Graduate Student Handbook Physics & Astronomy

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I. Introduction

Graduate school is among the most intellectually stimulating phases of your academic career. You will find that your study of physics will take you to the frontier of human knowledge. You will transition from being one of our students to being one of our colleagues over the next few years. While this is an exciting phase for most students, it can also be stressful, frustrating, and confusing. As a faculty, we are here to guide you through this process and offer encouragement and support along the way. Part of the support we offer is this handbook. We want to make our policies (and their justification) as transparent as possible, and minimize the headaches that come from the administrative details that must be satisfied as you pursue your degree.

This handbook is a compilation of policies, procedures, and advice about the graduate program in Physics & Astronomy at Clemson University. It is meant to serve as a guide to help you make your way through the program. This handbook does not cover all of the policies of the Graduate School of Clemson University. Those policies are compiled in the Graduate Announcements and on the Graduate School Policies Page, which are published by the Graduate School each school year. You must follow both the Graduate School and the Physics & Astronomy Department guidelines as you pursue your advanced degree. This handbook also includes some general information about life on campus, but it is not in anyway complete. You will undoubtedly learn even more as you chat with your fellow students and faculty members.

Usually, the first point of contact for students in the graduate program when they have questions is the Graduate Program Coordinator, Sean Brittain. He can answer most questions related to Department and University policies and procedures and represents your interests to the Graduate School. Our student services coordinator, Celeste Hackett, will handle the processing of all forms related to the program. The Physics & Astronomy Department Chair, Mark Leising, is ultimately responsible for department academic matters, and welcomes your questions and input.

Please note that this handbook summarizes the policies and procedures as of the date on the front of the booklet. However, policies evolve over time and the policies listed in this handbook are subject to change. The entire Physics & Astronomy faculty and staff would like to wish you success at every stage of your academic journey. If we can be of assistance, please do not hesitate to call upon us.

II. Programs of Study

Overview

The Clemson University Physics & Astronomy Department offers programs of study leading to Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees. Each degree program has specific requirements. It is possible to earn a Ph.D. without earning an M.S. degree first. It is also possible to earn only an M.S. degree. The most common path is for students pursuing a Ph.D. degree to earn the M.S. degree along the way (en-route in graduate school parlance.) Your thesis advisor may require you to write and defend an M.S. thesis as part of your preparation for you Ph.D. It is important that you discuss this with your advisor early in your graduate school career.

The following sections summarize Physics & Astronomy Department policies as they relate to the programs of study for the M.S. and Ph.D. degrees. The Clemson Graduate School also has policies that relate to programs of study for these degrees. These are summarized in the Graduate Announcements. It is important for students to remember that they must satisfy BOTH the departmental and Graduate School criteria.
A student holding a master's degree or a doctoral degree may not as a rule become a candidate for the same degree in the same field of study. Exceptions must be appealed directly to the graduate school.

Master of Science (M. S.)
There are two options for getting an M.S. degree in Physics at Clemson University. The first is the thesis option. This program requires 24 credit hours of course work with at least 12 hours of Physics and Astronomy coursework at the 800 level or above and at least 6 hours of Research in Physics and Astronomy (PHYS891), which culminates in the writing of a thesis submitted to the Graduate School. The non-thesis option requires 30 credit hours of graduate course work, including 6 hours of directed studies (PHYS 890), a written report on the directed studies, and a final oral examination. At least one-half of the total graduate credit hours required by the advisory committee must be selected from Physics and Astronomy courses numbered 800 or above.

At least three weeks prior to the convocation at which the student expects to receive a Master's degree, a final oral examination and thesis presentation must be completed. Students will need to schedule their defense with their committee, reserve the room for the defense (see Debra Helvie in 118 Kinard) and notify the Graduate School of the time and place of the defense at least 10 days in advance. Students or their advisor should invite the Physics & Astronomy department faculty and the Dean of the Graduate School to attend the examination. Committee members should receive a copy of the defense at least one week in advance of the defense date.

Prior to the defense, students need to complete the GS7M form. Upon passing their defense, students should have their committee sign the form, give a copy to the Student Coordinator, Celeste Hackett, and file the original with the Graduate School as soon as possible, and no more than three days after the defense. During the thesis defense, committee members will make suggestions concerning the thesis. Students will need to make these changes and have their committee sign the completed thesis. They will then need to get the Graduate School to approve the thesis. This must all be completed at least two weeks prior to graduation. It is advisable to make an appointment with the Graduate School to review your thesis before the defense as reviewers get "booked up" at the end of the semester.

A master's student has six years to complete a degree; however, it is expected that full-time physics students should complete their master's degree within two years of their arrival at Clemson. Ordinarily financial support will not be extended beyond the second year of study.

M.S. Timeline (Example courses, there are no course requirements for the M.S. degree)
First Year
Fall
• Mathematical Methods (PHYS 811) 3 credits
• Classical Mechanics (PHYS 821) 3 credits
• Optics (PHYS 632) 3 credits
Total: 9 Credits

Spring (GS2 must be submitted by start of this semester)
• Electrodynamics I (PHYS 842) 3 credits
• Statistical Mechanics (PHYS 815) 3 credits
• Masters Research (PHYS 890/891) 3 credits
Total: 9 Credits

Second Year
Fall
• Quantum Mechanics I (PHYS 655/951) 3 credits
• Solid State Physics I (PHYS 845) 3 credits
• Masters Research (PHYS 890/891) 3 credits
Total: 9 Credits

Spring
• Quantum Mechanics II (PHYS 656/952) 3 credits
• Solid State Physics II (PHYS 846) 3 credits
• Masters Research (PHYS 890/891) 3 credits
Total: 9 Credits

Enrollment in summer classes is not required unless one is being paid as a graduate assistant or graduating in August. Students are expected to remain in residence and pursue their thesis research during this time.

