



## GRADUATE COUNCIL MINUTES

September 27th, 2021

The Graduate Council met virtually on Monday, September 27th, 2021, at 2:00 P.M.

Graduate Council members present: Dr. Nikki Wooten, Chair; Drs. Demetrius Abshire, Matt Boylan, Subra Bulusu, Jean Ellis, Shana Harrington, Elise Ince, Hippokratis Kiaris, Marketa Kubickova, William Matchin, Jim Mensch, Srihari Nelakuditi, Stephen Shapiro, Sheryl Wiskur, Neal Woods, Songhua Xu, Christina Yao, and Maggie Carson (GSA)

Graduate Council members absent: Dr. David Reisman

Graduate School Representatives: Dr. Tracey Weldon, Dr. Toby Jenkins, Dr. Murray Mitchell (Secretary), Dale Moore, Wright Culpepper, Libby Cross, and Wanda Barr

Provost Office Representative: Trena Houp

Guests: Dr. Sheri Silfies (Exercise Science), Dr. Robert Moran (EPI/BIOS), Dr. Hong Wang (Mathematics), and Dr. Khalid Ballouli (HRSM).

**NOTE: These minutes will become final on October 25, 2021, if not challenged.**

1. **Call to Order and Approval of Agenda** (Nikki Wooten, Chair)  
The meeting was called to order at 2:01p.m.
2. **Approval of the Minutes from August 23, 2021.** 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>  
The minutes from August were unanimously approved.
3. **Report of the Chair** (Nikki Wooten)  
Dr. Wooten advised everyone to stay ready, relevant and diligently safe during these times of increased exposure to the Delta variant.
4. **Report of the Interim Dean of the Graduate School** (Tracey Weldon)  
Dr. Weldon had no report but fielded a few questions to which she advised that she would research and get back to the Council with an explanation:
  - a. Why does the Student Health Services charge \$190 per semester for the students to use the facilities?

The Health Center fees are part of the overall university budget approved in June by the Board of Trustees. They are listed as required Graduate Student fees in two places on the Bursar website:

1. **Tuition and Required**

Fees page: [https://sc.edu/about/offices\\_and\\_divisions/bursar/tuition\\_and\\_required\\_fees/index.php](https://sc.edu/about/offices_and_divisions/bursar/tuition_and_required_fees/index.php)

**Health Fees**

Health Center (6 - 8 hours): \$127.00

Health Center (9 - 11 hours): \$190.00

Health Center (graduate assistant enrolled in less than 12 hours): \$190.00

The only students who are automatically exempted from the Health Center fee are students coded with the R999 concentration representing fully-online graduate programs.

- b. Why are the graduate students being charged a technology fee that varies based on their hours of enrollment?

The Technology fees are part of the overall university budget approved in June by the Board of Trustees. They are listed as required Graduate Student fees in two places on the Bursar website:

1. **Tuition and Required**

Fees page: [https://sc.edu/about/offices\\_and\\_divisions/bursar/tuition\\_and\\_required\\_fees/index.php](https://sc.edu/about/offices_and_divisions/bursar/tuition_and_required_fees/index.php)

**Technology Fee**

Full-Time Student: \$200.00

Part-Time Student: \$17.00 per credit hour

2. **UofSC Columbia**

Fees page: [https://sc.edu/about/offices\\_and\\_divisions/bursar/tuition\\_and\\_required\\_fees/uofsc\\_columbia\\_fees\\_academic/index.php](https://sc.edu/about/offices_and_divisions/bursar/tuition_and_required_fees/uofsc_columbia_fees_academic/index.php)

Student Type	Required Fees	Notes*
Graduate Student, Full-Time (9-11 hours)	Technology Fee: 17.00 per credit hour Health Center Fee (9-11 hours): 190.00	
Graduate Assistant	Technology Fee: 17.00 per credit hour Health Center Fee (enrolled in less than 12 hours): 190.00	
Graduate Student, Part-Time (6 - 8 hours)	Technology Fee: 17.00 per credit hour Health Center Fee (6-8 hours): 127.00	

- c. There is an ongoing issue with graduate students having a long delay of weeks and months to be seen for mental health services. What can be done?

