

FOUR TERM DATES and DEADLINES CALENDAR

The dates and deadlines below are subject to change. The "Official School Calendar" maintained by Georgia Institute of Technology takes precedence over any dates indicated here. (Last Update: (5/1/09)

Activity	Fall 2009	Spring 2010	Summer 2010	Fall 2010
Submit a new graduation petition to the ECE Graduate Affairs Office ²	June 1	October 1	March 1	June 1
Request an Out-of-State Tuition Waiver	June 19	October 16	March 5	October 22
Inactive Students submit "Application for Readmission" no later than	July 1	December 1	April 1	July 1
Apply for cross registration	July 12	November 16	April 22	July 12
Registration (for new students) and drop/add period for all students	August 12 - 21	January 6 - 15	May 13 - 21	August 18 – 27
ECE New Student Advisement	August 12, 13	January 7	May 12	August 18, 19
Last day for continuing students to tuition and fees (by 4:00 p.m.)	August 14	January 8	May 14	August 20
First day of classes	August 17	January 11	May 17	August 23
Last day to submit a reactivation petition to ECE Graduate Affairs Office ²	August 20	January 14	May 20	August 26
Last day to submit GRA hire request via ECE website ⁵	August 20	January 14	May 20	August 26
Last day to appoint GRA/GTA's for the term ⁵	August 21	January 15	May 21	August 27
Last day to add a class (registration closes at 4:00 p.m.)	August 21	January 15	May 21	August 27
Last day to drop a class without receiving "W" grade	August 21	January 15	May 15	August 27
Last day for all students to pay fees (by 4:00 p.m.) - continuing students will be assessed a late fee	August 21	January 15	May 21	August 27
Last day to drop a class with a "W" grade ¹	October 16	March 5	June 21	October 22
New students must submit coursework plans ⁶	October 16	March 5	June 21	October 22
Last day to withdraw completely from school with "W" grades ¹	October 25	March 19	June 25	TBA
Registration deadline for ECE PhD Prelim Exam	September 15	February 1	N/A	September 15
PhD Prelim Exam Date	October 5	March 6	N/A	October 9
Hold public defense of MS thesis / PhD dissertation no later than	November 13	April 2	July 2	TBA
Submit Thesis/Dissertation to Graduate Studies ⁴ no later than 12:00 p.m. (noon) on ³	November 16	April 5	July 5	TBA
Next term registration for continuing students – only new graduate students entering in summer term can register for fall classes during the summer registration period	October 28 – November 10	Summer: Mar. 25 – April 5 Fall: April 8 - 21	N/A*	November 3 - 16
Last day of classes	December 4	April 30	July 30	December 10
Final Exams	December 7 - 11	April 27 – May 1	August 2- 6	December 13 – 17
Graduation (subject to change)	December 11-12	May 8	August 7	December 18

ADDITIONAL CALENDAR INFORMATION

Blue Text = Georgia Institute of Technology dates, **Purple Box** = ECE dates, **Red Text** = Graduate Studies – VPR office dates

PhD STUDENTS are expected to have at least 12 to 24 months between the proposal oral exam and the final dissertation defense. There must be a **minimum of six months between the proposal oral exam and the final dissertation defense.**

Visit www.ece.gatech.edu/academics/internal/graduate/forms/proposal_guidelines.pdf for more detailed information

MS THESIS OPTION STUDENTS must have **a minimum of three months** between submission of the signed MS Thesis Topic Approval form to the ECE Graduate Affairs Office (following the research review) and submission of the MS thesis to the reading committee for final approval and submission of all required materials to the GT Graduate Studies Office).

Visit www.ece.gatech.edu/academics/internal/graduate/forms/MS_Thesis_Guidelines.pdf for more detailed MS research review.

NOTES

1. Withdrawal (drop) from classes and/or from school is done electronically. Procedures for these processes are emailed to enrolled students. The procedures are also available on the ECE website in the ECE Graduate Student Handbook. Students are responsible for meeting ECE's deadlines for processing withdrawal requests. Requests that are submitted after the deadline may not be processed.
2. Materials for students petitioning for the MS or PhD through the School of Electrical and Computer Engineering are available in downloadable format through the "Academics" area of the ECE website. ECE's petition submission deadlines are earlier than those set by Georgia Institute of Technology. Incomplete petitions will not be accepted for processing. Petitions submitted after ECE's deadlines will be processed at the discretion of the ECE Graduate Affairs Office.
3. The defense date listed is a recommendation designated to enable the student to meet deadlines set by the GT Graduate Studies – VPR office. The Graduate Studies – VPR office **requires** a minimum of two weeks (10 working days) notification of PhD dissertation defense dates. The memos needed for scheduling the defense are available in the "Graduate Forms & Files" area of the "Academics" section of the ECE website.
4. Thesis/Dissertation submission deadlines are firm; no extensions are available. Students submitting MS theses or PhD dissertations must obtain related forms from the Graduate Studies – VPR office. See <http://www.grad.gatech.edu/thesis> for forms, more information on thesis submission, and Graduate Studies – VPR office deadlines.
5. The deadline for appointing GRA/GTA's is a firm one. Offers must be made and accepted before the deadline. For this reason, hire forms must be received in the ECE Graduate Affairs Office at least one business day in advance of the Institute's hiring deadline. Subject to approval by the ECE Associate Chair for Graduate Affairs and the Dean of the College of Engineering, students whose employment begins after the Institute's hiring deadline may be employed as hourly Graduate Assistants. This position is not eligible for the tuition waiver.
6. A coursework plan must be filed by all new ECE students during their first term at Tech. The Coursework Planning Form should show all classes the student intends to use toward the degree and meet degree requirements outlined in the ECE Graduate Student Handbook. Students making major revisions to the approved coursework plan (for example, change in minor field or technical interest areas) should file revised programs of study. The coursework plan is filed via ECE's secure website: <https://secure2.ece.gatech.edu/PHP/gradforms>.