

GRADUATE STUDENT HANDBOOK

THE GRADUATE SCHOOL OF THE COLLEGE OF
CHARLESTON



UPDATED JANUARY 5, 2009

WELCOME FROM THE DEAN

Dear New Student:

Welcome to the Graduate School of the College of Charleston! This handbook is designed to answer questions you may have about program requirements and regulations, Graduate School personnel and contact information, financial aid, student employment, as well as campus and community life.

Charleston, located in the heart of the South Carolina Lowcountry, is a fantastic place to undertake graduate study. Our seventeen master's degree and eight certificate programs take advantage of the unique opportunities provided by the people, institutions, and environment of the area and offer the specialized knowledge and training sought by professionals living and working in the region.

Because of the superb credentials of our faculty and relatively small size of our programs, graduate students enjoy close personal relationships with their mentors and have diverse opportunities for scholarly research and experiential learning. Please check our website frequently for announcements of grant, assistantship and internship opportunities. We look forward not only to your contributions to the intellectual life of our academic community in the next few years, but also to those future contributions you will make to the development of the city, state and world as alumnae/i.

We have a vibrant Graduate Student Association (GSA), distinct from the Undergraduate Student Government Association (SGA). We encourage you to become an active participant in the organization. The GSA will be working closely with the staff of the Graduate School to promote networking activities, sponsor workshops and lectures, and improve student well being.

If you cannot find the information you need using this handbook, please do not hesitate to contact the Graduate School Office - in person, by phone, or by e-mail. We have a wonderful staff who are eager to get to know you personally and to assist you in making your graduate experience at the College of Charleston an exciting and productive time of intellectual and personal growth. Please also take advantage of the information on our web-site (www.cofc.edu/gradschool) that is directly specific to new and current students. You may obtain a copy of our graduate catalog at the Graduate Studies Office in 310 Randolph Hall or you may access it on line.

On behalf of everyone in the Graduate School, I wish you the best in your upcoming studies.

Amy Thompson McCandless, Ph.D.
Dean of the Graduate School,
Associate Provost for Research, and
Professor of History

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A NOTE FROM THE PRESIDENT OF THE GRADUATE STUDENT ASSOCIATION

Fellow Graduate Students,

Welcome to another year at the College of Charleston, and for students just starting their graduate careers, welcome to excellent programs and an exquisite graduate community. It is my honor to serve as President of the Graduate Student Association (GSA) for the 2008-2009 academic year. The GSA was created just one year ago to serve as the preeminent student government of The Graduate School of the College of Charleston. Though still in its infancy, the GSA has had tremendous success and accomplishments the first year of its existence.

Last school year we held monthly senate meetings of the GSA where graduate students alone could come and voice their concerns, plan events, and represent their respective programs. In addition we have had successful social events, such as the GSA kickoff last fall, which brought together for the first time ever students from just about every graduate program to socialize and meet one another. We have also had events with MUSC and the Charleston School of Law allowing for important social and networking interactions among peers from our neighbor institutions. The GSA also participated in many fund-raising events, cosponsored interdisciplinary academic events, and established a solid graduate student presence on important school-wide committees. Like never before, a tangible graduate student community has emerged at College of Charleston.

There are three elements that form the core of the GSA in which we strive constantly to advance and maintain at the highest level. They are Scholarship, Service, and Community. Above all we are here to advocate for you the graduate student. With this purpose in mind, the best way to insure longevity and that our organization stays as robust in years to come as it is today is to gain your participation. I encourage each of you, whether a full-time or part-time graduate student, to get involved. Attend our monthly senate meetings the first Friday of each month, come to our various social events, and join in one or many of our initiatives to make life better for all of us here at The Graduate School of the College of Charleston. I thank you for your interest and look forward to working with you.

Sincerely,

Charles Kolo Rathburn
President
Graduate Student Association

A NOTE FROM YOUR SOCIAL ACTIVITIES AND STUDENT OUTREACH COMMITTEE CHAIR

Welcome new graduate students,

On behalf of the Graduate Student Association (GSA), I would like to inform you of a few things available to you throughout your time at the College of Charleston.

First the executive council board for 2008-09:

President: Kolo Rathburn; kolo_rathburn@hotmail.com
Vice President: Betsy Sutherland; sesuther@edisto.cofc.edu
Secretary: Meagan Cooper; macline9@yahoo.com
Treasurer: Quinn Stinchfield; quin23diann@gmail.com

Meetings will be the first Friday of the month at 5:45 pm on the 3rd Floor of the Lightsey Center on Calhoun. The first meeting will be February 6th.

If you would like to know about graduate student happenings, make sure you sign up for the list-serv. You will get a weekly email from the chair of the Social Activities and Student Outreach Committee informing you of upcoming events that are for the graduate student community.

To register for the list serve is simple. You can use whichever email server you prefer. Just send an email to LISTSERV@listserv.cofc.edu with no subject and the following in the body of the email:

subscribe GSAevents <your first name> <your last name> (hit the enter/return key)
(e.g. subscribe GSAevents Bryan Danson)

In addition to this, a Google group has been established with a calendar available. This will allow you to view upcoming events and to have the events of each particular program listed. Please go to http://groups.google.com/group/grad_student_events, to register, and/or view the calendar.

We are always open for new ideas for events, so please let someone on the committee know if you have one, or email the chair at bryan.danson@gmail.com. Or if you are interested in joining the committee, you do not have to be an elected member of the GSA, just attend the first GSA meeting, or again, email the chair.

Sincerely,

Bryan Danson
Social Activities and Student Outreach Committee Chair
bryan.danson@gmail.com

IMPORTANT DATES

Dates are subject to change. Refer to www.cofc.edu/gradschool for current dates. Dates you want to know but are not listed: when to register, when to submit your thesis, and when to submit your graduation application.

