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Welcome

Welcome to the Master of Real Estate Development Program (MRED) in the Department of City Planning and Real Estate Development (CPRED) at Clemson University! We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in the MRED Program, with the requirements, policies, and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic programs and describe the duties and responsibilities of graduate students in the program. These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty in the program. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook.

These rules and requirements are in addition to and subordinate to those described in the Graduate School Announcements, which you can find at www.registrar.clemson.edu/html/catalogGrad.htm or through the Graduate School office on Clemson’s main campus in E-108 Martin Hall. Any inconsistencies within this handbook or between this handbook and the Graduate School Announcements should be brought to the attention of the Program Coordinator.

Program Overview

Clemson University’s professional full time Master of Real Estate Development program creates future development entrepreneurs who will produce innovative, quality projects respecting environmental and economic sustainability, design excellence and financial feasibility within the risk-reward framework. The MRED program focuses on promoting an entire vision for a community through sustainable design, creative financing methods, place making and healthy communities.

We one of a few graduate real estate development programs in the nation that is a joint degree between an architectural and a business college, with required classes in MBA, Finance, Law, Construction Science and Management, Architecture, City Planning and Real Estate Development. Our blending of theory and real-world applications gives you the opportunity to mix with key players in the real estate industry on a regular basis. We have extensive involvement with the development industry through roundtables, tours, and conferences.

This interdisciplinary approach ensures that our graduates become visionaries who guide the multiple perspectives that converge during the development and building process. Our students are able to work in many other aspects of the real estate industry including finance, acquisition, asset management, consultancy, valuation, marketing and property management.

Program Administration

Dr. Robert Benedict, Program Director
1 North Main Street, Greenville, SC 29601 • benedic@clemson.edu • 656-2476

Dr. Terry Farris, Program Professor
1 North Main Street, Greenville, SC 29601 •jfarris@clemson.edu
For a complete listing of MRED faculty and staff, see Appendix C.

Location

The MRED Program is located in downtown Greenville, South Carolina approximately 45 minutes away from the main Clemson University campus. The Greenville campus, known as Greenville ONE, is located on Main Street in downtown Greenville.

Facilities

Greenville ONE offers a range of classroom styles from traditional to beehive in order to accommodate multiple learning approaches. In addition there are huddle rooms and other student accommodations. Students also have access to lockers located on the sixth floor of the building that are available on a first-come, first-served basis. Wireless internet service through Clemson’s eduroam network is available throughout the building.

Facility Access

The building is a secure key facility and you will need a security key fob to gain access. MRED students will receive their key fobs during orientation.

Inclement weather

University officials monitor local weather conditions in order to make decisions about class cancellation or closing offices. Since Greenville ONE is located in Greenville, the university will make separate announcements for Greenville ONE classes in case of inclement weather. You may check the Clemson University homepage for check local TV and radio stations for information regarding the status of Greenville ONE classes.

Parking

The Richardson Street Parking Garage is located within walking distance from the Greenville ONE building. Students will be given the option of paying monthly or by semester, through a negotiated price with Greenville Parking Services. Please contact Jeremy Monday for additional questions at jmonday@clemson.edu. Students must fill out the Greenville Parking Services application and return to Greenville Parking Services.

Greenville Parking Services will then issue the student an access card that upon payment of the negotiated fees, will allow them access to the garage.

**During major events, access cards may be disabled and event parking fees may apply to gain entry into the parking deck. Please check the Greenville Parking Services website for the most up-to-date event listing.

Smoking

Smoking is not permitted anywhere in the building at any time. Smoking is permitted outside the building and individuals should remain far away from doorways and pedestrian pathways while smoking.
Contact Information

Program Coordinator: Amy Matthews
matthe3@clemson.edu
1 North Main Street, Office #712, Greenville, SC 29601
864-656-4257

The Program Coordinator promotes the program, orchestrates recruiting activities and makes
recommendations regarding graduate admissions offers. The Program Coordinator also oversees the
regulations and procedures of the program, coordinates curriculum updates and interacts with the
Graduate School on matters such as student status, assistantships and fellowships. The Program
Coordinator is your first contact should any issue arise regarding your academic progress or the program
curriculum.

Entering the Program

Degree Sequences

The Master of Real Estate Development Graduate Program offers the following (MRED) sequences:

24-Month, MRED (Last cohort finishes in May 2017)

The MRED Program was founded in 2004 as a two-year, full-time degree program. Curriculum
changes went into effect in December 2015 that changed the two-year program into either an 18-
month Early Career Student sequence or 12-month Experienced Development Professional
sequence. The last cohort of the two-year, full-time degree program will graduate in May 2017.
Students in the two-year, 57-credit hour program have a variety of backgrounds a includes such
undergraduate majors as architecture and architectural studies, art, business, economics, city
planning, engineering, industrial design, landscape architecture, literature, psychology, studio arts,
and other fields.

18-Month, MRED Early Career Student Sequence

Students in the 18-month Early Career Student sequence complete the full-time 56-credit hour
program.

12-Month, MRED Experienced Development Professional Sequence

Students in the 12-month Experienced Development Professional sequence have a minimum of three
years, full-time direct experience in the private real estate development process, not just one
component of development, e.g. not just construction management function only or basic property
management. The intent is to have students by their academic and professional credentials, document
their appreciation of, and involvement with, the broad process of development versus a narrow
aspect. Students in the Experienced Development Professional sequence have the opportunity to
exempt 15 credit hours of the full-time 56-credit hour program through an interview, transfer courses,
and portfolio documentation prior to admittance.
Prerequisites

No specific bachelor’s degree from an accredited institution is required for admission to this professional program, although priority will be given to those in related disciplines. Students will come from a range of disciplines such as architecture, business, finance, civil engineering, urban affairs/planning, landscape architecture, economics, geography, environmental science, social sciences, accounting, marketing and others. You must present evidence of your bachelor’s degree via transcripts, etc.

General Admission Requirements

Minimum requirements to be considered for admission to study in the Master of Real Estate Development program generally follow those of the Graduate School (see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm).

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 general portion of the, Graduate Management Admissions Test (GMAT), Graduate Record Exam (GRE), or other applicable test.

Admission to graduate studies in the Master of Real Estate Development Program begins with the submission of an official application to the Clemson University Graduate School: www.grad.clemson.edu/Admission.php.

For more information about Graduate School admissions, see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

Applicant admission to the Master of Real Estate Development Program is contingent upon applicants whose academic record indicates a high potential to be successful in graduate studies. This determination is made by an admissions committee consisting of MRED faculty and the program coordinator and is affirmed by the Graduate School. Indicators used to arrive at this determination may include, but are not limited to: previous academic performance, letters of recommendation, standardized test scores, personal interviews, resumes and statement of purpose, portfolio, transcripts, and work experience, if any.