Dr. Weldon has made a few requests already to hire someone dedicated just for serving graduate students. That hasn't happened yet. Her last request was to have a few hours set aside for graduate students. Because the Student Health Center is currently understaffed, that doesn't seem to be a desirable option either. It has always been a challenge, but now with the

additional stresses of the pandemic, we need increased services. We need to find some funding to hire at least two counselors who can work with our graduate students. The issue has been made known to the Interim President Pastides and Interim Provost Cutler. Hopefully, with this continued pressure, we might be able to find some success there. Student Health Services has recommended that students seek assistance off campus. It's not ideal for everyone, and it is certainly not a viable option for everyone.

Maggie Carson added that GSA has emailed the President and others regarding the counselor shortage and was promised that more resources would be allocated to hire more counselors. They have also spoken with the Student Health Services about the long wait for graduate students to see a counselor, the following suggestions were recommended:

- Talking with friends or other students
- Meditation activities
- On-line services

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

Dr. Mitchell reminded the Council that the meeting was being recorded.

Dr. Mitchell offered a couple of other reminders. It would be most helpful if the members of the Council had a chance to chat with faculty in their program who handle admission decisions to remember that when applicants have applied, they pay a fee to apply. Paying this application fee warrants response. We have a fairly large number of student applicants who have not received a response to indicate that they have been accepted or declined for admission. There is a mindset that is prevalent for folks who believe that if they don't send a letter of admission that means that the student hasn't been accepted. This is an unfortunate and unprofessional kind of a way that our institution represents itself by simply not responding to students. He will follow up with graduate directors, but he wanted to let members of the Council know first as many of your colleagues are members of admissions committees. He hopes that the more people that are aware of this issue will help spread a sense of commitment and responsibility to respond to applicants that they have or have not been admitted the program.

In addition, in terms of responding to responsibilities, there has been an ongoing trend of several faculty members for whatever reason opting not to submit a grade for students at the end of any given semester. Sometimes it's simply that they are unaware that the student was on their class roster or it could be a student asking for a just a little more time to finish something. There comes drop dead deadline for having to post something to student's transcripts. It would be most helpful if you could encourage your colleagues to submit grades at the end of the semester. This sounds so mundane, but it consistently remains to be an issue at the end of semester. He receives a roster from the Registrar that causes him to reach out to folks to prompt them to submit a grade.

Please identify for your folks that at the end of the semester if the work is not completed, then assign the grade that has been earned on the work that was completed. If there is some extenuating circumstance beyond the control of the student, assigning a grade of incomplete is appropriate with a backup grade and a deadline. A relatively unknown rule is that when students have accumulated 3 grades of incomplete simultaneously—not across their career, they will be blocked from further registration, until they have fewer than 3 grades of incomplete. The issue is our concern for those incomplete grades beginning to snowball. As students assume additional responsibilities for additional semesters, those incompletes just take longer and longer to get to and it ultimately sets the student up to be unsuccessful. Our mission collectively is to help students achieve their degree. Keeping a lid on the number of incompletes that students earn is a part of our ongoing obligation.

As Dean Weldon suggested, the University is aware of the mental health issues. Generally, Health Services is trying to provide some support services and the pandemic certainly has exacerbated several mental health concerns that were undoubtedly present before, but it has taken more of a forefront and is more prevalent for more students, sadly. Maggie mentioned a couple of neat resources and alternatives. They are not substitutes for true mental health provision, but they may be things that can help students cope with some of the stresses that are involved with completing their program. One of the other key pieces seems simply to be communication to have avenues available for students to know to whom they can go and talk to about issues that arise.

Most recently, he has been contacted about concerns for students at the dissertation phase of their work. Being concerned with never having understood what the rules might be relative to what level of flexibility there is, the students might think that it is *their* dissertation, and they want total control of everything. What their methods are, how they are going to write everything up, how they are going to collect data, how much data is sufficient, and most programs have some guidelines for where there is some flexibility and where there is not. Communicating what flexibility exists with your students and helping them understand some of that navigation process can be a helpful way to cope with at least this source of stress. Again, not a panacea. We are still searching for support for additional health care workers. Until we get there, anything that anyone can do to help alleviate some of the concerns is a worthy effort; particularly in these pandemic times that have truly elevated the stress levels for pretty much everybody, faculty, staff, and students. Again, this is a plea for some sensitivity to the mental health needs of your colleagues, of yourselves, and of our students. He thinks many of you are already attentive to these concerns, but just sharing those concerns with your colleagues can be helpful just to remember that there is something out there that is elevating the stress levels for everyone; so, compassion and assistance with navigating the system is most appreciated.

**6. Report of the Interim Associate Dean for Diversity, Equity, and Inclusion, and Associate Director, Grace Jordan McFadden Professors Program (Toby Jenkins)**

Dr. Jenkins reminded the Council to please forward and share information and communications about upcoming activities that she provides to their individual colleges and graduate faculty.

