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 one of the exceptions.

	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	September 10, 2018*	September 10, 2018*	September 24, 2018
Sep 14	October 1, 2018	October 1, 2018	October 15, 2018
Oct 19	November 5, 2018	November 5, 2018	November 26, 2018*
Nov 9	December 3, 2018	December 3, 2018	December 10, 2018*
Dec 10	January 14, 2019*	January 14, 2019*	January 28, 2019*
Jan 18**	**February 4, 2019**	**February 4, 2019**	**February 18, 2019**
Jan 18	March 4, 2019	March 4, 2019	March 18, 2019
Jan 18	April 1, 2019	April 1, 2019	April 15, 2019 ***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* 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 proposers are contacted 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: https://www.usf.edu/graduate-studies/for-faculty-and-staff/graduate-council

Office of Graduate Studies (OGS) Website: **https://www.usf.edu/graduate-studies**