



UNIVERSITY OF
SOUTH CAROLINA

Office of Institutional Research, Assessment & Analytics

December 19, 2024

Dr. Kevin Sightler, Director of Substantive Change
Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Sightler:

The University of South Carolina Columbia is submitting the attached prospectus for approval of a new program at the current degree level that is a significant departure from current programs. The Bachelor of Arts in Communications has a projected start date of Fall 2025. The aim of the bachelor's degree is to provide a foundation for graduates to communicate personal ideas and points of view. The program will be ongoing and offered through in-person classes on the USC Columbia campus.

The University of South Carolina Columbia has prepared a prospectus to request approval to offer the Bachelor of Arts in Communications degree. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

Douglas Miles

Donald Miles, Executive Director OIRAA
SACSCOC Accreditation Liaison

Enclosure

Degree Program requesting Substantive Change
College of Information and Communications
Bachelor of Arts in Communications

December 19, 2024

Douglas Miles

Donald Miles
Executive Director OIRAA
SACSCOC Liaison

Contact:

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COMMON CONTENT A – BACKGROUND AND CONTEXT

Abstract

The purpose of this prospectus is to acquire approval for a new program, a Bachelor of Arts in Communications, offered by the University of South Carolina Columbia College of Information and Communications. The B.A. in Communications is a 120 credit-hour program and will be administered through in-person classes on the USC Columbia campus. The target start date is Fall 2025. The program will be ongoing.

The target population is prospective students interested in a communications degree. The projected enrollment can be found in the following table.

Projected Enrollment – B.A. in Communications				
	Fall Headcount		Spring Headcount	
	<i>New</i>	<i>Total</i>	<i>New</i>	<i>Total</i>
Year 1	20	20	0	20
Year 2	18	38	0	38
Year 3	18	56	0	56

The proposed Communication, B.A. focuses on the comprehensive study of communication that spans human communication, social and political applications of communications, and public communication. Includes instruction in interpersonal, group, organizational, and intercultural communication; theories of communication; critical thinking, argumentation, and persuasion; written communication; printed and digital media; consequences and effects of mass media; and quantitative and qualitative methods of inquiry.

This new communication major serves the state of South Carolina by providing a foundation for graduates to communicate personal ideas and points of view. It will also strengthen the workforce with critical skills such as working in teams for successful collaboration, analyzing communication problems and questions in society, and management in communication contexts to transform personal and public livelihood. In addition, it is critical to have the ability to communicate effectively both in virtual formats with the worldwide shift toward more remote work.

DETERMINATION OF THE NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND
APPROVALS FOR THE CHANGE

Need for the Change

There is not a dedicated home for the study of human communication at USC. The Department of English, Language, and Literature offers basic speech courses (including a Speech Communication minor) and related coursework focusing on language but no communications degree. In addition, USC's system schools and other universities in the state of South Carolina have communication programs within various units—demonstrating how ubiquitous this degree program is across higher educations (similar to psychology, history, math, etc.) and needed on the USC-Columbia campus. The College of Information and Communications is the ideal college for this major for the level of focus on communication needed at USC.

Alongside the Communication, B.A. proposal, the CIC has a new unit, Information and Communication Studies, to house the Communication, B.A. major and other new programs that sit outside the School of Journalism and Mass Communications (SJMC) and School of Information Science (SIS). The SJMC majors (Advertising, Broadcast Journalism, Print Journalism, Mass Communications, Public Relations, Visual Communications) are adjacent to relate to the study of Communication; therefore, some members of the SJMC faculty have doctoral degrees and training in Communication specifically. However, the new Communication, B.A. is considerably different from the BAJMC inasmuch as it provides a more general communication focus, as opposed to the industry-specific education and training offered in the BAJMC majors. This approach to Communication and the breadth that the curriculum and training provide affords students more flexibility in post-graduate career options; furthermore, this approach is similar to what is offered at other universities nationwide. For example, most of USC's peer and aspirant institutions have a Communication unit and associated degree:

Peers

- Clemson University—Department of Communication – Communication Major
- University of Alabama—Department of Communication Studies
- University of Georgia—Department of Communication – Communication Major
- University of Kentucky—Department of Communication
- University of Missouri— Department of Communication – Communication Major
- University of Tennessee—School of Communication Studies – Communication Major

Aspirants

- University of Iowa—Department of Communication Studies – Communication Studies Major
- University of Maryland—Department of Communication—Communication Major
- University of North Carolina-- Department of Communication – Communication Major
- University of Utah-- Department of Communication – Communication Major
- University of Virginia—Department of Media Studies

Comparatively, we are at a disadvantage. These units and the Communication major are ubiquitous across higher education and are essential to a comprehensive education, providing skills essential to the workforce and citizenship participation.

The national focus on communication skills as essential to employable university graduates has never been stronger. Based on data provided by a recent Kennedy & Company market analysis, Communication jobs and demand for common communication skills in the job market have increased since 2019. Communication was the 8th most popular bachelor's degree awarded nationwide in 2021, and in terms of median wages, the Communication CIP code has some of the highest annualized wage growth (9%).

When responding to a recent National Association of Colleges and Employers Job Outlook Survey, employers identified the ability to verbally communicate with others inside and outside the organization and the ability to create and/or edit written documents as among the top ten skills they seek when hiring new college graduates. Communication graduates bring these critical skills to the workplace. They demonstrate strong verbal, nonverbal, and written communication skills and have considerable expertise in speaking well in front of small and large audiences.

The knowledge, understanding, and skills that a student acquires through a program of study in Communication will help them become a valued asset in a variety of contexts—from organizations to politics, from families to multinational corporations. Communication graduates are trained to think deeply about how communication processes relate to many of today's important issues, which will serve them well. Effective communication can bring people together across cultural contexts. Graduates know how to communicate with care and respect for others' beliefs, making them an essential asset in an ever-connected world.

This major can lead to occupations such as: Public Relations and Fundraising Managers (13.5-15% 10-year growth projection), Editors (11.3% 10-year growth projection), Writers and Authors (7.8% 10-year growth projection). The U.S. Bureau of Labor and Statistics reports media and communication occupations are growing at an average rate of 6% with a median income of \$62,340 as of 2021. This degree is one of the fastest growing in the nation.

Relation to USC Mission

USC's mission is to serve and educate the state's citizenry, "promote the dissemination of knowledge, cultural enrichment, and enhance quality of life." The study of communication is one of the seven classic areas fundamental to liberal arts education. This new communication major serves the state of South Carolina by providing a foundation for graduates to communicate personal ideas and points of view. It will also strengthen the workforce with critical skills such as working in teams for successful collaboration, analyzing communication problems and questions in society, and management in communication contexts to transform personal and public livelihood. In addition, it is critical to have the ability to communicate effectively both in virtual formats with the worldwide shift toward more remote work.

Program Curriculum and Projected Schedule

The National Communication Association, the largest academic community for the study and practice of communication has more than 5000 members and has 50 divisions ranging from health communication to economics, communication, and society division. Because of the range of careers (government, corporate, healthcare, and nonprofit) where communications professionals are employed, we made the degree flexible so that students, in consultation with their advisors, can tailor their electives to augment their personal and professional interests. Students who declare the Communication BA major will have the flexibility to also complete a minor, a certificate, a cognate, double major, do study abroad, or participate in other flexible curricular activities that prepare them to enter the professional practice communication in the way that they deem best aligns with their professional interests.

An additional benefit of this flexible degree (no suggested program requirements, no required minor, etc.) is that will meet the needs of non-traditional students (military, transfer, returning). The Carolina Core is designed to provide general education foundations and to allow students to explore topics across the university colleges. This should work well with C-POS, curricular analytics, and allow students to complete their undergraduate degree under a range of circumstances.

New Courses

16 new courses will be created for this new major. The example syllabi have already been drafted for each of these courses:

COMM 101 Introduction to Human Communication
COMM 201 Applied Interpersonal Communication
COMM 202 Social Influence and Persuasion
COMM 203 Communication in Teams
COMM 204 Conflict and Negotiation
COMM 310 Nonverbal Communication
COMM 312 Gender and Communication
COMM 332 Communication Research
COMM 399 Research Experience in Communication
COMM 425 Family Communication
COMM 426 Communication in Social and Personal Relationships
COMM 435 Health Communication
COMM 436 Communication in Complex Organizations
COMM 499 Special Topics Course: Scientific Approach to Media Effects
COMM 562 Online Communication and Personal Relationships
COMM 572 Communication and Interethnic Behavior

Other courses will be cross-listed with existing CIC courses, such as:

JOUR 308/COMM 308 Media and Youth
JOUR 507/COMM 507 Health Communication: The Science and Practice

JOUR 509/COMM 509 Environmental Communication: The Science and Practice
 JOUR 536/COMM 536 Crisis Communication
 JOUR 542/COMM 542 Public Opinion and Persuasion
 JOUR 596/COMM 596 Study Abroad in Journalism and Mass Communications

Total Credit Hours Required: 120

Curriculum by Year					
Course Name	Credit Hours	Course Name	Credit Hours	Course Name	Credit Hours
Year 1					
Fall		Spring		Summer	
ENGL 101	3	ENGL 102	3		
STAT 110 or STAT 112 or 201 or 205 or 206	3	Any additional ARP course*	3		
GFL	3-4	GFL	3		
COMM 101	3	COMM 332	3		
COMM Communication Skills course	3	COMM Communication Skills course	3		
Total Semester Hours	15-16	Total Semester Hours	15	Total Semester Hours	
Year 2					
Fall		Spring		Summer	
SCI	4	SCI	3		

Curriculum by Year					
Course Name	Credit Hours	Course Name	Credit Hours	Course Name	Credit Hours
GHS	3	CMS	3		
GSS	3	VSR	3		
AIU	3	General elective	3		
COMM major course	3	COMM major course	3		
Total Semester Hours	16	Total Semester Hours	15	Total Semester Hours	
Year 3					
Fall		Spring		Summer	
General elective	3	General elective	3		
General elective	3	General elective	3		
General elective	3	General elective	3		
General elective	3	General elective	3		
COMM major course	3	COMM major course	3		
Total Semester Hours	15	Total Semester Hours	15	Total Semester Hours	
Year 4					
Fall		Spring		Summer	
General elective	3	General elective	3		
General elective	3	General elective	3		

Curriculum by Year					
Course Name	Credit Hours	Course Name	Credit Hours	Course Name	Credit Hours
General elective	3	General elective	3		
General elective	3	General elective	1-2		
COMM major course	3	COMM major course	3		
Total Semester Hours	15	Total Semester Hours	13-14	Total Semester Hours	

General electives may be replaced with minor courses or courses used towards an additional major or degree.

**Per the Academic Bulletin, credit will not be given for both STAT 110 and STAT 112.*

There is value in getting students into major classes early so that they will know quickly whether they are in the right program or not. Our advising team recommends 2 major classes in Semester 1, 2 in Semester 2, and 1 in each semester thereafter. Students who want to do more than that can choose to take COMM classes as general electives if they want to. Many Communication BA majors will opt to have a minor (or two) or a second major.

Program Curriculum

Degree Requirements (120 hours)

Carolina Core Requirements (31-46 hours)

The total Carolina Core credit hours must add up to a minimum of 31 hours. Some programs may have a higher number of minimum Carolina Core hours due to specified requirements.

