UNIVERSITY OF
SOUTH DAKOTA

Human Factors and Ergonomics Program

Graduate Student Handbook

Department of Psychology

Academic Year 2021 - 2022

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Contents

The USD graduate program in Human Factors and Ergonomics

The Human Factors training program at USD traces its origins to 1961, when Dr. Norman Heimstra founded a laboratory in Vermillion dedicated to applied psychological research for industrial and military clients. Dr. Heimstra directed the program until his death in 1983. In 1995 NSF and USD funding allowed for the modernization of our graduate training and research facilities. These newly expanded and modernized facilities were named in Heimstra's honor in 1996.

Contact Information

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Additional Student Resources

USD Graduate Catalog   http://catalog.usd.edu/index.php?catoid=31

USD Grad Student Resources https://www.usd.edu/graduate-school/student-resources

Academic Calendar: https://www.usd.edu/registrar/calendars

Library https://www.usd.edu/library

Graduate & Professional Student Association

https://usdinvolved.usd.edu/organization/gpsa

University Writing Center https://www.usd.edu/academics/writing-center

The Counseling Center https://www.usd.edu/student-life/scc

Mission Statement

The mission of the Human Factors program is to train Ph.D. and M.A. level applied practitioners to work in the areas of operator-in-the-loop systems, operator-machine interfaces and high quality decision-making in all environments relevant to the modern world. Since 1966 the program has graduated more than 75 Ph.D.s in Human Factors who work, or have retired, from a variety of primarily industrial settings.

Policies and Procedures

The USD Graduate Catalog is the University's official record of graduate policies. In any case where this handbook appears to disagree with the Graduate Catalog, the Graduate Catalog is the final authority. The Graduate Catalog may be accessed via the USD website at:

http://catalog.usd.edu/index.php?catoid=31

Program Administration

The Human Factors program is administered by a director and through the activities of three committees:

Recruitment and Selection

This committee prepares our program marketing materials, solicits applications, and selects the students to be offered admission and financial support.

Curriculum and Examinations

This committee determines when specific courses are taught, which are required, and which are electives. The committee also determines the nature of the multi-day comprehensive written exam required for admission to doctoral candidacy (called the Prelim Exam) and the circumstances under which it is offered. The USD student chapter of the Human Factors Society elects a student member of this committee.

Student Progress

This committee meets at least once a year to assess the academic performance, research output and professional development of each student. A cumulative grade point average of 3.0 must be maintained throughout your graduate career to remain in good standing. The committee can place students on academic probation for failure to maintain a 3.0 average, or to complete master's research within six semesters. Being on probation involves close supervision of student activities and calls financial support into question. Students on probation receive a written statement explaining the action, and listing the requirements to be met during the probationary period. Students may be dismissed without a probationary period for major violations of the ethical codes of the Human Factors and Ergonomics Society, or for behavior judged harmful to faculty, staff, or other students.

Advising and Mentoring

Each student entering the HF program is assigned an advisor who supervises the student's research activities and serves as the primary mentor to the student. Students are assigned to an advisor based on program fit and research interests.

Expectations of Doctoral Students

Graduates of the program are expected to demonstrate specific competencies in research and practice that prepare them to function independently in a variety of roles and settings relevant to the practice of HF. Graduates are expected to independently generate new knowledge and contribute to existing knowledge in psychology through publication and presentation of original research. They also are expected to be critical consumers of psychological and psychologically related research findings, and to have the skills to utilize this knowledge and future research findings as human factors professionals.

For general policies regarding student responsibilities, please see
http://catalog.usd.edu/index.php?catoid=31

Changing Academic Advisors

Some students may wish to change their advisor for a variety of reasons, a common one being a change in student research interests. The HF faculty understands that first year students in particular may need to change advisors as they learn more about research areas and discover their professional interests. If a student wishes to change his/her faculty advisor, the student must obtain permission of their new advisor and notify the program director. As a courtesy the student should also notify their previous advisor.

Secretarial Services

The Human Factors Main office is SDU 205. A copier/scanner is available in SDU 201. A fax machine is also available in 205 (658-3355). The charges for the various office machines are: Copies, 10 cents per page; scanner, free, but the scans must be sent to your USD email address; printer, 10 cents per page, printing or copies for faculty research or for instructor use should be arranged through your faculty advisor.

USD has campus-wide Wi-Fi, and most laptops can be accommodated. Students with their own PCs need to contact the USD ITS Help Desk (658-6000) to make sure their devices comply with campus virus protection and other network requirements. For land line telephone contacts you can use the Human Factors office number (658-3700). The phone is staffed during normal business hours. Please keep the secretary in Room 205 (program office) informed of your current residence and phone number. A departmental list of all faculty and graduate students is prepared once a year.

