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I. INTRODUCTION

Welcome!
Welcome to the Department of English at Clemson University. We wish you success at every stage of your academic journey.

This handbook familiarizes you with the requirements, policies, and procedures for your graduate experience. You may also find useful the program’s website (www.clemson.edu/caah/english/graduate/index.html), which summarizes the structure of the degree, includes faculty profiles and a list of FAQs, and provides up-to-date information about events. These rules and requirements are in addition to and subordinate to those described in the Graduate School Announcements. Any inconsistencies between this handbook and the Graduate School Announcements should be brought to the attention of your program director.

Important Contacts
Program Director: Dr. Kim Manganelli  kmangan@clemson.edu
807 Strode Tower (864) 656-5408

The Director of the MA in English (DMAE) is your Academic Advisor, oversees the program, coordinates curriculum updates, and interacts with the Graduate School on such matters as student status, assistantships, and fellowships. The DMAE is your first contact should any issue arise regarding your academic progress or the program curriculum.

English Department
Department Chair: Dr. Sean Williams, 809 Strode, sean@clemson.edu
Associate Chair: Dr. Brian McGrath, 810 Strode, mcgrath@clemson.edu
Director of Composition: Dr. Cynthia Haynes, 806 Strode, texcyn@clemson.edu

Department Administrative Assistants:
Ms. Kristin Sindorf, 801 Strode, ksindor@clemson.edu, 656-3151 (main department administrative assistant)
Ms. Lindsey Kovach, 816 Strode, lgillen@clemson.edu (dept. scheduler and GA payroll information)
Ms. Beverly Pressley, 814 Strode, beverly@clemson.edu (financial questions)

Administrator, Class of ’41 Studio: Ms. Barbara Ramirez, bjram@clemson.edu, 656-0751

English Department website: www.clemson.edu/caah/english/

Other Important Contacts
104 Sikes Hall; (864) 656-5339 (last names A-L); (864) 656-5341 (last names M-Z)
Graduate School website: www.grad.clemson.edu
Graduate School Admissions: 101 Sikes Hall; (864) 656-4185 (for last names beginning with A-K); (864) 656-6824 (L-Z)
CCIT Support Center (computing): 2nd floor Cooper Library, (864) 656-3494, ITHELP@clemson.edu

Financial Aid, academic costs, and payments information:
See www.grad.clemson.edu/Financial.php for current tuition and fees.
Student Financial Aid G-01 Sikes Hall; (864) 656-2280,
Bursar’s Office G-08 Sikes Hall; (864) 656-2321.
Program Mission
Clemson University’s M.A. in English (MAE) serves three types of students: those who plan to pursue graduate studies in literature or creative writing at the doctoral level; those aiming to teach in high schools, community colleges, and technical colleges; and those who want to enrich their background in English studies, develop research and writing skills, and continue their intellectual experience beyond the baccalaureate. The main focus of the MAE curriculum is on literature, and the majority of the offerings are literary period, genre, major figure, and theory courses. There are also courses in composition, film, new media, creative writing, cultural studies, and rhetoric.

II. OVERVIEW OF THE DEGREE

Requirements for the MAE Degree

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<td>Thesis Research: ENGL 891</td>
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Time required and limit
The MAE curriculum is designed so that it can be completed in two academic years, unless you are a part-time student. The Graduate School requires that all course work credited toward any master’s degree be completed within six calendar years prior to the date on which the degree is to be awarded.

Required credit hours
The MAE degree requires 31 hours of graduate credit approved by the student’s Academic Advisor, of which 6 hours are thesis (ENGL 891). Up to two 600-level courses may be taken for graduate credit; a student may petition the MAE Committee for permission to take a third 600-level course.

Prerequisite and co-requisite courses do not count toward required graduate credit hours. (Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.) If you took a 400-level course as an undergraduate at Clemson, you may not take credit for that same course at the graduate, or 600-level.
Core courses
All M.A. in English students are urged to complete all core courses (as well as satisfy the foreign language requirement) during their first year of study:

- ENGL 800—Introduction to Research (1 hr., taught only in Fall)
- ENGL 810—Literary Theory (3 hrs., taught only in Fall)
- British Literature—any seminar focused primarily on Literature before 1800
- American Literature—any seminar focused primarily on Literature after 1800
- ENGL 885—Composition Theory (required for teaching, offered in Spring)

800-level and 600-level courses
During each fall and spring semester, the Department offers at least three 800-level seminars for MAE graduate students and roughly fifteen 600-level courses open to both advanced undergraduates and graduate students. The Department also offers courses specifically for the Master of Arts in Professional Communication (MAPC) program. With permission of the DMAE, MAE students may register for one of them.

800-level seminars deal with relatively small areas, major figures, or significant themes, and their enrollment is limited to twelve students. Graduate students are expected to bring a great deal to seminars, as these courses are almost entirely discussion-based, with discussions frequently initiated by students. For graduate seminars, you should expect significant readings for each week, both in traditional literary texts and in secondary criticism and theory. It is not unusual for faculty to recommend additional readings not on the syllabus, as a means of supplementing required readings. Similarly, if you find that there are important historical movements, theoretical or literary issues, or background texts with which you are not familiar, you should remedy these lacks yourself. (Faculty can be helpful in guiding you to supplementary reading.) Seminars usually require a longer seminar paper (typically approximately 12-15 pages in length), rooted in the concerns of the course but requiring significant individual research. Additional assignments might include annotated bibliographies, pedagogy projects, shorter papers, regular response papers, etc.

600-level courses combine a few graduate students with a large group of undergraduate students. In order to receive graduate credit, graduate students complete all requirements for the undergraduate course as well as additional requirements specified in the course syllabus. These additional requirements might include (but need not be limited to) a longer research paper, additional theoretical or secondary readings, leading class discussion, etc.

Courses outside the discipline
Occasionally, a student may choose non-English courses as part of the plan of study. Credit received for graduate-level courses taught by other departments may also be counted toward your degree, provided those courses involve subject matter that is relevant to your degree program. You must consult with and receive approval from the DMAE before taking such classes with the intention of having them count toward a graduate English degree.

Foreign language requirement
Plan to satisfy the foreign language requirement during your first year of graduate study by demonstrating reading competency in an approved foreign language. The Department of Languages certifies that a student has met the requirement.
The language level expected is a basic reading knowledge equivalent to that provided by two years of study at the undergraduate level. The requirement must have been completed within six years prior to finishing the graduate degree. The requirement may be satisfied by:

1) Graduate students may bring their undergraduate transcripts (if you attended a different university other than Clemson) to 717 Strode to prove they have completed through Clemson University’s equivalent of 202 in the same language ending with at least a “B” in 202 (must be within the last 6 years). Once proof is provided, a letter will be sent to the Graduate Enrolled Student Services office and to the DMAE that the Graduate Foreign Language Requirement has been fulfilled.

2) Pass the Graduate Foreign Language Reading Exam. An application to take this exam may be obtained from office 717 Strode or via e-mail from Ms. Molly Greene (matkin@clemson.edu). Fill out the application and present it to the professor who will administer the exam. It is the student’s responsibility to set a time, date, and place to take the exam with the professor.
   - If the student does not pass the exam, he/she may take it again, but will be charged $20. This has to be paid by check or money order, payable to Clemson University. Payment is made at 717 Strode Tower.
   - If the student passes the exam, a letter will then be sent to Graduate Enrolled Student Services and to the DMAE stating that the student’s Graduate Foreign Language Requirement has been fulfilled.

3) There may be a “Reading for Graduates” course in Spanish (SPAN 151), French (FR 151), or German (GER 151), offered in the summer that you can pass to fulfill the language requirement. However, the availability of this course is uncertain. If you’re considering this option, stay in touch with the DMAE about whether the Department of Languages is offering these courses.

If you have no preparation in your chosen foreign language, you may wish to audit 101 or 102 prior to enrolling in 151. If you have some preparation, you may wish to audit 201 or 202 before taking the translation test or enrolling in 151. To audit a course, you must get permission from the Department of Languages faculty member who is offering the course. For more detailed information about foreign language requirements, please contact Molly Greene, 717 Strode Tower, Department of Languages, (864) 656-3393, matkin@clemson.edu.

**Directed studies**

Most students are better served by the traditional classroom interchange between a teacher and a group of students rather than by directed study with a professor who is already teaching a full load, carrying other duties, and conducting the course “as a favor” without compensation. However, directed study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in the conventional literary areas.

Directed studies programs assume that the readings, the regularly scheduled discussions with one or more professors, and the preparation of various written assignments will be equivalent to what the student might experience in a normal graduate class or seminar, and that the work will be thoughtfully organized, diligently pursued, and conscientiously executed. To these ends, and so that both professor and student are fully aware of what is
involved, the MAE Committee offers the following guidelines for the proposal and fulfillment of directed studies for graduate credit in the Department of English.

1) All requests for English 637 or 840, Directed Studies, must be made to the DMAE on or before the dates for pre-registration for the semester during which the study will be undertaken. The student, in consultation with the prospective professor, should present to the DMAE the following:
   - A typed prospectus of the course, including a description of the topic and the direction or purpose of the study;
   - A bibliography of both primary and secondary readings legitimately expected to be read or consulted during the course;
   - A schedule of readings, papers, examinations and conferences (with the understanding that such schedules are subject to occasional alteration);
   - A statement, directly from the professor to the DMAE, clearly indicating the professor’s willingness to direct such a course.

2) The MAE Committee specifically discourages the use of Directed Studies courses to pursue work immediately relevant to the MAE thesis; English 891 is intended for such investigations. It also specifically discourages the use of Directed Studies courses when a similar course is available.

3) The MAE Committee agrees that someone might best guide a graduate student’s course outside the Department of English. In such cases, and only in the event that the proposal itself merits approval, an English faculty member must serve as liaison for the project; that is, no directed studies credit will be given for courses executed entirely outside the formal scrutiny of the Department of English.

4) The MAE Committee also holds that approval of Directed Studies proposals will depend at least in part on the quality of your preceding graduate work. No student whose grade average is below a B+ will be allowed to register for Directed Studies. Neither will a student be allowed to take such a course before having completed at least eighteen hours of other graduate work in English, exclusive of thesis hours. Nor will a student normally be allowed to take a Directed Studies course simply to finish out your course work; if a Directed Studies does in fact occur during your final semester (or summer session), it must be quite clear that no other course being offered at that time can satisfy your curriculum needs.

**Special Waiver of requirements**

Under extreme conditions, you may petition for a waiver for a specific requirement. Your petition must be made in writing to the DMAE and must be submitted at least six months prior to your expected graduation date. In some cases, assessment letters from outside professionals may also be required. The DMAE and department chair will not grant a waiver except in truly extraordinary circumstances.

**The GS-2: Your Plan of Study**

You must file a graduate degree curriculum (Form GS-2—find online at [http://www.grad.clemson.edu/Forms.php](http://www.grad.clemson.edu/Forms.php)) with the Graduate School Enrolled Services no later than the last day of classes of the term before the term in which you plan to graduate. The GS-2 represents the formulation of your curriculum as approved by your Academic Advisor. It must adhere to Graduate School and Department of English policies. Courses in excess of those required for the degree—as well as any required prerequisites—should not be listed on the GS-2. Any questions concerning undergraduate deficiencies,
transfer of graduate credit, special program requirements, etc. should be resolved before the GS-2 is submitted.

DMAE (and Thesis Committee) approval of your plan of study is indicated by signatures on the GS-2. The form must also be approved by the department chair and the deans of the college and Graduate School. The form is available on the Graduate School’s website at http://www.grad.clemson.edu/Forms.php. You must complete any class listed on your GS-2 before graduation; if you fail to do so, you must file a revised GS-2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary departmental and dean approvals.

**Application for Diploma**

You must submit a formal application for a diploma to the Graduate School, and the form must be completed online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted. If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at $25 the first day after the deadline and an additional $5 each business day thereafter to a maximum of $125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter. If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a $10 fee if you have your diploma mailed to you. For information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown rental or purchase at this same time. See the Clemson University Bookstore’s website (http://www.clemson.edu/campus-life/campus-services/bookstore/graduationitems.html) for information.

**Final Check-Out and Exit Interview**

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

- Turn in all keys to the departmental administrative assistant in 801 Strode Tower.
- Return all borrowed equipment and supplies that you have drawn from stock.
- Be sure that any portion of an office that you occupied is clean and ready for the next occupant. Please leave your office in the condition you would have liked to have found it originally.
- Return all borrowed materials (books, journals, etc.) to their appropriate location.
- Inform the DMAE that you have completed all requirements and confirm that you will graduate in the forthcoming graduation.
• Schedule an exit interview. (This is not necessary for all graduates, only those with student loans.)(http://www.clemson.edu/cfo/receivables/sar/faq.html, scroll down to bottom of page)

• Confirm with the office of Graduate School Enrolled Services in Sikes Hall that you have completed all forms and requirements for graduation.

