Handbook for Graduate Students
Department of Computer Science and Engineering

November 2022

Change Notes with respect to August 2019 version:

1. **2022-11-16: following a vote by the departmental graduate faculty, the minimum time between proposal and defense for Ph.D. students has been changed from nine to six months.**
2. **2025-04-24: two non-substantive minor errors were corrected. The date of the document is left unchanged.**

This handbook is designed to provide University of South Carolina (USC) students information about graduate studies in the Department of Computer Science and Engineering (CSE). It includes details about the departmental academic procedures, degree requirements, other rules and regulations. Many details are also available on the CSE Graduate page: http://www.cse.sc.edu/graduate. Additional information about the University is available in the USC Graduate School website: http://www.gradschool.sc.edu/. More information about the CSE Department is available at the departmental website: http://www.cse.sc.edu.

1. THE DEPARTMENT

In October 1999, the University merged the Computer Engineering program with the Department of Computer Science to form the Department of Computer Science and Engineering. The faculty members have a wide variety of research interests as shown on the following web pages:

- Faculty profiles:
  https://sc.edu/study/colleges_schools/engineering_and_computing/study/computer_science_and_engineering/our_people/index.php.

- CSE research page:
  https://sc.edu/study/colleges_schools/engineering_and_computing/study/computer_science_and_engineering/our_research/index.php

The Department offers comprehensive programs leading to the Master of Science and Doctor of Philosophy degrees in Computer Science and in Computer Engineering. The department also offers a Certificate in Cyber Security Studies. The graduate programs provide a broad curriculum with many different areas of research.

1.1. Departmental Organization

The administrative officers of the Department are the Chair, the Associate Chair of Research, the Associate Chair of Academics, the Director of Graduate Studies, the Director of Undergraduate Studies, and the Office Manager. Faculty committees supervise various departmental functions. The Graduate Committee, headed by the Director of Graduate Studies, is responsible for all aspects of the graduate program; it reviews students' academic progress, evaluates student requests for Departmental financial support (e.g., teaching assistantships), approves all graduate curriculum development and revisions before sending them to the Department faculty, and serves as an initial body for hearing student petitions and grievances.

1.2. Department Personnel

Profiles of the Department's faculty and staff can be found at:
https://sc.edu/study/colleges_schools/engineering_and_computing/study/computer_science_and_engineering/our_people/index.php

A listing of the members of the Department's Graduate Committee can be found at: https://cse.sc.edu/graduate.

1.3. Calendar

Orientation: Each academic year - approximately one week before classes begin - the Department conducts an orientation program for graduate students. At this orientation the Graduate Director will provide an overview of the degree programs, the courses for the upcoming semester, and the Department's expectations of the students.

Preregistration: Each November and April the University holds preregistration for classes for the following semester. Students must be advised before they can register. Make an appointment (https://cse.sc.edu/graduate/advisement) with the Graduate Director in the weeks just prior to pre-registration and then register as soon as possible. Students receiving financial support from the department are required to pre-register during this pre-registration period.

Fee Payment Deadlines: Fees for the current year appear on the Bursar's website, http://sc.edu/bursar/fees.shtml. If fees are not paid by a certain date and time set by the University, then the student's enrollment will be cancelled and the student must repeat the registration process. The cancellation dates are listed in the Master Schedule of Classes. You should not register for more courses than you plan to take, as the university sets your bill based on the number of hours for which you are registered.

Drop/Add Deadlines: During the first week of classes students may use Self Service Carolina (https://my.sc.edu/) to rearrange their schedules. The schedule at the end of the first full week of classes becomes the schedule that will appear on the transcript. Until the last day to drop a course without a grade of "WF" being recorded, a class may be dropped without a penalty grade. The course will appear on the transcript with a grade of 'W'. When a student withdraws after the official drop/add deadline, a penalty grade of 'WF' is assigned. These dates are published by the Registrar at http://registrar.sc.edu/html/calendar and strictly enforced by the Graduate School.

Tuition and Fees: Tuition and fees for the current year appear on the Bursar's website, http://sc.edu/bursar/fees.shtml. The tuition for graduate assistants is reduced to the in-state rate and will usually be further supplemented by the department. The University requires that all graduate assistants take at least six graduate hours in order to receive an assistantship, unless the student has been approved for special enrollment status (Z status). There is also a technology fee for all full-time students.

