MASTERS OF SCIENCE IN GRAPHIC COMMUNICATIONS

Department of Graphic Communications
College of Business and Behavioral Science
Clemson University
Welcome to the Department of Graphic Communications at Clemson University.

This handbook is designed to provide you with useful information and links to both graduate school as well as Graphic Communications resources that will enhance your experience as a graduate student. It is also intended to familiarize you with requirements, policies, and procedures that govern the Graduate Program and to describe the duties and responsibilities of graduate students at Clemson University and in Department of Graphic Communications. The information presented here is important, and each student is expected to read this handbook and to be familiar with its contents.

The department offers M.S. degree in Graphic Communications which includes an all-coursework option as well as a thesis option. This handbook will familiarize graduate students with the operational aspects of the department and serves as an informational guide and a catalog of departmental procedures and requirements that may affect graduate students. The requirements specified within are in addition to those described in the Graduate School Procedures and Regulations.

The Clemson University policies for graduate students are specified in The Graduate School Announcements. It is very important that each student read all the information in this document pertaining to the program of study. Additional departmental requirements for the degree programs administered by this department are provided in this handbook.

All new students are required to attend orientation held by the department. Dates and times of orientation meetings are announced each semester.
Entering the Graduate Program

General Admission Requirements
Minimum requirements to be considered for admission to the Graphic Communications Graduate Program generally follow those of the Graduate School. Minimum requirements include at least a four-year Bachelor’s degree from an institution whose scholastic rating is satisfactory to the university, high quality of previous academic record, and satisfactory scores on the Graduate Record Exam (GRE).

Application Procedures
The application for graduate school at Clemson University is an on-line process. For detailed information about Graduate School admissions, see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm. The application process takes between 4 to 6 weeks on average and only the Graduate School can officially notify you of the final admission decision. It is imperative that students applying for a M.S. degree in Graphic Communications use the 514 degree code when filling out the application.

Admission begins with your submission of an official application to the Clemson University Graduate School via their website at www.grad.clemson.edu/Admission.php.

The deadline of applications is 3 month prior to the semester the student wishes to begin course work. Upon receipt of all admission materials, your application will be reviewed by the Graphic Communications Graduate Admissions Committee. Applicants must meet all admission requirements of the Graduate School, and the Graduate Program in Graphic Communications before official acceptance will be granted.

Various indicators are used to determine admission these may include, but are not limited to: previous academic performance, standardized test scores, statements of interest, and letters of recommendation. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered. Upon review of the application and approval of the graduate committee, the graduate coordinator will approve your admission. The Graduate School will then notify you of your acceptance.

International Students
The Graduate Program in Graphic Communications welcomes international applicants with satisfactory English language proficiency. For more information, visit the Office of International Affairs website at www.clemson.edu/administration/ia/services/index.html and www.clemson.edu/administration/ia/services/students/prospective.html.
Graphic Communications Admission Requirements
Applicants need to submit a personal statement, current resume, two letters of reference, official GRE scores, and official transcripts.

Admission Status
You may check the status of your application on-line through the Graduate School web site.

Important Contact Information and Links

Faculty and Staff
The following is a list of key people involved with the graduate program along with their responsibilities.

Graduate Program Coordinator
Dr. Nona Woolbright is coordinates decisions concerning admissions. She makes recommendations to the Department Chair regarding teaching assistantship and interacts with the Graduate School on many matters including student status, and assistantships. She also coordinates graduate student recruitment activities and is in charge of making laboratory teaching assistant assignments.

GC Department Chair
Dr. Sam Ingram is the current Chair of the Department. He gives the final word on all matters involving resources available to graduate students and final approval on all assistantship offers.

Administrative Assistant
Mrs. Linda Kanaley
Among her duties, she is responsible for making changes to graduate student payroll. Students are responsible for providing tax forms promptly. Delays in receiving these forms can cause delays in checks since they are only issued every two weeks. She is also in charge of graduate key distribution.

