



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES

April 24, 2017

The Graduate Council met on Monday, April 24, 2017 at 2:00PM in room 311 of the Byrnes Building.

Graduate Council members present: Dr. Matt Brown, Chair; Drs. Swann Adams, Drucilla Barker Bobby Brame, Jr., Matthew Childs, Dirk den Ouden, Maryah Fram, Sali Li, Douglas Pittman, David Tedeschi, Collin Webster, Kellee White, Scott White and; Mark VanDriel, GSA Representative.

Graduate Council members absent: Drs. Cathy Brant, Dirk den Ouden, Blaine Griffen, Caryn Outten, and Susan Yeargin.

Graduate School Representatives: Dr. Cheryl Addy, Dr. Murray Mitchell, and Wanda Barr

Provost Office Representative: Dr. Tena Crews

Guests: Dr. Bob Brookshire, Dr. Lucy Spence, and Andy Graves

NOTE: These minutes will become final on May 15, 2017 if not challenged.

1. **Call to Order and Approval of Agenda** (Matt Brown, Chair)

Dr. Matt Brown called the meeting to order at 2:01pm and received Council approval of the agenda.

2. **Approval of the [Minutes from March 27, 2017](#).** The minutes were reviewed electronically and approved by the Council. Minutes are on file at The Graduate School website at: <http://app.gradschool.sc.edu/gradcouncil/minutes.asp>

3. **Report of the Chair** (Matt Brown)

Dr. Brown welcomed everyone to the meeting. No report at this time.

4. **Report of the Dean of Graduate School** (Cheryl Addy)

Dr. Addy expressed her thanks for those who supported the Graduate Student Appreciation Week earlier in the month and for contributions to Discover USC last Friday. As far as we can tell, everything went very well. We had 12 to 15 poster sessions with one winner from each of those sessions. There were 6 heats of 3MTs (three minute thesis) presentations with one winner from each of those heats. Those six winners and the fan favorite presented at the Awards ceremony. The winner of the competition will represent UofSC at the Conference of Southern Graduate Schools in March 2018. The competition forces

the students to think about their topic in terms of communicating with someone totally outside their field and make them understand. The seven students that made it to the finals all did an outstanding job.

Dr. Addy would love to see this grow and become a more typical practice that our students do both for themselves and for use to market ourselves to prospective students. Showing a rotating set of these presentations to highlight ongoing research and the impact that it can have would be most desirable. We will see if some of these 3MT presentations can be made available.

We are at the end of the spring semester. The doctoral hooding is scheduled for Saturday, May 6th at 1:00p.m. in the Koger Center. We are expecting around 110 graduates to participate in the ceremony. Dr. Janette Andrews from Nursing will be the Commencement speaker this time. Our masters students are eligible to participate in one of three masters ceremonies that will take place on Friday afternoon, Saturday morning, and Saturday afternoon. Traditionally, there is an emeritus faculty member who participates with the Mace party. Dr. Addy was asked for a suggestion for the Saturday afternoon ceremony. Dr. Miriam Johnson, recently retired from Social Work, still in the area, a committed member of Graduate Council and Graduate Faculty has agreed to participate in the Saturday afternoon ceremony with the Mace party.

Due to federal regulations related to FICA exemptions, we had to tighten up on the guidelines for graduate assistantships for this summer. Except for students on Special Enrollment (Z Status), we are now requiring a three credit hour minimum enrollment in the summer in order for graduate students to hold an assistantship. Federal regulations clearly talk about the role of the student and the role of the employee. A graduate assistant should be a student first, and an employee second. The concern is that if we were allowing students only enrollment for one credit hour to work, (especially for extended hours), it would be awfully hard to justify that their student role exceeded their employee role.

After going back and forth with HR and Payroll, we ended up going with the three credit hour enrollment which actually is the standard used by many universities. The problem is that by the time we made the decision, too much time had passed and many departments had already begun to submit their GA hires for the summer. If the hires were submitted and processed early spring, we won't go back to fix those. The students have to be enrolled in order to be hired as a student. You can still hire under-enrolled students or non-enrolled student through VIP as graduate student part time and pay them by the hour. We are not trying to generate more tuition. If the students don't need the credit hours, hire them as hourly paid graduate students so neither the students nor the programs are forced to pay tuition. Please see attached memo.