Doctor of Philosophy (Ph. D.)
Course Requirements
Study for the PhD degree begins with the core courses intended to prepare students to carry out and publish independent scientific work. The core courses are PHYS 815, 821, 811, 841, 951, and 952. You are also required to take four advanced courses at the 800-900 levels. These courses must be selected in consultation with your thesis committee and will form part of your plan of study. Your plan of study form (GS2) must be completed by the start of your fourth semester, though you should consult with your committee about what courses you should take before then.

Qualifying Examination
During your second year of study, you must pass the written portion of the qualifying examination. This exam covers classical and statistical mechanics (Day 1), electrodynamics (Day 2), and quantum mechanics (Day 3). These subjects form the foundation for advanced study of physics, and the original research problems you pursue will draw on principles from these topics. The purpose of the exam is to test your ability to apply the knowledge you have gained from the study of physics to solving problems from each of these fields thereby demonstrating your mastery of this material.

Typically the exam is offered in October and February. You are required to pass all three sections to pass the qualifier. The Qualifying Examination Committee will grade the exams, and the committee will recommend (P)assage or (F)ailure for each section. The Physics & Astronomy faculty will vote on whether to pass or fail each student based on the totality of the student’s performance on all three exams. The deliberations of the faculty are strictly confidential, though you do have the right to examine your graded exam. Your thesis advisor, graduate program coordinator, or department chair will alert you to your status as soon as the faculty meeting is adjourned. If you fail the exam on your first try, you will have a second opportunity to take the exam. If you do not pass the exam on your second attempt, you will not be eligible to earn a Ph.D. at Clemson University in any field. You may, with the approval of the faculty, complete an M.S. degree by satisfying the requirements given above. While not passing the qualifying exam is undeniably disappointing for many students, most students find rewarding careers with an M.S. degree. You are strongly encouraged to meet with your thesis committee to discuss career options if you decide to take this route. You may also find it helpful to discuss your options with the Graduate Program Coordinator and/or Department Chair.
Upon passing the written portion of the Qualifying Examination, you are required to pass the oral portion of their exam within 12 months. You must propose your thesis topic, describe what work others have done on that topic, and how you will advance our knowledge of this field. You must also discuss the tools you will bring to bear on this topic and convince the committee that they can indeed do this work. Your committee will probe your understanding of the underlying physics of your problem, your knowledge of the literature in the field, and the tractability of the problem you pose. If you do not pass the oral portion of your exam on your first try, you may retake the exam at the invitation of your committee, but the oral exam must be passed no later than 12 months following the passage of your written exam.

Extenuating circumstances may justify a deferral of the qualifying exam. If such a circumstance arises, you should discuss this with your advisor or graduate program coordinator as soon as possible. You will need to petition the department faculty for a deferral by making a request in writing to the Department Chair and copies to the Graduate Program Coordinator, and your thesis advisor.

At least three weeks prior to the convocation at which the student expects to receive a PhD degree, a final oral examination and dissertation presentation must be completed. Students will need to schedule their defense with their committee, reserve the room for the defense (see Debra Helvie in 118 Kinard) and notify the Graduate School of the time and place of the defense at least 10 days in advance. Students or their advisor should invite the Physics & Astronomy department faculty and the Dean of the Graduate School to attend the examination. Committee members should receive a copy of the defense at least one week in advance of the defense date. Prior to the defense, students need to complete the GS7D form. Upon passing their defense, students should have their committee sign the form, give a copy to the Student Coordinator, Celeste Hackett, and file the original with the Graduate School as soon as possible, and no more than three days after the defense. During the thesis defense, committee members will make suggestions concerning the thesis. Students will need to make these changes and have their committee sign the completed thesis. They will then need to get the Graduate School to approve the thesis. This must all be completed at least two weeks prior to graduation. It is advisable to make an appointment with the Graduate School to review your thesis before the defense as reviewers get "booked up" at the end of the semester.

**Ph.D. Timeline**

First Year

Fall 1
- Mathematical Methods (PHYS 811) 3 credits
- Classical Mechanics (PHYS 821) 3 credits
- Quantum Mechanics I (PHYS 951) 3 credits
- Doctoral Research (PHYS 991*) 3 credits
Total: 12 Credits

Spring 1
- Electrodynamics I (PHYS 841) 3 credits
- Statistical Mechanics (PHYS 815) 3 credits
- Quantum Mechanics II (PHYS 952) 3 credits
- Doctoral Research (PHYS 991*) 3 credits
Total: 12 Credits

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Fall 2
• Elective 1 3 credits
• Doctoral Research (PHYS 991) 9 credits
• Written Qualifying Exam

Spring 2
• Elective 2 3 credits
• Doctoral Research (PHYS 991) 9 credits

Fall 3
• Elective 3 3 credits
• Doctoral Research (PHYS 991) 9 credits
• Oral Qualifying Exam

Spring 3
• Elective 4 3 credits
• Doctoral Research (PHYS 991) 9 credits

Future Semesters:
• Doctoral Research (PHYS 991) 12 credits

Additional electives may be taken with the approval of your advisor as long as you are making adequate progress toward your degree. Normally the department does not provide support beyond the sixth year. Enrollment in summer classes is not required unless one is being paid as a graduate assistant or graduating in August. Students are expected to remain in residence and pursue their thesis research during this time.

To remain in good standing, a fully admitted Physics & Astronomy student must maintain at least a 3.0 GPA at all times. Failure to maintain a 3.0 will result in the student being placed on probation. If a student is accepted conditionally, he or she will be required to receive a grade of B or better in all graduate coursework. If a grade of C or below is received by a conditionally admitted student, he or she may be dismissed from the program. Other conditions may apply to conditionally admitted students on a case-by-case basis.

Checklist on Graduate School Procedures
This is admittedly a lot of information. Here is a summary of the forms you need to fill out as you work your way to your degree. You should carefully note this checklist as well as the deadline dates.