2. THE GRADUATE PROGRAMS

- **Doctor of Philosophy in Computer Science**
  http://bulletin.sc.edu/preview_program.php?catoid=94&poid=6191&returnto=2725

- **Doctor of Philosophy in Computer Engineering**
  http://bulletin.sc.edu/preview_program.php?catoid=94&poid=6187&returnto=2725

- **Master of Science in Computer Science**
  http://bulletin.sc.edu/preview_program.php?catoid=94&poid=6186&returnto=2725

- **Master of Science in Computer Engineering**
  http://bulletin.sc.edu/preview_program.php?catoid=94&poid=6185&returnto=2725

- **Certificate of Cyber Security Studies**
  http://bulletin.sc.edu/preview_program.php?catoid=94&poid=6189&returnto=2725

2.1. Milestones for Masters Programs

The Department has a collection of milestone forms (https://cse.sc.edu/graduate/forms) that ensure students make steady progress towards completing their degrees. Copies of each form are available online.

Master's Degree Forms	Deadline
CSCE 1 Major Advisor*	During the semester the student will complete twelve graduate hours.
Program of Study	During the semester the student will complete twelve graduate hours.
CSCE 2 Thesis Committee*	Before thesis proposal scheduling form
CSCE 3 Scheduling Thesis Proposal*	One week before Proposal
CSCE 3A Thesis Proposal Approval*	60 days before scheduling the thesis defense
CSCE 4 Schedule Final Defense*	14 days before the defense
Comprehensive Exam (non-thesis)	Reading day during or before the semester intended to graduate

Only applies to M.S. students with thesis option.

M.S. Thesis Option: M.S. students may choose the thesis option or the non-thesis option. Students who choose the thesis option must defend the thesis in a public presentation. The M.S. thesis is a monograph, describing the student's research or project. The thesis is a significant original research paper of sufficient quality to be published in a refereed journal or be presented at one of the major Computer Science/Computer Engineering conferences. It is expected that

the work completed in a thesis of this nature could be developed into research that has suitable depth for a Ph.D. dissertation. The investment of time by both the thesis advisor and the student should be significant. Thus, students who are interested in preparation for doctoral study will be encouraged to write a thesis. In turn, to reflect the increased investment in time on the part of the student and advisor, the student is required to register for (6) additional thesis credits (CSCE 799), in lieu of additional courses that students pursuing the non-thesis degree option must take.

Thesis Advisor: By the end of the second semester in the program, a student is expected to have a thesis advisor and notify the Graduate Committee by submitting to the Graduate Director a CSCE 1 Major Advisor form (https://cse.sc.edu/graduate/forms).

Thesis Committee: A student may register for CSCE 799 only after completing the CSCE 1 Major Advisor form. Students in the M.S. program are recommended to register for 3 hours of CSCE 799 in each of two semesters. During the first semester, after a topic is selected and the area of the thesis is clearly defined, the student should form a thesis committee. The thesis committee should consist of at least three members of the graduate faculty including the thesis advisor. The thesis advisor and a majority of members must be from the CSE Department. The CSCE 2 Thesis Committee form should be completed at the time of the formation of the thesis committee.

Thesis Proposal: A proposal that outlines the scope of the M.S. thesis must be prepared in consultation with the advisor and thesis committee. An oral presentation of the proposal must be made to the thesis committee. The proposal presentation is open to the public and needs to be scheduled one week ahead by turning in a copy of the proposal and a CSCE 3 Scheduling Thesis Proposal form to the Graduate Coordinator.

After the committee agrees that the thesis proposed is acceptable, the committee members sign the CSCE 3A Thesis Proposal Approval form. This proposal is then filed in the student's folder maintained in the graduate office. It is the responsibility of the student to present a thesis proposal by the end of the first semester in which he/she is registered for CSCE 799.

