Carol Hines-Cobb
Assistant Director, Academics
Helpful Tools
Graduate Council

http://www.grad.usf.edu/graduate-council.php

Meeting Schedule posted online

Committees:
- Policy/Fellowship
- Curriculum

Other approving bodies post-GC include:
- APPCC (Academic Programs and Policies Coordinating Committee)
- ACEAC (Academic and Campus Environment Advisory Council)
- ACE (Academic and Campus Environment Workgroup)
- BOT (Board of Trustees)
- BOG (Board of Governors)
Process continues to be in flux

1st step – consult OGS

Pre-Proposal, USF WorkPlan

Full Proposal

Required OIE Workshop – October 15

Approval Process: College, OGS, GC, APPCC, ACEAC, ACE, BOT, BOG. Note BOG oversight.
Program Changes

- [http://www.grad.usf.edu/curriculum-program.php](http://www.grad.usf.edu/curriculum-program.php)

  Examples (Deadlines, exams, hours, etc.)
  Complete the appropriate Form
  - Accelerated Programs, Dual Programs, etc.
  Revise Grad Catalog Copy in Word
  Approval Process: College, OGS, GC
  Change goes into effect with the next Catalog
Program Terminations

http://www.grad.usf.edu/curriculum-program.php

- Yearly review
- Complete the appropriate Form(s)
- Revise Grad Catalog Copy in Word
- Approval Process: College, OGS, GC, APPCC, ACEAC, ACE, BOT, BOG.
- Programs remain in Catalog until State removes them from SUS-USF Degree Inventory
Graduate Course Development

- [Link](http://www.grad.usf.edu/curriculum-course.php)
  Online Graduate Course Form
- Approval Form
- Revised Grad Catalog Copy in Word
- Note – Objectives and Learning Outcomes!
- Ability to Edit Course submissions in system
- Approval Process - College, OGS, GC, USF-System Concurrence, USF-SCNS, SCNS
- View status of course request online at: [http://www.grad.usf.edu/programs/grad_course_status.php](http://www.grad.usf.edu/programs/grad_course_status.php)
- Use Selected Topics Courses until approved.
Policies Changes for 2014-15

http://www.grad.usf.edu/policies.php

Key Changes for 2014-15 include:
- Transfer of Credit
- Probation
- Course Currency

Policy questions and suggestions may be emailed to cdh@usf.edu
Graduate Catalog

http://www.grad.usf.edu/catalog.php

Posted in two formats:
- Word/PDF

Online/html version
- Degree Programs Website – IS the ONLINE CATALOG http://www.grad.usf.edu/programs/search_all.php
- Policies Website http://www.grad.usf.edu/policies.php
How to Update the Catalog

- Submit a *Change of Program Request*.
- Processed through College/OGS/GC.
- Catalog copy must be acceptable to go to GC.
- Changes are implemented with the next Catalog.
- **Deadline for 2015-2016 Grad Catalog is Jan 20.**
- All submissions received by that date will be reviewed and processed over the spring semester.
Effective Date of Changes is with the next Catalog, except for issues of Accreditation and Legislative Action which may be implemented immediately.

Admission Deadlines
- Part of Admission requirements, set them carefully
- To Change them – Change of Program Request
- Policy for extending deadlines and how it works
- SACS and posting of extended deadlines

Ex: Fall Deadline: February 15, 2015-Extended to June 1

Catalog Choice
Contact Updates

https://www.grad.usf.edu/programs/contact-update.php

- How to Update Program Contacts – use form at link above
- May be updated as needed
- Is specific to the Program and Concentration Level

Contacts include:
- Grad Program Director (Faculty) – on individual program page
- Grad Program Contact (Faculty/Staff) – on degree search page
- And other contacts used for distribution lists

Note – the database does not provide for two people to serve in a single position. If you are the designated GPD or GPC, then please make sure to pass information on to the other grad faculty and staff.
Road Map

- Determine what you are trying to do
- Review the OGS website for instructions and guidance
- Follow Department/School/College review/approval procedures
- Follow OGS/GC and other required procedures
- Note deadlines for OGS and Grad Council
- Contact cdh@usf.edu in OGS with questions or for assistance
Helpful Tools Revealed...

Caffeine Crystal

Computer Microchip

Graduate Certificates

http://www.usf.edu/innovative-education/programs/graduate-certificates/

New Graduate Certificate Proposal forms
http://www.usf.edu/innovative-education/resources/graduate-certificate-proposals.aspx

Graduate Certificate Changes Forms
http://www.usf.edu/innovative-education/resources/graduate-certificate-changes.aspx

For questions and assistance, contact Kathy Barnes – Barnesk@usf.edu

Thank you!