



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES

January 22, 2018

The Graduate Council met on Monday, January 22, 2018 at 2:00 P.M. in Room 311 of the Byrnes Building.

Graduate Council members present: Dr. Dirk den Ouden, Chair; Drs. Swann Adams, Drucilla Barker, Cathy Brant, Matt Childs, Maks Chruszcz, Rick Creswick, Konstantin Pollok, Tom Regan, Sirivatch Shimpalee, Collin Webster, Kellee White, and Scott White.

Graduate Council members absent: Drs. Bobby Brame, Jr., Jean Ellis, Maryah Fram, Sali Li, Douglas Pittman, and Matthew Owens, GSA Representative.

Graduate School Representatives: Dr. Cheryl Addy, Dr. Murray Mitchell (Secretary), Dr. Heather Brandt (Excused), Dale Moore, and Wanda Barr

Provost Office Representative: Dr. Tena Crews

Guests: Dr. James Hardin (Public Health) and Andy Graves (Office of the Registrar)

NOTE: These minutes will become final on February 26, 2018 if not challenged.

- 1. Call to Order and Approval of Agenda** (Dirk den Ouden, Chair)
The meeting was called to order at 2:01 p.m., and the agenda was unanimously approved.
- 2. Approval of the [Minutes from December 11, 2017](http://app.gradschool.sc.edu/gradcouncil/minutes.asp).** Approved actions by Graduate Council become effective 30 days after posting. A copy is available on the Graduate School website at: <http://app.gradschool.sc.edu/gradcouncil/minutes.asp>
- 3. Report of the Chair** (Dirk den Ouden)
No report
- 4. Report of the Dean of Graduate School** (Cheryl Addy)
Dean Addy reported that while the Graduate School is a “school”, administratively we are treated more as a service unit and report to the Office of the Provost. For the past several years, these service units provided input for the Provost’s Blueprint but did not have required separate blueprint or strategic plan documents. This year, we are being asked to complete such a document. Our leadership is already working on the document now. She asked what level of involvement is preferred by the Graduate Council—ranging from none to review by either current or ad hoc committee to review by full council in February. The general outline will be:
 - Executive summary, mission, vision and values
 - Goals (link to university goals, achievements, status and plans going forward)

- Information on specific programs/initiatives
- Community engagement
- Collaborations
- Campus climate and inclusion
- Concluding remarks

It was proposed that a workable draft would be ready for February's Graduate Council meeting for review and discussion.

As promised, Dr. Addy followed up on the concerns about graduate student access to campus health services, especially mental health services after dismissal:

- STAF 7.01: Eligible if enrolled for at least one credit hour; eligible in summer on fee for service basis. Eligible for services 30 days (medical)/60 days (counseling) after last day of classes if no longer enrolled
- STAF 7.08:
 - D. Students who have paid the Student Health Fee and then withdraw from UofSC are treated as follows:
 1. If they receive either a full or prorated refund from the University, they are eligible to receive services from Student Health Services for a grace period of 30 days for medical care and 60 days for CAPS (Counsel and Psychiatric Services) from the date of withdrawal from the University.
 2. If they do not receive a prorated refund from the University, they may continue to access Student Health Services as a fees paid student until the cutoff date for the semester and for a grace period of 30 days for medical care and 60 days for CAPS (Counsel and Psychiatric Services) from the date of withdrawal from the University (the grace period will be on the fee for service basis).

From the Bursar's page for graduate students:

Health Center (6 – 8 hours): \$123.00

Health Center (9 – 11 hours): \$184.00

Health Center (graduate assistant enrolled in less than 12 hours): \$184.00

5. **Report of the Secretary of the Graduate Council** (Murray Mitchell)

Dr. Mitchell welcomed everyone back to the Spring 2018 semester. He reported that this is the time of year for probation and suspension notifications to students. While he can generate a roster of graduate students who fall below a cumulative graduate GPA of 3.0, the list he sees is nuanced. That is, not all grades are reported in a timely fashion; not all students enroll for the new semester before the semester begins. At present, he has come across 65 students who will be going on probation—students also enrolled for Spring 2018. When these students are also Graduate Assistants, he has notified the faculty involved. He is working his way through notifications of students involved. Next, will be the students who have not yet enrolled for the spring 2018 session.