GC Faculty
John Leininger, Professor; Ed.D., Clemson University. Digital printing, print management functions, mailing and fulfillment, variable data for print/web/mobile, offset lithography, print marketing service, typography, database management, web-to-print, ratio analysis, lean manufacturing, and certified Electronic Document Professional (EDP). (E-mail: ljohn@clemson.edu; Web site: http://graphics.clemson.edu/vdp/)

Dr. Eric Weisenmiller, Associate Professor; PhD, Virginia Tech. Prepress, digital printing, print management functions, variable data for print, offset lithography. (email: emweise@clemson.edu)

Dr. Liam O’Hara, Assistant Professor of Graphic Communications; Ed.D., Clemson University. Color management, inks and substrates, printability, printed electronics. (Email: lohara@clemson.edu)

Pat Rose, Senior Lecturer of Graphic Communications; MInED, Clemson University. Prepress systems, screen printing, offset lithography, network and server management. (email: patricr@clemson.edu)
Graduate Program Handbook

Carol Jones, Sr. Lecturer and Internship Coordinator of Graphic Communications; MHRD, Clemson University, South Carolina. Prepress, digital photography and imaging, variable data, flexography, packaging, CAD, print systems auditing. (email: jensenc@clemson.edu)

Kern Cox, Lecturer of Graphic Communications; MS, Clemson University. Flexography, Color Management, Workflow. (email: kernc@clemson.edu)

Erica Walker, Lecturer of Graphic Communications; MS Clemson University
Digital Imaging & eMedia, Intermediate Web Design & Development. (e-mail: eblack4@clemson.edu)

**College of Business and Behavioral Sciences**
http://www.clemson.edu

**The Graduate School**
The Graduate School www.grad.clemson.edu/
Graduate School and Student Policies http://gradspace.editme.com/Policies
Graduate School Admissions Policies http://gradspace.editme.com/admissionsindex
Grad School Academic Policies http://gradspace.editme.com/academicRegulationsIndex
Academic Regulations http://gradspace.editme.com/academicRegulationsIndex
Graduate Catalog www.registrar.clemson.edu/html/catalogGrad.htm
Graduate School Staff and Administration www.grad.clemson.edu/Staff.php
Information for Graduate Students www.grad.clemson.edu/current_students/
International Students www.grad.clemson.edu/newly_accepted/International.php
Forms www.grad.clemson.edu/forms/GeneralForms.php
Graduate School and Student Deadlines www.grad.clemson.edu/Deadlines.php

**The University**
Academic Calendar www.registrar.clemson.edu/html/Acad_Cal.htm
Schedule of Classes http://soc.clemson.edu/
University Policies www.clemson.edu/administration/student-affairs/student-handbook/university-policies/index.html
Graduation http://gradspace.editme.com/AcademicRegulationsDthruZ#graduation
Graduation Deadlines www.grad.clemson.edu/Deadlines.php

The following is a list of places and phone numbers relevant to the Graduate Program.
- Graphic Communications Office 864 656-3447
- Campus Police (Below IPTAY Building) 864 656-2222
- Graduate School Office (E-106 Martin Hall) 864 656-3195
- Graduate Student Association Office 864 656-2697

**Admission Sequence**
Student makes application on-line to Clemson University Graduate School.

Student’s supporting materials are sent; official transcripts, letters of recommendation, personal
statement, resume, GRE to the graduate admissions office.

Student supporting materials are scanned at the Graduate School and put online for review by Graphic Communications Graduate Coordinator.

Applicant information is downloaded from the Graduate School web site and application information for distribution to the department graduate committee.

The Graduate Coordinator will have graduate faculty review applicants this process may take a week or two based on graduate faculty availability and workload.

Review includes:
- 3.0 Minimum GPA
- Undergraduate degree review for prerequisites
- GRE Scores
- TOEFL Scores for international students

The graduate committee forwards a recommendation to the Graduate Coordinator.

