Clemson University
Graduate School Announcements 2002-2003
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</tr>
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<td>August 21, W</td>
<td>Classes begin; late enrollment fee applies</td>
</tr>
<tr>
<td>August 27, Tu</td>
<td>Last day to register or add a class</td>
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<tr>
<td>September 3, Tu</td>
<td>Last day to drop a class or withdraw from the University without a W grade</td>
</tr>
<tr>
<td>September 10, Tu</td>
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</tr>
<tr>
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</tr>
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<td>November 4–5, M–Tu</td>
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</tr>
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<td>January 6–7, M–Tu</td>
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<tr>
<td>January 8, W</td>
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<td>January 20, M</td>
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<td>May 19, M</td>
<td>Late registration</td>
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<td>May 20, Tu</td>
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<tr>
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<td>July 1, Tu</td>
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<td>July 2, W</td>
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<td>July 3, Th</td>
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<tr>
<td>May 7, F</td>
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</tr>
</tbody>
</table>

Note: Dates on this calendar were accurate at the time of printing; however, they may change as conditions warrant. Current information is available on the Web at www.registrar.clemson.edu/calendar/index.htm.
**DEADLINE DATES**

<table>
<thead>
<tr>
<th>For those who expect to receive a graduate degree on:</th>
<th>December 19, 2002</th>
<th>May 9, 2003</th>
<th>August 9, 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to:</td>
<td></td>
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</tr>
<tr>
<td>Submit GS2 form, Graduate Degree Curriculum, to the Graduate School.†</td>
<td>August 9, 2002</td>
<td>December 19, 2002</td>
<td>May 9, 2003</td>
</tr>
<tr>
<td>Order cap, gown and hood from the University Bookstore.</td>
<td>September 20, 2002</td>
<td>January 31, 2003</td>
<td>June, 2003”</td>
</tr>
<tr>
<td>Take oral and/or written examination (form GS7).</td>
<td>November 20, 2002</td>
<td>April 18, 2003</td>
<td>July 18, 2003</td>
</tr>
<tr>
<td>Submit duplicated copies of thesis or dissertation to the Graduate School. This deadline date is also the date that should appear at the top of the Approval Page.</td>
<td>December 11, 2002</td>
<td>May 2, 2003</td>
<td>August 1, 2003</td>
</tr>
</tbody>
</table>

* Although GS2 form is accepted through the deadline dates listed, students are encouraged to submit this form within the time frame suggested under “Filing of a Graduate Degree Curriculum” on page 30 and “Plan of Study (Form GS2)” on page 34.

** Call the Clemson University Bookstore for the exact date (656-2050).

† GS4 form must be turned in for every semester student intends to graduate. A $25 late fee will be assessed to a student whose GS2 or GS4 form is submitted the day after the deadline and will increase at the rate of $5 per day thereafter (excluding Saturday, Sunday or University holidays). Payment of fees must be made directly to the Bursar's Office (basement of Sikes Hall), and GS2 and GS4 forms must be submitted to the Graduate School Office.

Note: Dates on this calendar were accurate at the time of printing. Dates, however, may change as conditions warrant.

## CHECKLIST OF GRADUATE SCHOOL PROCEDURES

The graduate student should carefully note this checklist as well as the above deadline dates.

- Select (in consultation with the appropriate department chair) a major adviser and advisory committee (see pages 29-30).
- Submit Graduate Degree Curriculum (form GS2) (see pages 30, 34).
- Satisfy any prescribed language requirement and comprehensive examination prerequisite for admission to candidacy (see pages 37-39).
- Complete final examination (form GS7) (see page 35).
- Apply for admission to candidacy for a doctoral degree (form GS5) (see page 35).
- Order diploma (form GS4) after completing at least half the prescribed course work (see page 35).
- Order cap, gown and hood from the University Bookstore.
- Submit completed thesis (if required) or dissertation to research adviser and arrange for final examination by the advisory committee (form GS32) (see page 35).
- Arrange for approval of thesis or dissertation by the Graduate School prior to duplication (see page 35).
- Pay binding fee to the bursar (form GS48) and submit approved copies of thesis or dissertation to the Graduate School. Doctoral candidates pay for abstract publication in *Dissertation Abstracts International* and microfilming of dissertation (see page 35-36).

The final responsibility for following Graduate School procedures rests with the graduate student. Special problems should be referred to the graduate deans.
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## COLLEGE OF BUSINESS AND BEHAVIORAL SCIENCE

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<td>Management Science (535) – i</td>
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<td>Public Administration</td>
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## COLLEGE OF ENGINEERING AND SCIENCE

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<th>Program</th>
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<td>Bioengineering (405)</td>
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<td>Biosystems Engineering (106) – i</td>
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<td>Ceramic and Materials Engineering (411)</td>
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<td>Chemical Engineering (415)</td>
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<td>Chemistry (816)</td>
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<td>Civil Engineering (420)</td>
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<td>Computer Engineering (423)</td>
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<td>Computer Science (820)</td>
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<td>Digital Production Arts (822) – i</td>
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<td>Electrical Engineering (425)</td>
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<td>Electronic Commerce (512) – i</td>
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<td>Environmental Engineering and Science (440)</td>
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<td>Environmental Toxicology (150) – i</td>
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<td>Hydrogeology (832)</td>
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<td>Industrial Engineering (445)</td>
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<td>Management Science (535) – i</td>
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<td>Materials Science and Engineering (450)</td>
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<td>Mathematical Sciences (851)</td>
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<td>Mechanical Engineering (455)</td>
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<td>Physics (871)</td>
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<td>Textiles, Fiber and Polymer Science (545)</td>
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## COLLEGE OF HEALTH, EDUCATION AND HUMAN DEVELOPMENT

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<td>Administration and Supervision (303)</td>
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<td>Career and Technology Education (313)</td>
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<td>Counselor Education (306)</td>
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<td>Curriculum and Instruction (307)</td>
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<td>Educational Leadership (309)</td>
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<td>Elementary Education (310)</td>
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<td>Health Administration* (725)</td>
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<td>Human Resource Development (327)</td>
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<td>Nursing (710)</td>
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<td>Parks, Recreation and Tourism Management (960)</td>
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<td>Reading (324)</td>
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<td>Secondary Education**</td>
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<td>Special Education (378)</td>
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<tr>
<td>Vocational/Technical Education (380)</td>
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## INTERDISCIPLINARY PROGRAMS

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<th>Program</th>
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<td>Digital Production Arts (822) – i</td>
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<tr>
<td>Policy Studies (110)</td>
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** Major codes for Secondary Education are as follows: English – 347, History – 350, Math – 353, Science – 365
HISTORY OF CLEMSON UNIVERSITY

When one man of wisdom and foresight can look among the despair of troubled times and imagine what could be, great things can happen. That is what the University’s founder, Thomas Green Clemson, was able to do in the post-Civil War days. He looked upon a South that lay in economic ruin, once remarking that “conditions are wretched in the extreme” and that “people are quitting the land.” Still, among the ashes he saw hope. Mr. Clemson envisioned what could be possible if the South’s youth were given an opportunity to receive instruction in scientific agriculture and the mechanical arts. He once wrote, “The only hope we have for the advancement of agriculture (in the U.S.) is through the sciences, and yet there is not one single institution on this continent where a proper scientific education can be obtained.” When he was president of the Pendleton Farmers Society in 1866, Mr. Clemson served on a committee whose purpose was to promote the idea of founding an institution for “educating the people in the sciences.”

When he died on April 6, 1888, a series of events began that marked the start of a new era in higher education in the state of South Carolina, especially in the study of science, agriculture and engineering. Mr. Clemson’s passing set the stage for the founding of the university that bears his name — the beginning of a true “people’s university,” which opened the doors of higher education to all South Carolinians, rich and poor alike. In his will, Mr. Clemson bequeathed the Fort Hill plantation and a considerable sum from his personal assets for the establishment of an educational institution of the kind he envisioned. He left a cash endowment of approximately $80,000 as well as the 814-acre Fort Hill estate to South Carolina for approximately $80,000 as well as the 814-acre Fort Hill estate to South Carolina for an endowment of approximately $80,000 as well as the 814-acre Fort Hill estate to South Carolina for the establishment of an educational institution of the kind he envisioned. He left a cash endowment of approximately $80,000 as well as the 814-acre Fort Hill estate to South Carolina for such a college. The biggest obstacle in the creation of an agricultural college — the initial expense — was removed by Mr. Clemson’s bequest.

In November 1889, South Carolina Governor John Richardson signed the bill accepting Thomas Clemson’s gift. Soon after, a measure was introduced to establish the Clemson Agricultural College with its trustees becoming custodians of Morrill Act and Hatch Act funds made available for agricultural education and research by federal legislative acts. The founding of Clemson Agricultural College supplanted the South Carolina College of Agriculture and Mechanics, which had opened in Columbia in 1880.

Today, more than a century later, the University is much more than its founder ever could have imagined. With its diverse learning and research facilities, the University provides an educational opportunity not only for the people of the state, as Mr. Clemson dreamed, but for thousands of young men and women throughout the country and the world.

Thomas Green Clemson came to the foothills of South Carolina when he married Anna Maria Calhoun, daughter of South Carolina’s famous statesman John C. Calhoun.

Born in Philadelphia, Mr. Clemson was educated at schools both in the United States and France, where he attended lectures at the Royal School of Mines, studied with prominent scientists in the private laboratories of the Sorbonne Royal College of France, and received his diploma as an assayer from the Royal Mint in Paris. Mr. Clemson, then in his mid-20s, returned to America greatly influenced by his European studies. He became a great advocate of the natural sciences, achieving a considerable reputation as a mining engineer and a theorist in agricultural chemistry. He also was a gifted writer whose articles were published in the leading scientific journals of his day, an artist and a diplomat who represented the U.S. government as chargé d’affaires to Belgium for almost seven years.

Mr. Clemson had a lifelong interest in farming and agricultural affairs. He served as the nation’s first superintendent of agricultural affairs (predecessor to the present secretary of agriculture position) and actively promoted the establishment and endowment of the Maryland Agricultural College in the 1850s. Though remembered today for these accomplishments, Thomas Clemson made his greatest historical contribution when, as a champion of formal scientific education, his life became intertwined with the destiny of educational and economic development in South Carolina. Although he never lived to see it, his dedicated efforts culminated in the founding of Clemson Agricultural College.

At the time of his death, Mr. Clemson was living at his Fort Hill homeplace, which today is a national historic landmark and provides a historic centerpiece for the Clemson University campus. He had inherited the house and plantation lands of his famous father-in-law, Senator Calhoun, upon the death of Mrs. Clemson in 1875.

Clemson College formally opened in July 1893 with an enrollment of 446. From the beginning, the college was an all-male military school. It remained that way until 1955, when the change was made to “civilian” status for students, and Clemson became a coeducational institution. In 1964, the college was renamed Clemson University as the state Legislature formally recognized the school’s expanded graduate offerings and research pursuits.

The enrollment of Clemson has grown from 446 students at the opening of the University to 17,101 for the fall semester 2001-02. In addition to students from virtually every state, Clemson has approximately 966 enrolled students from 93 nations. Since the opening of the University, 84,787 students have been awarded bachelor’s degrees and 25,744 graduate degrees have been awarded.

Clemson currently offers 102 graduate degree programs in 61 fields of study. Included in this total are 35 doctoral, 66 master’s and one educational specialist program(s).

THE CAMPUS

The 1,400-acre University campus is sited on the former homestead of statesman John C. Calhoun. Nested in the foothills of the Blue Ridge Mountains and adjacent to Lake Hartwell, the campus commands an excellent view of the mountains to the north and west, some of which attain an altitude of over 5,000 feet above mean sea level.

The Norfolk and Southern Railway and U.S. Highways 76 and 123 provide easy access to the city of Clemson and to the University. Oconee County Airport is four miles from the library. Both Atlanta, GA., and Charlotte, N.C., are two hours’ driving time away.

Campus architecture is a pleasing blend of traditional and modern facilities enhanced by a beautiful landscape of towering trees, grassy expanses and flowering plants. Academic, administrative and student service buildings on campus represent an insured value of $627 million. Clemson University’s real estate holdings include over 32,000 acres of forestry and agricultural lands throughout the state, the majority of which are dedicated to Clemson’s research and public-service missions.
Fort Hill, the former home of John C. Calhoun inherited by Thomas Clemson, and the Hanover House are listed on the National Register of Historic Places and are open to the public. The campus also has two recognized Historic Districts.

The Strom Thurmond Institute houses the institute offices, Senator Thurmond's papers and memorabilia, and the special collections of the Cooper Library. The institute is a part of an instructional and public-service district that includes the Brooks Center for the Performing Arts and the Madren Center for Continuing Education.

**VISION STATEMENT**

Clemson University will be one of the nation's top 20 public universities.

**MISSION STATEMENT**

The mission of Clemson University is to fulfill the covenant between its founder and the people of South Carolina to establish a "high seminary of learning" through its historical land-grant responsibilities of teaching, research and extended public service.

Clemson University is a selective, public, land-grant university in a college-town setting along a dynamic Southeastern corridor. The University is committed to world-class teaching, research and public service in the context of general education, student development and continuing education. Clemson's desire is to attract a capable, dedicated and diverse student body of approximately 12,000 to 14,000 undergraduate and 4,000 to 5,000 graduate students, with priority to students from South Carolina.

Clemson offers a wide array of quality baccalaureate programs built around a distinctive core curriculum. Graduate and continuing education offerings respond to the professions, while doctoral and research programs contribute to the economic future of the state, nation and world. The University emphasizes agriculture, architecture, business, education, engineering, natural resources, science and technology. The University also promotes excellence in education and scholarship in selected areas of the creative arts, health, human development, the humanities and social sciences. In all areas, the goal is to develop students' communication and critical-thinking skills, ethical judgment, global awareness, and scientific and technological knowledge. Students remain the primary focus of the University.

Just as Clemson values its students, the University also values its faculty and staff who have committed their talents and careers to advance the University's mission. Clemson pledges to support their work, to encourage their professional development, to evaluate their professional performances and to compensate them at nationally competitive levels.

**ACCREDITATION**

Clemson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number: (404) 679-4501) to award the bachelor's, master's, specialist and doctor's degrees. Curricula are accredited by Accrediting Board for Engineering and Technology, American Assembly of Collegiate Schools of Business (AACSB), The International Association for Management Education, Computing Sciences Accreditation Board, National Recreation and Parks Association Council on Accreditation, American Society of Landscape Architects, National Architectural Accrediting Board, National Council for Accreditation of Teacher Education, National League for Nursing, Planning Accreditation Board, Society of American Foresters, and Council for Accreditation of Counseling and Related Education Programs. Documentation of accreditation is available in the college deans' offices.

**UNIVERSITY GOVERNANCE AND ADMINISTRATION**

The University is governed by a board of 13 members, six selected by the state Legislature and seven self-perpetuating life members, in accord with the will of Thomas Green Clemson. The Board of Trustees is primarily responsible for adopting the long-range objectives of the University and the basic policies for achieving them; providing policy instruction for long-range planning; adopting the statutes of the University; electing the president of the University; employing the secretary of the board; maintaining ownership of University assets; and overseeing the evaluation of the University.

