Graduate School Administrator Calendar
2015-2016 Academic Year

This calendar is intended for administrators in the Graduate School of Arts and Sciences.

SEPTEMBER

September 1:
- Application deadline for September graduation
- GSAS New Student Orientation, 9:00 a.m. - 12:40 p.m., ICC Auditorium
- GSAS will send an electronic copy of the 2015-2016 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. Additionally, the Office of Billing and Payment services will begin charging the monthly late payment fee ($100) on this date. **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 11:
- 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 11, 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).

September 14-18:
- The Graduate School will send a list of students who are not registered for the Fall 2015 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 2015 admits who have unfulfilled admissions conditions. Students will be asked to submit credentials to the Graduate School as soon as possible.
**OCTOBER**

October 1:
- Application deadline for October graduation
- Students who have an exit term of Fall 2015 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 15:
- GSAS will send an email notification to all students who are expected to return from a Leave of Absence in Spring 2016. Students must respond in order to participate in pre-registration for Spring 2016.
- Deadline for students to submit extension of time requests

October 31:
- Students who graduated in Summer 2015 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 2016 pre-registration.*

**NOVEMBER**

November 2:
- Application deadline for November graduation
- Email reminder sent to students with an Incomplete or “NR” from Spring 2015 or Summer 2015 to submit any pending work to the course instructor immediately.

November 3-5:
- Continuing students who are registered for section 1 of thesis research for Fall 2015 will be automatically registered for section 1 of thesis research for the Spring 2016 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 2-14:
- Pre-Registration for Spring 2016 semester

November 17:
- Last day to withdraw from a course
**DECEMBER**

December 1:
- Application deadline for December graduation

December 9:
- 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 2015 terms. **Incompletes or NRs not satisfied by this date will be converted to grade of “F.”**

December 14:
- 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 2016 term.

December 14-22:
- Final Exams

December 21:
- 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 2015 semester due to the Registrar’s Office

January 5:
- GSAS will conduct GPA/grade review for the Fall 2015 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Fall 2015 semester.
- GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Fall 2015.

January 6:
- GSAS will send information about the 2016 Commencement exercises to all students and programs administrators.

January 13:
- Classes begin. Students will attend their Monday classes.

January 22:
- 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 22, 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.

January 25-29:
- The Graduate School will send a list of students who are not registered for the Spring 2016 semester to each program. GSAS will withdraw these students from the university for failure to register.

January 29:
- Final reminder to apply for May 2016 graduation sent to students
- GSAS will send an email notification to all Spring 2016 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 2016 graduates who wish to receive their diplomas at the May 2016 Commencement ceremony must apply to graduate by this date.

February 2:
- Any student without a graduation application for the Spring 2016 semester who has an exit term of May 2016, 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 2016. Students must respond in order to participate in pre-registration for Fall 2016.

February 12:
- GSAS will send a list of student information for the 2016 Commencement Book to each program. Please note any students who are missing and notify us immediately. The Graduate School will also send the Spring 2016 Commencement calendar to all students and programs on this date.
- Deadline for students to apply for an extension of time

February 29:
- Students who graduated in Fall 2015 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 2016 pre-registration.

**MARCH**

March 1:
- Application deadline for March graduation

March 23-27:
- Continuing students who are registered for section 1 of thesis research for Spring 2016 will be automatically registered for section 1 of thesis research for the Fall 2016 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 2015 to submit any pending work to the course instructor immediately.

**APRIL**

April 1:
- Application deadline for April graduation

April 7-17:
- Continuing students pre-register for Fall 2016

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

April 22:
- Recommended final day for students submit theses/dissertations for Graduate School review

April 27:
- Last day to withdraw from a class

April 27:
- Last day of classes. It is also the last day for a grade to be submitted for any incomplete work from the Fall 2015 term. **Incompletes or NRs not satisfied by this date will be converted to grade of “F.”**

**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.
May 2:
- Last day of classes. It is also the last day for a grade to be submitted for any incomplete work from the Fall 2015 term. **Incompletes or NRs not satisfied by this date will be converted to grade of “F.”**

May 13:
- 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 16:
- Grades for graduating students are due to the Registrar’s Office by 10:00 a.m.

May 17:
- Diplomas distributed to diploma ceremony coordinators.

May 18:
- Commencement rehearsal for all staff volunteers on Healy Lawn.

May 20:
- Graduate School Commencement Ceremony!

May 23:
- Spring 2016 grades for ALL students due to the Registrar’s Office.
- GSAS opens graduation applications for Summer 2016 term.

May 23-27:
- GSAS will conduct GPA/grade review for the Spring 2016 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Spring 2016 semester.
- GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Spring 2016.