Selecting a Date for the Thesis Defense: Copies of the final draft of the written thesis must be submitted to members of the thesis committee at least 2 weeks before the final defense. In addition, a copy of the thesis must be submitted to the Graduate Coordinator along with a written request on the CSCE 4 Schedule Final Defense form to set up a date for the thesis defense. The defense must be scheduled to start between 9:00 am and 5:00 pm on a day in which the University is in session. The date of the thesis defense will be set no earlier than two weeks after the date of the filing of the CSCE 4 Schedule Final Defense form. This is necessary to give the committee members and other members of the Department adequate time to read the final version of the thesis. The copy submitted to the Graduate Coordinator will be made available online for public reference. The CSCE 4 Schedule Final Defense form cannot be filed earlier than 60 days after the CSCE 3A Thesis Proposal Approval form is filed and must be filed at least two weeks before the scheduled defense date.

Thesis Defense: A final oral examination covering the thesis and relevant course work must be passed. A member of the thesis committee other than the thesis advisor will act as the examination chair. The examination chair is responsible for administering the final exam. After the oral exam has been conducted, the examination chair writes a report, which is approved and signed by all members of the student's committee. This report will contain a record of the exam and its outcome. In the event that corrections or changes of any kind to the written thesis are required, the report shall indicate in writing the method that will be adopted to complete the work. It is the responsibility of the examination chair to ensure that any changes stipulated in the report are made before notifying the Graduate Director that the student has completed his/her final examination successfully. After successful completion of the examination, the student must submit the approved thesis to the Graduate School. The student must make an appointment at least a week in advance to turn the thesis into the Graduate School.

2.2. Milestones for the Ph.D. program

Each doctoral student's main goals should be to engage in innovative research and to publish the research results in top-tier computing conferences and journals. The Department's expectation is for each doctoral student to be an author or co-author of at least one peer-reviewed publication per year (on average) beginning in the second year. Consistent with this expectation, it is not uncommon for dissertation advisors to require their doctoral students to publish at least three (3) papers before graduation.

The Department has a collection of milestone forms (https://cse.sc.edu/graduate/forms) that ensure students make steady progress towards completing their degrees.

Doctoral Milestones	Deadline
CSCE 1 Major Advisor	During the semester the student will complete twelve graduate hours.
Program of Study	During the semester the student will complete twelve graduate hours.
Qualifying Exam	First attempt during the semester after first full-year in program
CSCE 2 Dissertation Committee	At the completion of the qualifying exam
CSCE 3 Scheduling Dissertation Proposal	One week before Proposal
Comprehensive Exam including CSCE 3A Dissertation Proposal Approval	6 months before scheduling the dissertation defense
CSCE 4 Schedule Final Defense	14 days before the defense; final copy of dissertation to committee and department

Dissertation Advisor: By the end of the second semester in the program, a student is expected to have a dissertation advisor and notify the Graduate Committee by submitting to the Graduate Director a CSCE 1 Major Advisor form (https://cse.sc.edu/graduate/forms). Students may change dissertation advisors at any time by obtaining approval from the new advisor and

resubmitting the CSCE 1 Major Advisor form along with a written statement specifying the former advisors' approval of the proposed change.

Program of Study: By no later than the third semester in the program, a student is expected to file a program of study (http://gradschool.sc.edu/forms/Doctoralprogramofstudy.pdf) that is approved by the student's advisor, the Graduate Director, and the Dean of the Graduate School. A program of study is a list of courses that fulfill all the requirements for a degree. If conditions warrant a change the students may modify or replace their program of study by completing the following form: http://gradschool.sc.edu/forms/POSAform2018.pdf.

Ph.D. Qualifying Examination: Prior to admission to candidacy for the degree of Doctor of Philosophy, the student is required to pass a written qualifying exam. The first attempt must occur during the student's third semester in the program (i.e., the semester after the student's first full year in the Ph.D. program). The exam is given twice a year on a Saturday at the start of the fall and spring semesters. Therefore, a student entering in the fall would be expected to take the exam at the start of the fall semester of the second year. The CSE qualifying exam is in written format and consists of three sessions:

> Session 1: Architecture or Compilers
> Session 2: Algorithms or Theory
> Session 3: Research Area: A course related to the student's research area.