The president is the chief executive officer of the University, providing leadership to all phases of University planning; coordinating the operations of all units of the University; carrying out major University public relations functions; evaluating the results of University plans; and appointing personnel who report to the president. The day-to-day operations of the University are administered by the president and executive officers for advancement, public service and agriculture, and student affairs.

The provost and vice president for academic affairs is the chief academic officer of the University. The provost is responsible directly to the president for all academic matters and has administrative jurisdiction over teaching and computing services. Vice provosts assist in administering and performing duties in coordinating graduate and undergraduate curricula; supervising computer information services, the libraries, scholarship and award programs; and other duties assigned by the provost.

Academic deans are the chief administrative officers of their individual colleges and report directly to the provost. They provide leadership in formulating and carrying out educational policy, review and make recommendations on personnel matters, and carry out and administer the academic and financial affairs of their colleges.

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Lawrence R. Allen, PhD, Interim Dean, College of Health, Education and Human Development

ENROLLMENT OPPORTUNITIES
On-Campus Enrollment
Total enrollment for the fall semester of 2001 was 17,101. Of this number, 3,126 were graduate students. Approximately 1,775 were classified as full-time graduate students and 1,351 as part-time students. The number of male graduate students was 1,426, and 1,700 were female students. Most degree programs offered by the University are available on campus.

Off-Campus Programs
The Office of Off-Campus, Distance and Continuing Education sponsors off-campus programs designed to serve the needs of students who are unable to live and attend school in Clemson. These programs are delivered through the Internet, videotapes, digital satellite broadcasts, videoconference broadcasts and more traditional face-to-face off-campus classrooms in Greenville and Greenwood. Clemson University faculty members teach these high quality courses to students who tend to be working professionals with other work, family and community responsibilities.

Off-campus students have the same rights and privileges as on-campus students. Off-campus degree courses can be easily identified by the 400-499 section numbers. Courses using electronic delivery methods also have a “T” in the course number and are coordinated through the Telecampus area. The location and delivery method is noted in the course message section. For more information, call 1-888-CLEMSON or visit www.clemson.edu/odce.

Off-Campus Locations
Courses and programs taught in traditional face-to-face classrooms are available in Greenville, S.C., and Greenwood, S.C. In Greenville, the courses are taught at the University Center of Greenville at McAlister Square on South Pleasantburg Drive. In Greenwood, the courses are taught through the Lander-Clemson Graduate Center at Lander University.

Distance Education
Distance Education courses and programs are available through satellite broadcast, videoconference broadcast, videotape and the Internet. Courses broadcast through the SC-ETV satellite system (one-way video and two-way audio) may be received at approximately 2,000 locations in South Carolina and more across the nation. These courses are routinely received at locations in Aiken, Beaufort, Charleston, Columbia, Florence, Greenville, Greenwood and Rock Hill. Remote site students interact with the teacher via phone through an 800 number.

Courses using the videoconferencing technology have the advantage of synchronous two-way video and two-way audio connections. Videoconference studio/classrooms are available in Clemson, Greenville, Greenwood, Columbia and Charleston.

Courses taught through the use of videotape and the Internet offer the most flexibility for students who travel or work different shifts. These classes do not meet, but students interact with teachers and other students through email, electronic discussion forums and/or telephone.

Most distance education programs utilize multiple methods of delivering course information. The courses offered through distance education have a “T” in the course number and are coordinated through the Telecampus area. For more information, call 1-888-CLEMSON or visit www.clemson.edu/odce.

Available Degree Programs
- Master of Construction Science and Management
  - videotape
- Master of Business Administration
  - University Center in Greenville — face-to-face
  - Lander University in Greenwood — satellite broadcast
- Master of Public Administration (with MUSC)*
  - University Center in Greenville — face-to-face; videoconference
- Master of Science in Electrical Engineering
  - satellite broadcast
- Master of Science in Nursing
  - University Center in Greenville and Clemson University — face-to-face; satellite broadcast; Internet (selected courses only)
- Master of Health Administration (with MUSC)*
  - University Center in Greenville — face-to-face; videoconference
- Master of Human Resource Development
  - Internet
  - University Center in Greenville — face-to-face; videoconference
- Master of Education in Counselor Education
  - University Center in Greenville — face-to-face
- Master of Education in Administration and Supervision
  - University Center in Greenville — face-to-face
  - Lander University in Greenwood — face-to-face

*Admissions to the M.H.A. program have been suspended for 2002-2003. Contact the department for more information.
• Education Specialist in Administration
  University Center in Greenville — face-to-face

• Ph.D. in Education Leadership-Higher Education (selected courses only)
  Internet

For further details, please refer to the individual college or department descriptions.

Professional Development Programs
The Office of Off-Campus, Distance and Continuing Education also sponsors professional development programs for teachers and other working professionals. The courses for teachers are offered for academic credit and are coordinated through the school districts. These courses are designated by a 500-599 section number. Other professional development programs in engineering, textiles, management and leadership are available in a noncredit format through the Continuing Education and Professional Development area. For more information, call (864) 656-2200 or visit www.clemson.edu/success.

International Enrollment
All Clemson University students are encouraged to participate in opportunities to enroll in courses designed to expand their knowledge and understanding of world affairs. The opportunity to study abroad, while essentially a component of the undergraduate curriculum, is encouraged in many graduate programs. Graduate students in architecture, for example, spend a semester in Genoa, Italy, at the Clemson University Charles E. Daniel Center for Building Research and Urban Studies. Students in the Master of Business Administration program can study full time or part time in Asolo, Italy, or may take courses in Ljubljana, Slovenia. For more information on international enrollment opportunities, please contact your department chair or program coordinator.

ACADEMIC COMMON MARKET
The state of South Carolina, through its membership in the Southern Regional Education Board (SREB), authorizes its public universities to participate in the Academic Common Market (ACM). Under this program, students who are not residents of South Carolina can enroll in selected graduate programs at Clemson University and pay academic fees appropriate for South Carolina residents provided all of the following conditions are met:

1) The student’s state of legal residence must be AK, AL, DE, FL, GA, KY, LA, MD, MS, OK, TN, TX, VA or WV.

2) The desired program of study must be: the Ph.D. program in industrial/organizational psychology, or parks, recreation and tourism management; the M.S. or Ph.D. program in engineering mechanics; the M.A. program in professional communication; the M.S. program in applied psychology, applied sociology, architecture, packaging science, bioengineering or textiles, fiber and polymer science; the master’s program in construction science and management (MCSM) or the professional master’s program in parks, recreation and tourism management (MPRTM).

3) The Coordinating Board in the state of the student’s legal residence must have selected the program for its residents.

Programs offered by Clemson University are subject to change without notice. However, students who are enrolled in a program under the ACM provisions prior to its removal by Clemson University are entitled to continue and receive benefits provided they are continuously enrolled (summers excepted) and remain in good academic standing. The Graduate School should be consulted about any and all matters related to the ACM. The state coordinator for the Academic Common Market in South Carolina is the Commissioner on Higher Education.

GRADUATE STUDY
Graduate study is much more than a continuation of undergraduate work. Its true spirit is one of inquiry and the desire to add to human knowledge. Graduate study therefore should be contemplated only by students who have already demonstrated in their undergraduate programs unusual intellectual attainments and the power of independent thought and investigation.

A great university is distinguished by the quality and dedication of its faculty, the excellence of its graduates and the pursuit of new knowledge through research and scholarship. Graduate education is a core mission of a research university. The unique nature of graduate education is its contribution to new knowledge through research and the integration of that knowledge through education and public service grounded in research. The presence of rigorous graduate programs enhances the quality of instruction available to all students. Graduate admission policies and processes are reviewed annually by the Graduate Advisory Committee.

Today graduate education is more crucial than ever before because the global economy is knowledge-based. In order to survive and thrive, we need ever-increasing amounts of knowledge, and that means graduate education. The well-being of South Carolina’s economy, and of our society, depends on producing a sufficient number of well-educated and well-trained graduate students in a variety of fields.

THE GRADUATE SCHOOL
The purpose of the Graduate School is to promote superior research and scholarship and provide the highest levels of education and training for students who may pursue careers in academia, government, the nonprofit sector, business and industry. The mandate of the Graduate School is to assist departments in recruiting and supporting outstanding students who will be capable of continual inquiry into fundamental questions in their fields and who can communicate clearly their findings through research, scholarship, teaching and service.

The Graduate School coordinates University-wide efforts in graduate education and is responsible for policies and standards governing graduate education. Clemson University’s Graduate School administers all graduate programs of the University. Clemson University offers 35 doctoral, 66 master’s and one educational specialist degree(s) across 61 fields of study. The Graduate School oversees Uni-
University fellowships and assistantships for graduate students.

Seven goals guide the day-to-day operations of the Graduate School. These are to:

• assist in recruitment and retention of a diverse group of scholars;
• maintain uniformly high standards across all programs and evaluate degree programs;
• serve as a mediator for the graduate community;
• establish and promote a scholarly environment at all levels of inquiry;
• facilitate graduate program development and assist and coordinate interdisciplinary programs;
• develop and increase sources of financial support for graduate students; and
• advocate and promote the well-being of graduate education.

Administrative Mission

It is the administrative mission of the Graduate School to serve the unique needs of the students, faculty, staff and the general public. Through efficient systems, the Graduate School encourages success by providing accurate information in a friendly and supportive environment. The Graduate School upholds quality, academic and professional standards and provides guidance to facilitate the accomplishment of Clemson University’s broader mission of teaching, research and public service.

The Graduate School unifies administrative procedures concerning all graduate work at Clemson University. This includes graduate admission policies, preparation and publication of theses and dissertations, graduate matriculation policies, fellowship and assistantship awards and the granting of degrees.

The Graduate School is the home of the Office of International Services and Diversity Programs (formerly the Office of International Programs and Services), and thus provides administrative support to facilitate international program development, international student enrollment (both graduate and undergraduate), study abroad and cultural diversity.

Seven Graduate School units support these functions: Administration, Graduate Admissions, Enrolled Services, Publications and Marketing, Graduate Fellowships and Assistantships, International Services and Study Abroad.

Academic Mission

The academic mission of the Graduate School is to foster excellence in scholarship and research and to ensure the highest quality and diversity of graduate education in keeping with the land-grant mission of teaching, research and public service.

University Graduate Council

University faculty provide direction for the Graduate School through the Graduate Council. The council provides oversight for policy and procedural implementation related to graduate education; receives, stimulates and originates proposals for the development of graduate education; reviews, considers and disseminates recommendations from its constituent committees; and approves and forwards recommendations to the Academic Council. The Graduate Council has five committees: Graduate Advisory, Graduate Curriculum, Admission and Continuing Enrollment, Fellowship and Awards, and Grievance.

The purpose, roles and compositions of the subcommittees are prescribed by the Faculty Manual. The Admissions and Continuing Enrollment Committee addresses concerns related to admission procedures and dismissals from graduate programs. Fellowships and Awards selects recipients for University-wide fellowships and graduate awards. The role of the Grievance Committee is outlined in detail in the section on Grievances in this document. The Graduate Curriculum Committee acts for the faculty in reviewing all proposals for curricular changes and recommends such changes to the provost. The committee is comprised of the graduate dean, as a nonvoting chairperson, and faculty elected from academic college graduate curriculum committees. The committee is guided by all applicable University rules and regulations and by the policies established by the Academic Council. The Graduate Curriculum Committee meetings are open to graduate students and faculty.

Graduate School Administration

Administration
Doris R. Helms, PhD, Vice President for Academic Affairs and Provost
Bonnie Holaday, PhD, Dean of the Graduate School
Frankie Felder, EdD, Associate Dean, International, Diversity and Enrolled Graduate Student Affairs
Mark McKnew, PhD, Associate Dean, Graduate Recruitment, Admissions and Residency
Michele Kelly, Administrative Assistant
Diane Donald, Information Technology Consultant
Graduate Fellowships and Assistantships
Brenda J. Goodman
Sandra Witt
Graduate Admissions
Jerry Courtney
Shirley Grimes
Jan McCracken
Patty McNulty
Sharon Miller
Kaye Rackley
Publications and Marketing
Jill Bunch Barnett
Theses and Dissertations
Jill Bunch Barnett
Enrolled Services
Maria McCoy
Eartha White
International Services
Louis Bregger
Jim Findley
Sandarshi Gunawardena
Karen Kilpatrick
Aija Seflic
Study Abroad Programs
Jeff Clifton
Graduate Student Government
The mission of the Graduate Student Government (SGS) 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. Contact GSG via email at gsg@clemson.edu.

RESEARCH AND GRADUATE STUDIES
Sponsored Programs Office

Founded as a land-grant college dedicated to expanding the frontiers of knowledge to solve the problems of mankind, Clemson University is ranked among the top 30 universities in the United States in terms of revenue from patents and licenses. Ongoing research initiatives throughout the University are critical to maintaining America’s competitiveness in a global marketplace and keeping our industries on the leading edge of progress. The Sponsored Programs Office coordinates the following activities:

- sponsored research;
- educational services;
- public service proposals to outside agencies;
- patent disclosures, applications and negotiations of licensing agreements; and
- facility security clearance.

Information and assistance are available on applications for research support from federal and state agencies, industrial organizations, foundations and institutes, as well as fellowships of interest to the faculty.

The chief research officer and senior vice provost for research and graduate studies oversees all aspects of campus research, providing advice on University research activities and administrative support for the internal funding of annual faculty research grants and awards.

Oak Ridge Associated Universities

Since 1952, students and faculty of Clemson University have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 85 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines.

A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at http://www.orau.gov/orise/educ.htm, or by calling either of the contacts below.

ORAU’s Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU’s members, private industry and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Jr. Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact Joseph W. Kolis, Interim Associate Dean for Research and Graduate Studies and ORAU Councilor for Clemson University or Monnie E. Champion, ORAU Corporate Secretary at (864) 576-3306, or visit ORAU’s Web site at http://www.orau.org.

South Carolina Agriculture and Forestry Research System

Since 1886, researchers at the South Carolina Agriculture and Forestry Research System (SCAFRS) have been addressing the problems of agriculture, agribusiness, and the physical and social environment. In addition to the major activities of the SCAFRS on the Clemson University campus, research facilities are located in Blackville, Florence, Charleston, Columbia and Georgetown.

The mission of the SCAFRS is to develop knowledge through research that will provide information South Carolina citizens need to make intelligent decisions on matters concerning agriculture, forestry, natural resources and the environment. Scientists cooperate with researchers in other states and throughout the world to create a better standard of living for South Carolinians by enhancing their use of natural resources. Over the years, scientists have worked in food development and improvement, farming techniques and packaging of biological materials. They continue to work in the new scientific areas of genetic engineering and computer information.

The SCAFRS has an annual budget of more than $32 million, which supports the efforts of more than 145 research faculty and more than 230 support personnel. Graduate students use SCAFRS facilities in their research and educational programs.

Research Centers and Institutes

Clemson University operates several institutes and centers dedicated to teaching and research in specific disciplines. These centers encourage faculty across academic departments to bring their research skills to bear on multidisciplinary problems and issues. Two such programs are highlighted below.