1. Select a thesis advisor and advisory committee.
2. Submit Plan of Study and Graduate Degree Curriculum (Form GS2).
3. Satisfy the comprehensive examination prerequisite for admission to candidacy.
4. Complete Final Examination (Form GS7M for master's students or Form GS7D for doctoral students).
5. Apply for admission to candidacy for a doctoral degree (Form GS5).
6. Order diploma (Form GS4) after completing at least half the prescribed course work.
7. Order cap, gown, and hood from University Bookstore.
8. Submit completed thesis (if required) or dissertation to research advisor and arrange for final examination by the advisory committee.
9. Review thesis/dissertation submission guidelines and procedures, and make sure you submit your

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properly formatted manuscript prior to the deadline.

The final responsibility for ensuring compliance with these procedures rests with you. Special problems should be referred to the graduate dean.

Dissertation Formatting and Binding
The Graduate School has specific guidelines for formatting your thesis. After your defense, the Graduate School must approve your manuscript before you can be a candidate for graduation. The Department of Physics & Astronomy does not have any guidelines in addition to those spelled out by the graduate school. Neither the graduate school, nor the department requires that you present either with bound copies of your thesis. Some students have been known to provide copies of their thesis to their advisor as a gift, and some faculty will request that their student provide a bound copy of the thesis to the research group and department (at the faculty member’s expense).

Proficiency Requirements
We administer a diagnostic exam to new students during orientation. We are collecting data to determine the reliability of this exam for placing students in first year courses. The results from this exam do not have binding consequences for you, though the first year advisor (Professor Brad Meyer) will use these results in conjunction with your undergraduate record guide his advice to you about which courses to take.

Most students will begin with the first year core. Occasionally students with a non-traditional academic background are admitted to our program. Often times the admissions committee will recommend that these students enter a “year-zero” upon arrival. Before taking 800-level courses, students who are not proficient in the topics of our B.S. in Physics & Astronomy may take 600-level courses. This will help ensure academic success as students proceed through their degree program.

If you are a year-zero student, you should petition the faculty for a one-year extension on the qualifying examination. This will give you time to complete the graduate level core before taking the qualifier. To petition the faculty, you should present your request in writing to the Graduate Program Coordinator, and copy your request the Department Chair and First Year Advisor. Invitation to continue in the program generally requires that the student complete the recommended courses with a B or better.

III. Academic Integrity
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, academic dishonesty in any form will not be tolerated.

Furthermore as scientists, we depend on the trustworthiness of our colleagues to advance knowledge in our discipline. Academic dishonesty can shake the public’s confidence in the reliability of scientific knowledge as well. The American Physical Society has also adopted guidelines for professional conduct that you should be familiar with. The National Science Foundation and National Institutes of Health also requires that everyone supported by NSF funds receive Responsible Conduct in Research training. The Office of Research Compliance provides Brown Bag lunch seminars and online training seminars that you should work through as soon as possible.
The Graduate School provides a comprehensive description of University policy as it pertains to Academic Integrity. You should read this carefully and make sure you understand everything in it. If you have questions, feel free to discuss these policies with your advisor, the Graduate Program Coordinator, and/or the Department Chair.

IV. Other Academic Policies
The Graduate School maintains a database of university academic policies for graduate students. Below is a summary of some of the most common issues that arise for our graduate students. However, you should double check the summaries presented below against the official university policies stated on the Graduate School website.

Duplication of Higher Degrees
The duplication of higher degrees is discouraged on the same basis as the duplication of the bachelor's degree. Thus, a student holding a master's degree may not as a rule become a candidate for another master's degree in the same field of study. Nor may the holder of a master's degree in the same field of study, received at another institution, become a candidate for another master's degree in the same field at Clemson.

Non-Physics Courses
It is expected that students may choose non-Physics courses as part of their plan of study. These decisions are normally made with the student's Research Advisor and are designed to enhance the student's understanding of their emphasis area. Credit received for graduate-level courses taught by other departments may also be counted toward a Physics or Astronomy degree, provided those courses involve subject matter that is relevant to the student's degree program. The student should consult with and receive approval from his or her Research Advisor before taking such classes with the intention of having them count toward a graduate Physics or Astronomy degree. A student supported on either a research or teaching assistantship MUST obtain approval from his or her Research Advisor PRIOR to taking any such class while working toward a graduate Physics or Astronomy degree. The Graduate School requires each degree program to consist of a minimum of 30 semester hours of graduate credit with at least 12 semester hours in addition to Master's thesis research (PHYS 891) in the major discipline as defined by the advisory committee.

Auditing Courses
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, or the instructor. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available in the class.

Audited courses do not carry credit and the fact that a course has been audited is not noted on the graduate student's official record. Graduate auditors are not required to stand tests or exams. However, the instructor, at his or her own discretion, may demand the auditor's participation in class to whatever extend deemed desirable.

A graduate student may not satisfy a stated prerequisite for a graduate course by auditing it. Additionally, a graduate student may not establish credit through examination in any course for which he/she was previously registered as an auditor. Full-time students or graduate assistants may

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audit courses as part of their schedule. Part-time students are charged a fee according to the following schedule:

_Repetition of Courses_
Graduate students may repeat courses in which they received a D or F. It is recommended that students repeat courses if they received a C or less in any course required by the department as a part of the degree program.

If a student repeats a course for which he or she received a grade of D or F, he or she will not receive any credit, and the grades from the two courses will be averaged. The D or F will not be dropped.

_Protesting a Grade_
The procedure for a student who wishes to protest a grade received in a course is described in the Appeals and Grievances section of the Graduate Announcements, which can be found at www.grad.clemson.edu/policies/Appeals.

_Transfer Credit_
The number of credit hours that may be transferred from an accredited institution cannot be greater than 1/3 of the graded course work required for a Master's degree. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program. For the doctoral degree, as many as 48 semester credit hours of work may be transferred. In all cases, the use of transfer credits must be recommended by the student's advisory committee and approved by the department. Under no circumstances will transfer credit be awarded for research, internship or courses graded P/F or for courses in which a grade lower than B, or its equivalent, has been received. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's academic average. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is the student's responsibility, not the advisor's or the department's, to request a transcript of transfer credits be sent directly to the Graduate School. The degree will not be conferred at the close of the term during which the student has been registered elsewhere for the purpose of transferring credits.

