UNIVERSITY OF SOUTH DAKOTA

Department of Political Science

M.S. in Administration

Program Handbook

2020 – 2021

THE FARBER TESTAMENT

To My Students:

I believe that dedicated public service is the noblest of the professions. To enter it, whether as academic or as practitioner, is the greatest good fortune. Thus, I have sought to encourage all in my purview to share the joys and rewards of this commitment.

You who came to me with some inner flame, it has been my mission to nurture, to feed that flame, and at all costs never to kill it. With all the world's contemporary challenges, the chance to motivate, to stimulate, to kindle, remain the high calling, and ever to remind that in catastrophe there is opportunity, out of weakness can come strength. My hope has been that none of you has left my presence feeling the worse for the encounter.

The keys to a happy, acceptable, and productive life are participation, involvement and concern for others. I have hoped, by example, to inspire you to be change agents. Often your intellect, I know, has been superior to my own; only my experience has been greater and that I have tried to permit by association "to rub off on you."

To broaden one's horizons, travel, experimentation, and bold thinking must be the goals. I have sought to teach the importance of the background to know, the vision to see, the will to do. Like others before me I have often learned more from you than you from me. But always, for more than 40 years, has the joint educational venture been intensely human, exciting, and worthwhile.   (May 8, 1976)

W.O. "Doc" Farber, Ph.D.
Longtime Chair & Faculty Member
Department of Political Science
University of South Dakota

Master of Science in Administration (MSA) Program

MSA Faculty Advisor

Jacqueline A. Faulhaber, D.S.L.
414 E. Clark Street
Vermillion, SD 57069
Jacqueline.Faulhaber@usd.edu
Office hours (scheduled web conferencing): noon – 1:00pm (CST) on Wednesday in Fall and Spring

MSA Program Director

Ilmira P. Dulyanova, M.A., M.A.
Dakota Hall 109; 414 E. Clark Street
Vermillion, SD 57069
605-677-6405; Ilmira.Dulyanova@usd.edu

Table of Contents

I. Program Overview

> *The mission of the Master of Science in Administration program at the University of South Dakota is to provide mid-career professionals with the administrative skills needed to lead public, nonprofit, and health service organizations with a commitment to personal integrity, professional competence, constitutional principles, and respect for human dignity.*

This cross-disciplinary program provides the primary tools and organizational skills necessary to effectively perform administrative roles in public service oriented organizations. Course work focuses on the practical application of administrative theory, and the development of an intellectual framework for analyzing and successfully addressing the challenges faced by modern administrators. The program benefits mid-career professionals working in a variety of settings, including government agencies, nonprofit and social service organizations, health care, and education – as well as private sector organizations that provide public services. Graduates of the MSA program are prepared to lead and manage organizations; analyze, think critically, solve problems, and make decisions; adequately consider the ethical and legal implications of their administrative decisions; and communicate effectively with organizational members and stakeholders.

Faculty members from across the University, along with highly experienced practitioner-scholars, teach in this program. Course work and faculty members come from disciplines such as public administration, health services administration, political science, psychology, communication studies, criminal justice, education, and counseling. Enrolled students become members of the University of South Dakota, the Department of Political Science, and the W. O. Farber Center for Civic Leadership, with opportunities to make contributions to each. Our department is also home to the Government Research Bureau, which has a distinguished history of conducting applied research through application of the most modern and innovative analysis tools.

II. Program Admissions

Applicants to the MSA program are required to demonstrate their likelihood of success as graduate students in the program. Along those lines, the program will consider the following when making admissions decisions:

- Undergraduate record and grade point average (GPA)
- Professional experience (see more information below)

- Prior graduate education (if applicable)
- Letters of recommendation (3)
- Statement of purpose explaining why they have chosen to pursue graduate education through the MSA program

Applicants for the MSA program must have an undergraduate GPA of 2.7 or greater on a 4.0 scale. The Department also expects applicants to have at least 3 years of substantive full-time professional experience (documented through submission of a current resume and described in their statement of purpose). Internship cannot count toward professional experience. Generally, students will be fully admitted if they have a strong undergraduate record; meet the minimum expectations for professional experience; demonstrate strong communication skills and a good match of their academic and professional goals with the mission of the program; receive favorable recommendations; and meet all other minimal conditions for acceptance into the Graduate School.