His request would be that programs also look at their own students, and share with him a roster of students you are aware of and action you are taking or would like for him to take. This action reinforces what he is doing and also, he hopes, is an addition to providing necessary advising and mentoring services to students who are in jeopardy of not completing their degree objective.

6. **Report on Professional Development** (Heather Brandt)

Dr. Brandt was excused and submitted the Spring 2018 Professional Development roster that is attached to the minutes for you to share with your faculty and students. Dr. Brandt will be in attendance at our next meeting to field any questions that you may have.

The most immediate dates were briefly highlighted with a request to share these dates with colleagues back in respective departments. A suggestion was offered to encourage students to participate in the 3MT program—projects shared in this format do not have to be a final thesis or dissertation. The format is appropriate for students to gain practice at the “elevator speech” approach to being able to succinctly describe the significance of their work (most helpful for those who will be seeking employment in the future).

7. **Report of the Graduate Student Association Representative** (Matthew Owens)

No report

8. **Report of the Academic Policy and Practices Committee** (Maryah Fram)

No report

9. **Report of the 500/600 Level Courses, Distributed Learning and Special Topics Courses** (Murray Mitchell)

This report is presented to Council for informational purposes only; no action is necessary.

500/600 Level Courses

None at this time

Distributed Learning Proposals

None at this time

Special Topics Courses

EDUC 632 (3) Promoting School Success in Homeless and other High Risk Students. (Spring 2018)

ENHS 793 (3) Environmental Nanoscience Laboratory (Spring 2018)

HSPM 791 (3) Comparative Health System-Case Study in India (Summer 2018)

HSPM 791 (3) Taiwan’s Health System in Transition (Summer 2018)

10. **Associate Graduate Faculty Nominations** (Murray Mitchell)

None at this time

The question of whether it should be possible for post docs to be nominated for consideration as associate graduate faculty to serve on dissertation committees was raised. The answer was no. They would be eligible to serve on committees if their unit recommended them and they have an appropriate terminal degree. Consideration for a term appointment would be problematic as they are basically still a student which raises another procedural issue. In some cases, a few programs have professional preparation portions of Masters Degrees (e.g., Master of Arts in Teaching degree have certified teachers who are pursuing a PhD in their program; Athletic Trainers, Physical Therapists, etc., with practical experience). Some programs are looking for these experienced and certified professionals to teach graduate level courses (500, 600, or 700 level classes). The institutional requirement for someone to be responsible for teaching a graduate class is that they are graduate faculty (full faculty, associate or term). No student is eligible for any of those statuses; so, should a professional who has been practicing for

fifteen years and is now returning for an advanced degree be permitted to teach that class? Regardless of how many years they have been practicing in a particular field, they are not, under policy, qualified to teach graduate level courses. If the individual was not a student (e.g., not presently pursuing an advanced graduate degree), with many years of experience, and was still practicing in the field professionally, he/she would qualify for a term appointment and could teach selected graduate classes. It is a “catch 22” for the policies.

Dr. Addy suggested that it may be the case that we need to revisit our criteria for graduate term appointments. Is there a place for addressing the contributions of unclassified staff? Is completing a post doc at academic institutions continued training or is it a job? How do we report it? Committee membership for post docs is in question. Teaching is more reasonable for post docs. We will revisit the policy on graduate responsibilities for graduate students and post docs.

11. Fellowships and Scholarships Committee (Scott White)

Dr. White reported that the first round of Presidential Fellows nominations were due by January 19th to the committee. They will meet to evaluate the nominations received already on January 30th. The second round of nominations deadline is Friday, February 16, 2018 at 9:00 AM. The number of awards this year will be slightly lower, but the financial aid amount of each award package will be higher than last year.

12. Report of Science, Math, and Related Professional Programs Committee (Rick Creswick)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site:

<https://www.sc.edu/programproposal/agenda/?id=39&code=GCO>

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for “Committees”, then for the “Committee” called “Added to Grad Council agenda.”

- **BMSC Major / Degree Program**, PhD in Biomedical Sciences, Medicine, Change to Existing Program: Fall 2019

This proposal was unanimously approved by Graduate Council.

13. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee (Cathy Brant)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site:

<https://www.sc.edu/programproposal/agenda/?id=39&code=GCO>

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for “Committees”, then for the “Committee” called “Added to Grad Council agenda.”

- **IBUS 730** (3) Global Innovation and Industry Clusters, Business, NCP: Spring 2018
- **MKTG 717** (3) Marketing Spreadsheet Modeling, Business, CCP: Fall 2019

These proposals were unanimously approved by Graduate Council.

14. **Report of the Grievances, Appeals and Petitions Committee** (Swann Adams)

No report.

Dr. Adams asked if there was any update available on opportunities for students who may withdraw or be dismissed, to seek additional support (e.g., health center).

Dr. Addy suggested that since there were so many questions about the Health Center and what benefits students qualified for that she would arrange to have Deborah Beck, Executive Director from Student Health Services, come to speak with the Graduate Council about the wealth of resources and services that they have to offer to our graduate students.

15. **Other Committee Reports**

None

16. **Old Business**

In our previous Graduate Council meeting, the use of credits on more than two degree programs of study remained an issue. Dr. Addy stated that she would like us to have a clear policy in place that would have a reasonable limit of transfer credit usage and alleviates the need for exceptions. After much discussion, it was decided to create an Ad Hoc committee to include Graduate Council committee members (Drs. Maryah Fram and Cathy Brant) as well as three other faculty members outside of the Council to come up with a recommendation for alternative phrasing of the transfer/shared credit piece of the policy.

17. **New Business**

Dr. Mitchell asked the members whether in their programs they are aware of any courses, that, by design, require work that students cannot complete in any given semester. He is dealing with several students who are not enrolled in the semester in which they will graduate. In some cases, the students are finishing up work previously graded as “incomplete”. The work is not completed, or the grade not submitted until after one of more subsequent semesters begin. The work completed is a final graduation requirement. By policy, students must be registered in the semester they apply to graduate. This particular situation presents a potential hardship on students with financial aid and tuition implications at the very least. There may need to be a revisiting of this policy to address several kinds of issues. Meanwhile, it would be most helpful if faculty responsible for designing the curriculum for their programs, work to ensure that assignments for any given course can actually be completed in that semester (or part of term) for which the student enrolls.

18. **Good of the Order**

None

19. **Adjournment**

The meeting was adjourned at 3:25 p.m.

Murray Mitchell, Secretary

CC:

Harris Pastides, President

Joan Gabel, Provost

Cheryl Addy, Vice Provost & Dean of the Graduate School

Deans

Department Chairs

Graduate Directors

Aaron Marterer, University Registrar

Elaine Belesky, Office of the Registrar

Andrew Graves, Office of the Registrar

Suggested Phrasing

Certificate of Graduate Study and Specialist Requirements

Certificate Program of Study

A program of study is a list of courses that satisfy the requirements for the certificate. Every degree-seeking student, including students enrolled in a certificate program, must complete a program of study (POS) form approved and signed by student's academic advisor, and approved by the graduate director of the program that administers the certificate and the dean of the Graduate School. The signed POS is sent to the Graduate School and placed in the student's file. Credits may not be used on more than two degree programs of study. This formal agreement serves a number of purposes that benefit both the student and the University. It causes the student and advisor to engage in early planning with a specific goal in mind; it provides information on program requirements and for the planning of course offerings; it facilitates subsequent advisement; and it protects the student in the event of unexpected curriculum or faculty changes. The student must file a completed POS form prior to graduation. If necessary, an approved program of study can be modified with a Request for Program Adjustment (G-RPA) form.

Transfer Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a Certificate of Graduate Study or Specialist Degree. No more than 6 hours of credit may be transferred into graduate certificate programs of 12 to 17 hours; no more than 9 hours of credit may be transferred into graduate certificate programs of 18 or more hours. Only credits with grades of B or better (equivalent to 3.0 on a 4.0 grading scale) may be transferred from another institution into a Certificate or Specialist program.

Course work transferred for credit toward a Certificate of Graduate Study or Specialist Program must be from an accredited institution and must be no more than six years old at the time of graduation.