**7. Report on Professional Development (Wright Culpepper)**

Wright reminded the Council of a few professional development events that are scheduled for this October:

- On Friday, October 1, they will be hosting a credit and identity theft prevention workshop hosted by Founders Federal Credit Union at 2:00p.m. at the Russell House. Space is still available.
- On Friday, October 15, from 2 to 5 pm in front of the McKissick Museum (on the Horseshoe), Professional Headshots will be taken (weather permitting). Space is still available, and reservations are required:  
<https://www.signupgenius.com/go/9040C4AACA722AAFB6-professional>

**8. Report of the Graduate Student Association (Maggie Carson)**

Maggie announced that their first open GSA meeting will be held this Friday, October 1, and will be held on Microsoft Teams and in the Russell House Ballroom.

Applications are still open for the President's Cabinet which is now almost full. This group is doing great work for the graduate students. They are developing their programming and handing off some of the advocacy work that she and her team are working on.

Hopefully, she will have the Year-End report available next month. The Daily Gamecock will write an article next month on the approval of the health insurance subsidy.

GSA has received many questions on the student ticketing process for graduate students. Graduate students are upset they must take 12 credit hours to be automatically enrolled in the student ticketing when normal enrollment for graduate students is 9 credit hours, 6 credit hours with a GA, or 1 credit hour with Z-Status.

The regalia issue has resurfaced. Some of the graduate students are upset that their mortarboard hats are just like the high school graduate hats. Other universities have nice regalia with their school emblems and school colors. Ours is generic and lame. Some say that this is the reason that they haven't or won't participate in the commencement ceremony. The issue with the tams versus the mortarboard was discussed in this past spring semester.

Dr. Mitchell explained that the regalia is expensive. The UofSC typically uses the traditional black gown with stripes on the sleeves. Gowns available to the Board of Trustees and other members do have other colors and the medallion crest on the lapels of those. If you've attended a commencement ceremony, you may have seen some very colorful gowns and tams from other institutions but those are more tied to the traditions of those institutions and degrees in much the same way that the hoods are tied to the specific degrees. He will locate the information that we shared last semester and get back with Maggie.

Regalia Information: Here is the link to order graduation regalia online for doctoral students. <https://uscfinequality.shopoakhalli.com/purchasewizard/Welcome>

This is the most convenient way to locate a Tam. There are two choices for the gown (one is the traditional black, the other is garnet), and a hood (tied to the degree and discipline).

For what it is worth, students might find better deals elsewhere online; but, I don't think they will be able to locate the gown with the UofSC crest on the lapels.

#### **9. Report of the Academic Policy and Practices Committee (Stephen Shapiro)**

Please see attachment: Graduate Attendance Policy Draft

Dr. Shapiro presented the first task for the Fall semester for his committee. They were sent a Graduate Attendance Policy Draft to revise based on what the Faculty Senate did in terms of the policy. We took a lot of the language from the undergraduate policy based on some legal requirements. The idea behind this is that all faculty are encouraged to have an attendance policy. This would be fall back information for students if it's not specific within the syllabus. After a very lengthy discussion, it was determined that it will be too difficult to come up with a draft that would encompass every possible scenario regarding attendance. It was suggested that Dr. Shapiro get input from the rest of his committee based on the feedback he received and make the minor changes suggested. This draft will be added back to the Agenda for our October Graduate Council meeting for further discussion and possible endorsement by the Council.