Applicants who do not meet all of the qualifications for full admission may, in some circumstances, be granted provisional admission to the MSA program. These students may be admitted with specific provisions outlined for them to meet in order to be granted full admission. For instance, a provisionally-admitted student may be required to maintain at least a 3.0 cumulative GPA in the first nine credit hours of graduate enrollment for full admission and continued enrollment. If the ninth credit hour occurs in a semester in which the student is taking other courses (e.g., the student takes two courses and completes his ninth and twelfth credit hours), the cumulative graduate GPA will be used to determine the status in the program. Failure to complete specified provisions will result in the student being subsequently removed from the MSA program.

III. Core Degree Requirements

The curriculum of the MSA program is built around a core set of requirements that consist of 24 credit hours of coursework, along with a specialization requirement consisting of 12 credit hours of coursework, for a total of 36 credit hours. The 24 credit hour core is made up of four key competency areas: 1) Communication Skills, which is satisfied through completion of a course in managerial communication (SPCM 754), along with a course in professional writing (MSAS 763); 2) Fiscal Accountability, which is satisfied through completion of a course in budgetary and fiscal management (EMPA 722 or POLS 722); 3) Legal and Ethical Issues, which is satisfied through completion of one course in administrative law (EMPA 733 or POLS 733), and one course in administrative ethics (EMPA 769 or POLS 769); and 4) Analytical Skills, which is satisfied through completion of one course in research methods (MSAS 764), which is a

required pre-requisite for the capstone course, and a capstone course (MSAS 786) in which students develop a proposal to address a real world administrative problem being faced by an organization. In addition to these four competency areas, students round out the core of the MSA program by completing one elective course, selected in consultation with their academic advisor, and with an eye toward advancing their academic and professional goals.

Master of Science in Administration Program of Study (36 hours total)		
Core Competency Areas	**Required Courses**	
Communication Skills 6 Credit Hours	MSAS 763 SPCM 754	Professional Writing for Administration Managerial Communication
Fiscal Accountability 3 Credit Hours	EMPA 722 Or POLS 722	Budgetary and Fiscal Management Budgetary and Fiscal Management
Legal & Ethical Issues 6 Credit Hours	EMPA 733 Or POLS 733 EMPA 769 Or POLS 769	Administrative Law and Government Administrative Law and Government Administrative Thought and Ethics Administrative Thought and Ethics
Analytical Skills 6 Credit Hours	MSAS 764 Or POLS 765 MSAS 786 Or POLS 788	Research in Administrative Practice (Pre-requisite for MSAS 786) Research Methods in Political Science MSAS Capstone Professional Report

Core Elective 3 Credit Hours	One course selected in consultation with and approval of the MSA advisor.
MSA Specialization 12 Credit Hours	Four courses completed in one of the seven approved specializations: Organizational Leadership; Health Services Administration; Long-Term Care Administration; Human Resource Management; Criminal Justice; Alcohol and Drug Studies; Interdisciplinary Studies. See below for description of approved specializations.

IV. Specializations

As noted above, in addition to the MSA core, students in the program complete four courses (12 credit hours) in one of the seven approved specializations: Organizational Leadership; Health Services Administration; Long-Term Care Administration; Human Resource Management; Criminal Justice; Addiction Studies; and Interdisciplinary Studies.

Organizational Leadership

The Organizational Leadership specialization is designed to enhance the leadership skills of administrators in a variety of organizational settings. Coursework provides an overview of contemporary theories on the practice of leadership, and aids the student in developing their own personal perspective on leading organizations in the role of administrator. This program values past work experience and benefits people from a variety of different backgrounds including health care, government, non-profit agencies, law enforcement, and social services.

