



College of Arts and Sciences

Department of Languages, Literatures, and Cultures

Graduate Studies Handbook

Fall 2025 – Spring 2026

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Departmental Administration

Department Chair: Dr. Paul Malovrh
Associate Chair: Dr. Nina Moreno
Graduate Director: Dr. Alexandre Bonafos

Graduate Advisors:

Comp. Lit. Dr. Aria Dal Molin
French Dr. Jeanne Garane
German Dr. Kurt Goblirsch (Fall 2025), Dr. Yvonne Ivory (Spring 2026)
Spanish Dr. Eric Holt
MAT Prof. Catherine Wiskes

Program Directors:

Arabic Dr. Nina Moreno
ASL Dr. Nina Moreno
Chinese Dr. Jiang Liu
Classics Dr. Allen Miller
Comp. Lit. Dr. Agnes Mueller
Foreign Lang. Ed. Prof. Catherine Wiskes
French Dr. Jeanne Garane
German Dr. Lara Ducate
Hebrew Dr. Nina Moreno
Italian Dr. Pia Bertucci
Japanese Dr. Junko Baba
Korean Dr. Nina Moreno
Linguistics LLC Dr. Eric Holt
Portuguese Dr. Andrew Rajca
Russian Dr. Judith Kalb
Spanish Dr. Eric Holt

Teaching Assistant Supervisors:

Classics Dr. Allen Miller
Chinese Dr. Jiang Liu
French Dr. Lesley Smith
German Prof. Ursula Engelbrecht
Russian Dr. Judith Kalb
Spanish 109 Prof. Leah Lindsey
Spanish 110 Prof. Catherine Wiskes
Spanish 121 Prof. Whitney Waites
Spanish 122 Dr. Greg Newall
Spanish 209-210 Dr. Ben Garcia Egea
Spanish 302 Prof. Victoria Sanchez Samblas
Spanish 303-304 Dr. Eric Holt
Language Lab William Fairchild

Foreign Language Learning Center:

Director:	William Fairchild
Instructional Technologist:	Henning Liese

Administrative Staff:

Assistant to the Chair:	Shakila Mack
Graduate Services Coordinator:	Christopher King
Business Manager:	Evan Guess
Courses & Curriculum Coordinator:	Jada Daniel
Office Manager:	Cassandra Odom

Note: The departmental offices are housed from the 6th to the 9th floor of the Humanities Office Building (HuO). TA offices are in the Humanities Classroom Building (HuCL). Contact Cassandra Odom (CO33@mailbox.sc.edu) about desk assignments, sharing protocols, and keys.

Important Dates to Remember

Comprehensive and Qualifying Exams for MA, MAT, and PhD candidates are held on the Thursday and Friday before the spring semester starts. This year that will mean **January 8 and 9, 2026** (unless other arrangements are made within approval).

Make-up exams will next be held by April 3, 2026. If a student needs to re-take the entire exam, then this exam will be spread over two days, April 2 and 3, 2026. Please see your advisor to schedule a time for the make-up exam.

Please view the [University Calendar](#) or the [Grad School Calendar](#) for other important dates.

Guidelines for Graduate Assistantships

A graduate assistantship (GA) in the Department of Languages, Literatures, & Cultures (LLC) is a financial award granted by the department to a student who is fully admitted to a graduate degree program offered by the department. The initial award is made based on a student's academic promise as well as teaching potential. It is given on an academic year basis and is renewable, pending availability of funds and continued satisfactory performance.

Qualified MA candidates can anticipate support for up to two (2) years contingent upon satisfactory progress toward the degree and satisfactory evaluations. Qualified PhD candidates can anticipate support for four (4) years contingent upon satisfactory progress toward the degree and satisfactory evaluations. Students admitted as MA/PhD candidates can anticipate support for five (5) years contingent upon satisfactory progress toward the degree and satisfactory evaluations. Funding for an additional fifth or sixth year (PhD only) may be available depending on financial resources.

Stipend & Tuition Abatement

For the academic year 2025-26, LLC graduate assistants receive a basic stipend of between \$16,000 for 15h of work a week at the MA level and \$21,000 for 20h of work a week at the PhD level. (PhD students selected at the time of their admission may also benefit from a McCausland College of Arts and Sciences Enhancement Award or a Presidential Fellowship for up to four years.) The stipend is paid semi-monthly from Sept. 15 until May 31. In addition, students will have a full-tuition abatement paid on their behalf, for courses taken towards their primary program of study. Tuition supplements will be prorated for students enrolled in less than 9 hours per semester. GAs are assessed tuition at the "resident/in-state" rate. Current rates for tuition and other fees are posted online on the Bursar's Office webpage at <http://www.sc.edu/bursar/>. In some situations, the amount of stipend and abatement these assistantships offer may vary from the above. Contact Mr. Chris King with questions about the disbursement of your stipend or tuition supplement.

