I. PURPOSE & INTENT

The Office of Graduate Studies is administered by a Dean who has the primary responsibility for seeing that University Policies and Regulations pertaining to graduate study are carried out. In addition, the Dean serves as the University representative in inter-institutional graduate affairs.

The Graduate Council is responsible for advising the President, Provost, and Dean of the Office of Graduate Studies on principles, policies, and procedures affecting graduate study at the University of South Florida.

II. STATEMENT OF POLICY

The Dean of the Office of Graduate Studies shall: coordinate, through appropriate University offices, the admission of graduate students to the University and the maintenance of their academic records; advise the Provost 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 and dissertations; 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 the University, and provide information about graduate study opportunities. The Graduate Council shall develop its own operating procedures, subject to approval by the President of the University, which shall include: provision for exercising the right of inquiry and review to insure maintenance of high academic standards; provision for review of all proposed new graduate programs; curricula, and courses, as well as modifications of existing ones; and provision for appropriate liaison with other University councils and/or committees as they may relate to the development and implementation of graduate programs at the University of South Florida.
Graduate Council membership shall consist of: nine faculty members who have had demonstrated experience in the supervision of graduate students and productivity in research or other creative activity - appointments to be made by the President for staggered four-year terms, one-fourth retiring each year (retiring members may not be reappointed during the year following the last year of their term); two graduate students appointed by the Dean of the Office of Graduate Studies for one-year terms (may be reappointed); and the Dean of the Office of Graduate Studies (ex-officio).

RELATED POLICIES:

11-001 SP Administration of Graduate Office

Current Responsible Office*: Academic Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New: 11-12-91 Amended: 11-13-14