_V. Graduate Student Evaluation Committee_
Your progress toward either the M.S. or Ph.D. degree should be monitored by your thesis advisor and committee. Regular communication with your committee is essential to making efficient progress toward your degree. In addition to informal monitoring by your committee, all students are annually evaluated by the Graduate Student Evaluation Committee (GSEC). The purpose of the GSEC evaluation is to provide you an opportunity to voice concerns you may have with your progress that you may not feel comfortable sharing with your committee. It is also an opportunity to receive outside feedback on your progress.

_Anual Student Evaluations_
1. Students who have not passed the Ph.D. Qualifying Exam:
Prior to passing the Qualifying Exam, the Physics and Astronomy Graduate Student Evaluation Committee (GSEC) will evaluate the student’s progress. The evaluations will be made annually during the fall semester.

The GSEC evaluations can be as follows:

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<tr>
<td>(1)</td>
<td>Continuing progress toward the Ph.D. Qualifier</td>
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<tr>
<td>(2)</td>
<td>Advancement beyond the Masters degree unlikely, or</td>
</tr>
<tr>
<td>(3)</td>
<td>Unsatisfactory progress toward any graduate degree</td>
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2. Students who have passed the Ph.D. Qualifying Exam:
The progress of Ph.D. candidates will be evaluated annually during the fall semester by the GSEC. The evaluations can be as follows:

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<tbody>
<tr>
<td>(1)</td>
<td>Satisfactory progress toward the Ph.D. degree, or</td>
</tr>
<tr>
<td>(2)</td>
<td>Unsatisfactory progress toward the Ph.D. degree</td>
</tr>
</tbody>
</table>

Evaluations for all students will be based on course grades, opinions of the faculty teaching courses in which the student is enrolled, the student’s transcript, and one or more meetings between the GSEC and the student, as deemed necessary. Information about research accomplishments provided to the GSEC by the student and the student’s research advisor, if one has been chosen, will be considered as well.

Satisfactory progress toward the Ph.D. degree would typically include grades no lower than B in courses. Factors contributing to grades lower than B will be evaluated on an individual case basis.

Students are expected to find a research professor no later than the second semester, with the goal of carrying out research in the summer following their first two semesters in the department. Students who seek only a Masters degree carry out their research as part of Physics 891. Students in the Ph.D. program carry out their research as part of Physics 991. The student can change his or her research professor at a later date, if desired.

The result of the evaluation made by the GSEC will be reported to the Department Chair, to the student’s research committee (if a committee has been constituted), to the Department’s Graduate Student Advisor, and to the student. In addition, a summary of the overall results of the evaluation process will be reported to the Physics and Astronomy faculty after the annual evaluations have been completed.

VI. Research
Original research is a primary difference between graduate school and other education. Our graduate students participate extensively in our major thrusts in research in the following areas:
- Astrophysics
- Atmospheric and Space Physics

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• Biophysics
• Condensed Matter and Materials Physics
• Foundations of Quantum Mechanics

Students are encouraged to visit individual faculty members' research and web pages, which can be found on the Physics department's web site. Many students also find it helpful to talk to senior students from different groups. Most importantly, you should arrange a meeting with the professor you are interested in working with.

Selection of Research Advisor
Within 9 months of entering the program, you should choose a Research Advisor. The selection of a Research Advisor is a decision that requires a great deal of thought. This decision should not be taken lightly as it strongly affects the course of students' graduate studies and professional lives. Each research group in the department is unique and students are encouraged to be open-minded as they evaluate which group and advisor is their best fit.

You should plan to meet with various advisors throughout the department during your first semester of study. This will help you to learn more about different research and groups. After you and a Research Advisor mutually agree to work together, you should notify the Student Coordinator (Celeste Hackett), Graduate Program Coordinator (Sean Brittain), and Graduate Advisor (Brad Meyer).

You will then work with your Research Advisor and the rest of your Advisory Committee to complete the GS-2 (Plan of Study) Form. This form will outline the courses you will take in order to complete the degree requirements. Your Advisory Committee will need to consist of two (for a Master's committee) or three (for a Ph.D. committee) other faculty members who will work with you as you complete their thesis or dissertation. These faculty members should be approached after discussion with your Research Advisor. After the form is completed and each member of the committee has signed it, you need to give a copy of the form to the Student Coordinator, Celeste Hackett, and file the original with the Graduate School.

Your committee is a valuable resource, but it is your responsibility to take advantage of this resource. You should keep all of your committee members up-to-date on your progress and your accomplishments. Regular meetings with your committee members are essential for maximizing the benefit of their advice.

VII. Financial Support
There are several options for financial support available to students in the graduate programs, including teaching assistantships, research assistantships, and fellowships. Each type of support is awarded to qualified students on a competitive basis. Continuation of all support is based upon satisfactory progress towards a degree. To receive financial support, a student must maintain full-time status, which, by University policy, is defined as being enrolled in 9 credit hours in the Fall and Spring semesters and 3 credit hours in each Summer session.

Fellowships
Several Fellowships are awarded by the Graduate School. The department nominates candidates who will compete for the fellowships with other nominees throughout the university. These fellowships

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Currently pay from $5,000 to $10,000 per academic year in addition to an assistantship granted by the department. Graduate School Fellowships require no explicit duties and may be renewable.

Some students are awarded extramurally funded fellowships. The graduate school maintains a list of fellowship opportunities, and offers grant-writing workshops that can help guide you through the process of applying for a fellowship.

Research Assistantships
Research Assistantships are available to graduate students through research grants and contracts held by faculty members in the department. They may pay a somewhat higher rate than the teaching assistantships, and are awarded based on availability and the qualifications of the recipients. Most students work as Research Assistants after passing the Qualifying Examination.

All assistantships carry a waiver of graduate tuition, but there is a fee imposed for the Fall/Spring semesters and the Summer Session. Currently, the academic fees are about $1,000/semester in Fall/Sprint and about $300/Summer session.