The Graduate Chair will evaluate the recommendation and makes the final department recommendation to the graduate college.

The Graduate School will record the department recommendation and make public to the applicant the final decision through an admissions letter.
Graduate Culture, Expectations, and Responsibilities

Both continuing graduate students and those new to the GC program can expect a very demanding and personally challenging experience while in graduate school. During the students’ course of study they will find they are faced with projects that will require putting extra time into the effort—evenings, nights, and weekends into completion. Those new to the graphics field should not underestimate the amount of work required and should be prepared for the expectation a complete commitment.

The greatest challenges in graduate school tend to be personal; managing your time, improving your skills, and generally finding your own way. Students who are open-minded, generous, and willing to learn, but who, at the same time, have their own interests, pursuits, and projects will likely find the greatest success in graduate school.

Beyond this, it goes almost without saying that the faculty expects you to approach your graduate study in a professional manner. You should treat your fellow students and your instructors in the most respectful and collegial manner.

Academic Integrity

It is a basic understanding that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

Selecting an Advisor

Each student’s initial advisor is Dr. Sam Ingram, chair of the department of Communications. Thereafter each student may ask another graduate faculty member to serve as their graduate program advisor. (Faculty members have the right to decline to serve as advisors as well as committee members.) The selected advisor’s research interests should closely relate to the student’s area of interest. See the published list of faculty and their research interests to assist in that selection. Your advisor should be your first contact for planning your study program and selecting courses. Your permanent advisor should be determined by the beginning of your second semester of study.

Faculty who can serve as advisors include:
Dr. Sam Ingram, Professor
Dr. John Leininger, Professor
Dr. Eric Weisenmiller, Associate Professor
Dr. Nona Woolbright, Associate Professor
Dr. Liam O’Hara, Assistant Professor
Establishing a Graduate Committee
It is the responsibility of the graduate student to select a three member graduate committee at the time that the GS2 is submitted. The student must select two of the three members from GC and the fourth member needs to be selected from faculty outside the Graphic Communications department.

The Role of the Graduate Program Advisor and Advisory Committee
A student’s graduate program advisor is his/her first contact in planning a program of study. The advisor, along with the student’s advisory committee, will serve the following functions:

- Specify co-requisite courses if required
- Approve the coursework study plan (GS-2)
- Supervise any thesis or research
- Administer the final examination
- Initiate recommendations for awarding the degree

Study plans documented on GS-2 forms must be completed during the second semester. Circumstances, however, can necessitate later changes to the plan. Proposals for changes in study plans must be recorded on a revised GS-2 form, which is given to the Coordinator for the Graduate Program.

Master’s Program Timetable
The following is a list of the steps in a Master’s program:
1. Appointment of advisory committee in consultation with faculty advisor.
   Complete with advisor prior to end of 1st semester of graduate study.
2. Preparation of study program in consultation with advisor.
   Complete beginning of the 2nd semester of graduate study.
3. Filing of study plan (GS-2).
   Complete beginning of the 2nd semester of graduate study.
4. Approval of thesis or project proposal (if appropriate).
   Complete before end of second semester.
5. Admission of candidacy for degree (GS-4).
   Complete after finishing at least 15 hours of course work and at least one semester before degree is expected.
6. Submittal of thesis or project (if applicable).
   Provide first draft at least four weeks before date of final examination; provide final (approved) copies at least two weeks before final examinations, unless the advisory committee provides a different deadline.
7. Final examination form (GS-7) to be filed after examination is completed.
   Complete at least three weeks prior to date on which degree is expected (see Graduate School schedule for latest possible date of submission).
Check Graduate School web site for deadlines.
Graduate School Forms

GS2 Policy: A degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) in accordance with the Office of Enrolled Student Services’ timeline. The Plan of Study must be filed near the beginning of each student’s program of study. Students pursuing the master’s or specialist’s degree must submit the curriculum by the middle of their second semester following matriculation and doctoral students must submit the curriculum no later than the beginning of their fourth semester of study following matriculation. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Form GS2 is received by the Office of Enrolled Student Services. Since fixed curricula normally do not exist for graduate degrees, this planned program represents an individual student’s curriculum as recommended by the advisory committee. It must adhere to departmental as well as University policies. All transfer courses listed on the GS2 must be courses taken for credit from accredited degree-granting institutions whose scholastic reputation is acceptable to Clemson University.