Rank

There are two major kinds of graduate assistantships: Graduate Instructional Assistant (GIA) and Graduate Teaching Assistant (GTA). Entering MA students are appointed at the rank of GIA with a 15-hour work week. GIAs are allowed to teach, but may not be “instructor of record,” meaning that final grades can only be officially assigned by a regular faculty member. In year 2 of the MA, GIAs may be promoted to GTA once they have earned 18 graduate credit hours, passed FORL 776, and gained satisfactory teaching experience in LLC. GTAs at the MA level continue to work a 15-hour week but can serve as instructors of record, with a 1-1 teaching load.

At the PhD level, students are hired as GTAs for 20 hours a week and assigned as instructors of record if they have the required teaching experience and minimum 18 graduate credit hours. In their first year, incoming PhD students will receive a teaching load of 1-2, meaning that they will be teaching 1 course only in their first semester, for 10h a week, with the remaining 10h assigned as needed in their primary language program or in the Language Lab. Starting in year 2 of the PhD, the expected standard teaching load becomes 2-2. With continued academic and teaching excellence, PhD GTAs may receive more teaching development opportunities such as becoming instructors of record for upper-level courses, depending on program needs.

Course Loads

Graduate assistants must enroll in a minimum of 6 hours per semester to be considered full-time students. A typical course load consists in 9 credit hours per semester. In the first Fall semester, all new GIAs and PhD GTAs must enroll in the required FORL 776 (The Teaching of Foreign Language in College, 3 credits). **Deviations from these course load guidelines must be approved by the student’s graduate advisor and the LLC Graduate Director. Courses taken outside of those approved in the program of study are not funded through tuition supplements and are the financial responsibility of the student. It is important that you work with your advisor to complete a draft of the program of study ([MPOS](#) or [DPOS](#)) after your first semester of degree work. Your advisor as well as the Graduate Office should have a copy of your POS (and any [updates](#) to it).**

Responsibilities

Graduate assistants are required to perform between 15 and 20 hours of service to the department per week. Dual employment (i.e. taking on an additional job) during the Fall and Spring semester is not permitted without the express written approval of the student’s teaching supervisor, graduate advisor, and the graduate director. Students may gain this approval by petitioning it in writing to the Graduate Director. Teaching one 3-hour course is the equivalent of 10 service hours per week. Teaching one 4-hour course is the equivalent of 12 service hours per week. Assignments will be made based on documented expertise. GAs will be under the direct supervision of the faculty member responsible for coordinating the area to which the GTA is assigned, and may be required to take an additional pedagogy course or training-related workshops. Assistants who do not teach a full load will be asked to perform additional tasks, such as working in a tutoring center or helping a professor with

grading. **Assistants should make sure they fully understand their service assignments at the beginning of each semester.**

Dates of service for Fall Semester run from August 16 through December 18, 2025. Dates of service for Spring Semester run from January 12 to May 15, 2026. Dates of service to individual professors run from the beginning of registration week through the final day of classes **and not beyond.**

GAs are to report to their supervisors as soon as possible following distribution of assignments. GA assignments should not conflict with the individual student's schedule of academic courses taken in fulfillment of the degree.

The Graduate Bulletin stipulates that graduate assistants may not work more than 20 hours per week. Rare exceptions to the maximum 20 hour per week work limit may be granted by the Dean of the Graduate School when justification from the student's academic program demonstrates the student will derive direct academic benefit from the additional time. Exceptions will not be granted for any reason other than academic benefit. **International students may not be employed for more than 20 hours per week.**

GAs are responsible for finding substitutes when they are unable to fulfill their assigned duties. For **any** absence from campus a [DLLC Request for Graduate Student Absence from Campus form](#) must be completed, signed and submitted to the Graduate Office.

Professors are responsible for organizing requested hours in an orderly fashion and may not expect students to work beyond the regular 15–20 hours per week. Professors are expected to employ GAs in activities germane to the training of future scholars and instructors.