SPRING 2009

Jan 8 Graduate Student Orientation
Jan 12 Classes Begin
Jan 16 Last day for Drop/Add
Jan 19 Martin Luther King Holiday Observed – No Classes
Feb 23 Last day to withdraw with a W
Mar 1-7 Spring Break begins
Mar 16 Midterm Grades available
Apr 27 Last day to submit your Master's Thesis
Apr 27 Last day of spring classes
Apr 29 Final exams begin
May 6 Last day of exams
May 8 Spring 2009 Commencement
May 12 Final exam grades available

MAYMESTER 2009

May 12 Classes begin
May 19 Last day to withdraw with a W
May 25 Memorial Day Holiday – No Classes
May 27 Last day of classes
May 28 Final exams

MAY EVENING 2009

May 11 Classes begin
May 12 Drop/Add
May 25 Memorial Day Holiday – No Classes
May 29 Last day to withdraw with a W
June 18 Last day of T/R classes
June 22 Last day of M/W classes
June 23 Final exams for T/R classes
June 24 Final exams for M/W classes

SUMMER I DAY

June 2 Classes Begin; Drop/Add
June 12 Last day to withdraw with a W
June 30 Last day of Classes
July 1-2 Final Exams

SUMMER EVENING

June 29 Classes begin
June 30 Drop/Add
July 17 Last day to withdraw with a W
Aug 5 Last day of M/W classes
Aug 6 Last day of T/R classes
Aug 10 Final exams M/W classes
Aug 11 Final exams T/R classes

SUMMER II DAY

July 7 Classes begin; Drop/Add
July 17 Last day to withdraw with a W
Aug 4 Last day of classes
Aug 5-6 Final exams

FALL 2009

Aug 24 New student Convocation
Aug 25 Classes begin
Aug 31 Drop/Add
Oct 11 Fall Break begins
Oct 13 Fall Break ends
Oct 20 Midterm Grades available
Nov 25 Thanksgiving Holiday begins
Nov 28 Thanksgiving Holiday ends
Dec 7 Last day of classes
Dec 7 Last day to turn in Master's Thesis
Dec 9-16 Exams
Dec 19 December Commencement
Dec 22 Final grades available

THINGS YOU NEED TO DO

REGISTER FOR CLASS

To register for class, you will need to log into [CougarTrail](#). Your first time accessing CougarTrail, your UserID number will be your Social Security Number. Your PIN will be your 6-digit birth date (MMDDYY). The system will immediately prompt you to change your PIN to a 6-digit number other than your birth date. After doing so, you will need to log back in with your new PIN, and you will be provided with your Student User ID number. This number is what the college uses as an identifier; remember this number. You will not need to use your Social Security Number again after this point.

If you forgot your PIN, notify the Registrar's Office or the Graduate School **via your College of Charleston assigned email account**. PIN reset requests require your Social Security Number, birth date, and a list of your classes from the previous semester. This email should be addressed to either CTHelp-Stu@cofc.edu or gradstud@cofc.edu.

PAY TUITION & FEES

Student bills are available on the web at www.cougartrail.cofc.edu at all times. Electronic bills will be sent by eBill notification to the student's Edisto email address and to the email address of anyone established by the student as an authorized user.

All fees are due and payable in full before or on the due date shown on the first bill for the semester. Cancellation of a student's registration will occur if payment is not received timely. Registration and transcript holds are placed on all students with unpaid balances. Diplomas and transcripts are not issued until all college accounts have been paid in full.

GET YOUR COUGAR CARD

The Cougar Card is the official College of Charleston identification card. It is issued to all members of the campus community. The card is the key to campus events, facilities and services.

Please be prepared to present one of the following current, government issued forms of photo identification to obtain your first Cougar Card:

- Driver's License
- State issued ID card
- Passport
- Military ID

ACCESS YOUR EDISTO EMAIL ACCOUNT

Each new student receives an email account upon enrolling at College of Charleston. Prior to accessing your Edisto account for the first time, you will need to change your password by logging onto CougarTrail. At the top of the page, select “Locate your official CofC email address and set your Cougar Password.” Follow the steps from there. If you encounter any problems, contact Information Technology at 843.953.5569.

The Edisto email account is expected to be used to correspond with the campus faculty and staff. Check your email frequently for important details about classes, professor correspondence, financial aid information and campus events. You must use this email account to complete transactions with departments on campus.

ACCESSING THE CAMPUS WIRELESS NETWORK

The campus wireless network provides the College of Charleston community with secure wireless network access within the boundaries of the downtown campus. Follow the series of instructions provided by Information Technology online at <http://www.cofc.edu/it/network/whatyouneed.html>.

DOCUMENTS TO ACCESS IN THE FUTURE

At some point during your time at the college, you may need to complete a few documents. While we intend to overhaul our website, the current website for many of the forms is

<http://www.cofc.edu/gradschool/current/Forms.html>. These forms include:

- Change of Advisor within the School of Education
- Change of Major within the School of Education
- Continuous Enrollment Registration
- Graduate Catalog
- Graduate Assistantship Application
- Graduate Assistantship Application – Category B
- Graduate Scholars Award Application
- Health Insurance
- Independent Graduate Enrollment
- Permission to Audit a Course
- Register for Classes
- Register for Cross Registration
- Request Enrollment after Drop/Add
- Withdrawal from Course After Withdrawal Deadline
- Withdrawal from Program

As you draw near graduation, you will want to follow the checklists also found on our website

(<http://www.cofc.edu/gradschool/current/graduation.php>). Here is a sample checklist:

- Apply for graduation.
- Complete your degree check.
- Take the financial aid interview.
- Purchase Graduation Regalia.
- Bring all items with you to Graduation
- Check your regalia
- Purchase Graduation Announcements.

CONTACTS

CAREER CENTER :: 953.5692 :: CAREERCENTER@COFC.EDU :: WWW.COFC.EDU/~CAREER/
 Career Counseling and Testing Jobs on and off campus

CENTER FOR DISABILITY SERVICES :: 953.1431 :: SNAP@COFC.EDU :: WWW.COFC.EDU/~CDS/
 Learning Disabilities SNAP Services

CENTER FOR STUDENT LEARNING :: 953.5635 :: WWW.COFC.EDU/~CSL/
 Foreign Language Tutoring Tutoring & Professional Instruction
 Study Skills Writing lab

COUGAR CARD SVCS :: 953.1100 :: COUGARCARD@COFC.EDU :: COFC.EDU/AUXILIARYSERVICES/COUGAR/

COUNSELING AND SUBSTANCE ABUSE :: 953.5640 :: HTTP://WWW.COFC.EDU/~COUNSELING/

FINANCIAL AID :: 953.5540 :: FINANCIALAID@COFC.EDU :: WWW.COFC.EDU/FINAID/
 FAFSA Loans VA Educational Benefits

GRADUATE SCHOOL OFFICE :: 953.5614 :: GRADSTUD@COFC.EDU :: WWW.COFC.EDU/GRADSCHOOL

HUMAN RELATIONS :: 953.5580 :: DIAZV@COFC.EDU :: WWW.COFC.EDU/~HRMA/

INFORMATION TECHNOLOGY :: 953.5569 :: WWW.COFC.EDU/TECHNOLOGY
 IT Consultation and Assistance WebCT Network access
 Cougar Trail Email Electronic reserves Helpdesk