PERSONALIZED WORKSHEET FOR THE MAE CURRICULUM

REQUIRED SEMINAR HOURS:                         NOTES:

___ ENGL 800 (1 hr)                              6 hours are allowed at the 600-level without special clearance. Permission for additional hours at the 600-level may be granted in special circumstances by the MAE Committee.

___ ENGL 810 (3 hrs)

___ ENGL____ (3 hrs)

___ ENGL____ (3 hrs)

___ ENGL_____ (3 hrs)

___ ENGL _____ (3 hrs)

___ ENGL _____ (3 hrs)

___ ENGL _____ (3 hrs)

___ ENGL _____ (3 hrs)

___ ENGL _____ (3 hrs)

___ ENGL 891 (6 hrs)

Total required hours: 31

NOTES:

Students on assistantship must maintain full-time status (9 hours per semester). During semesters in which a student is taking fewer seminars, the 9-hour requirement may be achieved by adding 1-9 hours of ENGL 891.

Students teaching in their second year may count ENGL 885 as one of their seminars. ENGL 886 does not count towards the required 31 hours, but it is required of anyone teaching ENGL 103.

AS YOU CHOOSE YOUR COURSES AND MAKE PROGRESS THROUGH THE DEGREE, KEEP THE FOLLOWING REQUIREMENTS IN MIND:

PROGRAM REQUIREMENTS:

___ ENGL 800 (Fall of 1st yr)

___ ENGL 810 (Fall of 1st yr)

___ Seminar in Literature before 1800

___ Seminar in Literature after 1800

___ Language Requirement

___ Thesis Director Secured (Fall of 2nd yr)

___ Thesis Prospectus Submitted (Fall of 2nd yr)

___ Thesis Committee Secured (Fall of 2nd yr)

___ Thesis (Spring of 2nd yr)

___ Thesis Defense (Spring of 2nd yr)

TEACHING REQUIREMENTS:

___ ENGL 885 (Spring of 1st yr)

___ ENGL 886 (Fall of 2nd yr)
III. THE THESIS

General Guidelines for Critical and Creative Theses
The thesis project is a semester-long endeavor producing the equivalent of a potentially publishable 25-30-page paper, comparable to articles found in peer-reviewed journals. Given the short time-frame of the thesis project, the MAE faculty recommends that the thesis significantly expand or re-imagine a topic already explored in a seminar paper. Alternately, you may choose to work on a topic about which you have not already written a seminar paper. Because of time limitations, you should only choose this route if you have a clear sense of how this thesis would unfold and/or have already completed significant research. Although the directions given here will tend to focus on those theses that are written as potentially publishable 25-30-page papers, with the permission of your director and committee, the thesis may be created in a variety of modes (including digital videos, digital texts, etc.), and it might be a critical or a creative work, or some combination.

To emphasize, during the thesis process, students will significantly expand or re-imagine the previously written essay. This process might include (but need not be limited to) incorporating further literary/theoretical texts or frameworks, reconceptualizing or sharpening an argument, expanding the analysis of the previous paper, situating the previous paper into a wider critical argument, etc.

A creative thesis would be about the same length as a critical thesis. The creative thesis might include a collection of poetry, a couple of short stories, or the excerpt from the beginning of a novel; you should work out the details of structure with your director. As with a critical thesis, a creative thesis might grow out of work already written for workshop, but the thesis itself should be a significant expansion or revision of that work. A creative thesis may exist as a digital/new media work, and while a creative project in other media must withstand the intellectual rigor and requirements of a written thesis, its length will be more varied based on the individual project.

Thesis Prospectus
Your thesis prospectus is basically a plan for what you plan to do and how you plan to do it. A prospectus for a critical thesis must include: (1) a statement of the research question driving your thesis project; (2) a statement placing your question in a wider critical context, whether of a particular period of study, a particular writer’s work, or a particular theoretical, critical, or cultural framework; (3) a plan for completing the thesis during the semester-long time-frame; and (4) a working bibliography. A prospectus for a creative thesis must include (1) a statement of what work you plan to complete for your thesis; (2) a statement situating your work with respect to that of other writers whose work has helped you to conceive of your own; (3) a plan for completing the thesis during the semester-long time-frame; and (4) a working list of texts that have helped you to conceive of your own work. Your prospectus must be approved by your thesis director and by the Director of the MAE. The prospectus should be about 5-10 pages in length, and it is due by the last day of classes of the semester preceding the semester in which you plan to write your thesis.

List of Supplemental Works
Although the thesis project should be completed in one semester’s time, it involves 6 credit hours of ENGL 891, and as such will involve a substantial amount of scholarly and background reading as well as the writing of the thesis itself. You should expect to work with your director and members of your committee to choose a list of about 20 literary and theoretical works that provide background and context to your project, but which may not be immediately part of your thesis itself, and which
will not duplicate in whole or in part the Works Cited section of the thesis. Some of these works might derive from readings from the seminar in which you wrote the paper that is becoming your thesis, or from readings in other seminars where you see connections to your thesis project. Some of the works may not derive from seminar readings, but may rather reflect the expansion of your thinking beyond specifically assigned texts. For creative theses, the list of background texts should feature works by writers who have driven you to become a writer: they might include models, works you reject, craft essays that help you consider your methods, theoretical texts that you embrace or reject, etc. We fully expect that the length of this list of background works will vary from project to project. You will be asked to provide this list of works to your committee, along with your prospectus, by the end of the semester before you wish to write and defend your thesis, and you may be asked during your defense to address these works’ relationships to your thesis. Because your thinking about your thesis will likely evolve during your thesis semester, you are welcome to add to the list of background works during that time; you will submit your final list of background works, along with your thesis, two weeks in advance of your defense. Committee members will not normally add to the list during the thesis semester unless the focus of the thesis shifts substantially. Should there be a dispute among members of your committee concerning the composition of your list, your director has the final say.

**Thesis Director and Committee**

Your thesis committee will consist of three faculty members: a director and two readers. The committee must be in place, with the names of the members reported to the Director of the MAE (DMAE), by the end of the semester before you plan to write your thesis.

You will work closely with your thesis director on your thesis. Your director will give you significant feedback on drafts of your thesis, addressing such issues as your argument, your use of critical analysis, the theoretical framing of your argument, and the way your thesis intervenes in existing scholarly conversation. You should not expect your thesis director to copyedit your thesis, but you might consult with your director about questions of mechanics and style.

The other members of your committee may want to be involved in reading drafts of your thesis, but they will be more likely to prefer to read the completed thesis once your director has approved it. You should, however, consult with members of your committee about issues in your thesis that coincide with their areas of expertise, and work with them both to develop the bibliography for your thesis and your list of background works.

If you are writing a creative thesis or creating your thesis in a medium other than writing, you must also write an approximately 5-page auxiliary document. In the case of a creative thesis, this might be a craft essay, in which you outline or reflect upon your own poetics, craft, and approach to writing. In the case of a thesis completed in a non-written medium, this essay might be a similar craft reflection, a theoretical statement, or a reflection on the medium itself. You should consult with your thesis director about the specific composition of this supplemental document.

Plan your thesis work carefully, and keep track of the Graduate School’s list of deadlines for graduation. At least two weeks before your thesis defense, you should provide all members of your committee with (1) your thesis, and (2) your final list of background works. You should find out from your committee members whether they prefer these documents in printed or electronic form. You should plan to defend your thesis during the Fall or Spring semesters, as most faculty are unavailable during the summer.
**Thesis Defense**

To pass your thesis defense, you will need to do two things:

1) **write a good thesis**—i.e., a potentially publishable paper of 25-30 pages in length, in which you demonstrate your ability in the critical analysis of a text or texts; intervene in existing scholarly conversation in a way that extends, complicates, and/or enriches knowledge; and produce writing that is mechanically sound and stylistically accomplished. A creative thesis or thesis in other media would require an equivalent creative or critical intervention. It should demonstrate your expertise and proficiency in the chosen medium, and it should be potentially publishable in an appropriate venue.

2) **demonstrate during the defense that you have begun to acquire mastery in your part of the field of English studies, by being able to position your work in larger literary, critical, and/or theoretical conversations and discuss relationships between your thesis and your list of background works.**

The thesis defense will last about 90 minutes. You should plan begin the conversation with a brief (5-10 minute) framing of your project: you might introduce the argument of your thesis and say briefly why you believe that your research question matters to the field of English studies and to the sub-field in which your thesis works. You might say briefly how your thesis responds to / complicates / challenges / answers an important critical text that appears in your works cited. You might make a couple of points about how your thesis relates to a work or two from your list of background works. You should NOT simply summarize your thesis.

The first two-thirds of the thesis defense will focus on your thesis. You can expect questions about your methodology, analysis, use of framing metaphors, choice of text(s), engagement with criticism and/or theory, etc. The last third of the defense will turn to the relationship between your thesis and your list of background works. During this time, you might be asked about how your thesis relates to these works, and you should also be capable of basic positioning of the writers or works central to your thesis, both conceptually and historically. (For instance, if your thesis focuses on William Dean Howell’s *The Rise of Silas Lapham* and American Realism’s gender politics, you should be familiar with both the literary movement and gender theory. If you choose to create a thesis in alternative media, you should be able to discuss it with respect to other genres and media. Your director will help you apply these directions to your particular project.) During the defense, you and your committee might discuss what will happen next to the article—will it be a conference paper, an article (what journals are you considering?), a published creative work, a piece destined for electronic distribution, and/or the basis of a lesson plan (if you are not continuing with graduate study)? At the end of the defense, the committee will ask you to leave the room while they briefly deliberate about whether you passed the defense and what revisions they will require of your thesis. You will then return to the room to discuss with them their conclusions. Typically, you will handle the revision process with your director, though in some instances another member of the committee may ask to see a revised version of your thesis.

There are three possible results from a thesis defense. First, and most rarely, you might pass your defense and have no revision required of your thesis. Second, and most commonly, you might pass your defense and have revisions required of your thesis before the final copy is submitted to the graduate school. Third, you might fail your defense.

Failure of a defense might occur for several reasons. First, the thesis itself might not meet the basic requirements, whether in length, intellectual substance, critical framing, or mechanical facility.
Second, you might not demonstrate during the defense the beginnings of mastery of your chosen field; this eventuality might involve an inability to engage with the list of background works, or a lack of basic historical or conceptual framing relevant to the subject of the thesis. Third, you might present an inadequate verbal performance during the defense, by lacking the ability to articulate your thoughts, participate actively in the scholarly conversation, or use language appropriate to the issues of your thesis and background list. In its policies concerning Master’s Degrees, the Graduate School notes: “A student who fails a final examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School.”

**Submission of Thesis, and Formatting Guidelines for Electronic Submission**

Once your revisions are complete, you will submit revised copies of your thesis and a final list of background works to (1) your thesis director, (2) the Director of the MAE, and (3) the Graduate School (as required to graduate).

Once you have defended your thesis, you must submit it electronically to the Manuscript Review Office of the Graduate School for formatting review. The Graduate School enforces specific formatting guidelines. Templates, examples and specific guidelines are provided on the Graduate School website ([www.grad.clemson.edu/manuscript](http://www.grad.clemson.edu/manuscript)). You will not be allowed to graduate until the Manuscript Review Office has approved your manuscript. The Manuscript Review Office uses an electronic thesis/dissertation submission process (ETD). Hard-copy (i.e., paper) manuscripts will not be accepted.
### IV. CHECKLIST OF REQUIREMENTS

Use the following checklist to track your completion of program requirements.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Timing/Deadline</th>
<th>Done!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take ENGL 800</td>
<td>In Fall of first year</td>
<td></td>
</tr>
<tr>
<td>Take ENGL 810</td>
<td>In Fall of first year</td>
<td></td>
</tr>
<tr>
<td>Prepare academic plan</td>
<td>Before end of Fall of first year</td>
<td></td>
</tr>
<tr>
<td>Complete language requirement</td>
<td>In first year</td>
<td></td>
</tr>
<tr>
<td>If planning to teach in 2nd year, take ENGL 885</td>
<td>In Spring of first year</td>
<td></td>
</tr>
<tr>
<td>If teaching, take ENGL 886</td>
<td>In Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Take seminar in Lit before 1800</td>
<td>By end of Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Take seminar in Lit after 1800</td>
<td>By end of Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Appoint Thesis Director</td>
<td>By end of Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Thesis Prospectus to DMAE &amp; Thesis Director</td>
<td>By end of Fall of second year</td>
<td></td>
</tr>
<tr>
<td>GS-2 to Enrolled Stud Svcs</td>
<td>By end of Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Complete 25 hours of coursework</td>
<td>By end of Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Appoint Thesis Committee</td>
<td>By early in Fall of second year</td>
<td></td>
</tr>
<tr>
<td>Apply for diploma using online form at SISweb</td>
<td>Beginning of final semester*</td>
<td></td>
</tr>
<tr>
<td>Order cap and gown through CU Bookstore</td>
<td>Beginning of final semester*</td>
<td></td>
</tr>
<tr>
<td>Submit thesis to committee</td>
<td>Final approved copy at least 2 weeks before defense</td>
<td></td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>At least 3 weeks prior to graduation*</td>
<td></td>
</tr>
<tr>
<td>GS-7M to Enrolled Stud Services</td>
<td>Immediately after defense*</td>
<td></td>
</tr>
<tr>
<td>Submit thesis to Graduate School for formatting review</td>
<td>2 weeks prior to graduation*</td>
<td></td>
</tr>
<tr>
<td>Submit final thesis to Graduate School, thesis director &amp; DMAE</td>
<td>At least one week prior to graduation*</td>
<td></td>
</tr>
<tr>
<td>All formatting revisions completed, approval by Graduate School.</td>
<td>At least one week prior to graduation*</td>
<td></td>
</tr>
</tbody>
</table>

* See deadlines for Graduate School forms at [www.grad.clemson.edu/ Deadlines.php](http://www.grad.clemson.edu/ Deadlines.php)
V. GENERAL ACADEMIC POLICIES

Graduate School Policies
The Graduate School sets academic policies that apply to all graduate students. These policies are maintained and made available on the Graduate School’s website, and you should familiarize yourself with them (http://gradspace.editme.com/academicRegulationsIndex).