- LDR 501 Advanced Leadership Theory and Practice (***Required***)
- POLS 724   Organization and Management
  Or
  EMPA 724   Organization and Management
- SPCM 585   Communication & Conflict Resolution
  Or
  EMPA 704   Facilitation and Conflict Management
- SPCM 587   Team Building & Group Decision Making
- TET 553   Personal & Organizational Change Management
  Or
  AHED 553   Personal & Organizational Change Management

- TET 760   Organizational Development
- TET 805   Leading Organizational Change
- BADM 761   Leadership Development
- MAIS 710   Ethical Leadership
- Advisor Approved Elective

Health Services Administration

The Health Services Administration specialization provides education in advanced health care systems, health planning and marketing, advanced health care management, and includes a health care practicum.

- HSAD 710   Contemporary Issues in Health Services Administration
- HSAD 740   International Health Systems
- HSAD 770   Managing Health Services Resources
- HSAD 594   Internship
  OR
  Advisor Approved Elective (3 cr. hrs)

Long-Term Care Administration

America is growing older and as a result, faces serious health care obstacles. We offer you the opportunity to be a part of the solution, with a career in long-term care administration. The Long-Term Care Administration specialization prepares you for a career that offers security, stability, high income, and most importantly, the satisfaction of helping others.

- HSAD 559   Health Services for Long-Term Care
- HSAD 560   Long-Term Care Administration
- HRM 560   Human Resource Management
  OR
  EMPA 723   Public Personnel Management
  OR
  POLS 723   Public Personnel Management
- HSAD 594   Internship (3 cr. hrs)
  OR
  Advisor Approved Specialization Elective (3 cr. hrs)

Criminal Justice

The Criminal Justice option provides education in criminal law, fundamentals of criminal procedures, police administration, and an in depth look at criminal justice policy studies.

- CJUS 525   Police Administration
- POLS 529   Courts & Judicial Politics
- CJUS 531   Criminal Law
- CJUS 533   Fundamentals of Criminal Procedures
- CJUS 542   National Security Policy
- Advisor Approved Elective

Human Resource Management

The Human Resources option provides education in supervision of personnel, leadership, and human resource management.

- COUN 705   Career Development for Human Resource Professionals
- POLS 723   Public Personnel Management
  Or
  EMPA 723   Public Personnel Management
- SPCM 575   Human Resource Training & Development
- SPCM 585   Communication & Conflict Resolution
  OR
  EMPA 704   Facilitation and Conflict Management
- SPCM 587   Team Building & Group Decision Making
- SPCM 744   Managing Cultural Diversity
- Advisor Approved Elective

Addiction Studies*

Alcohol and other drugs appear to affect every culture, facet and discipline in life. Theoretical knowledge regarding the nature, etiology, prevention, and treatment of alcohol and other drug issues provides a multidisciplinary approach for career opportunities. This program will develop critical thinking and problem solving skills through practical applications of knowledge gained.

- ACP 520   Comprehensive Substance Use & Addiction Education

- ACP 522L   Substance Use & Addiction Treatment Continuum
- ACP 524   Psychopharmacology of Addiction
- ACP 552   Addiction & Substance Use Counseling Theories
- ACP 700   Advanced Legal/Ethical Issues & The Addiction Profession

* 12 credit hours of ADS will apply toward specialization. 3 credit hours will apply to a core elective.

Interdisciplinary Studies

The Interdisciplinary Specialization is structured to allow students to craft an individual track suited to their specific needs. Students work with their advisor in designing a course load that fits their specific goals from courses available in their area of interest. Students must submit a proposal which describes the courses selected to satisfy the 12-hour requirement and indicates how this combination of courses assists them in achieving their educational goals and other objectives related to career and personal development. Selected coursework should be interdisciplinary in nature or come from different fields that integrate to represent a cohesive theme.

Two Specializations

Students can easily complete two specializations in the MS in Administration program. Complete 36 credit hours of required course work in one area of specialization and complete an additional 12 credit hours of specified course work in another area of specialization to obtain two specializations. The diploma and transcripts will indicate both specializations.

The Long Term Care Administration specialization and the Health Services Administration specialization share one three-credit hour course; consequently these two specializations may be obtained with merely nine additional credit hours.