Course work transferred from another institution for credit toward a graduate certificate or specialist program must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic department and submitted to the dean of the Graduate School for final approval on the request for transfer of academic credit (G-RTC) form.

Master's Degree Requirements

A Second Master's Degree from USC

When a student applies for a second master's degree from USC, e.g., Master of Arts following a Master of Science, or a Master of Arts following a Master of Education, the candidate must meet the requirements of the second degree in full. However, with approval of the program and the dean Graduate Studies of the Graduate School, up to 12 semester hours from the program of study of a previous USC graduate degree or a master's degree awarded by another institution may be applied toward the second USC degree. Students are advised to seek approval for the inclusion of hours from the previous degree before applying to a second master's degree program.

Concurrent Enrollment

Concurrent enrollment is when a student is admitted to and enrolled in two graduate programs at the same time. The University offers several formally approved Graduate Dual Degree Programs. Students wishing to concurrently enroll in two degree programs not formally approved as dual degree programs may do so with special permission of the graduate programs and the dean of the Graduate School. With the approval of the programs and the dean Graduate Studies, up to 12 credit hours may be shared on both programs of study, but programs may elect to allow less shared hours. However, if a student is concurrently enrolled in a master's and a doctoral program in the same discipline, the number of credit hours applicable from the master's program toward the doctoral program is limited to 9 hours.

Concurrent and Dual Enrollment Programs of Study

For dual degree and concurrent degree enrollment, students are required to submit an individual program of study for each degree program. Credits used for more than one degree may not be used on more than two degree programs of study. With approval of the program and the dean of the Graduate School, students concurrently enrolled may use no more than 12 credit hours that are common to all programs of study. However, if a student is concurrently enrolled in a master's and a doctoral program in the same discipline, the number of credit hours applicable from the master's program toward the doctoral program is limited to 9 hours. Programs may allow fewer than 12 shared hours or the 9 shared hours for the same discipline concurrent enrollment.

Transfer Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a master's degree. No more than 12 semester hours of graduate credit may be transferred into a master's program that requires 30-36 hours; no more than 15 semester hours of graduate credit may be transferred into a master's program that requires 37-45 hours; and no more than 18 semester hours of graduate credit may be transferred into a master's program that requires 46 or more semester hours. Only credits with grades of B or better (equivalent to 3.0 on a 4.0 grading scale) may be transferred from another institution into a

Master's degree program. Course work transferred for credit toward a Master's degree must be from an accredited institution and must be no more than six years old at the time of graduation.

Course work transferred from another institution must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of the Graduate School for final approval on the Request for Transfer of Academic Credit ([G-RTC](#)) form. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

Doctoral Degree Requirements

Concurrent Enrollment

Concurrent enrollment is when a student is admitted to and enrolled in two graduate programs at the same time. The University offers several formally approved [Graduate Dual Degree Programs](#). Students wishing to concurrently enroll in two degree programs not formally approved as dual degree programs may do so with special permission of the graduate programs and the dean of The Graduate School. With the approval of the programs and the dean of The Graduate School, up to 12 credit hours may be shared on both programs of study, but programs may elect to allow less shared hours. However, if a student is concurrently enrolled in a master's and a doctoral program in the same discipline, the number of credit hours applicable from the master's program toward the doctoral program is limited to 9 hours.

Concurrent and Dual Enrollment Programs of Study

For dual degree and concurrent degree enrollment, students are required to submit an individual program of study for each degree program. Credits used for more than one degree may not be used on more than two degree programs of study. With approval of the program and the dean of the Graduate School, students concurrently enrolled may use no more than 12 credit hours that are common to all programs of study. However, if a student is concurrently enrolled in a master's and a doctoral program in the same discipline, the number of credit hours applicable from the master's program toward the doctoral program is limited to 9 hours. Programs may allow fewer than 12 shared hours or the 9 shared hours for the same discipline concurrent enrollment.

Transfer Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a doctoral degree. A limited amount of course work may be transferred from another institution for credit toward a doctoral degree. The exact number of transfer hours varies by program, but may not constitute more than 50 percent of the hours listed on a program of study, not including dissertation preparation (899) or the equivalent.

