

**USF GRADUATE COUNCIL
MEETING DATES
2017-2018**

Graduate Council meets the first and third Monday of each month during the fall and spring semesters
– some meeting dates are adjusted for holidays, etc.

	Policy and Fellowship Committee	Curriculum Committee	Full Council
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 21	Sep 11*	Sep 11*	September 25, 2017
Sep 18	Oct 2	Oct 2	October 16, 2017
Oct 16	Nov 6	Nov 6	November 13, 2017*
Nov 13	Dec 4	Dec 4	December 11, 2017*
Dec 11	Jan 8*	Jan 8*	January 22, 2018*
Jan 22**	Feb 5	Feb 5	February 19, 2018
Jan 22	Mar 5	Mar 5	March 19, 2018
Jan 22	Apr 2	Apr 2	April 16, 2018 last meeting

*Moved due to Holidays

**Last date to submit curriculum for consideration for inclusion in the 2018-2019 Grad Catalog

Notes regarding Submission Deadlines and Curriculum Review:

- All curriculum proposals **must** include the *Curriculum Approval Form* and 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.
- Submission by the deadline does not guarantee review at the next meeting. Proposals received by the Deadline are reviewed for clearance to move forward and are placed on the next available agenda of the Curriculum Committee for review -- *if the Proposal has all required components (including catalog copy and signatures) and needs no revision for compliance with SACSCOC, State Regulation, etc.*
- Proposals will be returned to faculty for revision and resubmission if the Proposal requires revision or is missing components (e.g. signatures, concurrence, catalog, etc.) OGS will work with faculty as needed to address any outstanding issues or develop compliant solutions.
- Once faculty correct and resubmit the Proposal, OGS reviews the Proposal to ensure readiness and then moves the Proposal to the next available Agenda. Faculty contacts are via email so they know to attend the meeting where it will be reviewed.
- Submissions received by the Jan. 22 deadline will be reviewed over the February, March, and April meetings – pending clearance of the proposal.
- Irrespective of review and approval date, Proposals that are approved go into effect as of the 2018-2019 Grad Catalog.

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

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