This initial meeting will be convened by Murray Mitchell (Graduate School Associate Dean).

1. Welcome. Personal introductions to facilitate face-to-name of attendees, and graduate role played in your unit.

2. Sharing of the initial tentative purpose statement for the group (handout; p. 2).

3. Graduate Faculty Status Options and discussion (handouts)
   a. Graduate Academic Regulations (pp. 3-4)
   b. Associate Graduate Faculty Nomination (pp. 5-6)
   c. Term Appointment Nomination (pp. 7-8)

4. Special Topics Course Proposal Issues (handouts).
   a. Form (pp. 9-11).
   b. Sample Syllabus: GRAD 799 (pp. 11-13).

5. Undergraduate/Graduate Course Proposal (handout; pp. 14-17).

6. Title IX Training requirement memo (handout; pp. 18-20).

7. Solicitation of issues facing programs for discussion and/or requests for information/action, that are best served by meetings rather than emails.

8. Support for future meetings. Proposed: (3rd Tuesdays of alternate months):
   a. November 15 at 2:00 pm.
   b. February 21 at 2:00 pm.
   c. April 18 at 2:00 pm.

9. Good of the Order.
ASSOCIATE/ASSISTANT GRADUATE DEANS’ COUNCIL

Purpose Statement: This is a self-organized committee that provides a forum for the deans of graduate academic programs to discuss common issues, to make recommendations concerning graduate academic affairs to the University administration and appropriate faculty committees, and to respond to proposals related to graduate academic affairs submitted by members of the University community. The committee meets four times per year (September, November, February, and April).

Membership Requirement: Membership includes the associate and assistant deans of the various colleges and schools who have direct responsibility for managing graduate academic programs and the senior vice provost/dean of graduate studies. As the need arises, members of the various consulting offices on campus are invited to attend.

<table>
<thead>
<tr>
<th>Associate/Assistant Dean</th>
<th>College with Graduate Program</th>
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<tbody>
<tr>
<td>Hanno zur Loye</td>
<td>Arts and Sciences</td>
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<tr>
<td>Brian Klaas</td>
<td>Business</td>
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<td>Erik Drasgow</td>
<td>Education</td>
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<tr>
<td>Michael Matthews</td>
<td>Engineering and Computing</td>
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<tr>
<td>Matt Brown [Council Chair]</td>
<td>Graduate Council</td>
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<tr>
<td>Murray Mitchell</td>
<td>Graduate School</td>
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<tr>
<td>Ercan Turk</td>
<td>Hospitality, Retail and Sport Management</td>
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<tr>
<td>Jaclyn Cherry</td>
<td>Law</td>
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<td>Sei-Hill Kim</td>
<td>Information and Communications</td>
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<tr>
<td>Andrew Gowan</td>
<td>Music</td>
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<td>Edie Goldsmith</td>
<td>Medicine</td>
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<td>Georgia Narasavage</td>
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<td>Doug Pittman</td>
<td>Pharmacy</td>
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<td>James Hardin</td>
<td>Public Health</td>
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<tr>
<td>Terry Wolfer</td>
<td>Social Work</td>
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</tbody>
</table>

Consulting Offices: This includes, but is not limited to offices of the Provost, Registrar, Bursar, Payroll, and Human Resources.
Graduate Academic Regulations

- Academic Personnel Policies
- Academic Credit and Course Policies
- Distance Education Courses
- Course Syllabus
- Attendance
- Prerequisites
- Course Enrollment Load
- Enrollment in Courses Outside Major
- Enrollment in Courses for Audit
- Independent Study
- Transfer of Course Credit
- Revalidation of Out-of-Date Courses
- Correspondence Course Credit
- Credit by Examination
- Retroactive Graduate Credit
- Dropping a Course
- Dropping a Course for Exculminating Circumstances
- Withdrawal from All Courses
- Financial Obligations to the University
- Grading Policies
- Pass-Fail Option
- Academic Standard for Grade Point Average
- Academic Standard for Progression
- Academic Standard for Graduation
- Academic Suspension Policy
- Reinstatement After Suspension
- Academic Forgiveness Policy
- Academic Exception Petitions
- Appeal of Academic Decisions
- Academic Documents and Student Records
- Copy of Student Graduate Admission File
- Transcripts
- Other Graduate Credit Courses and Special Undergraduate Programs

All graduates students are subject to the academic policies, regulations, and academic standards of both The Graduate School and the department, school and/or college in which enrolled. Graduate programs may have more stringent standards and additional regulations and requirements than that of The Graduate School. Program academic policies, regulations, and standards are available from the graduate director of the program. Contact information for academic programs is available on the website of The Graduate School.