Registration
Prior to registration, you should contact the DMAE who will serve as your Academic Advisor. S/he will help you plan your program of study and monitor your progress. Registration is conducted entirely online via TigerWeb. The Office of Registration Services provides a wealth of information to which you may refer regarding the steps to be taken in the registration process, including a demo of the online system at tigerwebdemo.clemson.edu/. See the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact the DMAE. Any student pursuing any phase of a graduate program must be registered.

Maintaining academic standing
A graduate student must maintain a minimum overall B average (3.0) for all courses taken. If at any time you fail to satisfy this requirement, the Graduate School automatically places you on probation for one semester (PR-1). Students who do not meet the 3.0 GPA requirement after the additional nine hours allowed in PR-1 may receive a second probation letter (PR-2) if it appears that they are making significant progress towards correcting their academic deficiency. Students who have failed in a reasonable time to meet the minimum academic performance (3.0 GPA) following probation (PR-1 and/or PR-2) will be dismissed from the program. During probation you will not be eligible for a departmental assistantship. A minimum grade of C on all coursework must be made for the course to apply toward a degree. A failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average.

If you are admitted conditionally, you must receive a grade of B or better in all graduate coursework. If you receive a grade of C or below, you will be dismissed from the program. Other circumstances may apply to students who were admitted conditionally, which will be evaluated on a case-by-case basis.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars, and research, but also to the acquisition of professional standards, including standards of ethics. Violations of professional standards may result in disciplinary action, including dismissal from the program.

Withdrawing from courses
You are permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the DMAE and the course instructor. If you drop a course when you have an assistantship and your course load drops below nine credit hours, your assistantship may be revoked for that semester.

Incomplete coursework
A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. The Incomplete grade is calculated as an F in
your grade point ratio until the work is made up and a final grade is assigned. Unless you complete
the requirements for removal of the I (incomplete) grade within the time period stipulated by
University policy, the Student Records Office will automatically change the I to an F. Extensions of
the deadline for completing the course work are granted only in extreme circumstances. Students
who have Incompletes cannot graduate, even if the incomplete courses are not part of your GS2
plan of study. Special courses that constitute multi-semester projects are exempt from this rule.
Incomplete grades for those courses may be given until the project is complete.

**Enrollment on a Pass/Fail basis**
The only graduate courses in the M.A. in English program that may be taken on a pass/fail basis are
English 891 (thesis research) and English 886 (TA practicum).

**Auditing courses**
Permission for a student to audit a particular graduate course is at the discretion of the instructor,
the DMAE, and the department chair. The principal factors involved in granting permission are that
the auditor must possess the necessary academic background and space must be available. Audited
courses do not carry credit, and they are not noted on your official record. Graduate auditors are not
required to stand tests or exams. However, the instructor, at his/her discretion, may demand the
auditor’s participation in class to whatever extent deemed desirable.

You may not satisfy by audit a stated prerequisite for a graduate course. Additionally, you may not
establish credit through examination in any course for which you were previously registered as an
auditor.

**Continuous enrollment, leave of absence**
Graduate students who do not maintain continuous enrollment are subject to the requirements in
effect at the time you return. Only students who are enrolled are eligible to use University facilities
and human resources. Note that you must meet minimum enrollment requirements to be eligible for
financial aid. English 891 may be used to effect continuous enrollment.

All graduate students in the program are expected to maintain continuous enrollment during fall and
spring semesters. The English Department makes every effort to schedule relevant courses such that
you can easily maintain enrollment.

To prevent the possibility of termination of financial support, you must request and be granted a
leave of absence from the department. Your request must be approved by both the DMAE and the
Department Chair. A leave of absence will be granted only in exceptional cases. If you have an
assistantship or fellowship and take a leave of absence, you are not guaranteed financial support
upon your return, even if you did not use up all your support before your leave.

After a two-year period of non-enrollment, you must apply to the Graduate School for readmission.
For readmission instructions and to verify your enrollment record, contact the Graduate School
Enrolled Services (864) 656-5339.

**Transfer credits**
University policy does not allow automatic transfer of graduate credit. Students with graduate credit
earned at another institution, in another department at Clemson University, or earned before
admission to this program must have prior work evaluated for transfer credit. Requests for transfer
credit to the program must be approved by the DMAE, the department chair, and the Graduate School dean. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description and syllabus or other supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student’s academic average. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is your responsibility, not your Academic Advisor’s, to request a transcript of transfer credits be sent directly to the Graduate School. The number of credit hours that may be transferred from an accredited institution will not be greater than one-third of the graded course work required for a master’s degree. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units; correspondence, extension, or in-service courses; or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. See the Graduate School Announcements for more information (www.registrar.clemson.edu/html/catalogGrad.htm).

**Duplication of degrees**
The holder of a master’s degree in a given field, received at another institution, may not become a candidate for another master’s degree in the same field at Clemson.

**University employee enrollment**
With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than instructor or its equivalent may be considered as a candidate for an advanced degree in the academic department where you are employed. Payment of the application fee is required, and there are limitations on the number of hours taken per semester. You must make up any time spent in class during normal working hours under a schedule acceptable to your employment supervisor. Flexibility will be given to accommodate class schedules, but you must work out conflicts with your supervisor. You must complete a master’s degree within six years of commencing the program; the Ph.D. must be completed within five years of satisfactory completion of your preliminary examinations.

**Withdrawing from the program/university**
If for any reason you decide to withdraw from the program, inform the DMAE, who will inform you of the official procedures to be followed to withdraw from the University. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students.

**Graduate School Deadlines**
The Graduate School sets deadlines for the following items. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate, and you should refer to the Graduate School’s website for deadlines.
<table>
<thead>
<tr>
<th>Form/process</th>
<th>Approximate deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit your final GS-2 to Graduate Enrolled Services</td>
<td>End of the term prior to the term in which you plan to graduate</td>
</tr>
<tr>
<td>Complete online application for diploma</td>
<td>Within the first four weeks of the term in which you will graduate</td>
</tr>
<tr>
<td>Written notification of thesis defense submitted to Enrolled Services</td>
<td>At least 10 days prior to your defense</td>
</tr>
<tr>
<td>Submit completed thesis electronically for formatting review</td>
<td>Two weeks prior to graduation</td>
</tr>
<tr>
<td>File GS7-M with Enrolled Services</td>
<td>Two weeks prior to graduation</td>
</tr>
<tr>
<td>All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office.</td>
<td>One week prior to graduation</td>
</tr>
</tbody>
</table>

*Refer to the Graduate School’s website for deadlines ([www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php)). All Graduate School forms are available online ([www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php)).

## VI. FINANCIAL INFORMATION

**Fellowships**
Fellowships are available to highly qualified students and are typically funded from organizations outside Clemson University. Information on these opportunities is available from the Graduate School website ([www.grad.clemson.edu/fellowships.php](http://www.grad.clemson.edu/fellowships.php)). Although the majority of these university-wide fellowships are awarded to doctoral applicants, the DMAE annually recommends one or two of our exceptional M.A. in English applicants for fellowships (usually $5,000).

**Honors and awards**
Each year the Department of English gives two awards at the graduate level. The Douglass Award for Excellence in Teaching honors a second-year teaching assistant. Nominations for the award committee come from faculty and teaching assistants. The award carries a cash stipend of about $500, and the student receives the formal presentation and award on Honors and Awards Day. The Fred Shilstone Memorial Award is presented to the graduate whose M.A. in English thesis (completed during the preceding academic year) is judged most outstanding.

**Assistantships and Full-Time Status**
All students on assistantship are required to maintain full-time status, 9 credit hours per semester. Students in their second year who have completed their required coursework may use 0-9 hours of ENGL 891 to maintain their full-time status. For instance, if you are taking one course during Fall of your second year, you may add six hours of ENGL 891 to your schedule so that you are enrolled in nine credit hours. Or, in the same scenario, if you are also enrolled in ENGL 886 (one hour) because you are teaching, you may add five hours of ENGL 891 to your schedule. Students on assistantship will usually enroll in nine hours of ENGL 891 in the spring of their second year.

Undergraduate credits may be included in the minimum if they are relevant to your degree program and required by your Advisory Committee. Credits in GS 799 may be included in the minimum in
unusual cases cleared in advance with the Graduate School. An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

**First-Year Assistantships**

*GAAs and GLAs (Graduate Assistants)*

Both MAE and MAPC programs annually select ten outstanding students to be GAAs (Graduate Administrative Assistants, who work for individual faculty members) and GLAs (Graduate Lab Assistants, who work in the Writing Center or MATRF). Only first-year students are eligible. They receive an annual stipend of $11,374 and a tuition reduction. A first-year GLA may be assigned to the Writing Center or to a specific professor, while a GAA may be assigned to directors of programs, editorial projects, or other scholarly projects within the department. All first year graduate assignments require 15 hours of work per week. Note that GLAs assigned to the writing center receive special training for their work. GAAs and GLAs are eligible for summer stipends and second-year support as GTRs (TAs).

*Second-Year Assistantships*

*GTRs (Graduate Teachers of Record, usually called TAs):*

Any MAE student with 18 hours of graduate English credit (including English 885) is eligible for a graduate teaching assistantship. TAs (GTRs) receive an annual stipend of $13,724 and partial tuition waivers.

Within the required 18 hours, you must have already taken English 885. You are also required to take English 886, which consists of weekly practica offered by the Director of Composition. A GTR teaches two sections of English 103 (Advanced Composition) each semester. GTRs are responsible for preparing and conducting classes and evaluating students, although they are supervised by both the Director of Composition and a teaching mentor assigned by the Director of Composition.

Early in the spring semester of your first year, the Director of First-Year Composition will notify all graduate students in our department of the deadline for applying for a teaching assistantship: this notification will specify what materials are required in the application, but they typically include a brief statement about your experience teaching, tutoring and/or as a first-year graduate assistant, along with a GS-2 form listing all courses you will have taken before the fall term in which you begin teaching. You must have completed 18 graduate credit hours before you are eligible to teach ENGL 103, and you must have taken ENGL 885 (Composition Theory). The Director of First-year Composition will notify applicants of decisions as soon as the budget for the next year has been approved (usually before the end of that spring semester).

**Accepting an assistantship**

For first-year assistantships, your responsibilities and details of your financial support are included in the official offer letter from the DMAE. This letter requires your writing the DMAE a letter confirming or declining the offer. Second-year teaching assistants will receive a separate communication from the Director of First-Year Composition with more detail as to specific assignments, such as course sections, etc. To maintain your assistantship, you must make satisfactory progress toward your degree and complete your duties in a satisfactory manner.

**Health insurance coverage**

Adequate health insurance coverage is required for all graduate assistants and all full-time (9 hours or more), on-campus graduate students. All international graduate students are also required to have
health insurance. All full-time, on-campus students will be enrolled in the university plan unless they are enrolled in an alternative plan that meets certain requirements as established by the University. Students who are covered by their parent’s, spouse’s, or employee health insurance will, in general, find those policies to be sufficient to meet this requirement, but must submit the waiver form nonetheless. If you are covered under a plan other than the Clemson Student Insurance Plan, apply for a waiver of the insurance fee and present proof of insurance that meets the University minimum requirements for alternate coverage. See www.grad.clemson.edu/financial/RelatedFinancial.php for more information.

**Employment paperwork**

If you have been offered an assistantship (or will apply for a second-year assistantship), you will be given a packet of financial forms. The forms include: information sheet, tax forms (federal and state), and I-9 Form. You must provide a cancelled bank check, proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver’s license, birth certificate or Social Security card). Contact the main departmental administrative assistant at (864) 656-3151, 801 Strode Tower, for assistance with your required paperwork.

**Income taxes**

The State of South Carolina, as well as the U.S. government, levies an income tax. Therefore, as a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies.

**Paydays**

Paydays are alternate Fridays. When you first enter the payroll, there is a two-week lag before you will be paid. This “lag pay” is paid out after your termination from your position. If problems occur, contact Beverly Pressley, 814 Strode, beverly@clemson.edu, (864) 656-5404.