Upon receipt of all admission materials, the admissions committee will review all completed applications. Applicants must meet all admission requirements of the Graduate School, the Department of City Planning and Real Estate Development (CPRED) and the Master of Real Estate Development Program before official acceptance will be granted.

The deadline of applications is January 15 for admission in the next summer session (online classes) and then full-time face-to-face classes the next full academic year beginning in August. See the University calendar at http://www.clemson.edu/calendar/main.php?calendar=default.

There are no mid-year (spring) admissions for the MRED Program.
International Students

For general information, visit the Office of International Affairs website: www.clemson.edu/administration/ia/services/students/prospective.html.

US 4.0 GPA

International applicants must provide an accurate conversion of their grade point average to the US 4.0 system. Applications that do not provide a GPA conversion or provide an inaccurate conversion may be rejected.

World Education Services provides at GPA calculator at https://www.wes.org/calculator/login.asp.

Language Proficiency

The MRED Program welcomes international applicants with strong English language proficiency. A TOEFL score of 90 and above suggests the level of proficiency needed to successfully listen, present, write, and collaborate in group work in English. The faculty admires the challenge undertaken by international students in studying in a non-native language, but unfortunately the curricular demands of the MRED program cannot accommodate simultaneous English language study. If your Major Advisor, in consultation with other faculty, determine that English language proficiency is not adequate to the requirements of understanding and engaging fully, you may be required to complete additional English language instruction before continuing with your degree coursework, although this may delay your graduation.

Tuition

As approved by the Board of Trustees on July 9, 2004, tuition costs for the MRED program are substantially different from the University’s general cost structure.

For current tuition and fees by sequence, see: www.clemson.edu/caah/departments/real-estate-development/programs/tuition-financial-aid.html

For 12-month students, the Minimester A program requirement adds up to an additional $2000 for travel costs.

Appropriate health insurance, calculator, laptop (required due to courses using donated real estate software and access to databases), books and other educational and living costs are additional. Please review the Graduate School website, and Redfern Health Center’s website regarding Health Insurance information. Appropriate calculator, laptop (required), books, and other educational and living costs are additional, including required student health insurance.

No graduate assistantships or related tuition reduction is available for this program.

For more information about academic costs, financial aid and payment information, 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).
Computer and Technologies Proficiencies

The MRED program has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, it is expected that you will acquire whatever skills are needed to use these resources as they are required. Workshops provided by Clemson Computing and Information Technology (CCIT) and throughout the program are periodically made available to help students who need help to gain this competency. Students are required to have a laptop, as the technology course is taught via the laptop.

Foreign language requirement

The MRED Program does not have a foreign language requirement.

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.

South Carolina residency

The MRED Program is a differential tuition program, which means it does not qualify for in-state tuition. See Tuition above for rates. The tuition rate is set each year by the University Board of Trustees.

Clemson University (CU) Student XID, Username and Tiger 1 Card

XID

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 number or “XID” number.

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, Jones2@clemson.edu, where “Jones2” is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, and iROAR. You may also need to use your student username to access department-specific networks and files.
**Tiger 1 Card**

Your Tiger 1 Card is your official Clemson University photo ID card and gives you access to a variety of services throughout main campus and, in Clemson including, but not limited to:

- **CCIT Printing and Plotting**
- 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 may submit your photo to the Tiger 1 Card office prior to the start of classes. Review the Tiger One Submission Guidelines: [http://www.clemson.edu/campus-life/campus-services/tigerone/photosubmission.html](http://www.clemson.edu/campus-life/campus-services/tigerone/photosubmission.html)

See the Off-Campus Student Information to obtain your Card: [http://www.clemson.edu/campus-life/campusservices/tigerone/gettingcard/enrolledoffcampus.html](http://www.clemson.edu/campus-life/campusservices/tigerone/gettingcard/enrolledoffcampus.html)

If approved, the Tiger 1 Card office will mail ID cards in batches to the liaison at Greenville ONE for pick up in Greenville at fall orientation.

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 at 111 Hendrix Center. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

**Email**

Email is the most common medium used by faculty, the Graduate Program, and the University to communicate with you. Many events and information of importance to your success in the MRED Program are announced via email. It is very important that you check your Clemson email account regularly, at least once a day. If you are requested to respond, you should do so in a timely manner.

You Clemson email account is an official means of communication and the only official email account. Faculty should not be expected to email to any email address except a Clemson account and are not responsible for keeping track of and communicating with you via personal email accounts.

You should treat email as a professional communication and use professional etiquette. Faculty should be addressed as “Professor,” and those with a doctorate (Ph.D.) as “Dr.”

Email lists should only be used for academic purposes. Take care not to “Reply All” when this would be inappropriate.
Computer Access and Use
Technical support is provided by CCIT: www.clemson.edu/ccit.

CCIT specifies rules and regulations for computer and software use on campus. Using or distributing pirated software or involved in other illegal copying and sharing activities may face disciplinary action in addition to criminal charges.

CCIT also provides some software to university students, as well as technical support for email and other important computer services. There are technical support persons dedicated to our college and school who are very knowledgeable about certain equipment and some software who can assist with basic as well as some specialized questions. They will receive your messages via the CCIT Help Desk.

Greenville ONE has a small computer lab located on the sixth floor (Room 612) with two desktop computers and a printer for student use.

Computers and Software
CCIT, the university’s computing and information technology branch, supports both PCs and Macs and provides some software through university licenses. See .CCIT software. CCIT recommends certain laptop computers and there is a Computer Store on campus in the Student Union on main campus.

MRED faculty and students use both PCs and Macs. To run some software such as ARGUS, Apple computers may need to install Bootcamp or Parallel.

The University provides licenses for some software, now including the full Adobe suite. See http://www.clemson.edu/ccit/software_applications/software/index.html. Other software are available through free downloads and with educational discounts for students.

See http://www.clemson.edu/ccit/rsch_computing/.

iROAR and Course Registration
Registration is conducted entirely online via iROAR. It is your portal for your university account, course registration, and academic progress.

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://www.clemson.edu/iroar/students/. See the Registration Services website at http://www.registrar.clemson.edu/html/indexStudents.htm.

Prior to registration for your first semester of study, you must report to the Program Director or the Program Coordinator. He/she will help guide you on specific courses to register for during your first semester in the MRED Program.

If you have any further questions or need course registration assistance, please contact the Program Coordinator, Amy Matthews.
Blackboard

Blackboard is an internet portal to your courses and other university services. See [http://bb.clemson.edu](http://bb.clemson.edu)

Textbooks

The University Bookstore is located on the first floor of the Hendrix Student Center on main campus. A list of required textbooks can be found online via the University Bookstore. Enter the term, department, and course number to access the list of required materials. You may purchase your books online from the Clemson University bookstore before each semester.