It is the responsibility of all students to be aware of USC academic standards and their own academic record. At the very least, students should check their Record of Academic Work in Self Service Carolina at the conclusion of each semester. The academic record will list any academic or registration issues or probationary status that requires attention by the student.

Graduate students are bound by the academic policies, regulations, standards, and degree requirements found in the Graduate Studies Bulletin in effect at the term of enrollment. With approval of the academic program in which enrolled and the dean of Graduate Studies, a student may elect during the course of a program of study to change to standards, regulations, and requirements found in a subsequent Graduate Studies Bulletin. However, the student may not pick and choose from different Bulletins, but must select one Graduate Studies Bulletin during the period of the student's graduate enrollment and conform to all policies, regulations, and degree requirements of the selected Bulletin.

Graduate students in Master's, specialist, and certificate programs have a period of six years, inclusive and continuous, in which to claim the rights of a specific Graduate Studies Bulletin. Doctoral students have a period of 10 years. Any student whose admission lapses for three years loses the right to claim a previous Bulletin and becomes bound to the Bulletin in force when readmitted.

Students are advised that there are no guarantees that a particular course or program of study can be delivered by the University at a time convenient for every student. Unforeseen circumstances may interfere with the scheduling of any given course or degree offering. Students must be prepared for such occurrences even if students experience delays in fulfilling academic goals or require modification of those goals. Academic units and The Graduate...
School will work closely with students to resolve academic issues.

**Note:** For detailed information on Degree Requirements see that section of the Graduate Studies Bulletin which is arranged by certificate or specialist degree requirements, Master's degree requirements, and doctoral degree requirements.

# Academic Personnel Policies

## Graduate Faculty

Faculty members holding the Ph.D. or other terminal degree in a discipline are, upon appointment to a tenure-track position at the University of South Carolina, Columbia campus, eligible to become members of the Graduate Faculty. Specifically, The Faculty Manual defines those eligible to be regular members of the graduate faculty on the Columbia campus as the president, provost, dean of Graduate Studies, associate deans of the Graduate School, and chairs of academic departments offering degrees conferred by the Graduate School.

Nominations of eligible faculty for such appointments are made by the appropriate academic unit (college, school, or department) to the dean of Graduate Studies. Each academic unit must have on file with The Graduate School the process and criteria used by the unit to nominate and review faculty for appointment as regular Graduate Faculty. Academic units will notify the dean of Graduate Studies when nominations to regular Graduate Faculty status are reviewed and either retained or revoked by the academic unit.

Faculty members and scholars not otherwise eligible for regular membership on the graduate faculty may be appointed to term appointments. Term appointments are appropriate for USC faculty in the School of Law and the School of Medicine, emeriti USC professors, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials. With the approval of the dean of Graduate Studies, persons with term appointments to the graduate faculty may serve on, but may not chair, doctoral committees. Nominations to term appoint as graduate faculty are nominated by the chair and dean of the academic unit to the dean of Graduate Studies using the Graduate Faculty Term Appointment Form (G-TAN). The Graduate School maintains a database of persons with term appointment to graduate faculty status.

## Teaching and Committee Personnel

All faculty teaching graduate level course work, courses numbered 500 - 899, must be either a regular member of the Graduate Faculty or must hold a term appointment as graduate faculty. Accreditation standards state that faculty teaching graduate courses have earned the terminal degree in the field. Occasionally, a person having extensive and/or specific career experience may, with written justification from the program, be approved by the dean of Graduate Studies to teach graduate courses.

