



GRADUATE COUNCIL MINUTES

March 27th, 2023

The Graduate Council met virtually on Monday, March 27th, 2023, at 2:00 P.M.

Graduate Council members present: Dr. Stephen Shapiro, Chair; Drs. Demetrius Abshire, Hassan Anderson, Subra Bulusu, Jean Ellis, Edie Goldsmith, Jing Fang, Kathy Kim, William Matchin, Terrance McAdoo, Srihari Nelakuditi, Wendy Regoeczi, David Reisman, Sriram Venkataraman, Sheryl Wiskur, Christina Yao, and Rajat Das Gupta (GSA)

Graduate Council members absent: Drs. Shana Harrington (Excused) and Neal Woods

Graduate School Representatives: Dr. Cheryl Addy, Dr. Murray Mitchell (Secretary), Dr. Toby Jenkins-Henry (Excused), Dr. Angelina Sylvain, Dale Moore, Wright Culpepper (Excused), Libby Cross, and Wanda Barr

Provost Office Representatives: Trena Houp

Guests: Dr. Karen Gavigan (Information Science), Dr. Sheri Silfies (Exercise Science), Dr. Matthew Brashears (Sociology), Dr. Hong Wang (Mathematics), Alexander Barth (GSA), and Maxwell Akonde (GSA).

NOTE: These minutes will become final on April 24th, 2023, if not challenged.

- 1. Call to Order and Approval of Agenda** (Stephen Shapiro, Chair)
The meeting was called to order at 2:00p.m., and the Agenda was approved.
- 2. Approval of the Minutes from February 27, 2023.** Approved actions by Graduate Council become effective 30 days after posting. A copy is available on the Graduate School website at: <https://bit.ly/3SvPO0E>.
The minutes from February were unanimously approved.
- 3. Report of the Chair** (Stephen Shapiro)
Dr. Shapiro thanked Dr. Jean Ellis, Vice Chair, for filling in for him at last month's meeting.
- 4. Report of the Interim Dean of the Graduate School** (Cheryl Addy)
Dr. Addy shared that the proposal to change how Graduate Council membership is selected was approved by Faculty Advisory and will be presented at the April 5th Faculty Senate meeting. One change from the original proposal was made – the threshold for a second member was dropped to 400 graduate students. This seemed to be a better break point in the larger and smaller colleges with respect to graduate enrollment.

The registrar's office has begun meeting with program directors and coordinators to implement DegreeWorks for graduate programs. They recognize that this implementation on such a tight timeframe is a challenge for many involved, and they thank you for your cooperation. The system will not be perfect by fall, but it is a good starting point. They are already discussing how it might be a better tool for tracking student progression milestones beyond course work. She reminded the members that failure to complete this could endanger our eligibility for student federal financial aid.

Dr. Addy has talked about revising the process for graduate assistantship appointments. She has not progressed on that but will distribute information as soon as possible via email with graduate directors and coordinators—not through Graduate Council. She doesn't want to leave our graduate assistants with no protection in terms of responsibilities and evaluation.

The topic of transfer academic credit for military education experience is still in discussion both internally and with other graduate deans across the state. She would like to have a proposed bulletin change by the end of the semester.

The following information was shared with graduate directors last week. In anticipation of the Supreme Court of the United States (SCOTUS) ruling on affirmative action, please consider your internal admissions process. Her impression is that most of you do follow some variation of a holistic review process, but over the next few weeks/months, they may ask you to document how you consider race in your admissions process. They anticipate the decision will be narrowly about admissions, but at a Council of Academic Deans meeting last week, the provost encouraged deans to review program material, websites etc., for use of race, minority, etc. in any published material.

Dr. Addy explained that what they are asking departments to do is to consider stating the criteria more broadly as underrepresented groups in your published material. Departments could talk about first generation students; so, try to broaden the scope of what you are looking for and look at what language you are using. Over the next few weeks, they will try to provide more guidance for what direction they think we may need to go in and make formal changes. We are also getting the same kind of pressure in different levels, including from our state legislature; so, we are trying to be proactive in minimizing potential problems so that we can do what we know is right to help provide opportunities for some of our students.

Dr. Addy thanked Dr. Toby Jenkins for coordinating and hosting an event last Friday, March 24th, recognizing students in the Graduate School's various scholarly initiatives. They had several representatives from the GJMPP and Presidential Fellows. There was a good representation and an enjoyable event for those who attended.

Dr. Addy responded to a question asking her to clarify her comments from February's minutes regarding her stance on Z-Status. She made it clear that she has no intention of making any changes to the Graduate School's current policy already in place.

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

Dr. Mitchell reported that the Spring Meeting of Graduate Directors was held virtually last week on March 21st from 2:00p.m. to 3:30p.m., with an extensive [agenda](#) (available on the Graduate School web site). The meeting was recorded, and efforts are underway to try to make that recording widely available. Included with that agenda is additional information surrounding preparation for a possible ruling from the Supreme Court of the United States (SCOTUS) regarding Affirmative Action in

addition to important information on GRE requirements, GTA/GIA orientation updates, and Health Insurance and Health Subsidy information.

In “Good News” our ETD first place finisher from the Fall competition, Celia Cui, a doctoral student in Pharmaceutical Sciences, represented USC at the Spring regional meeting of the Conference of Southern Graduate Schools in Tampa, Florida. Celia competed in a heat of 13 presentations and was one of 52 competitors from across the southeast. Celia was one of the top two finishers in her heat and won a place in the Grand Finale with her presentation: “Finding the next Viagra: Teaching an old drug new tricks.” While not the eventual winner of the competition, Celia was a solid characterization of the quality of graduate work being done here at USC.