LEGAL RESIDENCY :: 953.7311 :: LEGALRESIDENCY.COFC.EDU/

OMBUDSPERSON :: 953.5580 :: OMBUDS@COFC.EDU :: WWW.COFC.EDU/~OMBUDS/

PARKING SERVICES :: 953.7834 :: PARKINGSERVICES@COFC.EDU :: WWW.COFC.EDU/~PARKING/

PUBLIC SAFETY :: 953.5609 (NON-EMERGENCY) :: 953.5611 (EMERGENCY :: WWW.COFC.EDU/PUBLICSAFETY/
 Lost & Found Late night campus escort service

REGISTRAR'S OFFICE :: 953.5668 :: REGISTRAR@COFC.EDU :: WWW.COFC.EDU/~REGISTER/
 Address Changes Grades & Transcripts Drop/Add

STUDENT AFFAIRS :: 953.5522 :: STUDENTAFFAIRS@COFC.EDU :: WWW.COFC.EDU/STUDENTAFFAIRS/
 Student Code of Conduct Honor Board/Code

STUDENT WELLNESS CENTER :: 953.55520 :: WWW.COFC.EDU/~STUHEALTH/
 Insurance Immunizations
 Health Forms Counseling and Psychological Services

TREASURER :: 953.5572 :: TREASURER@COFC.EDU :: HTTP://TREASURER.COFC.EDU/
 Graduation fee payment Tuition Refunds Transcript payment
 Payment plan - tuition Scholarship checks

STUDENT STATUS AND REGISTERING FOR COURSES

CONTINUOUS RESEARCH ENROLLMENT. Students nearing the end of their coursework for their degree and have enrolled in the maximum number of credit hours allowable for their thesis may utilize the continuous Research Enrollment course to maintain a suitable level of enrollment for their programs. The student must complete a Continuous Research Enrollment Registration form and obtain all required signatures.

COURSE CHANGES - DROP/ADD PERIOD. Using Cougar Trail, students may make course schedule changes during the official drop/add period

WITHDRAWAL. After the regular drop/add period at the beginning of each term, students may withdraw from courses through Cougar Trail. This withdrawal period results in differing refund rates. Students are encouraged to check the Graduate Calendar for specific dates.

If a student voluntarily withdraws from a course during the official withdrawal period, the grade of “W” is entered on the student’s record. This grade will not affect the student’s record, since the credit value of the course is not entered. After the official withdrawal deadline, students may withdraw from a course only with special permission of the Dean of the Graduate School and the professor. This permission is granted only if continued enrollment in the course would be detrimental to the student’s health or extenuating circumstances prevent the student’s continued enrollment. It is not granted to prevent course failure.

REGISTRATION HOLDS. Cougar Trail will not allow a student to register if there is a registration hold. The student should contact the appropriate office for resolution. The student may register once the hold has been removed.

COURSES YOU CANNOT REGISTER FOR VIA COUGAR TRAIL. A student may not enter for the following courses via Cougar Trail: Independent Study, Tutorial, variable credit courses, Master’s Thesis, and Continuous Enrollment. A student needs to contact the academic department or the Graduate School Office for the required paperwork and registration procedures. Cougar Trail prohibits scheduling courses with a time conflict. The system will tell you about the time conflict and you must select another course at another time.

PREREQUISITES. When a student attempts to register for a course the system will check the request against the student’s academic record. If the student has not satisfied the prerequisite, or if the student did not take the undergraduate prerequisite at the college of Charleston, the student will be unable to register for the course. In the case of an undergraduate prerequisite, the student must come to the GSO and complete a registration form so we may override them into the course.

FUNDING AND TUITION PAYMENTS

FINANCIAL AID & VETERANS ASSISTANCE

Office of Financial Aid & Veterans Affairs Lightsey Center 1st Floor
Phone: (843) 953-5540 Fax: (843) 953-7192
TTY Device for the Deaf: (843) 953-5484 www.cofc.edu/finaid/

Students enrolled in a degree granting program of study may be eligible for federal student loans. Detailed information about federal student aid programs may be found on the U. S. Department of Education website in the Student Guide publication at: studentaid.ed.gov/students/publications/student_guide/index.html. Paper applications are also available via 1-800-4-FED-AID.

The Free Application for Federal Student Aid (FAFSA) is the only application needed for a student to receive federal financial assistance at the College of Charleston. Students may apply online at www.fafsa.ed.gov.

ENTRANCE INTERVIEW

If you are borrowing federal student loans for the first time at the College of Charleston, you must complete the Entrance Interview for Borrowers requirement before your aid will be disbursed. Go to the Office of Financial Assistance & Veterans Affairs website at www.cofc.edu/finaid/, and click on Entrance/Exit Counseling located on the sidebar. You will see instructions for completing the Entrance Interview requirement.

PROMISSORY NOTES/STUDENT LOANS

First time borrowers at the College of Charleston must complete the Federal Direct Loan Electronic Master Promissory Note (E-MPN). The E-MPN Internet site at <http://dlenote.ed.gov> allows the student to complete and sign the E-MPN over the Internet. All entering students interested in the student loan program are required to complete an E-MPN. You will need your Federal PIN number in order to complete the E-MPN on-line. This is the same federal PIN number used to complete the FAFSA on line. Disbursement Loans for the academic year will be equally disbursed during the beginning of the fall and spring semesters. Loans for one semester will be disbursed in two equal payments during the semester awarded. Veterans Assistance

Veterans Benefits are available for eligible persons. Contact the Department of Veterans Affairs at 1-888-442-4551 or www.gibill.va.gov regarding eligibility requirements. Eligible VA students can meet with the College's Veterans Affairs Coordinator in the Office of Financial Assistance for information on using Veterans Benefits at the College of Charleston.

FEE DEADLINES

All fees are due and payable in full before or during the official registration period. Fees may be paid by Visa, Master Card, or Discover Card in person, or by check made out for the exact amount of charges. A payment plan is also available. Additional fees may be charged for specific courses and fees are subject to change. An on-line billing statement is available on Cougar Trail Terminal. Please contact the Office of the Treasurer by phone: 843-953-5572 or online <http://treasurer.cofc.edu> for complete information. **NOTE: IT IS IMPERATIVE THAT ALL DUE DATES ARE ABIDED BY. FAILURE TO PAY THE BALANCE DUE WILL LEAD TO CANCELLATION OF THE STUDENT'S SCHEDULE.**

WITHDRAWAL DATES & REFUND SCHEDULES

Please refer to the Graduate Calendar for specific dates, or contact the Treasurer's Office.

