

## Memorandum

To: All Graduate Students & Graduate Advisers

From: Betsy L. Paul, Associate Registrar

Re: Final Semester Registration Policies

A graduate student who has completed all degree requirements, and for whom certification for the degree has been sent to the Graduate Board or the Whiting School Graduate Committee before the first day of classes **does not need to register for that semester**. In all other cases, registration according to the usual procedures, including payment of applicable tuition and fees is mandatory. In particular, non-registration in the expectation of completing degree requirements during a semester is not permitted.

Completion of requirements includes the submission of all materials, including departmental certification for completion of requirements, dissertation readers' letter of acceptance, and submission of the completed dissertation to the library.

A student who completes all requirements for a Ph.D. or final masters degree by the deadline of approximately the eighth week of classes during the Fall semester and receives certification of a degree from the Whiting School Graduate Committee or the Graduate Board at the Fall meeting, is entitled to a refund of any tuition or non-resident fee paid for the Fall semester. Tuition paid from departmental or research grants will also be refunded. **There is no corresponding "grace period" during the Spring semester.**

Any questions can be addressed to Susan Kirwan, Graduate Records Coordinator, at ext 6-7140

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The above information refers to any academic year. The following information is for the 2009-2010 academic year only.

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July 10	Completion of Final Graduate Board Oral Exams for Summer (Arts & Sciences)
July 24	All materials must be submitted to Graduate Board and Dissertations submitted to the Commercial Binding Office by 4:00 p.m.
August 28	End of summer 2009 Completers (Engineering)
September 2	First day of classes
October 16	Completion of Final Graduate Board Oral Exams for Fall (Arts & Sciences)
October 30	All materials must be submitted to Graduate Board and Dissertations submitted to the Commercial Binding Office by 4:00 p.m.
December 30	Deadline to complete degree work for end of Fall Whiting Graduate Committee meeting
January 25	First day of classes
March 26	Completion of Final Graduate Board Oral Exams for Spring (Arts & Sciences)
April 9	All dissertations, essays, readers' letters, and certifications must be in the Library or Graduate Board Office no later than 4:00 p.m. (Arts & Sciences)
May 14	Spring 2010 completers (Engineering)

H:betsy/grad dept/july