To download the form, see:
http://www.grad.clemson.edu/forms/pdf/GS2_fillable.pdf?PHPSESSID=3s70mqhhqfugstc92ms4cri9s2.

See the Graduate School Policies, Procedures, and Late Filing ($25 fee) information at http://grad-space.editme.com/AcademicRegulationsDthruZ#planofstudy.

GS4 FORM
The GS4 form is the application for graduation and diploma order. Visit http://www.grad.clemson.edu/forms/GeneralForms.php and click on the GS4 link to access the application.

GS7 FORM
Upon completion of your oral defense and the approval by your committee, the GS7 form should be filed.
http://www.grad.clemson.edu/forms/forms_graduating.php

GS14 FORM
This form is a request for change of degree and/or major.
http://www.grad.clemson.edu/forms/pdf/gs14.pdf
Program of Study Degree Requirements

Course Selection
Once you have chosen a graduate program advisor, you should meet with your advisor and select your courses for each semester. The courses should be chosen so as to make significant progress towards meeting the requirements of your degree. The degree requirements are given in the next section of this handbook.

During your second semester (once you have made your “final” choice for your permanent advisor), you should work with him/her to complete a GS-2 form. On the form you should list only those courses that are to be used to satisfy requirements for the degree. The form also requires the selection of a faculty orals committee members. See example Appendices.

The student’s faculty advisor must approve all courses listed on the GS-2 form. Once the student and faculty agree upon the courses to be included on the GS-2, a typed copy (with signatures) should be given to the Coordinator of the Graduate Program. The Department requires submission of an approved GS-2 form upon the completion of the second semester enrolled. The Graduate School assesses late fees for students who do not meet these deadlines.

1. Seventeen credits in subjects which contribute to technical competence in the GC field.
2. For non-thesis option-seven credits in research methods and application of research principles, including GC 894, GC 897 and GC 898.
3. For thesis option, seven credits in research methods including GC 894 and GC 891.
4. Six credits must be taken outside the Graphic Communications Department.
5. At least one-half of the graduate credits on the approved program must be selected from courses numbered at the 800-level or above.
6. The non-thesis candidate must exhibit evidence, through successful completion of an oral examination, of competence in graphic communications technology, research methods, and another area of related support.
7. With a thesis option, the student will schedule and successfully complete an oral defense of the thesis.

Graphics “Core” Courses
GC 606 Package and Speciality Printing
GC 640 Commercial Printing
GC 644 Current Developments in Graphic Communications
GC 894
GC 897
GC 898
**Research Block**
A block of required semester hours are reserved in the program of study for research which ensures the graduate student experiences scientific research methodology. Typically the student takes one credit hour of research their first semester and completes the remaining six as scheduling allows.

**General Policies**
Undergraduate Co-Requisite Courses (Deficiencies) The Graphic Communications graduate program is not designed to be "entry-level" program; therefore, students are expected to have the appropriate technical background prior to entering these program. If undergraduate co-requisite courses were specified as a condition of a student's admission, it is important that these be taken early in the program in order to provide the student with background for graduate courses. Normally, these deficiencies are removed by taking (for credit) and passing the required courses during a normally scheduled course offering. Unless otherwise specified, a grade of C or better is required for undergraduate co-requisites.

Note: students who completed undergraduate work at Clemson cannot receive both undergraduate and graduate credit for the same course.

**Supporting Areas of Study**
The student should have between 6 and 9 semester hours of supporting areas of study. These classes represent the students interest in a related area such as management, packaging or art that will enhance the student's employment upon graduation.