Fall & Spring Semesters:

Through the official drop/add period	100%
Through the first week after drop/add	90%
Through the second and third weeks following drop/add	50%
Through the fourth through seventh weeks following drop/add	25%

Maymester, May evening, Summer I day, Summer evening, Summer II day:

Through the official drop/add period	100%
Through the first day following drop/add	90%
Through the second and third days following drop/add	50%
Through the fourth through seventh days following drop/add	25%

ACADEMIC POLICIES

ACADEMIC DISMISSAL

Maintaining an adequate GPA is only one criterion for satisfactory academic progress. Students receiving three grades below the grade of “B” or one grade of “F” in their programs will be withdrawn from the Graduate School and will not be allowed to reapply to their programs or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year. NOTE: Administrative “Fs” will be reviewed before action is taken under this policy. Other criteria such as progress toward completing a thesis or requests for extensions of a program of study, etc., may be established by individual programs. Students who fail to meet the standards of their programs for satisfactory academic progress may be withdrawn from their programs.

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to provide students with greater access to and control over information contained in their educational records while at the same time prohibiting, in most circumstances, the release of any information (other than directory information) contained in those educational records without the expressed and written consent of the student. The law guarantees privacy of student records, open access by students to their records, restricted release of information to specified authorities or others only with written consent and procedures allowing students to challenge the contents of their records. Forms necessary for the release of information or restriction of directory information are provided by the Office of the Registrar. Each campus department may require a signed release specifying the type of information to be released and to whom. School officials may not disclose personally identifiable information about students, without written permission of the student, unless such action is covered in the exceptions permitted by the ACT. For the list of exceptions, please refer to FERPA on the website of the Office of the Registrar.

The Graduate School of the College of Charleston designates the following categories of student information as public, or “Director Information.” Name, local address, permanent address, telephone number, campus e-mail address, date and place of birth, dates of attendance, current enrollment, photographic images, past and present participation in officially recognized sports and activities, including fraternities and sororities, and physical attributes of athletic team members.

GRADES

Satisfactory Graduate GPA. Degree-seeking graduate students in The Graduate School of the College of Charleston are required to maintain a 3.0 grade point average in their graduate coursework. In addition, some students may have specified GPA’s for undergraduate coursework required by their graduate programs.

GPA Calculation. The GPA is calculated on the basis of all graduate coursework identified in a student’s program of study as well as any additional coursework that is acceptable to the degree program. College of Charleston coursework taken prior to acceptance into degree-seeking status will not be used in the calculation of the student’s GPA unless accepted as part of the student’s program of study.. Such coursework must be identified at the time the student is accepted into the program.

Decisions concerning an academic action such as probation, academic dismissal and graduation will be based on the courses and GPA as described above.

I Grades. The grade “I” indicates that: only a small part of the semester’s work remains to be done; the student is otherwise doing satisfactory work in the course; and that an extension of time is warranted to complete the work. An “I” grade also signifies an agreement has been established between professor and student as to the quantity of work remaining to be done, the deadlines established for its completion, and a schedule of meeting times. This agreement must be made in writing with a copy sent to the professor, student and program director. All work for completion of the course requirements must be submitted by the end of exams in the next major term (Fall or Spring). One additional extension may be granted to the student using the Course Requirement Completion Extension form with signatures of approval by both the professor and the Dean of Graduate Studies. If the student does not complete the work within the prescribed time period, the “I” is changed to an “F” and the student will be withdrawn from the Graduate School and will not be allowed to reapply to his or her program or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year. NOTE: Graduate School students in joint programs with The Citadel who receive a grade of “I” in a course taken at The Citadel have only one semester to complete the course before the “I” becomes an “F.”

Grade of XF. The grade of XF means failure due to academic dishonesty. If a student is found responsible for an act of “serious” academic dishonesty, the instructor for that course must assign an XF. The XF remains on the student’s official transcript for a minimum of 2 years. After 2 years, the student can petition the Honor Board for removal of the X. The F will remain.

W Grades. The Grade “W” is recorded if a student withdraws voluntarily from a course before the published date each semester. The “W” may not be awarded after this date except by special permission of the Graduate School Office, and only in those cases when continued enrollment in the course would be detrimental to the student’s health or has been made impossible by circumstances beyond the student’s control. Students wishing to withdraw after the regular withdrawal period must complete a special form in the Graduate School Office

LEGAL RESIDENCY

Under the law, resident status for fees and tuition purposes may be established by independent citizens, military/dependents, and certain aliens. There are also provisions applicable to resident classification of dependent persons. Physical presence in the state solely for education purposes does not constitute establishment of South Carolina residency for fees and tuition purposes. To submit a request for legal residency, forms and instructions are located on the Legal Residency web site.

PROBATION STANDARDS

Students at the Graduate School are expected to maintain a cumulative GPA of 3.0 on a scale of 4.0 in their programs. Degree seeking candidates whose GPAs fall below 3.0 will be placed on academic probation. Students on probation must raise their averages to a satisfactory level (3.0 or better) upon attempting three additional courses in their program, or within 1.5 academic years, whichever comes first. During the probationary period, students must also demonstrate they are making progress by maintaining or improving their GPA. Students whose averages remain below a 3.0 after attempting three additional courses, or within 1.5 academic years after being placed on probation, will be withdrawn from the Graduate School and will not be allowed to reapply to their

programs or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year.

GRADE	DEFINITION	GRADE POINT
A	SUPERIOR	4.0
B+	VERY GOOD	3.5
B	GOOD	3.0
C+	FAIR	2.5
C	ACCEPTABLE	3.0
F	FAILURE	0
I	INCOMPLETE	0
W	WITHDRAWAL	0
P	PASS	0
S	SATISFACTORY	0
U	UNSATISFACTORY	0
XF	FAILURE DUE TO ACADEMIC DISHONESTY	0

CODE OF CONDUCT

ADJUDICATION OF VIOLATIONS ON CAMPUS & WITHIN THE COMMUNITY

Students may be accountable to both outside authorities and the College for acts which constitute violations of law and of the Honor Code, Student Code of Conduct, Alcohol Policy, or Drug Policy. Disciplinary action at the College will normally proceed while criminal proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been reduced or dismissed. The College of Charleston Office of Student Affairs has jurisdiction over student conduct which occurs on College property or in connection with official College functions. In addition, the office has discretion to exercise jurisdiction over conduct which occurs off campus and which violate student conduct and discipline policies and regulations if the conduct occurred on campus when the alleged misconduct (1) indicates the student may be a threat to the safety or security of members of the College community or property; (2) disturbs the neighborhood; or (3) the alleged misconduct involves academic work or any records, documents or identifications with the College.

The Office of Student Affairs may choose to exercise jurisdiction over off-campus incidents where alleged misconduct involves rape, sexual assault, threats of violence against any person, stalking, sexual harassment, possession of weapons, manufacture, sale, or distribution of controlled substances, hate crimes, hazing, disorderly conduct, or conduct which would constitute felony, burglary, robbery, theft, damage to property, etc.

CLASSROOM CODE OF CONDUCT

While there are many informal situations where people have neither the desire nor the right to define how others ought to behave, a college classroom requires a higher level of courtesy than many people exercise in ordinary public spaces. Everyone in a classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the higher purpose of learning that should be paramount in a college classroom.