CMW – Effective, Engaged, and Persuasive Communication: Written (6 hours)

must be passed with a grade of C or higher

- ENGL 101
- ENGL 102

ARP – Analytical Reasoning and Problem Solving (6-7 hours)

- Any approved **CC-ARP course**
- While any two approved CC-ARP courses fulfill this requirement, at least one course from the following is recommended: STAT 110, STAT 112, STAT 201, STAT 205, or STAT 206

SCI– Scientific Literacy (7-8 hours)

- Two approved Carolina Core **Scientific Literacy courses** from the natural sciences, including one laboratory course

GFL– Global Citizenship and Multicultural Understanding: Foreign Language (0-6 hours)

- Students are required to demonstrate proficiency in one foreign language equivalent to the 110 or 121 course through course credit or the corresponding foreign language placement score.
- **CC-GFL courses**

GHS– Global Citizenship and Multicultural Understanding: Historical Thinking (3 hours)

- Any **CC-GHS course**

GSS– Global Citizenship and Multicultural Understanding: Social Sciences (3 hours)

- Any **CC-GSS course**

AIU– Aesthetic and Interpretive Understanding (3-4 hours)

- Any **CC-AIU course**

CMS– Effective, Engaged, and Persuasive Communication: Spoken Component¹ (0-3 hours)

- Any overlay or stand-alone **CC-CMS course**

INF– Information Literacy¹ (0-3 hours)

- Any overlay or stand-alone **CC-INF course**

VSR–Values, Ethics, and Social Responsibility¹ (0-3 hours)

- Any overlay or stand-alone **CC-VSR course**

¹**Carolina Core Stand Alone or Overlay Eligible Requirements** Overlay-approved courses offer students the option of meeting two Carolina Core components in a single course. A maximum of two overlays is allowed. The total Carolina Core credit hours must add up to a minimum of 31 hours. Some programs may have a higher number of minimum Carolina Core hours due to specified requirements.

College Requirements (0 hours)

No college-required courses for this program.

Program Requirements (44-59 hours)

120 degree-applicable credits are required to complete the degree. Students who have completed all other degree requirements but have not yet reached 120 degree-applicable credits will use general electives to reach the 120-credit minimum.

Non-degree-applicable credits may not be used to fill general elective requirements. Non-degree-applicable credit includes, but is not limited to, physical education activity courses, repeats of non-repeatable courses, remedial courses, and technical courses. Students may seek additional clarification about degree applicability in the Undergraduate Academic Regulations section of the Undergraduate Bulletin, or they may contact the CIC Student Services Office.

Major Requirements (30 hours)

a minimum grade of C is required in all major courses

Major Courses (30 hours)

Course	Title	Credits
Introductory Material		6
COMM 101	Introduction to Human Communication	3
COMM 332	Communication Research	3
Communication Skills		6
Select six hours of the following:		6
COMM 201	Applied Interpersonal Communication	3
COMM 202	Social Influence and Persuasion	3
COMM 203	Communication in Teams	3
COMM 204	Conflict and Negotiation	3
Major Electives		15
6 credits at 300 level and above		6
6 credits at the 400 level and above		6
3 credits at the 500 level		3
Internship		3
JOUR 597	Internship in Mass Communications	3
Total Credit Hours		30

Student Learning Outcomes

Students will be able to use and apply theories of human communication in a number of contexts to achieve desired goals.

Outcome 1	Students will be able to use scientific reasoning to interpret communication phenomena.
Outcome 2	Students will be able to design and conduct basic communication research.
Outcome 3	Students will be able to communicate well for professional purposes.
Outcome 4	Students will be able to analyze and evaluate communication processes, understanding their impact on audiences and society.

Learning Outcomes and Metrics

Explain how the proposed program, including all program objectives, will be evaluated, along with plans to track employment. Describe how assessment data will be used.

Program Objectives	Student Learning Outcomes Aligned to Program Objectives	Methods of Assessment	Expected Performance
Students will be able to use scientific reasoning to interpret communication phenomena.	Students will learn how to interpret and analyze data to interpret different communication phenomena. As a part of the class, students will have a group to work with the entire semester. Each group will design and execute a survey study to learn about (for example from one semester) USC students' satisfaction with the university and their willingness to engage in pro-USC activities. The project involves several assignments including questionnaire design, survey interview, data entry, data analysis, in-	COMM 332 Communication Research	80 percent of students will demonstrate proficiency (defined as scoring 80% or higher) on this measure.

	class presentations, and a final report		
Students will be able to design and conduct basic communication research.	Students will learn primary research gathering techniques. As a part of the class, students will be assigned a group to work with the entire semester. Each group will design and execute a survey study to learn about (for example from one semester) USC students' satisfaction with the university and their willingness to engage in pro-USC activities. The project involves several assignments including questionnaire design, survey interview, data entry, data analysis, in-class presentations, and a final report	COMM 332 Communication Research	80 percent of students will demonstrate proficiency (defined as scoring 80% or higher) on this measure.
Students will be able to communicate well for professional purposes.	In the final assignment for the capstone class, students will be asked: 1. Based upon your course work, think about your experiences working within your department and/or the organization, and identify and discuss concepts and theories of management and communication that seem to apply to your workplace. Evaluate, using specific examples, how successful the department is in using or applying these theories and concepts. If it is impossible to determine a theoretical approach in your situation, what	JOUR 597--Internship in Mass Communications	85 percent of students will demonstrate proficiency (defined as scoring 80% or higher) on this measure.

	management theory/model should be used and why? What are your ideas for the department's enhancement of management of its employees and/or communication?		
Students will be able to analyze and evaluate communication processes, understanding their impact on audiences and society.	In the final assignment for the capstone class, students will be asked: 1. Based upon your course work, think about your experiences working within your department and/or the organization, and identify and discuss concepts and theories of management and communication that seem to apply to your workplace. Evaluate, using specific examples, how successful the department is in using or applying these theories and concepts. If it is impossible to determine a theoretical approach in your situation, what management theory/model should be used and why? What are your ideas for the department's enhancement of management of its employees and/or communication?	JOUR 597--Internship in Mass Communications	85 percent of students will demonstrate proficiency (defined as scoring 80% or higher) on this measure.

Course Descriptions

COMM 101: Introduction to Human Communication

Concepts and processes relevant to the study of communication and human behavior and their application in a broad variety of contexts, including interpersonal relationships, small groups, organizations, health communication, social media, and media literacy.

COMM 201: Applied Interpersonal Communication

Focus on skills development in goal oriented two person conversations. Topics include an overview of the communication process in employment interviews, informational interviews, survey interviews, performance appraisals; recruiting interviews, persuasive interviews; counseling and health care interviews.

COMM 202: Social Influence and Persuasion

Introduction to theoretical and applied issues in interpersonal persuasion and persuasion campaigns. Presents an overview of the area with an emphasis on critical analysis about the creation and consumption of persuasive messages.

COMM 203: Communication in Teams

Introduction to the theoretical and applied issues to how individuals communicate in teams, how teams are created and defined through communication, and how teams communicate with other teams across organizations. Crucial to understanding and strengthening future teamwork experiences in organizations.

COMM 204: Conflict and Negotiation

Surveys a range of conflict settings, including communication in interpersonal, group, and organizational contexts. Focuses on the application of theory and research to help students develop the skills needed to manage conflict effectively in their personal and professional lives.

COMM 310: Nonverbal Communication

Presents a comprehensive introduction to nonverbal communication. Covers the evolutionary and socio-cultural foundations as well as the basic codes and functions of nonverbal communication as well as the applications of nonverbal communication concepts to everyday interactions.

COMM 312: Gender and Communication

Examines how gender influences communication and the multiple relationships among gender, communication and culture. Explores how communication creates gender and shapes relationships and how communication reflects, sustains, and alters cultural views of gender.

COMM 332: Communication Research

Fundamentals of communications research methods and applications. Survey, observational and experimental research; primary research data-gathering techniques; secondary research sources; data analysis; message and audience research measures.

COMM 397: Research Experience in Communication

Supervised communications research experience to develop student's advanced research and analytical skills. Individual research contract developed in consultation with the instructor.

COMM 425: Family Communication

An introduction to research trends and theory in the scientific study of the family, considering issues related to family interaction, functioning, relationships, and communication.

COMM 426: Communication in Social and Personal Relationships

Survey of concepts, theories, and research concerning communication across all phases of interpersonal relationships, focusing on both theoretical and practical applications.

COMM 435: Health Communication

Explores the diversity of health experiences and the ways in which health communication affects our lives, whether through interpersonal conversations about health issues, exposure to health information in the media, or through our personal involvement with the healthcare system.

COMM 436: Communication in Complex Organizations

Survey of the theoretical and empirical literature dealing with human communication behavior as it occurs within the context of complex organizations. Among the topics covered are superior-subordinate communication, communication networks, message distortion, feedback processes, communication climate, leadership and decision-making.

COMM 499: Special Topics: Scientific Approach to Media Effects

Topics in journalism and mass communications. Individual topics will vary by title. Prerequisites to be announced in class schedule.

COMM 562: Online Communication and Personal Relationships

Examines how people form their identities and manage their personal relationships using new communication technologies (social network sites, online dating, mobile computing, video games). Topics include impression management, deception and trust, self-perception and identity, social support and relationship maintenance.

COMM 572: Communication and Interethnic Behavior

The relation of communication processes to interethnic and interracial attitudes and behavior. Psycho-social foundations of interethnic communication and conflict, group identification and communication processes, interpersonal communication and culture, communication about race and ethnicity, mass media content and effects.

JOUR 308/COMM 308 Media and Youth

An introduction to media uses and effects research, considering cognitive, affective, and social development as a framework for analyzing media effects on youth.

JOUR 507/COMM 507 Health Communication: The Science and Practice

Explores the role of journalism in shaping perceptions of scientific issues and task. Emphasis on methods of effectively communicating about science, health, and the environment.

JOUR 509/COMM 509 Environmental Communication: The Science and Practice

The role of journalism in shaping perceptions of environmental and scientific issues and tasks. Emphasis on methods of effectively communicating about science and the environment.

JOUR 536/COMM 536 Crisis Communication

Introduction to crisis communications and management from a strategic, theory-based approach using research from historical and current case studies.

JOUR 542/COMM 542 Public Opinion and Persuasion

Theory and practice of persuasive communication and the role of persuasion in shaping public opinion.

JOUR 596/COMM 596 Study Abroad in Journalism and Mass Communications

Study abroad course will focus on topics in journalism and mass communications and will be taught as a study abroad experience. Individual topics will vary by title.

Admission Requirements

Admission requirements for first-year students are established by the Office of Undergraduate Admissions. ([Appendix C](#)).

Graduation Policies

To be eligible for graduation, students must meet all course requirements, be in good academic standing, meet any departmental or program requirements, and have a cumulative GPA of at least 2.00 on all work attempted at USC. The last 25% of a student's degree must be completed in residence at the University, and at least half of the hours in the student's major courses and in the student's minor courses (if applicable) must be taken at the University.

Method(s) of Course Delivery

The new Communication, B.A. will be offered face-to-face in Columbia.

Planned Location(s) of the Program

The program will reside on the USC main campus in Columbia. The educational facilities are held in the School of Journalism and Mass Communications (SJMC) at 800 Sumter Street, Columbia, SC 29208.

Policies for Awarding Credit (Compliance with Standard 10.7 of the Principles of Accreditation)

The University adheres to the IPEDS [Integrated Postsecondary Education Data System] definition of a credit hour as 'a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term.' Therefore, each single course credit requires a minimum of 700 minutes of continuous and ongoing instructional time. A minimum of one calendar week of instruction with a cumulative total of at least 700 minutes is required for each credit offered. This time excludes breaks and final exams." All courses offered at the University of South Carolina Columbia are recorded in terms of semester hours.

COMMON CONTENT B – FACULTY QUALIFICATIONS (RELATIVE TO PROPOSED CHANGE)

Faculty Qualifications

The University of South Carolina Faculty Manual outlines the minimum qualifications required of teaching faculty by rank. For tenured/tenure/track appointments (e.g., Professor, Associate Professor, Assistant Professor) faculty are required to hold a terminal degree in the teaching, or in a closely related, discipline. For Instructors, a faculty member is expected to possess a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline.