This year is year five of the current contract with AIG, the student health insurance provider for UofSC. Graduate student health insurance coverage was slated for a significant premium increase effective 2017-2018 school term. Most undergraduate students remain on their parents' health insurance policy; so health insurance coverage for them was optional. The provider agreed to lower the premium costs if UofSC would enforce a hard waiver for all undergraduate students to be covered as well. As a result of the hard waiver, the health insurance for graduate student insurance premiums will drop tremendously for the upcoming school year. This fall, we will do a new RFP for a new five year contract—could possibly be a new vendor.

At the Faculty Senate meeting, a set of proposed changes to the faculty manual were approved that would expand voting rights for non-tenure track faculty. These changes are not final yet because they next have to be approved by the General Faculty. If approved, the changes will need to be approved by the Board

of Trustees and by Dr. Pastides who has already voiced his support. When we wrote the section on the Associate Graduate Faculty membership in general, it was in the context of the definition of university faculty. Once all of this is approved, we probably need to go back and revisit the entire section carefully to make sure that the language is consistent with the expanded definition of faculty.

In the Provost Blue Ribbon Panel last year, there were several comments and recommendations related to communication. These were on many levels such as communication with perspective and current students, how professional development opportunities and activities are made available, and how the Graduate School communicates with all of you. There is always room for improvement. Combined with this, we are working on how to upgrade the website, our major means of communication. Graduate School employees Wright Culpepper, Emily Rendek, and Holly Moore have been working on a plan to build out these communication strategies. A lot of what we want to do will require some interaction with the programs. Expect more information on this endeavor in the coming year.

Due to a busy work schedule and Dr. Miller's travel, Dr. Addy hasn't had an opportunity to sit down and discuss at great length the set of recommendations that the Academic Policy and Practices Committee developed. She has talked with him briefly regarding the MOUs and international programs. He is keeping her much more involved regarding international education to ensure that commitments are not being made without the Graduate School's endorsement.

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

Dr. Mitchell shared the following information regarding professional development—information provided by Dr. Heather Brandt:

3MT competition at Discover USC last week:

Preliminary Heat Winners

- William Schroer, MS program, Geological Sciences (Heat A)
- Gary Sellick, PhD program, History (Heat B)
- Caroline Dunn, PhD program, Health Promotion, Education, and Behavior (Heat C)
- Nujhat Choudhoury, PhD program, Chemical Engineering (Heat D)
- Samuel King, PhD program, History (Heat E)
- Rebecca Hirschhorn, PhD program, Exercise Science (Heat F)
- Jordan Holmes, PhD program, Chemistry (Fan Favorite)

Preliminary heat winners and fan favorite receive \$150.

Overall Winner

- Gary Sellick, PhD program, History – “Black Skin, Red Coats: The Carolina Corps & British Emancipation”

Overall winner will represent the University of South Carolina in the 3MT competition as part of the Council of Southern Graduate Schools meeting in spring 2018.

Please get the word back to your students (Masters or Doctoral) that this 3MT does not have to be your actual thesis or dissertation. It can be another project based on the rules. Students who need an opportunity to gain some experience in presenting can take advantage of this opportunity. They don't have to wait until they are about to graduate to participate in this competition. Early experience in presenting their work to an audience is good. It takes some practice to limit oneself to speaking for three minutes without notes and hitting upon all the salient points takes some practice.

Graduate Civic Scholars Program, 2017-18:

Allison Marsh (history) is the director, and Lucy Annang-Ingram (health promotion, education, and behavior) is co-director. The new cohort includes 12 graduate students (5 masters, 7 doctoral) representing 12 departments. Letters of agreement are being reviewed and signed at this time. The summer intensive sessions begin on May 8. A formal announcement is forthcoming.

Bridge Humanities Corps, 2017-18:

Selections for the second cohort are underway and the review meeting is on May 3. We received 26 applications for eight spots in the program. We are working with Cynthia Davis in CAS on the selection process.