Mail. Each graduate student is assigned a physical mailbox, which is located in room 201. Both USPS mail and local messages are posted to these boxes. The Human Factor program address is:
University of South Dakota
Human Factors Psychology
414 E Clark St. SDU 205
Vermillion, SD 57069

Keys. Students will be issued keys to the outside door of the Old South Dakota Union building and the graduate student office area of the Heimstra Labs (Room 208). Keys to individual laboratory suites will be issued as needed. Keys are ordered from Facilities Management and picked up from the University Police desk in the Davidson Building. Once your key is ready you will have 5 business days to pick it up. Please maintain security over these premises: keep control over your keys, and when in doubt, lock the doors. Return all keys you have been issues to University Police when you graduate or leave on internship.

Assistantship Opportunities

In addition to support available through the financial aid office, a limited number of teaching and research assistantships are available through the Human Factors program itself. These are offered to students at the discretion of the Recruitment and Selection Committee. These assistantships often form a significant part of our students' educational experience here. Assistantship assignments are made with the interests of the psychology department and the human factors program in mind.

Students who have been in residence more than one year may be Instructors of Record in undergraduate courses, and qualify for special-purpose scholarships which have more generous stipends than the standard assistantship.

Students may become ineligible for assistantship support if they do not defend a master's thesis within five semesters of being admitted, or if they do not defend a doctoral dissertation within five years of being accepted for doctoral candidacy. The USD Graduate School requires students to complete a dissertation within ten years of being admitted regardless of their funding situation.

The Human Factors Weekly Colloquium

One hour per week is reserved for our weekly colloquium. No other courses or TA activities are scheduled at that time. Students are required to register for the colloquium as a formal 1.0 hour course during their first four semesters, and are expected to attend informally as long as they are in residence. The colloquium is a forum for presenting both student and faculty research reports, accounts of travels and other activities, and occasional guest speakers. Many of the steps toward the MA degree involve a student presentation to the colloquium, starting with an introductory statement of background and interests during the first semester you are in residence.

USD Human Factors Student Activities Chapter

The Human Factors and Ergonomics Society recognizes a student activities chapter at USD, and almost all our graduate students are active members of this chapter. That chapter has won several bronze or silver Outstanding Chapter awards from the HFES. The chapter schedules guest speakers and visits to local places of interest and supports student research in various ways.

Degree Requirements

Master of Arts, Plan A only (thesis): Total 30 credit hours*

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*Note: The M.A. in Psychology, Plan A is not offered as a terminal degree. It is earned in the process of completing the Ph.D. degree requirements.

Human Factors & Psychology Core (15 credit hours)

PSYC 771 - Research Design and Statistics I 3 cr hrs
PSYC 772 - Research Design and Statistics II 3 cr hrs

Human Factors Core (6 cr hrs)
PSYC 536 - Human Engineering 3 cr hrs
OR
PSYC 733 - Human Factors Psychology 3 cr hrs

PSYC 737 - Seminar in Human Factors Research 1 cr hr **(3 credit hours required)**

PSYC 798 - Master's Thesis Research 1 to 6 cr hrs (6 cr hrs required)

Human Factors Electives Requirement (9 credit hours)
Elective Area 1 (Human Capabilities) 3 cr hr minimum
PSYC 533 - Psychology of Human Performance 3 cr hrs
PSYC 537 - Decision Making & Risk Management 3 cr hrs
PSYC 705 - Learning, Memory, and Cognition 1 to 3 cr hrs
PSYC 707 - Seminar: Sensation and Perception 1 to 3 cr hrs
PSYC 738 - Mental Workload 3 cr hrs
PSYC 792 - TOPICS (C) 3cr
-Elective graduate coursework with PSYC prefix may be used with approval of program director.

Elective Area 2 (Human Factors methods) 3 cr hr minimum
PSYC 712 - Eye Movement: Theory and Application 3 cr hrs
PSYC 742 - Usability Testing 3 cr hrs
PSYC 770 - Experimental Methods and Instrumentation 3 cr hrs

PSYC 775 - Multivariate Statistics 3 cr hrs
Or
EDER 862 - Multivariate Statistics 3 cr hrs

PSYC 777 - Seminar in Statistical Topics 1 to 3 cr hrs

PSYC 792 - Topics (C) 1-3 cr hrs
-Elective graduate coursework with PSYC prefix may be used with approval of program director.