**Graduate Internship**
The graduate student may elect to complete one professional internship course. If the student has no relevant work experience they will be required to complete a professional internship.
Costs

Graduate assistantships have a monthly stipend related to the functions the student performs such as lab assistant. All graduate students receiving assistantships from the Department are required to register for 9 credit hours during the Fall & Spring semesters and 6 credit hours during the Summer sessions.

Registration Requirements for Graduate Assistants
All graduate students receiving assistantships from the Department are required to register for 9 credit hours during the Fall & Spring semesters and 6 credit hours during the Summer sessions.

South Carolina Residency
Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. For more information, see www.clemson.edu/SCResident. Questions should be addressed to the Office of Residency Classification, G-01 Sikes Hall, (864) 656-2281.

Costs
For current tuition and fees, see www.grad.clemson.edu/Financial.php. For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid, G-01 Sikes Hall, (864) 656-2280, or the Bursar’s Office, G-08 Sikes Hall, (864) 656-2321.

Financial Assistance
Departmental Graduate Assistantships are awarded at admissions on a competitive basis to qualified students. Financial support is awarded based on availability of funds and academic merit. All qualified students are considered for assistantships when applications are processed. Award decisions are based on academic record, test scores, statement of purpose, letters of recommendation and previous experience within the graphics field. Departmental Graduate Assistantships are typically offered initially for up to one year of study, but may be renewed depending on the availability of funding and academic and assistantship performance of the student. Second graduate students are given priority for assistantships.

Graduate assistantships include a tuition reduction, a stipend, and involve 10-20 hours of work per week during the academic year.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.
Assistantship Paperwork and Record-Keeping

If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship and complete the required forms. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver’s license, birth certificate or Social Security card).

 Assistants must fulfill all of the responsibilities described by their faculty or staff supervisors, must work the requisite number of hours, and must keep a timesheet. The timesheet must be signed by the supervisor and given to the Mrs. Kanaley before payment will be issued. Assistants who do not fulfill their obligations or work the requisite number of hours are liable to lose the assistantship award.

Work Requirements

Workload: The normal half-time graduate assistantship workload is 20 hours per week (average). Students are often hired for 25% (10 hours) or some other fraction of full-time work. Employment Schedule and Leave without Pay: Graduate students with 9-month and 12-month graduate assistantship appointments work on the same calendar as faculty with 9-month and 12-month appointments, respectively. The student and the immediate faculty advisor in charge of the laboratory should agree upon the duties over holiday periods for graduate research assistants. The policy concerning leave without pay is outlined in the financial section of the Graduate School Announcements.

Termination of Pay:

Pay for any session will end when the student leaves Clemson and/or is no longer available for work assignments, except for the 2-week Christmas vacation policy for continuing students, stated above. Normal termination dates for the spring and fall semesters for students not continuing into the next session will be the date posted by Clemson’s Human Resources Department. Any deviations from these dates must be approved by the department chair.

Reduction of Pay:

Normally, 20 hours/week will be submitted on each payroll for each half-time graduate assistant. However, less than 20 hours may be submitted for a student, with the pay reduced accordingly if the amount of time worked by the student consistently deviates from the required 20-hours/week average. Due to the procedure currently used for time sheets, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay may also be withheld from students who violate the policy on duties over holiday periods.
Section 5

Options

Master’s Degree Option Selection
Each student’s program, as specified by the GS-2 form, must satisfy one of the following two options:
All-Coursework Option - The GS-2 form must include a minimum of 33 credit hours, at least 18 of which must be at the 800-level.
Thesis Option - The student must write a M. S. Thesis that is approved by the advisory committee and the Graduate School. The GS-2 form must include a minimum of 30 credit hours, including exactly six hours of GC 891 - Master’s Thesis Research. As required by the Graduate School, at least 12 of the credit hours, excluding the six GC 891 credits, on the GS-2 form must be at the 800-level. In addition, those students anticipating continued studies toward the Ph.D. should strongly consider the thesis option.