At the conclusion of the presentation of information on “Professional Development,” Dr. Mitchell noted that a response by the Graduate School to an external review to expand professional development efforts was to hire Dr. Brandt as an Associate Dean. Dr. Brandt has been active in elevating these efforts, and Dr. Mitchell requested permission of the Council to add a formal standing report by Dr. Brandt.

The council unanimously supported this request and directed the placement to occur on the agenda, immediately following the report by the secretary. Effective next month, May 2017, a report from Dr. Heather Brandt, Associate Dean for Professional Development, will officially directly follow Dr. Mitchell’s report on the Agenda template.

As a reminder, next month’s Graduate Council meeting will take place on Monday, May 15th at 11:30a.m. We will have a catered lunch and say bon voyage to our 6 departing faculty members along with our GSA student representative as they rotate off. We will reach out to you to confirm who will be at the meeting. Nominations are still being solicited to fill these faculty member spaces. He has received 2 nominations for full membership in the Council and a potential 3rd and 4th from Engineering and Mass Communications/Journalism. Dr. Matthew Childs is now eligible to serve a full 3 years as he is finishing out a single year. He has agreed to continue to serve. If you approach anyone to serve on the Council, please make sure that they are willing and able to serve, are not about to go on sabbatical, retire or otherwise leave the institution in the next three years, and do not have a class that would interfere in any way with attending the monthly meetings (fourth Monday at 2:00).

As a reminder, there is a deadline for proposal submission. Proposals need to be submitted by the first of the month in order to be considered for the given month. If the first falls on the weekend, the first Monday of the month is the deadline. Proposals that come in after this day will be reviewed on the next month’s agenda.

6. Report of the Graduate Student Association Representative (Mark VanDriel)

Mr. VanDriel reported that he will be defending in May, graduating in August, and walking in December. The Graduate Student Association has elected new officers and the new Graduate Student Association Representative is Matthew Owens. Hopefully, he will attend the May meeting.

7. Report of the Academic Policy and Practices Committee (Dirk den Ouden)

No report at this time

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

500/600 Level Courses

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

None at this time

Distributed Learning Courses

None at this time

Special Topics Course Proposals

BADM 790 (3) Capstone HR Consulting Project (Fall 2017)

CRJU 591 (3) Violence and Crime in the Lives of Girls and Women (Summer 2017)

EDRM 878 (3) Principles and Applications of Educational Research (Summer 2017)

EDUC 635 (3) Effectively Integrating Culturally Relevant Practice Early Childhood Math (Summer 2017)

EMCH 561 (3) Introduction to Nuclear Safeguards (Summer 2017)

ENHS 793 (3) Molecular Techniques in Toxicology (Fall 2017)

ENHS 793 (3) Societal and Cultural Issues in Science and Technology (Summer 2017)

EPID 794 (3) Epidemiology and Public Health Policy and Practice (Fall 2017)

FAMS 710 (3) Research Methods for Applied Media Studies (Fall 2017)

PEDU 555 (3) Beginning Ice Skating (Fall 2017): This class is a beginning introductory class which really should not be a 500 level class. There are issues surrounding the charge of additional fees that must be approved. This particular class has been approved for substantially larger fee that needs to be paid to the facility for the ice skating. Hopefully, this is the last time that we see a 500 level beginning activity class come through for them. We are working with them to develop a similar model Special Topics class at the undergraduate level.

Recently at an Assistant and Associate Deans for Graduate Education and Colleges meeting, the awareness of some of the rules and regulations that surround appropriate graduate education was discussed. There is a regulation that stipulates what appropriate progress is for graduate students regarding grades of incomplete. Based on feedback from the Assistant and Associate Deans, they were not aware of the rule. When graduate students have accumulated three grades of incomplete, they must be blocked from continued registration. The incompletes must be sorted out before they register for additional classes. This regulation is published but few people are aware of it. It is his plan to do a better job of getting those bits of information out. It would be most helpful if programs did a better job of monitoring their graduate students in their program. He has a printout of over 200 graduate students who have a GPA lower than a 3.0.