**Automatic deposit**

Stipend checks must be direct-deposited through the University system. You must fill out an “Authorization for Deposit of Net Pay” Form upon starting your assistantship. Pay stubs are available electronically through MyCLE. To view your pay stub and other employment-related information on MyCLE, go to bb.clemson.edu, Enter your employee ID and password in the username and password fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

**Work injury protocol**

Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers’ compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. **NOTE:** No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider. In the event of severe injury/emergency, call 911 first, and then execute the above procedures.
Termination of pay
Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by the DMAE or the department chair.

Outside employment
One of the purposes of a graduate assistantship (research, teaching or administrative) is to support your subsistence during your graduate studies. Therefore it is the policy of the department to disallow you from outside employment if you hold a 15- or 20-hour assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from the DMAE.

South Carolina residency
Many students are interested in establishing residency in South Carolina in order to pay in-state tuition. The South Carolina residency laws call for you to establish legal ties with the state; you must generally wait one year before establishing legal ties. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident. The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The Office of Residency Classification handles all the information regarding domicile requirements for residency status. If you are interested in establishing South Carolina residency, review the up-to-date information at www.clemson.edu/SCResident/. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2281).

VII. DEPARTMENTAL FACILITIES & RESOURCES

Workshops
During the year the DMAE and other faculty offer various workshops for graduate students. These workshops may include:

• Preparation of thesis prospectus
• Preparation of statements of purpose for PhD and/or MFA applications
• Preparation of job applications
• Preparation of abstracts and papers for scholarly conferences
• Other workshops as deemed needed by the DMAE, the Society for English Graduate Students, and/or the English Department

Additionally, each year the department, the college, and the Graduate Student Government’s Speakers Bureau sponsor numerous events of literary or broadly cultural interest. You are encouraged to check the various bulletin boards around the department, your mailbox and email to keep up to date on these events.

Mailboxes and personal mail
Each graduate assistant will be assigned a mailbox, which you should check regularly. Mailboxes are located in the Work Room on the eighth floor of Strode Tower. Your personal mail and deliveries must be directed to your home address. The department is not to be used as your mailing address. Outgoing mail, both U.S. and campus mail, can be placed in the
appropriate receptacle in the 8th floor of Strode Tower. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

**E-mail**
The DMAE regularly uses e-mail to send you important information and announcements—as do your professors—so check your Clemson e-mail account regularly.

Establish a computer account so that you can get e-mail from your department, professors, and classmates. You will also use your account for online registration. To establish an account, you must go in person to the Computer Center Help Desk (University Union, Ground Level, Harcombe, or to level 5 of the Cooper Library). You will need to give your student I.D. number to the consultants at the desk, and they will open your account and give you a password. Note that if you have an assistantship, you will have both student and employee e-mail accounts and will be responsible for checking both daily.

**Multimedia Authoring, Teaching, and Research Facility (MATRF)**
Students on assistantship within the English Department have access to the Multimedia Authoring, Teaching and Research Facility (MATRF) in 409 Daniel Hall. MAE students not on assistantship with the English Department may register to use the lab by contacting the administrative assistant in 801 Strode and paying a $35 user’s fee per semester, and $10 for each summer session. Checks should be made payable to Clemson University. Registering and paying the user’s fee provides unlimited access to the facility during normal hours of operation (except when the facility has been scheduled for classroom use). A weekly schedule will be posted outside the room. The facility is staffed by graduate students to help answer users’ questions. The facility is equipped with high-quality digital video and audio recording and editing equipment, web site and document development software and tools, color scanning and animation tools, and numerous other pieces of software and hardware to facilitate technical and creative work. The lab uses Windows PC and Mac workstations and is fully networked to the campus network and to the Internet. The MATRF website is [www.clemson.edu/caah/matrf](http://www.clemson.edu/caah/matrf). Its phone number is (864) 656-1260.

**The Class of 1941 Studio**
The Class of 1941 Studio on the first floor of Daniel Hall has laptops that may be checked out for use inside the studio. Additionally, the studio may be reserved for workshops, speakers, or other events. See the studio administrator for reservation procedures.

**Travel awards**
The Advisory Committee of the Department of English annually budgets some travel funds for full-time graduate students toward their attendance/presentations at conferences and other events. Contact Chair of Advisory Committee, as well as Department Chair, well in advance of any conference travel you may be planning. The Graduate Student Government (GSG) also awards amounts of up to $500 to full-time graduate students toward conference attendance and other professional development events through grants called PEGAS grants. See the GSG website for application info: [www.grad.clemson.edu/gsg/PEGAS/faq.php](http://www.grad.clemson.edu/gsg/PEGAS/faq.php).

**Keys**
Each Graduate Teaching Assistant will be issued an office key (see the main departmental administrative assistant, 801 Strode, for keys). Students leaving the University must return all keys to 801 Strode, and a fee will be charged for any unreturned key. The key(s) issued to you are for your
use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law. You are responsible for locking all rooms to which you have gained access with a key.

**Building security and maintenance**
Strode Tower is normally locked after 4:30 pm on weekdays, and throughout weekends. Daniel Hall is normally unlocked. On football weekends the building will be locked from 4:30 pm Friday through Sunday. Persons entering or leaving Daniel Hall on those days should ensure that all doors are locked behind them. Report building problems to the DMAE. If something major is found wrong outside of normal office hours, inform the DMAE and/or the department chair after you have called the University Security Office at (864) 656-2222.

**Copy machine use**
Graduate students may use the departmental copier, as well as the digital sender/scanner machine, both located in Strode 815, only for necessary teaching work or for supervisor-assigned research or administrative work. Note that multiple copies of thesis drafts should not be made on the departmental copier. If use becomes excessive, you will be asked to obtain permission from the DMAE before each use. The supervisor for your assistantship will provide you with a code for the copier.

**Fax machine use**
You may use the department’s facsimile machine only for official department business purposes with authorization from your supervisor or the DMAE. Personal transmissions may be sent from the Student Union or other locations in downtown Clemson.

**Telephone use**
Your use of departmental office telephones must be restricted to business use and emergencies during business hours. You must inform your friends and family not to call you on the departmental office phone on routine matters.

**Office supplies**
The department furnishes office supplies to Graduate Teaching Assistants for business use. The supply cabinet is located next to the copy room on the eighth floor of Strode Tower. Excessive &/or personal use of department supplies may result in your supply privileges being revoked.

**Room use**
The English department has several conference and classrooms which may be reserved for such student use as thesis defenses. Contact the departmental administrative assistant in 801 Strode Tower, (864) 656-3151, for reservations (made on a first-come, first-served basis).

**VIII. UNIVERSITY RESOURCES**
Clemson University’s website (www.clemson.edu) contains a wealth of information useful to students, concerning such issues as your CUID, your USERID, the Tiger1Card, campus libraries and copy services, campus recreation (at Fike and elsewhere), registration procedures, campus
parking, the CAT bus, area housing, Redfern Student Health Services, Counseling services, and so forth. Look for the “A-Z Index” as a means of locating specific information.

**Libraries**
The main library at Clemson University is the Robert Muldrow Cooper Library (typically called the Cooper Library), and it is located next to Strode Tower, across from the reflecting pond by the amphitheater. The library contains over one and a half million volumes of books, journals, and documents, and it subscribes to innumerable e-journals and other electronic resources. The library has a number of copiers, two in the reference area, and several on the ground floor. Use Interlibrary Loan for materials you need but that the library does not have. For more information, call (864) 656-3024. The library’s hours of operation are: 10:00am Sunday - 12:00am Friday and 10:00am - 12:00am Saturday.

There are also two satellite branches. The Emery A. Gunnin Architectural Library, located in Lee Hall, provides materials on architecture, visual arts, city and regional planning, building science and construction, and landscape architecture. The library’s special collections unit, housed in the Strom Thurmond Institute, contains rare books, manuscripts of prominent South Carolinians, and materials relating to the history of Clemson University and South Carolina. A smaller, specialized collection is also located in the Chemistry Library in Hunter Hall.

**Bookstore**
The university bookstore is located in the Hendrix Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, school supplies, greeting cards, personal care items, etc. The bookstore holds textbook buy-backs year-round and accepts all major credit cards, TigerStripe, checks, and cash. Also, if you are on assistantship with the English department, you are eligible to receive a 10% discount on textbook purchases at the bookstore. Call (864) 656-2050 for more information. There is also one bookstore in downtown Clemson on College Avenue that sells textbooks—the Student Bookstore, (864) 654-2005.

**Campus maps**
A campus map may be obtained at the University Visitor’s Center, located across the street from Tillman Hall, in front of Clemson House. The Center offers a full range of services, including general information, audio-visuals, guided tours and other special orientation programs, publications, and displays to welcome visitors and to introduce them to the university. Call (864) 656-4789 for information on hours and other details.

**Career Center**
The Michelin Career Center coordinates campus visits for hundreds of representatives from business, industry, and government who are interviewing graduate students for permanent employment and summer internships. Recruiters are scheduled from September through April. The Clemson University career placement system allows students to research employers and sign up for interviews from any campus terminal connected to the mainframe. Graduate students are encouraged to attend seminars on writing resumes, interviewing and job-search techniques. Individual career counseling and a computer-assisted career information system are available. All graduate students are encouraged to register with the placement office a year before their expected graduation date. For more information or to use the services the Michelin Career Center offers, visit the Michelin Career Center at room 316 in the Hendrix Center, call (864) 656-6000, or log on to http://career.clemson.edu/.
**Clemson Area Transit (CATbus)**
The University operates a bus system that provides transportation for students to destinations both on and off-campus. For more information about CAT, call (864) 654-CATS (2287). Schedules and maps for CAT appear at [http://www.catbus.com](http://www.catbus.com).

**Computer access**
The Clemson Computing and Information Technology (CCIT) is the primary supplier of computer and technological services for Clemson University. CCIT operates a variety of labs across the university. Popular labs are located in the following buildings:
- Brackett Hall Atrium (24 hours)
- Cooper Library, Level 5, and also in Java City
- Hendrix Center, second floor
- M1 Martin Hall
- Lowry 11 (basement)
- Sirrine Hall, basement room G24

During the regular semester, The Cooper Library labs are open whenever the Library is open. Up-to-the-minute opening hours for labs can be found at [www.clemson.edu/ccit/help_support/labs/hours_of_operation.html](http://www.clemson.edu/ccit/help_support/labs/hours_of_operation.html)

In addition to the computing facilities, CCIT operates a help desk to assist university faculty, staff, and students with information technology issues. When you have questions, you may contact:
- CCIT Support Center, 2nd floor of Cooper Library
- (864) 656-3494
- ithelp@clemson.edu

For more information concerning CCIT and the services it offers, you can visit the CCIT homepage at [www.clemson.edu/ccit](http://www.clemson.edu/ccit).

**Graduate Student Government and Advisory Councils**
The Graduate Student Government (GSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental GSG representatives are elected. The biweekly senate meetings are open to all graduate students. See the [Graduate School Announcements](http://www.registrar.clemson.edu/html/catalogGrad.htm) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.

Students in the program may annually select student representatives, one from each year’s class, to serve as the formal liaisons between the graduate students and the departmental faculty. These student representatives may attend faculty meetings, except when the faculty determine that their attendance would be inappropriate (e.g., when other students or faculty personnel issues are discussed). On occasion, the Dean of our college asks the DMAE to recommend an M.A. in English student to serve on the Dean’s Advisory Council.

**Health Services**
Redfern Health Center (RHC) provides health services to university students. RHC offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women’s health issues, nutritional counseling, dermatology, and orthopedic clinics. The center operates Monday through Friday, 7:30 am to 5:00 pm. Physician care is available Monday through
Friday, 8:00 am to 5:00 pm. Students are seen at RHC throughout the day by appointment. A walk-in clinic is available to those students who do not have an appointment. ASK-A-NURSE telephone services are available Sundays, 4:00 pm to 8:00 pm, and Monday through Thursday, 5:00 to 8:00 pm.

All graduate students living in university residence halls (irrespective of their enrollment), all graduate students enrolled in 9 or more semester hours who pay the full-time rate (irrespective of their residence), and all international graduate students are required to pay the university medical fee of $95 per semester. The medical fee (summer session fees are prorated) covers the services of the university physicians, nurse practitioners, nursing staff, and supports, in part, psychologists in the Counseling and Psychological Services Department (CAPS). Included in the medical fee is a $500 per incident excess accident and sickness benefit available for after-hours urgent care.

If you have questions about services provided by RHC or about the medical fee, you may call (864) 656-2233; if you would like to schedule an appointment to see a doctor at RHC, you may call the appointment line at (864) 656-1541.

**Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) offers services free-of-charge to all fee-paying students enrolled full-time. All information is kept confidential; mental health records are not part of academic records. CAPS offers individual counseling, psychotherapy, couples counseling, and self-help groups. Areas of focus include personal issues, academic concerns, and self-management. The Counseling Center also sponsors seminars and workshops on various topics such as racism, sexism, couples communication, etc. The best way to access CAPS services is through CUNow, the CAPS walk-in clinic in Redfern Health Center where students are seen on a first-come, first-served basis. If you or someone you know needs help after hours, call the Clemson University Policy at (864) 656-2222 and ask to speak to the CAPS counselor on call. You will be asked to give your name and phone number, and the counselor will call you back. This service is available 24 hours a day, 365 days a year.

**Student Disability Services**

Services for disabled students are available through Student Disability Services (SDS), in the Class of ’56 Academic Success Center. Such accommodations as assistive technology, room adaptations, convenient schedules, interpreters, and note-taking are provided by the university. It is recommended that disabled students arrange schedules with the SDS during pre-registration. For scheduling conferences and other requests, contact SDS, (864) 656-6848 or e-mail: sds-l@clemson.edu.

**University Housing**

Apartment-style housing, designed for the specific needs of graduate students, is available on a 9- or 12-month lease. Graduate students are housed in Thornhill Village (2 bedrooms and 2 people per apartment) or Lightsey Bridge 2 (4 bedrooms and 4 people per apartment). Clemson does not offer housing for married students / families. Space is often limited, so graduate students interested in on-campus housing should contact the University Housing Assignments Coordinator, Darlene Mahaffey (Darlene@clemson.edu), immediately upon acceptance to the university. Specific information can be found at the Central Housing Office, located in 202 Mell Hall, or by calling (864) 656-2295.
**Legal Services**
Graduate Student Government provides the Graduate Legal Aid Service for Students (GLASS). You can make use of this service twice a year. For more information and to apply for aid, visit their website: [http://www.grad.clemson.edu/cgsg/legal_aid/index.php](http://www.grad.clemson.edu/cgsg/legal_aid/index.php)

**Multicultural Programs**
The Harvey and Lucina Gantt Center for Student Life provides an array of multicultural programs, including educational, developmental and social programs for students. The office also provides services for African American, Indian American, Hispanic American, Asian American, and Native American students. For additional information, visit The Gantt Intercultural Center in room 210 in the Hendrix Student Center or visit their website: [http://www.clemson.edu/centers-institutes/gantt/](http://www.clemson.edu/centers-institutes/gantt/).

**Parking and Transportation**
For those with cars, parking is available in designated areas. Space is limited, and you may find that you have to park very far from where you wish to go. If you have a car, you should contact the Department of Parking and Transportation Services, (864) 656-2270. You must pay a fee for on-campus parking, at which time you will be given a decal for your car. The Department of Parking Services will provide you with a map that contains detailed information on student parking. For more information, go to [http://www.clemson.edu/campus-life/campus-services/parking/](http://www.clemson.edu/campus-life/campus-services/parking/). The Department of Parking and Transportation Services also promotes a number of alternative transportation programs, including Zimride, WeCar, CatBus, and Clemson Carpool.

**Postal services**
The campus post office, University Station, (864) 656-2351, is located on the lower level of the Student Union. The City of Clemson Post Office, (864) 654-2531, is located on College Avenue. Clemson area Zip Codes are:
- Town: 29631
- University Station Post Office: 29632
- Main Post Office: 29632
- Clemson University: 29634

**Printing services**
Copiers are available in the Cooper Library on various levels. They are coin operated and cost 10 cents per copy (5 cents with Tiger Card). If you do not have money on your Tiger Card, you may also obtain a visitor Tiger Card that can be used exclusively for making copies. Student Services also provides copiers at: the Manning Hall Lobby, Calhoun Courts Commons Building basement, and the Student Government Complex.
*The Union Copy Center,* located in the University Union, provides self-service and counter services to students. For more information and hours, call (864) 656-2725.
*The Campus Copy Shop,* located at One Rubin Square, 384 College Avenue (across the street from Moe’s), offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMT’s, typesetting, etc. Faculty members often use this as a pickup location for course notes. For more information and hours, call (864) 654-3863.
Public safety and security
Clemson University has its own police department. It functions on campus and in close cooperation with other police departments in the area. Each semester the university police publish a letter to university students, providing them with safety tips as well as information about what to do in an emergency. When in doubt of your safety, call the university police at (864) 656-2222. They will respond with prompt and concerned attention. As well, you will notice the emergency phones installed at different points across the campus. Each phone has an emergency button you can press in the case of an emergency. The phone will automatically dial the university police. If you would like more information, you can call the number listed above, read the departmentally published newsletter, or visit their home page at http://stuaff.clemson.edu/cupd/.

Recreation
Fike Recreation Center, West Campus on Williamston Road, has such facilities as:
- an 8-lane 25-yard pool, 13.5 foot diving pool, sun deck and spectator seating;
- free weights, cardio equipment, 200 yard walk/run track, 35-foot climbing wall;
- basketball, volleyball, racquetball courts, and squash courts;
- aerobics, yoga, and exercise classes for all levels
- camping and outdoor adventure equipment rental

Hourly reservations for courts can be made by calling (864) 656-2315. You will need your student I.D. to enter Fike.

Full-time graduate students’ fees cover access to Fike, but those who are not full-time may use the facilities by paying $50 per semester (fall and spring) or $6 for a day pass. Membership must be acquired during registration. Further information on membership, fees, and eligibility can be found online at http://stuaff.clemson.edu/campusrec or by calling (864) 656-2315.

Tiger1 Card and TigerStripe Account
The Tiger 1 Card is your official university ID and so much more. It is also your personal student identification card, personal debit card to access pre-deposited funds in a TigerStripe account, meal plan card, library card, residence hall access card, Fike Recreation Center access card, and athletic ticket privilege access card. You should obtain your Tiger 1 Card before classes begin. To do so, visit the Tiger 1 office in the lobby of Fike Recreation Center.

The TigerStripe Account is like a prepaid credit card. You may use it when you make copies, do laundry, buy meals or items from dining services, the bookstore, the Union, and many other university facilities. Present your TigerStripe Card and the amount spent will be deducted from your account. All students are eligible to participate. Refunds on your balance are granted if you graduate, leave, or transfer from the University. For more details, call the Card Access Office at (864) 656-0763 or visit http://tiger1.clemson.edu.

University directory and telephone services
A telephone directory is published once a year in October. You may obtain one in the Office of Telecommunications, (864)656-0616. Additionally, Clemson’s website has a directory on its homepage. To help locate phone numbers of people or companies:

Student Locator: (864) 656-2262
University Operator: (864) 656-3311
Information-Local Calling Area: 411
Information Outside of South Carolina: 1+areacode-555-1212
Non-local information in SC: 1-864-555-1212

University Union
The Clemson University Union provides social, educational, cultural, and recreational activities for members of the University community. Hundreds of varied activities are offered to the campus community each year, including films screenings, bands, comedy and variety acts, workshops, speakers, gaming tournaments, cultural arts performances, outdoor recreational trips, and special events.

IX. INTERNATIONAL STUDENT INFORMATION

International services advising
You are encouraged to call (864) 656-3614 to make an appointment with a Clemson University international services advisor who can check all of your paperwork and help you plan your graduate studies.

Expenses/resources
International students must certify access to a minimum of one year’s estimated expenses. See www.clemson.edu/IA/IntlServices/StudyAtClemson/StudentAdmission/Expenses.html for more details or contact the International Affairs Office at E-303 Martin Hall, (864) 656-3614.

International student visa
You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

When your application to the Graduate School has been accepted and your language and financial abilities are certified, Campus Immigration Services will issue you an I-20 or DS-2019. Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the International Services website at http://www.clemson.edu/administration/ia/services/index.html or contact them at (864) 656-3614.

Social Security Number for international students
If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. You should then see the departmental administrative assistant (801 Strode) who will provide you with the paperwork that you must take with your signed Social Security card to the Foreign National Payments Coordinator in E-208 Martin who will complete the necessary paperwork to assist you with getting on the payroll. Be sure to bring the following:
You must call for an appointment before going to the Foreign National Payments Coordinator’s office; call (864) 656-5589.

X. THE GRADUATE SCHOOL’S STATEMENTS ON ACADEMIC INTEGRITY

ACADEMIC INTEGRITY, GRADUATE PHILOSOPHY

An academic environment of integrity is one in which students, faculty and staff interact with each other from a position of mutual trustworthiness. As a member of the consortium of institutions comprising the Center for Academic Integrity, Clemson University has committed itself to preparing a community of scholars dedicated to integrity in teaching, research, scholarship, mentorship and the acquisition and display of professional values of trust, honesty, fairness, responsibility and respect.[1] It is an expectation that Clemson graduate students avail themselves of the many opportunities and resources both on and off campus to learn how to engage in professional practice with integrity. The Graduate School and the community of scholars engaged in graduate-level education will vigorously and expeditiously respond to charges of violations of academic integrity. In order to promote an academic environment of integrity, all students, faculty and staff must commit to fostering honesty in academic work. Each individual has an important role in ensuring that Clemson’s policy on academic integrity is respected and used most effectively as a mechanism for teaching versus a mechanism for punishment. The Graduate School encourages all faculty and students to take a proactive role in eradicating ignorance of violations of academic integrity.

- Faculty must be clear on syllabi and in verbal instructions to students on the academic expectations for completing assignments.
- Graduate programs must engage students in discussions about disciplinary-specific issues and professional practice relative to academic integrity, and may include expectations, procedures and consequences aligned with professional licensing or certification requirements beyond those listed here.
- Faculty might inform students of national cases of academic dishonesty by other faculty and graduate students so as to heighten students' awareness of the necessary seriousness of making a commitment to honesty in their work and implications of not doing so.
- Students must be proactive in asking for clarification on procedures for completing assigned work.

ACADEMIC INTEGRITY, GRADUATE POLICY AND PROCEDURES (IMPLEMENTATION DATE: FALL 2010)

Policy:

Violations of the principles outlined in the graduate philosophy on academic integrity will be pursued to the fullest extent according to the procedures outlined below. Violations of academic integrity include violations in coursework, research[1], independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications[2] or works
submitted as requirements for receipt of a degree. Non-degree seeking students may also be charged with violations of academic integrity.

This policy broadly defines and provides examples of violations of academic integrity, categorizes the seriousness of violations into four levels[3] and establishes guidelines for discerning appropriate sanctions for each. As there is no way to identify within the policy all of the possible violations of academic integrity, the policy and ensuing procedures are intended as a general guide for faculty in all colleges to enable consistent, reasonable and fair judgments of graduate student actions incongruous with the fundamental values and general philosophy described above. It further describes the steps to be followed by faculty bringing charges against graduate students for violations of academic integrity.

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

A. Definitions, explanations and examples of violations of academic integrity

Violations of academic integrity may include, but are not limited to, the following:

**Cheating.** Cheating involves giving, receiving, or using unauthorized aid on any academic work submitted for grading including but not limited to coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using on-line paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.

**Fabricating/falsifying information.** Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted (for example, telephone interviews).

**Facilitating violations of academic integrity.** Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).

**Failing to cite contributors.** Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one’s own.

**Plagiarizing.** Plagiarizing is theft of the work accomplished by someone else. It includes copying and pasting words, phrases, sentence structure, computer code or files, images, or ideas from any source, including the Internet, and attributing the work to one’s own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others’ conceptual frameworks for
developing creative works without acknowledgement or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

**Thwarting others' progress.** Thwarting others’ progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

**B. Levels of seriousness of violations of academic integrity and sample recommended sanctions**

At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. This policy categorizes academic integrity violations into four levels. To provide guidance on the administration of sanctions, examples of violations of academic integrity are delineated below by the level of seriousness. This list is by no means exhaustive but is reflective of the types of violations that have been observed at Clemson. Guidance may be sought from the Graduate Academic Integrity Committee to determine the appropriate level of seriousness in unusual or highly complex instances.

**Level One Seriousness and Sample Recommended Sanctions**

Includes instances where it is determined that a first-year graduate student is essentially unaware of the principles of academic integrity at Clemson, where a student has misunderstood instructions from a professor and has committed an infraction impacting a minor portion of assigned work or has committed an infraction on an assignment of minor significance to the final grade. Level One violations are addressed by the professor. Examples of Level One violations include the following:
1. failure to follow instructions to work independently;
2. plagiarizing affecting very minor portions of an assignment or project; or
3. first-time offenses by students unfamiliar with the academic integrity expectations at Clemson.

Sample recommended sanctions for Level One violations include one or more of the following:
1. failure on the assignment;
2. requirement to make all corrections and resubmit the assignment for grading;
3. verbal or written reprimand; and/or
4. assignment to attend a seminar on academic integrity and to write a paper on knowledge gained to be submitted for credit or no credit, at the professor’s discretion.