Teaching Assistantships
These are the most common type of financial support for incoming graduate students. A teaching assistant's duties usually entail teaching two or three undergraduate labs per semester, and/or grading assignments for undergraduate courses. Typically your TA duties should not exceed 20hrs/wk, however, the workload throughout the semester can vary considerably. For the year 2012-2013, teaching assistantships are scheduled to be $17,500 per nine months. No specific teaching duties are assigned during the summer, but students are expected to continue to do research during that time.

Special Requirements for International TAs
If you are a new non-native English speaker performing teaching assistant (TA) responsibilities, you must pass the SPEAK test. This test will determine how well you can understand and communicate in spoken English. The test is given on campus free-of-cost. The Student Coordinator, Celeste Hackett, will schedule the test. You will be informed of your test date and time either in person or in an e-mail. If you have a conflict with the scheduled date and time, you should contact Celeste Hackett immediately. Your teaching assistantship will be rescinded if you do not pass the SPEAK test (currently a score of 50 or better). It will be your responsibility to find an alternative source of funding in this case.

If you hold F-1 or J-1 status, you are required to register for full-time status (a minimum of nine credit hours per semester), based on Graduate School and departmental regulations. It is important not to fall below the required credit hours. If you elect to withdraw from the University, you must discuss your plans with the Foreign Student Advisor (FSA) at the ISDP office (E-208 Martin Hall) to avoid problems with the US Immigration and Naturalization Service (INS). If you anticipate completing and filing your thesis or dissertation between the end of one semester and the beginning of another should contact the FSA before filing your thesis or dissertation.

Time Limit on TA Support
Teaching Assistantship support is normally made available to graduate students for only a limited time. Allocation of TA support to continuing students will be recommended by the GSEC and is generally dependent on making satisfactory progress towards a degree (M.S. or Ph.D. in physics). A student pursuing a Ph.D. degree should not expect to be supported by departmental funds for more
than 10 semesters. A student pursuing an M.S. degree should not expect to be supported by departmental funds for more than 4 semesters. These numbers do not include summer sessions.

**Guarantees of Support**
While most students in the Physics & Astronomy department receive some kind of financial support, it should be understood that financial support is not guaranteed to any student. No contracts, whether written or verbal, may guarantee a student support. Unsatisfactory performance of teaching duties, in course work, in research work, or on the SPEAK test may all be considered cause for termination of financial support. Other reasons may be considered just cause for termination of support at the discretion of the Physics & Astronomy Department.

**Payroll and Paydays**
All Clemson University employees receive biweekly paychecks on alternate Fridays. An employee's first payday may take up to 6 weeks to process. All employees are required to have direct deposit of their checks into an account of a US banking institution. You need to contact Amanda Crumpton in 118 Kinard before beginning your teaching duties to complete required paperwork. You will be required to bring your Social Security card, a cancelled check and any necessary paperwork as required by INS. International students will have additional required paperwork to complete.

**Holidays and Time Off**
Remember that when you accept a Teaching or Research Assistantship, you are accepting a job. Like all jobs, TA and RA positions come with specific job responsibilities and an obligation to work assigned hours.

You are entitled to take, as holidays, the days on which the University is officially closed (note that the university is often open even though classes are not in session). In addition, you are allowed to take ten working days during the year as vacation. The latter should be taken so that the interference with your teaching and research responsibilities is minimal. Your thesis advisor should approve leave in advance. You will not normally receive a departmental stipend for extended leave beyond what is indicated above.

If you are working as a TA, you should not take vacation while classes are in session. In the event you must miss a lab section or shift in the PHC because of an illness or injury, inform your immediate supervisor (Jerry Hester or Mark Leising) and Celeste Hackett. It is a good idea to let your thesis advisor know as well. It is your responsibility to perform your due diligence in finding a replacement for your lab section, however, if you are unable to find a replacement for your lab, your supervisor will help you do so.

While it is imperative that you keep your absences to an absolute minimum while classes are in session, we also recognize that your research responsibilities may lead to conflicts. When you know that you will need to be miss time in your lab, it is incumbent upon you to find a replacement. You must also have approval from your thesis advisor and alert the lab supervisor as soon as possible, but no later than two weeks before your trip. If you have trouble working out an arrangement to have someone cover your lab section, your thesis advisor and laboratory supervisor will work with you to find a replacement.

Many students find it helpful to arrange informal agreements with their fellow students to help one another out in cases when you cannot make your lab. This is great, but you must not switch off without letting your lab supervisor and thesis advisor know. You are responsible for your lab
sections. We take your responsibilities as an instructor very seriously and you should too. Your performance as a TA will be considered by the GSEC when deciding whether to recommend further support.

Outside Employment
One of the purposes of TAs and RAs is to support you during your graduate studies. Therefore, it is the policy of the Physics & Astronomy department to disallow students from outside employment if their assistantship is equivalent to more than half time. Exceptions to this policy are temporary consulting and/or tutoring jobs that the student may do with the approval of their thesis advisor. Taking on outside employment without approval from your thesis advisor while on an assistantship may result in immediate termination of your assistantship.

VIII. Departmental Operations

Student Offices
For the first semester, graduate students are normally assigned a desk on the basis of space available. After the student has chosen a Research Advisor, he or she may move their office to a space provided by the advisor. Before moving, the student should notify Debra Helvie and Risé Sheriff in 118 Kinard of the move.

Building Security and Keys
Debra Helvie in 118 Kinard will issue you the appropriate keys. It shall be clearly understood that students should:
*Take great care to prevent loss of the key. Should a key become lost, it should immediately be reported to the staff in 118 Kinard.
* Refrain from loaning a key to anyone.
* See that the outside door and all appropriate laboratories are locked when entering or leaving the building after regular hours.
* Under no circumstances allow anyone into the building after hours who is not a holder of a front door key. NEVER PROP OPEN THE DOORS TO THE BUILDING AFTER HOURS.
* Report to the University Police and to the Department Chair any unusual or suspicious occurrence or persons found in Kinard Lab at any time.