Health Insurance

Full-time off-campus domestic students are not required to purchase the university-sponsored Student Health Insurance Plan, but they may purchase the plan if they choose to. All full-time international students are required to purchase the plan, and the fee for the insurance is automatically added to tuition bills. The student health insurance plan is administered by Pearce and Pearce, Inc. and insures the student against major expenses accompanying an accident, illness, or hospitalization. More is available at: [http://www.studentinsurance.com](http://www.studentinsurance.com)

For more information on student health insurance, visit the [Redfern Health Center Insurance](http://www.studentinsurance.com) website and review Student Insurance FAQs.

There is an on-campus student health center (Redfern) that students may use for medical care if you pay the student health fee (separate from the insurance plan) each semester. Students who are no enrolled in any on-campus courses will not be assessed the health fee automatically; however, you may add the health fee as an optional fee for each semester. Alternatively, you may use Redfern on a fee-for-service basis if you do not pay the health fee.

For additional information, contact the Student Health Manager, Vickie Metz, at 864-656-3568 or email svickie@clemson.edu or view the [Health Fee/Student Insurance Benefits Summary](http://www.studentinsurance.com).

Housing and Student Life

Housing

Clemson does not maintain housing in Greenville, but you can find local Greenville housing information/options. You may search for apartments for rent in the Greenville area by visiting [http://www.apartments.com](http://www.apartments.com).

You can also consult a local realtor for rental options or more information on area housing. Some apartments do not include utilities (electric, water, phone, trash, cable) as part of your lease agreement. You may need to make arrangements to have services connected by contacting the utility companies directly; your property manager/landlord should be able to provide you with the appropriate contact information.
Transportation

Clemson University and Greenlink, Greenville’s public transportation system, have a weekday commuter service that connects the main campus with Clemson’s instructional and research sites in Greenville and other Greenlink stops. The Clemson-Greenville Connection will operate two 30-passenger buses equipped with free wi-fi service and bicycle racks, with service Monday through Friday. See http://www.clemson.edu/campus-life/campus-services/parking/GreenvilleConnection.html for routes and additional information.

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 Upstate, including service to Anderson, Central and Seneca. For route information, visit their website at www.catbus.com.

Groceries, services, shopping

Downtown Greenville offers a variety of retail, restaurant and grocery amenities, within walking distance of the ONE building. The greater Upstate area, including Central, Seneca, Easley and Anderson, provides even more products and services along CAT Bus routes or for those students with private transportation.

Graduate School and MRED Program Orientation

Graduate School Orientation and International Student Orientation

All graduate students are encouraged to attend the Graduate School Orientation held before classes start in the fall. New international students must also attend the International Graduate Student Orientation, which provides additional information that is important and valuable to those less familiar with the university system. Those orientation sessions are held the week before the start of classes. Check the Graduate School website for information.

MRED Graduate Program Orientation

The MRED Program hosts an orientation at the start of each fall semester that students must attend. The date, time, and location of the orientations will be announced by the MRED Program via email and program website. Orientation is typically held the Monday before the start of classes begin in August.

Dress Code and Professional Conduct

Dress Code

The dress code for students at Greenville ONE is business casual for day-to-day classes and activities. We define business casual as collared golf shirt or button down shirt and khaki slacks or nice pants for men. No shorts, t-shirts, flip flops, baseball caps, etc. Business casual for women consists of a nice top with slacks or a skirt. Again, no shorts, t-shirts, etc.
Professional Conduct

Students are expected to show respect to their peers, the faculty and staff of the MRED program, and members of the business community at all times. During class, students should silence cell phones and keep phones stored (no checking for text messages or sending texts). Similarly, laptops should not be used during class for any other purpose other than as specifically instructed by the professor. Students are also expected to show professional courtesy by replying to all invitations from the MRED program or organizations that require an RSVP and then fulfilling such obligations.

Graduate Student Expectations and Responsibilities

The MRED program expects you to approach your graduate study in a professional manner and the expectations of graduate students are substantially higher than for undergraduates. All sequences of the MRED Program can expect a demanding and personally challenging experience in graduate school.

Beyond this, it goes almost without saying that the faculty expects you to approach your graduate study in the most dedicated and professional manner. You should treat your fellow students and your instructors in the most respectful and collegial manner. Real Estate Development is a collaborative practice. You should expect to work closely with fellow students and instructors throughout your years in the graduate program and expect to frequently work in teams. This manner of working will prepare you for similar work in professional practice.

Requirements for the Master's Degree

Minimum degree requirements for the master’s degree by sequence

<table>
<thead>
<tr>
<th>MRED Program Minimum Degree Requirements By Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Month Sequence</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Total hours (credits) of course work</td>
</tr>
<tr>
<td>Elective courses required</td>
</tr>
<tr>
<td>Exams</td>
</tr>
</tbody>
</table>

Number of credit hours needed by sequence

24-Month Sequence–57 credit hours
18-Month Sequence–56 credit hours
12-Month Sequence–56 credit hours with up to 15 credits exempted. See Degree Sequences pg. 6.

*Any exemptions from required classes in the 24 or 18-month sequences must have adequate replacements and/or documentation to obtain the required credit hours.
## Required MRED Courses by Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>24-Month Credits</th>
<th>18-Month Credits</th>
<th>12-Month Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 8000</td>
<td>RE Development Process</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>RED 8890</td>
<td>Intro to Accounting &amp; Finance&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3 credits</td>
<td>3 credits</td>
<td>See Footnote</td>
</tr>
<tr>
<td>CRP 800</td>
<td>Human Settlement&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3 credits</td>
<td>See Footnote</td>
<td>See Footnote</td>
</tr>
<tr>
<td>CRP 8020</td>
<td>Site Planning and Infrastructure</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>MBA 8360</td>
<td>Real Estate Principles</td>
<td>3 credits</td>
<td>3 credits</td>
<td>Not Required</td>
</tr>
<tr>
<td>RED 8010</td>
<td>Real Estate Market Analysis</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>RED 8100</td>
<td>Real Estate Seminar Roundtable</td>
<td>1 credit</td>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>RED 8120</td>
<td>Real Estate Technologies&lt;sup&gt;3&lt;/sup&gt;</td>
<td>2 credits</td>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>ARCH 8200</td>
<td>Build. Design &amp; Const. Principles&lt;sup&gt;4&lt;/sup&gt;</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 8480</td>
<td>Law for Real Estate Professionals</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>MBA 8410</td>
<td>RE Finance</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>RED 8020</td>
<td>RE Development Field Tour Seminar&lt;sup&gt;5&lt;/sup&gt;</td>
<td>3 credits</td>
<td>3 credits</td>
<td>Optional</td>
</tr>
<tr>
<td>RED 8110</td>
<td>Summer Internship in RE Development</td>
<td>3 credits</td>
<td>3 credits</td>
<td>Not Required</td>
</tr>
<tr>
<td>RED 8030</td>
<td>Public Private Partnership</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>MBA 8330</td>
<td>Real Estate Investments</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>MBA 8420</td>
<td>Real Estate Valuation</td>
<td>3 credits</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>RED 8040</td>
<td>Practicum in Residential Development</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>RED 8050</td>
<td>Practicum in Commercial Development</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>RED 8130</td>
<td>Selected Topics- Real Estate Strategies</td>
<td>3 credits</td>
<td>3 credits</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<sup>1</sup>RED 8890–Intro to Accounting and Finance (Selected Topics) was converted to a summer session online course as part of the December 2015 curriculum revisions. This course can be exempted by a 12-month sequence student as part of their plan of study. This exemption is made by approval of the MRED Program Director.