The Organizational Leadership specialization and the Human Resource Management specialization share two three-credit hour courses; consequently these two specializations may be obtained with merely six additional credit hours. Please consult with your program advisor in regards to the specialization course work that may be applied to both specializations.

V. Transfer Credits

In some limited circumstances, a student may request to transfer up to 9 credit hours of well-matched coursework from accredited graduate programs in similar fields of study. However, each individual request must be approved by the Graduate Director and the Graduate Dean. This includes courses completed at USD prior to admission to the MSA program (e.g., courses completed while working on a graduate degree in the School of Law, the School of Business, or the School of Education). If the transfer credits are for elective courses, there must be a close fit with the student's specific program of study. The fit of requested transfer courses shall be considered in the context of the student's professional goals and academic interests.

Beyond the substantive fit of transfer course requests, transfer credits must be from a regionally accredited institution of higher education at the graduate level taken fewer than seven years prior to the date in which the student will complete the MSA program (per University policy – see USD Graduate Catalog). Transfer requests made to the Graduate Director must be accompanied by an official transcript (if one is not on file with the University) and should be accompanied by both the catalog description and course syllabus for the course the student is petitioning to transfer. The student must be in good standing in the institution from which the credit is being transferred and the grade for the petitioned course must be the equivalent of "B" or better.

The Graduate Director must recommend by letter to the Dean of the Graduate School, and by signature on the student's Program of Study form (see Appendix A.7) that such credit is to be used towards the student's program of study. The student initiates this request for transfer by consulting with the MSA Advisor, and then completing a Transfer Credit Approval form and submitting it, along with a cover letter and advisor's recommendation, to the Graduate Director (see Appendix A.11).

VI. Academic Integrity

Academic integrity is a core value for the University of South Dakota, the Graduate School, the College of Arts & Sciences, and the Department of Political Science. To that end, the faculty, students, and candidates in our graduate programs are expected to uphold the highest standards of academic integrity in all of their academic work. The absence of academic integrity among faculty or students would undermine the trust and mutual respect which is essential for maintaining the mission, integrity, reputation, and rigor of the program. Therefore, as a community of scholars, we embrace the highest standards of academic integrity in all aspects of our work. Failure to uphold these standards is cause for dismissal from the MSA program.

Plagiarism

Among other types of academic dishonesty, plagiarism is an issue which seriously threatens the integrity of academic programs. Webster's dictionary defines plagiarism as "the appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work." Essentially, plagiarism involves taking someone else's work and passing it off as your own. One particularly common form of plagiarism, but not the only form in the current age of electronic media, is so-called 'cut-and-paste' plagiarism. This usually involves copying and cutting the work of another author from a web site, and then pasting that work into a document which is later submitted as one's own work. In some instances, the work may be more or less modified from its original form, but such practices are always unacceptable in academic work. Students are strongly advised to never, under any circumstances, paste web content or other forms of electronic media not created by themselves into a document which they later intend to submit as their own academic work. Students found to have engaged in plagiarism – cut-and-paste or otherwise – are subject to dismissal from the MSA program.

University Academic Integrity Philosophy

The University of South Dakota's academic integrity philosophy is described in the USD Graduate Catalog as follows:

> *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.*

> *To this end, The University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement: We are committed to Honesty, Fairness, Trust, Respect, and taking Responsibility for our actions.*

VII. Academic Standing and Progress

All students in the MSA program are required to make satisfactory academic progress in order to remain in the program. In accordance with Graduate School policy, students who fail to

make satisfactory academic progress will be subject to academic probation and/or dismissal. In addition to the requirement of satisfactory academic progress, graduate students must maintain a cumulative GPA of 3.0 or higher in all coursework which they complete for their program of study. In other words, students must maintain a GPA of 3.0 or higher in the courses that they take for the MSA program, not simply their overall institutional cumulative GPA. For example, a student who has completed previous graduate coursework at USD prior to entering the MSA program might have an institutional cumulative GPA higher than 3.0 (which would include all of the graduate work they have completed at USD), but a cumulative GPA lower than 3.0 in their program of study for the MSA program. In instances such as these, the cumulative GPA in the student's program of study for the MSA program will be used to assess whether or not they have achieved satisfactory academic progress. In short, the grades that a student earns *while in the MSA program* will be used in making decisions about their academic progress and standing.