Elective Area 3 (Human Factors applications) 3 cr hr minimum
PSYC 506 - Cognitive Psychology 3 cr hrs
PSYC 508 - Psycholinguistics 3 cr hrs
PSYC 511 - Physiological Psychology 3 cr hrs
PSYC 523 - Research in Aging 3 cr hrs
PSYC 530 - Organizational Psychology 3 cr hrs
PSYC 531 - Industrial Psychology 3 cr hrs
PSYC 535 - Human Factors in Computer Systems 3 cr hrs
PSYC 538 - Psychoacoustics 3 cr hrs
PSYC 539 - Psychology of Safety 3 cr hrs
PSYC 792 - TOPICS (C) 3cr
-Elective graduate coursework with PSYC prefix may be used with approval of program director.

M.A. Oral Examination

The master's thesis must be defended in a final oral examination administered by the student's advisory committee.

Master of Arts, Plan B only (non-thesis): Total 36 credit hours*

*Note: The M.A. in Psychology, Plan B is offered as a terminal degree.

Human Factors & Psychology Core (27 credit hours)

PSYC 535 - Human Factors in Computer Systems 3 cr hrs
PSYC 737 - Seminar in Human Factors Research 1 cr hr **(3 credit hours required)**
PSYC 742 - Usability Testing 3 cr hrs
PSYC 771 - Research Design and Statistics I 3 cr hrs
PSYC 772 - Research Design and Statistics II 3 cr hrs
PSYC 776 - Human Factors Practicum 1 to 9 cr hrs **(6 credit hours required)**

PSYC 536 - Human Engineering 3 cr hrs
OR
PSYC 733 - Human Factors Psychology 3 cr hrs

PSYC 705 - Learning, Memory, and Cognition 1 to 3 cr hrs **(3 credit hours required)**
OR
PSYC 707 - Seminar: Sensation and Perception 1 to 3 cr hrs **(3 credit hours required)**

Human Factors Electives Requirement (9 credit hours)

PSYC 506 - Cognitive Psychology 3 cr hrs
PSYC 508 - Psycholinguistics 3 cr hrs
PSYC 511 - Physiological Psychology 3 cr hrs
PSYC 523 - Research in Aging 3 cr hrs
PSYC 530 - Organizational Psychology 3 cr hrs
PSYC 531 - Industrial Psychology 3 cr hrs
PSYC 533 - Psychology of Human Performance 3 cr hrs
PSYC 537 - Decision Making & Risk Management 3 cr hrs
PSYC 538 - Psychoacoustics 3 cr hrs
PSYC 539 - Psychology of Safety 3 cr hrs
PSYC 705 - Learning, Memory, and Cognition 1 to 3 cr hrs
PSYC 707 - Seminar: Sensation and Perception 1 to 3 cr hrs
PSYC 712 - Eye Movement: Theory and Application 3 cr hrs
PSYC 738 - Mental Workload 3 cr hrs
PSYC 770 - Experimental Methods and Instrumentation 3 cr hrs

PSYC 775 - Multivariate Statistics 3 cr hrs
Or
EDER 862 - Multivariate Statistics 3 cr hrs

PSYC 777 - Seminar in Statistical Topics 1 to 3 cr hrs
PSYC 792 - Topics (C) 1-4 cr hrs

Accelerated Master's Program: B.A. or B.S./M.A.

Up to 12 credits applied toward the B.A or B.S. program may be used to satisfy graduate credit.

The following restrictions apply:

a. Dual-listed courses taken at the 500-level can be applied to both the B.S. and M.A. degrees. Dual-listed courses must be taken at the 500-level.
b. The student must apply to, and be admitted to, the accelerated program prior to taking courses to be credited toward the accelerated program.
c. No courses taken prior to admission to the accelerated program may be counted toward an accelerated graduate degree. No exceptions to this policy will be approved.
d. Courses that are "double counted" must be approved by the program coordinator for inclusion in the program of study prior to registration for the course or the credits will not be applied toward the accelerated graduate degree. No exceptions to this policy will be approved.
e. Only courses taken at the student's home institution are eligible for accelerated program credit. No transferred courses from other institutions will be allowed to count toward the accelerated master's degree.
f. Students admitted to the accelerated M.A. Program may be allowed to register for all courses included on his/her program of study and these credit hours may apply to both undergraduate and graduate degree requirements.

Joint Master's Program with Juris Doctor

Students who are already enrolled in the School of Law at the University of South Dakota and who have sufficient background in psychology may qualify for this Board of Regents authorized joint-degree program leading to the M.A. in Psychology. Individuals with an interest in this program should consult with the department chairperson.

