

Suggested Timeline of Tasks and Deadlines

This list contains several tasks and deadlines for Graduate Program Directors roughly grouped by month. Since many of these dates change, specific deadlines are not given.

AUGUST

Tasks

- If you are new in your position, or want a refresher, take part in [Slate](#) and [Argos](#) training.
- Ensure that all active students are registered for the fall term, including students returning from leaves of absence (use Argos report).
- Encourage students to review their residency determination through RDS.
- Encourage students to verify all registered hours are correct, including the appropriate number of hours of variable credit, before the close of Drop/Add.
- Review materials for your new student orientation and ready them for distribution. (Including handbook)
- Review admission committee membership. Determine if Slate training is needed for these individuals.
- Review and update department/program Slate communication.
- Review your program curriculum and familiarize yourself with unit curriculum change deadlines. The university curriculum deadline is October 31st.
- Welcome and orient incoming students. Ensure that they know where to find information about policies, requirements, and resources by distributing your program handbook. Encourage them to attend the Graduate School's New Student Reception.
- Subscribe to the academic calendar.
- Ensure candidates for December graduation have applied to graduate in UNCGenie by the end of the first week of classes.

Important Dates and Deadlines

- Academic Calendar – <https://reg.uncg.edu/calendars/>
- First Monday of the Semester – Mandatory Graduate Assistant training.
- Opening of Semester – Deadline for credentialing Graduate Teaching Associates.
- First week of classes – December Graduation Applications due.
- Census Date is the 10th day of class. There are no exceptions made for registration after this day. Enrollment numbers are reported to the UNC System Office on this day.

SEPTEMBER

Tasks

- Attend the Fall Graduate Program Director reception to kick off another successful year of graduate education.
- Determine which eligible students did not register for classes (Argos) and work with the Graduate School to devise a retention plan.
- Curriculum changes may be due to your department curriculum committee and/or unit committee.
- Attend the Graduate School's monthly meeting for GPDs, Department Admins, Associate Deans. Typically takes place on the second Wednesday from 3:30pm–5:00pm.
- Remind thesis and dissertation students of defense and submission deadlines.
- Review nomination procedures for faculty and student awards administered by the Graduate School.
 - Distinguished Dissertation/Thesis Awards
 - Outstanding Use of Technology Award
 - Distinguished Graduate Mentor Award
 - Outstanding Graduate Student Instructor Awards
- Familiarize yourself with procedures and deadlines for nominating students for fellowships, grants, and scholarships, including those administered by the Graduate School. Deadlines occur from early spring semester through the end of February.

Important Dates and Deadlines

- Mid September – 3MT Registration Opens.

OCTOBER

Tasks

- Begin advising for continuing students
- Attend the Graduate School's monthly meeting for GPDs, Department Admins, Associate Deans. Typically takes place on the second Wednesday from 3:30pm–5:00pm.
- Discuss with program colleagues and the admissions committee the planned enrollment goals, capacity, and recruitment initiatives.
- If relevant for your program, begin review of applications for spring term admissions.
- Communicate with the Graduate School on who to invite to the Graduate Planning Session (GPS) recruitment event

Important Dates and Deadlines

- Registration opens for continuing students
- Early October – Registration for 3MT closes.
- Early October – Deadline for dropping a course without academic penalty.

- Mid-October – Deadline for Final Oral Defense of the Dissertation. Reminder: Students must submit the schedule form, indicating the date/time/place two weeks in advance of the exam.
- October 31st – Final Deadline for GCC curricular actions for catalog changes effective for the next academic year.
- Late October – 3MT Preliminary Rounds.

NOVEMBER AND DECEMBER

Tasks

- Submit recommended admissions decisions for spring term applicants in Slate.
- Review degree audits and address outstanding items prior to Thanksgiving break for the December graduating class.
- Attend the graduate faculty meeting.
- Continue reviewing applications for summer and fall admissions.
- Discuss plans with faculty for funding students in the next academic year.
- Review students' progress to degree
- Review guidelines about the Graduate School Fellowships and Scholarships Program.

Important Dates and Deadlines

- Early November – Deadline for filing dissertation and signed title and approval pages for December graduation.
- Mid-November – 3MT Finals
- November 15th – AMP application deadline for Spring.
- Graduate Planning Session (GPS) event
- Mid-November – Deadline for filing preliminary thesis for December graduation.
- Reading Day – Last date for complete clearance of December graduates. Final submissions of theses (along with signed pages) and dissertations are due. Degree audits due to Graduate School.