Membership on doctoral committees (see Doctoral Degree Requirements), excluding the outside member, is limited to regular members of the Graduate Faculty and those who hold special term appointments with approval to serve as a regular member of a doctoral committee. Only a regular member of the Graduate Faculty may serve as chair of a doctoral committee. Service as an outside member of a doctoral committee requires only the approval of the dean of Graduate Studies, not a term appointment as graduate faculty.

Membership on a thesis committee (see Master's Degree Requirements) is composed of regular graduate faculty of any rank who hold the doctorate or the discipline's terminal degree and tenured faculty at the rank of full professor who do not hold the terminal degree. Research, clinical, and adjunct faculty at any rank who hold the terminal degree may serve on and chair a thesis committee with approval of the program and the dean of Graduate Studies. Instructors and lecturers who do not hold the terminal degree may serve as members of thesis committees with justification from the program and approval of the dean of Graduate Studies.

## Advisor

Every graduate student admitted to a degree program is entitled to an advisor. The academic program graduate director is the default academic advisor for graduate students until another academic advisor is assigned or an advisory committee is formed. Students are urged to consult with an advisor prior to enrollment.
ASSOCIATE GRADUATE FACULTY NOMINATION REQUEST

GUIDELINES FOR USING THE G-AGF FORM

Non-tenure-track USC faculty members and scholars who hold the PhD or other terminal degree in their respective field of study may be appointed to associate membership in the Graduate Faculty. Requests for associate membership require nomination by the nominee's academic unit that grants the PhD (or other terminal degree that requires a dissertation or thesis) to the Graduate Council. If the nominee does not belong to an academic unit, then the nomination may be from an academic unit that grants the PhD (or other terminal degree that requires a dissertation or thesis) with which the nominee's area of research aligns. These nominations shall include a report that the nominee received a majority favorable vote by both the unit's current regular Graduate Faculty and by the unit's current combined regular and associate Graduate Faculty. The granting of associate membership is by vote of the council, subject to its procedures and criteria, and is based on the candidate's scholarly credentials, involvement in graduate academic affairs (such as teaching of graduate courses, serving as a member of thesis or dissertation committees, and serving on committees overseeing the department's academic programs), and expected continual appointment at USC. Associate membership is valid for a period of 6 years, also expiring if the faculty member leaves USC. Persons with associate membership are eligible for renomination and reappointment. Associate membership is appropriate for full-time USC clinical faculty, research faculty, and other USC scholars holding an appropriate terminal degree.

Associate membership in the Graduate Faculty does not grant voting rights in the University Faculty or Faculty Senate. Voting rights in the academic unit are determined by local policies independent of Graduate Faculty status.

Regular and associate membership in the Graduate Faculty confers the right to teach graduate courses, direct theses and dissertations and participate in graduate student committees (subject to the policies of the unit and university), serve on Graduate Council or its committees, and to vote on matters coming before the Graduate Faculty. The Graduate Faculty shall meet as called by the Graduate Council or on the written request of any ten members of the Graduate Faculty. The dean of the Graduate School shall serve as the presiding officer, assisted by the chair of the Graduate Council. The Graduate Faculty shall have the right to act on new graduate programs, Graduate School regulations, and related academic matters brought before it by individual members, the Graduate Council, or the administration.

Note
1. No more than six members of Graduate Council may have associate membership.
ASSOCIATE GRADUATE FACULTY NOMINATION REQUEST

Name of Nominee:

Current Position:

Program Affiliation:

Nominated by (Academic Unit):

Name of Degree and Date:

Attach a copy of the nominee's curriculum vitae and a memo of nomination that provides justification for the appointment, addressing the nominee's qualifications and verification that the unit’s current regular graduate faculty and the unit's current combined and regular associate graduate faculty support this nomination (by a majority vote).

<table>
<thead>
<tr>
<th>Period of Associate Graduate Faculty Status (not to exceed 6 years):</th>
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<tbody>
<tr>
<td>Term</td>
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<tr>
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<tr>
<td>Beginning Term</td>
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</table>

I support this associate graduate faculty nomination

Endorsed: ____________________________
Chair of department/program Date

Academic Dean of College/School: Date

Approved ____________________________
Dean of the Graduate School: Date

Approval of this nomination does not offer any financial commitment on the part of the Graduate School and does not grant any voting rights in the University Faculty or Faculty Senate. Voting rights in the academic unit are determined by local policies independent of Graduate Faculty status.
GRADUATE FACULTY TERM APPOINTMENT NOMINATION REQUEST

GUIDELINES FOR USING THE G-TAN FORM

Faculty members and scholars not otherwise eligible for regular membership in the Graduate Faculty may be appointed to Term Appointments.

