

GRADUATE COUNCIL

2024-2025 TIMELINE FOR SUBMISSION AND CONSIDERATION

Receipt of Agenda Items by Graduate Dean	Distribution to Graduate Council Members	Graduate Council Meeting
8-23-2024	9-6-2024	9-19-2024
9-20-2024	10-4-2024	10-17-2024 (virtual)
10-25-2024	11-8-2024	11-21-2024
	No December meeting scheduled	
12-6-2024 (due to break for the holidays)	1-3-2025	1-16-2025
1-24-2025	2-7-2025	2-20-2025
2-21-2025	3-7-2025	3-20-2025
3-21-2025	4-4-2025	4-17-2025

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 2025-2026 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.