The exam will usually take a day. The first two sessions will be offered in the morning, separated by a short break. The third session will be offered in the afternoon after a lunch break. One month before the exam, students intending to take the qualifying exam must register and choose the courses for which they will prepare. The courses chosen must be approved by their advisor and the Graduate Director. Students will be allowed two attempts to pass this examination. If someone's research area is Architecture or Compilers or Reconfigurable Computing, they should take the exam on both 513 and 531 (one satisfying Session 1 and the other satisfying Session 3). Similarly those in Algorithms or Complexity Theory should take the exam in both 750 and 551. The examination is constructed and graded by the faculty as a whole. The final construction and approval is by the Qualifying Exam Committee, which also will make the final decision: (1) Full Pass, (2) Passed 0 or 1 of the three areas – must retake all three, and (3) Passed 2 areas – must only retake the one failed. All exam materials will be saved in the student's electronic file.

Dissertation Committee: At the successful completion of the qualifying exam (expected in the student's third semester in the program), each student must form a dissertation committee to supervise his/her progress towards successful completion of the Doctoral Program. By the end of his/her third semester in the program, each student will notify the Graduate Committee by submitting to the Graduate Director a <u>CSCE 2 Dissertation Committee</u> form. The committee will consist of no fewer than five (5) members – including one member from a department other than CSE. The dissertation advisor and the majority of the committee members must be from the CSE Department. The Graduate Director will appoint a CSE faculty member other than the dissertation advisor to serve as chair of the examining committee.

Comprehensive Examination: The Ph.D. comprehensive examination combines a written and an oral examination and seeks to discover whether the student has a sufficiently deep understanding of topics in the area of interest to carry out the proposed research.

- The written component includes the dissertation proposal that is prepared with the help and consent of the advisor. The dissertation proposal outlines the proposed dissertation research in some detail by specifying the problem addressed, the scope of the work, the types of resources required to complete the work, the methodology to be used, and the nature of expected results. A literature review in the topic of research is expected. The dissertation proposal must be prepared and distributed to the dissertation committee.   The committee may also examine the student on any other material it deems relevant.

- The oral component includes the dissertation proposal presentation which is open to the public. The presentation must be scheduled at least one week in advance by submitting to the Graduate Director a copy of the proposal along with a <u>CSCE 3 Scheduling Dissertation Proposal</u> form.

- After the dissertation proposal presentation, the committee will take one of the following actions by majority vote: (i) pass, (ii) fail, or (iii) deferred decision. A written record of the vote and the examination and answers will be filed in the student's electronic folder along with supplemental comments as desired.

  - When the committee makes a deferred decision, it will submit a detailed report stating the student's deficiencies and the prescribed course of action that will enable the student to make up these deficiencies. For example, additional course work or readings of relevant articles in the literature may be prescribed. The student will then have another chance to pass his/her written and/or oral comprehensive examination. A copy of the report is placed in the student's file, and one is submitted to the Graduate Committee.

  - When the committee makes a fail decision, the student will be asked to withdraw from the Ph.D. program. The distinction between the fail and deferred decisions are based on the committee's evaluation of the candidate's potential for completing the doctoral program.

  - When the committee makes a pass decision, all committee members will sign the <u>CSCE 3A Dissertation Proposal Approval</u> form, which is then filed in the student's folder and serves as the student's dissertation contract.

  - The student is expected to complete the Comprehensive Examination by the end of the student's fourth year in the program.

Completion of the Dissertation: When the candidate, dissertation advisor, and dissertation committee are satisfied that the research specified in the prospectus is complete, the candidate presents his/her work to the committee in the form of a manuscript. This manuscript must represent the student's original work; it must conform to the highest standards of accuracy, significance, methodology, and correctness of style in describing the original research. The date of the defense must be: (1) at least two weeks after the date the final copy of the manuscript and the CSCE 4 Schedule Final Defense form is submitted to the Department and Committee and (2) at least 6 months after the completion of the comprehensive exam.

