UNDERGRADUATE ADMINISTRATIVE ORGANIZATION

POLICY STATEMENT (R*)
The Faculty Senate Undergraduate Council and the Council of Deans participate in formulating and recommending policy, reviewing procedures, recommending and assessing planning priorities, establishing criteria for maintaining quality and assessing needs. With counsel from these two bodies, undergraduate programs are administered at four distinct levels: the department, the college or school, the Office of Undergraduate Education, and Provost.

REASON FOR POLICY (O*)
To establish the division of responsibilities in the administration of undergraduate academic programs.

PROCEDURES (O*)
The Deans of each respective unit will assure the maintenance of existing programs and the development of appropriate new programs in their individual units. The Office of Undergraduate Education, under the direction of the Dean of Undergraduate Education, will administer academic programs that span more than one academic school or college. The activities include both primarily administrative functions such as academic advising and instructional programs such as the University Honors Program.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)
Undergraduate Education
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)
Undergraduate Education
Florida International University
11200 S.W. Eighth Street, PC 245
Miami, Florida 33199
Telephone Number: 305-348-2800

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*R = Required   *O = Optional