<sup>2</sup>CRP 8000–Human Settlement was removed from required course listing in December 2015 course revisions and is not an applicable course for the 18 or 12-month sequences beginning in 2016.

<sup>3</sup>RED 8120–Real Estate Technologies was changed from a 2-credit hour course to a 1-credit hour course in the December 2015 curriculum revisions.

<sup>4</sup>ARCH 8200–Building Design and Construction Principles was converted to a summer session online course as part of the December 2015 curriculum revisions. This course can be exempted by a 12-month sequence student as part of their plan of study.

<sup>5</sup>RED 8020–RE Development Field Tour Seminar is optional for a 12-month sequence student and requires an additional fee. See Tuition pg. 10.

See a complete listing of courses offered in the Master of Real Estate Development Program and course descriptions in Appendix A.
MRED Program Elective Options

Approved MRED Program Electives by sequence*:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>24-Month</th>
<th>18-Month</th>
<th>12-Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 8130–RE Strategies</td>
<td>Required</td>
<td>Required</td>
<td>Elective</td>
</tr>
<tr>
<td>RED 8160–RE Preservation Feasibility</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>RED 8170–RE Mixed Use Seminar</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>RED 8900–RE Directed Study</td>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>MBA 8420–RE Valuation</td>
<td>Required</td>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Students may choose non-MRED program courses as part of the MRED prescribed plan of study as electives in lieu of required courses when the student has taken previous courses that are in the MRED required curriculum. These decisions are normally made with the Program Director or faculty advisor and are designed to enhance your understanding of RED related disciplines. You should consult with and receive approval before taking such classes with the intention of having them count as electives toward a graduate MRED degree.

Internships

As a 24-month or 18-month sequence student in the Master of Real Estate Development program, you are required to secure and complete a paid or unpaid summer internship in an applied setting. You must enroll in RED 8110 while you are interning during the summer session.

Since the availability of summer internship opportunities depends on factors beyond the control of the program, you are expected to pursue and arrange your own internship with assistance from the MRED program. It is advised that you begin to actively search for an internship as soon as you arrive at Clemson. In addition, the program director and associate directors will also actively assist in helping where possible to secure internship positions.

Previous employers and business contacts are often helpful in locating opportunities. The Program Director and Program Coordinator have access to information about companies or organizations that have expressed interest in hosting interns from our program or who have done so in the past.

An internship does not create any guarantee or expectation of permanent employment.

Before you confirm your internship, you should consult with MRED faculty members and the Program Coordinator. You must work with the Program Coordinator to avoid duplication of contacts with potential internship sites. The Program Coordinator will determine if a potential field placement site is appropriate for the program. Once you have arranged an approved internship, and before you begin it, you must review the MRED Internship Guidelines.

Your conduct and performance in your internship will be evaluated by both your on-site supervisor(s) and the Program Director. The evaluation typically includes formal job performance evaluations upon the conclusion of your internship.
While participating in an internship, you are representing both Clemson University and the Master of Real Estate Development program, and should conduct yourself accordingly. You are expected to follow the program’s Internship Guidelines. Unethical actions, as determined by the Program Directors, are grounds for disciplinary action, including dismissal from the program. If ethical issues or other problems arise during your summer internship, you should contact the Program Coordinator immediately.

**Practicum Project for the MRED degree**

No thesis is required for the MRED Program. Candidates for a master’s degree in MRED must pass a final course that is the culmination of courses and internship experiences from the previous semesters of the MRED program in which the student is part of a team. The purpose of the final capstone class is to demonstrate advanced skills from the foundation courses with a semester-long project that is in the context of the commercial development typology. Specifically, the class will focus on a comprehensive development proposal with supporting market research, financial analysis, sustainable design and transit-oriented development strategies. Each team will prepare a comprehensive development proposal that will consist of a written submission and a formal presentation to a jury. The final written submission should be a professional report that will include a site plan, market documentation, a detailed financial analysis and a thorough description of the project to be undertaken.

**The Plan of Study**

The Plan of Study (sometimes called the “curriculum plan”) outlines the number of credits and the courses that you must take to complete your degree and graduate. It is very important to understand the Plan of Study and to follow it closely based on your sequence.

**Following the Plan of Study (The Timing of Courses)**

It is very important to follow the Plan of Study.

Most courses are sequentially organized (with prerequisites) and most are only offered once a year. Therefore, if you miss a course offered in the fall, for example, you will have to wait until the following fall, when it is offered again, to take it. In other words, if you miss, do not complete, or fail a required course, your graduation could be delayed by one year, which will also incur an additional tuition expense.

If you follow the Plan of Study and enroll in the appropriate courses, you will complete the courses and earn the credits required to earn an MRED degree and graduate. If you do not follow the Plan of Study, or do not attend to it, you may delay your graduation.

**The Plan of Study Form, also known as the GS2 Form**

The Graduate School requires graduate students to submit a GS2 Plan of Study Form early in their studies. This is because most graduate programs in the university do not have an established or fixed plan of study. In many graduate programs students determine an individual plan of study in conjunction with their Major Advisor and graduate advisory committee. By comparison, the MRED Program curriculum is comprised of required courses. Therefore, MRED does have a unique advisory committee to help them develop a unique plan of study; committee members are program professors (Farris and Ellis) and program director (Benedict).
As requested, complete the Plan of Study form in iRoar by entering the courses from the MRED curriculum into the form based on your sequence. As you determine and complete electives, enter these courses into the form. Complete the GS2 form as soon as you know all of the courses you will take prior to graduation.

The GS2 Form must match your graduating transcript in order for you to graduate and receive your degree. See: http://www.clemson.edu/graduate/students/gs2-hints.html

**Time required/limit**

The department considers four academic semesters plus one summer sufficient time in which to obtain a master’s degree. The Graduate School requires that all course work which is to be credited toward any master’s degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.)

**Academic Regulations**

Please see the Graduate School website for all current Academic Regulations for Clemson graduate students.