Guidelines for Assigning Teaching/Service Hours to Graduate Students		
Type of Service	Hours	Description
teaching 3-credit course	10	includes 3 contact hours, 3 hours of lesson planning, 4 hours for grading / office hours each week
teaching 4-credit course	12	includes 4 contact hours, 4 hours of lesson planning, 4 hours for grading / office hours each week
teaching 4 th hour with observation of other three classes	7	includes 1 contact hour, 1 hour of lesson planning, 3 hours of observation (first time teaching the course), 1 hour of grading, 1 office hour / week
teaching 4 th hour without observation	5	includes 1 contact hour, 1 hour of lesson planning, 3 hour of grading / office hour each week
teaching two 4 th hours	7	includes 2 contact hours, 2 hours of lesson planning, 3 hours for grading / office hours each week
teaching three 4 th hours	10	includes 3 contact hours, 3 hours of lesson planning, 4 hours for grading / office hours each week
teaching four 4 th hours	12	includes 4 contact hours, 4 hours of lesson planning, 4 hours for grading / office hours each week
observation/grading	5	a first-year option when teaching a course and observing the same course (3 hours observation; 2 hours grading)

Evaluation, Reappointment & Probation

Teaching GAs are to be observed each semester. In April of every year, GAs are evaluated by their respective basic courses directors and academic advisors to determine the quality of their performance in both areas. All GAs are required to submit the completed evaluation form first to their teaching supervisor and then to their academic advisor (and dissertation chair, if applicable) before turning in the form to the Graduate Office. All forms must be complete before they are submitted to the graduate office. Forms are due April 15th 2026. **Failure to submit the form on time will result in academic probation.**

Reappointment is contingent on maintaining a 3.0 GPA and receiving a “satisfactory” rating for performance of assigned duties. If a GA’s GPA drops below 3.0, the Graduate School places the student on “academic probation” allowing one academic year to improve grades. At the discretion of the graduate director, and in consultation with the affected graduate advisor, Graduate students on “academic probation” are subject to immediate suspension of their GA contract. GAs who receive poor teaching evaluations and/or receive an “unsatisfactory” rating of their assigned teaching duties will be placed on “teaching probation.” Depending on the severity of the problems, the GA might be offered a one-semester remediation plan without the immediate loss of their GA funding, with further renewal subject to documented improvement or resolution of the issues. However, in cases of severe underperformance, the GA contract will be terminated immediately.

Outside Employment

A graduate assistant (GA) is a student enrolled in the Graduate School and a special category part-time employee of the University paid by the University’s Payroll Department. Graduate assistants may serve as teaching assistants (GIA or GTA), research assistants (GRA), or perform administrative duties (GA). In addition to receiving a stipend, non-South Carolina residents who are graduate assistants are assessed the in-state rate for tuition purposes. Graduate assistants are expected to devote full-time effort to their studies and assistantship responsibilities and are discouraged from having additional employment on or off campus. For the complete text of USC Policy on Graduate Assistants, see academic policy ACAF 4.00 <http://www.sc.edu/policies/ppm/acaf400.pdf>.

Policy on Graduate Assistantships and Promotion

Normally, students awarded an assistantship at the MA level will be first hired as GIAs. Before GIAs can be promoted to GTAs, regardless of past teaching experience, the program and department need to assess the following:

Assessment A

- 1) By passing the pedagogical training course, FORL 776, students demonstrate they have attained the learning outcomes of that course.
- 2) Students' academic standing is not being compromised by teaching/service duties.
- 3) Students have demonstrated dedication and have participated in all aspects of the program to which they are assigned to serve as required of them.
- 4) Students have successfully completed assignments given by supervisors and coordinators.
- 5) Students must fill out and submit the Graduate Student Annual Activity Report.
- 6) Students have demonstrated to be efficient teachers as they continue their pedagogical development.

Students who meet the five points listed in "Assessment A" may be promoted to GTA rank on their second year of study, being eligible to serve as instructors of record and thus receive further professional development.

Graduate Student Travel Policies

The Department of Languages, Literatures & Cultures (LLC) is committed to supporting travel for its graduate students.

Based on the availability of funds, students can expect:

- up to \$300 for domestic travel at the regional level (SC, NC, GA, Eastern Tennessee);
- up to \$600 for domestic travel at the national level (continental U.S., Alaska, Hawaii, and Canada);
- up to \$800 for international travel.