- 6. Report of the Interim Associate Dean for Diversity, Equity, and Inclusion, and Associate Director, Grace Jordan McFadden Professors Program** (Murray Mitchell for Toby Jenkins)
Dr. Jenkins was not able to join us today; she had a conflicting commitment. Attached is an announcement for an event happening this Friday, March 31st, for your information. Please see attachment. The following is the Meeting Registration link for this Friday’s DEI Talk:

<https://us02web.zoom.us/meeting/register/tZAkd-6ppz8qGNNYqX3bOHRJA0bwZjzXxkn3>

- 7. Report on Professional Development** (Murray Mitchell for Wright Culpepper)
Wright is off campus and recruiting today. Wright has been conscientious in providing regular updates on the many professional development opportunities as they approach.

The Vice President for Research Office is still seeking volunteers for Discover USC and is in urgent need for volunteers. The registration deadline for anyone interested has been extended to this Friday, March 31st. All faculty, staff, and students are welcome to volunteer for an hour or two or the whole day. There are lots of options and many volunteer roles from staffing information desks to handing out stickers to help organizers get a head count of attendees. Lunch will be provided for volunteers. All are welcome. Judges, especially the expertise that would be looked for from faculty and graduate students, in particular doctoral students. Lots of room for anyone else who needs a volunteer opportunity and a neat opportunity to experience some of the exciting work that is going on at this university.

We are a big research institution and this kind of opportunity (in addition to the ETD competition that happened in the fall), is a great chance to learn a little bit more about what is going on across the university. Again, some tremendous and exciting scholarship going on and a chance for folks to share what they are doing. Even attending is great, but if you are going to be there, volunteering allows you to have a little bit more of an active role and support some of the exciting things happening.

- 8. Report of the Graduate Student Association** (Rajat Das Gupta)
Rajat reported on the following:

- The voting for the Graduate Student Association elections for electing an executive officer position for the 2023-2024 academic year will take place on Tuesday, March 28th 9:00 a.m. to Wednesday, March 29th 5:00 p.m.
- GSA’s last cabinet meeting for this semester will take place on Friday, March 31st.
- Mr. Alexander Barth, the secretary of data management, presented the key highlights from the ‘Stipend and Cost of Living Survey’ that was administered to graduate students in December 2022.

9. Report of the Academic Policy and Practices Committee (Jean Ellis)
No report.

10. Report of the 500/600 Level Courses (Murray Mitchell)

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

500/600 Courses for March 2023 Grad Council

(CCP = Course Change Proposal; NCP=New Course Proposal)

CRJU 575 (3) The Death Penalty (CCP: Summer 2023?)

EDEX 610 (3) Instruction of Students with Severe and Multiple Disabilities (CCP: Fall 2024)

EDEX 615 (3) Curriculum and Language Instruction for Students with Severe and Multiple Disabilities (CCP: Fall 2024)

EDEX 632 (3) Nature of Students with Emotional and Behavior Disabilities (CCP: Fall 2024)

EDEX 691 (3) Collaborative Partnerships in PK-12 Special Education (CCP: Fall 2024)

MUSC 590 (3) Seminar in Music Industry (CCP: Fall 2024)

11. Associate Graduate Faculty Nominations (Murray Mitchell)

Name: **Teresa Bowers (DNP)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Kate Chappell (PhD)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Victoria Davis (DNP)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Christy Jeffcoat (DNP)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Janet Kubas (DNP)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Brooke Patterson (DNP)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Stephanie Schaller (DNP)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Carolyn Sue-Ling (PhD)**
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Myung Ha “Mason” Sur** (PhD)
Program: Physical Education
Term: Spring 2023 – Spring 2029

These nominations were unanimously approved by Graduate Council.

12. Fellowships and Scholarships Committee (Srihari Nelakuditi)

Dr. Nelakuditi reported that the Fellowships and Scholarships Committee met on Friday, March 17th, and processed nominations for the Presidential Fellowship. They received 18 nominations in Round 2, in addition to the 33 nominations in Round 1. They have made a total of 12 fellowship offers. Six students have accepted their offers, and they are waiting to hear from the other six. They also have another ten nominees on the waiting list in ranked order so they can make new offers immediately in case someone declines their offer. He thanked his committee members for all their hard work and thanked Dr. Jean Ellis and Wright Culpepper for their guidance and assistance.

13. Report of Science, Math, and Related Professional Programs Committee (Jing Fang)

Below is a list of proposals reviewed by the Committee. Total: 5

- **Psychiatric Rehabilitation, Certificate** (PCP: Fall 2024)
- **Counseling and Rehabilitation, M.A.** (PCP: Fall 2024)
- **BIOL 809** (3) Communication in Biological Research (NCP: Summer 2023)
- **HPEB 798B** (3) Public Health Practicum Fieldwork (CCP: Fall 2024)
- **MATH 764** (3) Quantum Information (NCP: Summer 2023)

These proposals were unanimously approved by Graduate Council.

14. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee (Wendy Regoeczi)

Below is a list of proposals reviewed by the Committee. Total: 4

- **Music, D.M.A., Composition** (PCP: Fall 2024)
- **EDLP 731** (3) Inclusive Talent Management in Education—Cultivating a Work Climate for Inclusive Excellence (NCP: Summer 2023)
- **EDPY 704** (3) The Field of Educational Psychology (CCP: Summer 2023)
- **SOWK 742** (3) Social Welfare Policy Analysis (CCP: Summer 2023)

These proposals were unanimously approved by Graduate Council.

