The Graduate Council met at 3:00 p.m. on November 16, 2015, in McCain Library, Room 203 with Dr. Douglas Rust, Chair of the Graduate Council, presiding.

The following voting members were present: Dr. Wendy Atkins-Sayre, Dr. Janie Butts, Dr. Dana Fennell, Dr. Leisa Flynn, Dr. David Holt, Dr. Faquing Huang, Dr. Sarah Morgan, Dr. Bonnie Nicholson, Dr. Ras Pandey, Dr. Scott Piland, Dr. Kyna Shelley, Dr. Amy Slagle, and Dr. Teresa Welsh.

The following voting members were represented by proxies to constitute a quorum: Dr. Monika Gehlawat for Dr. Jonathan Barron and Dr. Bruce Gilstrap for Dr. Brian Collins.

The following non-voting members were present: Dr. Karen Coats, Dr. Douglas Masterson for Dr. David Hayhurst, Dr. Bill Powell, Dr. Eric Tribunella for Dr. Maureen Ryan, Dr. Diane Fisher for Dr. Ann Blackwell and Mr. Greg Pierce.

The following guests were present: Ms. Desira Bailey, Ms. Dana Berry, Ms. Jennifer Cullery, Dr. Monty Graham, Dr. Stacy Hall, Dr. Lilian Hill, Dr. Ann Marie Kinnell, Ms. Kathryn Lowery, Ms. Petra Marlin, Dr. Dennis Phillips, Ms. Dawn Porter and Dr. Pat Sims.

1.0 Call to Order
Dr. Rust called the meeting to order at 3:00 p.m.

2.0 Adoption of Agenda
Dr. Rust presented the agenda for approval. Dr. Pandey moved and Dr. Fennell seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of Minutes
Dr. Rust presented the October 19, 2015 minutes for approval. Dr. Morgan moved and Dr. Shelley seconded a motion to approve the October 19, 2015 minutes for approval. The motion passed.

4.0 Course and Program Proposals
4.1 College of Arts & Letters
Department of Anthropology and Sociology
Dr. Rust presented the request to modify the Nonprofit Studies and Graduate Certificate. Dr. Morgan moved and Dr. Fennell seconded a motion to approve the modification of the Nonprofit Studies and Graduate Certificate. The motion passed.

4.2 College of Business
Department of Economic Development, Tourism, and Sport Management
Dr. Rust presented the request to add SM 660. Dr. Morgan moved and Dr. Shelley seconded a motion to table the addition of SM 660. The motion passed.
Dr. Rust presented the request to modify the Sport Management M.S. program and the Sport Management (Sport Event Security Management) M.S. program. Dr. Butts moved and Dr. Nicholson seconded a motion to table the modifications of the Sport Management M.S. program and the Sport Management (Sport Event Security Management) M.S. program. The motion passed. Council wanted clarification from the department regarding course duplication with the School of Kinesiology courses.

Dr. Rust presented the request to add SM 599CA. Dr. Piland moved and Dr. Fennell seconded a motion to approve the addition of SM 599CA. The motion passed.

Dr. Rust presented the request to modify the Sport Security Management Graduate Certificate. Dr. Welsh moved and Dr. Adkins-Sayre seconded a motion to approve the modification of the Sport Security Management Graduate Certificate. The motion passed.

4.3 College of Education and Psychology

*Department of Child and Family Studies*

Dr. Rust presented the request to move School Counseling and Guidance Services M.Ed. degree program to the Department of Child and Family Studies. Dr. Piland moved and Dr. Morgan seconded a motion to approve the request to move School Counseling and Guidance Services M.Ed. degree program to the Department of Child and Family Studies. The motion passed.

*Department of Curriculum, Instruction and Special Education*

Dr. Rust presented the request to add CISE 704. Dr. Piland moved and Dr. Butts seconded a motion to approve the addition of CISE 704. The motion passed.

Dr. Rust presented the request to add CISE 731. Dr. Welsh moved and Dr. Shelley seconded a motion to approve the addition of CISE 731. The motion passed.

*Department of Educational Studies and Research*

Dr. Rust presented the request to add REF 704. Dr. Fennell moved and Dr. Butts seconded a motion to approve the addition of REF 704. The motion passed.

