



# VCU

## Graduate School

# University Graduate Council Meeting Schedule

The University Graduate Council (UGC) generally meets three times a semester. Two extra meetings have been scheduled in case issues arise that need attention. All meetings start at 3:15pm and are hybrid for the academic year. Meetings will be held in **TBD**.

### Deadline date

September 5, 2023  
October 3, 2023  
November 1, 2023  
November 28, 2023

February 6, 2024  
March 5, 2024  
April 2, 2024  
May 7, 2024

### **Fall 2023**

### **Spring 2024**

### Meeting date

September 19, 2023  
October 17, 2023  
November 21, 2023  
December 12, 2023

February 20, 2024  
March 19, 2024  
April 16, 2024  
May 21, 2024

**Please note:** in order for a proposal to make it on the UGC agenda, it must reach the UGC level of approval in CIM by the deadline date listed above by 5pm. **The deadline for all changes to make it into next year's bulletin (academic year 24-25) is November 28 for inclusion on the December 12 UGC agenda. (This is a tentative date pending final decision of the Provost Office)**

Please see this example from the School of Education. The levels of approval will vary with each department/school. The University Graduate Council name will be highlighted in orange once the proposal has reached that step in the workflow. The proposal must make it to this step by the deadline date in order to make it on the agenda for that meeting.

#### In Workflow

1. Editor\_precheck
2. CIM OPS
3. Director of Assessment
4. SCHEV liaison\_precheck
5. THLN program director - Graduate
6. THLN Chair
7. ED Committee Chair - Graduate
8. ED Dean - Graduate
9. DegreeAudit\_precheck
10. Library rep
11. Programs and Courses Committee - Chair
12. University Graduate Council Chair
13. CIM OPS
14. DegreeAudit\_postapproval
15. Bulletin Editor