

Mount Holyoke College

Office of the Registrar

END-OF-YEAR TIMETABLE FOR SPRING 2009

Date	Event
Weds May 6	Last day of classes
Fri May 8	Graduate Students' theses, in final form, due to the Graduate Committee.
Sat May 9 – Thu May 14 noon	Examination period.
Mon May 11 @ 10pm	Seniors, International Certificate and Post Baccalaureate candidates must complete all final examinations or papers. The last exam session for these students starts at 7pm on this date.
Wed May 13 @ 4pm	All Senior, International Certificate and Post-Baccalaureate grades due. <u>This deadline MUST be met without extension or delay.</u>
Thu May 14 noon	Deadline for students seeking an Incomplete grade or any work extension to submit their requests to their academic dean, the director of Health Services, or the director of the Counseling Service. If approved, the student will then be directed to her instructor to seek final approval of the extension and its specific requirements.
Fri May 15 @ noon	Department Chairs send to <u>Academic Administrative Board c/o the Registrar</u> : <ul style="list-style-type: none"> a) a letter listing all honors candidates recommended for any level of thesis-dependent honors: Honor, High Honor, or <i>summa cum laude</i>. b) for each <i>summa cum laude</i> recommendation, both a copy of the student's thesis and a letter from the student's committee, detailing their recommendation. Note: Detailed instructions for the content and format of these materials are circulated to Chairs in late April by the Dean of Studies.
Tue May 19	Meeting of the Academic Administrative Board to consider departmental recommendations for honors
Tue May 19 (following AAB meeting, tentative)	Meeting of the Committee on Graduate Work
Sun May 24 10:30am	Commencement
Tue May 26 @ 11:59pm	<u>Grades due for all non-seniors/graduates. On-line grading through ISIS will end at this point.</u>
Fri June 12 (tentative)	The Academic Administrative Board conducts the end-of-semester academic review of all students' academic standing.
By June 30	Each Department Chair ensures that one hard and one electronic copy of each accepted honors paper is submitted to the Library for cataloging. Details are available at http://www.mtholyoke.edu/archives/7745.shtml