CIVIL CONDUCT IN THE COLLEGE CLASSROOM

- Do not cut classes, come in late or leave early. If you are late for class, enter in complete silence and do not walk between the class and the professor. Never leave during class unless you absolutely must. Leaving for a short break and then returning is not acceptable.
- Likewise, it is rude and unacceptable to talk with classmates while the professor or another student is talking.
- Eating or drinking are not acceptable during class.
- Wearing a hat that conceals your face is rude because the person who is addressing you cannot see you.
- Visible and noisy signs of restlessness are rude as well as disruptive to others. Do not begin packing your book bag or otherwise indicate that you think it is time for class to come to an end; wait for the professor to dismiss class. If the class period has ended but the professor has not finished and you cannot stay any longer, leave in complete silence.

- Come to class prepared to work. Bring writing materials and any other necessary instructional material with you, such as your textbook, workbook, computer disks, etc. Make necessary financial arrangements so that you can purchase all such material at the beginning of the semester. Your professor expects you to obtain all necessary material in order to succeed in the course. You are also expected to prepare for class by completing reading and homework assignments.
- Submit work and take tests on schedule. If you miss a test or fail to turn in work on time, you may not have the opportunity to make it up.
- The Honor Code prohibits lying, cheating, or stealing. This, of course, is the most basic and most important of all principles of civilized academic behavior.
- Turn off all cell phones, pagers, and other electronic devices when in class.

The New Graduate Student Handbook should be used in conjunction with the current College of Charleston Student Handbook: Guide to Civil and Honorable Behavior prepared by the Student Life Office. The handbook is located online at <http://www.cofc.edu/about/handbook.pdf>

In its most basic definition, the Honor System at the College of Charleston is a judicial system which governs both a student's civil behavior and academic integrity. Its purpose is "to promote and protect an atmosphere of trust and fairness" both inside and outside of the classroom (Student Handbook). With this in mind, it is beneficial to examine the Honor System, the Code of Conduct (a set of rules that governs a student's civil behavior) and the Honor Code (a set of rules that presides over a student's academic integrity). Under the Honor Code, students are expected to maintain academic integrity. This means that students are forbidden to engage in any behavior "that might give one student an unfair [academic] advantage over another" (College of Charleston Student Handbook).

Under the Code of Conduct, students are expected to act civilly at all times. Essentially, this means that students are forbidden to engage in any behavior that might adversely affect either oneself or others. The Code of Conduct can be applied to off campus incidents as well.

STUDENT SERVICES

Unless otherwise noted, all office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.

ATHLETICS

F. Mitchell Johnson Physical Education Center
30 George Street
Phone: 843.953.5556
Fax: 843.953.8296
<http://cougars.cofc.edu>

CAMPUS RECREATION SERVICES

The Campus Recreation Services (CRS) program is designed to provide a variety of activities that contribute to the overall health and well-being of the College community. The F. Mitchell Johnson Physical Education Center and the Willard Silcox Physical Education and Health Center serve as the two primary locations on campus for students to meet all recreational needs. Soccer, baseball and softball fields are located at the 35-acre outdoor sports complex located at Patriot's Point in Mt. Pleasant. The College's sailing team operates out of the Sailing Center at Patriots point. Visit the athletic department's homepage for a listing of intramural sports clubs offered.

ATTORNEY ASSISTANCE PROGRAM

Phone: (843) 953-5703
www.cofc.edu/studentaffairs/AtrnyAstPrgrm/

Attorneys who are available to work with students involved with more serious felony/violent crimes can be identified through contact with our Crisis Assistance Response and Education (C.A.R.E.) Program. For further information regarding this particular assistance, please schedule an appointment with a C.A.R.E. representative at 843-953-5522 during normal working hours.

BOOKSTORE

160 Calhoun Street
cofc.bkstr.com
953.5518

Textbook Reservations: You may order your textbooks online at www.cofc.bkstr.com and have your books held at the store for pickup or shipped right to your doorstep. This program offers you the best chance of getting used textbooks.

General Books: To supplement your required texts, our general book department stocks study aids, dictionaries, and foreign language books. To help you prepare for your future, we also carry test preparation manuals and career and graduate school guides. We have an in-depth selection of books by College of Charleston faculty, as

well as books of local interest. In addition to many fiction and nonfiction titles, we offer best sellers at 30% off every day!

Special Orders: We take special order requests every day. Many books are available from our distributors within 2-4 business days and most non-rush orders include free shipping!

Forms of Payment: Students may pay for their purchases with cash, check, Visa, Master Card, American Express, Discover, or the Cougar Card (the College's pre-paid debit card). In addition, students with financial aid, grants or scholarships who have aid in excess of their tuition/fee charges, may charge their books and/or supplies to their account BEFORE excess aid checks are processed for the semester.

CARTA (CHARLESTON AREA REGIONAL TRANSPORT AUTHORITY)

<http://www.ridecarta.com/home/default.aspx>

724.7240

CARTA is Charleston's public transportation services. All College of Charleston students have free access to all CARTA routes. To get your CARTA pass, take your Student ID to Cougar Card Services.

COUGAR CARD SERVICES

<http://www.cofc.edu/auxiliaryservices/cougar/>

80 St Philip Street – Storefront

953.1100

The Cougar Card is your official College of Charleston identification card. You will use it on campus to identify yourself as a student. Your first card is free of charge. Replacement cards are provided for a fee of \$10. With your Cougar Card, you may check out books in the library, access your meal plan, have access to recreational sports facilities, and make purchases without having to carry cash. Other features of the Cougar Card include a discretionary spending account, a vending stripe, a calling card, and free transportation on CARTA, Charleston's public transportation system.

DISCRETIONARY ACCOUNT

The discretionary account is a pre-paid, declining balance account that is accessed with your Cougar Card, and can be used to make purchases in the bookstore, all food service locations and Cougar Card Services. To activate the account, payment must be made at the Treasurer's Office and an activation form must be completed in the Cougar Card Services. Discretionary funds transfer from one semester to the next, and from one year to the next. The College of Charleston is prohibited by law from performing banking services, and therefore cannot refund discretionary funds to students who are still enrolled in school. Discretionary account balances greater than \$10 will be refunded upon request to students who graduate, take a leave of absence, or withdraw from the College. Refunds must be requested in the Office of Cougar Card Services, and are subject to a fourteen (14) day processing period. Unclaimed discretionary account balances that are inactive for eighteen (18) months or longer will be reclaimed.