**Level Two Seriousness and Sample Recommended Sanctions**

Includes instances that impact a moderate portion of an assignment, course, project, laboratory or research activity. Level Two violations are addressed by the faculty member, the graduate program coordinator and the department chair. Examples of Level Two violations include the following:
1. failing to acknowledge sources by use of quotation marks, footnotes, endnotes or indentations of lengthy, direct quotes;
2. using unauthorized aid (notes, books and other references, other students’ work, web sites, etc.) in violation of explicit instructions to complete in-class or take-home exams;
3. failing to acknowledge sources of materials paraphrased;
4. failing to acknowledge sources of assistance, or other contributors, in preparation of
   assignments, papers, posters or projects, etc.; and/or
5. using the conceptual frameworks of others in developing creative works without
   acknowledgement or permission.

Sample recommended sanctions for Level Two violations include one or more of the following:
1. failure on the assignment with no opportunity to amend;
2. assignment of a similar task with a higher level of difficulty and more stringent grading; or
3. receipt of zero on the assignment.

Level Three Violations of Academic Integrity and Sample Recommended Sanctions
Includes instances where it is determined that a student flagrantly and intentionally violates the
principles of academic integrity in a significant portion of an assignment, course or research activity.
Level Three violations are heard by the Graduate Academic Integrity Committee. Examples of Level
Three violations include the following:
1. knowingly plagiarizing major sections of papers submitted for grading;
2. knowingly plagiarizing major sections of the thesis or dissertation prior to submission for
   publication;
3. purchasing papers or reports and submitting them for grading;
4. thwarting others’ progress by destroying computer files, laboratory or library materials; and/or
5. devising means with classmates to cheat on exams of any sort (qualifying, preliminary, state
   exams for licensing, etc.)

Sample recommended sanctions for Level Three violations include one or more of the following:
1. receipt of an “F” in the course;
2. suspension from the University for one or more semesters;
3. termination of the student’s graduate assistantship and/or University fellowship;
4. notation in the Graduate School of the violation of academic integrity and the sanction; and/or
5. notation on the student’s permanent academic record (transcript) of the violation of academic
   integrity at Level Three and the suspension from the University, if applied.

Level Four Violations of Academic Integrity and Sample Recommended Sanctions
Includes instances where it is determined that a student has intentionally committed violations of the
principles of academic integrity serious enough to constitute “academic fraud,” actions which have
the impact of bringing the reputation of the institution itself into question. Level Four violations are
heard by the Graduate Academic Integrity Committee and may involve interaction with the Faculty
Senate and the vice president for research if sponsored research is involved.
1. fabricating data in research projects, papers and reports;
2. creating false sources for references, which in fact, do not exist;
3. plagiarizing in materials to be submitted for publication, including final submission of theses and
dissertations and journal articles;
4. falsifying transcript records, altering any supporting documents submitted to the University with
   the application for admission;
5. paying an individual or company to produce a thesis or dissertation; and/or
6. forging a faculty or staff member’s signature on any document.
Sample recommended sanctions for Level Four violations include one or more of the following:

1. mandated permanent dismissal from the University with no possibility of academic renewal;
2. notation in the Graduate School of the violation of academic integrity and the sanction;
3. permanent dismissal from the University; and/or
4. notation on the student’s permanent academic record (transcript) of the violation of academic integrity at Level Four and the permanent dismissal from the University, if applied.

**NOTE:** Repeated violations of the policy of academic integrity, irrespective of the level, may result in suspension from the University or permanent dismissal.

**C. Structure of the Graduate Academic Integrity Committee**

**Faculty.** Four tenured faculty members from each of the academic colleges serve staggered 2-year terms on the Graduate Academic Integrity Committee. Members of the Graduate Academic Integrity Committee should not simultaneously be members of the Undergraduate Academic Integrity Committee, nor the grievance committees of either the graduate or undergraduate programs. The purpose for having an expanded number of faculty is to ensure the ability of the committee to meet in a timely fashion when cases are brought forward and to attempt to have broad disciplinary representation on the committee. Faculty representatives are selected by college rules at the end of the spring semester to serve two-year staggered terms that begin in the fall.

**Students.** Eight graduate students, one from each college, and three students selected from amongst the interdisciplinary programs, are selected and approved by the Graduate Student Government (GSG) through an application and interview process in the spring semester. These students are then recommended for one-year appointments to the associate dean of the Graduate School no later than the last spring meeting of the Graduate Student Government. Graduate student committee members must maintain minimally a 3.0 grade point average during the term of appointment and must have completed nine hours of coursework or research prior to being selected by GSG.

**Chair.** A chair will be selected from within the committee’s membership. The chair must be a faculty member who has had at least one year’s experience on the Graduate Academic Integrity Committee. The chair has a full vote on the committee.

**Hearing Panel.** Cases will be heard by a panel of five committee members consisting of two graduate students and three faculty members from different departments. Decisions of the hearing panel require a majority vote.

**Administrative Coordinator.** An associate dean of the Graduate School serves as the non-voting administrative coordinator of the Graduate Academic Integrity Committee.

**Meetings and Hearings.** The committee convenes throughout the calendar year, including summers, when there is a case to be heard. The Graduate Academic Integrity Committee will meet to review and revise its procedures, if necessary, prior to the last day of classes of every spring semester. Revised procedures will go into effect on the first day of the subsequent fall semester.

**Quorum.** Seventy-five percent (75%) of the membership (or 21 members) of the Graduate Academic Integrity Committee constitutes a quorum. A majority vote of the quorum (or 11 members) is required to recommend dismissal of a student. At least one graduate student is required to constitute a quorum. To expedite voting when time is a critical factor, an electronic vote from the membership may be authorized at the discretion of the associate dean of the Graduate School.
Recusal. To avoid possible conflict of interest, faculty and graduate student representatives should recuse themselves from cases involving colleagues or peers in their immediate departments or programs.

D. Notification of a violation of academic integrity
1. When, in the opinion of a faculty member, there is evidence that a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.
2. When, in the opinion of a student or staff member, there is evidence that a student has committed a violation of academic integrity, he or she should contact the faculty member for the course (including the research advisor or internship/practicum/co-op supervisor) to discuss the incident. After being contacted, if, in the opinion of the faculty member, there is evidence that the student has committed a violation of academic integrity, the faculty member will deliver a formal written charge in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.
3. When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring this allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student’s program (consistent with the alleged violation). The faculty member will determine if charges are to be brought against the student. If the faculty member determines that there is sufficient evidence to file a charge, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.
4. Within three working days from the date the associate dean of the Graduate School has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the policy and procedures of the Graduate Academic Integrity Committee.
5. The Graduate School will notify the Academic Integrity Committee that a case has been received and will indicate if this violation constitutes a first offense (verified by documentation of previous violations sanctioned at Level 2 or above as noted on the record retained in the Graduate School).
6. The Graduate School will identify a panel to hear the case (depending on the availability of committee members and the faculty member bringing the charge).

E. Procedures if the student chooses to waive his or her right to a hearing
1. The student must meet with the associate dean of the Graduate School to request to waive his or her right to a hearing.
2. If the student desires to waive his or her right to a hearing, the associate dean will allow the student to execute Form GSai-A, “Request to Waive Academic Integrity Hearing,” and will inform the student of the classification/level of the offense (level two to four). A student may not request a hearing for Level One violations.
3. A student who requests to waive his or her right to a hearing will have no right to appeal the sanction imposed, unless the sanction includes suspension or permanent dismissal from Clemson.

4. The Graduate School will notify the professor of the decision of the student to waive his or her right to a hearing.

Application of sanctions in cases without a hearing

When the student has waived his or her right to a hearing, sanctions may be imposed by the faculty member, if Level One, by the faculty member and department, if Level Two, or by the Academic Integrity Committee hearing panel, if Level Three or Four.

1. In cases of Level One violations, the professor should meet with the student and inform him or her of the sanction. The professor should provide an email notification to the Associate Dean of the Graduate School including the date of the meeting with the student and the sanction imposed. Level One violations will not become a part of the student’s permanent academic record at the University but will be recorded for data purposes only in the Graduate School. In keeping with the commitment to encourage students’ understanding and embracement of the tenants of academic integrity, Level One violations will be used as a warning and as a teaching opportunity.

2. In cases of Level Two violations, the professor and department chair should meet with the student and inform him or her of the sanction. The professor should provide an email notification to the associate dean of the Graduate School including the date of the meeting with the student and the sanction imposed. Level Two violations will not become a part of the student’s permanent academic record at the University but will be recorded in the Graduate School and considered as the student’s first offense of violation of the policies of academic integrity.

3. In cases of Level Three violations, the professor and department may choose to recommend a desired sanction to the Graduate Academic Integrity Committee’s hearing panel; however, the panel will make a final determination of appropriateness of the sanction. The hearing panel must convene within 15 working days of receipt of a charge.
   i. If the hearing panel accepts the recommendation of the professor/department, the hearing panel chair will notify the associate dean of the Graduate School. The Associate Dean will then note the student’s file accordingly, and forward a copy of the sanction to the student and professor. If the student does not appeal the decision of the hearing panel within the allotted five working days (see appeals below), the Graduate School will notify the University registrar of the violation and the sanction, if suspension is imposed.
   ii. If the hearing panel does not accept the recommended sanction of the professor/department, the hearing panel will make a determination of appropriate sanction. The associate dean will then note the student’s file accordingly, and forward a copy of the sanction to the student and professor. If the student does not appeal the decision of the hearing panel within the allotted five working days (see appeals below), the Graduate School will notify the University registrar of the violation and the sanction, if suspension is imposed.

4. In cases of Level Four violations, the Graduate Academic Integrity Committee hearing panel will determine the sanction. The associate dean will then note the student’s file accordingly, forward a copy of the sanction to the student and professor, department and graduate dean. If the student does not appeal the decision of the committee within the allotted five working days (see appeals below), the associate dean will notify the University registrar of the violation and the sanction, if dismissal is imposed.
F. Procedures if the student chooses to pursue a hearing

1. A hearing may not be requested for a Level One violation. Level One violations will be used as a teaching opportunity in the course/program/department, whichever is relevant, to discuss with the student the seriousness of failure to understand academic integrity issues at the graduate level.

2. If a student requests a hearing for a Level Two violation, the associate dean of the college will assist in assembling a 3-person hearing panel within the college. Decisions of the hearing panel will be final. Graduate student representation on this panel is not required.

3. The Academic Integrity Committee’s hearing panel (for cases identified to be Level 3 or 4) will consist of five individuals – two graduate students and three faculty members from different colleges selected as cases are brought forward. Each hearing panel will select a faculty member to serve as chair of the hearing. At least one faculty member must have disciplinary expertise sufficient to fully comprehend the charges and the ensuing discussions in the case. For example, if the case involves advanced statistics, at least one faculty member with expertise in statistics must be available at the hearing. In order to ensure this expertise, the committee chair may request a tenured faculty member (either from among the Clemson faculty or external to Clemson, depending on the nature of the case) to serve as an ad hoc, non-voting consultant to the panel during the hearing.

4. The faculty member filing the charge must present a full written explanation of the charge to the associate dean of the Graduate School, who will forward it to the chair of the Graduate Academic Integrity Committee’s hearing panel within three working days of receipt. The Graduate School will also provide a copy of the charge to the student within the same timeframe.

5. The student will then have five working days in which to provide a detailed written explanation on Form GSai-B, “Student Rebuttal of Charge,” in defense of himself or herself. This form will be submitted to the hearing panel through the Graduate School.

6. Within 15 working days of receipt of a charge, the chair of the hearing panel will convene the hearing.

7. The student and the alleging faculty member will receive at least five business days advance notice of the hearing date.

8. The hearing will be conducted in a closed session with the student, alleging faculty member, hearing panel members, associate dean of the Graduate School, and any witnesses called to be present.

9. Only materials submitted to the hearing panel prior to the hearing may be introduced and/or explained during the hearing. If necessary, witnesses may be called to speak before the hearing panel and will only be present when speaking before the panel.

10. At the discretion of the chair of the hearing panel, the hearing may be suspended to accommodate the review by the panel of unanticipated new information.

11. Following the hearing, the parties will be excused and the hearing panel will deliberate in a closed session.

12. Decisions of the hearing panel will be by majority vote.

G. Findings of the Hearing Panel

1. If the student is found not in violation, the Graduate Academic Integrity Committee’s hearing panel will report this finding to the Graduate School on Form GSai-C, “Report of Finding.” The Graduate School will notify all parties involved of the finding by forwarding a copy of Form GSai-C to each.
2. If the student is found in violation, in cases at Levels Three or Four, the Graduate Academic Integrity’s hearing panel will report its decision and recommended sanction to the associate dean of the Graduate School on Form GSai-C, “Report of Finding.” The Graduate School will notify all parties involved of the finding by forwarding a copy of Form GSai-C to each.

H. Appeals
The decision of the collegiate or Graduate Academic Integrity Committee’s hearing panel is final and no appeals may be filed except in cases resulting in suspension or permanent dismissal. In these instances, within five working days after receipt of written notification of a suspension or dismissal, a student may submit a written appeal to the dean of the Graduate School to review the decision. The decision of the dean of the Graduate School is final.

NOTE: Should the faculty member filing the charge be the dean of the Graduate School (in his or her capacity as a member of the faculty), the substitution of the provost of the University must be made for students wishing to appeal the finding of the hearing panel.