#### **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 September 2021 Grad Council**

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

**ACCT 501** (3) Financial Accounting III (CCP: Fall 2022)  
**ACCT 502** (3) Managerial Accounting for Decision Making (CCP: Fall 2022)  
**ACCT 503** (3) Tax II (Terminate: Fall 2022)  
**ACCT 504** (3) Legal Issues for Accountants & Managers (CCP: Fall 2022)  
**ACCT 506** (3) International Financial Reporting (CCP: Fall 2022)  
**ACCT 590** (3) Introduction to Finance (CCP: Fall 2022)  
**ECIV 590** (3) Intermediate Special Topics (NCP: Spring 2022)  
**EDTE 500** (3) Mathematics Knowledge for Teaching I: PK-8 (NCP: Spring 2022)  
**EDTE 501** (3) Mathematics Knowledge for Teaching II: PK-8 (NCP: Spring 2022)  
**ELCT 530** (3) Industrial Controls (CCP: Fall 2022)  
**ELCT 551** (3) Power System Design and Analysis (CCP: Fall 2022)  
**ELCT 553** (3) Electromechanical Energy Conversion (CCP: Fall 2022)  
**ELCT 566** (3) Semiconductor Optoelectronics (Delete: Fall 2022)  
**ELCT 572** (3) Power Electronics (CCP: Fall 2022)  
**ENFS 091** (0) English for Academic Purposes A (CCP: Fall 2022)  
**ENFS 092** (0) English for Academic Purposes B (CCP: Fall 2022)  
**ENFS 096** (0) Special Topics in Graduate Communication A (CCP: Fall 2022)  
**HRTM 576** (3) Franchising within the Hospitality Industry (CCP: Fall 2022)  
**HRTM 584** (3) Tourism Information Technology Issues (CCP: Fall 2022)  
**JOUR 574** (3) Data Journalism (CCP: Fall 2022)  
**LING 504** (3) Introduction to Spanish Linguistics (CCP: Fall 2022)  
**MGSC 525** (3) Statistical Quality Control (CCP: Fall 2022)  
**MUSC 542** (3) Music History for Educators (NCP: Spring 2022)  
**MUSC 592** (3) 21<sup>st</sup> Century Musician (NCP: Fall 2021)  
**NURS 590** (3) Special Topics in International Nursing and Healthcare (NCP: Fall 2021)  
**PHIL 522** (3) Introduction to Semantics (CCP: Fall 2022)  
**SLIS 608** (3) Information Behavior and Practices (NCP: Spring 2022)  
**SLIS 683** (3) News Literacy (NCP: Spring 2022)  
**STAT 525** (3) Statistical Quality Control (CCP: Fall 2022)  
**SPAN 515** (3) Introduction to Spanish Linguistics (CCP: Fall 2022)  
**WGST 627** (3) Lesbian, Gay, Bisexual and Transgender (LGBT) Health (NCP: Spring 2022)

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

None at this time.

**12. Fellowships and Scholarships Committee** (Jean Ellis)

No report.

**13. Report of Science, Math, and Related Professional Programs Committee** (Hippokratis Kiaris)

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

<https://sc.edu/programproposal/agenda/?id=105&code=GCO>

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

- **CHME Major / Degree Program**, Ph.D. in Chemical Engineering, Engineering and Computing, Change Program: Fall 2022
- **CHME Major / Degree Program**, MS and ME in Chemical Engineering, Engineering and Computing, Change Program: Fall 2022
- **COMD 705** (3) Adult Speech and Language Disorders, Public Health, CCP: Fall 2022
- **EXSC 735** (3) Applied Human Biomechanics, Public Health, NCP: Spring 2022
- **HSPM 702** (3) Maternal and Child Health Programs and Policies: Past, Present and Future, Public Health, NCP: Spring 2022
- **NURS 705**, Acute Problems of Adults/Gerontology and Women's Health in Primary Care, Nursing, Terminate Course: Fall 2022
- **NURS 706**, Primary Care Nursing of Children, Nursing, Terminate Course: Fall 2022
- **NURS 708**, Conceptual Basis for Family and Community Health Nursing, Nursing, Terminate Course: Fall 2022

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

#### **14. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee (Jim Mensch)**

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

<https://sc.edu/programproposal/agenda/?id=105&code=GCO>

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

- **ACCT 744** (3) Fraud Examination and Investigation, Business, NCP: Spring 2022
- **EDCE 805F** (6) Marriage, Couples and Family Counseling Internship, Education, CCP: Fall 2022
- **EDFI 746** (3) Social Theories in Education, Education, NCP: Spring 2022
- **EDFI 848** (3) Gender and Education, Education, NCP: Spring 2022
- **EDLP 730** (3) Leadership in Systems: Organizational and Institutional Theory, Education, NCP: Spring 2022
- **EDLP 732** (3) Data Informed Decision Making, Education, NCP: Spring 2022
- **EDLP 736** (3) Ethical and Social Justice Leadership, Education, NCP: Spring 2022
- **FINA 756** (3) Financial Statement Analysis, Business, CCP: Fall 2022
- **FINA 760** (3) Financial Policies, Business, CCP: Fall 2022
- **FREN 775**, Seminars on Selected Topics in Foreign Language Education, Arts and Sciences, Terminate Course: Fall 2022
- **GEOG 789**, Area Analysis: Europe, the Latin American Republics, Asia, or the United States, Arts and Sciences, Terminate Course: Fall 2022
- **GERM 775**, Seminars on Selected Topics in Foreign Language Education, Arts and Sciences, Terminate Course: Fall 2022
- **Language Major / Degree Program**, MA in Spanish, Arts and Sciences, Terminate Program: Fall 2022