15. Report of the Grievances, Appeals and Petitions Committee (Demetrius Abshire for Shana Harrington)

- Dr. Abshire moved for the Graduate Council to go into Closed Session.
- Upon return to open session, the motion to approve the recommendation of the Grievances, Appeals and Petitions Committee was unanimously approved.

16. Other Committee Reports

None.

17. Old Business

- Update on Incomplete Grade Policy (Murray Mitchell)
Dr. Mitchell reported that discussions on this complex policy are ongoing, with no new information to share at this time.
- Update on satisfactory progress to degree (Murray Mitchell)
A compilation of materials was shared with Graduate Council members earlier and is attached to these minutes. Thanks to Dr. Terry Wolfer from Social Work and Dr. David Reisman from Biological Sciences for sharing their materials. We hope these materials might be helpful to others who seek ways to support students and possibly faculty advisors in guiding graduate students toward a timely completion of degree requirements and graduation.

18. New Business

- School Name Change
The College of Hospitality, Retail and Sport Management has proposed a name change within their college from the School of Hotel, Restaurant and Tourism Management to the School of Hospitality and Tourism Management. This proposal has been approved by the College, and by the Board of Trustees. This new name will apply to their undergraduate and graduate degree programs and to a change in their course designator from HRTM to HTMT. A parallel proposal will be considered by the Faculty Senate for undergraduate content.

There is precedent for the Graduate Council to accept such a “blanket” proposal rather than going through the regular curriculum change process on a course-by-course basis. These proposed changes are to take effect by Fall 2024.

This proposal was unanimously approved.

19. Good of the Order

Dr. Mitchell reminded the members that our next virtual meeting will be on Monday, April 24th from 2:00p.m. to 3:30p.m. Please submit any agenda items in advance, and an agenda with Teams invitation will be shared in advance of the meeting.

20. Adjournment

The meeting was adjourned at 3:11p.m.

Murray Mitchell, Secretary

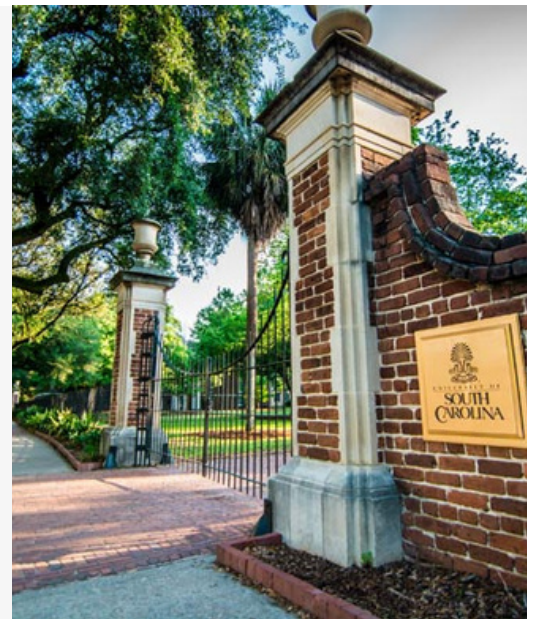
CC: Michael Amiridis, President
Donna Arnett, Provost
Cheryl Addy, Interim Dean of the Graduate School
Deans
Department Chairs
Graduate Directors
Aaron Marterer, University Registrar
Elaine Belesky, Office of the Registrar
Malia Kiehl, Office of the Registrar
Tara Wright, Office of the Registrar

OFFICE OF GRADUATE DIVERSITY

FACULTY & STAFF DEI TALKS

ABOUT

Faculty & Staff DEI Talks is an engaging learning experience for graduate faculty and staff. Each year, national scholars are invited to lead our graduate community in conversations aimed at advancing our approach to teaching, learning, practice, and policy development to impact graduate student access and success. Graduate students are also welcomed to join these conversations.



SPRING 2023 TEXT STUDY

Friday, March 31st at 12pm-1:30 pm

“A Handbook for Supporting Today’s Graduate Students” edited by David J. Nguyen, PhD and Christina W. Yao, PhD

Join us for a two-part series featuring panel discussions with authors from the book. We encourage participants to secure a copy of the book using the discount code below. We will read the book throughout this semester.

Panel I: “Understanding and Meeting the Needs of Historically Underserved Students: Indigenous, Students of Color, and First-Gen Graduate Students”

Featuring panelists: Drs. Colin Ben and HyeJin Tina Yeo

Facilitated by: Dr. Christina Yao

Panel II: “Supporting Graduate Students In & Outside of the Classroom: Mental Health, Culturally Responsive Teaching, and Work/Life Balance”

Featuring panelists: Drs. Carmen McCallum, Crystal Garcia, and Emiko Blalock

Facilitated by: Dr. David Nguyen

Registration

Book discount code:

Code: HBKGS20

20% off + Free Shipping: A Handbook for Supporting Today's Graduate Students

[Link to book page](#)



The Graduate School
UNIVERSITY OF SOUTH CAROLINA



UNIVERSITY OF
SOUTH CAROLINA

College of Hospitality, Retail
and Sport Management

March 15, 2023

Dear Members of the Faculty Senate and Graduate Council,

In accordance with University of South Carolina Policy ACAF 2.02, on October 2, 2022, the faculty of the College of Hospitality, Retail and Sport Management (HRSM) unanimously approved changing the name of the “School of Hotel, Restaurant, and Tourism Management” to the “School of Hospitality and Tourism Management”. On December 13, 2022, the Board of Trustees approved the change, effective January 1, 2023.