The Robert H. Brooks Research Institute for Sports Science

Founded in 1994 through a $2.5 million pledge from alumnus Robert H. Brooks, the Brooks Research Institute exists to support interdisciplinary teaching, research and student learning opportunities in the thriving sports, recreation and leisure industries. The Brooks Institute is distinctive for its focus on the study of sports from a technological, managerial and cultural perspective as opposed to the physiological and psychological aspects of individual sports participation.

The institute was established in memory of four members of Brooks’ organization who were killed in an airplane crash en
route to a NASCAR race in 1993 — including Brooks’ son, Mark, and team driver, Alan Kulwicki. The gift established endowments that, when fully funded, will support:

- The Brooks Research Institute operating fund;
- A motorsports program operating fund;
- The Mark Brooks Professorship of Sports Management;
- The Alan Kulwicki Professorship of Motorsports Engineering;
- The Dan Duncan Professorship of Sports Marketing; and
- The Charlie Campbell Professorship of Sports Communication.

The goals of the institute are to:

- support an interdisciplinary focus on sports science that incorporates the broad areas of engineering and science, business and marketing, arts and communication, health and rehabilitation, and humanities and social science;
- facilitate faculty work in cross-disciplinary teams;
- provide sports-related academic courses, hands-on research opportunities, cooperative education and internship opportunities for undergraduate and graduate students; and
- promote career opportunities for Clemson graduates in the sports industry.

In its brief history, the Brooks Research Institute has led to:

- development of the nation’s first motorsports engineering academic program, which provides research and testing for race teams, suppliers, raceway sponsors and sports-related businesses, as well as educational opportunities for students;
- a two-year partnership with Ford that provided $600,000 for internships and student projects with NASCAR Winston Cup teams. The program also has partnerships with BMW and DaimlerChrysler;
- an agreement with the National Hot Rod Association to develop a broad range of cooperative programs including internships and cooperative education opportunities for Clemson students, science youth outreach programs and scholarships;
- a project funded by the Clemson Athletic Department for sports marketing students to conduct attitudinal research with Clemson football fans to determine their perceptions of what the University is doing well and what it can do better to serve its audience;
- internships for Clemson students with major area and national sports organizations; and
- the establishment of the Clemson Motorsports Foundation as a subset of the Clemson University Foundation to facilitate and manage partnerships and funding agreements between Clemson and corporations interested in motorsports.

In June 1999, Raymond Don Rice was appointed director of the Brooks Institute. Rice has over 20 years’ experience in the areas of motorsports, golf and thoroughbred horse racing. Rice has added golf and equine sports to the motorsports emphasis of the institute and will expand into other nontraditional sports as time and opportunities arise.

Since beginning as director of the Brooks Institute, Rice has secured research programs with Michelin Tire Corporation®, Kentucky Motor Speedway and NASCAR teams. He currently is in the process of informing industry of Clemson University’s prominence in motorsports as well as the other disciplines.

He has proposed programs to the thoroughbred horse industry through the use of equine drugs patented by Clemson University that will make a major impact on that industry. Rice is on the Clemson University committee that has earned a Professional Golf Management School sanction from the PGA. He has obtained commitments from golf industry partners for their employment of graduates of that program. Other motorsports program initiatives will be announced in the near future.

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Center for International Trade (CIT)

The Center for International Trade (CIT) is one of Clemson’s newest research centers. Established by the South Carolina Commission on Higher Education in 1999, its mission is to support teaching, research and outreach activities pertaining to international trade at Clemson University and throughout the state, region and nation. The CIT serves as the home for a wide range of interdisciplinary initiatives designed to: (1) enhance the education of Clemson students; (2) foster research on important issues and policies pertaining to international trade; and (3) increase the competitiveness of partners in business and industry by improving their effectiveness in conducting international trade activities. Specific objectives of the CIT are:

- to promote a significant level of integration of issues and perspectives pertaining to international trade and the global economy in the academic programs offered within the University;
- to foster and support relevant scholarly research on international trade; and
- to cultivate partnerships with business and industry and with government organizations that support the expansion of international trade as a means of enhancing economic development within the state of South Carolina and the nation.

Teaching Mission

College graduates in all disciplines increasingly face the prospect of employment by companies that engage in international trade. To prepare students to carry out their professional responsibilities in a global environment, Clemson University must ensure that they are systematically exposed to international perspectives throughout the curriculum. The CIT is a major catalyst for the University’s efforts to further this essential academic objective. To promote Clemson University’s mission of infusing a global perspective in the curriculum, the CIT facilitates the development of course modules for existing courses and new courses that focus on international trade and the global economy.

Research Mission

The CIT serves as the focal point for fostering and supporting interdisciplinary research on all aspects of trade in the global economy. Drawing on expertise throughout the University, the CIT strives to cultivate opportunities for faculty and students to address questions and problems pertaining to international commerce. The center’s research focuses on such topics as international market analysis; assessing resources in South Carolina that can be used to expand international trade; trade policies, regulations and bar-
rers; and economic development through international trade. An important thrust of the CIT is seeking external funding for its research projects.

Outreach Mission
The CIT aims to promote economic development in South Carolina by exploring opportunities for international trade, assisting firms’ attempts to enter international markets and helping companies prepare for the challenges of operating in the global economy. These objectives are met in part through collaboration with a number of significant organizations that are involved in promoting international trade for S.C. companies. These include the S.C. Department of Commerce, the S.C. Export Consortium, the Upstate Trade Council and similar organizations across the state, state world trade centers, and other colleges and universities in the state. Pursuing the outreach mission of the CIT provides a host of clinical experiences for students and faculty, while addressing the needs of S.C. business firms.

The CIT is also active in fostering professional dialogue about issues pertaining to international trade. Through its sponsorships of seminars, symposia and professional conferences, the CIT brings together representatives from diverse international communities to present research and exchange ideas about conducting business in the global economy. An example of this is the Bank of America/Clemson Global Forum, which is supported by a major gift to Clemson University from Bank of America.

Currently participating in the CIT are members of the faculties of the College of Agriculture, Forestry and Life Sciences; the College of Architecture, Arts and Humanities; the College of Business and Behavioral Science; and the College of Engineering and Science.

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, including 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 the Libraries’ Web site at www.lib.clemson.edu.

Access to the Libraries’ collections is provided through the On-line Catalog, which is available through the Libraries Web page. To assist in finding journal and newspaper articles, the Libraries have provided access to a number of electronic indexes, several of which include full-text articles. Additionally, the Libraries now receive more than 4,000 of its journal subscriptions electronically. The Libraries electronic resources are available from all computer connections on campus and most of the electronic resources are available remotely via a proxy server. Among the regular services the Libraries offer are circulation, reference, interlibrary loans, class instruction, tours, photocopiers, printers and scanning stations.

Cooper Library is open more than 125 hours a week and the Gunnin Architectural Library is open 24 hours a day, Sunday through Thursday.

Computing Resources
Computing Facilities
The Division of Computing and Information Technology (DCIT), located at dicit.Clemson.edu, supports the computing activities of students and employees with an extensive network of computers. DCIT maintains 41 computer labs throughout the campus, 13 of which are public access. The labs contain high-end PCs and laser printing equipment. Students have access to the Internet, electronic mail, word processing and spreadsheet applications.

DCIT’s Collaborative Learning Environment (CLE) provides computer training and support to students, faculty and staff in the use of MyCLE, the Clemson computer network and many desktop applications. MyCLE is the portal that provides managed class and work file space, Web tools and services that facilitate the use of information technology in teaching and research, and a forum for collaboration among classroom and work place participants. Access to MyCLE services for each course section is automatically maintained through the class enrollment system. These Web-based tools are provided both on and off campus. Information about MyCLE is available from the CLE homepage (cle.clemson.edu).

An extensive array of computer hardware is housed at the Information Technology Center (ITC) in the Clemson Research Park. DCIT operates a statewide computing network incorporating processors from a variety of vendors. The major general purpose computers are an HDS Pilot 25 computer running the OS/390 operating system and a SUN E3000 UNIX system. A host of Novell and SUN servers provide computing resources for client-server computing. Approximately 3,500 PCs and workstations are connected to the campus FDDI/ Ethernet network.

Computer training is available to all students, faculty and employees as part of regular University courses, through short courses and through special training programs. A complete list of services is available on the Web at dicit.clemson.edu.

Laptop Program
DCIT has a laptop support center in the old Telecommunications building on Klugh Avenue. Graduate students are available for diagnosis and software assistance. A PC Repair technician is on hand to do warranty repairs on Clemson laptops. For quick turn around on repairs, spare parts are kept in stock. For longer repairs, loaner laptops are available. The facility supports the recommended laptops from the previous four years as well as newer laptops. More information about the laptop program can be found at laptop.clemson.edu or by emailing laptop@ clemson.edu.

While students may bring to campus any laptop meeting minimum specifications, the University designates a recommended laptop each year. These machines will have a software load designed specifically for them and parts/loaners for them will be available in the support center. The minimum specifications will include MS Office Pro XP and a specific wireless network card. The minimum specifications and the recommended laptop can be found at laptop.clemson.edu. Faculty and staff purchasing new laptops are encouraged to consider the recommended machine so they, too, can benefit from the support and the excellent price and features.

Collaborative Learning Environment (CLE)
The guiding mission of the Collaborative Learning Environment is to facilitate active learning and collaboration throughout the Clemson University campus. As a
campus-wide initiative, the CLE’s goal is to provide collaboration tools, technological support and service in the form of accessible networking space, computer training and state-of-the-art lab facilities.

The three core components that comprise the CLE mission are described below.

Class and Work Group File Space – The class and work group file space is network space that faculty and students can use to share resources, to communicate and to post/retrieve class assignments. Additionally, the MyCLE class workspace includes user tools such as a discussion board and calendar to facilitate instructional and learning tasks.

Faculty and Graduate Student Training – The CLE includes a comprehensive training curriculum to introduce faculty and graduate students to alternative instructional strategies to improve the teaching/learning process. The CLE curriculum includes basic courses to familiarize faculty with the tools and services of the lab and the MyCLE portal. Multimedia and Web development courses are also available to help faculty develop discipline-specific multimedia applications.

Faculty Development and Training Labs – The CLE faculty development lab is in 131 Brackett Hall. This lab houses the necessary hardware, media and software to support faculty in their collaborative learning endeavors. A fully equipped smart classroom training lab is provided in 112 Brackett Hall and schedules include one- to two-hour training sessions and some half-day sessions. Special seminars hosted by faculty peers are offered, as well as additional seminars and workshops with guest speakers. Consulting and one-on-one help is provided.

Clemson University Policy on Information Resources for Students

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, falsifying 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.

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, the Division of Computing and Information Technology 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 where the emotional or physical well-being of any person is immediately threatened. When DCIT unilaterally takes such action, it will immediately notify the account holder of its actions and the reason therefore in writing. The account holder may appeal the action taken by DCIT in writing to the Vice Provost of the Division of Computing and Information Technology.

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 well being 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.
ADMISSION PROCEDURES

Applicants may apply by submitting the normal paper application or by submitting an application electronically on the Web. Applicants are encouraged to use the electronic version of the application to expedite processing. The Internet address for Clemson University’s Graduate School Netscape server is www.grad.clemson.edu. Applicants may check the status of their application at this same Internet address. Applicants may also pay the application fee on-line by credit card.

Application Deadlines

Application for admission of United States citizens and residents should be received no later than five weeks prior to registration. This means that every required item in support of the application (completed application form, application fee, transcripts from each post-secondary school attended, letters of recommendation and test scores) must be on file with the Graduate School by this date. Applicants to programs requiring standardized test scores should complete these examinations at least 12 weeks before registration.

Unless all admission credentials reach the Graduate School at least five weeks prior to registration, an acceptance cannot be guaranteed. Students applying to a graduate major significantly different from their undergraduate major may anticipate a longer period of time for a decision. A number of programs have earlier deadlines or restrict admission to fall semester only. Students are advised to contact the department for the deadlines of the program of proposed study.

Applications for admission of prospective international students should be completed by April 15 and September 15 for registration in the fall and spring semesters, respectively. This means that every required item in support of the application (completed application form, application fee, transcripts from each post-secondary school attended, letters of recommendation, test scores and financial certificate) must be on file with the Graduate School by these dates. The actual application should have been on file at least four weeks in advance of these dates. Thus, international applicants living outside the United States should complete the required standardized tests at least three months prior to April 15 or September 15, as appropriate. Issuance of form I-20 or form IAP-66 for a student visa will normally be completed no later than June 1 and October 15 for registration in the fall and spring semesters, respectively. These dates apply to international applicants from abroad. Initial enrollment of international students in the summer sessions is strongly discouraged and is permitted only on rare occasions.

Application Fee

For applicants wishing to enroll in the Graduate School, a nonrefundable application fee of $40* payable to Clemson University via a money order or a check drawn on a United States bank is required. Applicants who apply electronically may choose to pay the application fee by credit card. Applicants applying to more than one graduate program must pay a $40* fee for each program. The application fee must be received before the application is processed. Application fee(s) cannot be waived or deferred. Applications will be discarded after 60 days if the fee is not received. Currently enrolled students applying for doctoral programs in a related discipline are not required to pay an application fee. All other applicants who are currently enrolled and are applying to another program or those who are Graduate School alumni are required to pay an application fee.

Deferred Admission

Generally, acceptance under an application is valid for one year beyond the initial date desired for enrollment inclusive. However, departments reserve the right to deny deferred admission because of limited space and/or resources. Thus, students wishing to defer enrollment must request and receive written approval for such action from the respective department.

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.

Medical Requirements

Graduate students entering Clemson University for the first time receive a medical history form. Prior to registration, the medical form (including immunization documentation) must be completed and returned to the Medical Records Department at Redfern Health Center. Students will not be allowed to complete registration without meeting immunization requirements.

The University requires that all new students have documentation of two red measles (rubeola) vaccinations on or after their first birthday. Students born prior to January 1, 1957, are exempt from the measles requirements. A tuberculin skin test (PPD or Mantoux) is required within the past year. If there is a history of a positive skin test, a chest X-ray is required within the past year. Students not in compliance with immunization requirements will not be allowed to complete registration.

Disposition of Application Materials

Credentials or supporting materials submitted for admission to the Graduate School become the property of the University and are not returned. Furthermore, no copies will be provided to a third party outside the University even if the applicant requests this release. Copies will be provided to appropriate offices at the University in the interest of academic matters or financial awards relative to the applicant.

Appeal of Denied Admission

A student may appeal if he/she believes that admission was unfairly denied. Notice of intention to appeal must be filed in writing with the Graduate School within 30 days of the date of the letter indicating rejection, and no later than three days prior to the first day of classes of the semester of intended first enrollment.