ACAF 1.20: *Credentials Verification for Instructors of Record* ([Appendix D](#)) requires that the credentials of all instructors of record follow accreditation requirements. For instructors of record at the undergraduate level, faculty must have earned a doctorate or master's degree in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). This program will be administered by the College of Engineering and Computing with a senior faculty member appointed as Undergraduate Director.

Please see ([Appendix E](#)) for the faculty roster containing information for those faculty teaching required coursework within the Bachelor of Science Industrial Engineering Program.

COMMON CONTENT C – RESOURCE – LIBRARY AND LEARNING

The Thomas Cooper Library acquires material in a variety of formats that support current and projected curricular offerings, the needs of students, and faculty teaching and research within the communication disciplines.

The Thomas Cooper Library's Research & Instruction Department offers a range of instructional services. Class-tailored sessions are offered to provide general library introductions and hands-on instruction focusing on the information needs of a particular class. Personal instruction is available at the reference desk, via email, Ask a Librarian online chat, via the telephone, and by appointment via the Library's Book a Librarian service. Reference and literature search requests are accepted in-person, by telephone, or online. Assistance is offered in locating materials, computerized bibliographic searches, identifying authoritative web sites with quality content, using local databases, interlibrary loan requests, class presentations, and advice on library services and policies.

Interlibrary loan services are also provided to obtain materials not available from University Libraries. The University Libraries provides interlibrary loan services to current students, faculty, and staff of the University of South Carolina Columbia campus free of charge. Faculty may have up to 100 active requests, staff may have up to 25 active requests, graduate students may have up to 50 active requests, and undergraduates may have up to 15 active requests. Electronic desktop delivery of book chapters and periodical articles can be requested through the Scan and Deliver link located in the library catalog or via the Scan and Deliver option in ILL Express.

Students also have access to additional library collections, databases, and resources provided by the Partnership Among South Carolina Academic Libraries (PASCAL). In addition to shared licensing of electronic resources, PASCAL Delivers enables students, faculty, and staff to request and receive print books from participating academic libraries in South Carolina. A full list of communications databases available to students can be found in ([Appendix F](#)). Students are made aware of library and learning information resources available to them during orientation sessions, course syllabi, and individual course orientation.

The current library and learning resources at the University of South Carolina will continue to be sufficient for the proposed program.

COMMON CONTENT C – RESOURCE – STUDENT SUPPORT SERVICES

Student Support Services

- **On-Campus Help & Activities:** Provides opportunities for students to get involved and have resources available to them across campus.
- **Opportunities Bulletin Board:** This is a place for events, fellowship, job postings, announcements and learning opportunities for students.
- **Scholarly Initiatives:** A resource to enhance your in-classroom experience through professional development, pedagogical training and exposure to non-academic settings (i.e., Grace Jordan McFadden Professors Program, Presidential Fellowship, Rising Star Fellowship).
- **Travel Grants:** Travel grants are available for students.
- **International Student Services:** provides support, advising and programming for international students who currently study at USC. Phone: 803-777-7461; Email: iss@sc.edu
- **Veterans Services:** can help ensure that students, faculty and staff who have served in the military receive the VA benefits to which you are entitled, and provide you with ongoing support throughout your college experience.
Phone: 803-777-5156 Email: veterans@sc.edu
- **Student Disabilities Services:** The Office of Student Disability Services empowers students to manage challenges and limitations imposed by disabilities. Our professionally trained staff provides students with exceptional services as they transition to college or continue their studies at the University. The office serves students with learning, physical, health, or psychiatric disabilities in managing the varying demands of the University experience. In addition to serving students, the staff assists the University community in making programs, services, and activities accessible for everyone. Phone: 803-777-6142.

COMMON CONTENT C – RESOURCE – PHYSICAL RESOURCES

The College of Information and Communications is located on the University of South Carolina's main campus in Columbia, SC. The college offers over 13,000 square feet of classroom (13 classrooms = 8,547 sqft) and computer lab (7 labs = 4,649 sqft) space between two historic buildings in the heart of campus. Notable features include research laboratories specializing in social media analytics, generative artificial intelligence, and biometric/user experience research, as well as two media production facilities. SJMC graduate students have a dedicated seminar classroom and study spaces in the SJMC classroom building.

Students enrolled in Communication BA courses have access to the cameras, computers, and other equipment and technology needed to be successful. That equipment includes computer labs in the CIC buildings, access to the Adobe Creative Suite, photo cameras, video cameras, audio recording devices, and other various multimedia creation materials. Students may need access to these items when taking JOUR and other electives. Just as with other majors in SJMC, equipment will need to be update and replaced in future years due to both technological advances and the daily wear-and-tear from student use.

COMMON CONTENT C – RESOURCE – FINANCIAL RESOURCES

Financial Resources

According to our budget projections, this new program should be a contributor to the university from its first cohort of students.

Total FTE needed to support the proposed program:

Faculty: One instructor (Teaching Assistant Professor) in Year 2

Staff: Shared cost of recruiting and advising for the program

Administration: A program coordinator

The new major will need a program coordinator (program lead stipend \$5,000) and a new instructor will be needed in Year 2 (\$60,000).

As noted in the budget, in Year 1 we will need funds for program administration (program lead stipend) and salaries for staff (i.e., advising and recruiting) supporting this new program. Recruiting for the program will occupy 10% of our undergraduate recruiter's time and we will need to add 25% of an advisor to get the program off the ground.

In Year 2 at least one additional PT instructor will be needed to offer COMM courses. We also estimate \$20,000 per year for the first 3 years to market the new program.

Program coordinator stipend	\$5,000	
Instructor salary	\$60,000	Year 2
Advising salary	\$50,000	25%
Recruiting salary	\$50,000	10%

- Program Administration and Faculty/Staff Salaries = a sequence head stipend (or equivalent), a new instructor in year 2, and shared cost of recruiting an advising for the program
- Facilities, Equipment, Supplies, and Materials = startup computer and materials for new instructor (year 2 only)
- Other (specify) = sequence funds (or equivalent) for student support and programming. Also includes the USC Participation Tax (17% of tuition revenue) and marketing expenses.

Please see the table below for the budget including projected revenues, expenses, and profit.

BA in Communications Projected Budget

Sources of Financing by Year				
Category	Year 1	Year 2	Year 3	Total
Tuition Funding	\$192,410.63	\$365,580.19	\$538,749.75	\$1,096,740.56
Other Funding	\$14,400.00	\$27,360.00	\$40,320.00	\$82,080.00
Total Revenue	\$206,810.63	\$392,940.19	\$579,069.75	\$1,178,820.56
Estimated Costs Associated with Implementing the Program by Year				
Category	Year 1	Year 2	Year 3	Total
Program Administration and Faculty and Staff Salaries	\$29,250.00	\$108,127.50	\$111,371.33	\$248,748.83
Facilities, Equipment, Supplies, and Materials	-	\$10,000.00	-	\$10,000.00
Library Resources	-	-	-	-
Other (<i>allocated support costs</i>)	\$57,709.81	\$87,148.63	\$116,587.46	\$261,445.90
Total Expenses	\$86,959.81	\$205,276.13	\$227,958.78	\$520,194.72
Net Total (<i>Sources of Financing Minus Estimated Costs</i>)	\$119,850.82	\$187,664.06	\$351,110.97	\$658,625.84

COMMON CONTENT D – INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES

The University of South Carolina, Columbia has an assessment protocol in place for all programs within academic units. The program assessment process occurs on a 2-year schedule in which programs report their assessment data as means to analyze student performance, evaluate program efficiency, and utilize results to influence program and/or assessment revisions. The program will be assessed through the standard University of South Carolina assessment software system, Assessment Plan Composer, which is used to report results on all program goals and objectives and within, or outside of, specific course assessment will occur. Assessment data will be reviewed each year by the program director, program faculty, and department chair to determine if changes need to be made to individual courses and/or the program.

Appendix A

University of South Carolina -Columbia
Programs with CIP Codes

College	Degree	CIP Code	Program Description	Major
Arts and Sciences	BA	50201	AS African-American Studies	African American Studies
Arts and Sciences	BA	450201	AS Anthropology	Anthropology
Arts and Sciences	MA	450201	AS Anthropology	Anthropology
Arts and Sciences	PhD	450201	AS Anthropology	Anthropology
Arts and Sciences	BS	260101	AS Biological Sciences	Biological Sciences
Arts and Sciences	MS	260101	AS Biological Sciences	Biological Sciences
Arts and Sciences	PhD	260101	AS Biological Sciences	Biological Sciences
Arts and Sciences	BS	260210	AS Biochem and Molecular Biol	Biochemistry and Molecular Biology
Arts and Sciences	BS	400501	AS Chemistry	Chemistry
Arts and Sciences	BSC	400501	AS Chemistry	Chemistry
Arts and Sciences	MS	400501	AS Chemistry	Chemistry
Arts and Sciences	PhD	400501	AS Chemistry	Chemistry
Arts and Sciences	BA	430103	AS Criminology and Crim Just	Criminology and Criminal Justice
Arts and Sciences	MA	430103	AS Criminology and Crim Just	Criminology and Criminal Justice
Arts and Sciences	PhD	450401	AS Criminology and Crim Just	Criminology and Criminal Justice
Arts and Sciences	BS	4601	AS Geological Sciences	Geological Sciences
Arts and Sciences	MS	4601	AS Geological Sciences	Geological Sciences
Arts and Sciences	PhD	4601	AS Geological Sciences	Geological Sciences
Arts and Sciences	BS	261302	AS Marine Science	Marine Science
Arts and Sciences	MS	261302	AS Marine Science	Marine Science
Arts and Sciences	PhD	261302	AS Marine Science	Marine Science
Arts and Sciences	BA	450601	AS Economics	Economics
Arts and Sciences	BS	450601	AS Economics	Economics
Arts and Sciences	BA	230101	AS English	English
Arts and Sciences	MA	230101	AS English	English
Arts and Sciences	MFA	231302	AS Creative Writing	Creative Writing
Arts and Sciences	PhD	230101	AS English	English
Arts and Sciences	BS	30104	AS Environmental Science	Environmental Science
Arts and Sciences	BA	30103	AS Environmental Studies	Environmental Studies
Arts and Sciences	MEERM	4601	AS Earth and Envr Res Mgmt	Earth and Environmental Resources Management
Arts and Sciences	BA	5601	AS Film and Media Studies	Film and Media Studies
Arts and Sciences	BA	450701	AS Geography	Geography
Arts and Sciences	BS	450701	AS Geography	Geography
Arts and Sciences	MA	450701	AS Geography	Geography
Arts and Sciences	MS	450701	AS Geography	Geography