I. Administration of sanctions
The alleging faculty member will notify the student and the Graduate School of sanctions imposed for Level One or Two violations. The Graduate School will notify all parties of the decision of the Graduate Academic Integrity’s hearing panel for Level Three and Four violations and will oversee administration of any sanctions involving suspension or dismissal.

1. Level One sanctions are determined by the alleging faculty member. While the faculty member is not restricted to the limited suggestions of this policy, the sanction should be consistent with the suggested sanctions for Level One violations. The associate dean of the Graduate School may be contacted for assistance, if desired.

2. Level Two sanctions are determined by the faculty member in consultation with the graduate program coordinator and department chair. While these individuals are not restricted to the limited suggestions of this policy, the sanction should be consistent with the suggested sanctions for Level Two violations. The associate dean of the Graduate School may be contacted for assistance, if desired.

3. Level Three sanctions are determined by the Graduate Academic Integrity Committee’s hearing panel. If the violation is not the student’s first while enrolled at Clemson University, the student may receive a grade of F for courses or research (891 or 991) or will receive a grade of “fail” on the comprehensive exam in question, and may be suspended from the University for one or more semesters. Students suspended for violations of academic integrity will also be terminated from graduate assistantships or University fellowships for the same period of the suspension from the date of suspension. The dean of the Graduate School will be notified on decisions involving suspension and will formally issue a letter of suspension to the student. Notification to the Registrar’s Office, the International Office, the collegiate dean, graduate program coordinator, faculty bringing the charge and department chair will be made by forwarding to those parties a copy of the letter of suspension.

4. Level Four sanctions are determined by the Graduate Academic Integrity Committee’s hearing panel. Level Four sanctions require that the student be permanently dismissed from the University. The dean of the Graduate School will be notified of decisions involving suspension and will formally issue a letter of permanent dismissal to the student. Notification to the office of the registrar, the International Office, the collegiate dean, graduate program coordinator,
faculty bringing the charge and department chair will be made by forwarding to those parties a copy of the letter of permanent dismissal.

NOTE: The hearing panel will determine if a specific notation: suspended or dismissed “for violation of academic integrity” is to be added to the student’s transcript, otherwise, the notation, “suspended” or “dismissed” will be noted on the transcript following current University guidelines.

J. Retention/disposition of files
The Graduate School will retain all files of academic integrity cases and their findings in accordance with the University’s records retention policy.

K. Confidentiality
All hearings are closed and cases are considered confidential. The Graduate School and members of the Graduate Academic Integrity Committee and hearing panels will keep all materials and discussions of the cases confidential to the extent permitted by law.

L. Retribution
In a community of scholars who respect and promote academic integrity, there is no place for retribution. Faculty should agree to support and uphold the decisions of their peers who serve as members of the Academic Integrity Committee and hearing panels as these individuals take seriously the responsibility to render objective decisions on cases brought before them. Faculty have a professional obligation to teach by example and to guide graduate students in practices of ethical judgment and building of personal and professional integrity.

NOTE: The Graduate School is indebted to Rutgers University for permission to draw heavily on the model developed by their faculty. Additionally, websites of Harvard University, Colorado, Virginia Tech, Michigan, Michigan Tech and the Council of Graduate Schools were consulted as this policy and related procedures were prepared. Input was received from members of the academic policy committee of the Faculty Senate, the Graduate Academic Integrity Committee, graduate program coordinators, associate deans for research, the University ombudsman, legal counsel and former graduate deans.

2. It is possible that, depending on the research infraction, use of the policy on research be substituted for the academic integrity policy.
3. Ibid.
4. Used by permission, academic integrity model of Rutgers University, New Brunswick.

XI. OTHER UNIVERSITY POLICIES

Graduate School Regulations, Policies, and Procedures
The Graduate School has posted an online index of academic, admissions, and financial policies—as well as guidelines for implementing these policies. You should familiarize yourself with these policies: http://gradspace.editme.com/policies
**Harassment**

It is the policy of Clemson University to conduct and provide programs, activities, and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran, or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic, or physical conduct.

Harassment of University faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program. Employees or students who feel they are victims of any form of discrimination are encouraged to consult the Office Access & Equity in 110 Holtzendorff, (864) 656-3181, for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Office of Access & Equity, the student must submit a written request for an appeal to the dean of the Graduate School, who in turn will convene an ad hoc committee that will review the process and/or sanction. The committee membership will come from faculty and students already appointed to the Graduate Council.

**Sexual harassment**

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2) Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual;
3) Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or academic environment.

Sexual harassment of University faculty, staff, or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member.

**Amorous relationships**

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer, or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility. Those in positions of
authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors, and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. Graduate assistants, research assistants, tutors, and teaching assistants who are professionally responsible for students would be wise to exercise special care in their relationships with students they instruct or evaluate. Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access & Equity, E-103 Martin Hall, (864) 656-3181.

Drugs, alcohol, and smoking
The use, possession, distribution, or dispensation of illegal drugs are strictly prohibited. Violation will result in your dismissal from the University.

Alcoholic beverages are prohibited in all classrooms, labs, offices, and conference rooms. Violation could result in your dismissal from the University. Our administration sanctions use only at a limited number of faculty events.

In the interest of the safety and health of all the occupants of our buildings, the following smoking policy will be enforced: 1) No smoking is allowed in any classroom, hallway, laboratory, office, or other public space; and 2) smoking is permitted in specified areas indicated by receptacles.

Political, religious activities
The University cannot engage in political and religious activities. It is departmental policy that no political or religious signs will be displayed in Strode Tower or Daniel Hall. Nor should University email lists/systems be used to transmit political or religious messages.

Emergencies & inclement weather
Call the Clemson University Police Department at (864) 656-2222 for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched.

• In case of fire, exit the building immediately. Use stairwells; do not use the elevator.
• In case of tornado warning, take shelter in lower stairwells or ground floor hallways in Strode & Daniel. Use stairwells; do not use the elevator.

Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations and on the Clemson University website. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement. For updates on the status of Clemson classes and office closings:

• Log on to the Clemson University home page at www.clemson.edu;
• Check your cell phone for a CU Safe message if you have signed up for this service (get information on signing up at http://www.clemson.edu/cusafety/);
• Call the Clemson University switchboard at (864) 656-3311 for recorded updates between 8 p.m. and 8 a.m. Monday-Friday and on weekends (recorded messages provide closure information, not weather forecasts); and
• Tune in to local TV and radio stations or log on to their Web sites.

**Warning sirens** are located around campus to provide immediate notification of danger. There are two types of sirens: Campus sirens sound a tone and a voice-message announcing the nature of the emergency; Oconee Nuclear Station sirens just sound a tone. When you hear the sirens take stock of your surroundings to try to determine the nature of the emergency, and take immediate action to ensure your safety, if necessary.

**XII. INFORMATION ABOUT THE OLD CURRICULUM**

Those students who matriculated before Fall 2011 may have chosen to remain on the MAE curriculum as described in issues of the Graduate Announcements from 2010 and earlier. Where they differ from policies outlined in the main handbook, the degree requirements for that curriculum are given here.

**Requirements for the M.A. in English Degree**

<table>
<thead>
<tr>
<th>Our Basic Degree Requirements</th>
<th>Thesis Option</th>
<th>Non-Thesis Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of course work</td>
<td>25</td>
<td>37</td>
</tr>
<tr>
<td>Core courses required</td>
<td>10 hrs, plus Foreign Language</td>
<td>10 hrs , plus Foreign Language</td>
</tr>
<tr>
<td>Elective courses required</td>
<td>15 hrs</td>
<td>27 hrs</td>
</tr>
<tr>
<td>Thesis Research 891</td>
<td>6 hours</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Required credit hours**
The thesis option for the M.A. in English requires 25 hours of graduate credit approved by the student’s Academic Advisor. No more than two 600-level courses may be taken for the thesis option. The non-thesis option requires 37 hours of graduate credit. No more than five 600-level courses may be taken for the non-thesis option.

Prerequisite and co-requisite courses do not count toward required graduate credit hours. (Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.) If you took a 400-level course as an undergraduate at Clemson, you may not take credit for that same course at the graduate, or 600-level.

**Core courses**
All M.A. in English students are urged to complete all core courses (as well as satisfy the foreign language requirement) during their first year of study:
• ENGL 800—Introduction to Research (1 hr., taught only in Fall)
• ENGL 810—Literary Theory (3 hrs., taught only in Fall)
• British Literature—ENGL 805, 808, 811, 814, or an appropriate 831*
• American Literature—ENGL 820, 823, or an appropriate 831*
  * ENGL 831 (Special Topics) can focus on British or American literature
• ENGL 885—Composition Theory (required for teaching, offered in Spring)

**Thesis and Non-thesis options**

Whether to select the thesis or the non-thesis option may well be your biggest programmatic decision. If you plan to use your M.A. degree to teach literature in a high school, community college, or technical school, you should strongly consider the non-thesis option, since the four additional courses increase the breadth of coverage needed for the surveys in British and American literature you likely would be asked to teach. If you are interested in continuing for a Ph.D. or for another such advanced degree, such as a J.D. (Doctor in Laws), you might well choose either option, depending upon your background, interests, and abilities; typically, however, doctoral programs neither require or prefer you to have completed a thesis, nor do they tend to look kindly on thesis chapters as writing samples, as these chapters do not have the stand-alone quality of a solid, revised seminar paper. If you want to be a creative writer, you might consider the thesis as an opportunity to create a collection of short stories or poems, which will be important to your professional portfolio and admission to an M.F.A. or Ph.D. program in creative writing. This decision should be made by the end of your first year.

**Oral Qualifying Exam**

**Timing**

A candidate for a master’s degree will be tested on the materials listed in the Master’s Reading List. Candidates for a master’s degree must pass an oral examination at least three weeks prior to the graduation convocation at which their degree is to be conferred. The final date for this examination is established each semester by the Graduate School, but oral examinations are normally conducted in early September and February, or immediately before and/or after fall and spring breaks. Due to exigencies of staffing, you should not assume that you will be able to take your orals in the summer.

If you wish to stand for the examination in a given semester, you must notify the DMAE as early as possible or at least one month prior to the examination week. The DMAE will assign the members of the examination committee and post the committees at least two weeks before the examination dates. The chairperson of the examining committee will determine the sequence and keep time for each section. Upon establishment of faculty committees for oral examinations, the DMAE will notify the Department Chair and the Dean of the Graduate School of the scheduled examinations.

**Framework and Expectations of the Exam**

The time limit of the examination itself will be 75 minutes, with 25 minutes allocated for each section. There will also be a 15-20 minute discussion period for the committee to determine the results of the exam.

You will be judged on three basic points. The degree to which you meet these criteria will determine whether an honors, pass, or fail is awarded. The three points are these:

1. What is your command of the texts on the M.A. in English Reading List? Do you furnish correct data in response to the questions?
2. How well do you handle yourself during the examination? You should be articulate and able to provide lucid, well-organized answers.
3. How well do you interpret the data given in response to the questions? You should be able to comment on the significance or the artistic feature of the work under discussion; you should be able to make connections among works based on theme or genre or other elements of the works.

In order to provide some uniformity to the oral examination procedures, the following rationale and ground rules are given to all graduate faculty and students:

- Initial questions should be broad and open ended. Follow-up questions should deal with information already elicited from the students. If a student has found a theme in a work, the examiner may encourage discussion but may also ask about other themes.
- The examiner is interested in learning quickly and efficiently what a student knows or does not know. If the student obviously cannot talk about a work, the examiner will move on to something else.
- Once the examiner is satisfied that the student has read the work with intelligence and understanding, he or she will move on.
- Students will be asked to make connections—to other works within the section, to works in other sections, and to larger themes expressed by the list.
- Students are not expected to know critical scholarship on the works contained on the reading list; however, students should know basic literary terms such as allegory, naturalism, elegy, tragedy, ode, etc., and should be able to speak critically about these terms as they apply to the works on the reading list.

Each examiner will determine whether you have passed or failed a particular section of the examination. Honors are given for the entire examination and must be unanimously awarded.

If you fail one section of the examination and pass the others, you are required to take that section of the examination again. The examiner of the failed section should notify the DMAE within two days and explain what conditions must be satisfied. The DMAE will then inform you about the conditions imposed. At least four weeks must elapse before retaking the examination, with a different examiner.

If you fail two or three sections of the examination, all parts of the examination must be taken again. The re-examining committee will be different from the original committee. A period of at least six weeks must elapse before a re-examination. Failure of the second examination will result in your dismissal from the Graduate School.

If you have a good reason to believe that you have not been fairly treated by the examining committee, you should appeal to the Chair of the English Department through the DMAE.

**The Thesis**

**Purpose**
The purpose of a thesis is to demonstrate your capability to:

- Formulate a research problem;
- Demonstrate knowledge relevant to a meaningful resolution of a specific problem;
- Effectively plan the work leading to the completion of the problem;
• Report the results of your research in concise, precise professional style. Traditionally, theses are extended scholarly essays that demonstrate a student’s critical and research skills. However, creative theses in fiction, drama, and poetry are also possible if you have taken the appropriate graduate workshop and have had accepted a sample of writing reviewed by the creative writing faculty.