The transfer course work must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of the Graduate School for final approval on the Request for Transfer of Academic Credit ([G-RTC](#)) form. Only credits with grades of B or better (equivalent to 3.0 on a 4.0 grading scale) may be transferred from another institution into a doctoral degree program. Course work transferred for credit toward a doctoral degree must be from an accredited institution and must be no more than ten years old at the time of graduation.

Graduate Academic Regulations

Transfer of Course Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a Certificate of Graduate Study, a master's or a doctoral degree. Course work transferred from another institution must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of the Graduate School for final approval on the Request for Transfer of Academic Credit ([G-RTC](#)) form.

No more than 12 semester hours of graduate credit may be transferred into a master's program that requires 30-36 hours; no more than 15 semester hours of graduate credit may be transferred into a master's program that requires 37-45 hours; and no more than 18 semester hours of graduate credit may be transferred into a master's program that requires 46 or more semester hours. Only credits with grades of B or better (equivalent to 3.0 or a 4.0 grading scale) may be transferred from another institution into a Master's or doctoral any graduate degree program. Course work transferred for credit toward a Master's degree, Graduate Certificate or Specialist Program must be from an accredited institution and must be no more than six years old at the time of graduation and coursework transferred into a doctoral degree program must be no more than ten years old at the time of graduation. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

Spring 2018

#GRADprofdev

Events

Be sure to check in with us online every Friday during the academic year for Professional Development Fridays.
Use [#GRADprofdev](#) and [GradSchoolAtUSC](#) to find us on:



January 19: Graduate Civic Scholars Program Information Webinar, 2-3 p.m. (webinar)

January 25: Graduate Civic Scholars Program In-person Information Session, 4-5 p.m. (Byrnes 311)

January 26: Writing Your Teaching Philosophy, Part 1, 4-5:30 p.m. (Thomas Cooper L511), *organized with the Center for Teaching Excellence*

January 29-February 3: Carolina Leadership Week, Check out Graduate School social media for perspectives on leadership from graduate students, *organized with the Graduate Student Association*

February 9: Shut Up and Write!, 9 a.m.-3 p.m. (Byrnes 703), *organized with the Writing Center*

February 16: Prepare for Success with Goal Setting and Time Management Skills Webinar by Fatimah Williams Castro, PhD of Beyond the Tenure Track, 2-3 p.m. (webinar)

February 21: Start Smart Financial Literacy and Salary Negotiation Workshop, 5-7 p.m. (Thomas Cooper Mezzanine, Student Success Center conference room), *organized with the Student Success Center*

February 23: Writing Your Teaching Philosophy, Part 2, 4-5:30 p.m. (Thomas Cooper L511), *organized with the Center for Teaching Excellence*

March 2: How to Write a Great – and Effective – Resume and CV Workshop with Claudia Benitez-Nelson, PhD and Alan White, PhD, 9-11:30 a.m. (Discovery 140)

March 9: Shut Up and Write!, 9 a.m.-3 p.m. (Byrnes 703), *organized with the Writing Center*

March 23: Professional Journeys Webinar, 2-3 p.m. (webinar)

March 28: 6th Annual Graduate Career Consortium Master's and Doctoral Virtual Career Fair, online career fair linking graduate students with prospective employers, *organized with the Career Center*

April 2-6: Graduate Student Appreciation Week | A full schedule of events to be held all week in celebration of our graduate students will be announced separately, *organized with the Graduate Student Association*

April 20: Discover USC, Columbia Metropolitan Convention Center

April 23: Start Smart Financial Literacy and Salary Negotiation Workshop, 5-7 p.m. (Byrnes 311 and Facebook Live), *organized with the Student Success Center*

April 27: Navigating the Academic Publishing World with Robert McKeown, PhD, 2-3 p.m. (Discovery 140 and Facebook Live)

*** Registration is required for all #GRADprofdev events. Registration information is posted on the Graduate School calendar at least one month before each event. All #GRADprofdev webinars are recorded; register to receive the link to view the recording. Live webinar viewing is limited to the first 100 participants. Additional #GRADprofdev programming may be added to this schedule for spring 2018.

Register for events and get more info at gradschool.sc.edu/calendar.asp.
Questions? Email GRADprofdev@sc.edu.



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