The Graduate School
UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL AGENDA
October 28, 2013

To: Graduate Council

Dr. Paul Solomon, Chair; Drs. Alexander Beecroft, Matt Brown, Nancy Brown, Wayne Carver, David Darmofal, Erik Drasgow, Minuette Floyd, Stacy Fritz, Jerry Hilbish, J. Daniel Jenkins, Thomas Kramer, Julia Lopez-Robertson, DeAnne Messias, Caroline Nagel, Elena Osokina, Tracey Weldon-Stewart, Terrance Weik; Brittany Walter, GSA Representative

CC: President Harris Pastides, Provost Michael Amiridis, Dr. Kristia Finnigan, Deans, Department Chairs, Graduate Directors and Graduate Program Administrators

From: Dr. Lacy Ford, Vice Provost and Dean of Graduate Studies

The Graduate Council will meet on Monday, October 28, 2013 at 2:00p.m. in the Byrnes Building, room 311 with the following items on the agenda:

1. **Call to Order and Approval of Agenda** (Paul Solomon)

2. **Approval of the Minutes September 23, 2013**. 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** (Paul Solomon)

4. **Report of the Dean of Graduate Studies** (Lacy Ford-excused)

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

6. **Report of the Graduate Student Association Representative** (Brittany Walter)

7. **Report of the Academic Policy and Practices Committee** (Stacy Fritz)

   Recommendations:

   A. The minimum number of hours for a Graduate Certificate will be explicitly identified as 12 hours. Individual programs would be free to require more than 12 hours if they choose to do so.

a. Background: Present language suggests that Graduate Certificates must be 18 hours or more. There is no CHE or SACS requirement for this limit of hours toward a certificate. There is precedent in peer and peer-aspirant institutions for 12 hours to be a reasonable expectation. There are programs currently proposing to offer graduate certificates with a target audience of prospective students not currently enrolled—current students would also be eligible for certificates.

B. The number of hours that are transferrable to a graduate certificate (from another institution) would be based on the following: "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."

a. Background: All other guidelines for transfer credits would remain in effect (no courses older than 6 years; only grades of "B" or better may be transferred). These recommendations are consistent with the spirit of USC transfer policies for masters and doctoral programs and with SACS requirements.

C. All credit hours earned in a certificate at USC may be counted toward a graduate degree at USC. Clarification: (1) Certificates may not be earned following graduation; (2) A certificate requires a unique program of study, separate from any other degree option; (3) A certificate may be earned after completion of all courses, but, before graduation for students concurrently enrolled in a degree program.

a. Background: Presently there is a precedent for this in the Certificate of Graduate Studies in Higher Education. There is contradictory language elsewhere. Individual programs can restrict the number of credits from certificate programs counted toward a masters or doctoral degree.

D. Current Graduate Bulletin Language (regarding GPA):

a. At the time of graduation, the student's cumulative grade point average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

E. Proposed revision:

a. At the time of graduation, the student's cumulative grade point average (GPA) must be at least 3.00 on: (a) all USC graduate coursework, (b) all courses listed on the program of study, and (c) all courses numbered 700 and above listed on the program of study.

Current Wording

Certificate of Graduate Study and Specialist Requirements

Certificate Programs

The Certificate of Graduate Study is a program of ~~18~~ 27 semester hours of graduate course work. The University of South Carolina currently has 21certificate programs.

~~Public Health, Certificate~~

~~The certificate in public health is administered by the~~ Arnold School of Public Health

~~Counselor Education, Certificate (Career Development Facilitator)~~

~~The certificate in counselor education with an concentration in career development facilitation is administered by the~~ College of Education

~~Higher Education Leadership, Certificate~~

~~The certificate in higher education leadership is administered by the~~ College of Education.

~~Nursing Administration, Certificate~~

~~The certificate in nursing administration is administered by the~~ College of Nursing ~~and is restricted to students who hold a master's degree in nursing or who are nearing completion of a master's degree in the USC College of Nursing.~~

~~Advanced Practice Nursing, Certificate~~

~~The certificate in advanced nursing practice is administered by the~~ College of Nursing ~~and is restricted to students who hold a master's degree in nursing or who are nearing completion of a master's degree in the USC College of Nursing.~~

~~Drug and Addiction Studies, Certificate~~

The certificate in drug and addiction studies is administered by the College of Social Work.

Gerontology, Certificate

The certificate in gerontology is administered by the College of Social Work.

Historical Archaeology and Cultural Resource Management, Certificate

The certificate in historical archeology and cultural resources management is administered by the Department of Anthropology in the College of Arts and Sciences.

Visual Anthropology, Certificate

The certificate in visual anthropology is administered by the Department of Anthropology in the College of Arts and Sciences.

