



**INSTRUCTIONS FOR COMPLETING THE GS2 FORM**  
**Print these instructions for further reference.**

**TIMELINE** – Degree-seeking master’s and specialist’s students must submit the GS2 by the middle of their second semester. Doctoral students must submit the GS2 no later than the beginning of their fourth semester of study. The final version of the student’s GS2 must be on file by the date specified by Enrolled Services (*graduation deadlines can be found at <http://www.grad.clemson.edu/deadlines.php>*), or a late fee of \$25 for the first day and \$5 for every additional day will be charged.

**GENERAL INSTRUCTIONS** – This document must be typed either on a computer or typewriter. Handwritten GS2 forms will **not** be accepted. These instructions deal primarily with completing this form rather than academic regulations and are not intended to replace the regulations at <http://gradspace.editme.com/Policies> concerning the study plan (graduate degree curriculum) or Advisory Committee. The following should be noted carefully in completing this form in order to expedite approval of your curriculum:

- (1) At least one-half of the required courses for a graduate degree must be selected from those numbered 700 or above for professional master’s degrees and numbered 800 or above for Master of Arts and Master of Science degrees, **including all transfer credits**.
- (2) Courses completed in excess of those required by the Advisory Committee should not be listed. Definite required courses should be listed first while elective courses may be listed in an optional manner under a sub-heading such as “any 2 of the following 4 courses.” In general, no more than 12 credit hours should be listed in this manner. This procedure is designed to alleviate problems resulting from uncertainties in course scheduling and to eliminate frequent alterations of the list of required courses.
- (3) All research credits (891 or 991) should be condensed into a single entry with the completed date approximately coincident with the anticipated date of graduation.

**TRANSFER CREDITS** – Credits to be transferred must be labeled by an asterisk in the list of required courses and must bear the course number listed in the catalog of the institution(s) awarding the credits. The institution(s) and grade(s) should be identified along with the course(s) in the space provided below. **Do not use the corresponding Clemson University course numbers on the front page or below.**

Transfer credits must not have been used to satisfy the requirements for any other degree and must have been completed within the six-year period preceding the date the graduate degree will be awarded. Transfer courses cannot be revalidated for graduate credit. **There are no exceptions to this requirement.**

**RESIDENCE REQUIREMENTS** – Satisfaction of residence requirements for the Master of Arts, Master of Science and Doctor of Philosophy degrees must be given prime consideration when listing the required courses. Please refer to the *Graduate School Announcements* for the details of the residence requirements.

**REVISION OF THE PRELIMINARY GRADUATE DEGREE CURRICULUM AND/OR ADVISORY COMMITTEE** – Any revision in graduate degree requirements or committee membership listed on the Form GS2 will require submission of a new form and approval of all committee members and appropriate administrators.

**USING THE FORM** – The form **MUST BE TYPED** and submitted on **ONE** page. Use the smallest font available to you on the typewriter (10 point is recommended). If you need additional space, you may use the back of the form by indicating on the front that you are continuing on the back.

**SUBMIT THE FORM** – Turn in completed, signed forms to: **Enrolled Services, 104D Sikes Hall.**

**USING THE FILLABLE PDF**

Open the form in Adobe Acrobat Reader (available free on the web) or Adobe Acrobat Professional. Use the Tab key or mouse to move from field to field. If you use Acrobat Reader X or Acrobat Professional, you may save the filled PDF. When you have completed all applicable fields, print the document.

**SUBMIT** completed, signed forms to: **Enrolled Services, 104D Sikes Hall.**