Master’s Comprehensive Examination
Independent of which option is chosen, the student must take a final examination (oral and/or written), administered by his/her advisory committee. A student selecting the Thesis Option must pass an exam consisting of an oral defense of the student’s thesis or report. The advisory committee has the option of administering an additional written and/or oral exam on coursework. For a student selecting the All-Coursework Option, this examination will consist of an oral review and a written summary of a topic if deemed by the student’s advisory committee.

Application for Graduation
Students should apply for graduation no later then the date posted on the Graduate School web site. Any deficiencies or incompletes must be completed and all fees are payable at that time.

Graduation
The university holds commencement ceremony three times a year at LittleJohn Coliseum. For information on commencement dates and times, caps, gowns or graduation announcements, see the web site http://www.grad.clemson.edu/Deadlines.php.
Graphic Communications Contact Information
Office Phone (864) 656-3447
Fax (864) 656-4808

Dr. Ingram, Professor and Department Chair
e-mail: sting@clemson.edu

Dr. Nona Woolbright
e-mail: nwoolbr@clemson.edu

Mrs. Linda Kanaley
e-mail: lkanale@clemson.edu

Miscellaneous
Thesis Guide: All students should read an online booklet entitled “The Guide: Manuscript Preparation and Graduation Clearance”.

Departmental Mailboxes: each graduate assistant student will be assigned a mailbox. Mailboxes should be checked regularly for mail and other informational items. Mailboxes are located in the main office in Tillman Hall.

Office Supplies: the department does not furnish office supplies to graduate students.

Desks: it is the goal of the Department to provide a desk (located in Godfrey) for each graduate assistant employed by the department.

Keys: Keys for Godfrey are available for students who have lab responsibilities. Note: you may be assigned the responsibility of locking up the building. It shall be clearly understood by all those receiving keys that he or she shall:
• Exercise great care to prevent loss. Should loss of a key occur, this loss shall be reported immediately to the department office.
• Not loan a key to anyone.
• Under no circumstances hold the door for anyone to enter the building after 4:30 p.m. daily or on the weekends. They can only enter the building if their course(s) instructor is in Godfrey.
• Report to the University Police and to the Office Manager any unusual or suspicious occurrence or persons found in Godfrey after the building is normally closed.

Graduate Student Government: the Graduate Student Government (GSG) is a university-wide organization of all graduate students for the purpose of promoting graduate student interests. At the start of the fall semester, department GSG representatives are elected. The senate meetings are open to all graduate students. See the GSG web site for more information.
Clemson University (CU) Student ID, Username, and “Tiger 1” Card

CUID

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a 9-digit number you will use on forms and other official University business. It is often referred to as your “CUID”.

Username

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example John Smith, jsmith@clemson.edu, where “jsmith” is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, the Student Information System (SISWeb) and the online Web Registration. You may also need to use your student username to access department-specific networks.

Tiger 1 Card

Soon after you arrive, you will want to obtain your Tiger 1 Card (http://www.clemson.edu/studentaffairs/tiger1/). This is your official Clemson University photo ID card and gives you access to a variety of services throughout campus and around town, including:

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account.

You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. Bring a photo ID (driver’s license, state-issued ID card or passport) to the Tiger 1 Card office located in the lobby of Fike Recreation Center. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

Registration

Prior to registration for your first semester of study, the Chair of the Department of Graphic Communications - Dr. Sam Ingram - will provide you with registration information and will help you plan your initial program of study.