A major concern is that students are spending a lot of money for a degree that they are at risk of not completing if someone is not monitoring them. Council members are encouraged to request that program graduate directors, advisors and graduate faculty who are assigned advising responsibilities with graduate students to pay attention to those students for whom they are signing off and telling them to register for another 12 hours. In fairness, when spring advisement happens, fall grades are generally not

yet available. It is entirely reasonable to understand why advisors might sign off on spring classes because they haven't seen fall grades yet. At some point, they must prompt themselves to go back and have a look at how their students are doing. The risk is that the students will find themselves under a massive boulder of student debt and low GPAs. An incomplete will turn into a grade of "F" if it is not dealt with after one year if no back up grade is assigned. No graduate student has ever graduated from the UofSC with a graduate degree with less than a 3.0 GPA, and they never will. Being attentive to where students stand early on is most helpful. Earlier intervention will be most appreciated and that must happen at the program level.

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

None at this time

As a reminder, Associate Graduate Faculty status does provide some additional rights/privileges for faculty in your program who serve full-time. Clinical faculty who are cutting edge researchers themselves should be working with your masters and doctoral students. They are doing the work that your students would like to be a part of. Awarding Associate Graduate Faculty status allows them to chair those committees. If you have any faculty that would fit in that category, you are encouraged to have a look in the Forms Library for the nomination form for Associate Graduate Faculty status that spells out what the criteria are and that mechanism has been used by a number of programs to help spread the workload for supervising masters and doctoral students as chair of their committee and gets those students working with folk who do cutting edge work. It's a win-win for everyone involved. Associate Graduate Faculty can also serve on Graduate Council and Graduate Council committees.

10. **Fellowships and Scholarships Committee** (Scott White)

Dr. Scott White reported that they are working out the trustee recruiting fellowship accepts/declines etc. In terms of the Presidential Fellows, they had 14 to accept, 22 to refuse, 24 denials, 10 withdrew before the committee reviewed their packet, and 1 pending (deferred admission offer for a year).

There was a lot of discussion about the increased number of prospective/current student who refuse fellowships and scholarships for unknown reasons as students are not obligated to reveal why they are refusing financial offers. Quite often it is because they get more lucrative offers from other colleges and universities. It may be time to revisit offer letters that go out from the Graduate School and from the college/units to make sure that they are consistent and not contradictory. The Graduate Council does not have the power to overrule—only to offer assistance. If the UofSC had unlimited resources, the majority of these problems would go away.

11. **Report of Science, Math, and Related Professional Programs Committee** (David Tedeschi)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site: <https://www.sc.edu/programproposal/gradagenda/?id=22>

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."

- **HPEB 798B** (1 - 3) Public Health Practicum Fieldwork, Public Health, CCP: Fall 2018
- **ITEC Major / Degree Program**, Engineering and Computing, Change to Existing Program: Fall 2018

These proposals were unanimously approved by Graduate Council.

12. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee (Drucilla Barker)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site: <https://www.sc.edu/programproposal/gradagenda/?id=22>

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.”

- **SOWK 702** (3) Writing for Professional Social Work Practice, Social Work, NCP: Fall 2017
- **EDRD 700** (3) Multimodal Multi-genre Writing, Education, NCP: Fall 2017

These proposals were unanimously approved by Graduate Council.

13. Report of the Grievances, Appeals and Petitions Committee (Maryah Fram)

None at this time

14. Other Committee Reports

None at this time

15. Old Business

None at this time

16. New Business

None at this time

17. Good of the Order

Dr. Matt Brown reminded the members of the Graduate Council and guests to please sign in on the Attendance roster for proper documentation.

Dr. Mitchell reminded the Graduate Council that the May meeting will be on Monday, May 15th at 11:30a.m. and lunch will be provided. Please mark your calendars and let us

know if you will not be in attendance.

18. Adjournment

The meeting was adjourned at 3:02p.m.