Term Appointments to the Graduate Faculty are granted upon nomination by an academic unit to the Dean of the Graduate School for a period not to exceed 3 years and may be renewed upon expiration. Term Appointments confer the rights only to teach graduate courses and to serve on graduate students' committees.

Term Appointments are appropriate for USC faculty in the School of Law and the School of Medicine, USC faculty emeriti, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials. Term appointments are not necessary for faculty from other institutions serving as outside members of doctoral committees; for that purpose, use the Doctoral Committee Appointment Request form, found in our forms library.

According to the Southern Association of Colleges and Schools "Faculty Credentials" guidelines:

"Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines [graduate] faculty qualifications using faculty credentials, institutions should use the following as credential guidelines: ...

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline."
GRADUATE FACULTY TERM APPOINTMENT NOMINATION REQUEST

Name of Nominee: 

Current Position: 

Institutional Affiliation: 

Nominated by (Academic Unit): 

Terminal Degree (name of degree and date): 

Attach a copy of the nominee's curriculum vitae and a memo of nomination that provides justification for the appointment, addressing both the nominee's qualifications and the unit's need for making the nomination. If the person does not hold the terminal degree, special justification must be provided.

Period of Term Appointment (not to exceed 3 years):

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
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<tbody>
<tr>
<td>Beginning term:</td>
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Restrictions (e.g. teaching only, committee membership only, etc.): 

I support this term-appointment,

Endorsed: Chair of Department/Program: ________________________ Date: ____________

Academic Dean of College/School: ________________________ Date: ____________

Approved: Dean of the Graduate School: ________________________ Date: ____________

Approval of this request does not offer any financial commitment on the part of the Graduate School.
INSTRUCTIONS: This form is used to request approval to offer special topics courses designated with a distinct title that clearly identifies the topic of the course to be taught. This form is available online at www.sc.edu/provost/acadprog.

Date: ____________________

Campus: ____________________ College/School: ____________________

Department (if applicable): ____________________

☐ Undergraduate ☐ Graduate

____________________________________________________________

COURSE INFORMATION

Course Designation: ____________________

4-letter Designator Course Number # Credit Hours

Section Number: ____________________

Course Title: ____________________

Course Description: (50 word limit)

____________________________________________________________

Cross-listed with which course?

4-letter Designator Course Number

Course Delivery Location: ☐ USC Campus ☐ Off-Campus site

(If off-campus delivery is being requested, please consult International Programs or Off-Campus Programs.)

Course Delivery Method: ☐ Traditional Delivery ☐ Distance Technology Delivery (streaming video, web-based, CD/DVD)

(If distance technology delivery is being requested for the first time, please contact Distributed Learning Support Services.)

Course Scheduling: ☐ Regular Session ☐ Schedule Exception

(If a schedule exception is being requested, attach a completed Schedule Exception Request (SER) form.)

Proposed Effective Term for change to Special Topics course:

Year: _______ ☐ Fall ☐ Spring ☐ Summer Specify Summer Session: ____________________

Days ________________ Time ________________ Est. # of Students _______
INSTRUCTOR INFORMATION

Name of Instructor: ____________________________

Print Name Email Address Phone Number

If this is a graduate course, is the faculty member in the regular Graduate Faculty or Term Graduate Faculty database?

☐ Yes ☐ No

REQUIRED ATTACHMENTS (The following documents must be attached to this form before submission)

☐ Course syllabus

☐ Schedule Exception Request(SER) Form (if appropriate)

CONTACT INFORMATION

Contact Person: ____________________________

Print name Title

Email Address

Phone Number

Signature Date

REQUIRED APPROVALS

Department Chair: ____________________________

Print name Signature Date

Email Address

Phone Number

Academic Dean: ____________________________

Print name Signature Date

Email Address

Phone Number

Dean of the Graduate School (as appropriate): ____________________________

Print name Signature Date

Email Address

Phone Number
GRAD 799 – Special Topics: Writing a Graduate Syllabus

Graduate Bulletin Description:
GRAD 799 (3). Writing a Graduate Syllabus. Assist faculty with the creation of a syllabus to be approved by various committees.