Doctoral Candidacy

Student who have an earned Master's degree and successfully completed of the General Department Comprehensive Exams and Human Factors Specialty Exams are considered for doctoral candidacy. Granting of doctoral candidacy is done by consideration and approval by vote of the Departmental of Psychology faculty.

Ph.D. Requirements for Specialization in Human Factors Psychology (84 credit hours)

Each student's specific program of study will be determined in consultation with the academic advisory committee and the faculty of the Human Factor Program.

Each doctoral student is required to take a comprehensive written examination preliminary to admission to final candidacy for the doctoral degree. This examination covers theory, method and research findings in psychology as well as the field of specialization.

Completion and oral defense of an original dissertation represent the capstone requirements for the degree. Successful completion of the final oral examination is required of all students recommended for the Ph.D. degree in Psychology.

For specific requirements regarding the doctoral programs' written and oral exams, please contact the [Psychology Department](#).

- Psychology Required Core Coursework 18 credit hours
- Human Factors Specialization core 21 credit hours
- Dissertation 15 credit hours minimum
- Psychology elective courses 30 credit hours

Psychology Required Core Coursework (18 credit hours)

PSYC 771 - Research Design and Statistics I 3 cr hrs
PSYC 772 - Research Design and Statistics II 3 cr hrs
PSYC 798 - Master's Thesis Research 1 to 6 cr hrs **(6 credit hours required)** *Transfer students with an approved completed master's thesis but less than 6 cr of thesis work may count additional electives towards 84 total hours.

PSYC 775 - Multivariate Statistics 3 cr hrs
Or
EDER 862 - Multivariate Statistics 3 cr hrs

Human Factors Specialization Core (21 credit hours)

PSYC 533 - Psychology of Human Performance 3 cr hrs
PSYC 536 - Human Engineering 3 cr hrs
PSYC 705 - Learning, Memory, and Cognition 1 to 3 cr hrs **(3 credit hours required)**
PSYC 707 - Seminar: Sensation and Perception 1 to 3 cr hrs **(3 credit hours required)**

PSYC 733 - Human Factors Psychology 3 cr hrs
PSYC 737 - Seminar in Human Factors Research 1 to 3 cr hrs (**3 credit hours required**)
PSYC 770 - Experimental Methods and Instrumentation 3 cr hrs

Dissertation (15 credit hours minimum)

PSYC 898 - Doctoral Dissertation Research 1 to 15 cr hrs

Psychology Electives* (30 credit hours)

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*Transfer students with an approved completed master's thesis but less than 6 cr of thesis work may count additional electives toward 84 hours.

Elective Area 1 (Human Capabilities) 6 cr hr minimum
PSYC 506 - Cognitive Psychology 3 cr hrs
PSYC 508 - Psycholinguistics 3 cr hrs
PSYC 511 - Physiological Psychology 3 cr hrs
PSYC 530 - Organizational Psychology 3 cr hrs
PSYC 537 - Decision Making & Risk Management 3 cr hrs
PSYC 738 - Mental Workload 3 cr hrs

Elective Area 2 (Human Factors methods) 3 cr hr minimum
PSYC 712 - Eye Movement: Theory and Application 3 cr hrs
PSYC 742 - Usability Testing 3 cr hrs
PSYC 792 - Topics (C) 1-4 cr hrs (subject in Computational Psychology) 3cr

Elective Area 3 (Human Factors applications) 9 cr hr minimum
PSYC 523 - Research in Aging 3 cr hrs
PSYC 531 - Industrial Psychology 3 cr hrs
PSYC 535 - Human Factors in Computer Systems 3 cr hrs
PSYC 538 - Psychoacoustics 3 cr hrs
PSYC 539 - Psychology of Safety 3 cr hrs

Electives (may be from any of the above areas or below listed coursework) 12 cr hrs
PSYC 509 - History and Systems of Psychology 3 cr hrs
PSYC 513 - Evolutionary Psychology 3 cr hrs
PSYC 514 - Drugs and Behavior 3 cr hrs
CSC 547 - Artificial Intelligence (C) 3 cr hrs
PSYC 708 - Seminar: Advanced History & Systems of Psychology 1 cr hrs
PSYC 709 - Teaching of Psychology 1 cr hrs
PSYC 776 - Human Factors Practicum 1 to 9 cr hrs (**1-6 cr hrs allowed**)
PSYC 791 - Independent Study 1 to 3 cr hrs (**1-6 cr hrs allowed**)
PSYC 792 - Topics (C) 1-4cr
      Note: Other graduate level coursework may be used with approval of program director.

Competency Requirements

Thesis, written preliminary exams, and dissertation all represent approaches to establishing student competence on multiple dimensions during the course of their training.