Registration is conducted entirely online via TigerWeb. The Office of Registration Services provides a wealth of information that you may refer to regarding the steps to be taken in the registration process, including a demo of the online system at http://tigerwebdemo.clemson.edu. See the Registration Services website at www.registrar.clemson.edu/portal.
Housing and Student Life

Housing
Most graduate students choose to live off-campus in apartments. The city of Clemson and neighboring towns of Central and Seneca offer students a host of off-campus housing choices in a wide range of prices. For those who prefer to live in university housing, new graduate students are housed on-campus as space permits, after all continuing student and freshman assignments are completed. The University has a small community of two-person apartments in Thornhill Village for single (unmarried) graduate students. In addition, single graduate students may request to live in other areas on campus, as space permits. Graduate students should call the Housing Office at (864) 656-2295.

Transportation, Cars, and Parking
Clemson University is a suburban campus where most students commute by car and find themselves very car-dependent in many aspects of daily life. To park a car on campus, you must purchase a parking permit sticker from Parking Services and park in designated parking lots. If you are arriving to campus to go to class during peak hours, please anticipate the shortage of nearby parking spaces, locate remote parking options, and arrive in time for a short walk.

If you find a place to live near campus, walking or bicycle commuting is sometimes an option, as is the public CAT Bus (see below).

CAT Bus
The Clemson Area Transit Service, known as the CAT Bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the area, including service to Anderson, Central and Seneca. For route information, visit their website at www.catbus.com.

Groceries, Services, and Shopping
Within the Clemson area there are several grocery stores, banks, commercial laundries, general stores, and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CAT Bus. A wide range of restaurants are also available downtown and along Tiger Boulevard. In Central, a few minutes drive east of Clemson, there is a Walmart. The City of Anderson, a twenty-minute drive south of Clemson, has a Target store and other shopping options. Greenville, a thirty-five minute drive east, has an even greater variety of shopping, dining, entertainment options as well as the closest airport.

Academic Integrity Policy
For the most recent Graduate School’s policy on academic integrity and a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the “Appeals and Grievances” section of the Graduate School website at www.grad.clemson.edu/policies/Appeals.php#misconduct and the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

I. Definitions, explanations and examples of violations of academic integrity
Cheating. Cheating involves giving, receiving or using unauthorized aid on any academic work submitted for grading including 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 online 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.

**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 words, phrases, sentence structure, computer code or files, images, or ideas from any source and attributing the work to one's own efforts. This applies to design work as much as written work. 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.

For more information about and examples of plagiarism visit [www.plagiarism.org/learning_center/what_is_plagiarism.html](http://www.plagiarism.org/learning_center/what_is_plagiarism.html).

**II. Levels of seriousness of violation**

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. The Graduate School’s policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding, to an intention to defraud or otherwise engage in criminal-type activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.

**III. Graduate Academic Integrity Committee**

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee (GAIC). The GAIC consists of four tenured faculty members from each of the five colleges, one graduate student from each college. An associate dean of the Graduate School serves as the non-voting administrative coordinator for the GAIC.
IV. Procedures
It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). 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 the 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).

When, in the opinion of the faculty member, 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 alleged faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

Procedure for Work Injury WORK INJURY PROTOCOL
Clemson University Effective April 1, 2001
Immediately after a work injury, the supervisor will call CompEndium Services @ 877-709-2667.
1. Give your Name/Company Name. A Medical Manager Nurse will take your call and ask the name of the injured worker and specific questions about the accident.
2. The Employer’s First Report of Injury will no longer be used.
3. CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the Emergency Room (ER). Clemson University employees will be directed to Redfern Health Center. CompEndium will notify the Physician or the ER of the injury and the arrival of the injured worker. The physician or the ER will call CompEndium before the injured worker leaves the facility to receive authorization for treatment and/or referrals. Immediately following, the Medical Manager Nurse Consultant will call you with a report on the status of your employee’s condition and work status. The physician's report/case notes will be faxed within 24 hours of after treatment. NO COVERAGE FOR CLAIMS UNLESS REPORTED BY SUPERVISOR BEFORE MEDICAL TREATMENT IS RECEIVED.
In the event of an Emergency call 911 and immediately, call CompEndium next.
*CompEndium Nurses are available 24 hours a day - 7 days a week at 877-709-2667. FAX 877-710-2667
**OMBUDSMAN INFORMATION**
Ombudsman for Faculty and Graduate Students

**What Is an Ombudsman?**
The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post docs in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman’s Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students, and post docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

**What Is the Role of the Ombudsman?**
The ombudsman strives to ensure that faculty, graduate students and post docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration, or students, nor an agent of the University, but is an advocate of fair processes.