*Maintaining academic standing*

A graduate student must maintain a minimum overall average of B (3.0) for all courses taken. If at any time you fail to satisfy this requirement, you will be automatically placed on probation for one semester during which time you will not be eligible for financial aid/assistantship. You are permitted only one probationary semester during the entire course of your graduate program. In addition, a failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars and research activities, but also to the acquisition of acceptable professional standards, including standards of ethics (see the University’s Academic Integrity Policy). Violations of professional standards may result in disciplinary action, including dismissal from the program.

**Minimum, Standard, and Maximum Enrollment for Full-Time Graduate Students**

*Normal/Required Enrollment*

The typical and expected enrollment for 18 and 12-month sequence students in the MRED Program is 16 credit hours per semester. Therefore, if you do not maintain 16 credit hours per semester (fall/spring), you will not graduate on time.

In the 24-month sequence expected enrollment varies from 12 to 15 hours per semester based on prior electives.
Maximum Enrollment

Maximum enrollment is 15 credit hours per semester. While most graduate students are not permitted to enroll in more than 15 credit hours, the MRED Program curriculum has been approved at 16 credit hours per semester for the 18 and 12-month sequences.

Therefore, if you do not successfully complete a required course or if you drop a required course, you may have to wait until the following year to repeat the course (if permitted to do so) and may delay your graduation by one year.

Minimum Enrollment for Full-Time Graduate Students

For graduate students, minimum enrollment to maintain full-time student status is 9 credit hours.

Coursework

Course Syllabi

University policy indicates that a syllabus is mandatory for all graduate courses. You should receive a syllabus for every course on the first day of class or soon thereafter, and at the latest by the class meeting prior to the Drop/Add Deadline. If you have not received a syllabus before the Drop/Add deadline, please contact the Program Director. In addition to the course title, description, credits, and meeting times, the course syllabus should specify course goals and objectives, a topical outline and schedule, attendance policy, student performance criteria addressed, textbooks or other sources, and grading criteria.

For 4000/6000 level courses (see below), the syllabus must also indicate the differentiated weighting or requirements of course work for enrolled graduate students.

Faculty may revise the syllabus, course content, and course policies during the semester and should advise students of the change in a timely manner and update the syllabus accordingly.

Syllabi for all current Clemson courses should be available through the Syllabus Repository: http://www.clemson.edu/syllabus/default.aspx.

See also Grading and Student Performance Criteria in this Handbook.

Regarding Courses Listed in the Graduate Catalog

Please note that not all of the courses listed in the Graduate Catalog are currently offered. The Graduate Catalog is an official list of courses that have been taught at Clemson University. From time to time some courses are deleted and some added to the Catalog. Some of these courses may not be taught during the time you are enrolled in the Graduate Program and may not be taught again in the future. The Catalog includes all courses that have been taught in the past that have not been permanently deleted from the university system.

Please also note that due to university curriculum change processes, the Graduate Catalog may also not be completely up to date; the Graduate Catalog is printed once a year and curriculum changes may come into effect after the Catalog has been printed.
Online (Distance Learning) Courses
Curriculum revisions in December 2015 began requiring two online courses as part of the 18 and 12-month sequences. These online classes are offered during the Second Summer Session (SSII) semester before face-to-face classes begin in the fall semester.

Directed Study (RED 8900)
Students seeking to pursue independent research (“independent study”) may be candidates for RED 8900 Directed Studies.

RED 8900 is not a “filler” course or a course with a lighter workload than any other 3 credit hour course. RED 8900 has an Independent Study Outline, syllabus, and contract that must be followed and placed in a student’s file.

Moreover, you must identify a graduate-level faculty member whom is willing to serve as an advisor and instructor of record on top of their normal teaching and administrative responsibilities.

The most appropriate candidates for RED 8900 are those students and faculty who have established a successful line of research in a required or elective course and wish to continue this research together outside of that course.

Requirements for Directed Study (RED 8900)
Directed study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in Real Estate Development topics. In order to take a directed study, you must:

1. Request RED 8900 on or before the dates for preregistration for the semester during which you plan to take the directed study.

2. Present to the Program Director, in consultation with your prospective instructor, a completed directed study proposal form. To complete the form, you will need 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 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 made directly from the instructor to the Program Director that clearly indicates the teacher’s willingness to direct such a course.

Directed studies should also not be used when a similar course is in the catalog.

In some cases, a directed study might best be guided by someone outside the department. In such cases, and only in the event that the proposal itself merits approval, a MRED program director or approved faculty member must serve as liaison for the project. No directed studies credit will be given for courses executed entirely outside the formal supervision of the department.
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.

**Thesis**

There is no thesis requirement and no thesis option in MRED Program sequences. Students complete a comprehensive Practicum Project during their final semester of study in all sequences. Details on the final MRED Practicum are reviewed on 19.

**Professional Development**

There are a number of opportunities for you to develop professionally in addition to your course work and research as an MRED student. These include presenting talks and/or posters at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search.

**Professional memberships and associations**

The MRED program will register students as student members of the Urban Land Institute (ULI), the International Council of Shopping Centers (ICSC), and Congress for New Urbanism (CNU). You are encouraged to actively participate in these national organizations as well as with the local chapters. Additional organizations include but are not limited to:

- National Association of Industrial and Office Properties (NAIOP)
- US Green Building Council-Student group on Clemson’s campus, the Upstate group, or the national group (USGBC)
- Commercial Real Estate Women (CREW)
- CoreNet Global

**Professional certification requirements**

Through specific MRED courses, students will become certified in the ARGUS Enterprise software package (formerly DCF) and have the option to become certified. Students will also gain some exposure to other data sets including REIS and Site To Do Business (STDB). LEED Certification is also encouraged. Preparation workshops are typically coordinated with the Clemson-based USGBC chapter.

**Career planning**

The Michelin Career Center provides information about market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring, and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. For more information, see their website at career.clemson.edu or call (864) 656-6000.

The MRED Program faculty is diverse and dedicated and they help use their expertise and assistance to mentor students and help put them in front of industry professionals who may guide and further their career.
Graduation

Students must submit a final GS-2 Plan of Study outlining the final list of all courses that will be counted toward the MRED degree, a Graduation Application, and diploma order form.

GS-2 Form: See Plan of Study, pg. 19.

Application for Graduation: Students apply for graduation through their iROAR account. Choose “Apply for Graduation” under the “Student Record” tab. If you have questions or problems applying for graduation, call Enrolled Student Services (864) 656-5539.

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.

<table>
<thead>
<tr>
<th>Form/process</th>
<th>Approximate deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit your final GS2 to 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 (formerly Form GS4)</td>
<td>Within the first four weeks of the term in which you will graduate</td>
</tr>
<tr>
<td>File GS7 with Enrolled Services</td>
<td>Two weeks prior to graduation</td>
</tr>
</tbody>
</table>

*Refer to the Graduate School’s website for actual deadline dates (www.grad.clemson.edu/Deadlines.php). All Graduate School forms are available online at www.grad.clemson.edu/forms/GeneralForms.php.

