



# UNIVERSITY OF SOUTH FLORIDA

Office of the President

## MEMORANDUM OF DELEGATION

DATE: February 10, 2004

SUBJECT: Delegation of Authority to University of South Florida- St. Petersburg  
Regional Chancellor

As part of the reorganization of the system of higher education in Florida state universities are now constituted as public bodies corporate as provided in Sec. 1001.72, Florida Statutes. The University of South Florida (USF) functions as a system with regional and branch campuses governed by the USF Board of Trustees. The USF- St. Petersburg regional campus, as established under Section 1004.33, Florida Statutes, approves and submits an annual operating plan and budget and also shares in the costs of services within the USF system which affords an economy of scale.

Florida Statutes Section 1004.75 (2003) provides the President of the University of South Florida with the authority to:

- (4) Govern admissions, subject to law and rules or policies of the university board of trustees and the State Board of Education.
- (7) Establish the internal academic calendar of the university within general guidelines of the State Board of Education.
- (10) Award degrees.
- (12) Organize the university to efficiently and effectively achieve the goals of the university.
- (14) Enter into agreements for student exchange programs that involve students at the university and students in other postsecondary educational institutions.

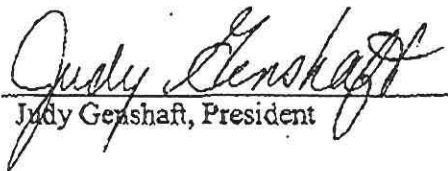
In accord with the foregoing I hereby delegate to the Regional Chancellor of USF- St. Petersburg the authority and accountability to:

1. Award degrees earned at USF- St. Petersburg carrying the institutional designation "University of South Florida- St. Petersburg."
2. Assign unique codes in SIS to USF- St. Petersburg colleges.

3. Make undergraduate admissions decisions regarding student applicants to USF- St. Petersburg including the authority to enter undergraduate applicant data, to create a USF- St. Petersburg Undergraduate Admissions Exceptions Committee, and to obtain separate undergraduate on-line application materials for USF- St. Petersburg candidates. This authority is delegated provided that USF- St. Petersburg issues appropriate notice to the applicable programmatic accreditation bodies to ensure that academic program autonomy does not adversely affect accreditation at other campuses in the USF system.
4. Make graduate admissions decisions regarding student applicants to USF- St. Petersburg including the authority to enter graduate applicant data and to obtain separate graduate on-line application materials for USFSP candidates. This authority is delegated provided that USF- St. Petersburg issues appropriate notice to the applicable programmatic accreditation bodies to ensure that academic program autonomy does not adversely affect accreditation at other campuses in the USF system.
5. To advise and certify USF- St. Petersburg undergraduate students for graduation; to initiate SASS programming change requests for USF- St. Petersburg programs; to create a USF- St. Petersburg Academic Regulations Committee; and for USF- St. Petersburg colleges to certify USF- St. Petersburg graduate students for graduation.
6. To provide for USF- St. Petersburg student registration and records process, including authority to:
  - reinstate dropped classes as appropriate
  - post change of grades
  - process grade forgiveness requests
  - place/lift/override registration holds
  - process late registration fee waiver requests
  - obtain highest authorization for data retrieval/report writing
  - post academic history
  - process fee adjustment requests
  - process application for change of graduate programs
  - process graduate school petitions
  - post graduate transfer course credit
  - process enrollment certification requests
  - process transcript requests
7. Approve new courses at USF- St. Petersburg and to make curricular changes at USF- St. Petersburg.
8. Process and support sabbatical leaves.
9. Administer USF- St. Petersburg international affairs programs.
10. Recommend USF- St. Petersburg faculty tenure and rank promotions to the USF President.

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11. USF- St. Petersburg maintains functional control over local hiring of personnel and contracting functions with coordination and monitoring at the USF system level.
  12. Create and promulgate campus policies and procedures in concordance with USF system-wide policies and procedures.

The above-described authority must be exercised in accord with all applicable statutes, rules and/or collective bargaining requirements and may not be further delegated. However, the CEO may designate appropriate staff to implement the matters authorized above.

  
Judy Genshaft, President

APPROVED AS TO  
FORM AND  
LEGALITY



General Counsel  
U.S.F.