ACADEMIC REQUIREMENTS

New Applicants

As a minimum and general requirement for admission to any of the University’s graduate programs, a prospective student must hold at least a four-year bachelor’s degree from an institution whose scholastic rating is satisfactory to the University and must have the approval of the appropriate department chair or program coordinator. Although the quality of an applicant’s previous academic record always plays an integral role in any admission decision, a general divi-
sion in requirements, based on the degree objective, exists as follows:

1. Master of Arts, Master of Science and Doctor of Philosophy Degrees. Criteria for admission to these University-wide degrees include satisfactory scores on the general portion of the Graduate Record Examinations (GRE).** Applicants to the M.S. degree program in industrial management must submit satisfactory scores on the Graduate Management Admission Test (GMAT).** Applicants to the master’s program in economics and the Ph.D. degree program in industrial management may submit satisfactory scores on the GMAT in lieu of the GRE**.

2. The Professional Degrees. Admission criteria, recommended by the individual colleges awarding the degree, may include professional experience and/or credentials as well as GRE general scores.** Specifically, the professional programs in accounting, business administration and health administration require satisfactory scores on the GMAT**.

International students, in addition to meeting the minimum and general requirements stated previously, must submit satisfactory scores on the general portion of the Graduate Record Examinations** regardless of the degree objective (however, see items 1 and 2 above for the master’s programs in industrial management, accounting, business administration and health administration). A satisfactory score on the Test of English as a Foreign Language (TOEFL)*** is also required of international students whose native tongue is not English. Applicants who hope to receive a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE) administered simultaneously with the TOEFL at most test locations. The Graduate School may waive this requirement if the applicant has a demonstrated command of the English language.

Admission to all programs is restricted to those students whose academic records indicate the potential to be successful in graduate studies. This determination is made by the faculty of each graduate program and is affirmed by the Graduate School. This determination may include a broad range of performance indicators, and these indicators may be different for master’s and doctoral programs in the same discipline. The indicators may include (but are not limited to) previous academic (both graduate and undergraduate) performance, standardized test scores, letters of recommendation, personal interviews, applicant statements of interest, a portfolio of previous work and materials indicating the applicant’s ability to perform independent research in the discipline. The faculty of each program has significant discretion annually to determine admission standards and class size based on availability of academic advisors, financial support, laboratory space, student distribution within interest areas and other resource constraints. The Graduate School reserves the right to require additional indicators prior to reaching an admission decision. Neither an academic record exceeding minimum requirements, satisfactory scores on standardized tests nor professional expertise alone will assure a student’s admission in this competitive environment. Rather, the total record must indicate the strong likelihood of successfully completing graduate study.

Assessment of Previous Academic Work
The grade point ratio representing an assessment of an applicant’s undergraduate work will be based on the last half of the course work listed on the transcript or transcripts. In conventional cases, this will equate to the full junior and senior years. As a minimum, 60 semester hours (or 90 quarter hours) will be examined, and in no cases will a partial term, session or enrollment period be utilized. Excluded in the computation are courses graded P/F and certain electives having no relationship to a curriculum. Departments are at liberty to discount further courses in assessing an applicant’s academic record. Certain professional programs may use the total undergraduate grade point average to satisfy accreditation standards. In evaluating the grade point ratio of an applicant’s graduate work, departments will use all graduate course work except research and/or courses graded P/F.

Applicants Presently Enrolled in Graduate School
Students enrolled in a degree program at Clemson University who wish to continue their studies in another graduate program after completing their initial degree objective may apply by submitting a new application to the Graduate School. An application fee is not required if the application is received within one year of completing the initial degree. Contact Graduate Admissions for additional information.

Students holding both the bachelor’s and master’s degrees from Clemson University are encouraged to pursue doctoral programs at other institutions.

Change of Degree Program
Students who have enrolled in a given degree program within the past two calendar years may request a change of major and/or degree without submitting a new application. Instead, the student must submit to the Graduate School form GS14 endorsed by the department chair(s) or program chairperson(s) of the affected degree program(s). All program and Graduate School requirements must be met before final approval will be granted.

Readmission
A former graduate student who has not maintained continuous enrollment (summers excluded), but who is academically eligible to continue in the graduate degree program where he/she was most recently enrolled, may be permitted to return. The procedures are dictated by the period of absence from enrollment as follows:

1. Less than Two Years. The student must complete an Application for Re-entrance form (GS36) which may be obtained from the Graduate School or printed from the Web at www.grad.clemson.edu. Students are readmitted into the degree and major they were in when they last attended Clemson University Graduate School.

2. Two to Six Years. A new application must be submitted and endorsed by the program coordinator and the Graduate School. The application must show any intervening graduate work, and appropriate official transcripts of the work may be required by the Graduate School.

3. Six or More Years. A new application and all supporting materials will be required; that is, such persons are considered to be new applicants.

Former graduate students described above who wish to return to Clemson University to pursue an undergraduate degree and/or course work with no immediate plans for graduate work should contact the Registrar’s Office for procedures.

Academic Renewal
A student who was dismissed from the Graduate School for a grade point deficiency and who has not enrolled for a period of four or more academic years may

** GRE or GMAT scores more than five years old relative to date of initial enrollment will not be accepted.
*** TOEFL scores more than two years old relative to date of initial enrollment will not be accepted.
apply to the Graduate School for readmission under special conditions known as academic renewal. Under these conditions, the previous graduate credits attempted and quality point deficit will not constitute a liability in a new grade point computation. However, no credits passed or their attending quality points will be available to the student for a degree at Clemson, and any courses previously passed may not be validated by special examination. The previous record will appear on the permanent record as well as the notation of readmission under the policy of academic renewal.

ADMISSION CLASSIFICATIONS

Admission to a Degree Program

Candidates for admission to a degree program will be admitted in one of the following categories:

1. Full Status. The applicant’s credentials equal or exceed every minimum admission criterion prescribed for the particular degree.

2. Provisional Status. At least one admission criterion prescribed for the particular degree is marginal. Such applicants will be required to remove the provisional status with a satisfactory academic performance during the first semester.****

3. Conditional Acceptance. At least one item required for admission is not available. Notice of conditional acceptance may be given to highly qualified applicants prior to receipt of the degree they are presently pursuing; however, all requirements for this degree must be completed prior to enrolling in the proposed graduate program at Clemson University. Likewise, conditional acceptance may be given prior to receipt of satisfactory GRE or GMAT scores, if required, but such scores must be received prior to or during the first semester of enrollment.

Senior lacking less than a full semester of work to complete the requirements for their bachelor degrees may apply to a graduate program and, if granted conditional acceptance, be allowed to enroll in courses for graduate credit (see “Seniors” on page 19).

In addition to meeting the minimum and general requirements for admission listed under “Academic Requirements” (see page 16), the student must be recommended for admission by the program coordinator or department chair and must meet any special departmental requirements.

Admission as a Nondegree Student

Admission in this category is restricted primarily to those persons who may benefit professionally from additional study at the graduate level, for example, public school teachers who are required to complete graduate courses for recertification. In general, the only supportive material required for such admission is a valid transcript showing an appropriate background and confirming the awarding of a bachelor’s degree or higher.

Students in the nondegree category may not be candidates for advanced degrees and may not receive a graduate appointment for financial assistance. Should the student subsequently be admitted to a degree program, a maximum of 12 semester hours of graduate credit taken at any campus (nondegree and/or transfer) may be applied toward the degree. In all cases the nondegree student must receive permission from the program coordinator or the department chair before enrolling in graduate courses. This classification is not open to international students.

Students enrolled in a nondegree status are subject to the same academic regulations regarding continuous enrollment as apply to those in a degree program (see page 31).

Admission as a Postbaccalaureate Student

An applicant may be accepted by the Graduate School as a postbaccalaureate student if he/she applies to a specific graduate degree program and does not have the appropriate academic background. The applicant must be recommended by the department chair or program chairperson and must meet all the other requirements for admission to that degree program regarding grade point ratio and standardized test scores. A change in academic discipline between the undergraduate and graduate levels may require a longer review time by the department. A student in this category who is denied admission because of failure to meet the minimum requirements has access to the same appeal procedure as any other student applying to the Graduate School.

Applicants will be classified as postbaccalaureate students if they are not qualified to take at least one graduate course per semester that can be included in the minimum hours required for the graduate degree. Additionally, any student required to complete 18 or more semester hours of undergraduate credits will be classified as postbaccalaureate. Until the required number of undergraduate credit hours is less than or equal to 18, and the student is qualified to take an appropriate graduate course each semester, the student will remain classified as postbaccalaureate. A department or student may request postbaccalaureate status even though the above criteria are satisfied.

When a postbaccalaureate student becomes eligible for classification as a graduate student, reapplication for admission to the Graduate School and the decision as to eventual admission status (acceptance or rejection) will be made according to criteria used by the department and the Graduate School for all other applicants to the particular degree program. The postbaccalaureate student is expected to maintain a B average and receive no grade lower than a C to qualify for admission to a graduate program.

Postbaccalaureate students may enroll in the same number of credits per semester as any undergraduate student but cannot enroll in graduate courses (600-level or above) or receive a graduate assistantship. No degree or certificate shall be awarded to students in the postbaccalaureate status, and students who subsequently desire to obtain an additional baccalaureate degree must apply through the Office of Transfer Admissions. The applicability of credits earned toward the undergraduate degree will be determined by the policy pertaining to transfer students. Academic and other fees for postbaccalaureate students shall be those applicable to undergraduates with the exception of the application fee and admissions deposit.

A student possessing an undergraduate or graduate degree who wishes to enroll in specific undergraduate courses for reasons other than future admission to the Graduate School shall not be classified as postbaccalaureate and shall be governed by policies established by the Office of Admissions and Registration.

SPECIAL PURPOSE ENROLLMENT IN GRADUATE COURSES

Transient Graduate Students

A student who has been admitted to a degree program at another institution and who wishes to take courses for transfer to that institution may be permitted to enroll as a nondegree student in graduate courses on receipt of form GS8, Transient Graduate Student Status, which may be obtained from the Graduate School at Clemson University. This form, an abbreviated application to the Graduate School, must be presented two weeks prior to registration. A student may earn no more

**** An academic semester is defined as a minimum of nine credit hours of course work not graded pass/fail. An academic year is defined as the total of two academic semesters.
than a total of 12 semester hours while in transient status.

Seniors

Enrollment in any graduate course is subject to approval by the department offering the course and the Graduate School. This approval is required prior to registration and may be obtained by completing and returning form GS6 to the Graduate School office. The total course work load for the semester must not exceed 18 hours, and the cumulative graduate credits earned by seniors shall not exceed 12 semester hours.

Seniors with a cumulative grade point ratio of 3.0 or higher may enroll in 700- and/or 800-level courses and may choose to use these courses to meet requirements for the bachelor's degree. However, courses used for this purpose cannot be counted later toward an advanced degree. Alternatively, such students may take 600-, 700- or 800-level courses in excess of the requirements for their undergraduate degrees and may request that these courses be included as a part of their graduate program if they are subsequently admitted to the Graduate School at Clemson. Courses cannot be taken at the 600-level if their 300- and 400-level counterparts are required for the undergraduate degree in the same academic major as the proposed graduate degree.

A senior with a cumulative grade point ratio less than 3.0 may apply to the Graduate School for conditional acceptance (see page 18). If accepted, the student may enroll in graduate courses for inclusion in a future graduate program, subject to approval of form GS6. The form must be turned in and accepted by the Graduate School before a student can preregister or register for graduate courses.

In all cases, the credits and quality points associated with senior enrollment in graduate courses will be part of the undergraduate record.

Teacher Certification or Recertification

Initial certification (endorsement) at the graduate level is available only in educational administration, reading and personnel services (elementary and secondary counseling). Students seeking admission to these programs should hold an appropriate teacher's certificate.

Those who possess a bachelor's degree or higher and who want initial certification in a teaching area must complete the undergraduate courses needed for certification in a postgraduate status administered by the Office of Transfer Admissions and may not enroll in graduate courses until their eligibility for certification has been established by their major department.

Prospective students should understand that the material in this catalog applies only to requirements for graduate degrees and has no direct relation to certification or recertification for public school teachers. The Graduate School gives no assurance that a program for a graduate degree and a program for a certificate or recertification thereof, will coincide. Students interested in professional certificates should, prior to beginning any work, confer with the dean of the College of Health, Education and Human Development or the appropriate department chair in that college.

University Employees

With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than instructor or its equivalent may be considered as a candidate for an advanced degree in the academic department where employed.

Limitations on the number of hours taken per semester are explained under "Enrollment Limits." (see page 32).

Restrictions

Enrollment in any graduate course is subject to approval by the department offering the course and requires permission of the instructor, whether or not such is specifically stated in the course description. To enroll in or receive credit for any courses of the 600 series or above, the student (with the exception of certain seniors) must have been officially admitted by the Graduate School either to a degree program or as a nondegree student, or must have been granted conditional acceptance (see page 18).

Students may not enroll in 600-level courses for which undergraduate credit has been awarded, nor can graduate credit be awarded retroactively for undergraduate courses already completed.

FINANCIAL INFORMATION

ACADEMIC EXPENSES

Academic Fees

1. Graduate Assistants. Graduate assistants pay a flat fee of $780* per semester and $225* for each summer session. Graduate assistants may elect to sign a payroll deduction agreement at the time of registration; however, it should be noted that payroll deductions are not available during summer sessions. The deduction will be for academic fees and/or the health fee, up to the maximum amount due. Details on the deferred payment schedule may be found under the heading "Fiscal Policy" (see page 23).

The MHA** joint degree program agreement between Clemson University and MUSC does not include reduced tuition for graduate assistants working at Clemson University. No reciprocity regarding tuition remission exists within this agreement.

In order for graduate assistants to qualify for this academic fee structure and deferred payment schedule, the assistantship appointment must be made known to the Graduate School by the employing department and the duties must commence within the three-day period following the first day of normal registration in regular semesters. Should the assistantship begin after the three-day period, through no fault of the student, the student will receive a refund on a prorata basis for the difference between normal academic fees and those charged as a result of the assistantship. Likewise, if an assistantship is terminated prior to the end of the regular semester or session, the student may be liable only for a prorated amount of the fee reduction already enjoyed.

International graduate students are required to be in proper immigration status before any assistantship offer is extended or attending benefits ensue.

2. Graduate Fellows and Trainees. Graduate fellows and trainees pay fees applicable to South Carolina residents, as shown in the next paragraph. Fellowship and traineeship recipients are eligible for appointment as departmental graduate assistants. For students holding both fellowships or traineeships and assistantships, the fee structure for assistantships prevails.

3. Graduate Students. Semester charges for graduate students are determined by

*Subject to change.

**MHA admissions suspended for 2001-02.
the credit load with no distinction between graduate and undergraduate credits.

4. Postbaccalaureate Students. Postbaccalaureate students pay the same academic fees as graduate students and are subject to out-of-state fees, if applicable.

5. Permanent University Faculty and Staff. Permanent Clemson University employees may take up to four credit hours free per semester or summer session. Beyond these hours, they pay the academic fee of $300* per semester hour.

A permanent employee (as defined by the Clemson University Office of Business and Finance) is a person employed full time (37.5-40 hours per week, 9 or 12 months per year) in a regular position, subject to the full control and responsibility of the University and receiving full remuneration for his or her services in the regular University budget.

Faculty should be aware of the policy restricting pursuit of advanced degrees as found under "University Employees" (see page 19).