Safety

Safety is everyone’s business. Graduate students are expected to adhere strictly to all safety regulations and policies of the ONE building.

Hard-hats and/or safety equipment

Hard-hats are required on certain MRED field trips, for specific classes, or for construction visits. In the event students are required to wear hard hats, vests, eyewear or other safety gear, that equipment will be provided.

Students will need to have closed toed shoes on certain site visits or program tours.

Graduate School Policies

The MRED graduate program sequences are guided by Clemson University’s Graduate School policies. The guidelines provided in this handbook were developed in conjunction with the Graduate School. Please be aware that this Graduate Program Handbook is a supplement to the fundamental requirements, policies, and procedures that govern all graduate students at Clemson University, which are described in the Clemson University Graduate School Handbook, available at http://www.clemson.edu/graduate/files/pdfs/gs_policy_handbook.pdf
When reading about Graduate School policies, please note that graduate students at Clemson include MRED students, MS students, Ph.D. students, and students from many other departments and disciplines. The various types of graduate students have different curricula and plans of study, so some policies may not apply to your program. Check with your Major Advisor if you have any questions about Graduate School policies.

**Academic Regulations**

**Attendance Policies**

University and department policy specifies that attendance at the first class meeting and all class meeting times at the start of class is expected.

Instructors may set their own attendance policies for their courses, including penalties for absences. However, university policy indicates that if you do not attend the first class meeting or contact the instructor by the second meeting, or the last day to add, whichever comes first, the instructor has the option of dropping you from the course.

University policy also indicates that the number of unexcused absences for a typical course may not exceed the number of times that the class meets each week (three absences for a class that meets three times per week; two absences for a class that meets two times per week; etc.) After exceeding this number of absences, the instructor or the department may drop you from the course before the Drop/Add Deadline, or fail you for the course after the Drop/Add Deadline. In other words, if you have more than the specified number of unexcused absences, you may receive an F for the course.

The only accepted reasons for excused absences include medical conditions, emergencies, and pre-arranged instructor approval.

See the Course Attendance Policy on the university website at [http://www.clemson.edu/faculty-staff/policies.html](http://www.clemson.edu/faculty-staff/policies.html).

**Academic Probation**

**Policy:** Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative B average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a B average in all courses listed in the Plan of Study (Form GS2), and an overall cumulative B average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative B average requirement applies independently to graduate degrees; that is, a new grade point ratio computation begins after the completion of the first degree. A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average The Graduate School at Clemson University reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

**Procedure for student:** Graduate students placed on academic probation should meet with their major advisor and/or graduate program coordinator to ensure that the expectations for removal of the probationary status are clearly defined and understood. Students who fail to remove the probationary
status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.

Auditing Courses

Auditing courses is generally not recommended due to course work demands and potential disruption to the course.

Permission for a student to audit a particular graduate course is at the discretion of the chair of the department, the coordinator of the program offering the course and/or the instructor. Audited courses do not carry credit and the fact that a course has been audited is not noted on your official record. Graduate auditors are not required to take tests or exams. However, the instructor, at his/her own discretion, may demand the auditor’s participation in class to whatever extent deemed desirable. 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 (see Assistantships/Financial Support below).

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters and during the summer between the first and second years in the program. The MRED Program makes every effort to schedule relevant courses such that students can easily maintain enrollment.

Students failing to maintain continuous enrollment (including summer terms) must apply to the Graduate School for re-entry and obtain approval from their department.

FERPA

FERPA stands for the Family Educational Rights and Privacy Act. It is a federal law that indicates how records of enrolled and formerly enrolled students must be handled. For information of what FERPA is, what rights are accorded, and what is covered by the regulations, see the Registrar’s website, www.registrar.clemson.edu/FERPA. One aspect to be aware of is that if you ask a faculty member to provide a job reference or other academic reference, such as for a scholarship or award, the faculty should request from you a written release to disclose the related academic information.

Incomplete Coursework

A grade of Incomplete (I) is given only if you have not completed the course for some extraordinary and unavoidable reason that is acceptable to the instructor, such as a medical emergency or condition or catastrophic life event.
Unless you complete the requirements for removal of the I 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 required plan of study.

Pass/Fail Courses

There are a few graduate courses that may be taken on a pass/fail basis. There are typically specified as part of the course description in the Graduate Catalog. Students may not otherwise elect to take courses as Pass/Fail.

Repeating a Course

Permission to repeat a course in which a student received an F grade, or less than a C-, will be determined in consultation with the Program Director, the student’s Major Advisor, and the Graduate School. (D grades generally not awarded to graduate students. Failing a required course may result in academic probation or dismissal from the program.)

You may not repeat any graduate course in an attempt to achieve a higher grade.

Withdrawing from and “Dropping” Courses

Although you may have withdrawn from or dropped courses as an undergraduate, this practice is highly discouraged for graduate students.

You may not drop required courses except in exceptional situations and only with the prior approval of the Program Director, your Advisor, and the course instructor.

Dropping a required course will delay your graduation by one year since required MRED Program courses offered only once per year.

If you drop an MRED course, you will be required to take a summer course since you will not be permitted to enroll in more than 16 credit hours in a semester. See also http://gradspace.editme.com/AcademicRegulationsDthruZ#dropping.

Withdrawing from the program/University

If for any reason you decide to withdraw from the program, inform the Program Director, then the Program Coordinator, who will inform you of the of the procedures to be followed to officially 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.

Academic Integrity

A university is a community of scholars dedicated to the inquiry into knowledge. It follows as a basic tenet 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.

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

Clemson University’s Official Academic Integrity Statement

As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a “high seminary of learning.” Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately and expeditiously to charges of violations of academic integrity.

Academic Integrity Policy

A summary of the Graduate School’s policy on academic integrity, current as of press time, follows. For 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

A. 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.

B. 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.

C. 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).
D. **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.

E. **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. 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).

F. **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.

**Levels and Sanctions**

For specific information regarding violation levels and accompanying sanctions for academic integrity violations, see the policies and procedures on the Graduate School website.

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**Student Health and Safety**

**Accommodations for Students with Disabilities**

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential and are based on the nature of the disability and the academic environment, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class. Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, Suite 239 in the Academic Success Center, 656-6848. Details on policies and procedures are available at [www.clemson.edu/sds](http://www.clemson.edu/sds).

**University Health Services**

The Redfern Student Health Center on campus provides health services to University students. Redfern 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.
Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASK-A-NURSE telephone services are also available. If you have questions about services provided, call Redfern Health Center at (864) 656-2233; if you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 656-1541. For service hours or other information, see their website at http://stuaff.clemson.edu/redfern/.

Counseling
The demands of graduate school can sometimes seem overwhelming. You will certainly feel some stress during your time as a graduate student. If this becomes too much to bear, and if you feel you could benefit from talking to a counselor — about grad school stress or any other issue — contact the Counseling and Psychological Services program (CAPS), located in Redfern Health Center.