Murray Mitchell, Secretary

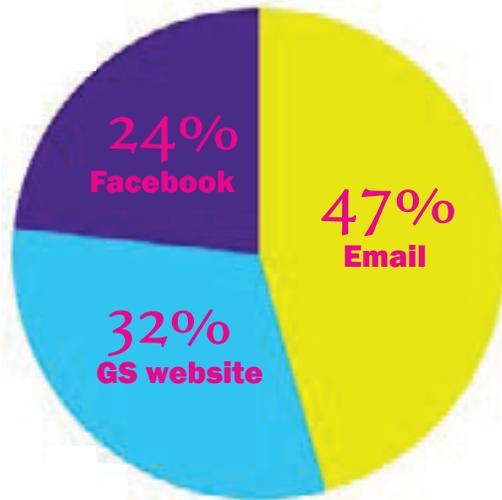
CC:

Harris Pastides, President
Joan Gabel, Provost
Cheryl Addy, Vice Provost & Dean of the Graduate School
Deans
Department Chairs
Graduate Directors
Aaron Marterer, University Registrar
Elaine Belesky, Office of the Registrar
Andrew Graves, Office of the Registrar

#GRADprofdev Spring 2017 Survey Results

The goal of professional development activities of the Graduate School is to plan, implement, and evaluate high-quality, innovative professional development programming for graduate students to enhance their graduate education experience and prepare them for a variety of meaningful career options after degree.

Top 3 Access Points for #GRADprofdev resources*

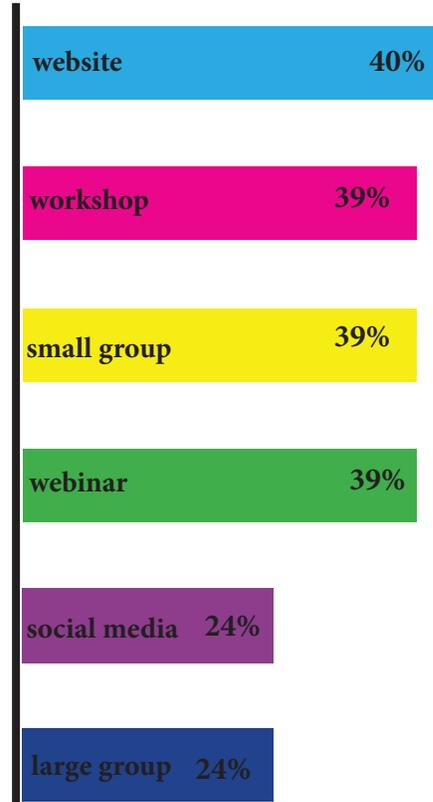


*of the 53% of respondents who had accessed #GRADprofdev resources

63%

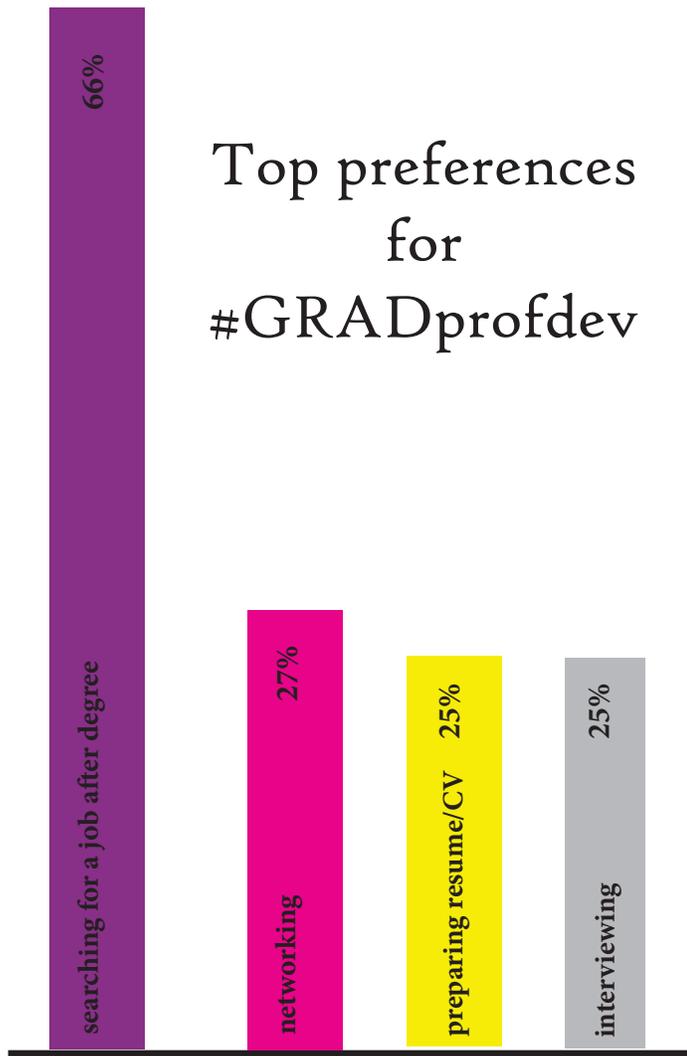
Rated current #GRADprofdev offerings at UofSC as excellent or good.