Auditing Fees

Full-time students or graduate assistants may audit courses as part of their schedule. Part-time students are charged according to the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>South Carolina Resident</th>
<th>Nonresident</th>
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</thead>
<tbody>
<tr>
<td>Academic Fee</td>
<td>(per semester hour)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$150*</td>
<td>$267*</td>
</tr>
</tbody>
</table>

(See page 32 for the policy on auditing.)

Graduation Fees

The following fees are specific to graduation:

- Diploma Case $0*
- Diploma Mailing Fee $4*
- Apparel for Graduation (attendance optional)
  - Master's or Education Specialist $50*
  - Ph.D. Degree Candidates $57*

Binding fees for theses or dissertations, three copies required ($10* for each copy up to five, $15* for each copy above five*)

Mailing Thesis/Dissertation
- US Mail $4* per copy
- International Mail $6* per copy

Publication of Dissertation $55*
Abstract (if applicable)

Costs for preparation and duplication of the thesis, dissertation or departmental project report, as well as binding fees for personal copies, are extra charges to be borne by the student.

RELATED EXPENSES

Health Fee

All graduate students enrolling in seven or more credits in the fall or spring semester are required to subscribe to the health fee of $105* per semester. During the summer sessions, all graduate students enrolling in four or more credits will be required to subscribe to the health fee of $40* per regular session. Exemptions to this requirement include students not taking classes on the main campus, international visitors/scholars and employees of Clemson University. Graduate assistants who have authorized a payroll deduction of academic fees may include the cost of the health fee. Any student not mandated to pay the health fee may do so voluntarily and benefit from the services.

The health fee provides for the services of the University physicians, psychologists, nurse practitioners and health educators. Included in the medical fee is an excess accident and sickness benefit available for after-hours urgent care. For more detailed information, see “Health Services” (see page 50) or contact Redfern Health Center at (864) 656-2233.

The University offers a plan of accident and sickness insurance designed to help cover major medical expenses. Information on this insurance plan is sent to all students prior to the beginning of the fall semester. The health center strongly encourages students who do not have adequate insurance coverage to purchase the additional coverage.

<table>
<thead>
<tr>
<th></th>
<th>South Carolina Resident</th>
<th>Nonresident</th>
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</thead>
<tbody>
<tr>
<td>Graduate Student</td>
<td>(12 or more hours)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$3,042*</td>
<td>$6,466*</td>
</tr>
</tbody>
</table>

Payment of the above fees mandates a health fee but also provides certain entitlements. (See “Related Expenses” above.)

| Graduate Student     | (less than 12 hours)    |             |
|                      | $300* (per hour)        | $534* (per hour) |

Off-Campus Rates:
- MBA Program $356* (per hour) $644* (per hour)
- Non-MBA $300* (per hour) $534* (per hour)

ALL STUDENTS (excluding Graduate Assistants)
- Laboratory Fee: $75-200* (per lab seat) $75-200* (per lab seat)

Out-of-State Class Rates:
Academic fees for classes taught out-of-state or out-of-country are determined on the basis of location. Special fees apply to the joint MHA** degree administered between Clemson University and MUSC. Contact MHA program coordinator for specifics.

Graduate Assistantship Prorata Tuition Policy

<table>
<thead>
<tr>
<th></th>
<th>Adding an Assistantship</th>
<th>Dropping an Assistantship</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first two weeks of class (fall and spring semester)</td>
<td>Graduate Assistantship Fee</td>
<td>Full tuition and fees (based on hours enrolled)</td>
</tr>
<tr>
<td>The first week of class (summer school)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Between drop/add and the last day to drop or withdraw without a W</td>
<td>50% of total tuition &amp; 100% of fees; or graduate assistant fee if new money to the University</td>
<td>100% of tuition &amp; fees, minus the graduate assistantship fee paid</td>
</tr>
<tr>
<td>After the last day to drop or withdraw without a final grade</td>
<td>No benefit</td>
<td>No liability</td>
</tr>
</tbody>
</table>

*Subject to change.
Athletic Contests and University Concerts

Departmental graduate assistants and graduate resident assistants are eligible to purchase two season tickets per sport at the faculty-employee rates. Applications must be completed at the athletic ticket office.

For graduate students enrolled in 12 or more semester hours and paying full tuition and fees, tickets to home football and basketball games are available at no charge upon presentation of a valid ID at times and places published by the Athletic Department. Students are admitted to all other on-campus intercollegiate athletic events, except NCAA-sponsored championship play-off tournaments, upon presentation of ID. The Athletic Department will make every effort to accommodate all students who want to attend an athletic event. However, when ticket demands are greater than available seats, the Athletic Department reserves the right to refuse to admit students if this would endanger the safety of participants and spectators.

Graduate students, full-time and part-time, may attend University concerts. Announcements on campus determine whether admission is by ticket, by presenting student ID or free.

The ticket privileges just described do not apply to students enrolled solely in the M.B.A. program on the campuses of Furman University or Lander University.

Vehicle Registration

Vehicles must be registered immediately upon being brought to campus. The cost of vehicle registration is $67* for one year, August 15 to August 14, and motorcycle registration is $24*. Parking permits and further information may be obtained from Parking Services, (864) 656-2270.

FINANCIAL INFORMATION

Fellowships and Traineeships

Approximately 140 outstanding graduate students hold fellowships or traineeships at Clemson University. In order for a monetary award to be designated a fellowship or a traineeship, it must provide the recipient a minimum of $1,000 for the academic year. These awards, received from a variety of alumni, foundation, governmental, individual or industrial sources, require no services.

Additional fellowships and traineeships are administered by the individual colleges and departments. Some awards, such as the Industrial Graduate Residency Fellowships, may limit the student’s research to areas of interest to the donor and require a period of residency at the industrial site. Detailed information is available in the colleges or departments.

South Carolina Graduate Incentive Fellowships of $5,000 for master's students or $10,000 for doctoral students are available to minority graduate students. These awards are renewable. Master’s students must be citizens of South Carolina. Preference is given to new applicants and those who express a commitment to remain and be employed in the state for two years. These fellowships are administered by the Graduate School.

Unless otherwise stipulated by the grantor and/or donor, holders of fellowships or traineeships are required to enroll in the same minimum credit load as is applicable to departmental graduate assistants. Continued receipt of any fellowship or traineeship is contingent on the student’s maintaining a satisfactory academic status. Normally a student cannot hold concurrently two or more fellowships or traineeships (or the equivalent thereof) administered by the University, regardless of the funding sources. Fellowship recipients are eligible for appointment as departmental graduate assistants. Holders of University fellowships pay in-state rates.

Fellowships and traineeships usually are offered in early March. Inquiries may be made to the department of the student’s major interest or to the Graduate School.

Loans

The Office of Student Financial Aid administers federal financial aid for graduate students. Many types of federal aid, such as the Federal Pell Grant, are not available to graduate students. However, the Federal Stafford Loan has extended loan limits for graduate students and is available to most students regardless of income.

U.S. citizens and eligible noncitizens who are citizens of South Carolina, may apply for the Federal Stafford Loan by completing the Free Application for Federal Student Aid (FASFA). The suggested deadline to apply is April 1 for the following fall semester.

Eligibility for Loans

In order to qualify for a loan, graduate students must be enrolled in at least five credits in a regular semester (fall or spring) and three credits for the summer in any combination of enrollments. The Financial Aid Office reserves the right to deny loans in the summer when abnormal enrollments may be contrary to federal loan regulations.

Special Employment Restrictions

Graduate students who are employed in programs administered directly or indirectly by Clemson University and are found to be in default on payments of student loans will be subject to wage withholding (garnish) according to Legislative Authority P.L. 102-164; To U.S.C. S1095A et seg.

STUDENT EMPLOYMENT

Graduate Assistantships

Approximately 1,850 graduate students hold Clemson University appointments. These are of two kinds: (1) graduate assistantships requiring, for the most part, half-time employment and (2) fellowships or traineeships, which require no service to the University.

Clemson University, as a member of the Council of Graduate Schools in the United States, subscribes to the following policy inherent in the resolution adopted by the Council regarding graduate appointments. In every case in which an appointment for the next academic year is offered to students currently enrolled in or accepted to graduate programs, the student, if acceptance is indicated before April 15, will have complete freedom through April 15 to submit, in writing, a resignation of the appointment in order to accept one elsewhere. However, an acceptance given or left in force after April 15 commits the student not to accept another appointment (at Clemson or elsewhere) without first obtaining a written release from the first party to whom a commitment has been made.

*Subject to change.
Similarly, an offer made after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

To be eligible for any graduate appointment, a graduate student must satisfy the appropriate minimum enrollment requirement described in each section below and the enrollment limit requirements (see page 32). The University reserves the right to withdraw the appointment at any time because of failure to meet these requirements. Graduate students also should understand that an appointment may be withdrawn at any time for failure to maintain a satisfactory academic status including grades (see “Academic Standards (Grading)” on page 30), special examinations and research efforts.

The Southern Association of Colleges and Schools (SACS) requires that all Graduate Teachers of Record (GTR) have “earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular inservice training and be evaluated regularly,” (Section 4.8.4 of the SACS Criteria for Accreditation).

The department chair has the responsibility for determining that the 18-hour requirement is met either through course work or with a memo containing documentation that the graduate assistant meets the requirement as an exception. Graduate School staff will check the GS2 form and/or memo and certify that the 18-hour requirement has been met.

Departmental Graduate Assistantships

Assistantships are available in academic departments involving primarily instruction, research or extension and in non-academic departments involving primarily administration. Application forms may be obtained from the Graduate School or from department chairs and should be completed and filed as early as possible in the academic year before the student enrolls. Selection of assistantship recipients as well as notification of the appointment, its duration and the stipend are the responsibilities of the employing departments. All graduate assistants are granted partial remission of academic and other fees and enjoy certain other benefits provided for University staff personnel.

1. Eligibility. To qualify for a departmental assistantship, the graduate student must possess at least a bachelor’s degree and be enrolled in a graduate degree program. In addition, the graduate student must devote 10 to 30 hours of service per week to the University and be engaged in employment that bears a recognizable relationship to his or her major field of study. Multiple employment of graduate students by the University (graduate appointment and/or hourly employment) is permitted. It is the responsibility of the secondary employer to receive permission of the primary employer and the Graduate School prior to assignment of any additional work and to ensure that the maximum work load of 30 hours per week is not exceeded. Upper limits on academic loads as related to hours of service per week are found in the section entitled “Enrollment Limits” (see page 32).

International graduate students who are interested in receiving an assistantship should submit Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE) scores. International students seeking graduate teaching assistantships, whose native language is not English and whose secondary education (and beyond) was not taught fully in English, are required to pass the standardized exam Test of Spoken English (TSE). Specialists in English as a Second Language administer this test at Clemson University after the students have arrived. Prospective international TAs also undergo an interview during which they are evaluated by faculty members in their respective departments. Videotaped oral presentations are utilized in some departments. Successful scores on the test, the interview and the presentation (if required) are completed before the student can be approved as a teaching assistant.

2. Minimum Stipend. The minimum graduate assistantship stipend must be commensurate with a rate 1.2 times the prevailing federal minimum wage.

3. Minimum Enrollment. A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine semester hours for all graduate assistants. Minimum enrollment in the summer session is three semester hours per session. Undergraduate credits may be included in the minimum provided they are relevant to the student’s degree program and required by the advisory committee. Credits in GS 799 may be included in the minimum in unusual cases cleared in advance with the Graduate School.

4. Employment Schedule and Leave Without Pay. Graduate students with nine-month or 12-month graduate teaching assistantship appointments work on the same calendar as faculty with nine-month or 12-month appointments, respectively. Duties over holiday periods for graduate research assistantship appointments should be agreed upon in writing by the student and the immediate faculty adviser in charge of the research program.

A graduate assistant may request up to four weeks of leave without pay per semester and one week of leave without pay per summer session from his or her immediate supervisor for illness of a close family member, death in the immediate family and personal illness or hardship. If leave is not approved by the administrator of the graduate assistantship, the graduate assistant may petition the Graduate School for approval.

A graduate assistant is eligible for up to six weeks of maternity leave without pay. The request for maternity leave must be made to the department at least one month in advance.

Graduate Resident Assistantships

Part-time employment on the program staff of the residence halls is available to qualified graduate students. Preference is given to those who have had a successful undergraduate experience as a residence hall assistant. In general, 20 hours of service per week are required, and compensation for such employment amounts to a room or apartment, partial remission of academic and other fees, and approximately $1,000 per semester. Graduate resident assistants are subject to an enrollment limitation (see page 32), and the required minimum enrollment is coincident with that of departmental graduate assistants. Interested applicants should apply directly to the Housing Office. A personal interview is required prior to final selection.

Assistantship Appointment Process

All appointments for assistantships (teaching, research, laboratory, administrative and grader) must be processed on the Graduate Assistantship Tuition Reimission. All graduate administrative and graduate extension assistantships (new and continuing) must be approved by the Graduate School before they are offered to the students. Work assignments for students should be as specific as possible and should be developed to reflect the relationship to the student’s academic program. The work to be performed must also be above the paraprofessional level.

Administrative units hiring graduate administrative assistants will need to form
Termination of Assistantships

1. Termination of Assistantship by Student. Normally an assistantship is offered on an annual or on an academic year basis. A student may terminate an assistantship at the conclusion of a semester or summer session without penalty. However, if the student terminates his or her assistantship during a semester, the student may be liable, calculated on a prorata basis, for the difference between the normal academic fees and the reduced fees assessed as a result of the assistantship. If, in the opinion of the immediate supervisor of the assistantship, the termination was justifiable, the administrator may recommend to the dean of the Graduate School that no additional charge be made to the student.

2. Termination of Assistantship for Cause. If, in the opinion of the immediate supervisor of the assistantship, a student is not carrying out the duties of the assistantship in a satisfactory manner, the assistantship may be terminated and the student held liable, calculated on a prorata basis, for the reduction in academic fees assessed as a result of the assistantship.

The procedure to be followed before terminating an assistantship for cause follows:

The immediate supervisor should first discuss the problem with the student and try to resolve the problem. A record of this conversation is placed in the student’s departmental file. If the performance of the student remains unsatisfactory, a signed written warning from the department chair is sent to the student by certified or registered U.S. mail detailing the nature of the problem. The graduate dean shall be notified. If the performance of the student remains unsatisfactory, the department chair gives the student a written notice of termination. At least two weeks should elapse between the written warning and the notice of termination. The graduate dean shall be notified. The student has the right to file a grievance with the Graduate Student Academic Grievance Committee (see page 41).

3. Termination for Academic Requirements. The assistantship may also be terminated for dropping below the minimum credit hours required as described on this page or for failure to meet other academic requirements.

4. Termination of Assistantship because of Unexpected Loss of Research Funding. A sudden or unexpected loss of external funding may result in a termination of an assistantship. The policy described below will be used to calculate any tuition and fees required by a graduate student. A department chair may request an exception to the policy with appropriate documentation. (See “Graduate Assistantship Prorata Tuition Policy” on page 20.)

International Student Employment and Financial Assistance

Financial assistance is available to Clemson’s international graduate students through instructional, administrative and research assistantships. Assistantships are awarded by individual academic departments, and students should contact their departments directly regarding the availability of assistantships. The department will notify the student if and when an assistantship is awarded. Applicants who hope to receive instructional assistantships must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE).