VENDING STRIPE

Your Cougar Card features a vending stripe that allows you to use the card in place of cash in many drink machines, laundry machines and copiers located on campus. Your vending stripe can be activated by a transfer of discretionary funds at the card-value-center (CVC) located on the first floor of the library. The CVC allows

discretionary transfers in \$1 increments with a \$20 maximum. Cash additions to the vending stripe of up to \$20 may be made at CVC's located in the library, Education Center or Berry Residence Hall. Funds placed on the vending stripe are nonrefundable and non-transferable if the card is lost, damaged or stolen.

CALLING CARD

The College of Charleston and SPIRIT TELECOM have teamed up to bring low-cost long distance services to students. To activate your calling card, call the customer service number listed on the back of your Cougar Card. For additional information, please call Telephone Services at 843-953-5595.

COUNSELING & SUBSTANCE ABUSE PREVENTION SERVICES

<http://www.cofc.edu/~counseling/>

Phone: (843) 953-5640

Counseling Services is accredited by the International Association of Counseling Services. The staff consists of well qualified mental health professionals and advanced graduate student interns with backgrounds in counseling, social work, and psychology. The counselors are all licensed in their respective fields.

Counseling and Substance Abuse Prevention Services hours: Monday-Thursday, 8:30 a.m.–6:00 p.m. (5:00 on Friday). Walk-in hours are 12:30-5:30 p.m. (3:30 Friday). For after-hours emergencies, contact Public Safety (843-953-5611) and they will page the on-call counselor.

CRISIS ASSISTANCE RESPONSE AND EDUCATION PROGRAM (CARE)

<http://www.cofc.edu/~care/>

67 George Street
953.3390

The C.A.R.E. program is staffed by two state-certified advocates who work with any currently enrolled student who is victimized by violent or potentially violent crime no matter where the incident had occurred, either on or off campus.

C.A.R.E.'s one-stop-shopping approach offers critical information relevant to all aspects of reporting and working within the law enforcement/criminal justice system. In addition, it provides direct intervention services whether the individual chooses to report or not. C.A.R.E. collaborates with other jurisdictions providing a comprehensive approach to safety and resource channeling and ongoing long-term contact to address the diverse needs that may arise.

Non-emergency assistance (the incident occurred days, a week, a month ago or requests for information) may be arranged by calling 843-953-5522 during normal business hours. Please ask to speak with a C.A.R.E. representative. Emergency C.A.R.E. response team intervention for an incident that has just happened is available by contacting the Emergency Pager at 724-3600. A C.A.R.E. team representative will return your call as soon as possible.

DINING SERVICES

Campus dining services is committed to providing delicious food served in comfortable, inviting locations. Students have many options for meals and snacks to meet any dietary requirement. Campus dining locations are open from early morning through late night so the hours are very convenient for the busy student.

MEAL PLANS

There is a wide variety of meal plans to meet every lifestyle. A meal plan includes a specific number of meals per week or semester, Dining Dollars, or a combination of the two. Dining Dollars provide extra money on your meal card and can be used at any of the campus dining locations. They are valued dollar-for-dollar, and food items purchased on campus with dining dollars are sales tax exempt. Dining Dollars may be added to meal plans or bought as a stand-alone plan. Please go to Campus Dining website <http://www.campusdish.com/en-US/CSSE/Charleston/MealPlans/> for more information.

DINING LOCATIONS

Craig Cafe (St. Philip & George Streets)

Hungry Cougar (St. Philip & Calhoun Streets)

Stern Center Food Court (George and Coming Streets)

Einstein Brothers Bagels (St. Philip & Vanderhorst Streets)

DISABILITY SERVICES

<http://www.cofc.edu/~cdis/>

Lightsey Center - room 104

953.1434

The Center for Disability Services is committed to meeting the needs of students with documented disabilities. Upon admission, students whose disabilities would require accommodation are urged to apply for service before the semester begins. Contact the Center for Disability Services for application information. Services provided will vary depending upon the type of disability and the documentation provided.

Services available include:

- Referrals to independent licensed testing and evaluating clinics
- Special advising and registration
- Weekly assistance in time management
- Communication with instructors to heighten their awareness of individual student needs
- Secure or produce print materials in alternate formats (RFB&D, electronic text, Braille, etc.)
- Assistive technology (i.e., Wynn Reader, Zoomtext, JAWS)
- Alternate testing site
- Workshops and seminars in disability-related areas for students, faculty, and staff
- Alternative courses to the math/logic and foreign language requirement if the need is confirmed by medical documentation or psycho-educational assessment

FINANCIAL AID

<http://www.cofc.edu/finaid>

Lightsey Center - First Floor
953.5540

The College of Charleston recognizes that a college education is a major expense in most family budgets. It is important to know that there are many federal, state, local and institutional sources available to help students meet those expenses. The Office of Financial Assistance and Veterans Affairs administers [scholarships](#), [grants](#), [loans](#), [work study](#), and [Veterans](#) benefits.

HEALTH SERVICES

<http://cofc.edu/~stuhealth/>

181 Calhoun Street
953.5520

Student Health Services (SHS) provides primary care to registered students. The SHS is staffed by Board-Certified Physicians, Nurse Practitioners and Registered Nurses who are experienced and dedicated to providing quality health care.

Clinic hours are 8:30 am -7:00 pm Monday thru Thursday & 8:30 am - 5:00 pm on Friday. Summer hours are 8:30 am - 5:00 pm Monday thru Friday. Appointments can be arranged by calling the SHS or by stopping by the clinic. In case of an emergency after hours or on weekends, students may call Public Safety (953.5611) for transportation to area hospitals.

Visits to the SHS are included in tuition. Students are responsible for fees for referrals, laboratory tests and prescriptions. SHS does not have x-ray facilities or a pharmacy. A number of pharmacies are located within walking distance of the campus. Students who are in Charleston during the summer who are not taking classes can continue to be seen at the clinic by paying a summer fee.

Students are required to have adequate health insurance that will cover hospitalization, emergency room visits, specialty care and diagnostic tests. The College does sponsor a basic health insurance policy; additional information may be found at www.studentinsurance.com. All students are required to complete a health form and show proof of immunization. Health Forms are sent with admission information. If you did not receive a form please contact SHS and one will be mailed to you. Physical exams are not required. Care at the SHS is completely confidential; students must sign a written release prior to the disclosure of medical information. Please call SHS for additional information.

HUMAN RELATIONS

www.cofc.edu/~hrma/

3rd Floor of Randolph Hall
953.5580

diazv@cofc.edu

Office of Human Relations and Minority Affairs at the College of Charleston addresses the educational and employment needs of individuals and groups who occupy minority status at the College and assures complete access to the College for women, minorities, and the disabled. This effort is in compliance with all federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 as amended, the Americans with Disabilities Act, and all other pertinent laws as they pertain to access and equity.