Dr. Rust presented the request to add REF 731. Dr. Gilstrap moved and Dr. Shelley seconded a motion to approve the addition of REF 731. The motion passed.

Dr. Rust presented the request to add REF 736. Dr. Morgan moved and Dr. Butts seconded a motion to approve the addition of REF 736. The motion passed.
Dr. Rust presented the request to combine the Department of Educational Leadership and School Counseling with the Department of Educational Studies and Research to create a new Department of Educational Research and Administration. Dr. Nicholson moved and Dr. Butts seconded a motion to approve the request to combine the Department of Educational Leadership and School Counseling with the Department of Educational Studies and Research to create a new Department of Educational Research and Administration. The motion passed.

School of Library and Information Science
Dr. Rust presented the request to combine LIS 557, LIS 558 and LIS 654. Dr. Butts moved and Dr. Shelley seconded a motion to accept these courses as a group. The motion passed. Dr. Nicholson moved and Dr. Piland seconded a motion to approve the modifications of LIS 557, LIS 558 and LIS 654. The motion passed.

Dr. Rust presented the request to form a dual degree with the Library and Information Science M.L.I.S. and the Instructional Technology M.S. degree programs. Dr. Piland moved and Dr. Nicholson seconded a motion to approve the request to form a dual degree with the Library and Information Science M.L.I.S. and the Instructional Technology M.S. degree programs. The motion passed.

Dr. Rust presented the request to modify the admissions requirements for the Masters of Library and Information Science (MLIS) and the Masters of Library and Information Science Licensure (MLIS with Licensure) graduate programs by waiving the GRE/GMAT test requirements for applicants who already have a master’s degree or higher. Dr. Welsh moved and Dr. Slagle seconded a motion to approve the request to modify the admissions requirements for the Masters of Library and Information Science (MLIS) and the Masters of Library and Information Science Licensure (MLIS with Licensure) graduate programs by waiving the GRE/GMAT test requirements for applicants who already have a master’s degree or higher. The motion passed.

4.4 College of Health
School of Social Work
Dr. Rust presented the request to modify the transfer credit policy for the Social Work MSW degree program. Dr. Welsh moved and Dr. Nicholson seconded a motion to approve the request to modify the transfer credit policy for the Social Work MSW degree program. The motion passed.

4.5 College of Nursing – No Business

4.6 College of Science and Technology – No Business

Department of Mathematics
Dr. Rust presented the request to inactivate MAT 697. Dr. Piland moved and Dr. Pandey seconded a motion to approve the inactivation of MAT 697. The motion passed.

Dr. Rust presented the request to modify MAT 698. Dr. Piland moved and Dr. Butts seconded a motion to approve the modification of MAT 698. The motion passed.
Dr. Rust presented the request to form the School of Ocean Science and Technology. Dr. Piland moved and Dr. Welsh seconded a motion to approve the request to form the School of Ocean Science and Technology. The motion passed.

5.0 Officers Report
5.1 Chair – Dr. Douglas Rust
Dr. Rust reported that after the conclusion of the November 16, 2015 meeting of the USM Graduate Council, an electronic vote was held concerning the following proposal from the College of Nursing, Department of Advanced Practice.

Council was asked to modify NSG 832, Advanced Pharmacology for Anesthesia I, to allow online delivery, effective summer 2016. The proposal passed with 14 votes in favor and none opposed.

5.2 Chair-Elect – Dr. Janie Butts
No report.

6.0 Standing Committee Reports
6.1 Bylaws Committee – Dr. Janie Butts
No report.

6.2 Credentials Committee – Dr. Jake Schaefer
Dr. Rust submitted the Credentials report for November 2015 for approval. The report was approved. (see attached).

6.3 Election Committee – Dr. Teresa Welsh
No report.

6.4 Policies and Procedures Committee – Dr. Bonnie Nicholson
Dr. Nicholson’s report is attached.

6.5 Program Review Committee – Dr. Kyna Shelley
No report.

7.0 Liaisons to University Committees
7.1 University Assessment Committee- Dr. Janie Butts
No report.

7.2 Teaching Evaluation Committee – Dr. Bonnie Nicholson
No report.

7.3 Strategic Planning Committee – Dr. Bonnie Nicholson
No report.

8.0 New Business
8.1 Graduate Student Senate Report
No report.

8.2 Dean’s Report
Dr. Coats presented a report to Council. (See attached)
9.0 Announcements

10.0 Adjournment
The meeting was adjourned. The next meeting is scheduled for January 25, 2016 at 3:00.
The deadline for submitting materials to the Graduate School for the Agenda is Friday,
January 8, 2016.