**University of South Carolina -Columbia
Programs with CIP Codes**

Arts and Sciences	PhD	450701	AS Geography	Geography
Arts and Sciences	BA	50199	AS Global Studies	Global Studies
Arts and Sciences	BA	540101	AS History	History
Arts and Sciences	MA	540101	AS History	History
Arts and Sciences	MA	540105	AS History	Public History
Arts and Sciences	PhD	540101	AS History	History
Arts and Sciences	BS	430404	AS Cyber Intelligence	Cyber Intelligence
Arts and Sciences	BAIS (A&S)	240101	AS Interdisciplinary Studies	Interdisciplinary Studies
Arts and Sciences	BSIS (A&S)	240101	AS Interdisciplinary Studies	Interdisciplinary Studies
Arts and Sciences	BS	510901	AS Cardiovascular Technology	Cardiovascular Technology
Arts and Sciences	MAT	409999	ID Sciences	Sciences, Teacher Education
Arts and Sciences	MAT	459999	ID Social Studies	Social Studies, Teacher Education
Arts and Sciences	MAT	230101	ID English	English, Teacher Education
Arts and Sciences	MAT	270101	ID Mathematics	Mathematics, Teacher Education
Arts and Sciences	MAT	500501	ID Theatre	Theatre, Teacher Education
Arts and Sciences	MAT	160101	ID Foreign Languages	Foreign Languages, Teacher Education
Arts and Sciences	PhD	160104	AS Comparative Literature	Comparative Literature
Arts and Sciences	PhD	160905	AS Spanish	Spanish
Arts and Sciences	MA	160101	AS Languages, Literatures and Cultures	Langagues, Literatures and Cultures
Arts and Sciences	BA	160101	AS Languages, Literatures and Cultures	Langagues, Literatures and Cultures
Arts and Sciences	MA	160102	AS Linguistics	Linguistics
Arts and Sciences	PhD	160102	AS Linguistics	Linguistics
Arts and Sciences	BS	270101	AS Mathematics	Mathematics
Arts and Sciences	MA	270101	AS Mathematics	Mathematics
Arts and Sciences	MMath	270101	AS Mathematics	Mathematics
Arts and Sciences	MS	270101	AS Mathematics	Mathematics
Arts and Sciences	PhD	270101	AS Mathematics	Mathematics
Arts and Sciences	BS	261501	AS Neuroscience	Neuroscience
Arts and Sciences	BA	380101	AS Philosophy	Philosophy
Arts and Sciences	MA	380101	AS Philosophy	Philosophy
Arts and Sciences	PhD	380101	AS Philosophy	Philosophy
Arts and Sciences	BS	400801	AS Physics	Physics
Arts and Sciences	MS	400801	AS Physics	Physics
Arts and Sciences	PhD	400801	AS Physics	Physics
Arts and Sciences	BA	450901	AS International Studies	International Studies
Arts and Sciences	BA	451001	AS Political Science	Political Science
Arts and Sciences	MA	450901	AS International Studies	International Studies

**University of South Carolina -Columbia
Programs with CIP Codes**

Arts and Sciences	MA	451001	AS Political Science	Political Science
Arts and Sciences	MPA	440401	AS Public Administration	Public Administration
Arts and Sciences	PhD	451001	AS Political Science	Political Science
Arts and Sciences	BA	422704	AS Expermntl Psychology	Psychology
Arts and Sciences	BS	422704	AS Expermntl Psychology	Psychology
Arts and Sciences	MA	422704	AS Expermntl Psychology	Experimental Psychology
Arts and Sciences	MA	422801	AS Psychology	Psychology
Arts and Sciences	MA	422805	AS School Psychology	School Psychology
Arts and Sciences	PhD	420101	AS Psychology	Psychology
Arts and Sciences	BA	380201	AS Religious Studies	Religious Studies
Arts and Sciences	BA	500703	AS Art History	Art History
Arts and Sciences	BA	500702	AS Art Studio	Art Studio
Arts and Sciences	BA	500699	AS Media Arts	Media Arts
Arts and Sciences	BFA	131302	AS Art Education	Art Education
Arts and Sciences	BFA	500702	AS Art Studio	Art Studio
Arts and Sciences	MA	500703	AS Art History	Art History
Arts and Sciences	MA	131302	AS Art	Art Education
Arts and Sciences	MA	500702	AS Art Studio	Art Studio
Arts and Sciences	MA	500699	AS Media Arts	Media Arts
Arts and Sciences	MFA	500702	AS Art Studio	Art Studio
Arts and Sciences	BA	451101	AS Sociology	Sociology
Arts and Sciences	BS	451101	AS Sociology	Sociology
Arts and Sciences	MA	451101	AS Sociology	Sociology
Arts and Sciences	PhD	451101	AS Sociology	Sociology
Arts and Sciences	BS	270501	AS Statistics	Statistics
Arts and Sciences	MAS	270601	AS Applied Statistics	Applied Statistics
Arts and Sciences	MS	270501	AS Statistics	Statistics
Arts and Sciences	PhD	270501	AS Statistics	Statistics
Arts and Sciences	BA	500301	AS Dance	Dance
Arts and Sciences	BA	500501	AS Theatre	Theatre
Arts and Sciences	MA	500501	AS Theatre	Theatre
Arts and Sciences	MFA	500501	AS Theatre	Theatre
Arts and Sciences	BA	50207	AS Women's and Gender Studies	Women's and Gender Studies
Business	BSBA	520301	BA Accounting	Accounting
Business	BSBA	520601	BA Business Economics	Business Economics
Business	BSBA	520801	BA Finance	Finance
Business	BSBA	521701	BA Risk Mgmt and Insurance	Risk Management and Insurance

**University of South Carolina -Columbia
Programs with CIP Codes**

Business	BSBA	521101	BA International Business	International Business
Business	BSBA	520201	BA Management	Management
Business	BSBA	521301	BA Operations and Supply Chain	Operations Supply Chain
Business	BSBA	521401	BA Marketing	Marketing
Business	BSBA	521501	BA Real Estate	Real Estate
Business	EIMBA	521101	BA Intenational Business	Executive International Master of Business Administration
Business	IMBA	521101	BA International Business	International Business
Business	PMBA	521101	BA Business Administration	Professional Master of Business Administration
Business	OMBA	520101	BA Business Administration	One-Year Master of Business Administration
Business	MA	450601	BA Economics	Economics
Business	MACC	520301	BA Accounting	Accountancy
Business	MHR	521001	BA Human Resources	Human Resources
Business	MIB	521101	BA International Business	International Business
Business	MS	520201	BA Business Administration	Business Administration
Business	PhD	520201	BA Business Admin	Business Administration
Business	MS	521302	BA Business Analytics	Business Analytics
Business	PhD	450601	BA Economics	Economics
Education	EdS	130401	ED Educal Admin	Education Administration
Education	MEd	130401	ED Educal Admin	Education Administration
Education	MEd	131102	ED Higher Ed and Studnt Affrs	Higher Education and Student Affairs
Education	PhD	130401	ED Educal Admin	Education Administration
Education	EdS	131101	ED Counselor Educ	Counselor Education
Education	PhD	131101	ED Counselor Educ	Counselor Education
Education	MEd	130601	ED Educal Psych and Res	Educational Psychology and Research
Education	MEd	422814	ED Applied Behavior Analysis	Applied Behavior Analysis
Education	PhD	130601	ED Educal Psych and Res	Educational Psychology and Research
Education	PhD	130901	ED Foundations of Educ	Foundations of Education
Education	MAT	131001	ID Special Education	Special Education
Education	MAT	131312	ID Music Educ	Music Education
Education	MEd	131001	ED Special Educ	Special Education
Education	PhD	131001	ED Special Educ	Special Education
Education	BA	131210	ED Early Childhood Educ	Early Childhood Education
Education	MEd	131210	ED Early Childhood Educ	Early Childhood Education
Education	BA	131202	ED Elementary Education	Elementary Education
Education	MAT	131202	ID Elementary Educ	Elementary Education
Education	BA	131203	ED Middle Level Educ	Middle Level Education
Education	BS	131203	ED Middle Level Educ	Middle Level Education

**University of South Carolina -Columbia
Programs with CIP Codes**

Education	MT	131205	ED Secondary Educ	Secondary Teacher Education
Education	MAT	131302	ID Art Education	Art Education (P-12 Certification)
Education	EdD	139999	ED Educational Practice and Innovation	Educational Practice and Innovation
Education	PhD	131315	ED Language and Literacy	Language and Literacy
Education	MEd	131315	ED Language and Literacy	Language and Literacy
Education	MEd	130101	ED Teaching	Teaching
Education	PhD	130101	ED Teaching and Learning	Teaching and Learning
Education	BSPE	131314	ED Physical Educ	Physical Education
Education	MAT	131314	ID Physical Educ	Physical Education, Teacher Education
Education	PhD	131314	ED Physical Educ	Physical Education
Education	MS	131314	ED Adapted Physical Education	Adapted Physical Education
Education	MEd	130501	ED Learning Design and Technologies	Learning Design and Technologies
Engineering	BS	140501	EN Biomedical Engineering	Biomedical Engineering
Engineering	ME	140501	EN Biomedical Engineering	Biomedical Engineering
Engineering	MS	140501	EN Biomedical Engineering	Biomedical Engineering
Engineering	PhD	140501	EN Biomedical Engineering	Biomedical Engineering
Engineering	BSE	140701	EN Chemical Engineering	Chemical Engineering
Engineering	ME	140701	EN Chemical Engineering	Chemical Engineering
Engineering	MS	140701	EN Chemical Engineering	Chemical Engineering
Engineering	PhD	140701	EN Chemical Engineering	Chemical Engineering
Engineering	BSE	140801	EN Civil Engineering	Civil Engineering
Engineering	ME	140801	EN Civil Engineering	Civil Engineering
Engineering	MS	140801	EN Civil Engineering	Civil Engineering
Engineering	PhD	140801	EN Civil Engineering	Civil Engineering
Engineering	BS	110103	EN Integrated Info Technology	Integrated Information Technology
Engineering	MHIT	512706	EN Health Info Technology	Health Information Technology
Engineering	BS	110101	EN Computer Info Systms	Computer Information Systems
Engineering	BSCS	110101	EN Computer Science	Computer Science
Engineering	BSE	140901	EN Computer Engineering	Computer Engineering
Engineering	MS	110701	EN Computer Science	Computer Science
Engineering	MS	140901	EN Computer Engineering	Computer Engineering
Engineering	MS	151501	EN Engineering Mangement	Engineering Management
Engineering	MS	520701	EN Tech Innv Entrepreneurial	Technology Innovation and Entrepreneurial Engineering
Engineering	PhD	110701	EN Computer Science	Computer Science
Engineering	PhD	140901	EN Computer Engineering	Computer Engineering
Engineering	BSE	141001	EN Electrical Engineering	Electrical Engineering
Engineering	ME	141001	EN Electrical Engineering	Electrical Engineering

**University of South Carolina -Columbia
Programs with CIP Codes**

Engineering	MS	141001	EN Electrical Engineering	Electrical Engineering
Engineering	PhD	141001	EN Electrical Engineering	Electrical Engineering
Engineering	BSE	140201	EN Aerospace Engineering	Aerospace Engineering
Engineering	ME	140201	EN Aerospace Engineering	Aerospace Engineering
Engineering	MS	140201	EN Aerospace Engineering	Aerospace Engineering
Engineering	BSE	141901	EN Mechanical Engineering	Mechanical Engineering
Engineering	ME	141901	EN Mechanical Engineering	Mechanical Engineering
Engineering	MS	141901	EN Mechanical Engineering	Mechanical Engineering
Engineering	PhD	141901	EN Mechanical Engineering	Mechanical Engineering
Engineering	ME	142301	EN Nuclear Engineering	Nuclear Engineering
Engineering	MS	142301	EN Nuclear Engineering	Nuclear Engineering
Engineering	PhD	142301	EN Nuclear Engineering	Nuclear Engineering
Engineering	PhD	110104	EN Informatics	Informatics
SC Honors College	BarSc	240199	HC Interdisciplinary Studies	Interdisciplinary Studies
HRSM	BS	520901	HM Hospitality Mgmt	Hospitality Management
HRSM	BS	520903	HM Tourism Management	Tourism Management
HRSM	MIHTM	520901	HM Intl Hosptlty & Toursm Mgmt	International Hospitality and Tourism Management
HRSM	PhD	520901	HM Hospitallty Management	Hospitality Management
HRSM	BAIS (HRSM)	240101	BA Interdisciplinary Studies	Interdisciplinary Studies
HRSM	BS	521803	HM Retailing	Retailing
HRSM	MR	521803	HM Retailing	Retailing
HRSM	BS	310504	HM Sport and Entrtnmnt Mgmt	Sport and Entertainment Management
HRSM	MSEM	310504	HM Sport and Entrtnmnt Mgmt	Sport and Entertainment Management
HRSM	PhD	310504	HM Sport and Entrtnmnt Mgmt	Sport and Entertainment Management
Information and Communications	BAJMC	90903	IC Advertising	Advertising
Information and Communications	BAJMC	90402	IC Broadcast Journalism	Broadcast Journalism
Information and Communications	BAJMC	90401	IC Journalism	Journalism
Information and Communications	BAJMC	90102	IC Mass Communications	Mass Communications
Information and Communications	BAJMC	90902	IC Public Relations	Public Relations
Information and Communications	BAJMC	90702	IC Visual Communications	Visual Communications
Information and Communications	MA	90401	IC Journalism	Journalism
Information and Communications	MMC	90401	IC Journalism	(Journalism and) Mass Communications
Information and Communications	PhD	90102	IC Mass Communications	(Journalism and) Mass Communications
Information and Communications	BS	110401	IC Information Science	Information Science
Information and Communications	SLIS	250101	IC Libr and Info Science	Library and Information Science (Teacher Ed)
Information and Communications	SLIS	250101	IC Libr and Info Science	Library and Information Science
Information and Communications	MLIS	250101	IC Libr and Info Science	Library and Information Science