Departmental travel money is available for graduate students, who hold teaching assistantships (MA and MATs – 2 years; PhDs – 4 years; MA/PhD track – 5 years), funds permitting. Eligible doctoral students should also apply to the Graduate School when possible. The Graduate School will fund up to two trips for students during the course of their work at USC, funds permitting. See link:

https://sc.edu/study/colleges_schools/graduate_school/tuition-funding/travel_grants/

2025 – 2026 Award Cycles

Cycle	Application Period	Travel Dates
1	June 1 - 7, 2025	July 1 - Sept. 30, 2025
2	Sept. 1-7, 2025	Oct. 1 - Dec. 31, 2025
3	Dec. 1-7, 2025	Jan. 1 - March 31, 2026
4	March 1-7, 2026	April 1 - June 30, 2026

About Award Cycles

Applications for travel grants are accepted in four cycles each year. The application portal remains open for one week each cycle and then grants are awarded on a rolling basis until funds for the cycle have been exhausted.

The Best Chance for Being Considered

Students who apply early in the award cycle will have a significant advantage.

For departmental travel funding, please submit your request using this [online form](#). You may apply for funds as soon as you have submitted an abstract to the conference, pending notification of acceptance. If funds are awarded and your paper is declined, the awarded funds will be returned to the travel funds pool. **You must apply for funding before leaving for the conference.** You must also fill out and have approved and signed a [Travel Request Worksheet](#) form and include with this the [Graduate Student Absence form](#).

For international travel, review the **International Travel Policy** at:

https://www.sc.edu/about/offices_and_divisions/education_abroad/plan_your_experience_abroad/index.php.

General Information for Graduate Assistants

Payday Information

Payday is on the **15th** and the **last day of each month**. You will receive your first paycheck (**providing all your paperwork has been completed in a timely manner**) on September 15 and your last paycheck on May 31. Direct deposit is mandatory. If you have not already enrolled in direct deposit, you may do so on my.sc.edu.). Make sure that you follow any instructions you receive in emails from Chris King—especially emails regarding I-9s—to keep the hiring timeline on track.

Graduate Assistants Office

Graduate assistants in the Department of Languages, Literatures, and Cultures share offices located in the Humanities Classroom building. Offices are equipped with computers and printers. Problems related to the computer equipment should be reported to Henning Liese, henning@sc.edu. Problems related to the room should be reported to Cassandra Odom, CO33@mailbox.sc.edu.

Office and Supplies Code of Conduct

You are asked to abide by the following rules and expectations regarding your shared offices, as well as the use of office equipment and supplies. Each year you are allocated an office, you will sign an agreement stating your understanding of the following:

1. Desk areas

- a. Desks should be kept neat and tidy.
- b. Do not leave food or drinks on your desk overnight.
- c. Your belongings must not overflow into the aisles or onto the work area of a neighbor.
- d. Do not write on the desks or the hutches.

2. Hanging items on the wall

- a. Do not use thumb tacks or tape on the walls. Please use removable 3M adhesives.
- b. Only post items on the wall in your own workspace.

3. Keep the noise level to a minimum

- a. This is an area where instructors may be meeting with students, and a professional environment should be maintained at all times.
- b. Keep conversations quiet
- c. If you are watching something on your computer such as YouTube or a movie, use headphones.
- d. Be observant and aware of the presence of students in the office and other colleagues who are working.
- e. Keep conversations professional and appropriate.

4. Trash

- a. Make sure that all food trash is placed in a receptacle in the hallway and **NOT** in the office.
- b. If you notice that your trash can is not being emptied regularly, please place it in the hallway to be emptied. Once it is emptied, please place it back in your office area.
- c. We have shredding bins here in the main office for sensitive items. If you have papers or rosters with student names, grades, and Social Security Numbers, please bring them to the main office to be placed in the shredding bin.

6. Computer use and printing

- a. Each office is provided with computers for use by anyone assigned to the office.
- b. You may not claim a desk with a computer on it to use as your desk.
- c. Log off the computer each time you have finished using it.

7. Copying and Printing

- a. Shared printers are provided in each office.
- b. Printers are for printing master copies only, **DO NOT** print multiple copies for students on these printers. This is being monitored.
- c. Copiers are provided on several Office Building floors for multiple copies. You will be provided with a set number of copies each semester and can access them by entering your username and password. Double sided copies count as 2 copies.
- d. The department will make exam and test copies as a courtesy. You must use your allotted copies for quizzes, worksheets, and handouts.
- e. See Cassandra Odom in HOB 911 for help with this.

5. Vacating the office

- a. You must vacate the office when you are no longer teaching.

8. Final Exams

- a. Final Exams must be retained for a period of 1 year. **DO NOT** leave final exams in your desk when you leave. When you leave, you must give your final exams to the office manager.
- b. The office manager will provide you with an envelope to place your exams in; fill out the label and hand them in to the office manager for archiving.