___________________________
Greg Pierce, Recording Secretary

___________________________
Dr. Douglas Rust, Chair
Modify: Graduate Certificate in Nonprofit Studies. Allow more choices for electives. (see attached)
Effective fall 2016.

College of Business
Department of Economic Development, Tourism, and Sport Management

Tabled: SM 660 Risk Management in Sport.

Tabled: Sport Management M.S. program modification

Tabled: Sport Management (Sport Event Security Management) M.S. program modification

Add: SM 599CA British Studies
6 hours. Effective summer 2016.

Modify: Sport Security Management Graduate Certificate.
Delete KIN 670 and KIN 677.
Effective spring 2016.

College of Education and Psychology
Department of Child and Family Studies

Modify: School Counseling and Guidance Services M.Ed.
Department of Educational Leadership and School Counseling
Effective fall 2016.

Add: CISE 704 Epistemology in the Social Sciences
3 hours. Effective spring 2016.

Add: CISE 731 Qualitative Research in the Social Sciences II
3 hours. Effective spring 2016.
Department of Educational Studies and Research

Add: REF 704 Epistemology in the Social Sciences. 3 hours. Effective spring 2016.
Add: REF 731 Qualitative Research in the Social Sciences II. 3 hours. Effective spring 2016.
Add: REF 736 Survey Research. 3 hours. Effective summer 2016.

Modify: Department of Educational Studies and Research and Department of Educational Leadership and School Counseling

To: Department of Educational Research and Administration. Effective fall 2016.

School of Library and Information Science

Modify: LIS 557 Computer Applications in Libraries.

Modify: LIS 558 Internet Resources and Applications.

Modify: LIS 654 Library Automation.


Modify: Admissions requirements for the Masters of Library and Information Science (MLIS) and the Masters of Library and Information Science Licensure (MLIS with Licensure) graduate programs by waiving the GRE/GMAT test requirements for applicants who already have a master’s degree or higher. Effective spring 2016.
**College of Health**  
*School of Social Work*

Modify: Transfer credit policy for the Social Work MSW program of study.  
Allow 25% transfer hours to be accepted. (see attached)  
Effective spring 2016.

**College of Nursing**  
*Department of Advanced Practice*

Modify: NSG 832  
Advanced Pharmacology for Anesthesia I. Face to face format.

To: NSG 832  
Advanced Pharmacology for Anesthesia I.  
Face to face and online correspondence format.  
Effective spring 2016.

**College of Science and Technology**  
*Department of Mathematics*

Inactivate: MAT 697  
Independent Study and Research.  
Effective summer 2016.

Modify: MAT 698  
Thesis.

To: MAT 698  
Thesis.  
Course description.  
Effective spring 2016.

**Department of Marine Science and Department of Coastal Sciences**

Add: School of Ocean Science and Technology.  
Effective fall 2016.
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Recommendation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenhow, Danielle R.</td>
<td>Marine Science</td>
<td>A3</td>
</tr>
<tr>
<td>Locke, Leslie A.</td>
<td>Educational Leadership &amp; School Counseling</td>
<td>A3</td>
</tr>
<tr>
<td>Everson, Marjorie</td>
<td>Advanced Practice Nursing</td>
<td>R2</td>
</tr>
<tr>
<td>Green, Trellis G.</td>
<td>Political Sci., International Dev. &amp; Int'l Affairs</td>
<td>R2</td>
</tr>
<tr>
<td>Gulenia, Rikabi</td>
<td>Advanced Practice Nursing</td>
<td>R2</td>
</tr>
</tbody>
</table>

Credentials Committee
Dr. Jake Schaefer, Chair
Date:       September 30, 2015

To:         Karen Coats, Dean
            Graduate School

Through:    College of Health Curriculum Committee
            School of Social Work Curriculum Committee

From:       Jerome R. Kolbo, PhD
            MSW Coordinator

Re:         Transfer Credit Policy

Rationale:

The School of Social Work is requesting permission to adjust the number of semester hours of graduate credit from other accredited institutions that may be transferred to the student’s program of study. The current policy is set at six semester hours. We are requesting that it be changed to fifteen semester hours, which would total 25% of our MSW hours.