Information Assurance and Security, Certificate

The certificate in information assurance and security is administered by the Department of Computer Science and Engineering in the College of Engineering and Computer Science.

Criminal Justice Leadership, Certificate

The certificate in criminal justice leadership is administered by the Department of Criminology and Criminal Justice.

Health Communication, Certificate (Public Health)

Health Communication, Certificate (Library and Information Science)

Health Communication, Certificate (Journalism and Mass Communications)

The certificate in health communication is administered by the Department of Health Promotion, Education, and Behavior in the Arnold School of Public Health ; and the School of Journalism and Mass Communications and the School of Library and Information Science in the College of Mass Communications and Information Studies.

Museum Management, Certificate

The certificate museum management in is administered by the Department of History (McKissick Museum) in the College of Arts and Sciences.

Applied Statistics, Certificate

The certificate in applied statistics is administered by the Department of Statistics in the College of Arts and Sciences.

Teaching English to Speakers of Other Languages, Certificate

The certificate in teaching English to speakers of other languages is administered by the Linguistics Program.

Women's and Gender Studies, Certificate

The certificate in women's and gender studies is administered by the program on Women's and Gender Studies in the College of Arts and Sciences.

Library and Information Science, Certificate

The certificate in library information science is administered by the School of Library and Information Science and is restricted to students who hold a Master's degree in Library and Information Science or who are nearing completion of a master's degree in the School of Library and Information Science.

Psychiatric Rehabilitation, Certificate

The certificate in psychiatric rehabilitation is administered by the School of Medicine – Columbia.

Biomedical Studies, Certificate

The certificate in biomedical sciences is administered by the School of Medicine – Columbia.

Music Performance, Certificate

The certificate in music performance in is administered by the School of Music.

Certificate Degree Requirements

At least 9 hours of the program course work must consist of required courses although all hours may be prescribed; at least half the total hours in the program of study must be in courses at the 700 level or above; and at least half of the 18 or more hours required for a certificate must be University of South Carolina credits. Certificate students must maintain a 3.00 cumulative graduate grade point average (GPA) on all USC courses taken for graduate credit. No more than 6 hours of grades of C may be applied toward a certificate and 9 hours of grades of C+ or lower will make the student academically ineligible for a certificate degree. There is no residency requirement, but all courses must be completed within six years of enrollment. The student must be enrolled for at least 1 credit during the term of graduation.

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. 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 within the first 12 hours of course work. If necessary, an approved program of study can be modified with a Request for Program Adjustment (G-

RPA) form.

Transfer Credit

No more than ~~9 semester~~ hours of graduate credit ~~with grades of B or better may be transferred from another institution into a graduate certificate program~~. Course work transferred for credit toward a Certificate of Graduate Study 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 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. ~~Transfer credit is not posted to a student's official academic transcript until the term of graduation.~~

Transient Enrollment Privilege

A USC graduate student in a certificate program seeking transient enrollment privilege at another institution should complete and submit the Special Enrollment Request (AS-30) form available on the Office of the Registrar's website to the dean of The Graduate School for approval. Before enrolling in graduate courses at another institution, ~~student's~~ should contact the graduate director of the certificate program for permission to enroll and to ensure that the credits from the other institution will be approved for inclusion on the student's certificate program of study.

Revalidation of Out-of-Date Courses

Students enrolled in a certificate program may, with permission of the academic department administering the certificate, request revalidation of USC graduate courses over six years old for inclusion in the certificate program of study. Each academic program will determine whether a course is appropriate for revalidation. The Permit for Revalidation Examination (PRE) form must be completed and submitted to the dean of ~~the~~ Graduate ~~School~~ for approval prior to revalidation. Proof of payment of required fees must be submitted with the Permit for Revalidation Examination form. Complete revalidation instructions available: http://gradschool.sc.edu/DocLibrary/documents/pre.pdf.

Note: Coursework taken at other institutions may not be revalidated.

Application for Graduation and Degree Audit

All students enrolled in a certificate program must file the application for degree/graduation available on the website of the Office of the University Registrar with The Graduate School within 5 class days of the start of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session I if the degree is to be awarded at the end of the summer (even if the student does not plan to take courses until the second summer session). Although some departments do not require students to provide the academic program with copies of the

application for graduation, The Graduate School recommends that students do provide a copy to the academic program to facilitate assessment of degree requirements. Applicants are encouraged to consult with the academic program to confirm that all requirements for graduation have been met.