Top preferences for #GRADprofdev delivery method



#GRADprofdev refers to professional development resources originating from the Graduate School or resources shared by the Graduate School.





TOTAL # OF RESPONDENTS:
400

Respondents:

- 55% Master's students
- 71% Full-time enrollment
- 70% Traditional (on-campus)
- 37% First-year in program

47%

Had not participated in any #GRADprofdev activities.

Most popular fall 2017 #GRADprofdev event:

Grant Basics Webinar

December 2, 2017

<http://tinyurl.com/m747jaa>

Keep up to date by following us at #GRADprofdev & GradSchoolAtUSC on



UNIVERSITY OF SOUTH CAROLINA

The University of South Carolina is an equal opportunity institution.

Overview of #GRADprofdev Programming | Fall 2016--Spring 2017 (4/24/2017)

Activity	Main Purpose	Attendance	Evaluation Outcome (as available)
Professional Development Fridays (every Friday during academic year on social media)	Share professional development resources – Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	---	Unavailable; online metrics used to examine exposure and reach of social media posts
Open House at University of South Carolina Career Center (11/11/16)	Expose graduate students to the space and resources of the Career Center - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	8	Unavailable
Flexible Leadership Workshop (10/21/16)	Enhance understanding of leadership styles and appropriate use of styles (Nathan Strong) – Self-assessment	6	On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 9.2 (5 respondents)
#GRADprofdev Twitter Chat (10/28/16)	Networking with graduates of UofSC graduate degree programs (several participants) - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	---	Unavailable
Team Player Styles Workshop (11/11/16)	Improve collaboration (Nathan Strong) – Self-assessment	3	On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 8.0 (3 respondents)
Navigating the ACA Marketplace Webinar (11/18/16)	Explain the Affordable Care Act and how graduate students can take advantage of the plans (Jackie Knight) – Professional development (general)	8*	Unavailable
Start Smart Workshop (11/29/16)	Workshop on financial education and salary negotiation (Student Success Center) – Job Search / Action Plan	3	On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 7.0 (3 respondents)
Grant Basics Webinar (12/2/16)	Describe approaches to writing fundable research grants (Lauren Clark and Beth Herron) – Exploration / Networking and Focusing	53*	On a scale of 1-5, how valuable was this webinar as a professional development activity to you? (1 = Poor, 5 = Excellent) Mean = 3.7 (3 respondents)
Graduate Civic Scholars Program Informational Webinar (1/10/17)	Describe the Graduate Civic Scholars Program (Kirk Foster, Allison Marsh, Lucy Annang Ingram, Kate Olskamp, Kaleea Lewis) - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	37*	On a scale of 1-5, how valuable was this webinar as a professional development activity to you? (1 = Poor, 5 = Excellent) Mean = 4.0 (4 respondents)
Graduate Civic Scholars Program Informational Session (1/19/17)	Describe the Graduate Civic Scholars Program (Kirk Foster, Allison Marsh, Lucy Annang Ingram, Kate Olskamp, Kaleea Lewis) - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	3	Unavailable
Paper Chase Webinar (1/27/17)	Explain a team approach to writing manuscripts for publication (Brie Turner-McGrievy, Danielle Jake Schoffman, Venice Haynes) – Exploration / Networking and Focusing	115*	On a scale of 1-5, how valuable was this webinar as a professional development activity to you? (1 = Poor, 5 = Excellent) Mean = 3.8 (21 respondents)
Start Smart Workshop (2/1/17)	Workshop on financial education and salary negotiation (Student Success Center) – Job Search / Action Plan	18	On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 8.7 (18 respondents)

