Graduate School Administrator Calendar
2017-2018 Academic Year

**AUGUST**

August 29:
- GSAS New Student Orientation, 9:00 a.m. – 1:00 p.m., Lohrfink Auditorium
- GSAS will send an electronic copy of the 2017-2018 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 30:
- Classes begin. Students will attend their Monday classes.

**SEPTEMBER**

September 1:
- Application deadline for September graduation

September 8:
- 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 8, 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 11-15:
- The Graduate School will send a list of students who are not registered for the Fall 2017 semester to each program. GSAS will withdraw these students from the university for failure to register.

September 29:
- GSAS will send an email notification to all Fall 2017 admits who have unfulfilled admissions conditions. Students will be asked to submit credentials to the Graduate School as soon as possible.
OCTOBER

October 2:
- Application deadline for October graduation
- Students who have an exit term of Fall 2017 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 9:
- Email reminder sent to students with an Incomplete or “NR” from Spring 2017 or Summer 2017 to submit any pending work to the course instructor immediately.

October 23:
- GSAS will send an email notification to all students who are expected to return from a Leave of Absence in Spring 2018. Students must respond in order to participate in registration for Spring 2018.
- Deadline for students to submit extension of time requests

October 31:
- Students who graduated in Summer 2017 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 2018 registration.

NOVEMBER

November 1:
- Application deadline for November graduation

November 7:
- Email reminder sent to students with an Incomplete or “NR” from Spring 2017 or Summer 2017 to submit any pending work to the course instructor immediately.

November 21:
- Last day for graduate students to withdraw from a class without academic penalty.

TBD:
- Continuing students who are registered for section 1 of thesis research for Fall 2017 will be automatically registered for section 1 of thesis research for the Spring 2018 semester. Note: Section 5 registration will be completed once budgets are submitted to Simmer Grewal and Alex de Campos Salles in the Graduate School.
• Registration for the Spring 2018 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 2017 terms. **Incompletes or NRs not satisfied by this date will be converted to grades of “F.”**

December 11:
• Students who plan to graduate in December must submit their theses/dissertations/docoral projects to the Graduate School by this date. Manuscripts uploaded to the ProQuest site after this date cannot be guaranteed to be reviewed and accepted in time for December graduation.
• GSAS opens graduation applications for Spring 2018 term.

December 12-20:
• Final Exams

December 20:
• Students who plan to graduate in December must submit their theses/dissertations to the Graduate School by this date. Manuscripts uploaded to the ProQuest site after this date cannot be guaranteed to be reviewed and accepted in time for December graduation.

JANUARY
January 3:
• Grades for the Fall 2017 semester due to the Registrar’s Office

January 5:
• GSAS will conduct GPA/grade review for the Fall 2017 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Fall 2017 semester.
• GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Fall 2017.

January 8:
• GSAS will send information about the 2018 Commencement exercises to all students and programs administrators.

January 10:
• Classes begin. Students will attend their Monday classes.
January 19:
- 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 19, 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 22-26:
- The Graduate School will send a list of students who are not registered for the Spring 2018 semester to each program. GSAS will withdraw these students from the university for failure to register.

January 29:
- Final reminder to apply for May 2018 graduation sent to students
- GSAS will send an email notification to all Spring 2018 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 2018 graduates who wish to receive their diplomas at the May 2018 Commencement ceremony must apply to graduate by this date.**

February 5:
- GSAS will send an email notification to all students who are expected to return from a Leave of Absence in Fall 2018. Students must respond in order to participate in registration for Fall 2018.

February 12:
- GSAS will send a list of student information for the 2018 Commencement Book to each program. Please note any students who are missing and notify us immediately. The Graduate School will also send the Spring 2018 Commencement calendar to all students and programs on this date.

February 28:
- Students who graduated in Fall 2017 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 2018 registration.

Email reminder sent to students with an Incomplete or “NR” from Fall 2017 to submit any pending work to the course instructor immediately.

MARCH

March 1:
- Application deadline for March graduation

March 15:
- Any student without a graduation application for the Spring 2018 semester who has an exit term of May 2018, will be emailed directly and told to either apply to graduate or file an extension of time request immediately.

March 21:
- Deadline for students who will be out of time to degree at the end of the semester to submit extension of time requests.

March 31:
- Email reminder sent to students with an Incomplete or “NR” from Fall 2017 to submit any pending work to the course instructor immediately.

TBD
- Continuing students who are registered for section 1 of thesis research for Spring 2018 will be automatically registered for section 1 of thesis research for the Fall 2018 semester. Note: Section 5 registration will be completed once budgets are submitted to Simmer Grewal and Alex de Campos Salles in the Graduate School.
- Continuing students register for Fall 2018

APRIL

April 3:
- Application deadline for April graduation

April 18:
- GSAS will send detailed Commencement instructions and details to students and programs.

April 20:
- Final day for students submit theses/dissertations for Graduate School review

April 23:
- Students who plan to graduate in May must submit their theses/dissertations/doctoral projects to the Graduate School by this date. Manuscripts uploaded to the ProQuest site
after this date cannot be guaranteed to be reviewed and accepted in time for May graduation.

April 26:

- Last day to withdraw from a class

April 30

- Last day of classes. It is also the last day for a grade to be submitted for any incomplete work from the Fall 2017 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 11:

- 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 14:

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

May 16:

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

May 18:

- Graduate School Commencement Ceremony!

May 21:

- Spring 2018 grades for ALL students due to the Registrar’s Office.
- GSAS opens graduation applications for Summer 2018 term.

May 21-25:

- GSAS will conduct GPA/grade review for the Spring 2018 term. Additionally, GSAS will send email warnings to students who received an “F” or have a cumulative GPA below 3.00 for the Spring 2018 semester.
GSAS will send each program a report containing information about Incompletes, blank grades, and GPAs from Spring 2018.