



# The Graduate School

## UNIVERSITY OF SOUTH CAROLINA

### GRADUATE COUNCIL MINUTES

December 11, 2017

The Graduate Council met on Monday, December 11, 2017 at 11:30 A.M. in Room 311 of the Byrnes Building.

Graduate Council members present: Dr. Dirk den Ouden, Chair; Drs. Swann Adams, Rick Creswick, Jean Ellis, Maryah Fram, Douglas Pittman, Tom Regan, Sirivatch Shimpalee, Collin Webster, Kellee White, and Matthew Owens, GSA Representative.

Graduate Council members absent: Drs. Drucilla Barker, Bobby Brame, Jr., Cathy Brant, Matt Childs, Maks Chruszcz, Sali Li, Konstantin Pollok, and Scott White.

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 (Excused)

Guests: Dr. Kristen Starnes-Ott (Nursing) and Andy Graves (Office of the Registrar)

***NOTE: These minutes will become final on January 22, 2018 if not challenged.***

1. **Call to Order and Approval of Agenda** (Dirk den Ouden, Chair)  
The meeting was called to order at 2:00 p.m., and the agenda was unanimously approved.
2. **Approval of the [Minutes from November 27, 2017](http://app.gradschool.sc.edu/gradcouncil/minutes.asp)**. The minutes were reviewed electronically and approved by the Graduate Council. 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 also reported on her recent attendance at the Council of Graduate Schools (CGS) annual meeting in Scottsdale, Arizona, where the theme of the meeting was “Shaping Our Future.” She reported on several of the sessions she attended.

The President of Arizona State University presented an opening Plenary Session reporting amazing growth over the past few years—both overall and online. He reported that research productivity and

diversity have both increased without a major change in faculty. Their model is to create programs that are Adaptable, Scalable, and Technologically Enhanced.

Out of several commercial sponsors of events, there was a presentation by ETS on a product that may be worthy of a second look, dealing with helping to make admissions decisions that are more than just test scores. More information is available at [holisticadmissions.org](http://holisticadmissions.org)

At the CGS meeting there was also some discussion surrounding “accelerated programs.” We need to better understand current and predicted SACS guidelines surrounding these kinds of programs. We do not want to create anything that will turn out to be a violation in the near future. More discussion will also need to address the minimum number of hours for a student to receive a baccalaureate degree plus a master’s degree; a master’s degree and one or more certificates; a master’s degree and a doctorate.

Some other states are able to extend scholarship eligibility to their students beyond 4 years; a luxury that students in South Carolina do not enjoy.

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

Dr. Mitchell reported that we have run into a minor delay in the electronic submission procedures for Special Topics Courses—a project of collaboration with the Office of the Registrar. Within the system, emails are programmed to find a “mailbox.sc.edu” account. With Engineering, Business and a few other programs, different mail addresses are used. We are working on a solution.

There was also one correction we needed to make to the announcement surrounding Presidential Fellowship Nominations. The information is correct on the web site and should indicate the following deadlines:

**Round 1 Nomination Deadline: Friday, January 19, 2018 at 9:00 AM**

**Round 2 Nomination Deadline: Friday, February 16, 2018 at 9:00 AM**

**Round 3 Nomination Deadline: Wednesday, March 9, 2018 at 9:00 AM**

Last, please remind your colleagues who supervise master’s thesis and doctoral dissertation students to submit their work for a format check, EARLY in the process. The document they use to propose their work would be appropriate. Once cleared, students and their faculty advisors can focus on the substantive content of their work. Requests for extensions to deadlines will not be considered if the format deadline has not been met and a positive result (e.g., approved or only minor corrections required).

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

Dr. Brandt was excused and submitted no report. Dr. Addy noted that we have been participants in the CGS Pathways Grant that tracks the careers of PhD graduates. We are working with 29 doctoral

programs. She attended a Project Directors meeting for Dr. Brandt while at CGS. In spite of us not being funded by this project, it was interesting to find out that we are very much on track. Our response rates are very typical with what the others who have more resources to work with are seeing. We are all having the same challenges. The alumni consist of three cohorts of those who finished in 2001-2002, 2008-2009, 2013-2014—plus or minus. Interestingly enough, the lowest response rates are from those in the first cohort. This is probably because they are the earliest out, and we don't have current contact information for people that far out. Others at the meeting were surprised to find out that we look at the response rates by cohorts. We had a 44% response rate for the newest cohort, and less than 15% response rate for the oldest cohort. She felt that we are doing well as an institution compared to the other partners in this project.