Thesis and Dissertation Requirements

The student is responsible for ensuring that the following requirements have been completed and should stay in close contact with his or her advisor throughout the graduate program.

On behalf of the advisory committee, the student's advisor will approve the student's program of study, administer the written and/or oral examinations, approve the thesis or dissertation where applicable, and certify to the Graduate School that the candidate has satisfactorily met all requirements for an advanced degree. The student works closely with his/her advisor in determining who will serve on their advisory committee. While students may request committee members, such choices are subject to approval by their program head and the Graduate Dean. All committee members must have graduate faculty status and must be identified on the student's Program of Study form. In order for a student to be eligible for graduation, all committee members must sign the student's Graduation Approval form. See Degree Requirements for more information regarding the submission of these forms.

In unusual situations, the Graduate Dean and the Chair of the Department may concur that there is a need and adequate justification for an alternate committee. The Department Chair and the Graduate Dean will also concur on the selection of committee members. A content expert, whether external or internal to the University, must be involved in the evaluation of the thesis or dissertation. The content expert may or may not serve as a member of the committee. All degree requirements remain intact when an alternate committee is invoked.

Thesis Committee Requirements

Thesis committees are composed of at least three graduate faculty members. The thesis advisor/chair must be a rank eligible faculty, non-instructional administrator, or instructional administrator and hold graduate faculty status at the University. Of the remaining two faculty at least one faculty member from within the department, and one faculty member from outside of the department.

Dissertation Committee Requirements

For most doctoral committees, the committees are comprised of at least five graduate faculty members, including one faculty member from outside of the department housing the program. The dissertation advisor/chair must be a rank eligible faculty, non-instructional administrator, or instructional administrator and hold graduate faculty status at the University. Committee members from outside the university may serve on a student's committee for their specific expertise if they are nominated for and receive graduate faculty status.

Human Factors Preliminary Exam Policy

To be considered for doctoral candidacy, each student must successfully complete departmental and program specific preliminary exams.

Format of the exams

Exams consist of three days of written examinations complete in the Psychology Department on the University of South Dakota campus. Answers may be prepared on a program approved electronic device and submitted in electronic format. Each day's exam will consist of between 6-10 questions on three topic areas:

> Day 1 shall consist of questions pertaining to general human factors theories, content, and practice.
> Day 2 shall consist of questions pertaining to research methods, instrumentation, measurement, and statistics.
> Day 3 shall consist of questions related to each student's specialty area. Each student should discuss the content areas of the specialty exam with the student's proposed dissertation director.

Timing of exams

Students must have successfully completed the requirement for the Master's degree to be eligible to sit for preliminary exams. Students must notify the program director of their intentions to take preliminary exams [3 months in advance of exam date]. Exams are typically offered in August or January of each academic year.

Grading of the exams

Preliminary exam answers will be graded on a scale from 0-4 by members of the Human Factors program faculty (the minimum passing grade for a preliminary exam question is 2). Questions with an average grade of 2.0 or higher receive a passing mark. Evaluation of passing grades is done at three levels: the individual question, the day and the entire exam.

Passing Question Grade. An average grade of 2.0 or above from all grader [with no more than one grader scoring question below 2.0] constitutions passing of each individual question. Failure to achieve a passing grade on an individual item will require remediation (see below).

Passing Day Grade. Students must have an average question grade of 2.0 for all questions AND earned passing question grades on over half of the questions for that day. Failure to earn a passing grade for the day requires the student to repeat that day's exam at the next offering of the preliminary exams.

Passing Exam Grade. Students who meet the passing requirement for all three exam days AND have satisfied all individual question remediations have satisfied all requirements for preliminary exams and may be submitted to the faculty for consideration for doctoral candidacy.

Remediation

Students failing to pass individual questions but passing the day in which the question(s) are asked will be required to complete a remediation activity for that topic of that question. The scope and requirements of the remediation will be assigned to one HF faculty member selected by the committee during preliminary exam review meeting. Preliminary exam remediation <u>must be completed before the administration of the next exam offering or the student must retake the exam</u>.