Mail
Student mailboxes are located in the mail/copier room. Students should check their mail daily.

E-mail
E-mail is the primary way the department and the university will contact students. Both student and employee e-mail accounts should be checked regularly (at least once per day) as students will receive important information concerning courses, department happenings and university information. Many of these may require immediate attention.

Office and Computer Supplies
Office and computer supplies are ordered through Debra Helvie in 118 Kinard. Items that are needed for instructional labs are maintained in room 118. Your advisor will provide materials for research labs. Office supplies are not intended for personal use. Office supplies that are not maintained in the cabinets may be ordered through Debra Helvie. You will not be reimbursed for supplies they purchase on their own.

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**Equipment and Other Supplies**
Before ordering any equipment or supplies, you should check with your research advisor, or Jerry Hester, if ordering for instructional labs. You may ask Lori Rholetter to order for you or use the department P-card. You will need an account to charge the purchase against and approval from the owner of that account. Then you should submit the Departmental Purchase Order (DPO) form that is found on the departmental web site. If you place the order (after approval), you should get confirmation of the order to Lori Rholetter in 118 Kinard within one business day of placing the order. All orders must be delivered to the department, not to a home address of a student or professor. Copies of packing slips with items delivered should be given to Lori so she can pay for the items received. You will not be reimbursed for supplies they purchase on their own.

**IX. University Resources**
**Clemson Computing and Information Technology (CCIT)**

*Services*
CCIT provides computer support, manages the campus network, and sets computing policy. Their [information for new students](https://www.ccit.clemson.edu/) is primarily directed to undergraduates, but you may find some of the information useful any way. While undergraduate students are required to have a laptop approved by CCIT, you are not. It is however, strongly recommended that you have your own computer. Most students find it helpful to have LINUX on their laptop. Some students setup a dual boot with MS Windows. Others use Macintosh computers that have X11 built in. Before purchasing a new laptop, you should discuss your computing needs with your thesis advisor.

CCIT provides robust computing support – from hard drive recovery to help setting up your email. They also provide access to [high performance computing](https://www.ccit.clemson.edu/research/hpc) with the Palmetto Cluster and [high throughput computing](https://www.ccit.clemson.edu/research/hpc). The Palmetto Cluster is a 12,000 core supercomputer for large calculations. High throughput computing is a network of 1700 machines across campus useful for running a large number of serial jobs. CCIT provides training on these facilities as well as training in the use of UNIX/LINUX, scripting, and writing optimized parallel code.

*Network*
CCIT maintains the campus network. WIFI is available across campus (TigerNet), and Ethernet connections are available in all offices. [Instructions for setting up your devices to use TigerNet are available on the CCIT solutions page](https://www.ccit.clemson.edu/). Be sure not to connect an unauthorized router to the campus network. This can result in the loss of access to the campus network.

*Software*
CCIT provides access to a number of [Software titles](https://www.ccit.clemson.edu/software) for free or steeply discounted prices. Talk to your advisor about other software you may need for your research. Do not risk using pirated software on your machine. The penalties can be harsh, and you have no expectation of privacy while using the campus network.

*Computing Policy*
Be sure to familiarize yourself with the [campus computing policy](https://www.ccit.clemson.edu/policy). Most of the regulations are common sense. Keep in mind that the campus network exists to promote official university business (teaching, research, and service to the state). Any activities that compromise the ability of campus users to do their job is strictly forbidden.
Clemson University computing resources are the property of Clemson University, to be used for university-related business. **Students have no expectation of privacy when utilizing university computing resources, even if the use is for personal purposes.** The university reserves the right to inspect, without notice, the contents of computer files regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security or functionality of university or other computer resources or to protect the university from liability;
2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources;
3. An account appears to be engaged in unusual or unusually excessive activity;
4. It is otherwise required or permitted by law.

Use of university computing resources, including network facilities, account numbers, data storage media, printers, plotters, microcomputer systems, and software for computing activities other than those authorized by the university is strictly prohibited. Unauthorized use of such resources is regarded as a criminal act in the nature of theft and violators are subject to suspension, expulsion, and civil and criminal prosecution.

The following are examples of misuse of computing resources:
1. Unauthorized duplication, distribution or alteration of any licensed software. This includes software licensed by the university and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, at Clemson or anywhere on the Internet, or attempting to disrupt the normal operation of any computing resource or network.
3. Attempting to use another student's or employee's computer account or data, without their permission.
4. Using the university electronic mail system to attack other computer systems, falsify the identity of the source of electronic mail messages. Sending harassing, obscene or other threatening electronic mail. Attempting to read, delete, copy or modify the electronic mail of others without their authorization. Sending, without official university authorization, "for-profit" messages, chain letters or other unsolicited "junk" mail.
5. Knowingly infecting any computing resource with a software virus.
6. Tampering with the university computer network or building wiring or installing any type of electronic equipment or software that could be used to capture or change information intended for someone else.
7. Participating in a "denial of service" attack on any other computer, whether on or off campus.
8. Using university computing or network resources for personal gain or illegal activities such as theft, fraud, copyright infringement, sound or video recording piracy, or distribution of child pornography or obscenities.

Any suspected violations of this policy or any other misuse of computer resources by students should be referred to the Office of Student Judicial Services. That office will investigate the allegations and take appropriate disciplinary action. Violations of law related to misuse of computing resources may be referred to the appropriate law enforcement agency. Notwithstanding the above, CCIT may temporarily suspend, block or restrict access to an account, independent of university disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security or functionality of university or other computer resources, to protect the university from liability, or if it
appears that the emotional or physical well-being of any person is immediately threatened. When CCIT unilaterally takes such action, it will immediately notify the account holder of its actions and the reason for them in writing. The account holder may appeal the action taken by CCIT in writing to the Chief Information Officer.

Access will be restored to the account holder whenever the appropriate investigatory unit of the university determines that the protection of the integrity, security or functionality of university or other computing resources has been restored and the safety and wellbeing of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Office of Student Judicial Services.