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

No report.

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

The Committee on Academic Policy and Practices proposed a set of changes to language surrounding transfer credits. There are three separate “categories” of proposals offered for consideration.

Changes that are non-substantive and are recommended by the Committee on Academic Policy and Practices are (highlighted in **YELLOW**). These are editorial changes intended to improve writing quality, remove redundancy, and improve clarity and consistency, and do not represent changes to the substance of existing policy or practice.

**The changes in **YELLOW** were APPROVED**

Changes that are substantive and are recommended by the Committee on Academic Policy and Practices are (highlighted in **GREEN**). These substantive changes are: 1) specifying the GPA that corresponds to the existing requirement that credits may be transferred only if the grade was at least a “B” operationalized as equivalent to a 3.0 on a 4.0 scale, 2) limiting transfer credit to courses not from an already completed graduate degree program, and 3) removing the language which requires transfer credits to not be posted to a student's transcript until graduation.

**The changes in **GREEN** were APPROVED**

Changes that are substantive and which do not have any recommendation from the Committee on Academic Policy and Practices are (highlighted in **BLUE**). This substantive change would be that credits could not be used for more than 2 degree programs, and discussion is requested.

**The proposed changes in **BLUE** were tabled, pending further discussion.**

See Attachment #1.

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

A listing of 500/600 Level Courses is presented to Council for informational purposes only.

**ARTH 503** (1-6) Internship in Art History (Course Change Proposal; Fall 2018)  
**BIOL 541L** (1) Biochemistry Laboratory (Course Change Proposal; Fall 2018)  
**CHEM 550L** (1) Biochemistry Laboratory (Course Change Proposal; Fall 2018)  
**CHEM 643** (3) Computational Chemistry (New Course Proposal; Spring 2018)  
**GEOG 510** (3) Special Topics in Geographic Research (Course Change Proposal; Fall 2018)  
**JOUR 515** (3-6) Mass Communications Capstone Portfolio (New Course Proposal; Spring 2018)  
**SOCY 561** (3) Integrative Research Experience (Course change Proposal; Fall 2018)  
**STAT 513** (3) Theory of Statistical Inference (Course change Proposal; Fall 2018)

### Distributed Learning Proposals

None at this time

### Special Topics Courses

**EXSC 555** (3) There's an App for That: The science and practice of technology-based lifestyle interventions for adults. (Spring 2018)  
**EXSC 555** (3) An Overview of Sports Culture: From the Ancient World to Present (this section limited to undergraduates only; Summer 2018)

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

None at this time

#### 11. **Fellowships and Scholarships Committee** (Scott White)

No Report

#### 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=38&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."

- **COMD 748** (2) Speech Pathology Management of Patients with Tracheostomy & Ventilator Dependency, Public Health, CCP: Fall 2018
- **NURS Major / Degree Program**, Adult Gerontology-Acute Care Nurse Practitioner, M.S.N., Nursing, Change to Existing Program: Fall 2018
- **NURS 706** (3) Primary Care Nursing of Children, Nursing, CCP: Fall 2018

- **NURS 720** (3) Clinical Application of Population Analysis , Nursing, CCP: Fall 2018
- **PHYT 766** (3) Essentials of Cardiopulmonary Physical Therapy, Public Health, CCP: Fall 2018

**These proposals were unanimously approved by Graduate Council.**

13. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Drucilla Barker was not in attendance; report given by Murray Mitchell)

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=38&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.”