Grievance Policy

1. Department of Languages, Literatures and Cultures Grievance Policy

As indicated below, a student dissatisfied with a grade will not be considered for appeal; this is only a matter between student and instructor.

If a student considers having sufficient grounds for an appeal regarding bias, conflict with DLLC regulations, policies and procedures, or any other academic matter, s/he must discuss it first with the Graduate Advisor for his/her program. If a satisfactory resolution is not reached, the matter should be brought in writing to the Graduate Director, who will in turn consult with the DLLC Graduate Committee to resolve the issue.

When the appeal refers to a negative outcome of a Comprehensive Examination or Qualifying Exam, the student will write the Graduate Director stating the reasons that he or she argues that a procedural irregularity took place during the process of examination. After discussing the appeal with the student, the Graduate Director will bring the case to the Graduate Committee which will decide on the merits of the appeal. The Graduate Committee will address the merits of the appeal according to the rules and guidelines under which the Examination took place, and determine whether the student has shown that a faculty member or the Graduate Examination Committee made an irregular or inappropriate use of these guidelines. The Graduate Committee can then dismiss the appeal or accept the appeal on its merits. If the decision is to accept the appeal, the Graduate Committee will appoint another Examination Committee. If the decision is to dismiss the appeal, the case will be closed in the department.

2. Graduate School: Appeals of Academic Decisions

The Graduate School will only consider an appeal from a graduate student after all processes for appeals and grievance have been exhausted in his/her academic unit. The Graduate School accepts petitions for exceptions to regulations and policies that concern academic matters only. Disagreement with a grade assigned in a course is not a basis for appeal to the Graduate School but should be directed to the instructor. Appeals must be submitted in writing and must bear the name, student number, and signature of the appellant. Student appeals for reversal of departmental decisions are only accepted for consideration when questions such as inequitable application of regulation, bias, conflict with regulations, or extenuating circumstances are cited as grounds for appeal. Students may contact the Graduate School for guidelines on the appropriate form and content of appeals. Consult with the Graduate School for this and other appeals on Academic Standards and Procedures.

Graduate student appeals of disciplinary decisions reached under the Rule of Academic Responsibility procedures must be made to the University Committee on Academic Responsibility.

Family Leave Policy

The University of South Carolina's Graduate Student Family Leave (GS-FL) policy establishes minimum standards for accommodation for a leave associated with childbirth or adoption. The policy is designed to assist a matriculated graduate student who is the primary child-care provider immediately following the birth or adoption of a child. It is designed to make it possible to maintain a student's enrollment status under a new category of the existing special enrollment, Z-status, and to facilitate the return to class work, and where applicable, research and teaching in a seamless manner. While this policy does not mandate that programs continue financial support during family leave and/or guarantee student support or resumption of an assistantship after returning from family leave, programs are strongly encouraged to do so whenever possible.

Medical complications or other extenuating circumstances are not included in this policy. Such situations are more appropriately covered by the University's current policies regarding course incompletes and withdrawal and/or leave of absence due to extenuating circumstances. These policies are located in the **Graduate Studies Bulletin**.

The [Graduate Student Family Leave Policy](#) (Z-status) has three components and applies to all admitted degree-seeking graduate students anticipating a birth or adoption as described below:

- Any graduate student is eligible for a one major term of leave from his/her graduate program the major term during or following the event.
- The graduate student will receive one year extension for all academic responsibilities including time to degree, removal of incomplete grades, and course in-date time.
- The graduate student will continue to be enrolled on **special enrollment status** and may elect to continue University health benefits if all applicable fees are paid prior to the term deadline.

Eligibility

The Graduate Student Family Leave Policy applies to any matriculated graduate student enrolled at the University of South Carolina anticipating the birth of a child or adoption of a child less than 4 years old.

Planning and Approval

It is essential that the student consult with their academic advisor(s) as far in advance as possible. It is the student's responsibility to make arrangements with faculty and departmental administrators for course completion and for continuation of teaching and research activities before and following the leave period.

The student should initiate discussion with her/his advisor(s) and academic unit **at least six (6) weeks prior** to the anticipated birth or adoption. This notice will provide academic units the necessary opportunity to rearrange or adjust duties of those students supported by a graduate assistantship. Students must be aware that their graduate assistantship position may not be available upon return from family leave.

Additionally, this six (6) week time period should be used for discussion to reach agreement on a timeline for degree requirements that will be affected by the birth or adoption of a child. These requirements include, but are not limited to:

1. PhD Qualifying Exams
2. Comprehensive Exams for both PhD and Master's Degrees
3. Field work
4. Funding on time sensitive research grants
5. Submission of time-sensitive research reports.