Special employment regulations for international students are determined by the Immigration and Naturalization Service (INS). Off-campus employment generally is unavailable to international students during the first academic year and should not be considered as a means of support. Students with F-1 visas may apply to the INS for limited off-campus work authorization after their first year of study. Nonacademic employment opportunities are available on campus on a first-come basis. Applications are made directly to the hiring source upon arrival on campus. No special authorization, beyond a valid I-20, is required. Further information is available in the Office of International Services and Diversity Programs (ISDP), E-208 Martin Hall, telephone (864) 656-2357.

Hourly Employment

Employment on an hourly basis for a portion of a semester or session is possible in some departments. The student must be enrolled in at least three credit hours per semester or session in order to accept hourly employment. The maximum credit load is the same as that for graduate assistants found under “Enrollment Limits” (see page 32). Enrolled graduate students (exclusive of full-time University employees) may not be employed by the University for more than 30 hours per week (graduate appointments and hourly employment combined). No portion of the hourly employment shall be used to qualify students for benefits afforded those on graduate assistantship appointments.

FISCAL POLICY

Settlement of University Fees

The entire amount of the expense for each semester or summer session is due and payable at the beginning of each semester or summer session, and no student is enrolled officially until all expenses are satisfied. In special cases, the University will accept, at the beginning of a semester, a noninterest-bearing promissory note for a portion of the semester residence hall and board fee. In such cases, the note for the first semester charges will be due October 1, and the note for the second semester charges will be due March 1.

Upon certification by the dean of the Graduate School and upon authorization by the student of a payroll deduction for payment, deferred payment of academic and health fees may be granted to a student employed as a graduate assistant. The total amount deferred shall not exceed the total of the graduate assistant fees for the semester. Payment of the amount deferred is to be made in six equal installments through payroll deductions beginning with the second pay period of the semester. Should an assistantship be terminated, any unpaid balance of funds deferred is payable immediately as well as any additional fees due. No deferred payments are permitted for summer sessions for any graduate student.

All other transactions relating to payment should be conducted with the University Revenue and Receivables Office. All checks and money orders should be made payable to Clemson University. A personal check given in payment of University expenses that is returned by the bank unpaid immediately creates an indebtedness to the University.
Returned Checks/Charge Cards
A check or charge card given in payment of University expenses or a check cashed by the University that is returned unpaid by the bank immediately creates an indebtedness to the University. The University Revenue and Receivables Office, G12 Sikes Hall, administers matters related to the collection of all returned checks for students and nonstudents.

The Bursar’s Office will redeposit returned checks in payment of academic fees for the fall and spring semesters. A $20* returned check charge will be assessed for each returned item in accordance with state laws. Students with returned items for payment of academic fees are also subject to a late payment fee of $5* per calendar day, not to exceed $350*, beginning on the day after the last day of late registration. If the note is returned to the University in a timely manner with no response by the student or drawer, a written request to disenroll the student will be made to the registrar. If the request is approved, the percentage of refund will be applied to the debt. If the check is returned after the mid-point of the semester with no response, by the student or drawer, a decision will be made by the director of Revenue and Receivables and the registrar as to the effects of disenrollment. At this point, the student will owe 100 percent of tuition and fees, even if he/she has been disenrolled. The University may restrict subsequent payment for academic and other fees by accepting only cash, certified checks, cashier’s checks or money orders.

Any individual who cashes a two-party check or uses a two-party check for payment of University expenses will be held responsible for that check if it is returned unpaid by the bank. Checks used as payment for various University services, such as meal plans, housing, etc., that are later returned unpaid by the bank give the University the right to cancel such services and cause forfeiture of any refund.

Any returned item not collected by the Bursar’s Office prior to the beginning of the next term. If a student withdraws prior to the last day to register, the refund is 100 percent. Beginning with the day following the last day to register, refunds for summer school sessions shall be made on the schedule indicated below.

Past Due Accounts
Any indebtedness to the University which becomes past due immediately jeopardizes the student’s enrollment, and no such student will be permitted to re-enroll for an ensuing semester or summer school term. Billing fees and/or collection costs may be added to the indebtedness. Further, any student who fails to pay all indebtedness, including collection costs, to the University may not be issued a transcript or diploma. Unresolved debts may be turned over to a collection agency, be reported to a credit bureau and deducted from state income tax refunds. Debts include but are not limited to the following: parking violations, library fines, rent, academic fees and others.

Refund of Academic Fees
Regular Semester. No refunds will be made on a semester’s academic and medical fees after four weeks from the last day to register. In the case of a withdrawal from school, the refund will be based on the effective date of withdrawal as shown on the official University withdrawal form. Refunds for full-time students who drop part time and part-time students who drop credit hours will be based on the date the course is dropped. To be eligible for a refund, the request must be received by the University Revenue and Receivables Office prior to the beginning of the next term. If a student withdraws prior to the last day to register, the refund is 100 percent. Beginning with the day following the last day to register, refunds for periods of four weeks or less during a semester shall be made on the schedule shown below.

Summer Session. No refunds of academic and medical fees will be made after three weeks from the last day to register. In the case of a withdrawal from school, the refund will be based on the effective date of withdrawal as shown on the official University withdrawal form. Refunds for students who drop credit hours will be based on the date the course is dropped. To be eligible for refund, the request must be received by the University Revenue and Receivables Office, prior to the beginning of the next term. If a student withdraws prior to the last day to register, the refund is 100 percent. Beginning with the day following the last day to register, refunds for summer school sessions shall be made on the schedule indicated below.

Establishment of University Fees
The annual State Appropriation Act imposes the general requirement that student fees be fixed by the University Board of Trustees. The act imposes two specific requirements on the Board:

(1) in fixing fees applicable to academic and general maintenance and operation costs, the Board must maintain a minimum student fee not less than the fee charged the previous year; and

(2) in fixing fees applicable to dormitory rental, dining halls, laundry, infirmary and all other personal subsistence expenses, the Board must charge students an amount sufficient to cover fully the cost of providing such facilities and services.

*Subject to change.

**Title IV financial aid is under a different refund policy based on federal guidelines. Printed details are available at G-08 Sikes Hall, phone: (864) 656-5592.
SOUTH CAROLINA RESIDENCE REQUIREMENTS

APPLICATION FOR RESIDENT STATUS

Any prospective or enrolled graduate student who is uncertain of his/her status concerning entitlement to payment of in-state tuition and fees has the responsibility of securing a ruling from the University by providing all relevant information on special application forms. These forms can be obtained from the Graduate School (E-106 Martin Hall; Clemson University; Clemson, SC 29634) and are to be completed and returned to that office at least two weeks prior to the first day of class for any semester or summer term for which the student is attempting to qualify for payment of the in-state tuition and fee rate.

ENTITLEMENT

Eligibility for payment of in-state tuition and fees shall be determined under the provisions of sections 59-112-10 through 59-112-100, South Carolina code of laws, 1976, as amended. This law is set forth in its entirety as follows

A. The words “state institution” shall mean those post-secondary educational institutions under the jurisdiction of the following:
   (1) Board of Trustees, Clemson University; (2) Board of Trustees, Medical University of South Carolina; (3) Board of Trustees, South Carolina State College; (4) State College Board of Trustees; (5) Board of Visitors, the Citadel; (6) Board of Trustees, University of South Carolina; (7) Board of Trustees, Winthrop College; and (8) State Board of Technical and Comprehensive Education.

B. The word “student” shall mean any person enrolled for studies in any state institution.

C. The word “residence” or “reside” shall mean continuous and permanent physical presence within this state, provided, that temporary absences for short periods of time shall not affect the establishment of a residence.

D. The word “domicile” shall mean a person’s true, fixed, principal residence and place of habitation; it shall indicate the place where such person intends to remain, and to which such person expects to return upon leaving without establishing a new domicile in another state. For purposes of this section one may have only one legal domicile; one is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for students at state institutions shall be presumed not to be a place of principal residence, as residency in such housing is by nature temporary.

E. The words “in-state rates” shall mean charges for tuition and fees established by state institutions for persons who are domiciled in South Carolina in accordance with this act; the words “out-of-state rates” shall mean charges for tuition and fees established by state institutions for persons who are not domiciled in South Carolina in accordance with this act.

F. The words “independent person” shall mean a person in his majority, or an emancipated minor, whose predominant source of income is his own earnings or income from employment, investments, or payments from trusts, grants, scholarships, loans, or payments of alimony or separate maintenance made pursuant to court order.

G. The words “dependent” or “dependent person” mean:
   (1) one whose financial support is provided not through his own earnings or entitlements, but whose predominant source of income or support is payments from a parent, spouse, or guardian, and who qualifies as a dependent or an exemption on the federal tax return of the parent, spouse, or guardian; or
   (2) one for whom payments are made, under court order, for child support and the cost of his college education by an independent person meeting the provisions of section 59-112-20 a or b. However, the words “dependent” or “dependent person” do not include a spouse or former spouse who is the recipient of alimony or separate maintenance payments made pursuant to court order.

H. The word “minor” shall mean a person who has not attained the age of eighteen years; and the words “emancipated minor” shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.

I. The word “parent” shall mean a person’s natural or adoptive father or mother; or if one parent has custody of the child, the parent having custody; or if there is a guardian or other legal custodian of such person, then such guardian or legal custodian, provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

J. The word “spouse” shall mean the husband or wife of a married person.

South Carolina domicile defined for purposes of rates of tuition and fees—section 59-112-20. South Carolina domicile for tuition and fee purposes shall be established as follows in determinations of rates of tuition and fees to be paid by students entering or attending state institutions:

A. Independent persons who reside in and have been domiciled in South Carolina for a period of no less than twelve months with an intention of making a permanent home herein, and their dependents, may be considered eligible for in-state rates.

B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the state, and their dependents, may be considered eligible for in-state rates for as long as such independent person is employed on a full-time basis in the state.

C. Where an independent person meeting the provisions of section 59-112-20 b above, is living apart from his spouse, or where such person and his spouse are separated or divorced, the spouse and dependents of such independent person shall have domiciliary status for tuition and fee purposes only under the following circumstances:

   (1) if the spouse requesting domiciliary status for tuition and fee purposes remains domiciled in South Carolina although living apart or separated from his or her employed spouse, (2) if the dependent requesting domiciliary status for tuition and fee purposes is under the legal custody or guardianship, as defined in section 59-112-10i above, of an independent person who is domiciled in this state; or if such dependent is claimed as an
income tax exemption by the parent not having legal custody but paying child support, so long as either parent remains domiciled in South Carolina.

D. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

Effect of change of residency—section 59-112-30. When the domicile of a student or of the person upon whom a student is financially dependent changes after enrollment at a state institution, tuition charges shall be adjusted as follows:

A. Except as provided in section 59-112-20 above, when domicile is taken in South Carolina, a student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of twelve months from date of domicile in this state.

B. When South Carolina domicile is lost, eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs; however, application of this subsection shall be at the discretion of the institution involved.

C. Notwithstanding the other provisions of this section, any dependent person who has been domiciled with his family in South Carolina for a period of not less than three years immediately prior to his enrollment may enroll in a state-supported institution of higher learning at the in-state rate and may continue to be enrolled at such rate even if the parent, spouse, or guardian upon whom he is dependent moves his domicile from this state.

Effect of marriage—section 59-112-40. Except as provided in section 59-112-20 above, marriage shall affect determinations of domicile for tuition and fee purposes only insofar as it operates to evince an intention by the parties to make a permanent home in South Carolina.

Military personnel and their dependents—section 59-112-50. Notwithstanding other provisions of this act, during the period of their assignment to duty in South Carolina, members of the armed services of the United States stationed in South Carolina and their dependents may be considered eligible for in-state rates. When such armed service personnel are ordered away from the state, their dependents may continue for an additional twelve months to have this eligibility at the state institutions where they are enrolled at the time such assignment ends. Such persons and their dependents may be considered eligible for in-state rates for a period of twelve months after their discharge from the armed services even though they were not enrolled at a state institution at the time of their discharge, if they have evinced an intent to establish domicile in South Carolina and if they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge.

Penalties for willful misrepresentation—section 59-112-90. Where it appears to the satisfaction of officials charged with administration of these provisions that a person has gained domiciliary status improperly by making or presenting willful misrepresentations of fact, such persons should be charged tuition and fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester; and until these charges have been paid no such student shall be allowed to receive transcripts or graduate from any state institution.

Definitions—section 62-602. A. A “resident student” for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve
months immediately preceding the first
day of classes of the term for which resi-
dent classification is sought and for whom
there is an absence of such evidence in
other states or countries, notwithstanding
other provisions of the statute. In the
instances of dependent students and their
families who are citizens or permanent
residents, the domicile of the spouse, par-
ent, and/or guardian for at least the twelve
months immediately preceding the first
day of classes of the term for which resi-
dent classification is sought is considered
in determining residency status.

B. “Reside” is defined as continuous
and permanent physical presence within
the state, provided that temporary ab-
ences for short periods of time shall not
affect the establishment of residence.
Temporary absences shall be absences
which are thirty days or less. Excluded are
absences associated with requirements to
complete a degree, absences for military
training service, and like absences, pro-
vided South Carolina domicile is main-
tained. Absences of more than thirty days
may affect the establishment or mainte-
nance of residence for tuition and fee
purposes. In the instance of dependents,
except for nonresident aliens, where the
spouse, parent and/or guardian “reside”
will be considered in determining resi-
dency status.

C. “Domicile” is defined as true, fixed,
principal residence and place of habita-
tion, indicating where a person intends to
remain, or to where one expects to return
when away. Generally, an applicant must
be domiciled in the state for twelve months
for residency consideration.

D. “Independent person” is defined as
one in his/her majority (eighteen years of
age or older), whose predominant source
of income is his/her own earnings or in-
come from employment, investments, or
payments from trusts, grants, scholarships,
loans, or payments made in accordance
with court order. An independent person
must provide more than half of his/her
support during the twelve months imme-
diately prior to the date that classes begin
for the semester for which resident status
is requested and cannot be claimed as a
dependent or exemption on the federal
tax return of his/her parent, spouse, or
guardian for the year in which resident
status is requested.

E. “Dependent person” is defined as
one whose predominant source of income
or support is from payments from a parent,
spouse, or guardian and who qualifies for
and is claimed as a dependent or exemp-
tion on the federal income tax return of
the parent, spouse, or guardian. A dependent
person is also one for whom pay-
mants are made, under court order, for
child support and the cost of the depen-
dent person’s college education.

F. “Terminal leave” is defined as a tran-
sition period following active employ-
ment and immediately preceding retire-
ment (with a pension or annuity), during
which the individual may use accumu-
lated leave.

G. “Immediately prior” is defined as a
period of time not exceeding ninety days
and immediately preceding the first day
of classes for the term in question.

H. “Continue to be enrolled” is defined
as continuous enrollment without an in-
terruption that would require the student
to pursue a formal process of readmission
to that institution. Formal petitions of
applications for change of degree level
shall be considered readmissions.