Public Presentation of the Dissertation: The candidate will request that the Graduate Director approve the schedule for the final oral defense. In order to promote attendance by faculty and graduate students, the defense must be scheduled to start between 9:00 am and 5:00 pm during a day in which the university is in session. The Graduate Director will appoint an examination chair other than the dissertation advisor to supervise all details of the public defense. The examination chair is responsible for filing a Ph.D. Final Exam Approval form (written report) to the Graduate Director conveying formal approval of the defense, as well as any changes required to render the submitted manuscript acceptable. A copy of this report is placed in the permanent folder of the candidate. When all requirements are satisfied, the examination chair will notify the Graduate Director. After successful completion of the examination, the student must submit the approved dissertation to the Graduate School. The student must make an appointment at least a week in advance to submit the dissertation to the Graduate School.

3. ACADEMIC REGULATIONS

All graduate students are subject to the academic regulations of both the Graduate School and the Department. Departmental regulations are given in this section. The academic regulations of the Graduate School are outlined in the bulletin released by the Graduate School, and located at http://bulletin.sc.edu/. Students are urged to read the pertinent sections carefully.

Advisement: The university requires each graduate student to be advised prior to enrolling in courses each semester. This advisement hold will only be removed after the student consults the Graduate Director regarding their choices of courses. For more information about CSE Graduate Advisement please see: https://cse.sc.edu/graduate/advisement.

Residence Requirements: There is a residence requirement for all graduate students at the university.

- **Masters**: There is a residence requirement of at least two regular semesters (or the equivalent in summer sessions) for Masters students at the university.

- **PhD**: There is a residency requirement of at least three years of full-time graduate work or equivalent and at least 30 graduate hours after admission to the doctoral program. The doctoral residency requirement also stipulates that at least 18 hours must be completed within a span of three consecutive semesters. At least one year of the three must be spent on the Columbia Campus of the University of South Carolina;

Six to nine hours constitutes the normal graduate load in a regular semester. Graduate Assistants are considered fulltime if they are registered for 6 graduate hours. International students (non-assistants) are required to enroll for a full load to maintain F-1 visa status. Students can then seek the approval of Z-status through the Graduate School so that they are only required to take one credit hour each semester.

Transfer of Credit: Course work from other institutions may be transferred subject to the following conditions.

- **Masters**: A maximum of 12 semester credit hours of graduate level courses may be transferred from other institutions.

- **Ph.D.**: A maximum of 24 semester credit hours of non-thesis graduate course work may be transferred from other institutions towards satisfying the Ph.D. course requirements. At least 50% of the coursework on the program of study must be completed at the 700 level or above from the CSE Department – that is, at least 24 course hours numbered above 700 must be in CSCE courses at USC.

- A grade of B or better is required for each course submitted for transfer credit.

- The Graduate Director and the Dean of the Graduate School must approve transfer credits. Documentation in the form of the appropriate pages of university bulletins and official transcripts must be supplied.

- The normal time that transfer courses are approved is when the student files the program of study (i.e., in the second semester in the program).

- Transfer credit is allowed only for courses taken within the maximum allowed period prior to the expected date of completion of the program. Revalidation of transfer courses is not permitted.

Maintenance of Graduate Standing: Each student undergoes an annual review of academic progress by the student's advisor and the Graduate Committee. The following general guidelines are applicable to all students:

1. Full-time students are expected to be enrolled for at least 9 credits (6 credits for those with Graduate Assistantship) and no more than 12 credits in each semester.

2. The level of courses taken should be consistent with the stated degree program, as should the course content. The Graduate Director must approve courses outside the department for graduate credit.

3. Every graduate student must maintain an overall B average (3.00 on a 4.00 point scale). Failure to maintain a 3.00 for two consecutive semesters will result in suspension from the university. Please refer to the "Academic Suspension Policy" http://bulletin.sc.edu/content.php?catoid=97&navoid=2837#Academic_Suspension_Policy.

4. According to the "Academic Standard for Graduation" http://bulletin.sc.edu/content.php?catoid=97&navoid=2837#Academic_Standard_for_Graduation:

   For graduation, a student's cumulative GPA must be at least 3.0 on all graduate courses taken. Additionally, the student's average grade of all courses taken at the 700 level or above listed on the program of study must be at least 3.0 and all courses listed on the program of study must be at least 3.0.

Seminars and Colloquia: The department periodically arranges colloquium talks to be presented by distinguished visitors. Colloquia provide a valuable addition to the academic program and are an integral part of graduate study. Graduate students are encouraged to attend departmental seminars/colloquia.