CAPS staff have extensive experience in understanding and helping students whom are experiencing anxiety, depression, and other stress related conditions. You are not alone. They can help you.

To learn about their current programs, visit the CAPS website at www.stuaff.clemson.edu/redfern/caps or call them at (864) 656-2451.

Emergencies
Call 911 for all major emergencies: fire, medical, police.

All students should read and be familiar with the Greenville ONE Safety Manual. All students should understand evacuation procedures for events including: fire, bomb threat, active shooter/active shooter threat, and severe weather (tornado, earthquake, and hurricane).

In the event of certain evacuations such as a fire, exit the building immediately. Use stairwells; do not use the elevator.

For more information about emergency preparedness, see:
- Sign up to have Clemson University emergency alerts sent to your phone or mobile device.
- See MyCLE for CU Safe Alerts http://www.clemson.edu/cusafety/warnings.html.

Harassment Policies
Clemson University’s full official Harassment Policy, including reporting and complaint resolution procedures, may be viewed on the University’s website.

The Policy Statement and Definitions sections from this document are copied below.

“POLICY STATEMENT:

Clemson University is committed to offering educational and employment opportunities based on ability and performance, in a productive climate, free from harassment. Accordingly, it is the policy of Clemson University that harassment of any kind, as defined below, by employees, students or non-employees will not be tolerated. It is also the policy of Clemson University that retaliation against any person who has
filed a complaint of harassment or who has assisted or participated in any manner in the investigation and resolution of a complaint of harassment is prohibited and subject to disciplinary action.

Clemson University will respond promptly to all complaints of harassment and retaliation. Immediate and appropriate corrective action will be taken when it is determined that harassment has occurred. Violation of this policy can result in personal liability for any perpetrator, as well as any disciplinary action that the University deems appropriate:

DEFINITIONS

**Discrimination:** Discrimination is the denial or exclusion of an individual or group of individuals from participation in or receiving the benefits of any program or activity of the University. Discrimination based on race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran’s status, genetic information or protected activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process, etc.) is prohibited. Examples may include exclusion from employment, benefits, or access to academic programs and opportunities.

**Harassment:** In general, harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, status as a military veteran, genetic information 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

**Sexual harassment:** Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature including sexual violence. Sexual violence is defined as sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (see definition of consent below).

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.
HANDBOOK/POLICY ADMINISTRATION

Process for Departmental Review of Program Requirements

This handbook for the MRED program applies to students at the beginning of their MRED program of study.

In addition to the annual student assessment of the program, the departmental graduate committee and Program Coordinator will conduct a full program review at least every five years. The review will consider the department’s admission policies and criteria, advising policies, curriculum and website. A committee will assess the program, its policies and written documentation with respect to consistency, accuracy, rigor and pertinence.

Acknowledgement of Handbook Contents

MRED students will acknowledge their review of handbook contents at the MRED program orientation each fall semester.
### Appendix A: MRED Curriculum Overview and Course Descriptions

<table>
<thead>
<tr>
<th>Course Number, Name, Credit Hours</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCH 8200—Building Design and Construction Principles (3) Online</strong></td>
<td>Essential principles for quality design and construction. Emphasis on design, programming and sustainability issues for different project types. Nature and characteristics of construction materials, equipment and systems used in modern buildings are presented, as well as how they affect function and feasibility.</td>
</tr>
<tr>
<td><em><em>RED 8890—Intro to Accounting and Finance</em> (3) Online</em>*</td>
<td>Topics emphasizing current literature and results of current research. May be repeated for a maximum of nine credits, but only if different topics are covered.</td>
</tr>
<tr>
<td><strong>RED 8000—Real Estate Development Process (3)</strong></td>
<td>Real estate and land development process from the developer’s perspective. Cases and lectures are presented by leading experts in the development industry. Emphasizes participants of the development team and how to become a developer/“master builder” to create a superior built environment.</td>
</tr>
<tr>
<td><strong>RED 8010—Real Estate Market Analysis (3)</strong></td>
<td>Processes and data sources used to analyze the supply and demand for various building types. Explores demographic, technological and economic trends affecting markets. General market analysis supply and demand approaches, including the use of GIS, are developed and applied primarily to residential, retail and office markets at specific sites.</td>
</tr>
<tr>
<td><strong>RED 8100—Real Estate Seminar Roundtable (1)</strong></td>
<td>Weekly course bringing students and premier real estate professionals together through on-site or video sessions. Presentations and discussions on cutting-edge projects and industry issues from around the country and internationally.</td>
</tr>
<tr>
<td><em><em>CRP 8020—Site Planning and Infrastructure</em> (3)</em>*</td>
<td>Covers the principles and practice of site planning, including site analysis, site design, infrastructure planning; exploration of site planning options for residential, commercial, office, industrial and mixed-use projects; street network, civic space, and open space planning; emphasis on walkable, mixed-use, transit-oriented sustainable development.</td>
</tr>
<tr>
<td><strong>MBA 8360—Real Estate Principles (3)</strong></td>
<td>Advanced survey course to acquaint students with the theories, practices and principles of real estate. Topics include urban economics, real estate law, brokerage, real estate valuation, financial institutions and analysis, tax issues, investment analysis and development.</td>
</tr>
<tr>
<td><strong>MBA 8410—Real Estate Finance (3)</strong></td>
<td>The application of financial analysis and theory to real estate, mortgage credit analysis and current financing techniques for residential and commercial properties is emphasized. Topics include financial institutions, mortgage financing techniques, financial decisions and construction financing.</td>
</tr>
<tr>
<td><strong>RED 8120—Real Estate Technology (1)(^*)</strong></td>
<td>(^*)See pg. 16</td>
</tr>
<tr>
<td><strong>LAW 8480—Law for Real Estate Professionals (3)</strong></td>
<td>Provides the real estate professional with the fundamentals of law as it applies in the real estate arena. Explores the various legal forms of ownership, the form and process of real estate transactions, and governmental regulation of land use.</td>
</tr>
<tr>
<td>Course Number, Name, Credit Hours</td>
<td>Course Descriptions</td>
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<tr>
<td>RED 8020—Real Estate Development Field Tour Seminar (3)</td>
<td>Course examines the processes of creating quality development within the risk-reward framework focussing on design feasibility from the perspectives of the development team. Approximate ten-day tour of the South Carolina Coast or other environs includes approximately forty developments and the key actors involved.</td>
</tr>
<tr>
<td>RED 8110—Summer Internship in Real Estate Development (3) <em>Required for 24 and 18 Month</em></td>
<td>Preplanned, preapproved, faculty-supervised internship designed to give students on-the-job learning in support of classroom education. Internships must be no less than 10 full-time consecutive weeks with the same internship provider. Ancillary study abroad experience or two three-credit classes in place of the internship requirement are possible with approval of MRED director.</td>
</tr>
<tr>
<td>RED 8030—Public Private Partnership (3)</td>
<td>Focuses on public-private partnerships in the structuring, negotiating and implementing the design, development, construction and management of buildings and areas. Emphasis is on redevelopment/rehab and infill development; incentive tools and techniques; and market and feasibility issues for development within the risk-reward framework.</td>
</tr>
<tr>
<td>CSM 8660—Contractor Role in Development (3)</td>
<td>This course addresses the various roles and responsibilities of the contractor in development, including discussion of the owner/designer/constructor relationship. The course is not for CSM master’s students.</td>
</tr>
<tr>
<td>MBA 8330—Real Estate Investments (3)</td>
<td>Study of real estate investment analysis and decision making featuring the use of discounted cash flow model and other tools to evaluate investment alternatives from the perspective of an equity real estate investor. Emphasizes market analysis, ownership alternatives and financing considerations.</td>
</tr>
<tr>
<td>RED 8040—Practicum in Residential Development (3)</td>
<td>Exploration of the residential development process. Guest speakers, case studies and field visits are used. Feasibility, market studies with financial analysis for a real world proposed development are completed by diverse student teams.</td>
</tr>
<tr>
<td>RED 8050—Practicum in Commercial Development (3)</td>
<td>Exploration of the commercial development process, especially for office and retail properties. Guest speakers, case studies and field visits are used. Capstone preliminary feasibility analysis is completed by diverse student teams for a real-world proposed development.</td>
</tr>
<tr>
<td>RED 8130—Selected Topics- Real Estate Strategies (3) <em>Required for 24 and 18 Month</em></td>
<td>Seminar examines the importance of strategy in the success of real estate companies and projects. Leadership, current economic conditions and the real estate cycle are also explored as a way of identifying successful strategies and the role leadership plays in their execution.</td>
</tr>
<tr>
<td>Course Number, Name, Credit Hours</td>
<td>Course Descriptions</td>
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<tr>
<td><strong>ELECTIVES</strong></td>
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<tr>
<td>MBA 8420—Real Estate Valuation (3)*</td>
<td>Study of real estate appraisal with primary emphasis on two student projects: a house appraisal and a commercial property appraisal. Topics include highest and best use analysis, the three approaches to value, advanced capitalization techniques, discounted cash flow analysis and the standards of professional practice.</td>
</tr>
<tr>
<td>RED 8130—Selected Topics- Real Estate Strategies (3) <em>Elective for 12 Month</em> <em>Required for 24 and 18 Month</em></td>
<td>Seminar examines the importance of strategy in the success of real estate companies and projects. Leadership, current economic conditions and the real estate cycle are also explored as a way of identifying successful strategies and the role leadership plays in their execution.</td>
</tr>
<tr>
<td>RED 8160—Preservation Feasibility for Real Estate Professionals(3) General Elective</td>
<td>Students gain familiarity with historic tax incentives, the adaptive use of historic structures and the feasibility of historic rehabilitation projects within the context of contemporary real estate development processes.</td>
</tr>
<tr>
<td>RED 8170—Mixed Use Development Seminar(3) General Elective</td>
<td>Advanced weekly seminar focusing on an in-depth look at several product types in a mixed-use format. The course synthesizes Master of Real Estate Development curriculum knowledge in conjunction with premier developers and their team members, who use case(s) to cover the product type from idea inception to completion.</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES REMOVED FROM 18-MONTH AND 12-MONTH SEQUENCES BY 2015 CURRICULUM REVISION**