JANUARY

Tasks

- Continue to review applications for summer and fall term admissions.
- Receive notice from the Graduate School about the allocation your program will receive for tuition support awards and summer research assistantships.
- Begin discussions on program revisions, course revisions, new courses, etc. for the next academic year and submit through CIM when complete.
- Ensure that all active students are registered for the spring term, including students returning from leaves of absence (use Argos report).
- Encourage students to review their residency determination through RDS.
- Encourage students to verify all registered hours are correct, including the appropriate number of hours of variable credit, before the close of Drop/Add.

Important Dates and Deadlines

- First day of the semester – Deadline for credentialing Graduate Teaching Associates.
- First week of classes – May Graduation Applications due.
- Late January – First round nominations due for the Graduate School Alumni/Excellence/Hayes Fellowships.
- Late January – Graduate Research and Creativity Expo Registration Opens.
- Census Date is the 10th day of class. There are no exceptions made for registration after this day. Enrollment numbers are reported to the UNC System Office on this day.

FEBRUARY

Tasks

- Attend the Graduate School's monthly meeting for GPDs, Department Admins, Associate Deans. Typically takes place on the second Wednesday from 3:30pm–5:00pm.
- Determine which eligible students did not register for classes (Argos) and work with the Graduate School to devise a retention plan.
- Continue/Complete review of fall and summer term admission applications and push recommendations through Slate to your Graduate School Admissions Specialist.

Important Dates and Deadlines

- Mid-February – Deadline for Graduate School fellowship
- Late February – Graduate Research and Creativity Expo Registration Closes.

MARCH

Tasks

- Begin advising continuing students
- Attend the Graduate School's monthly meeting for GPDs, Department Admins, Associate Deans. Typically takes place on the second Wednesday from 3:30pm–5:00pm.
- Continue to make admissions recommendations through Slate.
- Organize events for admitted students to visit campus.

- Receive the form to submit changes and updates for Slate with any changes to application requirements, deadlines, or materials for the next calendar year application season.

Important Dates and Deadlines

- Early March – Deadline for dropping a course without academic penalty.
- Registration opens for continuing students
- Mid-March – Deadline for Final Oral Defense of the Dissertation. Reminder: Students must submit the schedule form, indicating the date/time/place two weeks in advance of the exam.
- Late March – Deadline for filing dissertation and signed title and approval pages for May graduation.

APRIL

Tasks

- Begin advising new students
- Review degree audits and address outstanding items prior to April 30th for the May graduating class.
- Ensure candidates for August graduation have applied to graduate in UNCGenie by mid May

Important Dates and Deadlines

- Graduate Student Appreciation Week is the first week of April
- Registration opens for new students
- April 15 – AMP application deadline for Summer
- Early April – Graduate Expo
- Early April – Deadline for filing preliminary thesis
- April 15 – Final confirmation of all financial offers; applicants must respond with decisions about financial offers by this date.
- Late April – Last date for complete clearance of May graduates. Final submissions of theses (along with signed pages) and dissertations are due by reading day.
- Degree audits due to the Graduate School.

MAY

Tasks

- Faculty complete an annual review of each student's progress and provide written feedback to students. Send a copy of troublesome reviews to the graduate school for placement in the student's academic record.
- Review your admissions season to see what worked well and what might be improved. How many financial offers did you make and how many were accepted.
- If you are stepping down as program director, prepare a detailed timeline and other materials for your successor.
- Form committees for the upcoming year—admissions, fellowship review, GA hiring, etc.
- Notify the Graduate School of any changes in faculty and staff for the administration for your program so that contact lists are up-to-date.
- Review students' progress to degree

Important Dates and Deadlines

- Early May – Commencement and Doctoral Hooding Ceremony
- First week of summer classes – August graduation applications due.
- May 31 – Deadline for providing the Graduate School admissions team with any changes to application requirements, deadlines, or materials for the next calendar year application season.

JUNE AND JULY

Tasks

- Confirm dates of the Graduate School New Student Welcome and your program's new student orientation and invite incoming students to attend.
- Plan recruiting events for the upcoming academic year.
- Update your program's student handbook for distribution in fall.
- Review degree audits and address outstanding items prior to July 31st for the August graduating class.

Important Dates and Deadlines

- June 1 – Deadline for filing all hiring forms associated with Graduate Assistantships. Departments must consult with the Graduate School for tuition/fellowship offers tendered after June 1.
- Mid-June – Deadline for Final Oral Defense of the Dissertation. Reminder: Students must submit the schedule form, indicating the date/time/place two weeks in advance of the exam.
- Late June – Deadline for filing dissertation and signed title and approval pages for August graduation.
- Late June - Deadline for filing preliminary thesis
- July 1 - AMP application deadline for Fall.
- Late July - Last date for complete clearance of August graduates. Final submissions of theses (along with signed pages) and dissertations are due. Degree audits due to the Graduate School.