This planning stage should also be used to determine if any additional length of time beyond the one-year leave period will be needed for the student opting for family leave to complete degree requirements. While a one-year extension will be granted to any student on approved family leave, academic units often have specific timelines for exams, fieldwork, course sequences, etc., which may necessitate extension of the student's family leave. Graduate students with such circumstances may petition the Graduate School for extension of leave time. Academic unit requirements or limitations are a valid justification to petition for the extension. Petitions for extension of time beyond the one-year family leave should be supported by the student's academic unit and will be reviewed by the Graduate School on an individual basis.

For an international student, this policy is intended to allow the student to maintain special enrollment status as a full-time student and not affect current visa status. However, immigration regulations might dictate a different definition of enrollment than that defined as "special enrollment" for this policy. The Office of International Student Services is the authority on campus for interpreting current enrollment regulations for international students. For that reason, international students contemplating family leave would consult the Office of International Student Services to address proactively any individual or unique visa issues and/or to consider how the latest applicable regulations would affect eligibility for family leave. International students applying for family leave **must** discuss the intended leave period with the Office of International Student Services at the beginning of the planning period and **must** have a signed memo from the Office of International Student Services detailing immigration status and consequences of taking leave family leave included in the written request for family leave submitted to the student's program graduate director and to the dean of the Graduate School.

All family leave must be approved by the Dean of the Graduate School. Consultations with the student's academic unit and the signature of the program's graduate director are required for this approval. Family leave will be granted to eligible graduate students who have submitted a written request with appropriate documentation of the anticipated childbirth or adoption.

Appropriate documentation will include, but is not limited to:

1. For Childbirth –
 - a. Written certification from the student's health care provider verifying the student's health condition and impending birth

- b. Written permission from the student allowing an official of the University of South Carolina to contact the certifying health care provider if necessary
 - c. A signed memo from the Office of International Student Services detailing immigration status and consequences of taking family leave for international students.
2. For Adoption –
- a. Certification of child adoption;
 - b. Written permission from the graduate student stating that an official of the University of South Carolina may contact the certifying individual or agency, if needed;
 - c. A signed memo from the Office of International Student Services detailing immigration status and consequences of taking family leave for international students.

Notification

Once the family leave has been approved, The Graduate School will notify the relevant academic unit and administrative offices giving the dates of the approved leave. A memo will be placed in the student's academic file of the time to degree extension approval. It is the student's responsibility to communicate with their academic unit while on leave. It is also the student's responsibility to work with faculty and department administrators on arrangements for course completion, degree requirements and for continuation of research and teaching activities before and following the period of the leave.

Absence from Campus Form

This form must be completed and approved for any absence from campus. Absences from campus include sick days, professional pursuits, jury duty, or other related situations. This form is available on the [DLLC graduate website](#).

Graduate Student Awards

The Department of Languages, Literatures and Cultures is pleased to offer a number of annual [awards to graduate students](#):

Graduate Assistant Outstanding Teaching Award

The Outstanding Teaching Award recognizes up to three graduate assistants (MA, MAT, PhD) a year for outstanding teaching performance. Students are selected by the Graduate Council in consultation with Basic Courses Directors, Program Directors, and Graduate Advisors.

Outstanding Teaching performance is based on observations, and evaluations. Award winners receive \$500 to spend on books, supplies, travel.

Eligibility

To be considered for this award, you must:

- Be a graduate student in good standing in the Department of Languages, Literatures, and Cultures
- Have served as a graduate assistant for at least two semesters within the last two years. Degree candidates carrying the title of instructor or adjunct are not eligible for the award.
- Submit a letter outlining your accomplishments in teaching as well as a letter of support from a DLLC professor (teaching supervisor or basic courses director), and a copy of your teaching evaluations. Submissions are due electronically to the Graduate Director and to Mr. Christopher King by the date specified in the call that goes out each year.

Graduate Research Paper Award

The DLLC Graduate Research Paper Award is an annual prize of \$500 (toward books, supplies, travel, etc.) given to two students (one pursuing a PhD in comp lit; one pursuing a PhD in Spanish) designed to promote excellence in graduate research and to give visibility to the work of graduate students. The Graduate Research Paper Award will be awarded to a scholarly paper by a student in the DLLC (the paper cannot be part of the dissertation). A committee will determine which papers will receive the prize. Papers must be written in either Spanish (for the Spanish award) and English (for the comp lit award). A student must be recommended for the award by a DLLC professor.