Activity	Main Purpose	Attendance	Evaluation Outcome (as available)
George Thompson Small Group Meetings (2/23/17)	Small group meetings about academic publishing with publisher-in-residence George Thompson (George Thompson) - Self-assessment, Exploration / Networking, and Focusing	40	On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 8.5 (17 respondents)
Jennifer Polk Workshop (3/17/17)	Workshop on non-academic career options (Jennifer Polk) - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	32	On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 5.6 (16 respondents)
How to use PIVOT to Find Funding Webinar (3/24/17)	How to use PIVOT as a resource to identify funding for grants, scholarships, and fellowships (Gayle Haddock) – Exploration / Networking and Focusing	62*	On a scale of 1-5, how valuable was this webinar as a professional development activity to you? (1 = Poor, 5 = Excellent) Mean = 5.0 (4 respondents)
Reception with Dean Addy (4/3/17)	Mix and mingle with Dean Addy – Professional development (general)	25	Unavailable
Start Smart Workshop (4/4/17)	Workshop on financial education and salary negotiation (Student Success Center) – Job Search / Action Plan	7	In progress
3MT Workshop (4/6/17)	Training on how to present research to a non-specialist audience (Jon Edwards) – Professional development (general)	12	In progress
Making Memorable Introductions (4/6/17)	Workshop on making an introduction and networking with UofSC alumni (Mark Anthony and UofSC alumni) - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	10	In progress – as of 4/11/17: On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 6.5 (2 respondents)
Isaiah Hankel Workshop (4/7/17)	Workshop on non-academic career options (Isaiah Hankel) - Self-assessment, Exploration / Networking, Focusing, Job Search / Action Plan	46	In progress – as of 4/11/17: On a scale of 1-10, how valuable was this professional development activity to you? Please circle your answer. (1 = not at all valuable, 10 = extremely valuable) Mean = 9.2 (17 respondents)
3MT Workshop (4/14/17)	Training on how to present research to a non-specialist audience (Jon Edwards) – Professional development (general)	13	In progress
Start Smart Workshop (4/19/17)	Workshop on financial education and salary negotiation – Job Search / Action Plan	6	In progress
TOTALS = 22 activities / events	---	507	---

*Registered – either participated live or accessed recording after; all webinars are posted on YouTube channel to increase accessibility



April 12, 2017

THE GRADUATE SCHOOL

TO: Department Chairs and School Directors
Graduate Directors
Graduate Program Administrators

FROM: Cheryl Addy *Cheryl L. Addy*
Vice Provost and Dean of the Graduate School

RE: Summer 2017 Hiring for Graduate Students

Because of recent attention to issues related to the Fair Labor Standards Act (FLSA) and the Affordable Care Act (ACA) regulations, I have had extensive discussions with staff in the Graduate School and our campus Human Resources and Payroll offices to assure that our hiring practices for graduate students are compliant with the relevant state and federal laws. Of particular concern to Payroll is assuring compliance with student status to maintain the FICA exemption currently assumed for all graduate assistants. The basic issue is that an individual's role as a student is primary to any secondary role as an employee. Key points to the appointment of graduate assistantships and other employment of graduate students are listed below.

- Effective Summer 2017, student hired as a graduate assistant must be enrolled in a minimum of three (3) credit hours across the summer. We have confirmed that many of our peer institutions follow this practice.
- A student approved for special enrollment (Z-status) for Spring 2017 can be hired as a graduate assistant with summer enrollment of 1-2 credit hours.
- An underlying issue is assuring student status as interpreted in federal regulations to maintain the student FICA exemption. The employment as a GA should be related to the student's academic progression; the educational aspect of responsibilities should surpass the service or employment aspect. We therefore encourage minimal use of the GSA object code.
- Because of the lower enrollment relative to fall and spring semesters, we will approve graduate assistantships for work up to 28 hours per week. We will not extend beyond 28 hours because of ACA considerations.
- If you wish to hire students who are not enrolled as described above, or for less than 10 or more than 28 hours, process through the VIP system as detailed below.
- New international students must be enrolled for a minimum of 6 credit hours across the summer session.