Institutional Policies and Procedures

Graduate School Policies and Procedures

Full Time Status & Normal Course Load
Transfer Credit
Admission Appeal
Admission Deferral
Readmission
Time Limit and Validation of Credits
Institutional Review Board (IRB)
Evidence of Dissertation and Thesis Progress
Non-Thesis, Thesis, and Dissertation Committee Requirements
Continuous Enrollment and Leave of Absence
Course Numbering System
Adding and Dropping Courses
Change of Degree Program

Additional Master's Degrees
Confidentiality of Information-FERPA
Academic Integrity Philosophy
Grading System
Academic Standards and Progress
Academic Standing, Probation, and Dismissal
Graduate Academic Appeal and Grievance Procedures
Timeline from Admission to Graduation
Graduation Approval
Thesis/Dissertation Submission
Commencement
Clearing Students for Graduation
Program Availability

Other Policies

Confidentiality of Information-FERPA

The University of South Dakota recognizes the importance of confidentiality of student information and complies with the Family Educational Rights and Privacy Act of 1974. The current policies of USD regarding the release of information and the rights of students with respect to information maintained on their records are available at the registrar's website.
https://www.usd.edu/registrar/ferpa

Freedom in Learning

Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

Disability Accommodation

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

> Disability Services, The Commons Room 116
> (605) 658-3745
> Web Site: www.usd.edu/ds
> Email: disabilityservices@usd.edu

Diversity and Inclusive Excellence

The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and are provided for diversity to be recognized and respected. (see https://www.usd.edu/diversity-and-inclusiveness for more information.)

Notice of Nondiscriminatory Policy

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its

commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy. For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Jean Merkle, 205 Slagle Hall, Vermillion, SD 57069 Phone: 605-658-3665 Jean.Merkle@usd.edu

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, Karen Gerety, The Commons, Room 116, USD, Vermillion, SD 57069. Phone: 605-658-3745 Fax: 605-677-3172 E-Mail: disabilityservices@usd.edu

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990), and the Americans with Disabilities Act Amendment Act of 2009. The University has designated Cheryl Tiahrt, Chief Information Officer, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Tiahrt to provide equal access for all persons with disabilities.

Program Enrollment

Admittance

Student is admitted to the Graduate School either fully or provisionally. Any student admitted provisionally must attain full admission status prior to being considered as a candidate for a graduate degree. To change status from provisional to full, the student must meet all provisions of the initial admission.

Immunization verification

An Immunization Form must be completed for all on-campus and center-based students before the student may register for classes (both Vermillion Main Campus and University Center in Sioux Falls, University Center - Rapid City, and Capital University Center in Pierre). This policy also applies to special students. Once a student has been admitted, the University of South Dakota's Student Health Department will send the required form to the student's residence to be completed immediately.

Transfer Credit

Up to 12 graduate credit hours from other regionally accredited institutions may be transferred toward a master's degree program. These transfer credits must have been completed no more than seven years prior to conferment of the USD graduate degree. The transfer credit approval form must be signed by the student's advisor, department chairperson, and approved by the

Graduate Dean. Check with the academic department for information on the number of credits that may be approved for transfer and the time limitations on transfer credits. Typically 30 credit hours from a conferred master's degree may be applied to a doctoral program.

For more details see: http://catalog.usd.edu/content.php?catoid=28&navoid=1531#tran_cred.

Full Time Status & Normal Course Load

A full-time graduate-student course load is 9-12 credit hours. During the regular academic year, the normal maximum registration for a graduate student is 12 credit hours per semester. The normal registration during the summer session is nine to twelve credit hours of course work. Students on graduate assistantships must enroll for at least nine credit hours during the fall and spring terms, and at least one credit hour during the summer term.

To be eligible for overload status (i.e. more than 12 credits), a student must have approval by the Graduate Dean.

Registering for Courses

In consultation with the program director and your advisor you will prepare a schedule of courses for one academic year. An initial advisor is assigned at the time of admission. During your first semester, every student should meet with their advisor discuss program of study, and overall plan for the program, thesis or dissertation ideas and topic and possible committee members. Information on the program of study and thesis and dissertation requirements are contained in separate sections in this handbook.

Adding and Dropping Courses

Students may use Self-Service to drop and/or add courses after initial registration until the end of the Add/Drop period if they are not completely withdrawing from all courses. After the Add/Drop period, which is also the 100% refund deadline, students may drop a class with a "W" grade until the last day to drop a class with a "W". The Add/Drop or Withdrawal form must be properly completed and signed by the student's advisor and the Graduate Dean. The deadline and procedures for adding and dropping classes are available on the Registrar's section of the myU.portal at link.usd.edu/194.

Time Limit and Validation of Credits

The entire University of South Dakota coursework applicable to the doctor of philosophy (Ph.D.), must be completed within ten calendar years from the date of first matriculation. The student, with support from the program, may petition the Graduate Dean to extend the time due to extenuating circumstances.

Graduate credits earned (for master's degree) more than seven years prior to the date of intended graduation or ten years (for doctor of philosophy) must be validated. The method of validation is to be recommended by the student's advisory committee and approved by the Graduate Dean. Normally, validation may include repeating of the course, satisfactorily completing a final

examination for the course, demonstrating relevant professional experience, or successfully answering specific additional questions on the comprehensive examination.