Grades of C, D, F or W

A grade of C at the graduate level indicates unsatisfactory academic performance, and can have the effect of pulling the student's cumulative GPA below 3.0. Therefore only two such grades of C may be applied to a student's MSA program of study. Grades of D and F, on the other hand, are considered unacceptable grades. The receipt of a grade of D or F in a graduate course indicates a serious deficiency in the academic performance of the student for the class in which the grade was received. Students who receive grades of D or F while in the MSA program are required to meet with their MSA Faculty Advisor to discuss the issues surrounding their poor academic performance, and to develop a strategy for addressing those issues. Students who earn more than one unacceptable grade in the MSA program – whether or not their cumulative GPA falls below a 3.0 – are subject to academic probation and dismissal (see below). Students who received three or more grades of W (withdrawal) in a twelve-month period will be reviewed for academic standing and may be placed on academic probation or subject to dismissal.

Academic Probation and Dismissal

According to Graduate School and MSA program policy, students are subject to academic probation and dismissal under any of the following conditions:

1. They have earned more than one unacceptable grade in their program of study, OR
2. They have a term GPA lower than 3.0, OR
3. They have a cumulative GPA below 3.0 in their program of study (see above)

In any of these instances, the program may take any one of the following actions:

1. Place the student on academic warning with a reminder that they must maintain satisfactory academic standing and progress (Likely when a student's cumulative GPA is still 3.0 or higher)
2. Place the student on academic probation with clear criteria for continued enrollment in the program (Likely when a student's cumulative GPA is below 3.0)
3. Dismiss the student from the program (Likely when the student has had a previous term on academic probation, but failed to meet the criteria established at that time for continued enrollment)

Academic Probation and Dismissal Process

The Graduate School has established the following academic probation and dismissal process for academic programs to follow in making decisions about a student's academic standing (from the 2020-2021 USD Graduate Catalog):

1. *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.*
2. *The Graduate School is copied on all student communication.*
3. *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 or Graduate School.*
4. *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.*
5. *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.*
6. *The reasons for dismissal include:*
   a. *Academic performance that does not meet the standards of the department and The Graduate School* [see above: Academic Probation and Dismissal]*, or*
   b. *Conduct in violation or unfavorable of the ethical or professional standards of the degree program or discipline involved* [see, for example, above: VI. Academic Integrity].

VIII. Student Rights

Right to Appeal Academic Decisions

Students have the right to appeal decisions relating to their academic standing and/or progress in their program of study. These decisions include – but are not necessarily limited to – the assignment of course grades and decisions relating to academic warning, probation, and dismissal. Academic appeals are handled through the Graduate Academic Appeal Policy (see Appendix A.2 & A.3) and/or the Student Code of Conduct Policy in the event of an allegation of misconduct (see Appendix A.4).

Freedom in Learning

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

Students with Disabilities

Students with disabilities are entitled to be reasonably accommodated in their academic pursuits, as well as in their access to university events, resources, and facilities. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of the Office of Disability Services, (North Complex Commons, room 116; (605) 658-3745) as early as possible in the semester.

Freedom from Discrimination

Students have a right to be free from discrimination, including all violations of rights guaranteed under federal, state, or local antidiscrimination laws and regulations. According to SD Board of Regents policy 1:18, this also includes the right to be free from discrimination that "includes any allegation, other than allegations constituting sexual harassment under BOR Policy 1:17, that, because of a person's sex, race, color, creed, religion, national origin, ancestry, citizenship, gender identity, transgender, sexual orientation, age, or disability, genetic information, veteran status or any other status that may become protected under law against discrimination, a person has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services, programs or activities, or with respect to

the participation in the activities of officially recognized organizations" (SDBOR 1:18, section 3). Furthermore, "persons who bring complaints of discrimination and persons who participate in the investigation and disposition of such complaints shall not be subject to harassment, interference, intimidation, or retaliation" (SDBOR 1:18, section 8).