**University of South Carolina -Columbia
Programs with CIP Codes**

Information and Communications	PhD	250101	IC Libr and Info Science	Library and Information Science
Information and Communications	MS	307199	IC Data and Communication	Data and Communication
Law School	MSL	510717	LW Law	Health Systems Law
Law School	JD	220101	LW Law	Law
Medicine	MS	260102	MD Biomedical Science	Biomedical Sciences
Medicine	PhD	260102	MD Biomedical Science	Biomedical Sciences
Medicine	MRC	512399	MD Counseling and Rehanbilitation	Counseling and Rehabilitation
Medicine	MNA	513804	MD Nurse Anesthesia	Nurse Anesthesia
Medicine	MS	260806	MD Genetic Counseling	Genetic Counseling
Medicine	MS	510912	MD Physician Assistant Studies	Physician Assistant Studies
Medicine	MD	511201	MD Medicine	Medicine
Medicine	DNAP	513804	MD Nurse Anesthesia	Nurse Anesthesia
Music	BA	500901	MU Music	Music
Music	BM	500901	MU Music	Music
Music	DMA	500906	MU Conducting	Conducting
Music	DMA	500904	MU Music Composition	Music Composition
Music	DMA	500903	MU Music Performance	Music Performance
Music	DMA	500999	MU Piano Pedagogy	Piano Pedagogy
Music	MM	500901	MU Music	Music
Music	MM	500903	MU Music Performance	Music
Music	MMEd	131312	MU Music Education	Music Education
Music	PhD	131312	MU Music Education	Music Education
Music	BS	501003	MU Music Industry Studies	Music Industry Studies
Nursing	BSN	513801	NR Nursing	Nursing-Generic
Nursing	BSN	513801	NR Nursing - R.N.	Nursing - BSN Completion (RN to BSN)
Nursing	DNP	513818	NR Nursing Practice	Nursing Practice
Nursing	MSN	513801	NR - Entry to Practice Nursing	Entry to Practice of Nursing (MEPN)
Nursing	MSN	513805	NR Family Nurse Practitioner	Family Nurse Practitioner
Nursing	MSN	513810	NR Psych/Mntl Hlth Nrse Pract	Psychiatric/Mental Health Nurse Practitioner
Nursing	MSN	513814	NR Adlt Ger Acte Care Nrs Prac	Adult Gerontology Acute Care Nurse Practitioner
Nursing	MSN	513802	NR Nursing Adminisration	Nursing Administration
Nursing	MSN	513899	NR - Nursing Informatics	Nursing Informatics
Nursing	PhD	513808	NR Nursing Science	Nursing Science
Public Health	BA	512299	PH Public Health	Public Health
Public Health	BS	512299	PH Public Health	Public Health
Public Health	MS	510203	PH Speech Pathology	Speech-Language Patholgoy
Public Health	PhD	510204	PH Comm Sci & Disorders	Communication Sciences and Disorders

**University of South Carolina -Columbia
Programs with CIP Codes**

Public Health	MPH	512202	PH Environmental Hlth Sciences	Environmental Health Sciences
Public Health	MS	512202	PH Environmental Hlth Sciences	Environmental Health Sciences
Public Health	PhD	512202	PH Environmental Hlth Sciences	Environmental Health Sciences
Public Health	MPH	261102	PH Biostatistics	Biostatistics
Public Health	MPH	261309	PH Epidemiology	Epidemiology
Public Health	MS	261102	PH Biostatistics	Biostatistics
Public Health	MS	261309	PH Epidemiology	Epidemiology
Public Health	PhD	261102	PH Biostatistics	Biostatistics
Public Health	PhD	261309	PH Epidemiology	Epidemiology
Public Health	BS	260908	PH Exercise Science	Exercise Science
Public Health	MS	510913	PH Athletic Training	Athletic Training
Public Health	MS	510913	PH Adv Athletic Training	Advanced Athletic Training
Public Health	MS	260908	PH Exercise Science	Exercise Science
Public Health	PhD	260908	PH Exercise Science	Exercise Science
Public Health	MPH	512201	PH Exercise Science	Physical Activity and Public Health
Public Health	DPT	512308	PH Physical Therapy	Physical Therapy
Public Health	MPH	512207	PH Hlth Promo, Educ and Beh	Health Promotion, Education, and Behavior
Public Health	PhD	512207	PH Public Health Educ & Promotion	Health Promotion, Education, and Behavior
Public Health	MHA	510702	PH Hlth Svcs Policy and Mgmt	Health Services Policy and Management
Public Health	MPH	512201	PH Hlth Svcs Policy and Mgmt	Health Services Policy and Management
Public Health	PhD	512201	PH Hlth Svcs Policy and Mgmt	Health Services Policy and Management
Palmetto Programs	AA	240101	Ft. Jackson Military-General	Liberal Arts and Sciences
Palmetto Programs	AS	240101	Ft. Jackson Military-General	Liberal Arts and Sciences
Palmetto Programs	BA	520206	PP Organizational Leadership	Organizational Leadership (Regional Campuses)
Palmetto Programs	BA	240101	PP Liberal Studies	Liberal Studies (Regional Campuses)
Pharmacy	BS	512099	PR Pharmaceutical Sciences	Pharmaceutical Sciences
Pharmacy	MS	512003	PR Pharmaceutical Sciences	Pharmaceutical Sciences
Pharmacy	PhD	512003	PR Pharmaceutical Sciences	Pharmaceutical Sciences
Pharmacy	PharmD	512001	PR Pharmacy - PharmD	Pharmacy
Social Work	BSW	440701	SW Social Work	Social Work
Social Work	MSW	440701	SW Social Work	Social Work
Social Work	PhD	440701	SW Social Work	Social Work
USC Lancaster	AA	240101	AA Associate in Arts	Associate in Arts
USC Lancaster	AS	240101	AS Associate in Science	Associate in Science
USC Lancaster	ASCCJ	430103	ASCJ Associate in Science Criminal Justice	Criminal Justice
USC Salkehatchie	AA	240101	AA Associate in Arts	Associate in Arts
USC Salkehatchie	AS	240101	AS Associate in Science	Associate in Science

University of South Carolina -Columbia
Programs with CIP Codes

USC Sumter	AA	240101	AA Associate in Arts	Associate in Arts
USC Sumter	AS	240101	AS Associate in Science	Associate in Science
USC Union	AA	240101	AA Associate in Arts	Associate in Arts
USC Union	AS	240101	AS Associate in Science	Associate in Science

Appendix B

List of Existing Approved Off-Campus Sites and Addresses

Name of Site	Physical Address (street, city, state, country) Do not include PO Boxes.	Date Approved by SACSCOC	Date Implemented by the institution	Educational programs offered (specific degrees, certificates, diplomas) with 50% or more credits hours offered at each site	Is the site currently active? (At any time during the past 5 years, have students been enrolled and courses offered? If not, indicate the date of most recent activity.)
Lancaster	476 Hubbard Drive, Lancaster. SC 29720	March 15, 2012		AA, AS	Yes
Beaufort	801 Carteret Street, Beaufort SC 29720	March 15, 2012		Master of Arts in Teaching in Elementary Education	Yes
Aiken	Savannah River Site, Building 703 41 A, Aiken, SC 29808	March 15, 2012		Master of Environmental & Earth Resource Management	Yes
Greenville- University Center	225 S. Pleasantburg Drive, Greenville, SC 29607	March 15, 2012		Master of Social Work	Yes
Charleston- Lowcountry Graduate Center	5300 International Boulevard, #100, N. Charleston, SC 29418	March 15, 2012		Master of Public Administration	Yes
Charlotte	200 South College Street, Suite 110, Charlotte, NC 28202	March 15, 2012		PMBA	Yes
Greenville	Greenville Hospital System, 701 Grove Road, Greenville, SC 29605	March 15, 2012		MD	Yes
USC Laurens Site	507 North Harper Street, Suite L, Laurens, SC 29360	June, 25, 2015		AA, AS	Yes

McLeod Regional Medical Center (Clinical Site)	555 East Cheves Street, Florence, SC 29506	July 7, 2015		MD	Yes
Carolinas Hospital System (Clinical Site)	805 Pamplico Highway, Florence, SC 29596	July 7, 2015		MD	Yes
Instituto Tecnologic y de Estudios Superiores de Monterrey	Campus Guadalajara Colonia Nuevo Mexico Guadalajara 45140	2006	01/02/2007	M.B.A., EIMBA (DMSB)	Yes
Kangnam University	104 Galwon Dong Young San Gu Seoul Korea	1992	07/24/2000	M.S.W (SOWK)	Yes
Medical Dental Education Institute	1318-8 SEO-CHO GU Montessori Building 3F Seoul South Korea	2006	01/02/2007	DrPh Health Services (ASPH), PB Cert Drug and Addiction (SOWK)	ASPH terminated DrPH Health Services Spring 2018; Yes, Social Work is active
Salkehatchie	P.O. Box 617 Allendale SC 29810	1965	12/03/1991	AA, AS	Yes
Sumter	200 Miller Road Sumter SC 29150-2498	1973	12/03/1991	AA, AS	Yes
Union	309 East Academy Street Union, SC 29379	1965	12/05/1991	AA, AS	Yes
Moore School of Business Greenville Classroom	201 Riverplace, Suite 300 Greenville, SC 29601	11/08/2018	11/08/2018	PMBA	Yes
Moore School of Business Charleston Classroom	151 Market Street Charleston, SC 29401	11/08/2018	11/08/2018	PMBA	Yes
BB&T Center	200 South College Street, Suite 110 Charleston, NC 28202	11/08/2018	11/08/2018	PMBA	Yes
Indian Land Site	8063 River Road Fort Mill, SC 29707	04/26/2019	04/26/2019	AA, AS, ASN	Yes

Marine Corps Air Station (MCAS)	Building 596 Geiger Boulevard MCAS Beaufort, SC 29904	04/12/2019	04/12/2019	PMBA	Yes
Marine Corps Recruit Depot Parris Island	Building 923 355 Chosin Reservoir Road MCRD Parris Island, SC 29905	04/12/2019	04/12/2019	PMBA	Yes
Ridgeview High School	4801 Hard Scrabble Road, Columbia, SC 20229	12/06/2019	01/06/2020	AA, AS	Yes
Fort Jackson Education Services Center	4600 Strom Thurmond Boulevard, Fort Jackson, SC 29207	12/2/2019	8/3/2020	AA, AS	Yes
Hamad Bin Khalifa University	P.O. Box 34110, Education City, Doha, Qatar	12/17/2019	8/3/2020	Joint Academic Award with Non-SACSCOC Accredited Institution: M.S. in Exercise Science	Yes
Hamad Bin Khalifa University	P.O. Box 34110, Education City, Doha, Qatar	2/5/2021	1/1/2021	Joint Academic Award with Non-SACSCOC Accredited Institution: M.S. in Sport and Entertainment Management	Yes
River Bluff High School	320 Corley Mill Road, Lexington, SC 29072	3/31/23	8/1/2022	AA, AS	Yes
Nation Ford High School	1400 AO Jones Boulevard, Fort Mill, SC 29715	5/12/2023		AA, AS	Yes
White Knoll High School	5643 Platt Springs Road, Lexington, SC 29073	5/12/2023		AA, AS	Yes
Catawba Ridge High School	1180 Fort Mill Pkwy, Fort Mill, SC 29715	5/12/2023		AA, AS	Yes
Lexington High School	2463 August Highway, Lexington, SC 29072	5/12/2023		AA, AS	Yes

Fort Mill High School	215 N. Hwy 21 Bypass, Fort Mill, SC 29715	5/12/2023		AA, AS	Yes
Grey Collegiate Academy	3833 Leaphart Road, Columbia, SC 29169	8/18/2023	1/1/24	AA, AS	Yes
Clover High School	1625 State Highway 55 East, Clover, SC 29710	4/5/2024	8/1/24	AA, AS	Yes

Appendix C

Freshman Applicants

Our application for fall is open — and we can't wait to read yours!