_Clemson University Libraries_

Clemson's main library, the Robert M. Cooper Library, is located at the center of campus and provides students with a variety of services and up-to-date collections. More than 1.6 million items are available as books, periodicals, microforms, government publications and electronic materials. In addition to the Cooper Library, the University Libraries include the Emery A. Gunnin Architectural Library in Lee Hall and the Special Collections Unit located in the Strom Thurmond Institute Building.

These branch libraries contain materials dealing with the special nature of their programs. A small reading room containing periodical literature related to chemistry is located in the Hunter Chemistry Laboratory. Detailed information regarding facilities, hours of operation, loan privileges, policies and fine regulations is available at the circulation and reference desks and on Cooper Library's Web site at www.lib.clemson.edu.

Access to the libraries' collections is provided through the Online Libraries Catalog, a part of the libraries' CU Explorer system. To assist in finding journal and newspaper articles, the libraries have provided access to a number of electronic indexes, several of them providing access to full-text journals online. CU Explorer is accessible from most computers on campus as well as through dial-up access.

Among the regular services the libraries offer are circulation, reference, interlibrary loan, class instruction, tours and photocopiers. The Cooper Library houses two open computer laboratories. Assistance is available at the reference desk.

_Career Services_

You are now a professional student, and it is never too early to start thinking about the next stage of your career. What do you hope to do with your graduate degree in physics? Many students plan on following the traditional path from Ph.D. to postdoc to faculty job. Perhaps that is your goal as well, however, you may find that your goals shift as you move through your graduate studies. It is a very good idea to be aware of the opportunities available to you, and learn how you need to position yourself to take full advantage of those opportunities. Previous students in our program have found rewarding careers in government labs, industry, and secondary education. As you think through your goals, you may find that the Michelin Career Center is helpful. The Michelin Career Center is committed to meeting you unique needs as a graduate student.

As you search across campus, you will find that there are a number of certification programs that may help you pursue your professional goals. For example many students find they are interested in
teaching high school science. If you think this is for you, you might be interested to learn that the School of Education offers an intensive 13 month Master of Arts in Teaching in Secondary Science. Other students want to go into business for themselves. Such students may find the Technology Entrepreneurship Certificate of interest. If you think you may want a career teaching at a non-research intensive college, you might find the Certificate in Engineering and Science Education useful. These are just a few examples of the Certification programs available on campus. As you think through your career goals, you may find it helpful to explore additional options as well. However, be sure to get the approval of your thesis advisor before taking any courses beyond those approved on your GS2. Approval of extra coursework is contingent on making satisfactory progress toward your degree as determined by the GSEC. Taking extra courses without prior approval by your advisor will place your assistantship in jeopardy.

X. Student Life

Graduate Student Government
The mission of the Graduate Student Government (GSG) is to represent the interests of all graduate students at Clemson University in four vital focus areas:

• Involvement - to encourage graduate student participation in the University process;
• Communication - to act as the liaison between the University and graduate students with an emphasis on honest and open communication;
• Collaboration - to promote the efforts of graduate students and the University into one united mission of making the Clemson experience one of quality education and reward; and
• Development - to provide participatory learning experiences that allow for the enhancement of graduate students' academic, civic, social and professional development.

The GSG is composed of all graduate students at Clemson University. Its Senate consists of one representative from each academic department. The Executive Board consists of the president, vice president, secretary, treasurer and chairs of the GSG committees. In addition, there are board seats for the executive assistant, the news editor and the assistant news editor. The GSG elects representatives to various University boards, commissions, committees or councils that solicit graduate student opinions. GSG also participates in the planning and implementation of Graduate Student Orientation and the Graduate Student Research Forum. Students can contact GSG via e-mail at gsg@clemson.edu.

Health Services
Most students satisfy the mandatory health insurance requirement by enrolling in the University Health Plan. Preventative care Redfern Health Center consists of four divisions: Medical Services, Counseling and Psychological Services (CAPS), Disability Services and Health Education/Alcohol and Drug Education. Medical Services Redfern Health Center, an outpatient facility, operates Monday through Friday, 7:30 a.m. to 5:00 p.m. (summer hours are 8:00 a.m. to 4:30 p.m.). Students without an appointment are seen in the Nurses Clinic. ASK-A-NURSE telephone services (656-2233) are also available. The student health center offers outpatient ambulatory care for illnesses and injury, pharmacy, lab, X-ray and specialty clinics including orthopedics and women's health.

A completed medical history questionnaire is required of all students entering the University for the first time. Documentation of two red measles (rubella) vaccines since the student's first birthday is required. Students born prior to January 1, 1957, are exempt from the measles requirements. A tuberculin skin test (PPD) is required within the year previous to the student's enrollment at the University. Students with a history of a positive skin test are required to have a chest X-ray within

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the year previous to the student's enrollment at the University. Students not in compliance with immunization requirements will not be allowed to complete registration.

_Counseling and Psychological Service_
CAPS strives to provide quality counseling and mental health services to enhance students' intellectual, social and personal growth. Counselors work with students to improve self-awareness, understanding and coping skills. All information is kept confidential and separate from medical and academic records. CAPS offers individual and group counseling for a range of personal problems, including anxiety, depression, trouble coping, sexual concerns, relationship problems, substance abuse and alcoholism. Testing and counseling groups are also offered for students with learning disabilities and attention deficit hyperactive disorder. Testing is also provided to aid in the diagnosis of problems. Some testing services require a fee, but most are free of charge.

_Disability Services_
Clemson University is committed to providing educational opportunities for all students and assisting them in making their college experience successful. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Clemson University recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. Individualized accommodations for students with disabilities are coordinated through the Office of Student Disability Services. Reasonable and compensatory strategies are developed confidentially with each student based on the nature of the disability and the academic environment.

Students requesting accommodations must provide current documentation of their disability from a physician or licensed professional to Student Disability Services in Redfern Health Center (Voice/TTY (864) 656-0515). For more information, visit Student Disability Services Student Guide.