Class Meeting Schedule:
Mondays from 4:30 to 7:00 pm
Byrnes room 305

Instructor:
I.M. Incharge, PhD
Office: Byrnes 301
Office Phone: 777-1234
Email: incharge@mailbox.sc.edu
Office hours: By appointment only.

Learning Outcomes:
By the end of this course, the student will be able to:

1. Describe the approval process for having a graduate level special topics course approved.
2. Locate and accurately fill out the required form for proposing a graduate level special topics course.
3. Identify and define all required components of a graduate level syllabus.
4. Identify missing components from a sample syllabus and provide appropriate revisions to amend a sample syllabus.
5. Create a graduate level syllabus that includes all required components of a graduate level syllabus.

Required text(s) and suggested readings:

All required support materials will be made available through Blackboard and no copyrighted materials will be included in these resources.

Instructional Delivery:
This course will be 80% lecture, 20% seminar/discussion.

Course Requirements:

Tests (25%). There will be 5 tests given in class across the semester. These will be unannounced and based on the readings and class discussion to that point in the semester. Tests will be allocated approximately 15 minutes at the start of designated classes; equally weighted to contribute 5% each to the final grade in the
course. Missed tests may not be made up unless prior permission had been granted for the missed session. More description of test format will be presented in class.

**Assignments (25%).** There will be 5 assignments given across the semester. Each will be equally weighted to contribute 5% each to the final grade in the course. Assignments will include locating and completing required paperwork surrounding course proposals. Additional details of assignment requirements will be presented in class.

**Final Exam (50%).** The final exam in this course will be a take-home task that will be due in the final meeting. The task will be to construct a Special Topics proposal, including a graduate level syllabus. Additional details of this task will be presented in class.

**Grading Scheme:**

A = \( \geq 90\% \)

B+ = 85-89%

B = 80-84%

C+ = 75-79%

C = 70-74%

D+ = 65-69%

D = 60-64%

F = < 60%

**Tentative Topical Outline**

Please recognize that this is a “best guess” of our progress through content. Revisions may be required as the semester yields weather constraints and/or for other unforeseen issues. Every effort will be made to keep all informed of any changes that occur.

**Week 1**  Introductions and overview of course expectations. Review of the philosophy behind submitting a special topics course as a philosophical necessity in providing a current perspective on evolving content.

**Week 2**  Guest speaker from the Center of Teaching Excellence to describe resources available to support faculty syllabus creation.

**Week 3**  Guest speaker from the Courses and Curriculum Committee that reports to the Faculty Senate on new course, course change and curriculum change proposals.

**Week 4**  Guest speaker from the Instructional Development Committee that reports to the Faculty Senate on distance delivery proposals
**Week 5** Guest speaker from the Faculty Senate that must approve all new course, course change and curriculum change proposals.

**Week 6** Guest speaker from the Sciences Curriculum Committee that reports to the Graduate on new course, course change and curriculum change proposals.

**Week 7** Guest speaker from the Humanities Curriculum Committee that reports to the Graduate Council on new course, course change and curriculum change proposals.

**Week 8** Guest speaker from the Graduate Council that must approve all new course, course change and curriculum change proposals.

**Week 9** Guest speaker to discuss SACS-related concerns for syllabus content.

**Week 10** Small group work opportunity to examine and critique sample proposals from various disciplines.

**Week 11** Small group sharing with the whole class, the results of their critique of sample proposals along with constructive feedback to help the proponent repair the proposal.

**Week 12** Opportunity to collectively create, in small groups, original proposals as special topics offerings.

**Week 13** Small group presentations of creations and whole class critique with constructive feedback to help the proponent repair the proposal.

**Week 14** Guest speaker to describe APPS as the mechanism for submitting course and curricular change proposals—not yet required for Special Topics, but, a future innovation that is anticipated.