Students who believe that they have been subjected to discrimination by any faculty or staff member of the university community should contact the USD Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students who believe that they have been subjected to discrimination by another student in the university community should contact the USD Director of Student Rights and Responsibilities at srr@usd.edu, and Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students may also discuss such concerns with a trusted faculty member, who will then take responsibility for referring the matter to the Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu for investigation. The full text of the SDBOR policy 1:18 outlining human rights complaint procedures can be found on the SD Board of Regents web page, and in the appendix of this handbook (see Appendix A.13). Further information regarding student rights and responsibilities is found in the Student Conduct Code, SDBOR policy 3:4, https://www.sdbor.edu/policy/documents/3-4.pdf .

Freedom from Sexual Harassment or Other Harassment

Students have a right to be free from harassment by any member of the University community, including harassment from faculty members, university administrators, staff, or other students. Whether it is sexual in nature – or directed at them as a result of their sex, race, color, creed, religion, national origin, ancestry, citizenship, gender identity, transgender, sexual orientation, age, or disability, genetic information, veteran status or any other status – harassment is strictly prohibited by SD Board of Regents and University policy. Allegations of harassment not constituting sexual harassment shall be handled pursuant to BOR Policy 1:18 and/or 3:4, as appropriate.

Under SDBOR policy 1:17, sexual harassment is *conduct on the basis of sex that satisfies one or more of the following:*
1. *An employee of an institutional conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or*
2. *Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that is effectively denies a person equal access to the institution's education program or activity; or*

3. *Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA), the definitions of which are set forth in BOR Policy 1:17.1.*

Unfortunately, many instances of sexual harassment go unreported. This increases the likelihood that such conduct will continue to exercise its harmful consequences on the individuals who are subjected to it, as well as the University community as a whole. Students who feel that they have been subjected to any harassment – sexual or otherwise – by a faculty or staff member of the university community are encouraged to report these instances to the University's Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students who believe that they have been subjected to harassment by another student in the university community should contact the Director of Student Rights and Responsibilities at srr@usd.edu, and Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu.   Students may also discuss such concerns with a trusted faculty member, who will then take responsibility for referring the matter to the Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu for investigation. Students can find the full text of SDBOR policy 1:17 outlining USD's sexual harassment policy, and SDBOR policy 1:18 outlining human rights complaint procedures, on the SD Board of Regents web page, and in the appendix of this handbook (see Appendix A.12 & A.13).

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, Room 205 - Slagle, Vermillion, SD 57069. Phone: 605-658-3665 E-Mail: equalopp@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, North Complex Commons 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 of South Dakota is committed to providing full and equal access for all persons with disabilities.

VIII. Graduate School Policies, Timelines, and Forms

All graduate students are responsible for familiarizing themselves with the various Graduate School policies and timelines found in the USD Graduate Catalog. These include course registration, withdrawal, and refund dates, as well as other policies that affect their status and progress in the program. Students may find the Graduate Catalog by going to the USD website homepage, searching "graduate catalog," and then selecting the search result which leads to this link: http://catalog.usd.edu/index.php. Once at the catalog homepage, select the 2020-2021 Graduate Catalog from the drop-down menu in the upper right-hand corner.

Additional resources can be found through the USD University Portal. From the USD website homepage, select the "myUSD." link found at the top of the page. Current students can log in to the portal with their USD username and password. The Graduate School page in the portal can be accessed by selecting "Graduate School" under the dropdown menu for the "Academics" tab at the top of the page, and then selecting "Graduate School Home" from the list of available options. The information found there includes important deadlines for submitting graduation paperwork, and various forms used by graduate students.

Students are strongly advised – both upon admission and periodically during their time in the program - to look through the policies, deadlines, information, and forms that are found at the Graduate School portal.