_Health Education_
Health Education provides information and wellness challenges on a variety of subjects: alcohol and other drugs, sexuality, leadership, nutrition and stress management. Health Education provides the opportunity to develop leadership skills through peer education programs. Alcohol and Drug Education offers social host training, on-campus party registration and OCTAA (On-Campus Talking About Alcohol course).

_Health Fee_
University policy requires that all students registered for seven or more credit hours during the fall or spring semester or four or more credit hours during a summer session pay the University health fee. The health fee provides access to the professional services of University physicians/nurse practitioners, counselors and health educators at no additional cost; reduced costs for medical diagnostics; and an after-hours urgent care excess insurance benefit. Students pay for pharmaceuticals, orthopedic equipment, specialty clinics and psychological testing. Payment is expected at the time of service. Students may pay in cash, check, MasterCard, Visa or Tiger Stripe.

_Health Insurance_
The University offers an accident and sickness insurance plan to help cover major medical expenses. Information is sent to all students prior to the fall semester. All students are strongly encouraged to have comprehensive health insurance coverage during their tenure at the University. International students' dependents are required to have comprehensive health insurance as well.

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**After Hours**

Students may call ASK-A-NURSE at (864) 656-2233 Sunday through Thursday, 4:00 to 8:00 p.m. A registered nurse is available to answer questions, provide health information and schedule appointments. Students requiring the care of a physician after hours may choose from area emergency rooms and urgent care facilities including Clemson Health Center, Oconee Memorial Hospital, Anderson Area Medical Center, Baptist Medical Center and Greenville Memorial Medical Center. Medical costs incurred are the student's responsibility. Students should contact Redfern the next business day for follow-up care.

On-campus medical emergencies are transported by the University ambulance to the closest community medical resource. The University ambulance is staffed with licensed emergency medical personnel 24 hours a day. Students are required to pay for off-campus ambulance transportation except for those medical resources within the city of Clemson for after-hours urgent care.

**Graduate Student Housing**

There is no Graduate Student housing on campus. While you may apply to live in general student housing, almost all of our graduate students live off campus. There are a number of economical options available near campus. Talking to more senior graduate students is the most helpful way to find the best living arrangement for you.

**Dining Plans**

The University has a number of dining options on campus and provides a number of convenient meal plans some students find attractive. There are also a number of restaurants in walking distance from campus, and a number of grocery stores and shopping centers serviced by the CAT bus.

**Tiger 1 Card**

The Tiger 1 Card is every student's official Clemson University ID. Many departments use Tiger 1 Card as a means to grant access to their information and services. The Tiger 1 Card will serve as a:

- Personal student identification card
- Personal debit card to access pre-deposited funds in a TigerStripe account
- Meal plan card
- Library card
- Residence hall access card
- Fike Recreation Center access card

You will also need to show your Tiger 1 Card in order to receive tickets to athletic events. You should always remember to carry your Tiger 1 Card with you at all times.

**Parking Information**

Students who live off-campus who intend to drive to campus and park their cars must obtain a parking permit from Parking Services, which is located at G-01 Edgar Brown Union, under Harcombe Dining Hall. Information about obtaining a parking permit, parking lot locations, and game day parking are available at the Parking Services website. The Clemson Area Transit (CAT) Bus is a mode of transportation open to Clemson students, faculty and staff. Many students find taking the CAT bus to campus is much more convenient than searching for a parking place on campus.

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Campus Recreation

The Department of Campus Recreation provides a wide array of recreation opportunities. The centerpiece of Campus Recreation is the Fike Recreation Center. The Fike offers fitness equipment, fitness classes, athletic courts, and a pool. There is also a campus beach for enjoying warm sunny days. The University also sponsors organized outdoor getaways. Edgar’s has pool tables, bowling alleys, and various arcade games at reasonable rates. McKissick Theatre in the Hendrix Student center hosts discounted or free movies throughout the semester. The Brooks Center hosts a number of live events throughout the year. Most of these are at very reasonable rates, and some are even free. The Lee Center for the visual arts hosts visiting artists and various visiting exhibits each year. Clemson University fields a number of competitive men’s and women’s varsity athletic teams. Many of these sporting events offer free admission to students.

XI. University Harassment Policies

General Harassment Policy

Clemson University is committed to being an inviting community of scholars that respects the dignity of every individual. Therefore, harassment of any kind will not be tolerated. Details of the University Harassment policy are available from the office of Access and Equity. The policy defines harassment, provides information on how to report claims, and describes how complaints may be resolved. While most of this information is common sense to most people, you should still review it to make sure you do not run afoul of university policy and so that you know your rights and responsibilities in the unlikely event you run into an issue.

Amorous Relationships

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur with a person for whom you have a professional responsibility (e.g. a student in a lab section you teach). Those in positions of authority inherently carry the element of power in their relationships with subordinates. It is imperative that you neither abuse, nor appear to abuse, the power entrusted to you. You should be aware that any romantic involvement with a student or subordinate employee could make you liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. You would be wise to exercise special care in your relationships with students you instruct or evaluate. A simple policy to avoid problems and perception of problems is: do not date or develop close personal relationships with your students while they are in your class or lab.

Ombudsman Information

Overview

The Ombudsman is an independent, confidential resource that provides assistance to you 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.

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 or she provides an independent point of view in an informal and confidential environment. The Ombudsman will not identify any student with whom he or she has contact, or discuss his or her personal concerns with anyone without the student's permission. Private confidential meetings can be arranged at the convenience of the student. All communications will be treated with strict confidentiality. The Ombudsman works toward resolutions based on principles of fairness. He or she is neither an advocate for faculty, administration or students, nor an agent of the University, but an advocate of fair processes.

Contacting the Ombudsman
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 Graduate Program Coordinator, Department Chair, or the Dean who will hear the complaint and act as a referee. If an acceptable resolution is not reached or if you are not comfortable approaching one of these three people, you should discuss your situation with the University Ombudsman. 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.