These courses are only required for the 24-month students graduating in May 2017.

<table>
<thead>
<tr>
<th>Course Number, Name, Credit Hours</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP 8000—Human Settlement (3) <em>Required for 24 month students only</em></td>
<td>Overview of forces and trends affecting community growth and change — historical, ecological, economic, demographic, design and development — pertaining to human settlement patterns and their interrelationship in the urbanization process, especially at the national, regional, townscape and neighborhood scale. Team taught from various perspectives. Intended as a foundation core course for Master’s in Real Estate Development, City and Regional Planning, and Landscape Architecture.</td>
</tr>
<tr>
<td>MBA 8420—Real Estate Valuation(3)* <em>Required for 24 month students only</em></td>
<td>Study of real estate appraisal with primary emphasis on two student projects: a house appraisal and a commercial property appraisal. Topics include highest and best use analysis, the three approaches to value, advanced capitalization techniques, discounted cash flow analysis and the standards of professional practice.</td>
</tr>
</tbody>
</table>
Appendix B: MRED Electives

All Clemson MRED students admitted into the 18-month curriculum sequence are required to complete two elective courses.

All Clemson MRED students admitted into the 12-month curriculum sequence are required to complete two elective courses.

All Clemson MRED students completing the 24-month (2 year) curriculum sequence are required to have two elective courses.

The list of elective courses that are typically offered are listed in Appendix A and on pg. Please note that there may be other courses offered by other departments that could substitute for an elective course requirement if approved by the MRED Program Director.
## Master of Real Estate Development Program Faculty & Lecturer Listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Courses Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Robert Benedict</td>
<td>MRED Program Director, Professor of Practice</td>
<td>RED 8000, RED 8050, RED 8100, RED 8110, RED 8160</td>
</tr>
<tr>
<td>Dr. Dennis Bausman</td>
<td>Professor, Construction Science and Management</td>
<td>ARCH 8200, CSM 8600</td>
</tr>
<tr>
<td>Dr. Cliff Ellis</td>
<td>MCRP Program Director, Professor, City Planning</td>
<td>CRP 8020</td>
</tr>
<tr>
<td>Dr. Terry Farris</td>
<td>Professor, MRED Program</td>
<td>RED 8010, RED 8020, RED 8030, RED 8110, RED 8120, RED 8170</td>
</tr>
<tr>
<td>McFaddin Blanding</td>
<td>Lecturer, MRED Program</td>
<td>RED 8890, MBA 8410</td>
</tr>
<tr>
<td>Maurie Lawrence</td>
<td>Lecturer, MRED Program</td>
<td>LAW 8480</td>
</tr>
<tr>
<td>Jeff Randolph</td>
<td>Lecturer, MRED Program</td>
<td>MBA 8360, RED 8040</td>
</tr>
<tr>
<td>Phil Hughes</td>
<td>Lecturer, MRED Program</td>
<td>RED 8130</td>
</tr>
<tr>
<td>Chuck Stone</td>
<td>Lecturer, MRED Program</td>
<td>MBA 8420</td>
</tr>
<tr>
<td>Bogue Wallin</td>
<td>Lecturer, MRED Program</td>
<td>MBA 8330</td>
</tr>
<tr>
<td>Jim Warren</td>
<td>Lecturer, MRED Program</td>
<td>LAW 8480</td>
</tr>
</tbody>
</table>