- **ACCT 700** (1) Master of Accountancy Student Development, Business, NCP: Spring 2018
- **ART Major / Degree Program**, M.F.A., in Art Studio, Arts and Sciences, Change to Existing Program: Fall 2018
- **EDEX 762** (3) Career Preparation and Employment for Individuals with Disabilities, Education, NCP: Spring 2018
- **EDEX 794** (3) Foundations of Secondary Transition Planning and Supports for Individuals with Disabilities, Education, CCP: Fall 2018
- **HRTM Major / Degree Program**, Master of International Hospitality and Tourism Management, Hospitality, Retail, & Sport Management, Change to Existing Program: Fall 2018
- **IBUS 705** (3) Sustaining the Global Enterprise, Business, CCP: Fall 2018
- **INTE Major / Degree Program**, Teaching, M.Ed, Education, Change to Existing Program: Fall 2018
- **MUSC Major / Degree Program**, Master of Music in Music Performance, Music, Change to Existing Program: Fall 2018
- **MUSC Major / Degree Program**, Master of Music Education, Music, Change to Existing Program: Fall 2018
- **MUSC Major / Degree Program**, Master of Music in Performance, Music, Change to Existing Program: Fall 2018
- **MUSC Concentration**, Conducting, Music, Change to Existing Program: Fall 2018
- **PSYC 702A** (2) Basics of Neuroscience, Arts and Sciences, CCP: Fall 2018
- **PSYC 702B** (2) Basics of Cognitive Psychology, Arts and Sciences, CCP: Fall 2018
- **PSYC 702C** (2) Basics of Developmental Psychology, Arts and Sciences, CCP: Fall 2018
- **PSYC 702D** (2) Basics of Learning and Motivation, Arts and Sciences, CCP: Fall 2018
- **PSYC 702E** (2) Experimental Design, Arts and Sciences, CCP: Fall 2018
- **PSYC 703A** (2) Integration Across Cognitive Psychology and Neuroscience, Arts and Sciences, CCP: Fall 2018

- **PSYC 703B** (2) Integration Across Developmental Psychology, Cognitive Psychology, and Neuroscience, Arts and Sciences, CCP: Fall 2018
- **PSYC 703C** (2) Integration Across Developmental and Cognitive Psychology, Arts and Sciences, CCP: Fall 2018
- **PSYC 703D** (2) Integration Across Areas of Psychology, Arts and Sciences, CCP: Fall 2018
- **RFMR Major / Degree Program**, Master of Retailing Hospitality, Retail, & Sport Management, HRSM, Change to Existing Program: Fall 2018
- **SOCY Major / Degree Program**, PhD in Sociology, Arts and Sciences, Change to Existing Program: Fall 2018
- **SOCY 700** (3) Scientific Methods and Sociological Inquiry, Arts and Sciences, CCP: Fall 2018
- **ZZBA Academic Certificate**, Business Analytics Certificate, Business, Change to Existing Program: Fall 2018
- **ZZBA Academic Certificate**, Professional Masters of Business Administration, Business, Change to Existing Program: Fall 2018
- **ZZBA Academic Certificate**, Enterprise Resource Planning Systems Certificate, Business, Change to Existing Program: Fall 2018
- **ZZED Major / Degree Program**, M.A.T. and M.T. Programs for Initial Teacher Certification, Education, Change to Existing Program: Fall 2018

**These proposals were unanimously approved by Graduate Council.**

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

No current activity to report. Dr. Adams asked about possible health care accommodations for students who have been dismissed from their programs.

Dean Addy reported that she had not had a chance to explore this further during the very short turn around between Council meetings and that she would follow up with more information at our next Council meeting.

15. **Other Committee Reports**

None

16. **Old Business**

Return to discussion of the required minimum content for Graduate Bulletin program information. The concept of this outline of content was generally supported, with a suggestion that a sample template might be provided to further clarify what a Graduate Bulletin entry might look like in final form. No vote or formal action was taken.

See attachment #2.

17. **New Business**

None

18. **Good of the Order**

Dean Addy encouraged members to express their feelings as independent citizens regarding the pending tax reforms to their state representatives. Dr. Mitchell seconded Dr. Addy and suggested

passing along this encouragement to all colleagues who might also wish to identify the potential impact of the proposed tax reform legislation on graduate students and graduate education.

19. **Adjournment**

The meeting was adjourned at 12:50 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.

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## 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.

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## 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.

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## 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.

**GRADUATE BULLETIN PROGRAM ENTRIES**  
**(“must haves”)**  
**DRAFT / Discussion Document**

1. Introduction to the Program
2. Program Learning Outcomes
3. Admission Criteria
4. Degree Requirements (e.g., total hours; distribution across categories; post baccalaureate and post master’s entry points, etc.)
5. Department ‘link’
6. College / School ‘link’
7. Other?