**Thesis Director & Committee**

If you choose the thesis option, you must select a Thesis Director before the end of your second semester (and no later than the beginning of your third semester). The Thesis Director will oversee your thesis, help you set deadlines for your work, and guide your research activities and the preparation of your thesis. A change of Thesis Director will be permitted only under the most unusual circumstances. During each semester, you should meet regularly with your Thesis Director to discuss your project. You must have at least three faculty members (including your Thesis Director) on your Thesis Committee. Consult with your Thesis Director for assistance in forming the committee, who must be regular faculty in the department.

**Planning**

Task planning is a very important part of any research program. The deadlines for the tasks depend on the date of anticipated graduation and are available from the Graduate School website ([www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php)). Failure to meet any of these deadlines will result in postponement of your graduation.

You must allot sufficient time for writing your thesis. Be realistic about how long it takes to write a thesis; a semester is rarely adequate for completing the work. Work to complete your thesis before leaving the University, as incomplete theses are the main reason for students not completing their degrees.

**Consulting previous theses**

Prior students’ bound theses are available for your review in 607 Strode Tower. Many faculty members also maintain copies of bound theses of students for whom they served as Thesis Director or Thesis Committee Member. Your committee members also may be able to direct you toward pertinent examples for your review.

**Selecting a topic**

You choose your thesis topic, which may come from a seminar paper or a long-standing interest. Discuss your possible topics with appropriate faculty members; these conversations may also help you choose your thesis committee.

Your topic should permit you to concentrate on the direct study of literary works or some issue in literary theory, linguistics, rhetoric, or composition.

• Your study may concentrate on the work of a single author or on a specific aspect of an author’s work; it may also be a case book treatment of a significant but minor writer or even, with a particularly well-qualified student, an exhaustive critical and historical treatment of a single, significant work.

• Your study may concentrate on an aspect of or issue in literary theory, or apply a theoretical principle to literary works and figures; it may concentrate on an aspect of or issue in rhetorical theory, or engage in the rhetorical criticism of literary, and other, works; or it may...
concentrate on an aspect of or issue in composition theory or develop pedagogical strategies for teaching composition.

You should avoid narrowly mechanical research projects and topics involving overly broad historical or thematic scope. Topics in comparative literature will be allowed only when the emphasis is clearly upon a British or American writer and when you can demonstrate competence in the second language involved.

The Prospectus
The prospectus (6-10 pp.) is your plan for your thesis, and it has the following parts:

- a statement of the thesis topic
- a review of previous research and a statement of the contribution to the field
- a statement of probable structure, outlined chapter by chapter
- a working bibliography, listing essential primary and secondary works

Your Thesis Committee will review your initial draft and offer suggestions for changes. Upon their approval, you must file a copy of your prospectus with the DMAE. Only after your prospectus has been approved and filed may you proceed to write your thesis.

Writing the thesis
The thesis should be between 65 and 100 pages, and should demonstrate your critical thinking, writing, and research skills. A creative thesis should be a substantive body of original poetry, drama, or fiction, together with a reflective introduction, composed under the supervision of and assessed by creative writing faculty.

Your thesis should adhere to the most recent edition of the *MLA Handbook*. It is assumed that you will read widely in preparation for the thesis and be familiar with significant primary sources and critical studies. Because the thesis is restricted to a central topic, the final bibliography must be limited to materials used in the study of the thesis. Additionally, the document must be prepared in a format that is acceptable to the Graduate School for theses. Because the Graduate School’s current policies regarding thesis formatting is in flux, ask DMAE for samples of formatting requirements by the Department of English.

Review and approval
You should coordinate the development of your thesis with your Thesis Committee. In some instances, second and third readers prefer to follow the progress of the thesis chapter by chapter; in some instances, third readers prefer to read a single complete draft before making recommendations. You are responsible for determining the committee members’ preferences and should be certain to allow adequate time for any revisions they request.

As you near completion of your program, you must defend your thesis to your Thesis Committee in a formal setting. A final draft of your thesis must be submitted to your Thesis Committee at least two weeks before your defense. It is within the rights of any committee member to refuse to meet for your defense if they have not been given the two-week review period. Consult the Graduate School website (www.grad.clemson.edu/Deadlines.php) for deadlines for defenses.

In the defense, you are expected to answer questions about the nature and significance of the research, the research methodology, the argument, your use of literary evidence, and future plans for the thesis. You should also be able to demonstrate knowledge in areas of study that inform the
thesis. Your defense will generally last about one hour. Interested faculty not on the thesis committee may attend the defense if they wish.

After the defense, your Thesis Committee may require revisions major or minor. After your corrections are approved by your Thesis Director, submit your manuscript electronically to the Graduate School for formatting review (see below). If you fail the thesis defense, you must wait at least four weeks before attempting the defense again. Failure of a second defense will result in your dismissal from the Graduate School.

**Formatting guidelines and electronic submission**

Once you have defended your thesis, you must submit it electronically to the Manuscript Review Office of the Graduate School for formatting review. The Graduate School enforces specific formatting guidelines. Templates, examples and specific guidelines are provided on the Graduate School website (www.grad.clemson.edu/manuscript). You will not be allowed to graduate until the Manuscript Review Office has approved your manuscript. The Manuscript Review Office uses an electronic thesis/dissertation submission process (ETD). Hard-copy (i.e., paper) manuscripts will not be accepted.

**Required Bound Thesis**

In addition to submitting your thesis electronically, you must send the DMAE a bound copy of your thesis for our program's permanent thesis collection in 607 Strode Tower. The bound copy should be received within TWO months of your graduation date.

For binding we recommend The HF Group (www.thesisondemand.com). Price: $30 - $35 (depending on how many copies ordered). You can do all of your ordering online and give them the detailed requirements listed below. Standard delivery is 6 weeks. Rush delivery (2 weeks) is more expensive. When you order your copy/copies, make sure that one copy is sent directly to: Director of M.A. in English Program, Clemson University, 607 Strode Tower, Clemson, SC 29634-0523.

**Specific Requirements for M.A.E. Bound Theses**

Using Jamie Colwell’s December 2007 bound thesis as our example, here are the requirements for the binding of your thesis:

1. the binding should be **black**
2. the **spine** of the bound thesis should include, for example:
   
   COLWELL       DECEMBER 2007

3. the text on the bound **front cover** should be centered, and the title and author:

   **THESIS**

   **KATHERINE ANNE PORTER’S ADAPTATION OF JOYCEAN PARALYSIS**

   **IN THE PALE HORSE, PALE RIDER COLLECTION**

   **JAMIE R. COLWELL**

4. The general etiquette is that you also should give your thesis director a bound copy (and, if possible, your committee members too, especially if they have worked closely with you). Of
course, you should order 1 or 2 bound copies for yourself; theses also make important gestures of thanks to parents, family members, friends who have been instrumental in your life.

Copyright/publishing information
You will retain copyright ownership of your thesis. However, the right to publish research will be maintained by the English Department. Copyright ownership of any research publications will be determined by University policy and by the policies of organizations responsible for publishing or distributing copyrighted materials.

Sample Timetable for the Degree
The following table lays out a typical progression through the M. A. in English program.

<table>
<thead>
<tr>
<th>A Sample Master’s Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1 (including fall, spring and both summer sessions) – All students</strong></td>
</tr>
<tr>
<td><strong>Fall semester</strong> • Complete all Graduate School and departmental corequisites or conditions for admission</td>
</tr>
<tr>
<td>• Complete English 800: Introduction to Research</td>
</tr>
<tr>
<td>• Complete English 810: Literary Theory</td>
</tr>
<tr>
<td>• For those who wish to become graduate teaching assistants, complete 18 hrs. graduate credit hours, which include 3 hrs. of English 885</td>
</tr>
<tr>
<td>• Demonstrate a reading knowledge of an approved foreign language or seek a waiver of the language examination</td>
</tr>
<tr>
<td>• Consider possible thesis topics</td>
</tr>
<tr>
<td><strong>Spring semester</strong> • Complete 10 hours of graduate course work</td>
</tr>
<tr>
<td><strong>Summer sessions</strong> • Complete 6-9 hours of graduate course work</td>
</tr>
<tr>
<td><strong>Year 2 – Thesis Option</strong></td>
</tr>
<tr>
<td><strong>Fall semester</strong> • Meet with the DMAE at the start of the year to discuss possible thesis topics, and to identify your Thesis Committee and plans</td>
</tr>
<tr>
<td>• Take the Final [Oral] Examination on the master’s reading list (preferably in Fall semester)</td>
</tr>
<tr>
<td>• Prepare Thesis Proposal; then write your thesis.</td>
</tr>
<tr>
<td>• Complete and defend your thesis</td>
</tr>
<tr>
<td><strong>Spring semester</strong> • Submit Form GS2 to Graduate Enrolled Services</td>
</tr>
<tr>
<td>• Submit Diploma Application online to Graduate School</td>
</tr>
<tr>
<td>• Submit signed Form GS7-M to Graduate Enrolled Services after successful thesis defense</td>
</tr>
<tr>
<td>• Submit thesis electronically &amp; order bound copy</td>
</tr>
<tr>
<td><strong>Year 2 – Non-thesis Option</strong></td>
</tr>
<tr>
<td><strong>Fall semester (late)</strong> • Complete another 12 hours or remaining needed hours of course work</td>
</tr>
<tr>
<td>• Take the Final [Oral] Examination on the master’s reading list</td>
</tr>
<tr>
<td><strong>Spring semester</strong> • Submit Form GS2 to Graduate Enrolled Services</td>
</tr>
<tr>
<td>• Submit Diploma Application online to the Graduate School</td>
</tr>
<tr>
<td>• File with the DMAE two papers submitted for graduate credit in seminars taken in Clemson’s English Department and representative of your best scholarly writing no later than two weeks before Final Exams</td>
</tr>
<tr>
<td>• Submit Form GS7-M to the Graduate Enrolled Services</td>
</tr>
</tbody>
</table>
Your Own Checklist of Requirements
Use the following checklist to track your completion of program requirements.

<table>
<thead>
<tr>
<th>What</th>
<th>When to Complete</th>
<th>How/Who</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of academic plan</td>
<td>Before the end of your first semester</td>
<td>In consultation with DMAE, Molly Greene, 717 Strode</td>
<td></td>
</tr>
<tr>
<td>Complete lang. requirement</td>
<td>First year</td>
<td>In consultation with DMAE</td>
<td></td>
</tr>
<tr>
<td>Decide re. Thesis or Non-Thesis option. If thesis-track, select</td>
<td>At end of first year or the start of your</td>
<td>Notify DMAE</td>
<td></td>
</tr>
<tr>
<td>Thesis Director</td>
<td>second year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment of Thesis Committee</td>
<td>At the start of your second year</td>
<td>In consultation with DMAE &amp; your Thesis Director</td>
<td></td>
</tr>
<tr>
<td>All: File GS-2</td>
<td>Before the end of your next-to-last</td>
<td>Graduate Enrolled Services; copy to DMAE</td>
<td></td>
</tr>
<tr>
<td>semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval of thesis proposal</td>
<td>Beginning of your second year</td>
<td>Thesis Committee signs proposal; you file proposal with DMAE</td>
<td></td>
</tr>
<tr>
<td>Thesis-track: complete 25 hours. Non-thesis track: complete 37 hours</td>
<td>Beginning of second year</td>
<td>Form GS-2; Resubmit only if corrections are needed</td>
<td></td>
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<tr>
<td>All</td>
<td>Within six calendar years prior to</td>
<td></td>
<td></td>
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<tr>
<td>graduation required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply for diploma</td>
<td>Beginning of final semester*</td>
<td>Fill out online via SISWeb</td>
<td></td>
</tr>
<tr>
<td>Order cap and gown</td>
<td>Beginning of final semester</td>
<td>Order through CU Bookstore</td>
<td></td>
</tr>
<tr>
<td>Submit your thesis to your committee</td>
<td>1st draft 12 weeks before date of final</td>
<td>You supply to your Thesis Committee</td>
<td></td>
</tr>
<tr>
<td>exam; final (approved) copies at least 2 weeks prior to exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Examination</td>
<td>At least 3 weeks prior to graduation*</td>
<td>Orals Committee signs Dept. form. If non-thesis, orals committee also sign your GS-7M</td>
<td></td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>At least 3 weeks prior to graduation</td>
<td>Submit GS-7M to Graduate Enrolled Services. Submit online at dissertations.umi.com</td>
<td></td>
</tr>
<tr>
<td>Submit your manuscript to Graduate School for formatting review</td>
<td>At least 3 weeks prior to graduation*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All formatting revisions completed, approval by Graduate School.</td>
<td>At least one week prior to graduation*</td>
<td>Manuscript Review Office, E-106 Martin</td>
<td></td>
</tr>
<tr>
<td><strong>Order bound thesis.</strong></td>
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</tbody>
</table>