Complete either the [USC Application](#) or the [Common App](#). Choose the application that you are most comfortable submitting. There is no advantage in the admission process to using one application over the other.

Are you an international student? Review required materials for [international freshman applicants](#).



Planning to apply?

Download a copy of our step-by-step guide to help you apply to USC.

[USC Application Guide »](#)

Required Materials

All freshman applicants must submit the following credentials:

Collapse All

Completed application (including essay and activities section)

You'll provide your high school courses/grades for your senior year only, choose your **major**, complete the essay, and list your extracurricular activities, honors and awards. You will also decide whether you want us to consider your ACT / SAT scores in the review process.

All information submitted with your application will be used to determine admission and **merit-based scholarship** award decisions.

\$65 application fee or valid application fee waiver for eligible students

Regardless of which application you select, you must pay the nonrefundable \$65 application fee or use an ACT, College Board, NACAC, SCOIR or Common App application fee waiver, if eligible.

Unofficial high school transcript

Upload a legible unofficial copy of your high school transcript in JPG or PDF format. After you submit the application, we'll review your uploaded transcript and

let you know if we need an official one. The unofficial transcript must list grades through the end of your junior year and include your full name and high school name. Do not send an official high school transcript to the admissions office unless it is requested.

If you already graduated from high school, request to have your official transcript sent to USC's Office of Undergraduate Admissions.

Don't forget to list your senior year courses and credits on the application. You must list the exact amount of credit (full, half, trimester) for each course. You will also need to list all dual enrollment courses you are taking.

Standardized test score (if using)



USC is test-optional for the spring, summer and fall 2025 terms. This means you are not required to submit SAT and / or ACT scores for admission or merit scholarship consideration. You will select "Yes" or "No" on the application to indicate whether you want us to review your test scores as part of the admission process.

If you choose to report your scores on the application, enter the highest scores for the ACT composite and / or the SAT total. If you took either test more than once, we will superscore using all tests taken.

USC's deadline for receipt of test scores is based on the credentials deadline associated with your application type. If test scores are not received by the credentials deadline, your application will be considered on a space-available basis. We require official scores only if you enroll in USC. Our SAT code is 5818 and our ACT code is 3880.

USC is test-optional through the fall, spring and summer 2025. Review [frequently asked questions](#) about USC's test-optional policy.

Important Dates

Freshman applications must be submitted by the following deadlines:

OCTOBER

15

NOVEMBER

15



Early Action Application Deadline

Apply by Oct. 15 to receive an admissions decision in mid-December.

Credentials due by Nov. 1.*

Honors College Application Deadline

Apply by Nov. 15 to be considered for the Honors College and Top Scholars awards.

Credentials due by Dec. 1.*

DECEMBER

1

Regular Application Deadline

Apply by Dec. 1 to receive an admissions decision by mid-March.

Credentials due by Jan. 15.*

Last date to submit any outstanding items listed on your **USC Admissions Portal and to switch your preference on having test scores considered.*

Application Review

Freshman admission is based primarily on a student’s academic performance. This includes grades earned in core classes in high school, class standing or class rank (if available) and rigor of coursework. The admissions committee evaluates each applicant in that year’s pool and selects applicants based on the following factors:

Collapse All

Required high school courses



Students seeking admission as freshmen are expected to meet the minimum college prep high school core course curriculum required by the South Carolina Commission on Higher Education.

Expand all

English - 4 units



Mathematics - 4 units



Laboratory science - 3 units



Social studies - 3 units



World language - 2 units



Fine arts - 1 unit



Academic electives - 2 units



Strong academic performance



High school grades are the most important factor in determining a student's ability to compete for admission to USC. We look for demonstrated academic achievement by reviewing courses and grades, recognizing that different high schools provide different levels of opportunity.

We recommend taking the most challenging coursework available at your high school, provided you can be successful. This includes programs like honors, AP, IB and dual enrollment. Many of these courses also provide opportunities to earn **college credit** while attending high school.

Standardized test score (if using)



We suggest reviewing our **academic profile** as you consider your preferred testing plan. The profile shows the ranges for standardized test scores, high school GPA and class rank for general admission, Capstone Scholars and the South Carolina Honors College.

Choice of major



Part of our review process includes your choice of major. You have the option to choose a second choice major on your application. This ensures the highest consideration for admission based on the competitiveness of each class and the capacity of some majors. If you are unsure of your major, you can select "Undeclared" in the College of Arts and Sciences.

Required essay



The essay is your opportunity to tell us something about yourself that is not already in your application. The purpose is to get to know you better. The best essay topic is going to be the one you are most excited to write about and one that reflects on a personal experience. Make it less about the topic and more about you!

There is one required essay on the application that is reviewed as part of our holistic admissions process. You will choose an essay prompt from the list provided in the application, regardless of application type.

Extracurricular activities, honors and awards



This section allows you to list and explain up to 10 extracurricular activities you've been involved in throughout high school. In the description, include your duties, recognitions or leadership roles. Explain the activity and your specific involvement. It's more about quality than quantity in this section!

Top 10% criteria



All South Carolina students who are ranked in the top 10% of their high school graduating class will be admitted to the University of South Carolina's Columbia campus starting with the Fall 2024 application cycle.

To be eligible students must:

- Graduate from a S.C. public high school or be a South Carolina resident graduating from an independent school with a graduating class of 20 or more students.
- Apply as an entering first-time freshman by the Dec. 1 application deadline.
- Complete the required college preparatory high school course curriculum with no grade below a C.

Program details:

- Class rank is determined at the end of the junior year in high school as indicated on the high school transcript provided when students apply.
- Admission to the first-choice major indicated on the admission application is not guaranteed.
- Students enrolled in dual credit or college courses may also have to meet minimum transfer requirements.
- Non-traditional high school students and mid-year graduates may qualify on a case-by-case basis.
- If a high school does not rank, a school profile displaying senior class GPA percentile data will be requested from the high school to determine eligibility.

Academic Profile

These ranges reflect the middle 50% of the students who were admitted in 2024 and give you a general idea of where you fall within each academic range.

Standardized Test Scores Middle 50%

S.C. Residents	Nonresidents	Capstone Scholars	Honors College
1110 - 1320 SAT	1260 - 1410 SAT	1340 - 1430 SAT	1430 - 1530 SAT
22 - 30 ACT	27 - 32 ACT	30 - 32 ACT	32 - 35 ACT

High School Academic Performance* Middle 50%

Freshman Class	Capstone Scholars	Honors College
4.1 - 4.7 HS GPA	4.3 - 4.9 HS GPA	4.5 - 5.1 HS GPA
7% - 26% Class Rank	3% - 14% Class Rank	1% - 5% Class Rank

* Class rank ranges only include students whose high school provides a ranking.

After You Apply

After you submit the application, you can check your application status on your [USC Admissions Portal](#). You can also request changes to your application. Once we've made a decision on your application, you will receive an email instructing you to check your portal.

[USC Admissions Portal »](#)

Decision Types

Admit - Admitted freshmen have until May 1 to decide to enroll.

Bridge to Carolina - A select group of students will be invited to participate in one of our bridge programs, [Gamecock Gateway](#) and [Palmetto Pathway](#).

Waitlist - A limited number of students will be offered a place on the waitlist.

Deny - While freshman admission to USC is not an option, students can become a Gamecock by [transferring to USC](#) in a future semester.



Apply now!

[USC Freshman Application](#)

[Common App](#)

Earn College Credit In High School

Discover [how to receive USC credit](#) for Advanced Placement (AP) or International Baccalaureate (IB) courses.

[Livechat now](#)

Appendix D

ADMINISTRATIVE DIVISION ACAF Academic Affairs		POLICY NUMBER ACAF 1.20
POLICY TITLE Credential Verification for Instructors of Record		
SCOPE OF POLICY USC Columbia and regional Palmetto College campuses		DATE OF REVISION November 15, 2021
RESPONSIBLE OFFICER Executive Vice President for Academic Affairs and Provost		ADMINISTRATIVE OFFICE Office of the Provost

PURPOSE

The University of South Carolina is committed to recruiting, retaining, and promoting an outstanding faculty who demonstrate excellence in teaching, research, service, and outreach.

To ensure compliance with accreditation requirements regarding teaching faculty, the teaching credentials of all instructors of record must be systematically reviewed by the hiring authority at the time of hire and must meet all credential requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Additionally, credentials must be reviewed when an instructor of record is assigned to a course, they have not previously taught.

The credentials of all instructors of record must be verified in accordance with this policy and its accompanying procedures.

DEFINITIONS AND ACRONYMS

Campus Chief Academic Officer: The term "campus chief academic officer" is used throughout this policy and defined for each campus as follows:

- For the USC Columbia campus, the campus chief academic officer is the executive vice president for academic affairs and provost.
- For the regional Palmetto Colleges, the campus chief academic officer is the chancellor for Palmetto College unless otherwise specified by the chancellor.

Instructor of Record: The term "instructor of record" is used throughout this policy and, as defined in ACAF 1.19 Instructor of Record, refers to the individual designated by the academic unit as responsible for the course, including developing its content, assignments, and grades. The instructor of record is the primary instructor on the class section record, identified as either "assigned instructor" or "instructor."

This policy applies to all faculty and other academic personnel involved in instruction as defined by policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions. This also includes university staff assigned as instructors of record either as dual employment or

as part of their staff appointment, and academic affiliates appointed in accordance with policy UNIV 2.50 Affiliate Appointments.

Additionally, this policy applies to academic administrators with academic appointments as defined by policy ACAF 1.01 Recruitment and Appointment of Academic Administrators. Examples of related positions include the provost, vice provosts, academic deans and associate deans, academic department chairs and academic program directors.

All instructors of record regardless of rank or type must meet the appropriate standards for credentials.

Course Department: refers to the college, school, department, or program responsible for the oversight of a course and for the assignment of the instructor of record for the course. The “course department” is the college, school, department, or program in which a course originates.

