

**USF GRADUATE COUNCIL
MEETING DATES
2018-2019**

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.

*NOTE – there is a Temporary Suspension of Curriculum Processing in place.
Graduate Council will only review proposals that meet the exception.*

	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 17	Sep 10*	Sep 10*	September 24, 2018
Sep 14	Oct 1	Oct 1	October 15, 2018
Oct 19	Nov 5	Nov 5	November 26, 2018*
Nov 9	Dec 3	Dec 3	December 10, 2018*
Dec 10	Jan 14*	Jan 14*	January 28, 2019*
Jan 18**	Feb 4	Feb 4	February 18, 2019
Jan 18	Mar 4	Mar 4	March 18, 2019
Jan 18	Apr 1	Apr 1	April 15, 2019 <i>last meeting</i>

*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* signed by the College and updated **USF Graduate Catalog** copy in Word using track changes. Email cdh@usf.edu to obtain a copy of the 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 once confirmed as ready -- *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 January 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 2019-2020 Grad Catalog.

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

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