~~Applications for graduation submitted after the announced filing deadline will be accepted if supported by a letter from the graduate director of the student's program and accompanied by a late fee of $25, which increases by $25 every 30 days after the deadline. Deadlines are posted for each term on the official~~ academic calendar ~~of the University found on the website of the~~ Office of the University Registrar~~. Any late application that lacks the supporting letter or late fee will be processed for the following term.~~

The Graduate School forwards the application for degree/graduation to the Office of the University Registrar to start the degree audit process. In VIP, students should view their Graduation Degree Application to confirm the accuracy of the information submitted and to correct any errors so the diploma is printed correctly. It is also important to inspect the VIP graduation degree application information to determine if there are any holds that will prevent issue of an official transcript or mailing of the diploma. At the end of the semester, the degree program and The Graduate School both assess for degree audit whether all requirements have been completed, and then forward a recommendation to the Registrar to approve or disapprove awarding of the degree.

At the time of graduation, the student's cumulative gradepoint average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 ~~and all courses listed on the program of study must be at least 3.00.~~

Bulletin Change Form

Certificate of Graduate Study and Specialist Requirements

Certificate Programs

The Certificate of Graduate Study is a program of a minimum of **_12_** semester hours of graduate course work. The University of South Carolina currently has 21certificate programs.

Advanced Practice Nursing, Certificate

The certificate in advanced nursing practice is administered by the College of Nursing and is restricted to students who hold a master's degree in nursing or who are nearing completion of a master's degree in the USC College of Nursing.

Applied Statistics, Certificate

The certificate in applied statistics is administered by the Department of Statistics in the College of Arts and Sciences.

Biomedical Studies, Certificate

The certificate in biomedical sciences is administered by the School of Medicine - Columbia.

Counselor Education, Certificate (Career Development Facilitator)

The certificate in counselor education with an concentration in career development facilitation is administered by the College of Education

Criminal Justice Leadership, Certificate

The certificate in criminal justice leadership is administered by the Department of Criminology and Criminal Justice.

Drug and Addiction Studies, Certificate

The certificate in drug and addiction studies is administered by the [College of Social Work](#).

Gerontology, Certificate

The certificate in gerontology is administered by the [College of Social Work](#).

Health Communication, Certificate (Public Health)

Health Communication, Certificate (Library and Information Science)

Health Communication, Certificate (Journalism and Mass Communications)

The certificate in health communication is administered by the Department of [Health Promotion, Education, and Behavior](#) in the Arnold School of Public Health ; and the [School of Journalism and Mass Communications](#) and the [School of Library and Information Science](#) in the College of Mass Communications and Information Studies.

Higher Education Leadership, Certificate

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Historical Archaeology and Cultural Resource Management, Certificate

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Information Assurance and Security, Certificate

The certificate in information assurance and security is administered by the Department of [Computer Science and Engineering](#) in the College of Engineering and Computer Science.

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The certificate in library information science is administered by the [School of Library and Information Science](#) and is restricted to students who hold a Master's degree in Library and Information Science or who are nearing completion of a master's degree in the School of Library and Information Science.

Museum Management, Certificate

The certificate museum management in is administered by the Department of [History](#) - (McKissick Museum) in the [College of Arts and Sciences](#).

Music Performance, Certificate

The certificate in music performance in is administered by the [School of Music](#).

Play Therapy Certificate

The certificate in play therapy is administered by the College of Education.

Psychiatric Rehabilitation, Certificate

The certificate in psychiatric rehabilitation is administered by the School of Medicine - Columbia.

Public Health, Certificate

The certificate in public health is administered by the Arnold School of Public Health

Social Work with Military Members, Veterans, and Military Families

The certificate in social work with military members, veterans, and military families is administered by the College of Social Work.

Teaching English to Speakers of Other Languages, Certificate

The certificate in teaching English to speakers of other languages is administered by the Linguistics Program.

Visual Anthropology, Certificate

The certificate in visual anthropology is administered by the Department of Anthropology in the College of Arts and Sciences.

Women's and Gender Studies, Certificate

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At least *__half__* of the program course work must consist of required courses although all hours may be prescribed; at least half the total hours in the program of study must be in courses at the 700 level or above; and at least half of the hours required for a certificate must be University of South Carolina credits. There is no residency requirement, but all courses must be completed within six years of enrollment. The student must be enrolled for at least 1 credit during the term of graduation.

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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.

