

GRADUATE COUNCIL

2024-2025 TIMELINE FOR SUBMISSION AND CONSIDERATION

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