The new name aligns with the College’s name, which has long included the more memorable term, “Hospitality”. The “School of Hospitality and Tourism Management” title also better aligns with the degrees offered by this academic unit, which include:

- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management
- Master of International Hospitality and Tourism Management
- Ph.D. in Hospitality Management

Accordingly, we are now requesting your approval that, effective Fall 2024, all future and current courses developed by the School of Hospitality and Tourism Management move from designator code “HRTM” to “HTMT”, as recommended by the university’s central administration. The change will include updates to all HRTM references in the Bulletin, to include pre/co-requisites and the curriculum pages.

Thank you for your ongoing support of our programs and students. Should you have any questions, please feel free to reach out.

Sincerely,
David Cardenas
Interim Dean
College of HRSM

Selected Resources For Encouraging Satisfactory Progress To Degree

The following materials are offered as models for consideration in assisting students and their program advisors in making satisfactory progress to degree completion.

- 1. Checklist and Timeline for Entry to PhD Program**
Dr. Terry Wolfer, Social Work pp. 2-3
- 2. Checklist and Timeline for Coursework Stage of PhD Program**
Dr. Terry Wolfer, Social Work pp. 4-8
- 3. Checklist and Timeline for Dissertation Stage of PhD Program**
Dr. Terry Wolfer, Social Work pp. 9-13
- 4. PhD Student Checklist**
Dr. David Reisman, Biological Sciences pp. 14-15
- 5. Sample Guide for Awarding “T” grades for Dissertation Preparation**
Dr. Murray Mitchell, Graduate School p. 16

Checklist and Timeline for Entry to PhD Program

Task	Responsible Person	Timeline
Send email regarding student registration (with this checklist)	PhD Program Coordinator	May 31
Assign student peer mentor	PhD Program Coordinator	June 30
Assign Research Assistantship Supervisor and Academic Advisor	PhD Program Coordinator	June 30
Login to The Graduate School Application Status Portal to retrieve your USCID and VIPID	PhD Student	Before registering for first semester classes
Set up access to Self Service Carolina to manage your academic, financial, and personal information UofSC	PhD Student	Before registering for first semester classes
Submit Immunization Form to Student Health Services	PhD Student	Before registering for first semester classes
Submit Citizenship Status Verification through Self Service Carolina. [NOTE: Non-US citizens must submit immigration documentation to International Student Services]	PhD Student	Before registering for first semester classes
Login to Self Service Carolina to register for classes. For “How to Register using Self Service Carolina,” see either written instructions or video instructions	PhD Student	June 30
After registering for classes, notify the PhD Student Services Coordinator (so she can submit hiring paperwork)	PhD Student	June 30
Review the Staying in Status presentation	International PhD Student	Before attending International Student Services Orientation
All newly enrolled international students must attend the International Student Services (ISS) Orientation session, regardless of how long they have been in the United States. [NOTE: International students cannot register for classes until they have attended an ISS Orientation session]	International PhD Student	Before registering for first semester classes
Attend PhD Orientation	PhD Student	August, before classes begin
Bring personal identification required by Office of Homeland Security to PhD Orientation. Complete and sign Form I-9 [available from COSW Student Services]	PhD Student	August, before classes begin
Attend Stats Bootcamp	PhD Student	August, before classes begin
Select and pay for university parking	PhD Student	As needed, before classes begin
To receive payment of your stipend, you must enter Direct Deposit information on the VIP system	PhD Student	August, before classes begin

Task	Responsible Person	Timeline
To request a CarolinaCard online, submit a proper photo	PhD Student	August, before classes begin
Manage your CarolinaCard [e.g., review account balance, make deposits, report lost card]	PhD Student	As needed
Review section of PhD Student Policies and Procedures Manual regarding course requirements	PhD Student	During first semester, and as needed
Schedule initial meeting with Research Assistantship Supervisor to discuss assistantship expectations, goals, responsibilities, potential projects, mentoring style, and work schedule	PhD Student Research Assistantship Supervisor	Before first semester, at the beginning of each semester, and as needed
Schedule initial meeting with Academic Advisor to discuss academic goals and expectations, review academic progress, to complete Individual Development Plan, and discuss academic strategies	PhD Student Academic Advisor	Before first semester, at the beginning of each semester, and as needed

Checklist and Timeline for Coursework Stage of PhD Program

Task	Responsible Person	Timeline
Review section of PhD Student Policies and Procedures Manual regarding course requirements	PhD Student	During first semester, and as needed
Schedule initial meeting with Research Assistantship Supervisor to discuss assistantship expectations, goals, responsibilities, potential projects, mentoring style, and work schedule	PhD Student Research Assistantship Supervisor	Before first semester, at the beginning of each semester, and as needed
Schedule initial meeting with Academic Advisor to discuss academic goals and expectations, review academic progress, to complete Individual Development Plan, and discuss academic strategies	PhD Student Academic Advisor	Before first semester, at the beginning of each semester, and as needed
Regular research supervision meetings	PhD Student Research Assistantship Supervisor	Weekly
Create an account with the Graduate School's Graduate Management System (GMS) to apply for travel grant funding through the Graduate School.	PhD Student	As needed
To subsidize conference travel, students may apply for funding from the COSW PhD Program. Complete both the PhD Student Request for Financial Expense— Authorization and the COSW Travel Authorization Request [NOTE: Student must be first or sole author of a presentation at a major regional, national, or international conference and MAY NOT receive more than two per fiscal year (7/1-6/30)]	PhD Student Faculty sponsor PhD Program Coordinator	Rolling application and before travel begins
To subsidize conference travel, students may apply for funding from The Graduate School. Complete the Conference Travel Grant Request Form in GMS [NOTE: Student must be first or sole presenter of a paper/poster at a national or international conference/meeting and MAY NOT receive more than one per fiscal year (7/1-6/30)]	PhD Student Academic Advisor PhD Program Coordinator	By posted deadlines and before travel begins
Review information about creating your Individual Development Plan (IDP), and specific instructions for completing the IDP template	PhD Student	September 15 (first year)