Eligibility

To be eligible for this award, you must:

- Be a graduate student in good standing in the Department of Languages, Literatures, and Cultures
- Have served as a graduate assistant for at least two semesters within the last two years. Degree candidates carrying the title of instructor or adjunct are not eligible for the award.
- Include a letter of support from a DLLC professor (preferably from the course for which the paper was written) and the paper itself. Submissions are due electronically to the Graduate Director and to Mr. Christopher King by the date specified in the call that goes out each year.

Graduate Student Dissertation Award (Course Release from Teaching)

The DLLC Dissertation Award provides a single course release during one semester of the academic year as well as recognition to outstanding full-time doctoral students who have passed their qualifying exams and have successfully defended their prospectus. This prestigious award is available to DLLC students in good standing in a PhD program and recognizes outstanding achievement in scholarship and professional as well as significant progress on the Dissertation accomplishment. Two awards are available: 1 in Spanish and 1 in Comparative Literature.

Eligibility

To be considered for this award, a graduate student must have met the following criteria:

- completed all course work and language requirements
- completed the comprehensive examination
- successfully passed the prospectus defense
- be currently registered for 899
- have not received the award previously

Application

To apply for this award, a graduate student must prepare the following dossier containing:

- a current CV
- a statement of intent (why you feel you are a good candidate for this award and how time off will be spent)
- a letter of support from your dissertation director
- materials should be sent to the Graduate Director and Chris King by the date specified in the call that goes out each year

Cantey Award in Comparative Literature

The Comparative Literature Program accepts applications from CPLT PhD students for the Carroll T. and Edward B. Cantey, Jr. Bicentennial Fellowship in Liberal Arts. The fellowship is normally awarded to two students each year, in the amount of \$2,500 each. Awards are made by application only. The application should be around 300-500 words in length. Proposals are judged on the merit of the proposal and on the feasibility of the project. Students should give a clear plan as to how the award will help to further their research. Students who received the award last year are not eligible this year. Applicants must be currently enrolled in the CPLT PhD program and in residence, and must have completed all MA requirements, including the MA thesis.

Applications should be submitted electronically to the CPLT program director and will be forwarded to the Cantey Award Committee. The application deadline will be announced in a call going out each year the award is available.

LLC Graduate Student Organization

The [LLCGSA](#) was created in the fall of 2014 and its mission is to provide opportunities for the professional development of graduate students in LLC, to represent students as a “Student Body,” and to help build a further sense of community among students. They represent students from all graduate programs in the Department of Languages. It is their main interest to represent all programs equally, while understanding and providing for the specific needs of each language program.

The LLCGSA is formally recognized as a USC organization by USC Campus Life, the entity in charge of clubs and organizations at USC. As such, it is bounded by a constitution that determines its structure (with an Executive Board consisting of a President, Vice-President, Secretary, Treasurer, and a Representative for each graduate program in the LLC Department), its elections timeline and procedure, and the responsibilities of each member and of the association as a whole. Contact Clyde Tilson (CHTILSON@email.sc.edu) for more information.

The officers for 2025–2026 are:

- **President:** Clyde Tilson
- **Vice President:** Hind Hosny
- **Secretary:** Andrés López
- **Treasurer:** Giselle López

Health Insurance

USC graduate students enrolled in 9 or more credit hours, international students, and graduate assistants are required to have health insurance, either under the university-sponsored plan or through equivalent personal coverage satisfying the minimums set by the university.

As part of their assistantship package, graduate assistants enrolled full-time or approved for z-status receive insurance subsidies for Fall and for Spring/Summer. To receive the subsidy, students must actively opt in by the stipulated deadline each semester. For additional information and important dates, see the following [page](#).

Other Campus Resources for Grad Students

The [Graduate School website](#) can answer many of your questions about programs of study, enrollment, professional development, etc. Their [Forms Library](#) can be an especially useful resource.

The [Center for Teaching Excellence](#) also provides dozens of free workshops, webinars, and other opportunities to improve your skills in the classroom.

The Graduate Bulletin has a [great list of all regulations that impact graduate students](#). It may be the first place to look if you are unsure about a university policy.

The [Thomas Cooper library](#) is full of librarians who would like to help you with your research plans.

The Graduate School's [Grad Hub](#) provides additional resources for academic success.

Two services (Garnet Bites and the Gamecock CommUnity Shop) providing [food](#) or [pantry items and school supplies](#) are also available to all students.