The attached table details employment options for a variety of student status combinations.

SUMMER HIRING THROUGH VIP

Student Type	Summer Enrollment	Work Hours/Week	Minimum Pay	VIP Code	Hiring Description	FICA Exempt
Special Enrollment (Z- Status in Spring will carry into Summer)	≥1 credit hours	10-28	\$1200 for 10 work-hours/ week; prorated for additional hours	51351	Teaching Assistant (Instructor of Record) ¹	Yes
	≥3 credit hours			51354	Instructional Assistant ¹	Yes
New or Continuing Graduate Student	≥1 credit hour	<10		51353	Research Assistant	Yes
	≥3 credit hours	10-28 ²		51352	Staff Assistant ²	Yes
New or Continuing Student	0 credit hours	1-40 ³	Minimum wage (≥ \$7.25/hr.)	51370	Hourly Graduate Student-Enrolled	Yes
	<3 credit hours	10-28 ²		51355	Hourly Graduate Student-Enrolled	Yes
				51370	Hourly Grad Student- Not Enrolled	No
				51370	Hourly Grad Student- Not Enrolled	No
	≥1 credit hour	29-40 ⁴		51370	Hourly Grad Student- Not Enrolled	No

SUMMER HIRING THROUGH HR

Student Type	Summer Enrollment	Work Hours/Week	Minimum Pay	HR Code	Hiring Description	FICA Exempt
Incoming Fall student	0 credit hours	1-40 ³	Minimum wage (≥ \$7.25/hr.)	51410	Temporary Employee	No
May 2017 Graduate				51335	Summer TFAC (teaching)	
			51331	Summer TFAC (non-teaching)		

¹ Students hired as teaching or instructional assistants should have already completed the GTA/GIA training, including the orientation and GRAD 701.

² Employment as a GA should be related to the student's academic progression – the educational aspect of responsibilities must surpass the service aspect. We therefore encourage minimal use of the GSA object code. Positions not meeting the GA definitions require an hourly position.

³ FLSA and ACA implications must be considered. ACA initiatives begin at 30 work-hours per week.

⁴ Even though enrolled, the service vs education balance for students with > 28 hours/week defaults to 51370 to trigger FICA taxes for the summer months.

FAQ's for Summer 2017 Graduate Student Hiring

Summer Enrollment before VIP hiring—Students must establish Summer enrollment/FICA status (enrolled: ≥ 3 credits vs not-enrolled: 0-2 credits) so department knows which hiring type to use. Enrollment (total credit hours) in Banner/Self Service Carolina must match hiring type at the time of hire and throughout the summer. Enrollment by term shows in VIP once a student ID has been entered. Note: Summer student type matches Spring Student type until Banner resets

Minimum Stipend for GAs—minimum across the summer (or any term) is \$1200 based on 10 work-hours/week and prorated higher for more work-hours per week.

Hire with one VIP slot for summer hires under the 1617 Fiscal Year (as much as possible). Payroll can handle crossing the fiscal year change for Summer hires. This works if using the same account/fund code. Those needing to split a hire because of using new funding in July must wait and submit the later slot when Fiscal 1718 opens in VIP. Please notate on the early slot that a July hire is expected. The \$1200 minimum for the Summer is in effect for GA positions.

Special Enrollment Status— Only students who qualify for Special Enrollment (Z-Status) and have submitted the [Request for Special Enrollment Status \(GS-ZS\)](#) to the Graduate School may be hired as Graduate Assistants with 1-2 credit hours. Hires for students who were approved for Special Enrollment in Spring 2017 will be approved for Summer GA hiring.

In-state tuition in Summer for Spring GAs—From ACAF 4.00: Non-South Carolina residents who are graduate assistants during the preceding Spring term will be charged in-state tuition rates for summer coursework. (Note: Non-residents are always billed non-resident tuition. Non-resident GAs receive a Graduate Assistant Exemption Credit.)

Access to Campus Services if not enrolled over the summer-- Enrolling in Fall classes keeps a student's Carolina Card active through the summer. This will allow access privileges to campus services such as libraries, the Student Health Center and Strom Wellness Center. Both the Health Center and Strom have a different fee schedule for those not currently enrolled.