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At the time of graduation, the student's cumulative grade point average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 *on: (a) all USC graduate coursework, (b) all courses listed on the program of study, and (c) all courses numbered 700 and above listed on the program of study.*

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

   500/600 Level Courses

   Course Deletions:

   RELG 510
   RELG 521
   RELG 532
   RELG 592
   RELG 593
   RELG 594

   New Course Proposals

   HRTM 591- Golf Tourism (3)   **APPROVED**
   [Effective Term: Fall 2014]

MUSC 505 Violin Scales and Technique (2)
[Effective Spring 2014]

JOUR 528 Cause Communications: Service Learning Experience (3)
[Effective Fall 2014]

Course Change Proposals

GEOG 561 Geographic Concepts for Teachers (3) Change course title to Contemporary Issues in Geography Education and change course description
[Effective Fall 2014]

MSCI 627 Marine Phytoplankton (3) Cross-listed with BIOL 627 Marine Phytoplankton (3) to change pre-requisites to MSCI 102 or MSCI/BIOL 450
[Effective Fall 2014]

BIOL 627 Marine Phytoplankton (3) Cross-listed with MSCI 627 Marine Phytoplankton (3) to change pre-requisites to MSCI 102 or MSCI/BIOL 450
[Effective Fall 2014]

GEOL 557 Coastal Processes (3) Cross-listed with MSCI 557 Coastal Processes to change pre-requisites to (NONE)
[Effective Fall 2014]

MSCI 557 Coastal Processes (3) Cross-listed with GEOL 557 Coastal Processes to change pre-requisites to (NONE)
[Effective Fall 2014]

RELG 572 – Change number to 377, new title & Description.

9. **Fellowships and Scholarships Committee** (Wayne Carver-excused)

10. **Report of Science, Math, and Related Professional Programs Committee** (DeAnne Messias)

Department of Nursing

Course Change Proposal
NURS J781 Applied Technology in Health Care (3) Add NURS 805 to the list of pre-requisites for this course.
[Effective Term: Fall 2014]

Course Change Proposal
NURS J808 Advanced Nursing in Population Health (2) Add NURS 737, NURS 805, and NURS 734 to the list of pre-requisites for this course.
[Effective Term: Fall 2014]

Course Change Proposal
NURS 897 DNP Project Preparation and Residency (1-3) Change Course Title to DNP Clinical Dissertation and Residency.
[Effective Term: Fall 2014]

11. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (J. Daniel Jenkins)

Business

Academic Program Action
APA Dual Degree, Master of International Business (MIB) (35) Addition of Dual Degree Program between USC and Tec de Monterrey
[Effective Fall 2014]

Academic Program Action
APA Graduate Certificate in Human Resources (12) Human Resources Certificate Program
[Effective Summer I 2014]

Academic Program Action
APA Graduate Certificate in Financial and Resource Management (12) Financial and Resource Management Certificate Program
[Effective Summer I 2014]

Academic Program Action
APA Graduate Certificate in Business Analytics (12) Business Analytics Certificate Program
[Effective Summer I 2014]

Course Change Proposal
MGMT 770 Organizational Behavior (3) Change course title to Competing through People
[Effective Fall 2014]

Academic Program Action
APA Executive International Master of Business Administration (48) Course updates.
[Effective Fall 2014]

Course Change Proposal
DMSB 710 Financial Accounting in the Global Environment (2) Change credit hours to 2-3 variable
[Effective Fall 2014]

Course Change Proposal
DMSB 712 Decision Analysis (3) Change course title to Quantitative Methods in Business and change credit hours to 2-3 variable
[Effective Fall 2014]

Course Change Proposal
DMSB 717 Management Accounting in the Global Environment (2) Change credit hours to 2-3 variable
[Effective Fall 2014]

Course Change Proposal
DMSB 718 Operations Management (3) Change course title to Global Supply Chain and Operations Management
[Effective Fall 2014]

Course Change Proposal
DMSB 725 Global Business Issues (1) Change credit hours to 3 fixed
[Effective Fall 2014]

Department of English, Language & Literature

Course Change Proposal
SPCH 796 Special Projects-Independent Study (1-3) Change course title to Independent Study in Speech Communication, Rhetoric, and Performance and change course description
[Effective Fall 2014]

Course Change Proposal
SPCH 797 Special Projects (1-3) Change course title to Speech Communication, Rhetoric, and Performance and change course description
[Effective Fall 2014]

Department of Psychology

Course Change Proposals
PSYC 827 Applied Individual and Couples Psychotherapy (3) Change grading system to Pass/Fail
[Effective Fall 2014]

PSYC 835 Advanced Psychotherapy Practicum (1-3) Change grading system to Pass/Fail
[Effective Fall 2014]

School of Journalism and Mass Communications

New Course Proposal
JOUR 789 Selected Readings and Research (1-3) Change grading system to Pass/Fail
[Effective Spring 2014]

12. **Report of the Grievances, Appeals and Petitions Committee (**Erik Drasgow)

13. **Other Committee Reports**

14. **Old Business**

15. **New Business**

16. **Good of the Order**

17. **Adjournment**