



University Community (faculty, graduate students and University Graduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
GRADUATE PROGRAM POLICIES AND PROCEDURES	February 2012	380.0452

POLICY STATEMENT (R*)

All graduate programs must conform to University Policies, including those for admission, degree requirements and program governance.

Every academic graduate program must maintain and make available a manual that gives details of its policies and procedures and that, at a minimum, addresses the following issues: admission criteria and procedures, advisement policies, program requirements, graduation requirements and criteria for awarding financial assistance.

Admission

Each academic unit or department offering graduate degrees will maintain written policies and procedures governing admissions to its programs. These will include policies and procedures for accepting or denying admission and other information relevant to the admission process. The recommendations for admission to a doctoral program must be made by a committee consisting of a minimum of 3 graduate faculty members. The recommendations for admission to a masters, specialist or certificate program may be made by a committee or by the graduate program director or chairperson. The application deadline for each program shall be part of the published policies and procedures governing that program.

Advising

Each graduate program is expected to provide an effective system of academic advisement at all stages of the graduate student's academic career, and this must be explained in its graduate policies and procedures manual. While each degree program may differ in the specifics of the advisement procedure, each one must have mechanisms for initial advisement and appointment of appropriate committees.

Monitoring and Evaluation

Each graduate program must have procedures established to ensure that students in the program maintain satisfactory academic progress toward completion of degree requirements. Graduate students must be informed of these procedures at the time they are admitted. At the request of the Dean of the University Graduate School, the program director will provide documentation that student progress is being monitored and that the rates of attrition and time to degree are within acceptable limits.

Financial Assistance

Programs must comply with University regulations on the awarding of University supported graduate assistantships and/or financial aid to graduate students. Graduate programs must develop and publish policies and procedures regarding the award of financial assistance through the program and/or department.

HISTORY (R*)

Originally 1.1 INTRODUCTION; 2.2 ADMISSION PROCESS; 4.2.8 SATISFACTORY ACADEMIC PROGRESS; 5.1 GRADUATE STUDENT ADVISEMENT; and 9.1 AWARD CRITERIA from *Graduate Policies and Procedures Manual*.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

University Graduate School
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

University Graduate School
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***R = Required *O = Optional**