This request will assist the School in being more competitive in recruiting new graduate students who started a program but had to stop for different reasons (student or family member in the military that had to move or was deployed, then eventually stationed here in Mississippi), as well as students currently enrolled in other programs (i.e., online) who determine after a semester or two that an online degree program was not in their best interest.

Assessment:

This request comes following a recent review by the National Association of Deans and Directors of Social Work (NADD) of transfer of policies of twenty accredited Social Work programs across the nation. Their policies range from six hours (e.g., LSU, UNC-W, Kennesaw State University, Boston University, Temple,) to 12 hours (e.g., Adelphi, Ohio State, WVU, UMKC, NYU) to eighteen hours (e.g., UTSA) to twenty hours (i.e., University of Missouri – St. Louis), to thirty hours (i.e., VCU, University of Buffalo). Others range from
between 20% (University at Buffalo) and 30% (University of New Hampshire) of the required 60 hour curriculum.

This change will affect the School of Social Work’s 60-hour MSW program in Hattiesburg and Long Beach, effective Spring 2016.

Attached please find a copy of our Transfer of Credits Policy, approved by the School of Social Work Faculty, September 2, 2015, to be included in the Bulletin.
Transfer of Credits

Up to 25% of the 60 semester hours (15) of graduate credit from other accredited institutions may be transferred to the student’s program with the approval of the appropriate department chair and dean of the Graduate School provided the course work transferred falls within the five-year period allowed for the degree. Such course work must carry a letter or numeric grade of “B” or better and not counted toward another graduate degree and cannot be a pass/fail course. The transfer grade is not calculated in the USM GPA. A total sum of no more than twenty-one (21) semester hours of transfer work and non-degree work may be applied toward a master’s degree.

1) the student requesting credit for coursework completed at another accredited institution must first be admitted to the MSW program (however, admission to the MSW program does not guarantee approval of any transfer credits);

2) the student requesting credit must submit a letter of request to the MSW Program Coordinator which identifies the course(s) for which the transfer credit is requested, a copy of course syllabus and official transcript showing the grade(s) earned;

3) the MSW Program Coordinator will review the request for transfer credit based on review of all submitted materials (each course for which transfer credit is requested will be reviewed independently), make recommendation to the Director of the School of Social Work and, upon approval by the Director, inform the student in writing as to the decision;

4) the student may appeal the decision of the MSW Program Coordinator to the Director of the School of Social Work.
RESEARCH AND SCHOLARLY INTEGRITY ASSURANCE

Policy Statement

All University personnel involved in research and scholarly activities must participate in the Research and Scholarly Integrity Assurance Program.

Reason for Policy/Purpose

The purpose of this policy is to set forth The University of Southern Mississippi’s requirements for participation in the Research and Scholarly Integrity Assurance Program (IAP). The purpose of the program is to 1) enhance understanding and foster discussion of the relevant ethical and professional norms of research and scholarship; 2) to encourage USM researchers and scholars to follow best practices of research and scholarship in their work; and 3) to provide the educational opportunities and resources necessary for Southern Miss to meet the demands of various sponsor RCR training requirements, including but not limited to the National Science Foundation’s implementation of the America COMPETES Act (NSF), National Institutes of Health regulations (NIH), and Public Health Service (PHS) regulations concerning disclosures of financial conflicts of interest (FCOI).

Who Needs to Know This Policy

This policy applies to all members of the University Community involved in research, scholarly or creative activities under the aegis of the University: graduate faculty members, including regular, research, clinical, part-time, and adjunct faculty; all graduate students; all of those involved in human subjects research, including members of the University’s IRB and investigators; all of those involved in animal research, including members of the University’s IACUC, investigators, and animal facilities managers and employees; all research staff, including scientists, postdoctoral fellows, project or lab directors and managers, technicians and assistants; and Honors College and selected other undergraduate students.
Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI</td>
<td>Collaborative Institutional Training Initiative, which provides USM with educational modules written by various national experts.</td>
</tr>
<tr>
<td>FCOI</td>
<td>Financial Conflicts of Interest.</td>
</tr>
<tr>
<td>IACUC</td>
<td>Institutional Animal Care and Use Committee.</td>
</tr>
<tr>
<td>IRB</td>
<td>Institutional Review Board.</td>
</tr>
<tr>
<td>ORI</td>
<td>Office of Research Integrity.</td>
</tr>
<tr>
<td>RCR</td>
<td>Responsible Conduct of Research, the phrase used by the federal agencies to refer to mandated research ethics training.</td>
</tr>
<tr>
<td>ORA</td>
<td>Office of Research Administration.</td>
</tr>
<tr>
<td>WA</td>
<td>Workplace Answers (Slate)</td>
</tr>
</tbody>
</table>