I. “Nonresident alien” is defined as a
person who is not a citizen or permanent
resident of the United States. By virtue of
their nonresident status “nonresident
aliens” generally do not have the capacity
to establish domiciles in South Carolina.

J. "Academic session" is defined as a
term or semester of enrollment.

Citizens and permanent residents—sec-
tion 62-603.

A. Independent persons who have
physically resided and been domiciled in
South Carolina for twelve continuous
months immediately preceding the date
the classes begin for the semester for which
resident status is claimed may qualify to
pay in-state fees. The twelve-month resi-
dency period does not start until the inde-
pendent person begins to take steps which
indicate that the independent person in-
tends to establish a permanent home in
the state. Absences from the state for
more than thirty days during the twelve-
month period may affect the establish-
ment of permanent residence for fee and
tuition purposes. Steps an independent
person should take to establish a perma-
ent home in South Carolina are listed in
the section entitled “establishing the req-
suisite intent to become a South Carolina
domiciliary.”

B. The resident status of a dependent
person is based on the resident status of
the person who provides more than half of
the dependent person’s support and claims
the dependent person as a dependent for
federal income tax purposes. The resi-
dence and domicile of a dependent minor
and other dependent person shall be pre-
sumed to be that of their parent(s), spouse,
or guardian(s).

C. In the case of divorced or separated
parents, the resident status of the depen-
dent person may be based on the resident
status of the parent who supports and/or
claims the dependent person as a depen-
dent for tax purposes, or it may be based
on the resident status of the parent who
has legal custody of the dependent per-
son.

Nonresident aliens, noncitizens, and non-
permanent residents—section 62-604.

A. Except as otherwise specified in this
section, all noncitizens and nonperma-
nent residents of the United States will be
assessed tuition and fees at the nonresi-
dent, out-of-state rate. Independent aliens,
including refugees, untainted, and parol-
lees and their dependents, may be entitled
to resident, in-state classification once
they have been awarded permanent resi-
dent status by the U.S. Department of
Justice and meet all the statutory resi-
dency requirements provided that all other
domiciliary requirements are met. Time
spent living in South Carolina immedi-
antly prior to the awarding of permanent
resident status may not be counted to-
wars the twelve month residency period.
Certain nonresident aliens present in the
United States in specific visa classifica-
tion may be granted in-state residency
for tuition and fee purposes as prescribed
by the Commission on Higher Education.

B. The adviser’s manual of federal regu-
lations affecting foreign students and
scholars will serve as the primary resource
reference for defining visa categories.

Establishing the requisite intent to become
a South Carolina domiciliary—section 62-
605.

A. Residence status may not be ac-
quired by an applicant or student while
residing in South Carolina for the sole
purpose of enrollment in an institution or
for access to state-supported programs de-
signed to serve South Carolina residents.

B. If a person asserts that his/her domi-
cile has been established in this state, the
individual has the burden of proof. Such
persons should provide to the designated
residency official any and all evidence which the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

C. For independent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not necessarily be conclusive, indicia as listed below. The absence of indicia in other states is required before the student is eligible to pay in-state rates. Indicia may include the following:

1) statement of full-time employment;
2) possession of a valid South Carolina voter registration card and voting in South Carolina elections;
3) designating South Carolina as state of legal residence on military record;
4) possession of a valid South Carolina driver’s license, or if a nondriver, a South Carolina identification card;
5) possession of a valid South Carolina vehicle registration card;
6) continuous presence in South Carolina during periods when not enrolled as a student;
7) paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
8) ownership of principal residence in South Carolina; and
9) licensing for professional practice (if applicable) in South Carolina.

D. These indicia will likewise be considered for spouses, parents, and guardians of dependent persons who wish to establish South Carolina domicile. As noted under “citizens and permanent residents” above, the resident status of a dependent person matches that of the person who provides more than half of the dependent person’s support and claims the dependent person as a dependent for federal income tax purposes.

Maintaining residence—section 62-606.

A. A person’s temporary absence from the state does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person’s absence from the state. The burden is on the person to show retention of South Carolina residence during the person’s absence from the state. Steps a person should take to retain South Carolina resident status for fee and tuition purposes include continuing to use a South Carolina permanent address on all records; retaining South Carolina voter’s status; voting by absentee ballot; maintaining South Carolina driver’s license; maintaining South Carolina vehicle registration; satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

B. South Carolina residents (and their dependents) who serve in the military may continue to be eligible to pay in-state fees as long as they continuously claim South Carolina as their state of legal residence during their military service. South Carolina residents who change their state of legal residence while in the military lose their South Carolina resident status for fee and tuition purposes. To re-establish their South Carolina resident status, such persons must take steps which indicate that they plan to re-establish permanent residence in the state. These persons must then physically reside in the state for twelve continuous months.

Effect of change of residency—section 62-607.

A. Notwithstanding other provisions of this section, any dependent person, except as otherwise excluded, who has been domiciled with his/her family in South Carolina for a period of not less than three years immediately prior to enrollment at state-supported colleges and universities may enroll in those institutions of higher learning at in-state rates and may continue to be enrolled at such rates even if the person upon whom he/she is dependent moves his/her domicile from this state.

B. If a dependent or independent person has been domiciled in South Carolina for less than three years, eligibility for in-state rates shall end on the last day of the academic session during which domicile is lost.

Effect of marriage—section 62-608.

A. In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

B. If a nonresident marries a South Carolina resident, the nonresident does not automatically acquire South Carolina resident status. The nonresident may acquire South Carolina resident status if the South Carolina resident is an independent person and the nonresident is a dependent of the South Carolina resident.

C. Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

D. No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

Exclusions—section 62-609.

A. Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the term for which payment of in-state fees is requested.

1) “Military personnel and their dependents”: Members of the United States armed forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. “Armed forces” shall mean the United States Air Force, Army, Marine Corps, and Navy. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for an additional twelve months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of twelve months after their discharge from the military, provided they have
Persons on terminal leave who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence for their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

B. Full-time employment shall mean employment which consists of at least thirty-seven and a half hours a week on a single job in a full-time status. However, a person who works less than thirty-seven and a half hours a week but receives or is entitled to receive full-time employee benefits shall be considered to be employed full time.

C. Persons participating in Southern Regional Education Board-sponsored programs, including the contract for services and the academic common market programs, must have continuously resided in the state for other than educational purposes for the two years immediately preceding application for consideration and must meet all residency requirements during this two-year period.

Application for change of resident status—section 62-610.

A. Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as prescribed by the institution.

B. The burden of proof resides with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

Incorrect classification—section 62-611.

A. Persons incorrectly classified as residents are subject to reclassification and to payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out-of-state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

B. Residents whose resident status changes are responsible for notifying the residency official of such changes.

Inquiries and appeals—section 62-612.

A. Inquiries regarding residency requirements and determinations should be directed to the institutional residency official.

B. Each institution will develop an appeals process to accommodate persons wishing to appeal residency determinations made by the institution’s residency official. Neither the primary residency official nor appellate official(s) may waive the provisions of the statute governing residency for tuition and fee purposes.

The Major Adviser

A student, with the aid and approval of the department chair or program coordinator, must select a major adviser. This adviser must be a member of the program faculty offering the degree and meet the requirements for advisory committee membership described below. In departments or programs with large faculties, new graduate students may be assigned a temporary adviser. This adviser recommends and approves courses to be taken during the student’s first semester. The course work selected should be of fundamental or core nature so the advisory

clemson.edu mail to free Web-based services, because those services will often reject mass mailings like those sent by the Graduate School.

PROCEDURES TO FOLLOW IN PURSUING A DEGREE

The information presented below is not intended as a step-by-step outline of all procedures to be followed while pursuing a graduate degree. Rather, it is an explanation of primary factors encountered during the process.
committee will have maximum flexibility to formulate the remainder of the student’s program of study.

The Advisory Committee

The student must select an advisory committee in consultation with the department chair or program coordinator. The department’s graduate student handbook will provide specific information on the process of selecting the advisory committee and the appropriate time during the student’s program to begin this process. The advisory committee approves the student’s graduate degree curriculum, supervises the graduate program, administers the final oral examination and initiates the recommendation for the awarding of the degree. Additionally, the advisory committee may administer qualifying or preliminary and/or final comprehensive examinations. One member of the committee is designated as chairperson or major adviser and normally directs the student’s dissertation or thesis, if required.

A minimum of three faculty members shall be selected for a student seeking a master’s or specialist’s degree, and a minimum of four faculty members shall be selected for a student seeking a doctoral degree. The majority of the advisory committee, including the major adviser, must be comprised of Clemson University faculty from the program offering the particular degree and who hold full-time tenure-track positions. If a minor is declared, this area must be represented on the committee. Committee members of interdepartmental programs shall be appointed according to bylaws, formulated by the program faculty and endorsed by the Graduate School, that assure appropriate representation of the participating departments.

Part-time visiting and other nontenure-track faculty employed by Clemson University and emeriti faculty may serve on the committee. Persons not employed by the University may serve if they have been appointed to an adjunct faculty status. Part-time, visiting adjunct and other nontenure-track faculty will have full voting status on the outcomes of all examinations given by the committee.

The student, department and committee members are notified of the appointment by means of the approved GS2 form.

Filing of a Graduate Degree Curriculum

The degree-seeking student must file a graduate degree curriculum (form GS2) in accordance with the Graduate School’s time line, explained further in this section. Since fixed curricula normally do not exist for graduate degrees, this planned program represents the formulation of an individual student’s curriculum as recommended by the advisory committee. It must adhere to departmental as well as Graduate School policies. This program constitutes the core of the student’s Graduate Degree Curriculum (form GS2) and appears on the form at the location entitled REQUIRED COURSES (GRADUATE LEVEL ONLY). Undergraduate deficiencies are listed at the designated location. Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student’s academic experience, are not required on form GS2. However, if a listing is desirable, such courses will be listed as departmental requirements at the designated location. Graduate credit is received only for courses numbered 600 or above; no student shall receive both undergraduate and graduate credit for the same course. The Graduate School discourages inclusion of 600-level courses in the minimum hours required for graduate degrees if these courses are clearly equivalents of undergraduate courses required for an undergraduate degree in the same major at Clemson University. Transfer credit appearing in the curriculum must adhere to the stipulation described under “Transfer Credit” (see page 32).

Before a curriculum is approved, it must be reviewed and signed by the advisory committee. It is then submitted to the department chair(s) and college dean(s) for approval and is forwarded to the Graduate School for approval and appropriate distribution of copies.

If it becomes necessary to change the graduate degree curriculum, a revised form GS2 must be filed. This new form requires all necessary signatures.

Candidates for master’s or specialist’s degrees should submit the curriculum by the middle of their second semester and doctoral candidates no later than the beginning of their second year of study. A $25 late fee is assessed to a student whose GS2 is submitted after the deadline dates and increases at the rate of $5 per day thereafter (excluding Saturday, Sunday or University holidays). See page 3 for deadline dates for submitting GS2 forms.

Admission to Candidacy for a Ph.D. Degree

Admission to the Graduate School does not qualify a student as a candidate for an advanced degree. Candidacy is granted when the examining committee submits form GS5 indicating the successful completion of the comprehensive examination (see pages 35, 39).

All students desiring admission to candidacy must have received full status admission to the Graduate School, have a satisfactory academic standing and have on file an approved graduate degree curriculum (form GS2).

Application for a Diploma

A formal application for a diploma is placed by the student when the form GS4 is filed. This order is submitted to the Graduate School and must be resubmitted should the student not graduate on the anticipated date. A $25 late fee is assessed a student whose form GS4 is submitted after the deadline date and increases at the rate of $5 per day thereafter (excluding Saturday, Sunday or University holidays).

Awarding of Graduate Degrees Posthumously

A graduate student with a grade point ratio of 3.0 or above and plan of study (form GS2) on file, who qualifies for graduation at the end of the semester or summer session and dies during that period or the subsequent semester or summer session, may be awarded the graduate degree posthumously provided the faculty of the college so recommends.

ACADEMIC REGULATIONS

Academic Standards (Grading)

Most graduate courses are graded on an A-B-C-F scale. Thesis and dissertation research and several other graduate courses are graded on a pass/fail basis. Courses graded pass/fail are not included in the academic average; however, the grade is placed on the student’s permanent record. Only credit hours for which a grade of pass is achieved apply toward the number of credit hours required for the degree. The accumulation of grades of pass in thesis or dissertation research does not imply completion of the research but indicates satisfactory progress only.

A minimum grade of C must be made on all course work to obtain graduate credit. The grade must be passing in all graduate-level courses (600-level or above). In addition, graduate students must maintain a cumulative B average in all courses (undergraduate/graduate) since admission to the Graduate School excluding those taken on a pass/fail basis.

*An academic semester is defined as a minimum of nine credit hours of course work not graded pass/fail. An academic year is defined as the total of two academic semesters.

**Subject to change.
(See “Enrollment on a Pass/Fail Basis” on page 32.) Finally, the student must maintain a B average (3.0) for all courses listed on form GS2. Students who fail to meet these requirements become ineligible for graduation and are placed on academic probation. The probationary status will remain in effect until nine additional semester hours of graduate credit have been attempted. 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 an unsatisfactory academic performance.

The cumulative B average requirements described above apply independently to graduate degrees sought at Clemson University; that is, the grade point ratio computation begins anew after the student has completed the first degree. However, when a doctoral degree is pursued after completion of a master's degree in the same major, the grade point ratio computation begins anew after the student has completed the first degree. However, when a doctoral degree is pursued after completion of a master's degree in the same major, the grade point ratio computation continues for both degrees.

A transcript will reflect grades from courses repeated for required credits.

Permanent Academic Records
The student’s permanent academic record is a historical record of the student’s academic progress. It is maintained in the Registrar’s Office and contains personal identifying information, grades and credits. Where appropriate, statements of a corrective nature, withdrawals, suspension for failure to meet academic standards, suspension for disciplinary reasons and graduation data are added.

Dual Master’s Degrees
If a student simultaneously pursues two master’s degrees, one-sixth (1/6) of the total graded course work may be used toward both degrees. The Graduate Degree Curriculum (form GS2) must clearly denote that the student is working toward two degrees and identify the courses that are being applied to both programs. Committee members, department chair and dean of both graduate programs must approve the two GS2 forms.

Independence of Graduate Degrees
A graduate student who has completed the requirements for a graduate degree cannot then use credits toward a second degree.

Courses are offered leading to the research degrees of Master of Arts, Master of Science and Doctor of Philosophy. In addition, courses are offered leading to the professional degrees of Doctor of Education, Specialist Education, Master of Agriculture, Master of Business Administration, Master of City and Regional Planning, Master of Construction Science and Management, Master of Education, Master of Electronic Commerce, Master of Engineering, Master of Fine Arts, Master of Forest Resources, Master of Health Administration, Master of Human Resource Development, Master of Career and Technology Education, Master of Parks, Recreation and Tourism Management, Master of Professional Accountancy and Master of Public Administration.

Class Syllabus
A syllabus will be prepared for every graduate class and made available to students at as early a class meeting as practicable but no later than the last class period before the last day for a student to add a class. It should give the course expectations, including topical outline of the course, grading policies and attendance policies.

