Graduate Programs in Education

Early Childhood Education

Elementary Education

Special Education: Visual Impairment

Faculty/Student Handbook

2011 - 2012

Accredited by the
National Council for the Accreditation of
Colleges of Teacher Education (NCATE)

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work before a permanent grade is assigned. An Incomplete Grade Form must then be completed by the professor (with copy to the candidate) and submitted to the USC Upstate Office of the Registrar specifying the justification for the I, conditions for make-up, and deadline for completion. Re-enrolling in a course will not make up an incomplete grade. A grade of I is not computed in the calculation of a candidate’s grade point average.

After 12 months, an I that has not been replaced with a letter grade is changed permanently to a grade of F unless the I was erroneously recorded. If the professor believes there is academic justification for an extension beyond the one year limit, a request for extension should be submitted by the professor before the expiration of the year, specifying the justification and specific duration of the extension on the form entitled Extension of Incomplete Time Period Authorization.

**Satisfactory Academic Progress**

To remain a candidate for a graduate degree, candidates must maintain satisfactory academic progress. Graduate candidates are considered to be making satisfactory academic progress if they maintain a minimum 3.0 on all graduate work completed at USC Upstate. Additionally a candidate’s average on all 700 level coursework must be no less than 3.0. Candidates have a maximum of six years, including courses accepted for transfer, to complete all degree requirements.

**Academic Appeals**

Should a candidate wish to grieve any matter of an academic nature, the candidate will follow the current USC Upstate Academic Grievance Procedures approved by the Faculty Senate. According to these procedures, the candidate should discuss the complaint with the initial decision maker in an attempt to resolve the issue. Should no acceptable resolution be made, the candidate should complete the Academic Grievance Form and submit it to the School of Education Appeals Committee. If no resolution is forthcoming within ten calendar days, the candidate proceeds to the next step as a specified in the Academic Grievance Procedures. According to these procedures, the grievance goes next the Director of Graduate Programs, the Dean of the School of Education, the USC Upstate Graduate Committee, continuing to the Senior Vice Chancellor for Academic Affairs and higher in accordance with University policies, procedures and by-laws. Copies of the USC Upstate Academic Grievance Procedures and the Academic Grievance Form are available in the Office of Graduate Programs.

**Student Grievance Procedures**

Below is an abbreviated version of the Grievance Procedures policy, taken from the 2008-2009 Student Handbook. Academic Grievances falls under the sixth (VI) section titled of Student Rights & Freedoms (page 125.)

A. Policy for Academic Grievances

Each school has developed its own policy for academic grievances. Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the dean of the
school. An appeal to the Senior Vice Chancellor for Academic Affairs is the next step if the problem is still unresolved. Academic grievances include, but are not limited to: grading, acceptance into programs, academic policies, and transfer credits.

B. Policy for Non-Academic Grievances
A grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, and discrimination based on disability, as they relate to non-academic areas of the University.

VII. Code of Student Behavior
I. Philosophy
The University of South Carolina Upstate is an academic community preserved through mutual respect and trust of the individuals who learn, teach and work within it. Students as well as all parties at the University must be protected through fair and orderly processes. These are best safeguarded when each person within the University community acts in an orderly and responsible manner.

II. Student Conduct in the Classroom
USC Upstate supports the principle of freedom of expression for both instructors and students. University policies on appropriate behavior in the classroom cannot be used to punish unreasonable classroom dissent. The lawful expression of a disagreement with the instructor or other students is not in itself inappropriate/disruptive behavior. Maintenance of these rights requires classroom conditions which do not impede their exercise. Classroom behavior that seriously interferes with either 1) the instructor's ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated.

III. The Code of Academic Integrity
Under the Code of Academic Integrity, students are on their honor not to cheat, lie or steal, and if they witness another student doing so, it is their responsibility to report the individual and the circumstances to the instructor or the dean of students. The following Intelligences are outlined in full in the 'University Student Handbook':
A. Bribery
B. Cheating
C. Lying
D. Plagiarism
   1. Paraphrasing
2. Use of Ideas
3. Use of Figures, Tables, Charts, Statistics, Images, Photographs and other similar sources

Sanction of Academic Integrity violations include, but are not limited to:
- Expulsion
- Indefinite Suspension
- Reprimand
- "X" assigned for the final grade
- "F" assigned for the final grade
- "0" assigned for the assignment, test or paper.
- additional assignments from the professor
- and community service

Infractions of the Code of Academic Integrity may result in removal from academic programs by the authority of the Dean of the School of Education. Students removed by the Academic Dean for academic integrity violations have the same rights outlined in the USC Upstate Code of Student Behavior regarding notice and an opportunity to be heard before the honor council. Please review the USC Upstate Student Handbooks sections of Code of Student Behavior, entitled Resolution of Alleged Infractions, Rights of the Charged Student, Resolutions of the Council and Appeals for student rights and governing procedures.

**Transfer Credit**

Transfer work from a regionally accredited institution applicable to a master's degree must be within the six (6) years prior to UCS degree completion. A maximum of twelve semester hours credit (nine if part of a masters degree at another institution) may be considered subject to these additional provisions: (a) the courses must be documented by an official transcript mailed to the admissions office by the awarding institution; (b) the transcript must clearly indicate that graduate credit was awarded; (c) credit may be given for professional development courses which strongly support the candidates preparation for the specific degree; (d) credit may be given for program courses which are clearly comparable to USC Upstate program courses. The acceptability of transfer courses is determined by the candidate's advisor and/or the Director of Graduate Programs, and listed on the candidate's approved Program of Study. Courses graded lower than a B are not transferable nor are courses graded pass/fail.

**Revalidation of Courses**

Outdated USC/USC Upstate graduate courses (taken more than six years prior to completion of a master's program) on which the candidate earned a grade of B or better may be revalidated with the approval of the Director of USC Upstate Graduate Programs and the Dean of the School of Education. Revalidation of a course requires that the candidate demonstrate a contemporary knowledge of the course content by completing agreed upon assignments and by passing an examination administered by a faculty member who currently teaches the course. USC/USC Upstate