Evidence of Dissertation and Thesis Progress

Progress on the dissertation or thesis must be evident to retain active status and to allow future enrollment in dissertation and thesis sustaining courses. The student is responsible for submitting, in writing, such evidence to his/her committee chairperson each term and the committee chairperson will determine whether sufficient progress has been made to permit continued active status and continued enrollment in dissertation and thesis sustaining courses. If sufficient student progress has not been made, the committee chairperson will consult with the graduate program director. In turn, the graduate program will formally notify the student of his/her pending inactivation due to lack of progress; the graduate program will provide the student an opportunity to meet with the program director by a given date to state his/her case to continue in the program. After the meeting with the student or if the student does not respond by the response deadline, the graduate program director must make a decision. If the director's decision is to inactivate the student due to lack of progress, the action is managed like a dismissal. The program director sends the student a letter of dismissal and provides the student his/her appeal rights under SDBOR policy 2.94203. The Graduate School is copied on all formal communication with the student. If the student wishes to return to the program, he/she would need to reapply.

Readmission

To be considered for readmission under the express readmission process, the student must have met the following terms at the time the student's graduate program is inactivated:

1. Student must be in good standing within the program of study.
2. Student must have a minimum graduate GPA of 3.0.
3. Student must be within three years of taking a credit-bearing course at the University of South Dakota.
4. Student must have a minimum of 12 graduate-level credit hours completed within a degree-seeking program of study or have completed at least 1/3 of a graduate certificate program of study.

If readmitted through this express readmission process, the student will be readmitted to the original catalog year. The readmission process does not guarantee admission and, if all criteria are not met, the student must reapply through the standard process.

Continuous Enrollment and Leave of Absence

A leave of absence may be requested by students who are officially accepted to and have enrolled in a graduate program at the University of South Dakota and wish to temporarily take an absence from that program. A student may request a leave of absence for up to three consecutive terms (one calendar year). The student's leave of absence request will be reviewed by their graduate program and the Graduate School. If approved, the Graduate School will place the student on leave; the student will maintain their active status and is not required to reapply to resume enrollment at the University. Students not approved for a leave of absence or those who

are not continually enrolled and do not apply for a leave of absence will be inactivated and will need to reapply to re-enter the Graduate School. A leave of absence does not stop the time frame for degree completion and students will be subject to the time limits discussed previously.

Grading and Academic Standing

Grading System

Graduate grades will be assigned to the Graduate Academic Level and to all courses and sections with course numbers of 500 or greater. Plus and minus grades are not used.

Grade	Definition	Grade Points
A	Exceptional	4.00 grade points per semester hour
B	Good	3.00 grade points per semester hour
C	Average	2.00 grade points per semester hour
D	Unsatisfactory	1.00 grade points per semester hour
F	Failure	0.00 grade points per semester hour

Incomplete Grades

An instructor may assign a grade of incomplete when a student encounters extenuating circumstances that preclude completion of a course. An incomplete provides the student with a limited amount of time to fulfill the course requirements without having to repeat the course. The student must be earning a passing grade at the time the circumstances necessitating the incomplete occur. Anticipated course failure is not an acceptable justification for an incomplete.

The assignment of an incomplete grade is at the instructor's discretion. Once the instructor agrees to grant an incomplete grade, the instructor and student must agree on a plan to complete the coursework which does not require repeating the course. The coursework must be completed within one calendar year from the last day of the semester in which the course was taken; extensions may be granted by the Graduate Dean upon petition. If the student completes the coursework within the specified time, grades of A, B, C, D, F, S, or U may be assigned. If the student fails to complete the coursework within the specified time, the incomplete grade will remain on the student's transcripts and the student will need to repeat the course to meet degree requirements

Academic Standing, Probation, and Dismissal

If a student has more than one course of unsatisfactory work and/or has not maintained a 3.0 term or cumulative graduate GPA, the academic program places the student on warning, or probation or dismisses him/her from the program in keeping with department and Graduate School policies. Degree programs and the Graduate School review the academic standing of all graduate students each term, and program leaders notify students directly of academic warning, probation or dismissal. The Graduate School is copied on all student communication. A graduate student may be dismissed from the program at any time for failure to meet the academic performance and progress standards of the degree program's or Graduate School. The

department is required to provide students a written notice of the issues and an opportunity to meet with the program head (face-to-face, teleconference, virtually) before dismissal action.