Task	Responsible Person	Timeline
<p>Complete your Individual Development Plan (IDP), and submit to the PhD Program Coordinator</p> <ul style="list-style-type: none"> • Student meets with mentors (i.e., Research Assistantship Supervisor and Academic Advisor) to discuss document and possible goals • Student drafts IDP and seeks feedback from mentors • Mentors add their comments and sign IDP • Students submit IDP with mentor signatures to PhD Program Coordinator 	<p>PhD Student Academic Advisor Research Assistantship Supervisor</p>	<p>By October 15 (first year)</p>
<p>Update your Individual Development Plan (IDP), and submit to the PhD Program Coordinator</p>	<p>PhD Student Academic Advisor Research Assistantship Supervisor</p>	<p>By April 15 (each year)</p>
<p>A student who cannot complete coursework by the end of semester may request an Incomplete (i.e., grade "I"). If granted, the instructor must complete and submit an ASSIGNMENT OF INCOMPLETE GRADE FORM with requirements for completion, deadline for completion, and a backup grade (if the work is not completed by the deadline). The secure form is available from PhD Student Services Coordinator. The instructor submits the signed form to the PhD Program Coordinator</p>	<p>PhD Student Course Instructor</p>	<p>By the end of semester, as needed</p>
<p>Submit the signed form to PhD Student Services Coordinator</p>	<p>PhD Program Coordinator</p>	<p>As needed</p>
<p>A grade of Incomplete must be cleared by the deadline or no more than one year from the end of the original semester. If the period of "Incomplete" extends beyond one year, the student must fill out an Extension of Incomplete Time Authorization Beyond Twelve Months form. The instructor submits the signed form to the PhD Program Coordinator. [NOTE: A student MAY NOT proceed to the Doctoral Qualifying Exam until all "Incompletes" have been cleared]</p>	<p>PhD Student Course Instructor PhD Program Coordinator</p>	<p>As needed</p>
<p>Submit the signed form to PhD Student Services Coordinator</p>	<p>PhD Program Coordinator</p>	<p>As needed</p>
<p>Register for and complete TA Orientation Workshops A and B (scheduled before each fall and spring semester). [NOTE: UofSC requires students to complete orientation before serving as a teaching assistant, completing a teaching practicum, or teaching independently]</p>	<p>PhD Student</p>	<p>Before formal teaching activities (e.g., teaching assistantship, teaching practicum, adjunct instruction)</p>

Task	Responsible Person	Timeline
Register for and complete GRAD 701 [NOTE: EDHE 738, a required course for COSW PhD students, also fulfills this requirement]	PhD Student	Before or during the first semester of teaching
Ensure completion of Language Requirement. In the COSW, this requirement is filled by the successful completion of SOWK 890 and SOWK 891. Report date of successful completion on Doctoral Degree Program of Study (DPOS).	PhD Student PhD Program Coordinator	When submitting DPOS
Doctoral Social Work Teaching Practicum (SOWK 872): Select and interview a prospective Teaching Practicum Supervisor. If accepted, complete the Teaching Practicum Student Contract (pp. 1-9), sign, and submit to PhD Program Coordinator for approval	PhD Student Teaching Practicum Supervisor PhD Program Coordinator	After completing year one courses but before student teaches a course and before dissertation proposal
Upon conclusion of course, complete the Teaching Practicum Completion Form (pp. 10-11), sign, and submit to PhD Program Coordinator	PhD Student Teaching Practicum Supervisor PhD Program Coordinator	After completing all requirements of the Teaching Practicum Student Contract
Submit grade for Teaching Practicum	PhD Program Coordinator	Upon completion
Doctoral Social Work Research Practicum (SOWK 889): Select and interview a prospective Research Practicum supervisor. If accepted, complete the Research Practicum Student Contract (pp. 1-9), sign, and submit to PhD Program Coordinator for approval	PhD Student Research Practicum Supervisor PhD Program Coordinator	After successful completion of year one courses but before dissertation proposal
Upon conclusion of research, complete the Research Practicum Completion Form (pp. 10-13), sign, and submit to PhD Program Coordinator	PhD Student Research Practicum Supervisor PhD Program Coordinator	After completion of all requirements specified on the Research Practicum contract
Submit grade for Research Practicum	PhD Program Coordinator	Upon completion
Complete Independent Study Form and submit with course syllabus to PhD Program Coordinator [NOTE: A student may take a maximum of two independent study courses, each with a different instructor]	PhD Student Instructor	As needed
Research of possible funding opportunities through Pivot .	PhD Student	As needed
Seek consultation with Assistant Dean of Research regarding research design and possible resources	PhD Student	Annually, and as needed
Review guidelines and schedule for Qualifying Examination in the PhD Student Policies and Procedures manual (pp. 10-13)	PhD Student	