**What Services does the Ombudsman provide?**
The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post docs by:

1. Addressing problems and concerns, identifying and evaluating options to reach resolutions
2. Providing available resources within the University that may be of assistance.
3. Serving as a neutral party in conflict resolution
4. Opening lines of communication through mediation
5. Recommending changes in University policies and procedures when necessary

**How Does the Ombudsman Help?**
The Office of the Ombudsman is available to assist faculty members, graduate students and post docs who:

1. Have a problem or concern relating to the University and need guidance in resolving the issue
2. Need information about policies or procedures at Clemson
3. Need someone to mediate between individuals or within the University
4. Think that the University has made an error in a particular case
5. Feel like a victim of harassment or discrimination
6. Are unsure about which University policies, procedure or regulations apply to certain situations
7. Have a specific academic problem that cannot be resolved by following regular University procedures
8. Feel that he/she has been unfairly or inequitably treated
9. Have a problem that requires someone to negotiate a solution or to help facilitate communication between parties.

10. Feel that a University policy, procedure or regulation has been applied unfairly or erroneously.

**Code of Ethics**
The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management. The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

**Standards of Practice**
The Clemson University ombudsman adheres to the Ombudsman Association Code of Ethics:

1. We base our practice on confidentiality.
2. We assert that there is a privilege with respect to communications with the ombudsman, and we resist testifying in an informal process inside or outside the organization.
3. We exercise discretion whether to act upon a concern of an individual contacting the office. An ombudsman may initiate action on a problem he or she perceives directly.
4. We are designated neutrals and remain independent of ordinary line and staff structures. We serve no additional role (within an organization where we serve as ombudsman) which would compromise this neutrality.
5. We remain an informal and off-the-record resource. Formal investigations for the purpose of adjudication should be done by others. In the event that an ombudsman accepts a request to conduct a formal investigation, a memo should be written to file noting this action as an exception to the ombudsman role. Such investigations should not be considered privileged.
6. We foster communication about the philosophy and function of the ombudsman's office with the people we serve.
7. We provide feedback on trends, issues, policies and practices without breaching confidentiality or anonymity. We identify new problems, and we provide support for responsible systems change.
8. We keep professionally current and competent by pursuing continuing education and training relevant to the ombudsman profession.
9. We will endeavor to be worthy of the trust placed in us. The Office of the Ombudsman welcomes constructive suggestions of ways to better serve the faculty, graduate students and post docs at Clemson University. If we can be of service to you, please feel free to contact our office.

**Assistance for Students and Staff**
Graduate Students: Any complaint should first be taken to the faculty or staff member involved to reach a resolution. If no resolution is reached, the graduate student should consult with the depart-
ment chair and the dean who will hear the complaint and act as a referee. The ombudsman, student, dean of the college, department chair and the involved faculty or staff member should make every effort to reach a solution. If a resolution cannot be made, the student should then consult with the dean of the Graduate School. Graduate students should talk with the associate dean responsible for academic grievances if mediation is necessary. The Graduate School is located in E-106 Martin Hall, and the telephone number is 656-4172.

How Can the Ombudsman be contacted?
Concerns can be directed to the university ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, member of the Ombudsman Association, University Ombudsman for Faculty and Graduate Students 101 Clemson House 248 N. Palmetto Blvd. Clemson University Clemson, SC 29631-5107 Office: (864) 656-4353 or 656-4957 Fax: (864) 656-4373 Email: ombudsman@clemson.edu Web site: www.clemson.edu/FacOmbudsman