It is the policy of the Graduate School that any academic graduate department, through due process, may deny a graduate student continued enrollment in a program in accordance with department policies. The reasons for dismissal include: (1) academic performance that does not meet the standards of the department and the Graduate School, or (2) conduct in violation or unfavorable of the ethical or professional standards of the degree program or discipline involved. Academic appeals are handled through the Graduate Academic Appeal Policy (SDBOR Policy 2:9, see below) and/or the Student Code of Conduct Policy in the event of an allegation of misconduct (SDBOR 3.4; see below). In addition, general campus rules and policies relating to student conduct are found in the Student Handbook available in the myU.Portal at https://www.usd.edu/~/media/files/student-life/usdstudenthandbook. For further information, call the Graduate School 605-658-6173.

Academic Integrity Philosophy

Academic integrity is a fundamental concept underlying the educational enterprise of the University. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the University. Academic integrity encompasses the values of Honesty, Trust, Fairness, Respect, and Responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

For details see: http://catalog.usd.edu/content.php?catoid=28&navoid=1531#Academic_Integrity

Degree Requirements

All degrees (M.A. and PhD) have some common steps. The details of those are explained here with degree specific requirements following.

Program of Study

A Program of Study must be filed with the Program as soon as is feasible. The Program of Study is determined after a student has consulted with his/her advisor. **The Program of Study presented for fulfillment of degree requirements must be comprised of all graduate work and at least 50 percent of the coursework at the 700-course level or above, unless the coursework leading to the degree has been otherwise approved by the South Dakota Board of Regents.** Any substitutions or exceptions to the catalog requirements must be noted on the program of study and require pre-approval of the program head. Substitutions should not be taken lightly as degree program has been approved by the Board of Regents, and a substitution is essentially a change to the program. If more than one substitution is proposed, Graduate Dean approval is required. No more than two workshop courses may be included on a Program of Study without permission of the Graduate Dean. Approved transfer credits should be indicated on the Program of Study. The transfer approval and official transcript must accompany the

Program of Study, if not already on file in the Graduate School. Only nine credit hours may be transferred from other institutions as part of a Program of Study. Forms are available electronically in the myU.Portal https://my.usd.edu/uPortal/f/home/p/graduate-school.n5/max/render.uP?tab=39482-graduate-school-form. The Graduate School cannot accept the Program of Study until the student's advisor has approved the plan.

Application for Degree/Program of Study

Students enrolled in a degree program must submit an Application for Degree no later than the designated deadline for the semester in which the student expects to graduate. The deadlines and forms are available in the myU.Portal at https://my.usd.edu/uPortal/f/home/p/graduate-school.n5/max/render.uP?tab=39482-graduate-school-form. Failure to file an Application for Degree at the appropriate time may delay graduation.

Graduation Approval

The Graduation Approval form contains the results of the oral final evaluation of the graduate student, and thesis grade and accepted credit hours. The form is to be retained by the chairperson of the advisory committee until degree requirements are completed, at which time the Graduation Approval is submitted to the Graduate School. The deadline for the approval is approximately one week prior to graduation.

Thesis/Dissertation Submission

The final thesis or dissertation must be submitted to ProQuest at www.etdadmin.com/sdakota by master's degree students under Plan A and by all doctorate students. Failure to submit the thesis or dissertation at the appropriate time may delay graduation. Submission to ProQuest ETD will make their theses or dissertations available through ProQuest Digital Thesis or Dissertation Database, USD RED, and University Libraries Archives and Special Collections. Students are responsible for producing one print copy for the Archives at I.D. Weeks Library. Students may set embargo periods on when their works are available in both print and digital venues. Students and their supervising faculty should consult with the Technology Transfer Officer if they believe publication of a thesis or dissertation would disclose novel invention. A Guide to Preparing the Dissertation or Thesis and ProQuest Process documents are available in the myU.Portal at https://my.usd.edu/SimpleContentPortlet/content/cd2d09fa-5aeb-4f45-98a6-5122da082531/Guide-to-Preparing-Your-Thesis-or-Dissertation.pdf.

Commencement

Candidates are urged to attend the commencement exercises for the degree that is being sought. Students have the option to request to walk early. In order to seek approval to walk early, graduate students must be graduating the following semester, and be nine credit hours from actual completion of degree. Students must submit their Program of Study and Application for Degree with their Request to Walk Early. The Graduate School will review the request against the student's Program of Study ensuring students will be graduating the following semester. The Graduate school will notify the student on the status of the request. Students who choose to walk

early will not be listed in the commencement program or press release. They will be listed during the actual term of graduation. Summer candidates will be listed in the following fall commencement program. A separate press release will be completed for those completing their degree in the summer term.