Waiver of a Degree Requirement: A candidate may apply for waiver of a departmental requirement if there are justified extenuating circumstances. No waiver will be granted that violates general policies of the Graduate School. The student must submit to the Graduate

Committee a written petition substantiating both the necessity and justification for the requested waiver.

Application for Graduation: Students must be registered for at least one credit hour during the semester in which they complete their degree requirements. Application for a diploma must be made to the Graduate School early in the semester in which the degree is expected. The Graduate School enforces a set of deadlines associated with graduation including format check and final submission of theses and dissertations [(link to Doctoral Progress to Degree)](). Diplomas will not be awarded retroactively.

Maximum Period Allowed: A student must complete all degree requirements within a certain period after being admitted to the program as a regular student.

- **Masters**: Students have six (6) years from the date of admission into the program on a regular status to complete all requirements for the Masters Degree.
- **Ph.D.**: Students have ten (10) years from the date of admission into the program on a regular status to complete all requirements for the Ph.D. Degree.

If a student requires more than the maximum allowed period to complete the program, special arrangements will have to be made with the Department for revalidation of courses taken by the student more than the maximum allowed period prior to the date of graduation. If a course has changed substantially since the time that it was originally taken, then it might not be possible to attempt to revalidate it. Students desiring revalidation must first request in writing that the Graduate Director approves the proposed plan for revalidation. For more details on revalidation, please refer to the graduate bulletin published by the Graduate School. Transfer credits may not be revalidated.

Incomplete Policy and Procedures: A grade of Incomplete may be given to a student whose attendance and performance is otherwise satisfactory but who, for a good and valid reason, has failed to complete some small portion of the course work. The faculty member will establish a deadline by which the work must be completed. If it has not been completed by this date, the grade will automatically convert to the default grade that the professor established when assigning the Incomplete, if it has not already been changed.

The decision to give an incomplete is to be made prior to the end of the term and the incomplete form submitted to the department chair along with the grade reports. Attending the course in a subsequent semester is not an acceptable means to make up an incomplete. If the grade has not been completed by the end of one year, the "I" will automatically convert to an "F", (or whatever the instructor has assigned as the default grade).

Reasons for the incomplete should be fully explained. The following phrases are not sufficient by themselves: "unable to submit project on time", "other pressing business", "needed extra time", "personal problems", "another course interfered".

Use of Departmental Facilities: Smoking, eating, and drinking in laboratories and equipment rooms are prohibited. Smoking is prohibited throughout the university campus.

Students with laboratory access are expected to take their trust very seriously. They will not loan their key to any other person nor give out the combination of any lock to any other person. Those who breach security will be subjected to disciplinary action.

Academic Integrity: Fundamental to the principles of independent learning and professional growth is the requirement of honesty and integrity in the conduct of both academic and non-academic life. This standard applies to all academic work, including assignments, examinations, theses, projects, and dissertations. Cheating, plagiarism and other forms of intellectual dishonesty are considered serious offenses against the academic community. These offenses are summarized in the University Code of Student Academic Responsibility, which is included in the following section. In addition, students of the CSE Department are expected to know and follow the professional standards set forth in the ACM Code of Professional Conduct (Communications of the ACM, October 1990).

Possible penalties for a substantiated violation include, but are not limited to, the following: failing grade for the course, revocation of departmental financial support, expulsion from the Computer Science and Engineering program, and suspension from the University.

Code of Student Academic Responsibility: The following code is taken from the University Code of Student Academic Responsibility as it appears in the publication Carolina Community http://www.sa.sc.edu/carolinacommunity/.

Student Affairs Policy STAF 6.25
University of South Carolina Honor Code
http://www.sc.edu/policies/ppm/staf625.pdf

It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline.

General Provisions and Definitions
http://www.sc.edu/policies/ppm/staf625.pdf
The University of South Carolina Honor Code is the University's policy regarding incidents involving academic integrity. The Honor Code codifies the values espoused in the tenets of the Carolinian Creed.

This Honor Code applies to all students of the University of South Carolina Columbia.

A "Student" is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina are considered "students". A person shall also be considered a student when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation, placement testing, and residence hall check-in.

