

GRADUATE COUNCIL

2023-2024 TIMELINE FOR SUBMISSION AND CONSIDERATION

Receipt of Agenda Items by Graduate Dean	Distribution to Graduate Council Members	Graduate Council Meeting
8-25-2023	9-8-2023	9-21-2023
9-22-2023	10-6-2023	10-19-2023 (Virtual)
10-20-2023	11-3-2023	11-16-2023
	No December meeting scheduled	
12-8-2023 (due to break for the holidays)	1-5-2024	1-18-2024
1-19-2024	2-2-2024	2-15-2024
2-23-2024	3-8-2024	3-21-2024 (virtual)
3-22-2024	4-5-2024	4-18-2024

PROPOSAL SUBMISSION PROCEDURE

Once proposals have all the approvals required prior to submission to the Graduate Dean, they will need to be digitized (scanned to PDF files) and submitted electronically to the Graduate School. Confirm that all original signatures have been made on the forms before scanning the documents. ***Each proposal and its supporting documents should be created in its own PDF file.*** The paper documents must also be presented to the Graduate School.

Additionally, all proposals MUST be accompanied by a **Word document showing tracked changes in RED** for all the changes to the **Graduate Bulletin 2024-2025** that will be necessitated if the proposal is approved. This should include changes to be made to admission requirements, degree requirements and the course listings.

Please email your proposals to Leslie George at lgeorge@uca.edu in the Graduate School.