Official Transcript: refers to a transcript that is printed on the institution’s official letterhead or transcript stationery, and includes the name, official seal, and watermark or other identifier of the issuing institution; includes the signature of the appropriate authorizing agent (usually the Registrar) and date of issue; and, lists the type of degree, area of concentration, and date the degree was conferred (if the degree has been awarded).

Electronic transcripts are acceptable as long as these are received from the university granting the degree, or through a third party that is authorized to broker such transactions and that takes the responsibility for verifying the identities of both the issuing institution and the receiving institution.

POLICY STATEMENT

On each campus, the chief academic officer is responsible for ensuring that each course department verifies the academic credentials of all instructors of record. The course department is responsible for documenting the credentials of the instructor of record and keeping the documentation on file.

This policy applies to all faculty and other academic personnel involved in instruction as defined by policy [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#). This also includes university staff assigned as instructors of record either as dual employment or as part of their staff appointment, and academic affiliates appointed in accordance with policy [UNIV 2.50 Affiliate Appointments](#).

Additionally, this policy applies to academic administrators with academic appointments as defined by policy [ACAF 1.01 Recruitment and Appointment of Academic Administrators](#). Examples of related positions include the provost, vice provosts, academic deans and associate deans, academic department chairs and academic program directors.

All instructors of record regardless of rank or type must meet the appropriate standards for credentials.

A. Credential Verification

1. Criteria for Credential Verification

Credential review on all campuses must be in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Comprehensive Standard 6.2.a of *The Principles of Accreditation*.

The criteria specify that when determining acceptable qualifications of its faculty, an institution should give primary consideration to the highest earned degree in the discipline. The minimum academic requirements for instructors of record are:

- a. Faculty teaching courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching graduate and post-baccalaureate course work, including all mixed-level courses: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- c. Graduate teaching assistants: To be eligible to teach undergraduate courses, each graduate teaching assistant must provide an official transcript showing that a master's degree in the teaching discipline has been conferred. Otherwise, graduate teaching assistants must meet all of the following qualifications before they are eligible to teach: 1) 18 or more graduate semester hours in the teaching discipline as evidenced by coursework on a transcript, 2) direct supervision by a faculty member who is qualified to teach in the discipline, 3) regular in-service training, which may be in the form of a course taken simultaneously or prior to teaching, and 4) planned and periodic evaluations by a faculty member in the discipline.

Some graduate teaching assistants have graduate semester hours in a related discipline rather than the teaching discipline. For disciplines with common cross-training, documentation much reflect approval from both the teaching discipline and the related discipline.

In rare circumstances, a graduate teaching assistant can be approved to teach a graduate or other post-baccalaureate course; such approval requires satisfying the academic credentials described above or providing alternate credentials as described below; in addition, the academic unit must affirm that the graduate teaching assistant cannot take the course for their own program of study and will not have any students in their doctoral program cohort in the course. The Office of the Provost must approve any graduate teaching assistant as instructor of record for any graduate or other post-baccalaureate course, including all mixed-level courses.

2. Alternative Credentialing

When the credentials of the instructor of record do not meet the minimum requirements as outlined above, but the prospective instructor possesses outstanding professional experience or demonstrated contributions to the teaching discipline, the individual may be alternatively credentialed. A minimum of two faculty (e.g., program director, department chair, associate dean, dean) must review and approve any request for alternative credentials for an instructor of record.

- a. In cases of alternative credentialing, the course department must explain and provide documentation of the instructor's alternate qualification(s) to teach a course or courses. These may include, but are not limited to, work or research experience, professional licensure or certification, non-credit professional development courses, or other specialized training. Sufficient objective documentation to support outstanding experience and demonstrated contributions is required to warrant consideration and must be kept up to date and maintained by the course department as long as the individual is in an active teaching role within the department.
 - b. For undergraduate courses, the instructor of record must have at minimum a baccalaureate degree in addition to alternative credentials. Exceptions require approval of the Office of the Provost.
 - c. For graduate and post-baccalaureate courses, including all mixed-level courses, the instructor of record must have, at minimum, 18 hours of relevant graduate course work in addition to alternative credentials. Exceptions require approval of the Office of the Provost.
3. Select courses are excluded from the criteria identified above. Programs can identify non-standard criteria for specific courses, e.g. minimum professional experience in lieu of graduate coursework for certain experiential courses. Non-standard criteria must be proposed by the program faculty and approved by the academic dean and Office of the Provost. The appendix includes courses approved for use of non-standard criteria.
4. Required Review at Time of Hire or Appointment

Verification of required credentials as described in policy section A.1. must occur at time of hire for all new instructors of record. In the case of academic affiliates, credentials must be reviewed at the time of appointment.

5. Required Review for New Class Assignment

Verification of required credentials as described in section A.1. must occur when an established instructor of record is assigned to teach a class not previously taught by the individual. This includes classes both within and outside the instructor's normal teaching discipline.

6. Per-Course Review Requirement

Credential verification for eligibility to teach a course must be considered on a per-course basis regardless of the instructor's full- or part-time standing. It is possible that the highest earned degree in a discipline may be sufficient to credential an instructor for the majority of their classes, while alternative credentialing may be necessary for a particular class taught outside the degree discipline.

7. ROTC Instructors

ROTC instructors are provided to the university through the military. The university provides them with courtesy appointments and credentials their instruction provided they have a master's degree or higher, have completed appropriate military programs, or have accumulated substantial and relevant experience. As with other instructors of record, credentials for ROTC instructors must be submitted upon appointment.

8. Credential Documents

All instructors of record must have an official transcript and curriculum vitae on file with the academic unit (program, department/school, or campus/college, based on campus/college-level procedures) for which they are teaching. Instructors of record who are alternatively credentialed and, therefore, do not have a transcript on file, still must submit a curriculum vitae along with their other supporting materials.

- a. Credential documentation for each instructor of record must be maintained by the course department for as long as the individual is in an active teaching role. In the case of an instructor of record teaching a course outside their primary academic unit, the secondary course academic unit does not need to keep an official transcript and curriculum vitae on file if it has ensured these documents are already on file and can be easily accessed, if needed. However, the secondary unit is responsible for verifying that the academic credentials satisfy the requirements for courses in the secondary unit and to maintain any documentation related to alternative credentials.
- b. Official Transcripts: An individual's credentials should include an official transcript showing the highest degree conferred in the teaching discipline, or the highest degree conferred with 18+ graduate hours in the teaching discipline. Undergraduate and other graduate transcripts are not required unless they are being used for alternative credentialing.

Official transcripts must be sent from the issuing institution directly to the instructor's department chair, college or school dean, program director, or other appointed individual within the department, college, school, or program. Electronic transcripts may be sent from a third party authorized to broker such transactions. A transcript sent directly to an instructor from an issuing institution is acceptable if the transcript is delivered to the instructor's department, college, school, or program in an envelope addressed and sealed by the issuing institution. The program, department, school or

college must keep a record of the receipt of the transcript in the instructor's file to show that the transcript was received directly from the issuing institution, delivered by the instructor in an envelope addressed and sealed by the issuing institution, or through an authorized third party. If an official transcript is obtained prior to a degree being awarded, a second official transcript must be requested and submitted after the degree is conferred.

Graduate teaching assistants who do not hold a master's degree in the teaching discipline, and who are currently enrolled at the University of South Carolina, may submit an unofficial transcript (i.e., advising transcript) showing the completion of 18+ hours in the teaching discipline. If a teaching assistant graduates and is re-hired as an instructor, an official University of South Carolina transcript showing the conferred degree must be requested.

- c. Physician Credentials: For clinical faculty in either School of Medicine whose terminal degree is a doctor of medicine or equivalent degree, a copy of the faculty member's licensure or board certification is acceptable in lieu of an official transcript.
- d. Curriculum Vitae: A curriculum vitae must be on file in the course department, or readily available online, for each instructor of record. This requirement includes graduate teaching assistants, professional staff who teach credit-bearing courses, adjuncts, and individuals not employed by the University of South Carolina but who are listed as instructors of record. Each course department is responsible for ensuring curricula vitae are periodically updated.
- e. Alternative Credentialing Documents: When the assignment of an instructor of record is justified by means other than those outlined in policy section C.1., supporting documentation is needed to explain the instructor's qualifications to teach the course. Documentation should be periodically reviewed and kept up to date for as long as the instructor is teaching the course for which he they are being alternatively credentialed.
- f. Foreign Credentials: Non-U.S. academic credentials must be evaluated for equivalency to U.S. accredited coursework by a university-approved foreign credential evaluator, and the evaluation submitted with the instructor's transcript or proof of degree. The transcript and other applicable academic records should be accompanied by a notarized translation, if not in English.

PROCEDURES

A. Responsibility for Implementation

1. At USC Columbia, the Provost delegates responsibility for implementation of this policy, including credential verification, to the USC Columbia college and school deans. In cases where a course is offered by a department outside the purview of the college and school deans, responsibility for implementation and credential verification is delegated to the unit administrator of the department offering the course.

On the regional Palmetto College campuses, the chancellor delegates responsibility for implementation regional of this policy, including credential verification, to the campus deans. In addition to the campus review, the academic credentials for faculty hired for the regional Palmetto College campuses must be reviewed by the respective academic unit at USC Columbia. For tenure-track/tenured faculty, this most often occurs through membership on the faculty search committee. For full-time instructors and adjunct instructors, the regional Palmetto College campus dean must submit the academic credentials to the respective academic unit at USC Columbia for approval; this review includes instructors for all Palmetto campuses , including dual enrollment sites.

B. Verifying Credentials of Instructors of Record

Each person responsible for implementing this policy, as defined in procedures section A, should establish procedures for verifying credentials of instructors of record within the respective college, school, department, or program. Credentials should be verified upon hire for new instructors of record, and before new courses are assigned to continuing instructors of record. Credential documentation must be maintained by course departments as long as the individual is in an active teaching role within the department. Academic units, colleges, or schools may elect to limit credential approval for new instructors to a specified period (e.g., three years), after which they would need to be reaffirmed based on updated credentials and instructional effectiveness. Any process requiring reaffirmation must be applied equitably, e.g. to all instructors of record or all instructors approved through alternative credentials.

C. Documenting Alternate Credentials, Related Coursework, and Graduate Teaching Assistant Qualifications

When documenting an instructor of record's alternate teaching credentials, 18+ hours in the teaching discipline (for instructors of record without a degree in the teaching discipline), or qualifications to teach as a graduate teaching assistant, the course academic unit must explain and provide documentation showing the instructor's credentials. Course academic units should use the Alternate Credentials, Graduate Coursework, Graduate Teaching Assistant, and Graduate Coursework (Outside of Discipline) for Graduate Teaching Assistants forms available on the Office of Institutional Research, Assessment and Analytics' (OIRAA) [Faculty Credentials for SACSCOC](#) website.

D. Submitting Faculty Credential Documentation for the SACSCOC Faculty Roster

SACSCOC requires each of its accredited institutions to report the qualifications of its teaching faculty using the SACSCOC Faculty Roster form. The Faculty Roster includes the names of all instructors of record during a given semester or semesters, a list of courses they are teaching, and their qualifications for teaching those courses.

Each person responsible for implementing this policy, as defined in procedures section A, must ensure that proper credential documentation for each instructor of record is submitted to the office responsible for creating the SACSCOC Faculty Roster for his or her campus.