**Attendance Policy:**
This is a graduate level course where participation is expected. Hence, absence in excess of 10% of class meetings will result in the lowering of the earned total by one letter grade for each absence in excess of 10%.

**Disability Services:**
Any student with a documented disability should contact the Office of Student Disability Services at 803-777-6142 to make arrangements for appropriate accommodations.
GRAD 500 – New Course Proposal:
Undergraduate and Graduate Hybrid Syllabus

Undergraduate and Graduate Bulletin Description:
GRAD 500 (3). Undergraduate and Graduate Hybrid Syllabus. Syllabus creation for undergraduate and graduate credits in the same course.

Class Meeting Schedule:
Mondays from 4:30 to 7:00 pm
Byrnes room 305

Instructor:
I.M. Incharge, PhD
Office: Byrnes 301
Office Phone: 777-1234
Email: incharge@mailbox.sc.edu
Office hours: By appointment only.

Learning Outcomes:
By the end of this course, undergraduate students will be able to:

1. Differentiate between written learning outcomes that use appropriate/inappropriate action verbs that do or do not yield measureable outcomes.
2. Match a list of assignments to specified learning outcomes in a sample syllabus
3. Identify at least 5 key differences between a well-written and a poorly-written syllabus.
4. Describe the criteria necessary for proposing a new course that will be delivered by distance in varying percentages of total course content.
5. Describe the appropriate electronic process for submitting a “new course proposal.”

By the end of this course, graduate students will also be able to:

6. Create a sample syllabus for a course that will be delivered face-to-face in a traditional format.
7. Create a sample syllabus for a course for which at least 70% will be delivered by a distance strategy.

Required text(s) and suggested readings:

All required support materials will be made available through Blackboard and no copyrighted materials will be included in these resources.
Instructional Delivery:
This course will be 80% lecture, 20% seminar/discussion.

Course Requirements: (All students)

In-class quizzes (100 points). There will be 5 quizzes given in class across the semester. These will be unannounced and based on the readings and class discussion to that point in the semester. Quizzes will be allocated approximately 15 minutes at the start of designated classes; equally weighted to contribute 20 points each. Missed quizzes may not be made up unless prior permission had been granted for the missed session. More description of quiz format will be presented in class.

Midterm (100 points). There will be a midterm exam (week 7) that will occupy the entire class session. If students complete the exam before the session is over, they may leave; the end of class will be the end of the test-taking opportunity. The format will include approximately 30 points of multiple-choice; 40 points of short-answer questions, and 2 required single-page essays (from a list of options), each worth 15 points.

Final Exam (200 points). The final exam will be administered in the university final exam schedule for this course. It will be cumulative and follow the same proportional format as the midterm: 30% multiple choice; 40% short-answer; 30% essays (from a list of options).

GRADUATE STUDENTS ONLY

In addition to all of the above, Graduate Students will also be required to complete the following:

Create a “traditional” (face-to-face) hybrid syllabus for your discipline (100 points). More description will be presented in class. Topic must be approved by the instructor by week 3.

Create a “Distance” (at least 70% of the class must be delivered by a specified distance strategy) (100 points). More description will be presented in class. Topic must be approved by the instructor by week 7.

Grading Scheme:
(Undergraduates have 400 possible points; Graduate Students have 600 possible points).

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>≥ 90%</td>
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<tr>
<td>B+</td>
<td>85-89%</td>
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<tr>
<td>B</td>
<td>80-84%</td>
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<tr>
<td>C+</td>
<td>75-79%</td>
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<td>70-74%</td>
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Tentative Topical Outline
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Week 1  Introductions and overview of course expectations. Review of the philosophy behind submitting a special topics course as a philosophical necessity in providing a current perspective on evolving content.

Week 2  Guest speaker from the Center of Teaching Excellence to describe resources available to support faculty syllabus creation.

Week 3  Guest speaker from the Courses and Curriculum Committee that reports to the Faculty Senate on new course, course change and curriculum change proposals. [Graduate Students must have “Traditional Syllabus” proposal approved by now]

Week 4  Guest speaker from the Instructional Development Committee that reports to the Faculty Senate on distance delivery proposals

Week 5  Guest speaker from the Faculty Senate that must approve all new course, course change and curriculum change proposals.