Task	Responsible Person	Timeline
Notify PhD Program Coordinator of intention to take Qualifying Examination in May (second year) [NOTE: To be eligible, students must complete all required courses with grade B or higher, earn a 3.0+ GPA, not be on Academic Probation , and have no Incomplete grades]	PhD Student	By September 15 ¹
In preparation for Qualifying Examination, review the Qualifying Examination template and scoring rubric	PhD Student PhD Program Coordinator	Second year ¹
Develop summary of research interests for Qualifying Examination Committee	PhD Student Academic Advisor Other Mentor	November 15 ¹
Qualifying Examination Committees formed	PhD Program Coordinator	By January 15 ¹
Student notifies PhD Program Coordinator of preferred schedule (beginning the Wednesday after classes end OR the day after final exams)	PhD Student	By January 31 ¹
Qualifying Examination Committee submits exam questions to PhD Program Coordinator	Qualifying Examination Committee PhD Program Coordinator	By March 15 ¹
Brown bag for students to review examination procedures	PhD Program Coordinator PhD Students	By March 31 ¹
Confirm eligibility to take qualifying examination [NOTE: All required courses completed with grade B or higher, 3.0+ GPA, not on Academic Probation, and no Incomplete grades]	PhD Student Services Coordinator	End of semester, second academic year ¹
Set tentative date for oral examination	PhD Program Coordinator Qualifying Examination Committee	April/May ¹
Administer/take qualifying examination (beginning the Wednesday after classes end OR the day after final exams)	PhD Program Coordinator PhD Student	April/May ¹
Qualifying Examination Committee determines result of written exam (proceed to oral exam or fail), informs Coordinator, and provides written feedback for Coordinator to share with student	Qualifying Examination Committee	Within one week after written exam submitted
Inform student of outcome	PhD Program Coordinator	Promptly
Confirm date of oral examination	PhD Program Coordinator Qualifying Examination Committee PhD Student	Promptly

¹ Dates refer to the student's second year in the program unless the student is not eligible in the second year (e.g., because of an incomplete grade or a grade below B). In that case, dates refer to the student's third year in the program.

Task	Responsible Person	Timeline
Complete oral examination	Qualifying Examination Committee PhD Student	As scheduled
Qualifying Examination Committee determines outcome of oral exam (pass or fail) and informs PhD Program Coordinator	Qualifying Examination Committee	Within one day after oral exam completed
Inform student of outcome	PhD Program Coordinator	Promptly
If the student passes the Qualifying Examination, inform Dean of Graduate School and PhD Student Services Coordinator	PhD Program Coordinator	Promptly
If a student fails the Qualifying Examination, it may be repeated one time	PhD Program Coordinator PhD Student	August ¹
Progress check: SOWK 872, SOWK 889, qualifying examination, submit DPOS, and dissertation committee formed	PhD Program Coordinator PhD Student Services Coordinator	After second year ¹

Checklist and Timeline for Dissertation Stage of PhD Program

Task	Responsible Person	Timeline
Review section of PhD Student Policies and Procedures Manual regarding dissertations (pp. 21-28)	PhD Student	During fourth semester, and as needed
Review literature on the dissertation process (see Selected Bibliography below)	PhD Student Dissertation Chair	During fourth semester, and as needed
Review Doctoral Progress to Degree web page for Graduate School guidance, forms, and deadlines	PhD Student	During fourth semester, and as needed
If not already registered, create an account with the Graduate School's Graduate Management System .	PhD Student	During fourth semester
Discuss potential dissertation committee members with PhD Program Coordinator	PhD Student PhD Program Coordinator	During fourth semester
Contact and have initial meeting with potential dissertation chair regarding the role and, if accepted, to discuss expectations, goals, responsibilities, dissertation topic, research strategy ideas, mentoring style, other committee members, and timeline (share paragraph developed for the Qualifying Exam with potential dissertation chair)	PhD Student	During fourth semester
To include on the dissertation committee a faculty member or scholar not otherwise eligible for regular membership in the Graduate Faculty, submit Graduate Faculty Term Appointment Nomination Request to PhD Program Coordinator [NOTE: For a non-UofSC scholar, also provide the person's current CV]	PhD Student Dissertation Chair	After passing Qualifying Exam
Submit Doctoral Committee Appointment Request to PhD Program Coordinator	PhD Student	After passing Qualifying Exam
Submit Doctoral Committee Appointment Request and, if needed, Graduate Faculty Term Appointment Nomination Request to PhD Student Services Advisor .	PhD Program Coordinator	After signing
Ensure tasks related to dissertation proposal development and proposal defense are incorporated into the Individual Development Plan (including tentative timeline for proposal development and proposal defense as well as plans to apply for dissertation funding). For guidance, see the IDP instructions .	PhD Student Dissertation Chair	After passing Qualifying Exam
Update Individual Development Plan , and submit to PhD Program Coordinator.	PhD Student Dissertation Chair Other Mentor	After passing Qualifying Exam

