

USF System    USF    USFSP    USFSM

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## **I. INTRODUCTION (Purpose and Intent)**

The University of South Florida St. Petersburg (USFSP) Office of Graduate Studies is administered by the Regional Vice Chancellor for Academic Affairs who has the primary responsibility for carrying out the policies of USFSP and the USF System pertaining to graduate study. In addition, the Regional Vice Chancellor for Academic Affairs is USFSP's representative for inter-institutional graduate affairs. The USFSP Graduate Council is responsible for advising the Regional Chancellor and the Regional Vice Chancellor for Academic Affairs on principles, policies, and procedures affecting graduate study at USFSP.

## **II. STATEMENT OF POLICY**

The Regional Vice Chancellor for Academic Affairs shall: coordinate, through appropriate University offices, the admission of graduate students to USFSP and the maintenance of their academic records; advise the Regional 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; examine and certify final approval of all graduate theses by USFSP master's students; coordinate and provide assistance to colleges and departments in the planning and implementation of new graduate programs; ensure that prospective graduate students receive application forms, catalogs, and other general information about USFSP, and provide information about graduate study opportunities.

The USFSP Graduate Council is responsible for recommending to the USFSP Regional Vice Chancellor for Academic Affairs, and for reporting to the USFSP 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 USFSP councils and committees on matters of program policy and as a recipient for requests for the development of graduate courses and programs at USFSP. Members of the Graduate Council will be appointed by the Faculty Senate.

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 Regional 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, College of Business, and College of Education to the Graduate 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 Regional 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.

**Authorized and signed by:**

**Joseph Trubacz, Regional Vice Chancellor for Administrative & Financial Services**

**Sophia Wisniewska PhD. , Regional Chancellor**