An "Instructor of Record" is defined as anybody responsible for the academic evaluation of work.

A "Dean" is defined as the Dean of a school or college offering the academic program in which the alleged violation occurred or his or her designee.
The "Assistant Vice Provost* for Academic Integrity" is defined as the Associate Vice President or any member of the Office of Academic Integrity designated by the Assistant Vice Provost.

A "College Committee" is defined as the group of faculty and students who hear cases of alleged violations of the Honor Code, and is composed of faculty members selected from a pool of faculty from the college where the alleged violation occurred designated by the Dean of the College and students from the College and/or the Carolina Student Judicial Council. Faculty members are appointed annually by the Dean, and student members are selected annually according to the guidelines set in the Constitution of the Carolina Student Judicial Council, or may be appointed by the Dean of the College.

The "University Committee of Academic Responsibility" shall consider appeals cases decided by the college academic responsibility committees when any party to the case formally appeals on grounds set forth in the University Academic Disciplinary Procedures. This committee shall perform any other functions provided for in the Academic Disciplinary Procedures. This committee consists of five faculty members, two undergraduate students, and two graduate students. (University of South Carolina Faculty Manual)

The "Office of Academic Integrity" is the office responsible for managing all administrative functions relating to complaints and allegations of Honor Code violations including investigations, making recommendations to the Dean, coordinating College Committee hearings, and convening the College Committee.

An "academic program" is defined as any graduate or undergraduate course, independent study or research for academic credit, laboratory, internship, externship, clinical program, practicum, field placement, or other form of study or work offered in furtherance of the academic mission of the University. Academic work includes any work performed or assigned to be performed in connection with any academic program.

This Honor Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that

violates this Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code:

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.
2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
4. Use of another person's work or ideas without proper acknowledgment of source.
5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).
6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
7. Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Whenever a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

Quoted from Carolina Community: This document is only published on the web http://www.sa.sc.edu/carolinacommunity/.

4. FINANCIAL AID

Types of Support: Several forms of financial aid are available to graduate students. The Graduate School and the College of Engineering and Computing award fellowships and the Department awards fellowships and assistantships (TAs and RAs). A graduate assistant should follow the graduate school requirements for Graduate Assistants. Students seeking student loans must make necessary arrangements with the Office of Financial Aid.

Your primary focus as a doctoral student should be on research. As such, you are strongly encouraged to seek funding as a part-time or full-time Research Assistant (RA) because such positions further develop your research skills and capabilities, often entail work that leads to dissertation research, and, importantly, advance the Department's research enterprise. If you are unable to attain an RA position, then you may request funding from the Department as a Teaching Assistant (TA). The number of TA positions is limited. For assigning TA positions, the Graduate Committee will evaluate the students on their academic performance based on information obtained during the advisement. However, if you have already received four years or more of full-time funding support from the Department through TA positions, then you will be expected to seek other funding sources (e.g., RAs, internships, other positions around the university).

Teaching Assistantships: For the 2019-2020 academic year, the stipend per semester for a full-time Teaching Assistant in Computer Science and Engineering is $8,000 or $9,250, depending on the duties assigned. The assistantship also includes a reduction in the tuition fee to the in-state rate and additional tuition supplements provided by the department. The workload of a full-time TA would be 20 hours per week. Duties include grading assignments, holding office hours for student consultation, and lecturing in laboratories under a faculty member's direction. Typically TAs assist a faculty member in teaching a large section of an elementary course.

Research Assistantships: A number of graduate students are supported as research assistants (RAs) by research grants and contracts. This may entail work that leads to their thesis research. Faculty members who currently have research grants/contracts choose research assistants.

Fellowships: There are different sources of funds for fellowships. Some depend upon general University appropriations. Others are derived from endowed funds given to the University by donors. A list of available fellowships can be found in the Graduate Bulletin. The Department currently has the Rothberg fellowship in Bioinformatics that provides $25,000 in support.

Curricula Practical Training: International students on F-1 visas can only work off campus as part of curricula practical training, which is a one semester directed readings course that is augmented by a job off campus. This job serves to enhance the directed readings course by providing real world experience. Frequently students do this over the summer, but they are not allowed to extend the training beyond one semester or beyond one summer.