As a resource for the special concerns of women, minorities, and the disabled, the Office of Human Relations and Minority Affairs identifies problem areas, recommends remedial or supportive activities to persons in authority, and supports programs of interest to this constituency in the College community and on the local, state, and national levels.

In order to establish equal opportunity for all persons, the Office of Human Relations and Minority Affairs ensures immediate response to complaints of discrimination based on sex, race, religion, national origin, creed, disability, and age by students, employees, and/or applicants for employment and admission. The director for the Office of Human Relations and Minority Affairs is responsible for coordinating the grievance procedures under the Affirmative Action Program and federal equal opportunity guidelines.

INFORMATION TECHNOLOGY

www.cofc.edu/it/

953.5457

Information Technology supports faculty, staff and students' technology needs at College of Charleston. This department can assist you with:

- New Computer Installs and Upgrades
- Troubleshooting Hardware
- Installing, troubleshooting, and upgrading software
- Software Maintenance (applying patches, etc.)
- Computer Moves
- Data Transfers
- Network Access and Troubleshooting
- Password Resets
- Hardware/Software Consultation
- Email/Calendaring
- Internet Access
- VPN/Dialup Support
- Wireless support
- Telephone Service Moves and Requests
- Training
- Technology Orientation

OFFICE OF INTERCULTURAL PROGRAMS

<http://www.cofc.edu/~oip/>

Robert Scott Small Library

The Office of Intercultural Programs coordinates the campus-wide plan for the retention of African American and other minority students. A network of programs and services is designed to enhance and support all facets of student life and academic success.

LIBRARIES

Addlestone Library

20 Calhoun Street

Phone: (843) 953-5530

www.cofc.edu/~library/

MARLENE & NATHAN ADDLESTONE LIBRARY

Houses the main collections of the College and includes more than a half million volume equivalents and more than 3,500 periodicals and journal subscriptions. The library is a depository for government publications. Library rules are liberal with open-stack privileges. For more information, visit the library website.

Services include:

- Open more than 100 hours per week
- Extensive book and serial collection with open-stack browsing privileges
- Online web catalog, research guides, and indexing/abstracting and full text databases
- Skilled librarians to provide assistance in the use of the library
- Internet access to all students
- Reserve department for materials “on reserve” for specific course assignments
- Electronics reserve service for selected courses
- Rare books including double-elephant Audubon folios
- Computer lab in the basement & laptop check-out service
- Interlibrary loan service for free delivery of books
- Classes on the latest information technology

THE COOPERATIVE MARINE RESOURCES LIBRARY AT FORT JOHNSON

The cooperative Marine Resources Library at Fort Johnson consists of the combined marine science holdings of the College of Charleston/University of Charleston, S.C., the South Carolina Department of Natural Resources, and the

NOAA/NOS/CCEHBR Charleston Laboratory. The collections consist of over 24,000 volumes, 370 current periodical subscriptions, and thousands of reprint articles dealing with oceanography, fishes and fisheries, marine invertebrates, estuarine and marine ecology, water quality, coastal zone management, and other fields in the marine sciences. Call (843) 953-9370 for more information.

THE AVERY RESEARCH CENTER FOR AFRICAN AMERICAN HISTORY AND CULTURE

Located at 125 Bull Street is an archive and small museum that documents, preserves, and makes public the unique historical and cultural heritage of South Carolina Lowcountry African Americans. A non-circulating research library is open to the general public. For more information you may call (843) 953-7609.

THE JOHN RIVERS COMMUNICATION MUSEUM

Located at 58 George Street, the John Rivers Communication Museum displays instruments influential in the history of communication. Its collection includes telegraphs, magic lanterns, radios, televisions, and phonographs, as well as documentary videos on communication history and a variety of other topics. The museum offers evening film and discussion series that complement the College's academic curricula. Group tours are available by appointment. All events and tours are free to the public. Call (843) 953-5810 for more information.

OMBUDSPERSON

www.cofc.edu/~ombuds/
3rd Floor of Randolph Hall
953.5580
diazv@cofc.edu

The Ombuds Officer have the authority to investigate complaints, to mediate or negotiate settlements to disputes, to bring issues to the attention of those with authority to address concerns, to expedite administrative processes, and to make recommendations for change in policy, procedure, and/or practice when appropriate. The Ombudsperson does not have authority to take disciplinary action, reverse decisions, or circumvent existing College rules, policies, and procedures. The Ombudsperson supplements, but does not replace existing College policies and procedures for redress of grievances. The Ombuds office does make recommendations for change to those with the authority to implement them.

The recommendations are based on investigation of issues and perceived trends. The office does not keep records of specific complaints or problems, but do keep track of general statistical patterns and bring concerns to the attention to those with the authority to make institutional improvements. The data collected does not include details that could identify an individual's confidential information.

PARKING SERVICES

<http://www.cofc.edu/~parking/>
80 St. Philip Street - Store Front
953.7834

Parking is very limited in the downtown Charleston area. A listing of alternative parking spaces leased to students in the downtown area is available in the Parking Services office and on the Parking Services web page. Parking spaces are assigned and paid for one semester in advance. Students may visit Parking Services to purchase a

permit/garage card for an available lot or garage beginning the second day of classes if they missed the application deadline. Students who do not have a College of Charleston parking permit may also utilize the St. Philip Street Garage or the Wentworth Street garage for an hourly fee.

PUBLIC SAFETY

<http://www.cofc.edu/publicsafety/>

81-B St. Philip Street

953.5611 emergency 953.5609 non-emergency

Law enforcement responsibilities for the College of Charleston are handled by the Department of Public Safety. Officers are on duty 24 hours a day, 7 days a week to serve and safeguard the campus community. Officers monitor the flow of traffic, enforce parking regulations, and patrol the grounds and buildings.

OFFICE OF RESEARCH AND GRANTS ADMINISTRATION (ORGA)

www.orga.cofc.edu

407-G BellSouth Building

953.5885

The Office of Research and Grants Administration (ORGA) at the College of Charleston promotes externally funded research, training, and demonstration projects. ORGA is a central source of information on major government agencies, foundations, and corporations which support research and scholarship. The staff provide assistance to faculty members, administrators, and students from conceptual development and planning through implementation and management of funded projects. Assistance is provided in identifying potential extramural funding sources; developing proposal narratives and budgets; completing standardized application forms; assuring compliance with all applicable federal and state regulations; negotiating grant awards and contracts; and administering funded projects. ORGA provides administrative services for both the Institutional Animal Care & Use Committee (IACUC) and for the Institutional Review Board (IRB). ORGA also hosts the annual Responsible Conduct of Research (RCR) workshops.