Week 6  Guest speakers from the Humanities and Sciences Curriculum Committee that reports to the Graduate on new course, course change and curriculum change proposals.

Week 7  Midterm Exam. [Graduate Students must have “Distance Syllabus” proposal approved by now]

Week 8  Guest speaker from the Graduate Council that must approve all new course, course change and curriculum change proposals.

Week 9  Guest speaker to discuss SACS-related concerns for syllabus content.

Week 10 Small group work opportunity to examine and critique sample proposals from various disciplines.

Week 11 Small group sharing with the whole class, the results of their critique of sample proposals along with constructive feedback to help the proponent repair the proposal.
**Week 12** Opportunity to collectively create, in small groups, original proposals as special topics offerings.

**Week 13** Small group presentations of creations and whole class critique with constructive feedback to help the proponent repair the proposal.

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**Attendance Policy:**
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**Disability Services:**
Any student with a documented disability should contact the Office of Student Disability Services at 803-777-6142 to make arrangements for appropriate accommodations.
Hello Graduate Directors and Graduate Coordinators!

You may be aware of or have received the email regarding the new mandatory Title IX “Unmuted” Training Program requirements for faculty/staff, new hires, and persons in authority in specific offices. I have just talked with Dr. Carl Wells in the Office of Equal Opportunity Programs (EOP) regarding whether this applies to GIAs/GTAs. He stated that graduate students with GIA/GTAs who are NEW hires (i.e. their first time working for USC is this fall) ARE included in this requirement of completing this federally mandated training (they’re changing the website and future emails to reflect this). The good news: I got him to agree to allow Graduate TAs/IAs to do the online training instead of the full 2-hr in-person workshop training at HR - yay! (There is no way their office would be able to handle all the new GIA/TAs who would need to attend those if they required otherwise.) So for the GTAs/IAs who received the email from EOP and were only given the link to register for the in-person workshops - note that they can do the online version instead (listed as for “Regional campuses only”). The websites below will take students to that training; they will need to watch the video (20 min.) and then take the quiz. I have already announced this to my new GIA/TAs in my GRAD 701 classes (sections 001 and 002).

- Video website: https://www.youtube.com/watch?v=kqdpPiuhclRs
- Quiz website: https://classclimate.uts.srs.c. edu/classclimate/online.php?p=students

With completion of the quiz, the student’s name will be automatically submitted to EOP for verification and their obligation to USC for the Title IX training will be met. Dr. Wells said it is still recommend GTA/IAs who are not new hires to go through the training as it is useful and covers a multitude of issues regarding illegal discrimination and sexual harassment, including impacts on the victim, how to provide support, and what to do when someone reports a situation to you.

Sorry about the suddenness of this! I was only made aware of it this morning - any questions regarding GIA/TA requirements feel free to email me and I can find out!

~Michelle

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Subject: Additional clarifications re: Title IX training (for GAs, GSAs, GRAs)
Date: Monday, September 19, 2016 at 1:05:21 PM Eastern Daylight Time
From: HARDEE, MICHELLE (sent by GRADDIR -- Graduate Directors <GRADDIR@LISTSERV.SC.EDU>)
To: GRADDIR@LISTSERV.SC.EDU

Hello all!
Dr. Wells has asked that I inform you of requirements for non-teaching graduate students as well. Regarding whether GAs, GSAs or GRAs should take the training, Dr. Wells said the "deciding factor" is whether or not they will be in a position to receive reports of Title IX violations from undergraduates. So essentially, if a GA, GSA, or GRA is involved with mentoring undergraduates in the research setting or working with them in any way (such as a "staff"-level type of supervising them), they should take the training.

The website again for the online version for your students: (students will need to watch the 20-min. video and then take the quiz):
  - Video website: https://www.youtube.com/watch?v=ogdPbhclhRs
  - Quiz website: https://classclimate.uts.sc.edu/classclimate/online.php?p=students

With completion of the quiz, the student's name will be automatically submitted to EOP for verification and their obligation to USC for the Title IX training will be met.

Hope that clears things up, again email me with additional questions!
~Michelle

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