1. At USC Columbia, credential documentation (i.e., official transcripts, and documentation forms and supporting materials, if applicable) should be submitted to the Human Resources representative within the instructor's home college or school. Credential documentation for an instructor of record teaching a course outside the purview of their home college or school, or for an instructor of record teaching a course administratively housed outside a college or school (e.g., University 101), should be submitted to the Human Resources representative within the college, school, or program offering the course. The Human Resources representative will then forward the documentation to the Office of Institutional Research, Assessment and Analytics (OIRAA). All credential documents relevant to courses being taught should be on file in the course department and with OIRAA by the midpoint of term or part of term. For an instructor teaching in more than one academic unit, only the primary unit must have an official transcript. Refer to the [Faculty Credentials for SACSCOC](#) page on the OIRAA website for more information, and to access the forms that must be used when documenting alternate credentials, 18+ hours of coursework in the teaching discipline (for instructors of record without a degree in the teaching discipline), and graduate teaching assistant qualifications.
2. On the regional Palmetto College campuses, credential documentation (i.e., official transcripts, and documentation forms and supporting materials, if applicable) should be submitted to the campus dean's office. The dean's office will forward the documentation to the Office of Institutional Research, Assessment and Analytics (OIRAA) at USC Columbia. All credential documents relevant to courses being taught should be on file in the campus dean's office and with OIRAA by the midpoint of term or part of term. Refer to the [Faculty Credentials for SACSCOC](#) page on the OIRAA website for more information, and to access the forms that must be used when documenting alternate credentials, 18+ hours of coursework in the teaching discipline (for instructors of record without a degree in the teaching discipline), and graduate teaching assistant qualifications.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

Southern Association of Colleges and Schools, *Principles of Accreditation*, Comprehensive Standard 6.2.a.

[ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Professional-Track Faculty](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators](#)

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[ACAF 1.16 Professional-Track Faculty](#)

[ACAF 1.19 Instructor of Record](#)

[ACAF 4.00 Graduate Assistantships](#)

[UNIV 2.50 Affiliate Appointments](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 15, 2021	Updating academic credentials and approval procedures for clarification and better compliance with SACSCOC 6.2.a.
October 10, 2018	Reformatting to new template and to add physician board licensure or board certification as valid confirmation of academic credentials.
September 2, 2016	The policy was updated to clarify definitions of terms; requirements regarding curricula vitae and non-U.S. credentials; procedures for documenting alternate credentials, related coursework, and graduate teaching assistant qualifications; and procedures for submitting credential documentation for the SACSCOC Faculty Roster. Additionally, new references to related policies were added, the list of campuses to which this policy applies were updated, and changes were made to reflect the renaming of the Office of Institutional Research, Assessment and Analytics (OIRAA).
May 11, 2015	New policy approval

APPENDIX

Courses approved for non-standard credentials

Appendix E

Faculty Roster Form

Qualifications of Full-Time and Part-Time Faculty

Name of Institution: University of South Carolina

Name of Primary Teaching Department: College of Information and Communications

Academic Term(s) Included: Fall 2023, Spring 2024

Date Form Completed: 12/13/2024

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, UG, G)	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Turner, Andrea (F)	COMM 101: Introduction to Human Communication (3)(UT) COMM 332: Communication Research (3)(UT) COMM 399: Research Experience in Communication (3)(UT)	Doctorate (Academic): Mass Communications (PhD) (University of South Carolina Columbia)	
Evans, Jabari (P)	JOUR 308/COMM 308: Media and Youth (3)(UT)	Doctorate (Academic): Media, Technology and Society (PhD) (Northwestern University)	
Jenkins, Bryan M. (F)	COMM 312: Gender and Communication (3)(UT) COMM 572: Communication and Interethnic Behavior (3)(G) JOUR 596/COMM 596: Study Abroad in Journalism and Mass Communications (3)(G)	Doctorate (Academic): Communication, Culture, and Media Studies (PhD) (Howard University)	

Zambrano Rodriguez, Viviana (F)	<p>COMM 202: Social Influence and Persuasion (3)(UT)</p> <p>COMM 435: Health Communication (3)(UT)</p>	<p>Doctorate (Academic): Health and Marketing Communication (PhD) (University of Connecticut)</p>	
Robertson, Brett (F)	<p>COMM 204: Conflict and Negotiation (3)(UT)</p> <p>JOUR 509/COMM 509: Environmental Communication: The Science and Practice (3)(G)</p> <p>JOUR 536/COMM 536: Crisis Communication (3)(G)</p>	<p>Doctorate (Academic): Communication Studies (PhD) (University of Texas at Austin)</p>	
Stevens, Wesley E. (P)	<p>COMM 203: Communication in Teams (3)(UT)</p> <p>COMM 436: Communication in Complex Organizations (3)(UT)</p>	<p>Doctorate (Academic): Media and Communication (PhD) (Temple University)</p> <p>Master's (Academic): Professional Communication Studies (MA) (Purdue University)</p>	
Long, Jacob (F)	<p>COMM 201: Applied Interpersonal Communication (3)(UT)</p> <p>COMM 426: Communication in Social and Personal Relationships (3)(UT)</p> <p>JOUR 542/COMM 542: Public Opinion and Persuasion (3)(G)</p>	<p>Doctorate (Academic): Communications (PhD) (Ohio State University)</p>	
Edrington, Candice (P)	<p>COMM 499: Special Topics: Scientific Approach to Media Effects (3)(UT)</p> <p>COMM 562: Online Communication and Personal Relationships (3)(UG)</p>	<p>Doctorate (Academic): Communication, Rhetoric, and Digital Media (PhD) (North Carolina State University)</p>	

Wu, Jungmi (F)	JOUR 507/COMM 507: Health Communication: The Science and Practice (3)(G)	Doctorate (Academic): Mass Communications (PhD) (George Mason University)	
To be hired, Instructor (F)	COMM 310: Nonverbal Communication (3)(UG) COMM 425: Family Communication (3)(UG)	PhD in Communications or related field.	

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, UG, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Undergraduate, Graduate; Dual: High School Dual Enrollment Course

Appendix F

A-Z Databases: communications

Explore library resources by subject, content type or vendor.

26 Databases found for communications

Clear Filters/Browse All Databases

South Carolina Newspapers (from NewsBank) [↗](#)

Search for news, features, sports and entertainment articles in this collection of over 20 South Carolina newspapers. [↗](#)

Writer's Reference Center [↗](#) [↗](#)

Covers the fundamentals of quality writing and provides reference dictionaries. [↗](#)

Newspaper Source Plus [↗](#) [↗](#)

Includes more than 1,000 full-text newspapers. [↗](#)

News (AP, UPI, etc.) Wire Services [↗](#)

Provides near real-time access to world-wide news from select wire services. Archived content limited to recent years. [↗](#)

America's News [↗](#)

Alternate Name(s) NewsBank; News Bank

Full text content from thousands of local, regional, and national U.S. newspapers, news video, and news blogs. Coverage varies by title, with some titles providing full text since the late 1970s. Includes *The State* and other SC newspapers. [↗](#)

ProQuest News & Newspapers [↗](#)

Includes all the newspaper titles, recent and historical, that the library subscribes to from ProQuest. Other online newspaper resources are available by choosing Newspapers under Database Types. [↗](#)

Post and Courier (1873-current) [↗](#) New


Keyword-searchable, online access to the entire historical archive of all related titles from 1873 up to today's issues, including regional editions and web articles. [↗](#)



Featured Databases

Academic Search Complete [↗](#)

Featured

Covers all subject areas. Has a mix of magazines and journals including many that are peer-reviewed. Also includes a few major newspapers. 

New York Times - Online Pass [↗](#)

Featured

Alternate Name(s)

NYTimes.com

Get unlimited access to NYTimes.com and some NYT mobile apps. You will need to claim your pass and register it with an online account first. After registration, simply login to NYTimes.com from anywhere and enjoy free access. [↗](#)

PubMed-Medline (with USC

links) [↗](#)

Featured

Premier database to worldwide biomedical literature including research, clinical practice, administration, policy issues, and health care services. [↗](#)

Time Magazine Archive (1923-2000)

Fully searchable, cover-to-cover access to this prominent weekly news magazine dating back to its first issue.



Gamecock, The (1908-current)

Digital archives of *The Gamecock* and *The Daily Gamecock*, the university's independent student newspaper.



iPOLL (Roper Center)

The largest source for opinion polling data. Data covers 1935 to the present on a broad range of topics.
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Search journals, books and conference proceedings in communication studies, including film and television, journalism and mass media, linguistics, speech and hearing etc.



Swank Digital Campus

A collection of streaming feature films and documentaries that cover topics such as film studies, literature, film noir, communications, history, foreign language, and politics.



Viewing apps available from the App Store (iOS) and Google Play (Android)

State Newspaper (1891-present)

Keyword-searchable, online access to the entire historical archive of Columbia's newspaper from 1891 up to today's issue.



New York Amsterdam News (1922-1993)

Archive of one of the U.S.'s leading Black newspapers. This resource was acquired by University Libraries with generous contributions from the Department of History in the College of Arts and Sciences and the School of Journalism and Mass Communications at USC Columbia.



Hispanic American Newspapers (1808-1980)

Search hundreds of newspapers published in the United States by Hispanics, including many Spanish-language and bilingual publications.



Southern Literary Messenger: Literature of the Old South

Alternate Name(s) Archives Unbound

Access digitized issues of the South's most important literary periodical from 1834-1864.



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WSJ.com

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Indexes thousands of the most prestigious, high impact research journals in the world. Also has cited reference searching and ways to refine and analyze your search results.



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AdAge

Register for a free individual account to access data, news, and analysis on the advertising, media, and marketing industries. **You will need to use your university email address for registration.** Find additional **details about how to register.**

Art Song Transpositions


New




Access to professionally crafted scores of public domain art songs, arias, and musical theatre titles in any key, edited by professional musicians.

Project of the Library of Congress and WGBH in Boston to preserve the most significant public television and radio programs of the past 60 years.

Rolling Stone Archive

Access the full archive back to 1967 of this influential magazine covering rock and popular music journalism, as well as wider entertainment topics such as film and popular culture. 


Factiva

Access to global news and business information including the Wall Street Journal, as well as local newspapers, same-day newswires, company reports, and media programs. Not all content is available. 


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Get unlimited access to NYTimes.com and some NYT mobile apps. You will need to claim your pass and register it with an online account first. After registration, simply login to NYTimes.com from anywhere and enjoy free access. 

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Global Newsstream

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Search for recent news content from across the globe all at once, including major U.S. papers such as NYT, WSJ, LA Times, and Chicago Tribune, as well as international news in multiple languages. Some archives go back to the 1980s. 

Nexis Uni

Alternate Name(s) Lexis Nexis, LexisNexis Academic

Access news, business, and legal sources. These include regional, national, and international newspapers, news wires, broadcast transcripts, non-English language news sources, magazines, trade journals, business publications, SEC filings, law reviews, statutory, administrative and case law. 


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Trial

Offers live video of concerts and also on-demand streaming of both recent and archived concerts by the Berlin Philharmonic, as well as educational films about important musicians and musical works. 

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Covidence

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Covidence is a systematic reviews production tool for title/abstract screening, full-text screening, data abstraction, and quality assessment. Users must **register for an institutional account** using their USC email address. 


DynaMedex

New

Clinical medical reference tool for diseases, disorders, symptoms, treatments, and Micromedex's evidence-based drug information. 


English Corpora

New

Provides a collection of highly curated corpora (or collections of text) designed for searching text from a range of resources to observe language, variation, and change between specified dates on specific items. 

Global Newsstream

New

Search for recent news content from across the globe all at once, including major U.S. papers such as NYT, WSJ, LA Times, and Chicago Tribune, as well as international news in multiple languages. Some archives go back to the 1980s. 

Covers all subject areas. Has a mix of magazines and journals including many that are peer-reviewed. Also includes a few major newspapers.

Dissertations and Theses Global

Citations, abstracts, and often full text for dissertations and theses, primarily from North American institutions.

Post and Courier (1873-

current) 

New



Keyword-searchable, online access to the entire historical archive of all related titles from 1873 up to today's issues, including regional editions and web articles.

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