Policy/Procedures

I. IAP PARTICIPATION REQUIREMENTS

The Integrity Assurance Program (IAP) includes two components: online educational course modules hosted by CITI and WA as well as on-campus workshops and forums.

I.A Online Courses

All graduate students and select undergraduates must complete a designated CITI “Common Course.” Different versions of the Common Course are required depending on an individual’s discipline of interest and relationship to the University. Graduate students, Arts & Humanities graduate students, and undergraduate Honors College students each have their own designated Common Course. The relevant Common Course must be completed as a condition of degree completion.

Members of the University’s IRB and investigators applying for IRB approval must complete the IRB course.
Members of the University’s IACUC and animal facilities managers and employees must complete the IACUC Members course; investigators applying for IACUC approval must complete the IACUC course.

Investigators applying for a grant from one of the Public Health Service agencies, such as the National Institutes of Health (NIH), must complete ORI’s FCOI course, hosted by WA.

To pass a course, a cumulative score of 85% or better is required for all (but not each) of the quizzes in the course.

I.B On-campus Forums and Workshops

All incoming graduate faculty members (beginning Fall 2016) must complete an on-campus, half-day training workshop in order to receive graduate faculty status. In addition, all members of the University community are invited and encouraged to attend on-campus forums and workshops sponsored by ORI. Topics may include scholarly misconduct, research on human and animal subjects, mentorship, data management, and grant-writing.

II. PROGRAM MANAGEMENT

ORI is responsible for providing access to the CITI and WA course modules, and also for scheduling, promoting and managing on-campus workshops and forums. Materials and web links related to both are maintained and continuously updated on the ORI website. ORI is also responsible for keeping up-to-date and accurate records of all program participation. Upon passing an online course, CITI sends a certificate of completion to ORI. Individuals should download a copy for their own records. ORI records attendance at on-campus workshops and forums.

The Graduate School is responsible for assigning Graduate Faculty status and for ensuring that Common Course requirements for graduate students are satisfied.

ORA is responsible for ensuring that investigators submitting grant proposals have completed the appropriate training requirements pertaining to the grant.

The Honors College is responsible for ensuring that HON 300 students have completed the appropriate Common Course.

Principal Investigators are responsible for ensuring that all staff members reporting to them complete the relevant requirements.

ORI is responsible for ensuring that the relevant IRB, IACUC, and Financial Conflict of Interest requirements have been satisfied.

Review
This policy will be reviewed every four years by the Vice President for Research and the Director of the Office of Research Integrity with recommendations for revision presented to the University Research Council for consideration.

Forms/Instructions

N/A

Appendices

N/A

Related Information

N/A

History

06/25/10: Origination
05/31/12: Amended
03/14/13: Formatted for template. Name change from Responsible Conduct of Research.
11/12/15: Substantial revision
Authorization

RESEARCH AND SCHOLARLY INTEGRITY ASSURANCE
RSCH-VP-001

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

____________________________________  ______________________________
Responsible Officer                                      Date
Aiming High: Highlights and Updates from the Graduate School at Southern Miss

Dean’s Report (November 2015)

Student Spotlight

Forty-four graduate students from four colleges participated in the 2nd Annual Three Minute Thesis competition November 4-6 in the Trent Lott Center. The competition required the students to present the importance of their research to a general audience in less than 3 minutes using only a single, static PowerPoint slide as a visual. During the preliminary competitions on November 4 and 5, master’s and doctoral students were selected as finalists in four categories. Each finalist received $250 and advanced to the finals competition. Finalists were:

- Arts and Humanities
  - Hali Hutchison, master’s student in Theatre, major professor Dr. J. Theresa Bush
  - Allison Tharp, Ph.D. student in English, major professor Dr. Ellen Weinauer

- Social and Educational Sciences and Business
  - Emmalea Gomberg, master’s student in Anthropology and Sociology, major professor Dr. Marie Danforth
  - Erica Pasquini, Ph.D. student in Kinesiology, major professor Dr. Melissa Thompson

- Life, Health, and Environmental Sciences
  - Joshua Bregy, master’s student in Marine Science, major professor Dr. Vernon Asper
  - Rebekah Bullard, Ph.D. student in Biological Sciences, major professor Dr. Shahid Karim

- Physical Sciences and Mathematics
  - Lena Cialdella, master’s student in Kinesiology, major professor Dr. Daniel Credeur
  - Arun Siddarth Sridhar, Ph.D. student in Chemistry and Biochemistry, major professor Dr. Wujian Miao

The eight finalists competed in the finals competition on Friday, November 6. The winners were: Allison Tharp, Grand Champion ($1000); Hali Hutchison, Runner Up ($750); and Erica Pasquini, People’s Choice ($500). Allison will represent USM at the Conference of Southern Graduate Schools Three Minute Thesis competition during the annual CSGS meeting in Charlotte, North Carolina February 20-21, 2016.

The 2nd annual competition was made possible by the generosity of the Offices of the Provost, Registrar, Vice President for Research, Vice President for External Affairs, and Vice President for Student Affairs. Many thanks are extended to our panels of judges including the following individuals. Preliminary competition: Ms. Lici Beveridge (Audience Analyst and Engagement Editor, Hattiesburg American), Dr. Tom Burke (Interim VP, Student Affairs), Chief Bob Hopkins (University Police), Dr. Amy Miller (Associate Provost, Academic Excellence), Dr. Ellen Weinauer (Dean, Honors College), Dr. John Eye (Dean, University Libraries), Mr. Doug Fayard (Hattiesburg Office Depot, retired), Dr. Sarah Morgan (Professor, School of Polymers and High Performance Materials), Dr. Doug Rust (Associate Professor, School of Music). Finals: Dr. Rodney Bennett (President), Dr. Steven Moser (Interim Provost), Dr. Gordon Cannon (VP, Research), Dr. Aubrey Lucas (President Emeritus), Ms. Cheryl Johnson (President, Mississippi Gulf Coast Regions Bank), and Ms. Kim Gallaspy (Director of Legislative Services, Mississippi IHL).

Bragging Points from Graduate Programs

- Dr. Sherry Herron (featured right), Director of the Center for Science and Mathematics Education and Associate Professor in the Department of Biological Sciences, was named the Outstanding College Science Teacher for 2015 by the Mississippi Science Teachers’ Association.

- Dr. Ann Blankenship (featured left), Assistant Professor in the Department of Educational Leadership and School Counseling was recently cited in The American Prospect for her research on grants awarded to schools under the Technical Assistance for Student Assignment Plans (TASAP). According to

Dr. Sherry Herron, right, receiving the Outstanding College Science Teacher award

Dr. Ann Blankenship

2015 Three Minute Thesis winners. (L to R) Hali Hutchison, Runner Up; Allison Tharp, Grand Champion; Erica Pasquini, People’s Choice.
the magazine, TASAP grants were developed to offer “technical assistance to districts seeking to promote student diversity and combat segregation.” Dr. Blankenship and her colleagues state that TASAP is important because “it offers an opportunity to better understand what factors are most likely to help promote, or inhibit, successful diversity initiatives.” The full article can be accessed at http://prospect.org/article/why-administration-needs-bolder-plan-school-integration.

- A poster entitled “A Family Perspective on Foster Youth Policy” will be presented by Brianna Anderson at the National Council on Family Relations (NCFR) Conference in Vancouver, BC this month. Brianna graduated with an M.S. in Child and Family Studies in August, and this poster showcases her thesis research. According Dr. Pat Sims, chair of the department, “The NCFR, founded in 1938, is the oldest nonprofit, nonpartisan, multidisciplinary professional association focused family research, practice, and education”.

