick up in the Graduate School. If a student does not pick up his/her diploma within two weeks, GSAS will mail the diploma to the address that the student listed in his/her graduation application.
- Deadline to submit any admissions conditions to the Graduate School. If credentials are not submitted, a hold will be placed on the student’s account and he/she will not be permitted to participate in Fall 2017 registration.

MARCH
March 1:
- Application deadline for March graduation

March 20-24:
- Continuing students who are registered for section 1 of thesis research for Spring 2017 will be automatically registered for section 1 of thesis research for the Fall 2017 semester. Note: Section 5 registration will be completed once budgets are submitted to Simmer Grewal and Alex de Campos Salles in the Graduate School.

March 31:
- Email reminder sent to students with an Incomplete or “NR” from Fall 2016 to submit any pending work to the course instructor immediately.

APRIL
April 3:
- Application deadline for April graduation

April 3-12:
- Continuing students register for Fall 2017

April 20:
- GSAS will send detailed Commencement instructions and details to students and programs.

April 21:
- Recommended final day for students submit theses/dissertations for Graduate School review

April 27:
- Last day to withdraw from a class
MAY

May 1:

- Application deadline for May graduation
- Deadline for thesis/dissertation approvals. May graduates must complete all edits by close of business on this date.
- Last day of classes. It is also the last day for a grade to be submitted for any incomplete work from the Fall 2016 term. **Incomplete or NRs not satisfied by this date will be converted to grade of “F.”**

May 12:

- Programs must submit May graduation clearance sheets to the Graduate School by 5:00 p.m. on this date.
- Final day for programs to submit ballots and examinations for graduating students. If these items are submitted after this date, students will NOT be cleared to graduate.
- GSAS will send the last Commencement reminder sent to students and programs.
- GSAS will notify graduating students with holds that their diplomas will not be released until the hold is cleared from their account.

May 15:

- Grades for graduating students are due to the Registrar’s Office by 10:00 a.m.

May 17:

- Diplomas distributed to diploma ceremony coordinators.
- Commencement rehearsal for all staff volunteers on Healy Lawn.

May 19:

- Graduate School Commencement Ceremony!

May 22:

- Spring 2017 grades for ALL students due to the Registrar’s Office.
- GSAS opens graduation applications for Summer 2017 term.

May 23-26:

- GSAS will conduct GPA/grade review for the Spring 2017 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Spring 2017 semester.
- GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Spring 2017.