



South Carolina Honors College

UNIVERSITY OF SOUTH CAROLINA

SCHC Thesis Director Contract

This form must be completed by the Thesis Director and NOT by the student. Upon completion, this form should be uploaded by the student to the SCHC website using the [Thesis Director Contract Submission](#) page.

By committing to serve as a Thesis Director, you agree to:

- Refer to the [SCHC Thesis Guide](#) to assist the student in planning and implementing the senior thesis in accordance with established SCHC deadlines.
- Communicate and meet with the student on a regular basis.
- Work with the student to establish shared expectations and an appropriate timeline for completion of the senior thesis.
- Serve as instructor of record for SCHC 499 (or approved major equivalent thesis course) with responsibility for issuing a letter grade in any semester in which student is enrolled. (Most students are required to take a minimum of 3 credit hours, which are typically split across two major semesters.)
- Ensure the thesis complies with all University of South Carolina and Office of Research Compliance policies and regulations (see below).

IRB Policy for Undergraduate Research:

IRB review is no longer required under [USC's policy for undergraduate research](#). Faculty who advise undergraduates involved in a research experience are responsible for ensuring that students understand and abide by ethical obligations in carrying out their projects. The IRB recommends that, at a minimum, students complete the training modules available through [CITI](#). Additionally, instructors are responsible for reviewing student projects to ensure that the methods and procedures are ethical and appropriate. This includes monitoring student activities during the conduct of the project to ensure that the rights and welfare of participants are adequately protected.

SCHC Student First and Last Name (print)

Thesis Director First and Last Name (print)

Email Address

Thesis Director Position Title (print)

Rank/Classification: Professor Associate Professor Assistant Professor

Clinical Associate Professor Clinical Assistant Professor Other: _____

Thesis Director Signature

Date

Please note, approval to serve as a Thesis Director is granted for those in Instructor or Adjunct roles on a case-by-case basis by the SCHC Deans, contingent upon a review of the proposed director's current CV and research. If "Other" is selected, you may be contacted by SCHC for additional information. Questions should be directed to Dr. Tracy Skipper at [tkskippe@mailbox.sc.edu](mailto:tlskippe@mailbox.sc.edu)