- Dr. Cyndi Gaudet was named the 2015 Karen Sock Woman of the Year at the Success Women’s Conference in Biloxi in late October. Named after Karen Sock to recognize her “achievement, community leadership, and mentorship to women on the Coast”, the award was presented by Lighthouse Business & Professional Women. Dr. Gaudet, Chair of the Department of Human Capital Development located on the Gulf Park campus, is active in the University and Gulf Coast community. She is “a founding board member and past president for the Gulf Coast Chapter of the American Society for Training & Development”. For the full story see Southern Miss Now (http://www.usm.edu/news/article/usm-gulf-park-professor-gaudet-named-2015-woman-year).

**Professional Development Upcoming Event**

- Effective Graduate Student Mentorship Part II
  Join us for a Lunch n Learn featuring round table discussions led by Dr. Monika Gehlawat, Associate Professor, Department of English; Dr. Frank Moore, Professor, Department of Biological Sciences; Dr. Janie Butts, Professor, Department of Systems Leadership & Health Outcomes, and Dr. James Lambers, Associate Professor, Department of Mathematics,
  Date and Time: Friday, November 20 from noon to 1:00 PM
  Location: Hall of Honors Room, Union Complex
Seating is limited and registration is required through the Learning Enhancement Center https://lec.usm.edu/events/. Early-career faculty and graduate students are especially encouraged to attend. Co-sponsors: Southern Miss Fund, the Graduate School, and the Learning Enhancement Center.

Recruiting

- The Graduate School will wind up a productive fall recruiting season by traveling to Springhill College in Mobile, Alabama for a recruiting fair on November 12. Graduate School staff attended 24 recruiting events and collected prospect information from 794 students from Mississippi, Alabama, Louisiana, Florida, and Tennessee. More than half were college seniors interested in beginning graduate school in fall 2016. Contact information was entered into AdmissionPros, and departments may view prospects via the prospect portal. We urge departments to contact these prospects to encourage their applications. If any problems are encountered when using the prospect portal, please contact Tracy Barnhill (tracy.barnhill@usm.edu) for assistance.

- The Graduate School would like to be a presence at any on-campus conferences that departments host, including those at Hattiesburg, Gulf Park, Stennis, and GCRL campuses. We will be available to staff a recruiting table and provide information about how to apply, graduate assistantships, professional development opportunities, and other relevant information. If a department is hosting an event and would like the Graduate School to participate, please contact Carolyn Cawthon (carolyn.cawthon@usm.edu) or Vanessa Molden (vanessa.molden@usm.edu).

Graduate School Policies and Procedures

- Summer Graduate Assistant Tuition Waiver Policy

  Last June the Graduate School met with individuals from relevant campus offices to discuss and formulate operational procedures on the assignment of summer tuition waivers for graduate assistants and to clarify enrollment requirements for the summer semester. Providing input were Greg Pierce, University Registrar, David Williamson, Director of Financial Aid, Linda Rasmussen, Associate Vice President for Human Resources, Dr. Eric Tribunella, Associate Dean, College of Arts & Letters, and faculty representatives from Graduate Council. The following procedures were affirmed:

  1. To be eligible to receive a summer tuition waiver a student must meet one of the following criteria:
     - The student must have been a graduate assistant during the immediately preceding fall and spring semesters.
The student must have been a graduate assistant during the immediately preceding spring semester and must be enrolled and receiving an assistantship during the upcoming fall semester.

- Any exceptions to this policy for students whose programs begin in the summer will be made on a case-by-case basis.

2. A summer tuition waiver is limited to a maximum of 6 hours. If extenuating circumstances merit consideration of additional hours for a student, the request for an exception must include a strong justification. Such exceptions will be considered on a case-by-case basis.

- Departments will receive a list of their GAs from the Graduate School accountant early in the spring semester. Departments must request tuition waivers for each student who will be enrolled in graduate coursework during the summer along with the number of hours needed.

3. Students receiving a tuition waiver in the summer must be hired as graduate assistants rather than adjunct instructors or part-time faculty. Per Human Resources, adjunct or part-time faculty cannot also be considered graduate assistants. Therefore, they are not eligible for tuition waivers, even if the student held an assistantship in the previous fall and spring semesters. If the student is hired in a faculty role for summer, the student may be rehired as a GA for the following fall semester.

4. Students requiring summer enrollment to conduct research and receive access to student services (i.e. library) may register for 1 h of coursework or research and receive a tuition waiver.