Task	Responsible Person	Timeline
Research of possible dissertation funding opportunities , identification of dissertation funding announcements for consideration and criteria (e.g., proposal completed, proposal successfully defended; submission deadline)	PhD Student Dissertation Chair	After passing Qualifying Exam
Meet regularly to discuss substantive, methodological, or statistical course work needed to complete dissertation proposal/research, development of dissertation questions	PhD Student Dissertation Chair	As needed
Begin developing dissertation proposal	PhD Student Dissertation Chair	After passing Qualifying Exam
Complete a Doctoral Degree Program of Study (DPOS) considering university milestones and timelines for completing PhD education (i.e., time allotted to complete dissertation after entering candidacy), and submit to PhD Program Coordinator. Include dates for admission to candidacy (i.e., passing the Qualifying Examination) and approval of Advisory Committee (i.e., dissertation committee) [NOTES: The required statistics courses fulfill the foreign language requirement. The DPOS must include a minimum of 49 hours of course credit and 12 hours of dissertation credit]. For guidance, see the instructions for the Doctoral Degree Program of Study.	PhD Student Dissertation Chair	After passing Qualifying Exam and completing elective courses
Submit DPOS to PhD Student Services Advisor	PhD Program Coordinator	After signing
Revise and finalize dissertation proposal	PhD Student with review and feedback from Dissertation Chair and Dissertation Committee	After passing Qualifying Exam and completing elective courses
Meet with PhD Student for preliminary consultation regarding review of proposal by other dissertation committee members, meeting with individual committee members to clarify feedback on dissertation proposal, and scheduling of proposal defense. Consider allowing dissertation members at least two weeks to review and provide feedback on proposal and time needed for PhD student to meet with individual members, for PhD student to incorporate feedback and make suggested edits, and send revised dissertation proposal to committee members for review prior to the proposal defense.	Dissertation Chair	Recommended 6-8 weeks before scheduling dissertation proposal defense
Obtain written feedback from all Committee members regarding their agreement to proceed to dissertation proposal defense	Dissertation Chair	Recommended no later than the end of the fourth year (consult PhD Program Coordinator if more time is needed)

Task	Responsible Person	Timeline
Distribute revised dissertation proposal to Committee	PhD Student	At least two weeks before proposal defense
Complete Doctoral Comprehensive Exam Verification and submit to PhD Program Coordinator [NOTE: The dissertation proposal fulfills the Graduate School requirement for a Doctoral Comprehensive Exam]	Dissertation Chair	Upon completion of proposal defense and any required revisions
Complete Dissertation Proposal Action Form with all Dissertation Committee member signatures, attach any requirement for revisions and/or further review signed by Student and Committee members, and submit to PhD Program Coordinator	Dissertation Chair, also signed by all Committee members and PhD Student	Upon completion of proposal defense and any required revisions
Submit Doctoral Comprehensive Exam Verification and Dissertation Proposal Action Form to PhD Student Services Advisor	PhD Program Coordinator	After signing
Email request for SOWK 899 section with Dissertation Chair to PhD Student Services Advisor and CC: Dissertation Chair and PhD Program Coordinator	PhD Student	Each fall and spring semester during dissertation phase
Ask Assistant to Associate Dean to schedule section of SOWK 899 for student	PhD Student Services Advisor	Each fall and spring semester during dissertation phase
Grant department permission for student to register for SOWK 899	PhD Student Services Advisor	Each fall and spring semester during dissertation phase
Register and pay for 1-12 dissertation credits per semester, depending on how fast you expect to complete the dissertation [NOTE: You must register continuously (i.e., each fall and spring semester) for at least 1 credit, and be registered for at least 1 credit the semester of graduation. You must accumulate 12 dissertation credits total (but do not need more)]	PhD Student	Each fall and spring semester during dissertation phase
Award grade of “T” (i.e., satisfactory progress) or “U” (i.e., unsatisfactory progress) for dissertation credit(s)	Dissertation Chair	Each fall and spring semester during dissertation phase
Under certain circumstances during the dissertation stage, a student may request under-enrollment privilege or family leave. To apply, submit a Request for Special Enrollment Status (GS ZS) [NOTE: Limited to two terms]	PhD Student Dissertation Chair	As needed
During the dissertation stage, an international PhD student may request exemption from full-time enrollment. To apply, submit an Exemption from Full-Time Enrollment Request For F-1 and J-1 Student Visas [NOTE: 6 semester maximum]	International PhD Student Dissertation Chair	Before first semester of under-enrollment
Review Thesis & Dissertation Portal for Graduate School requirements, forms, and deadlines.	PhD Student	Before semester graduating

Task	Responsible Person	Timeline
Conduct dissertation research and write dissertation OR Schedule and hold meeting to review Student's progress in research and draft dissertation. Schedule a review meeting at least every two years after defending the proposal.	PhD Student, with review and feedback from Dissertation Chair and Committee (as scheduled and/or needed)	Within two years of the proposal defense
Complete and submit Application for Degree or Certificate via Self Service Carolina .	PhD Student	By posted deadline for semester graduating
Attend Electronic Thesis and Dissertation Formatting and Submission Workshop .	PhD Student	When scheduled
Submit dissertation draft for preliminary format check on the Graduate School Thesis & Dissertation Portal	PhD Student	Before dissertation defense
Obtain written confirmation from Dissertation Committee members that dissertation is ready for defense	Dissertation Chair	At least two weeks before dissertation defense
Post dissertation defense announcement to the Graduate Management System	PhD Student Dissertation Chair	At least two weeks before dissertation defense
Schedule and hold oral dissertation defense	Dissertation Chair	By university deadline for semester of graduation
Complete Dissertation Signature and Approval Form and submit signed copy to PhD Program Coordinator [NOTE: If a member is not physically present, plan to obtain his or her original signature]	Dissertation Chair	At dissertation defense
Submit Dissertation Signature and Approval Form to PhD Student Services Coordinator	PhD Program Coordinator	After signing
Submit Open Access Authorization for Thesis or Dissertation .	PhD Student	Before submitting dissertation to Graduate School
File copies of dissertation as per university policy , and submit electronic copy to PhD Program Coordinator	PhD Student	After dissertation defense but by university deadline for semester of graduation
Schedule and conduct research colloquium for faculty and students based on dissertation	PhD Student, in consultation with Dissertation Chair and PhD Program	After dissertation defense and before leaving university (and/or before graduation)
Complete Survey of Earned Doctorates	PhD Student	Before graduation
Submit information for Doctoral Hooding Program via Graduate Management System	PhD Student	By university deadline for semester of graduation
Attend commencement	PhD Student	As scheduled
Attend doctoral hooding ceremony	PhD Student Dissertation Chair	As scheduled

