

**GRADUATE COUNCIL
MEETING DATES
2016-2017**

Graduate Council meets the first and third Monday of Each Month, as noted below:

	Policy/Fellowship Committee	Curriculum Committee	Full Council
GS/GC Submission Deadlines	Meets 9-11 a.m. 1st Monday of the Month ALN 296	Meets 1-3 p.m. 1st Monday of the Month ALN 296	Meets 1-3 p.m. 3rd Monday of the Month ALN 296
Aug 22	Sep 5 Sep 12	Sep 5 Sep 12	September 26, 2016
Sep 19	Oct 3	Oct 3	October 17, 2016
Oct 24	Nov 7	Nov 7	November 21, 2016
Nov 21	Dec 5	Dec 5	December 19 , December 14 2016
Dec 12	Jan 2 Jan 9	Jan 2 Jan 9	January 16 January 23, 2017
Jan 20**	Feb 6	Feb 6	February 20**
Jan 20	Mar 6	Mar 6	March 20
Jan 20	Apr 3	Apr 3	April 17
Jan 20	May 1	May 1	May 15

**Moved due to Holidays*

***For spring semester the final submission deadline for curriculum proposals is January 20, 2017*

- **Graduate Certificates** must be submitted to Innovative Education one week prior to the GS/GC Deadline for review and processing. Once cleared, InEd will submit the proposal by the OGS/GC deadline for consideration.
- **Curriculum Proposals received by Graduate Studies by the GS/GC submission deadline will be reviewed for clearance to move forward for the agenda.**
 - Proposals that have all required components (including final catalog copy and required signatures) and need no revision to the Proposal will be placed on the next available agenda of the Curriculum Committee for review.
 - Proposals that are missing components (including required signatures and/or concurrence) or require revision will be held until the missing items are provided or the revisions are completed; OGS will work with faculty to address any outstanding issues. Once a proposal is ready to be moved to the Agenda, faculty contacts will be notified via email so they know to attend the meeting where it will be reviewed.
- Submission by the OGS/GC deadline does not guarantee review at the next meeting, pending clearance of the Proposal.
- All proposals **must** include updated USF Graduate Catalog copy in Word using track changes. Email cdh@usf.edu to obtain a copy of the most recent Catalog listing for revision.
- Some meetings dates have been adjusted due to holidays or other schedule conflicts (noted with strike-through).
- ****For spring semester the final submission deadline for curriculum proposals is January 20, 2016**
- Curriculum approved during the 2016-2017 academic year will be included in the 2017-2018 Graduate Catalog.

Graduate Council (GC) Website: <http://www.grad.usf.edu/graduate-council.asp>

Office of Graduate Studies (OGS) Website: www.grad.usf.edu