5. The following table, developed by the Registrar, details enrollment requirements for graduate students for full-time or part-time status. **To hold a graduate assistantship a student must enroll in 9 h in fall and spring semesters.**

<table>
<thead>
<tr>
<th>Graduate enrollment</th>
<th>Full time enrollment (hours)</th>
<th>¾ time enrollment (hours)</th>
<th>Half-time enrollment (hours)</th>
<th>Less than half-time enrollment (hours)</th>
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</thead>
<tbody>
<tr>
<td>Fall/spring</td>
<td>9</td>
<td>6-8</td>
<td>3-5</td>
<td>0-2</td>
</tr>
<tr>
<td>Fall/spring Taking only 898 or research specific course</td>
<td>6</td>
<td>4-5</td>
<td>3</td>
<td>0-2</td>
</tr>
<tr>
<td>Summer (all courses)</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

- Immunization Verification Requirement for USM Students

To comply with IHL policy, USM is requiring verification of immunization for all students including graduate, undergraduate, and online (both new and continuing). Effective February 15, 2016, students who have not provided verification of two doses of measles, mumps, rubella (MMR) vaccination will be blocked from registering for summer 2016 and later with a block next term (BNT) service indicator. Registration for spring 2016 will not be
affected. This mandate includes students who attended a Mississippi public school or community college. Students can verify in one of three ways: 1) by providing immunization records; 2) if records are unavailable or they are unsure, by getting immunized; or 3) by having a titer screen done at Moffitt Health Center or their physician’s office to confirm a seropositive reaction.

- **Course Revalidation Language for Graduate Bulletin**
  At the October 2015 Graduate Council meeting, the following language was approved for addition to the 2016-17 Graduate Bulletin to provide guidance on course revalidation for coursework that is outside the time limit for the degree. “Revalidation can include course retake, partial content revalidation (to bring the content of the course taken up to date with current standards), literature review, completion of a comprehensive examination on revalidated course content and/or other option proposed by the department and approved by the Dean of the Graduate School.” To address unpaid tuition for students who were not continuously enrolled, the following statement was included. “Additional fees associated with unpaid tuition may be assessed by the graduate school.”

- **Deadlines for International Applications**
  International students who are admitted into graduate programs face unique logistical challenges that can prevent their timely arrival in the U.S. to begin graduate study. Therefore, international completed application and decision deadlines must be earlier than those utilized for domestic applicants. The following deadlines were requested by International Services to allow adequate time for applications to be processed, I-20’s to be issued to admitted students, visas to be awarded to students, and for students to make travel and living arrangements in the U.S. If departments already have earlier deadlines in place, those deadlines will be unaffected. Departments are encouraged to review and decision applications as completed rather than reviewing in bundles to allow International Services to complete processing more efficiently.

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Completed Application Deadline</th>
<th>Admit Decision Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1</td>
<td>April 1</td>
</tr>
</tbody>
</table>
Graduation Application Deadlines and Fees
The Graduate School will adhere to the university graduate application late fee schedule which is being implemented beginning this semester for spring graduation. The deadlines and late fee schedule for upcoming semesters will be posted on the Graduate School website. The following table shows the late fees that will be assessed for spring 2016 graduation. Please inform your students of these deadlines. This new fee schedule does not impact the Graduate School policy that allows one free graduation deferral, nor does it impact deadlines for reporting results of oral defense and submission of theses, dissertations, and capstone projects which can be found on the Graduate School website.

Table 3. Late fee schedule for spring 2016 graduation applications.

<table>
<thead>
<tr>
<th>Spring 2016 graduation application status</th>
<th>Deadline</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation application</td>
<td>Final deadline Nov. 6</td>
<td>On time; $0</td>
</tr>
<tr>
<td>Late degree application</td>
<td>Nov. 7 – Dec. 31</td>
<td>$50</td>
</tr>
<tr>
<td>Very late degree application</td>
<td>Jan. 1 – Mar. 31</td>
<td>$100</td>
</tr>
<tr>
<td>Rush degree application</td>
<td>April 1 – Friday prior to commencement</td>
<td>$150</td>
</tr>
<tr>
<td>Extreme exception</td>
<td>Commencement week</td>
<td>$250</td>
</tr>
</tbody>
</table>