

**SSW EXPANDED ACADEMIC CALENDAR
FOR MASTER'S (27 month) STUDENTS
Office of Academic Support Services
2009-10**

Note: Please consult instructions and descriptions online, in the SSW Weekly Bulletin during the summer months and in other official publications of the School for Social Work for details. All deadlines are 4:00 p.m. on the date listed unless otherwise noted.

September 8, 2009 – April 30, 2010	Field Internship
October 9	Learning Contract due to Field Department and FFA (all 1st- and 2nd-year students)
October 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
October 20	Community Practice Project Monthly Progress Report due to CPPA (1st-year students) Proposal for Community Practice Project due to CPPA (1st-year students)
October 23	Thesis Proposal Deadline to RA (2nd-year students)
November 6	Issue Oriented Field Report due to FFA (all 1st- and 2nd-year students)
November 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
November 20	Community Practice Project Monthly Progress Report due to CPPA (1st-year students)
November 26-27	Thanksgiving Break
December 1	Deadline for post-resident students to apply for leave of absence in Winter Term II; request to Associate Dean
December 4	Approval for Community Practice Project from CPPA (1st-year students) Anti-Racism Project Proposal due to Field Department and FFA (2nd-year students)
December 8	Payment deadline for post-resident students not going on leave of absence in Winter Term II
December 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
December 20	Community Practice Project Monthly Progress Report due to CPPA (1st-year students)
Mid-December	Financial Aid packets are mailed to all current students. If you do not receive one by January 10 th , please contact the Financial Aid Office.
December 21 – January 1, 2010	Winter Vacation
January 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)

January 15	Agency Assessment Report due to FFA (1st-year students)
January 18	Martin Luther King, Jr. Day (observed at Smith and agencies)
January 20	Community Practice Project Monthly Progress Report due to CPPA (1st-year students)
January 22	Thesis Chapter Deadline to RA (2nd-year students; at least one substantive [not introductory] chapter)
February 1 – March 20	Financial Aid award decisions sent out; signed and completed paperwork due back to Financial Aid Office within 15 days of receipt of Financial Aid award notification (all 1st- and 2nd-year students)
February 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
February 20	Community Practice Project Monthly Progress Report due to CPPA (1st-year students)
February 26	Major Case Study due to Field Department and FFA (all 1st- and 2nd-year students)
Mid-February	Elective schedule available online
March 1	Deadline for students on leave of absence to write to Associate Dean for reinstatement
March 7-10	BannerWeb registration for 3rd-summer Master's students, beginning March 7 at 3:00 p.m. Eastern time
March 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
March 20	Financial aid deadline for all materials to be received at the School Community Practice Project Monthly Progress Report due to CPPA (1st-year students)
March 28-31	BannerWeb registration for 2nd-summer Master's students (electives), beginning March 28 at 3:00 p.m. Eastern time
April 1	Deadline to appeal Financial Aid award decisions (1st- and 2nd-year students)
April 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
April 11-14	BannerWeb registration for 3rd-summer Master's students to add electives, beginning April 11 at 3:00 p.m. Eastern time
April 20	Abstract and Final Report on Community Practice Project due to CPPA (1st-year students) and abstract only to Field Department

April 30	Last Day of Field Internship Anti-racism project report due to Field Department and FFA (2nd-year students) Student evaluation of the field agency due to Field Department and FFA (all 1st- and 2nd-year students) Group Placement Description Form due to Field Department (2 copies; all 1st- and 2nd-year students) Evaluation of Faculty Field Advisor due to Field Department (2 copies; all 1st- and 2nd-year students) Evaluation of Community Practice Project Advisor due to Field Department (2 copies; 1st-year students)
May 10	Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)
May 14	Interim Thesis Deadline – bulk of thesis submitted to RA (2nd-year students)
May 21	Deadline for receipt of all required materials by Field Department and Financial Aid Office to be cleared for Sunday Check-In (all 2nd- and 3rd- summer students)
May 26	Date by which all 2nd- and 3rd- year returning students will be notified by the Field Department and the Financial Aid Office if they are cleared or not cleared to check in on Sunday, June 6.
June 3	Dormitories Open (1:00 p.m.) - Buffet lunch at noon for students who will be living on campus
June 4	Central Check-In for all entering and non-cleared 2nd- and 3rd-summer students Orientation for entering students
June 5	Student Community Day (planned by current students for entering students)
June 6	Orientation to Professional Social Work (1st-year students) Opening Convocation and all-campus barbecue (all students) Central Check-In for cleared returning students (2nd- and 3rd-summer students)
June 7 – July 9	Term 1 classes
June 7	Late Check-In (8:00-10:00 a.m.; \$125 fee assessed)
June 11	Term 1 Add/Drop deadline (10:30 a.m.); start of Term 2 Add/Drop period (all students)
June TBA	Anti-Racism Symposium (an evening event mandatory for all 1st-summer students and open to the entire SSW community)
June 25 (noon)	Thesis Deadline – Research Sequence Administration (3rd-summer students) Evaluation of Research Advisor due to Research Sequence Administration (3rd-summer students)
July TBA	Thesis Breakfast
July 2-9	Term 1 BannerWeb course evaluations (all students)
July 5	Independence Day observed – no classes, Smith offices closed (no make-up sessions)

July TBA	Deadline for ordering regalia (graduating students)
July 12-16	Break
July 19 – August 20	Term 2 classes
July 23	Term 2 Add/Drop deadline (10:30 a.m.) (all students)
July 23-24	Annual Conference
August 11-22	Term 2 BannerWeb course evaluations (all students)
August 16	Deadline to return request for winter address (1st- and 2nd-summer students) Regalia orders ready at bookstore (graduating students)
August 18	Deadline to return all library books and pay fines Deadline to pay outstanding bills to SSW Deadline to pay parking fines to Public Safety Commencement rehearsal and class photo for M.S.W. graduates (4:30 p.m., ITT)
August 19	President's Reception for graduates and their guests (4:00 p.m.)
August 20	Last dorm meal, breakfast Deadline to clean out mailbox and return key to Postal Center Commencement (4:00 p.m.; graduates line up 3:00 p.m.; faculty line up 3:30 p.m.) Commencement reception for ticket holders (after ceremony)
August 21	Deadline to complete all business with the Head Resident (11:00 a.m.) Check out and return housing keys (Noon) Deadline for post-resident students to apply for leave of absence in Winter Term I
August 31	Payment deadline for post-resident students not going on leave of absence in Winter Term I

FACULTY FIELD ADVISOR'S VISITING SCHEDULE

First visit occurs between mid October and late November 2009

Second visit occurs between mid-February and mid-March 2010

NOTE: STUDENTS WHO HAVE NOT COMPLETED ALL OF THEIR PAPERWORK (EXCEPT THEIR THESIS) BY APRIL 30, 2010, WILL NOT BE ALLOWED TO ENTER THE SUMMER ACADEMIC TERM.

Requests for extensions must be discussed with and approved by the Faculty Field Advisor.