Tips For When You Are Ready to Graduate

The [Graduate School website](#) can answer many of your questions about graduation generally, but the main thing to know is that you should [Apply to Graduate](#) early in the semester in which you plan to graduate! Make sure you let the Graduate Director and Chris King know that you are planning to graduate, as the Grad Director's Office also has steps to take behind the scenes when you apply to graduate.

Once you apply to graduate, you set in motion an audit of your paperwork, grades, etc., at the Grad School. The things they check include the following:

- Is your Program of Study ([MPOS](#) or [DPOS](#)) correct and up to date? If not, work with your advisor to update it using the [Program of Study Adjustment](#) form.
- Something they check on your POS is whether any of your coursework is out of date. For PhD students, courses on the POS cannot be over 10 years old your comps cannot be over 6 years old. There are processes for [revalidating courses](#) and re-taking exams if you find yourself in this position.
- For MA students, is there an MA Comps Verification form on file for you? For PhD students: is there a PhD Quals Verification Form and a PhD Comps Verification Form on file? This should have been filed by the department after you passed the oral and written comps.
- If a PhD student, is your G-DCA on file? This is the Committee Appointment form, and can be located on the [Grad School forms page](#). Note that the G-DCA has checkboxes for an exam committee and a diss committee. If you and your advisor only checked one of these boxes when you filed the G-DCA, you'll have to file a second G-DCA with the other box checked. If you change your committee, you have to submit a new G-DCA. If you are using a committee member who

is not from USC or who has left the institution, you need to have a memo justifying their presence on the committee, and a current CV for the individual.

- Most of our degrees require a second or third research language, which you will have discussed with your advisor. Evidence that you passed a reading exam or a 615 course in that language, or a memo explaining how you meet this requirement must be on file with the grad school, or you will not be allowed to graduate.
- You must, obviously, file your document by the deadline with the grad school. An essential step in this process is doing the format check for your thesis or dissertation. The grad school sets **enormous** store by [the format check](#), so you should start it as soon as you possibly can, even if the thesis/diss is not complete. The grad school may suggest revisions, which must be taken care of, or you will not graduate. This is NOT the same as having your thesis/diss advisor/committees say that they are satisfied with your revisions! The grad school is not concerned with substantive (content) revisions, but with the standard USC formatting of the thesis/diss. Read the format check guidelines and get started early.
- Is your Thesis or Dissertation Signature and Approval form signed and sent to Chris for filing? (This can only be done, of course, once you have actually defended the thesis or diss.) One form is called the G-TSF and the other the G-DSF, and both are in the [Grad School Forms library](#). Note that these forms allow you to delay the release of your thesis/diss for a short period of time. Should you decide to do so, your dissertation/thesis advisor must write a memo justifying this “embargo.” The Grad director also must approve of this.
- PhD students: Have you submitted your certificate of completion of the SED ([Survey of Earned Doctorates](#)) to the grad school?
- Is your GPA at least 3.0? If not, you will not be allowed to graduate.

Websites, E-Mail Addresses, and Phone Numbers

USC Homepage and Main Number: www.sc.edu (803) 777-7000

Graduate School: www.gradschool.sc.edu 777-4243

Department of Languages, Literatures, and Cultures: www.cas.sc.edu/dllc

LLC Office Manager:

Cassandra Odom CO33@mailbox.sc.edu 777-4881

LLC Courses and Curricula Coordinator:

Jada Daniel jada.daniel@sc.edu 777-4884

LLC Business Manager (Travel):

Evan Guess guesser@mailbox.sc.edu 777-4882

LLC Graduate Programs: http://artsandsciences.sc.edu/dllc/graduate_program

Graduate Director

Dr. Alexandre Bonafos: bonafos@mailbox.sc.edu

Graduate Student Services Coordinator

Christopher King: kingcj2@email.sc.edu 777-0473

Graduate Advisors

Comp. Lit.	Dr. Aria Dal Molin	dalmolin@mailbox.sc.edu
French	Dr. Jeanne Garane	garanej@mailbox.sc.edu
German	Dr. Kurt Goblirsch	kggoblir@mailbox.sc.edu
Spanish	Dr. Francisco Sanchez	sanchezf@mailbox.sc.edu
MAT	Prof. Catherine Wiskes	wiskes@mailbox.sc.edu

Foreign Language Learning Center (HUCL 201D):

https://sc.edu/study/colleges_schools/artsandsciences/dllc/myllc/flc/index.php

Bill Fairchild, Director: fairchild@sc.edu 777-2636

Henning Liese, Instructional Technologist: henning@sc.edu 777-1363

Global Carolina Office: <http://www.ip.sc.edu/> 777-7461