


UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
Policies and Procedures Manual

	Subject of Policy Statement	Effective Date	Policy Number
	Graduate Programs, Administration of	4/10/09	11-001 SP

I.

INTRODUCTION (Purpose and Intent)

USF St. Petersburg Office of Graduate Studies is administered by the Vice Chancellor for Academic Affairs who has the primary responsibility for seeing that USF St. Petersburg and University of South Florida system policies and regulations pertaining to graduate study are carried out. In addition, the Vice Chancellor for Academic Affairs is USF St. Petersburg’s representative in inter-institutional graduate affairs.

The USF St. Petersburg Graduate Council is responsible for advising the Chancellor and the Vice Chancellor for Academic Affairs on principles, policies, and procedures affecting graduate study at the University of South Florida St. Petersburg.

II.

STATEMENT OF POLICY

The Vice Chancellor for Academic Affairs shall: coordinate, through appropriate University offices, the admission of graduate students to USF St. Petersburg and the maintenance of their academic records; advise the Chancellor on the internal allocation of State funds for the support of graduate education; administer the credentialing of graduate faculty; administer graduate scholarships and fellowships; administer graduate in-state matriculation fee and out-of-state tuition waivers; coordinate and provide assistance to colleges and departments in the planning and implementation of new graduate programs; insure that prospective graduate students receive application forms, catalogs, and other general information about USF St. Petersburg, and provide information about graduate study opportunities.

The USF St. Petersburg Graduate Council is responsible for recommending to the USF St. Petersburg Vice Chancellor for Academic Affairs, and for reporting to the USF St. Petersburg faculty Council, on matters pertaining to graduate academic policies related to admissions criteria, academic standards, the curriculum, and graduation requirements. In addition, the Council may serve as a reference body to other USF St. Petersburg councils and committees on matters of program policy and as a recipient for requests for the development of graduate courses and programs at the University of South Florida St. Petersburg.

Members of the Graduate Council will be appointed by the Faculty Council. Membership of the USFSP Graduate Council will consist of two tenure-track or tenured faculty representatives from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library; one representative from the Vice Chancellor's office; and one graduate student representative. The graduate student representative will be nominated, on a rotating basis, by the Deans of the College of Arts and Sciences, Business, and Education to the Faculty Council and will serve a one-year term; the graduate student representative will be a non-voting member until a graduate student representative body is active at USFSP. The representatives from the Colleges of Arts and Sciences, Business, Education, the Library, and the Vice Chancellor's Office will serve two-year terms. The voting members of the Graduate Council will be the representatives from the Colleges of Arts and Sciences, Business, Education, and the Library.

Norine Noonan
Vice Chancellor for Academic Affairs

Margaret Sullivan
Interim Chancellor