- **Language Major / Degree Program**, MA in French, Arts and Sciences, Terminate Program: Fall 2022
- **Language Major / Degree Program**, MA in German, Arts and Sciences, Terminate Program: Fall 2022
- **Language Major / Degree Program**, MA in Comparative Literature, Arts and Sciences, Terminate Program: Fall 2022
- **LATN 775**, Seminars on Selected Topics in Foreign Language Education, Arts and Sciences, Terminate Course: Fall 2022
- **LING 794** (3) Bilingualism, Arts and Sciences, NCP: Spring 2022
- **MGSC 791** (3) Operations Management, Arts and Sciences, CCP: Fall 2022
- **POLI Major / Degree Program**, Political Science, Ph.D. Program, Arts and Sciences, Change Program: Fall 2022
- **PSYC Major / Degree Program**, Ph.D. in Experimental Psychology, Arts and Sciences, Terminate Program: Fall 2022
- **PSYC Major / Degree Program**, Ph.D. in School Psychology, Arts and Sciences, Terminate Program: Fall 2022
- **PSYC Major / Degree Program**, Ph.D. in Clinical-Community Psychology, Arts and Sciences, Terminate Program: Fall 2022
- **SPAN 775**, Seminars on Selected Topics in Foreign Language Education, Arts and Sciences, Terminate Course: Fall 2022
- **SPCH 792** (3) Classical Rhetoric, Arts and Sciences, CCP: Fall 2022
- **SPCH 794** (3) Modern Rhetorical Theory, Arts and Sciences, CCP: Fall 2022
- **SPTE Dual Degree Program**, Combination Degree in MSEM and MBA, Hospitality, Retail, & Sport Management, New Degree Program: Fall 2022

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

**15. Report of the Grievances, Appeals and Petitions Committee** (Shana Harrington)

No report.

**16. Other Committee Reports**

None.

**17. Old Business**

None.

**18. New Business**

Course Designator change from SLIS to ISCI (Dr. Mitchell; please see attached memo)

For information purposes, the Board of Trustees has already approved the change of the designator from School of Library and Information Sciences to Information Science. SLIS is now ISCI. The intent of this change is to prevent student confusion.

**19. Good of the Order**

None.

**20. Adjournment**

The meeting was adjourned at 2:51p.m.



Murray Mitchell, Secretary

CC: Harris Pastides, Interim President  
Stephen Cutler, Interim Provost  
Tracey Weldon, Interim Vice Provost & 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

## **Graduate Attendance Policy Draft 9/20/2021**

Graduate students at the University of South Carolina are expected to meet all academic objectives as defined by the instructor. Students are responsible for completing all assigned work, to attend all class meetings from the beginning of the semester, and to participate in class. The University aims to ensure the highest academic standards while recognizing that events occur beyond the personal control of students or faculty. Different courses demand different approaches to assessing student attendance and participation. Additionally, there are multiple degree categories at the graduate level, where standards and practices related to attendance and participation vary considerably. Therefore, subject to certain limitations described below, instructors should notify students, specifically in the course syllabus, of the attendance policy for the course by the first day of class. Should an instructor fail to provide a written attendance policy, this general policy applies.

Students are responsible for satisfying the requirements for attendance and participation for any class in which they are enrolled, including requirements for notification and documentation of excused absences. Whenever possible, and as specified below, documentation is required in advance of any excused absence.

This policy applies to all graduate level courses offered by the University of South Carolina, including synchronous or asynchronous online courses.

### **Excused Absences**

Instructors requiring attendance as a component of a student's grade must distinguish between excused and unexcused absences in the written policy for the course.

Excused absences may not be penalized in a student's grade, and the student must be permitted to make up coursework missed due to an excused absence or to complete an equivalent assignment agreed upon with the instructor. Online courses, whether synchronous or asynchronous, are not exempt from this rule. In all cases of excused absence, the instructor of record must engage in an interactive process with the student to determine reasonable make-up work.

Instructors may refuse to grant a request for an excused absence or for make-up work that would result in a fundamental alteration of the essential academic requirements of the course. In such instances, students should be apprised of the University's policy regarding course withdrawals.

