Graduate School Administrator Calendar
2014-2015 Academic Year

This calendar is intended for administrators in the Graduate School of Arts and Sciences. Please note that this information is subject to change. An updated version of the calendar will be available on the Graduate School website at http://grad.georgetown.edu/academics/administrative-tools/

AUGUST

August 1:
- Application deadline for August graduation
- All graduate students have access to live registration through the end of the Add/Drop period (Friday, September 5).

August 4:
- GSAS opens graduation applications for the Fall 2014 term.

August 15:
- Programs must submit batch registration requests to the Registrar’s office by this date.

August 18:
- The Office of Student Financial Services will disburse financial aid to students who have completed all of the required documentation and are properly registered for classes.

August 22:
- Deadline for Fall 2014 tuition payments

August 26:
- GSAS New Student Orientation, 9:00 a.m. - 12:00 p.m., ICC Auditorium
- GSAS will send an electronic copy of the 2014-2015 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.

August 27:
- Classes begin. Students will attend their Monday classes.
SEPTEMBER

September 2:
- Application deadline for September graduation

September 5:
- 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 5, 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 8-12:
- The Graduate School will send a list of students who are not registered for the Fall 2014 semester to each program. GSAS will withdraw these students from the university for failure to register.

September 10:
- Language Scholarships will be posted by this date

September 30:
- GSAS will send an email notification to all Fall 2014 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 2014 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 2015. Students must respond in order to participate in pre-registration for Spring 2015.
- Deadline for students to submit extension of time requests
October 31:
- Students who graduated in Summer 2014 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 2015 pre-registration.

NOVEMBER

November 3:
- Application deadline for November graduation
- Email reminder sent to students with an Incomplete or “NR” from Spring 2014 or Summer 2014 to submit any pending work to the course instructor immediately.

November 4-5:
- Continuing students who are registered for section 1 of thesis research for Fall 2014 will be automatically registered for section 1 of thesis research for the Spring 2015 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 3-15:
- Pre-Registration for Spring 2015 semester

November 18:
- Last day to withdraw from a course

DECEMBER

December 1:
- Application deadline for December graduation

December 5:
- 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 2014 terms. **Incompletes or NRs not satisfied by this date will be converted to grade of “F.”**

December 6:
- Add/Drop opens for the Spring 2015 semester and will remain open until the end of the Add/Drop period on January 16.
- Spring 2015 admits will participate only in Add/Drop. They will not be permitted to pre-register with continuing students.
December 16:
- 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 2015 term.

December 10-18:
- Final Exams

December 23:
- Theses/Dissertations must be approved by close of business by the Graduate School for students to graduate in December.

**JANUARY**

January 2:
- Application deadline for January graduation
- Grades for the Fall 2014 semester due to the Registrar’s Office
- Deadline for Spring 2015 tuition payments

January 5:
- 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.*
- GSAS will conduct GPA/grade review for the Fall 2014 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Fall 2014 semester.
- GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Fall 2014.

January 6:
- GSAS will send information about the 2015 Commencement exercises to all students and programs administrators.

January 7:
- Classes begin. Students will attend their Monday classes.

January 16:
- 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 16, programs must notify Graduate
Student Services (gradstudentservices@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 20-22:
- The Graduate School will send a list of students who are not registered for the Fall 2014 semester to each program. GSAS will withdraw these students from the university for failure to register.

January 30:
- Final reminder to apply for May 2015 graduation sent to students
- GSAS will send an email notification to all Spring 2015 admits who have unfulfilled admissions conditions. Students will be asked to submit credentials to the Graduate School as soon as possible.

**FEBRUARY**

February 2:
- Application deadline for February graduation
- **Spring 2015 graduates who wish to receive their diplomas at the May 2015 Commencement ceremony must apply to graduate by this date.**

February 3:
- Any student without a graduation application for the Spring 2015 semester who has an exit term of May 2015, 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 2015. Students must respond in order to participate in pre-registration for Fall 2015.

February 13:
- GSAS will send a list of student information for the 2015 Commencement Book to each program. Please note any students who are missing and notify us immediately. The Graduate School will also send the Spring 2015 Commencement calendar to all students and programs on this date.
- Deadline for students to apply for an extension of time

February 27:
- Students who graduated in Fall 2014 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 2015 pre-registration.*

**MARCH**

March 2:
- Application deadline for March graduation

March 23-27:
- Continuing students who are registered for section 1 of thesis research for Spring 2015 will be automatically registered for section 1 of thesis research for the Fall 2015 semester. *Note: Section 5 registration will be completed once budgets are submitted to Simmer Grewal and Alex de Campos Salles in the Graduate School*
- Email reminder sent to students with an Incomplete or “NR” from Fall 2014 to submit any pending work to the course instructor immediately.

March 30-April 11:
- Pre-Registration for Fall 2015 semester

**APRIL**

April 1:
- Application deadline for April graduation

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

April 23:
- Last day to withdraw from a class

April 24:
- Recommended final day for students submit theses/dissertations for Graduate School review

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 2014 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.
- Final exams begin

May 8:
- 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 11:
- Grades for graduating students are due to the Registrar’s Office by 10:00 a.m.

May 12:
- Diplomas distributed to diploma ceremony coordinators.

May 13:
- Commencement rehearsal for all staff volunteers on Healy Lawn.

May 15:
- Graduate School Commencement Ceremony!

May 18:
- Spring 2015 grades for ALL students due to the Registrar’s Office.
- GSAS opens graduation applications for Summer 2015 term.

May 19-22:
- GSAS will conduct GPA/grade review for the Fall 2014 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Spring 2015 semester.
- GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Spring 2015.
**JUNE**

June 2:
- GSAS sends the Normative Credit and Program Information Worksheet to all graduate programs for completion/update.

June 13:
- Spring 2015 diplomas that were not picked up at Commencement are mailed to students at the address listed in their graduation application.

**JULY**

July 1:
- Application deadline for July graduation