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Reisman- Biological Sciences



PhD Student Checklist

1st Year

Selection of Major Professor

All students choose or are matched with a major professor and, with the assistance of their major professor, select additional faculty to serve on an advisory or doctoral committee (year 2).

Qualifying Exam

All students take a qualifying exam consisting of a brief written research plan developed with the assistance of their major professor or rotation supervisor and orally presented to and evaluated by a departmental committee appointed by the chair of either the ecology and evolution group or molecular, cellular and developmental biology group. Students engaged in the rotation option will base their qualifying exam proposal upon the results of their rotation and the research they may wish to pursue in the laboratory they intend to join.

2nd Year

Advisory Committee Selection/Appointment

A committee of five faculty members (one from outside the Biology Department) that mentors the student and approves all subsequent academic and research activities by the student. Students are expected to meet with the advisory committee at least once per year.

Program of Study

All students develop a program of study or curriculum plan with the assistance of their major professor and their advisory committee. The program of study is approved by the student's major advisor and the graduate director. Ph.D. students must submit their program of study no later than the end of their second year. The Program of Study should broadly reflect the student's educational needs in the context of their training and research goals. 60 total credits are required (30 if one has a MS degree). The bulk will be research (BIOL 798) and 12 cr must be BIOL 899 (Dissertation Prep).

Admission To Candidacy

Ph.D. students are required to be “admitted to candidacy” by the Graduate School, which indicates they have completed the prerequisites established by the graduate school before proceeding with the development of their dissertation. The prerequisites are the Qualifying Exam and the Program of Study. Once completed the Candidacy is automatically approved by the Graduate School.

Towards the end of 2nd Year – no later than 1st semester of 3rd year Research Proposal

A Ph.D. candidate must write, present, and defend a plan of his/her doctoral research to their Ph.D. advisory committee. The format of the research proposal is determined by the student’s committee. The chair of the student’s committee must inform the graduate coordinator that the research proposal has been approved and must also submit a biology graduate student assessment form assessing the student’s written and oral presentation of the proposal.

By the end of 3rd Year Comprehensive Exam

A written, followed by an oral, comprehensive examination in a field of study relevant to the student’s interests. The format of the comprehensive exam is determined by the student’s doctoral committee; however the examination must include both a written document and an oral presentation/defense of that document. A common format is a written NIH or NSF-style research proposal dealing with a topic of interest. Alternative formats, such as the researching of specific questions provided by the committee, are also used. The chair of the student’s committee must submit a biology graduate student assessment form assessing the student’s written and oral presentation of the proposal.

4th-6th Year Dissertation & Defense

During this period there should be major attempts to write and submit manuscripts for publication and attend at least one conference. Funds are available through the graduate school and the department to support attendance at meetings.

All students must write and orally present and defend a research-based dissertation; the dissertation is presented to the doctoral committee which determines whether or not the student has sufficient accomplishments to receive the appropriate degree. Ph.D. students must present their research to a general audience. The chair of the student’s committee must submit a biology graduate student assessment form assessing the student’s written and oral presentation of the proposal.

Provide an updated CV and future plans form to the Graduate Director Complete Survey of Earned Doctorates

Sample Guide for Awarding “T” grades for Dissertation Preparation.

Murray Mitchell, Graduate School

As ever, there is no ‘one size fits all’ so please consider this as a beginning point that your faculty may wish to use, to modify to be more appropriate/applicable for your/their discipline and programs, as well as being tailored to unique projects that may be undertaken by any given student:

Offered below is an example to guide the earning and awarding of satisfactory progress (e.g., “T) in dissertation preparation (e.g. 899 courses):

1. **To advance beyond 3 hours**, (a) reasonable research question(s) and a solid start on related literature must be approved, and a dissertation committee must be approved. Enrolling in 899 hours beyond 3 without these milestones reached will result in grades of “U.”
2. **To advance beyond 6 hours**, a proposal must have been approved by the committee, along with a draft of the document approved for a format check by the Graduate School (e.g., the kind of information a committee is likely to require to approve a proposal: something approximating a title page, table of contents, chapter 1 [introduction/justification]; chapter 2 [review of literature]; chapter 3 [methods]; reference list). Enrolling in 899 hours beyond 6 without these milestones reached will result in grades of “U.”
3. **To advance beyond 9 hours**, data must be in hand, and analysis must have been started (with a draft of results approved by the major professor). Enrolling in 899 hours beyond 9 without these milestones reached will result in grades of “U.”
4. **To advance beyond 12 hours**, a defense must be scheduled, to include a solid draft approved by the major professor. Enrolling in 899 hours beyond 12 without these milestones reached will result in grades of “U” until the final defense is successful along with a final submission submitted and approved.

Modifications would need to be made for students working on a thesis (799) where they are typically required to complete fewer (and more variable) numbers of hours toward a degree.