The University of South Carolina is required by law to excuse absences from class for the following reasons:

- Performance of a military duty or obligation imposed by state or federal law, as documented in writing by the appropriate state or federal authority.
- Legal obligation to appear at or participate in a judicial or administrative proceeding, including the performance of jury duty, as documented in writing by the appropriate judicial or administrative authority.

- Any medical condition related to pregnancy or childbirth, as documented by the student's health care provider, requiring the student's absence from class.
- A disability, as defined by the Americans with Disabilities Act and as documented by the Student with the Student Disability Resource Center, which prevents the student from attending class.
- Observance of a religious practice, holiday or holy day, if the instructor of the class is provided written notification by the student of their intent to observe such religious practice, holiday or holy day no later than the end of the second week of regularly scheduled classes in a full fall or spring semester term, and within twice the length of the drop/add period for any other term. Change / Drop dates can be found [here](#).
- Any other absences required to be excused by applicable state or federal law.

The University of South Carolina requires that absences from class for the following reasons must also be excused:

- Participation in an authorized University activity, in which the student plays a formal, required role. Such activities include, but are not limited to, musical performances, academic competitions, and varsity athletic events. University documentation of participation should be provided in advance of the absence.
- Illness or injury that is too severe or contagious for the student to attend class, with appropriate documentation.
- Death or severe illness of an immediate/dependent family member, with appropriate documentation.
- University closure for weather-related or other emergencies.
- International student visa conflicts, which may prevent a student from arriving on campus

### **Requesting Excuses**

To arrange excuses for absences that can be anticipated at the start of a term--including, but not limited to, authorized university activities and religious observances--students should submit a request in writing (email is acceptable) stating the dates of the anticipated absence, explaining the reason for absence, providing supporting documentation as required above, and including any request for make-up work. Students should submit this request no later than the end of the second week of regularly scheduled classes in a full fall or spring semester term and within twice the length of the drop/add period for any other term. Change / Drop dates can be found [here](#).

To arrange excuses for absences that cannot be anticipated at the start of a term--including, but not limited to, legal proceedings or illness--students should submit in writing a request stating the date of absence, the reason for absence, and any request for make-up work as soon as reasonably possible after they become aware of the need to be absent. For instance, in the case of a contagious illness a student should notify the instructor soon after becoming aware of this illness. Instructors should not maintain records of student medical conditions. On the Columbia campus, the Graduate Student Ombuds is available to certify any excuses involving confidential personal information.

A graduate student registered for courses numbered 500-699, or for any undergraduate course for credit, is required to satisfy undergraduate attendance regulations and conform to the “5 percent rule.” The [Undergraduate Attendance Policy](#) states that absence from more than 5 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences.

### **Class Auditing**

Students who are auditing a graduate course are expected to conform to the same attendance requirements as students registered for credit, but must attend at least 75 percent of scheduled class meetings to receive audit credit.

### **Assistance and Appeals**

On the Columbia Campus, the Graduate Student Ombuds is available to assist instructors and verify, in certain cases, students’ stated reasons for requesting excused absences. Palmetto College campuses should work with their Faculty Organizations to define similar agencies.

Any student who is denied a request for an excused absence from class for any of the reasons set forth herein may appeal the decision per the STAF 6.30 Academic Grievance Policy. As described in STAF 6.27, the Graduate Student Ombuds is also available to help students resolve grievances and maintain policy compliance.

Students are expected to be fully honest with instructors, university staff and administrators when they make requests to excuse absences and when they work with instructors to arrange terms for the completion of coursework missed due to excused absences. Any dishonesty in requesting excused absences or accommodations for the timely completion of missed work is regarded as a violation of academic integrity and is subject to disciplinary action through the Office of Academic Integrity.

To: Faculty Senate Curricula and Courses Committee and the Graduate Council  
From: Kim M Thompson, Associate Dean for Academic Affairs, College of  
Information and Communications  
CC: Tom Reichert, Cheryl Addy, Karen Gavigan,  
Date: July 2, 2021  
Re: SLIS course designator change

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We are writing to request the course designator change from SLIS to ISCI for all undergraduate and graduate Information Science courses with a Fall 2022 effective date.

We are making this request to better reflect the school's new name -- School of Information Science -- approved by the Board of Trustees in 2020. We also expect that this change to ISCI (**I**nformation **SC**ience) will prevent student confusion.

This change will include updates to all SLIS references in the Bulletin to include pre/co-requisites and the curriculum pages.

Thank you for your consideration of this request. If you have any questions, please let me know.