The appendix of this handbook includes links to some of the most commonly used forms available at the Graduate School portal. However, these links to forms are provided simply for quick reference and ease of access. The appendix is not necessarily meant to serve as a substitute for the forms and information found at the Graduate School portal. The program will

make every effort to update the appendix as changes occur, but where a discrepancy exists between forms and information found in the appendix of this handbook, and forms and information found at the official Graduate School portal, students should consider the Graduate School portal to be authoritative.

In addition to the forms and policies discussed in the various sections above, Appendix also includes links to several other forms and policies. This includes the Graduate Add/Drop Form (A.5). Also included is the Petition to Late Drop or Withdraw (A.10), to be used in those rare instances when a student has documented extenuating circumstances, that occur after the official deadline to drop or withdraw, which prevents them from successfully completing a course (as in the case, for example, of a medical emergency). Students who desire to apply for a Graduate Assistant position should submit their Graduate Assistantship Application to the Graduate School by February 15th of each year (A.9).

Furthermore, the appendix includes a link to the Application for Degree/Program of Study form (A.7) that students must submit to their Advisor and Graduate Program Director/Department Chair for signature by the established deadlines that are available in the myUSD.Portal at https://my.usd.edu/uPortal/p/graduate-school.ctf3/max/render.uP?tab=39482-graduate-school-form .

Finally, according to the Graduate Catalog 2020 – 2021, the Graduation Approval Form with the Committee Chairperson is to be submitted by the Graduate Program Director or Chairperson of the advisory committee until degree requirements are completed, at which time the student's committee members sign and submit the Graduation Approval form to the Graduate School.

X. Appendix

1. Graduate Student Responsibilities and Deadlines   2020 – 2021 (p. 22)

2. Academic Appeals by Students form

3. Academic Appeals SDBOR Policy 2:9

4. Student Code of Conduct SDBOR Policy 3:4

5. Graduate Add/Drop Form

6. Admission Deferment Request for Admitted Students

7. Application for Degree/Program of Study Form (required for graduation)

8. Graduation Approval Form - This form must be initiated by the department and submitted by the Chairperson (required for graduation)

9. Graduate Assistantship Application Form

10. Petition for Late Drop/Withdrawal

11. Approval Form for Graduate Credit Transfer - This form must be initiated by the student.

12. Sexual Harassment SDBOR Policy 1:17

13. Human Rights Complaint Procedures SDBOR Policy 1:18

Graduate Student Responsibilities and Deadlines 2020 – 2021

Graduate students must take responsibility to ensure that the following steps have been completed according to the deadline dates. Students should stay in close contact with his or her advisor throughout the program. Failure to fulfill any of the following requirements will delay conferring of the degree for which a student is a candidate.
For updated information on graduate student responsibilities and deadlines, please visit
https://my.usd.edu/uPortal/p/graduate-school.ctf3/max/render.uP?tab=79051-graduate-student-responsibilities

December 2020 Graduation

3/27/2020	Walk Early Form due to the Registrar's Office (subject to change)
4/15/2020	Final Program of Study/Application for Degree due in Graduate School Office (if this is already on file with the Graduate School, please disregard)
12/4/2020	Graduation Approval Form filed with the Graduate School Office
12/6/2020	Thesis/Dissertation submitted online to ProQuest
12/6/2020	Complete Survey of Earned Doctorates (Ph.D. students only)
5/8/2021	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.

May 2021 Graduation

10/15/2020	Final Program of Study/Application for Degree due in Graduate School
4/30/2021	Graduation Approval Form Filed with the Graduate School
4/30/2021	Thesis/Dissertation submitted online to ProQuest
4/30/2021	Complete Survey of Earned Doctorates (Ph.D. students only)
5/8/2021	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA

August 2021 Graduation

10/15/2020	Final Program of Study/Application for Degree due in Graduate School
3/21/2021	Walk Early Form due in Graduate School Office (subject to change)
4/30/2021	Graduation Approval Form filed with the Graduate School
4/30/2021	Thesis/Dissertation submitted online to ProQuest
4/30/2021	Complete Survey of Earned Doctorates (Ph.D. students only)
TBA	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.