STUDENT LEARNING CENTER

<http://www.cofc.edu/~csl/>

Addlestone Library - 1st Floor

953.5635

The Center for Student Learning provides free academic assistance to all students at the College of Charleston. Our services include:

Accounting lab

Math Lab

Standardized test prep

Foreign languages tutoring lab

Supplemental instruction

Study skills lab

IT fluency lab

Speaking lab

Writing lab

TREASURER'S OFFICE

<http://treasurer.cofc.edu/>

170 Calhoun Street
953.5572

The Treasurer's Office handles the processing of billing and payments. Tuition and fees for the academic year are posted on the Treasurer's Office website. The College of Charleston is a state-supported institution whose tuition and fees are based upon appropriations granted by the South Carolina General Assembly. Accordingly, the fees charged by the College will be directly affected by the action of the legislature, and are therefore subject to change without notice.

EBills are issued only to the student's Edisto email account and Authorized Users as set up by the student. For further information, please see www.treasurer.cofc.edu. CofC also has a firm policy of cancellations of registration for non-payment. Please be sure to check your emails and view your eBills regularly for payment and billing information.

THINGS TO DO BEFORE YOU GRADUATE

RESPONSIBLE CONDUCT OF RESEARCH WORKSHOPS

Recognizing that responsible conduct of research is essential for promoting public trust in research and in the College, programs and materials that will increase the knowledge of and facilitate the practice of responsible research will be made available to the College community. Graduate students are strongly encouraged to attend one workshop prior to graduating. Following the Office of Research Integrity's recommended instructional areas, the following topics will be covered:

Data Acquisition, Management, Sharing and Ownership – proper and ethical collection, representation, and retention of data; communicating clearly, honestly, and respectfully with all members of the research community.

Conflicts of Interest and Commitment - appropriately disclosing any relationships, financial or personal, that might be perceived to compromise one's scholarly judgment

Publication Practices and Responsible Authorship - appropriate credit and acknowledgments, citations, co-authorship, description of methods, representing accurately and honestly the actual observations and findings in whatever medium they are presented; using statistics and other methods of data analysis and evaluation in an appropriate and responsible manner

Mentor/Trainee Responsibilities - facilitating the training and development of students and other junior members of the community, insuring that they have the opportunity to achieve their full potential; demonstrating respect, protecting their rights and welfare, and fulfilling the spirit and intent of requirements of all applicable laws, regulations, policies, and guidelines

Peer Review - treating all members of the research community with impartiality, respect and fairness, disclosing real or perceived conflicts of interest, and maintaining confidentiality

Collaborative Research - facilitating the exchange of knowledge among researchers at all levels of experience by encouraging a climate of intellectual collaboration and trust; communicating clearly

Research with Human Participants -demonstrating respect for all people engaged in research as participants by protecting their rights and welfare and fulfilling the spirit and intent of requirements of all applicable laws, regulations, policies, and guidelines

Research with Animal Subjects - treating animals used in research and instruction with attention to their welfare and in compliance with all applicable laboratory animal care laws, regulations, policies, and guidelines

Research Misconduct - understanding consequences of fabrication, falsification, and plagiarism and responsibilities and protections for reporting

Fiscal Responsibility and Stewardship of Resources - demonstrating stewardship of resources by appropriate use of research funds, care and maintenance of equipment and other research materials, and compliance with all applicable laws, regulations, policies, and guidelines for the use and disposal of hazardous substances

GRADUATE RESEARCH POSTER SESSIONS

The poster session will provide an introduction to the impressive research activities currently taking place in our graduate programs. The project abstracts would also recognize the ongoing contributions of graduate students, faculty, and alumni to the betterment of our local, state, and global communities. They are typically scheduled around Board of Trustees meetings so students can showcase their work to our Trustees.

ELECTRONIC THESIS SUBMISSION

The graduate program in which you choose to enroll may have the option or requirement of writing and defending a thesis as part of the degree program. If this option applies to you, at the College of Charleston, as well as many other institutions, you will be able to turn in your thesis electronically for publication. If you so choose, your thesis will be available online for download by people around the world. The College of Charleston Graduate School has a thesis manual available online to aid you in the writing process (www.cofc.edu/gradschool/current/pdf_forms/ThesisManualNov2007.pdf). Remember that writing a thesis takes a great deal of time and planning, so discuss your plan with your program director early in your degree career if you think you'd like to write a thesis, or your program requires it.

HISTORY OF THE COLLEGE

Founded in 1770 and chartered in 1785, the College of Charleston is the oldest institution of higher education in South Carolina and the 13th oldest in the United States. During the colonial period, wealthy families sent their sons abroad for higher education. By the mid-18th century, many leading citizens supported the idea of establishing an institution of higher learning within the state.

On January 30, 1770, Lieutenant Governor William Bull recommended to the colony's general assembly the establishment of provincial college. However, internal disagreements, political rivalries, and the American Revolution delayed its progress. After the war, South Carolina citizens returned their attention to establishing a college. On March 19, 1785, the College of Charleston was chartered to "encourage and institute youth in the several branches of liberal education."

Several of the College's founders played key roles in the American Revolution and in the creation of the new republic. Three were signers of the Declaration of Independence and another three were framers of the U.S. Constitution. Other founders were past, present and future federal and state lawmakers and judges, state governors, diplomats, and Charleston councilmen and mayors.

In 1837, the College became the nation's first municipal college when the City of Charleston assumed responsibility for its support. The city provided funds, for example, in 1850 to enlarge the main academic building (Randolph Hall), to construct Porters Lodge, and to fence in the Cistern yard, the block that is still the core of the campus. It remained a municipal college until the 1950s, when the College again became a private institution.

In 1992, the University of Charleston, now called The Graduate School of the College of Charleston, was founded as the graduate program for the College. The Graduate School now offers seventeen degree and eight certificate programs, and coordinates support for the College's many nationally recognized faculty research programs. Under the leadership of President Lee Higdon (2001-2006), the College embarked on an ambitious multi-year plan designed to enhance the overall student experience, increase the faculty and student support staff, and upgrade and expand facilities. The College renovated many historic structures and opened several new buildings, including two new residence halls, the Beatty Center (School of Business and Economics), new facilities for the School of Education, Health, and Human Performance, and the Marlene and Nathan Addlestone Library. The building boom continues today, with construction under way on the Carolina First Center and John Kresse Arena sports complex, the Marion and Wayland H. Cato Jr. Center for the Arts, a new science center, a new research and residence facility at the Grice Marine Laboratory, and the first phase of construction at the Dixie Plantation site.

Today, under the presidency of P. George Benson (2007-present), the College of Charleston is embarking on a new strategic planning process designed to ensure the College retains its traditions in the liberal arts and sciences while responding to the needs of its evolving student population with cutting-edge academic programming and state-of-the-art facilities.