First Day Class Attendance
All students are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the instructor to indicate their intent to remain in that class. If a student does not attend the first class meeting or the last day to add, whichever comes first, the instructor has the option of dropping the student from the roll.

Incomplete Graduate Course Work
Except for courses numbered 891 and 991, the grade of incomplete (I) may be given for incomplete work for any graduate course in which work remains unfinished and the student is unable to fulfill all requirements because of circumstances beyond his or her control. This grade is not given in lieu of unsatisfactory or failing grades received for completed courses for the purpose of improving the grade later.

It is the student’s responsibility to contact the instructor regarding the work required to complete the course. Upon request by the student, the instructor shall provide a written statement of the work to be completed.

The grade of I will be valid in normal lecture or laboratory courses for only 30 days after the beginning of the next scheduled session, excluding summers and irrespective of the student’s enrollment status. Within this period, the student must complete his or her work or obtain an extension, approved by the instructor and chair of the department responsible for the course, stating the reason for the request and the length of time needed. Normally, only one request for an extension for each grade of I will be granted.

Students receiving a grade of I in courses such as special problems or other unstructured, independent study courses as designated by the Graduate School must complete all work and receive a final grade within one calendar year. At the discretion of the instructor, the deadline for removal of these incomplete grades may be less than one year.

A graduate student will not be permitted to repeat any portion or reregister for any course for which the grade of I has been given. Should any work remain incomplete at the expiration of the appropriate deadlines described in the previous paragraphs, a grade of F will be recorded on the student’s permanent record. Although the Graduate School will attempt to bring the deadlines to the attention of the student and instructor, it is the sole responsibility of the graduate student to comply with these regulations.

Students who receive a grade of I while enrolled in the Graduate School at Clemson University remain ineligible for graduation until the incomplete work has been made up and a letter grade submitted to the Office of Admissions and Registration.

Grades of I will have a 10-working-day period after the deadline for the instructor to grade the work and submit the make-up grade card to the Registrar’s Office. Work submitted by the student after the printed deadline should not be accepted by the instructor unless an extension has been approved. Requests for extensions, like the make-up work, should be submitted by the deadline printed on the make-up card. Grades of I that remain after the 10-working-day period will be converted automatically to an F.

Continuous Enrollment
Although continuous enrollment is not a formal requirement for an advanced degree, graduate students are expected to pursue their degrees with a minimum of interruption. Students who do not remain continuously enrolled (summers excluded) are subject to the requirements in effect at the time of return.
GENERAL GRADUATE SCHOOL PROCEDURES AND POLICIES

Only students who are enrolled are eligible to use University facilities and human resources and/or receive any form of financial aid. Students who have completed all required work and who find it necessary to be enrolled during a given semester so as to use facilities or human resources may enroll in GS 799 for a minimum of one credit.

Enrollment on a Pass/Fail Basis
The only graduate courses that may be taken on a pass/fail basis are thesis and dissertation research and a small number of unstructured courses in which the pass/fail grading system appears directly in the course description.

Graduate students shall not enroll on a pass/fail basis or audit any course required by the department or program. All other courses may be taken on a pass/fail basis or audited.

Enrollment Limits
Upper limits on graduate student enrollment per semester refer to graduate and undergraduate credits combined and should be attempted only by the most qualified students.

Should the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the upper limit for the six-week session.

Quarter-time, half-time and three-quarter-time graduate assistants are defined as those who contribute an average of 10, 20 and 30 clock hours per week, respectively, of service to the University for the entire semester. A person employed full time is defined as anyone employed five full working days per week regardless of the employer(s). A graduate student who becomes employed full time while the assistantship is in force must notify the Graduate School and the department providing the assistantship. Graduate students paid solely on an hourly basis are not classified as graduate assistants but are subject to the same limitation in credit loads previously described.

Transfer Credit
The number of credit hours that may be transferred from an accredited institution shall be no greater than one-third (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.

Credits may be transferred for work completed at off-campus centers of accredited institutions provided such courses are acceptable, without reservation, in degree programs at those institutions. 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. All transfer credits must be verified by an official transcript from the institution at which the work was completed. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit (see “Time Limit” on page 36 for clarification). Valid transfer credits will appear on the student’s transcript as credits earned.

Final Examinations in Graduate Courses
Graduate course work specifications vary widely among disciplines. Evaluation of graduate work is based upon a number of observations, presentations, tests, papers and/or other measures. The final evaluation includes an examination at the conclusion of the course, which in most cases will be written, but may take on other forms.

Withdrawal from Courses
The academic calendar provides official dates for withdrawing from a class without record or without final grades. Withdrawal from graduate course work beyond the first few weeks of class is strongly discouraged, particularly from those courses listed on a student's form GS2. Withdrawals after the first two weeks of class should only be made for unusual academic reasons or for pressing medical or personal reasons. Students who offi-

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<tr>
<th>Student Category</th>
<th>Semester</th>
<th>Maximum Credit Hours</th>
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<td>6-Week Session</td>
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<td>3-Week Session</td>
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<td>Full-time Students</td>
<td>18</td>
<td>6</td>
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<td>Graduate Assistants (1/4 time)</td>
<td>15</td>
<td>5</td>
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<td>Graduate Assistants (1/2 time)</td>
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<tr>
<td>Graduate Assistants (3/4 time)</td>
<td>12</td>
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<td>Persons Employed Full Time</td>
<td>9</td>
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cially withdraw within the first four weeks of classes will have no grades recorded, while those who officially withdraw after the first four weeks and prior to the last five weeks will have a grade of W (withdrew) entered on the official records. Students may not withdraw within the last five weeks of classes.

A graduate student may withdraw from a class using the computer/phone registration on-line system. The graduate student is encouraged to discuss withdrawals from courses with his/her major adviser. International graduate students should discuss course withdrawals with a counselor in the International Services and Diversity Programs office of the Graduate School. It is important that an international student not fall below the required credit hours. If the adviser does not agree with the course withdrawal, the student may appeal to the department chair. A refusal by the department chair may be appealed to the dean of the Graduate School. The date on which the graduate student withdraws on-line is the official date of withdrawal recorded by the registrar.

The withdrawal dates described above apply to the regular semesters only. Reference should be made to the academic calendar (see page 2) for the appropriate dates for the summer sessions.

Failure to attend classes or verbal notification to instructors does not constitute withdrawal. Students who drop out of a course without officially withdrawing as previously described will be credited with a failure. The student may use the electronic registration system to withdraw from courses.

Exceptions to this policy are rarely granted and must be approved by the graduate committee chair, department chair and the graduate dean.

THESES AND DISSERTATIONS

Candidates for advanced degrees receive academic credit for conducting research and preparing a thesis (master’s candidates) or a dissertation (doctoral candidates) under the direction of the research adviser. In those Master of Arts or Master of Science degree curricula requiring a thesis, six credits of research (891) are required. The thesis option curriculum in the Master of Architecture, Master of City and Regional Planning and Master of Fine Arts degree programs require 15, 6 to 9 and 15 credits of research, respectively. A dissertation, mandatory for all candidates for the Ph.D. or Ed.D. degrees, requires 18 credits of doctoral research (991) exclusive of any research credits earned at the master’s level.

The accumulation of grades of pass in thesis or dissertation research does not imply completion of the research, but only indicates satisfactory progress.

Restrictions on Use of Theses and Dissertations

Unpublished theses and dissertations submitted to the Graduate School in partial fulfillment of the requirements for graduate degrees and deposited in the University library are, as a rule, open to the public for reference purposes. However, extended quotations or summaries may be published only with the permission of the author and the graduate dean.

Publication Policy

A university’s primary function is the accumulation and dissemination of knowledge. It is therefore expected that the results of research performed using University facilities be published in the open literature (i.e., theses, dissertations, journals, magazines or books) and that any information obtained may be freely disclosed by the faculty in the teaching programs of the University.

Exceptional cases may arise, however. The guidelines below shall apply to any sponsored projects requiring that results be kept confidential.

1. The University shall not accept awards that require research results to be kept confidential forever. A definite term of confidentiality shall be stated in a written nondisclosure agreement and shall not exceed one year beyond the date of notification to the sponsor that a manuscript suitable for publication has been prepared. Exceptions may be granted by the University administration only under unusual circumstances; e.g., national security, national emergency, classified activities or certain confidential agreements.

2. Students associated with confidential projects must have prior approval for the use of results in preparing reports, theses or dissertations in fulfillment of degree requirements. The Graduate School will normally not accept a thesis or dissertation that must be held in confidence for more than one year. Documents submitted in partial fulfillment of degree requirements will be retained by the Graduate School (or the department in the case of project reports for nonthesis programs) in accordance with the nondisclosure agreement. The student’s thesis or dissertation defense shall not be open to those not bound by the nondisclosure agreement.

Patents and Copyrights

All students enrolling in the Graduate School at Clemson University do so with full understanding that:

1. The University has full ownership rights in any inventions, discoveries, developments and/or improvements, whether or not patentable (inventions), which are conceived, developed or reduced to practice, or caused to be conceived, developed or reduced to practice, by graduate students during the course of their research activities conducted as part of any Graduate School curriculum. Any such invention will be handled by the University in the same manner as set forth in The Faculty Manual of Clemson University, the pertinent provision for which appears as Part VIII B entitled "Patent Policy;" and

2. Copyright ownership of any research work will be determined by University policy and by policies of organizations responsible for publishing or distributing copyrighted materials.

3. The initial right of students in copyright of ownership is subject to interests retained by Clemson University. The rights retained by Clemson University may be subject to interests of third parties.

Copies of the policies on patents and copyrights are available in the individual departments and colleges and in the Graduate School. Any graduate student who plans to accept a research assistantship or public service assistantship is encouraged to read the policies prior to accepting the assistantship.

Scientific Research

Graduate students conducting scientific research in a student role at Clemson University do so with the full understanding of the following:

1. At the discretion of their thesis adviser or employment supervisor, as appropriate, students may be required, at the initiation of the research efforts, to maintain and preserve all primary data and materials associated with the research, and deliver these materials to their supervisor in complete, cataloged and identified form before the students will have been deemed to have completed the requirements for their program of study; and

2. At the discretion of their thesis adviser or employment supervisor, as appropriate, students may be required to keep a
clear, concise and complete research notebook(s) as an accurate record of their research activities and deliver this notebook(s) to their supervisor before they will have been deemed to have completed the requirements for their program of study.

Dismissal from Graduate School and Appeal

A graduate student can be dropped from the Graduate School at any time for failure to maintain an adequate academic status. Adequate academic status is a 3.0 grade point ratio in all course work attempted since admission to the Graduate School, including undergraduate course work taken as required prerequisites or corequisites, along with satisfactory progress on research, theses, dissertations, or required projects. Notification of dismissal is sent to the student by the Graduate School.

A student may appeal if he/she believes that the dismissal was unfair or improper. Notice of intention to appeal must be filed in writing with the Graduate School no later than three days prior to the first day of classes of the next regularly scheduled term, including summer sessions. Appeals are reviewed and/or heard by the Graduate School Continuing Enrollment and Appeals Committee. The Committee will meet prior to the first day of classes of the next scheduled term to determine if a reversal of the dismissal decision is warranted.

# Graduation Requirements and Procedures

The process for applying to graduate from Clemson University requires students to assume the responsibility of ensuring that the staff in the Enrolled Student Services unit of the Graduate School can monitor and document each graduate student’s course work, grades, results of examinations, completion of the thesis or dissertation and any special projects required for their programs of study. Other procedural requirements such as proper transfer of courses, removal of I’s (Incompletes), completion of academic requirements within the time frames established for receipt of masters and doctorate degrees (see “General Graduate School Procedures and Policies,” page 29) are also monitored closely and must be met prior to granting approval for graduation. Students’ files are divided by alphabet: last names beginning with A-L are monitored by Eartha White, 656-5339; M-Z by Maria McCoy, 656-5341. Students should make contact with these staff members early in the year in which they intend to graduate to determine if there are any extenuating circumstances which might affect their graduation status.

# Deadlines and Related Fees

Deadlines are imposed on the process so that students can be approved in a timely manner for participating in the graduation ceremony and for receiving their diplomas from the University. Commencement deadlines are published on the Web at www.grad.clemson.edu, in this catalog (page 3), and can be obtained in hard copy from the Graduate School, E-106 Martin Hall. The following text provides details on the steps necessary to ensure completion of all requirements for graduation.

# Enrollment

Students who have completed all course work, examinations, projects and thesis or dissertation requirements, including having obtained approval from the Graduate School on the final copy of the thesis or dissertation, need not be enrolled in any credits to graduate or participate in the commencement ceremonies.

Students who need to utilize University resources (library, advisors and faculty, laboratories, etc.) to complete requirements during the semester prior to graduation must enroll in at least one credit hour. Graduate assistants completing a final semester of research or teaching assignments must enroll in at least nine credit hours in order to maintain their assistantships. Students may utilize GS 799 to help meet the requirements of this final enrollment. Registration for GS 799 is approved and completed in the Graduate School Enrolled Services unit.

Students should be aware that ARCH 859 is a graded course and may only be taken once. If a student’s final thesis or project is not complete by the end of the semester in which he/she enrolls in ARCH 859, the student should take an Incomplete in ARCH 859 and enroll in GS 799 while finishing the thesis or project. After the thesis or project is completed, the Incomplete in ARCH 859 can be converted to a final grade.

Students to whom this issue applies should consult closely with their advisor to make sure all Incompletes, class registrations, etc. are appropriate.

# Plan of Study (Form GS2)

The Plan of Study (form GS2) is used to document each student’s official graduate degree curriculum, which is approved by the student’s faculty advisory committee and department chair. This form must be filed for all full-status, degree-seeking graduate students (see page 18 for descriptions of admission classifications). This document represents the contract between the graduate student and the University on the approved curriculum for graduation.

The form should be filed in the Graduate School near the beginning of each student’s program of study: for master’s and specialist’s degrees, the form should be filed by the middle of the second semester of study (or after completion of nine credit hours); for doctoral students, the form should be filed at the beginning of the second year of study. The form may be revised as needed but must be approved and signed by all committee members and the appropriate department chair. Revised forms must be on file in the Graduate School in accordance with the published deadline dates for the appropriate commencement. Students who do not properly and timely file the Plan of Study risk failing to receive proper advice from their faculty committee members, research or program advisors, and may face undue difficulties including fines or delays in graduating from Clemson University.

The typed GS2 form is filed in E-106 Martin Hall (the Enrolled Services unit of the Graduate School). Blank forms are available in this office as well in numerous locations both on and off campus, including department offices and the University Center in Greenville. The form is also available on-line at www.grad.clemson.edu. Students who fail to file the GS2 properly at the beginning of their programs of study as outlined above may file it as late as the graduation deadline schedule determined by the Registrar’s Office; however, late fees are applied when the form is filed after the designated date (see page 3 for the Deadline Dates chart or view these dates on-line at www.grad.clemson.edu) for the graduation in question. Either the
student or department will be assessed the late fee.

**APPLICATION FOR GRADUATION/DIPLOMA ORDER (FORM GS4)**

The GS4 is the official request to graduate from the University. It provides the Graduate School and the Registrar’s Office with all pertinent biographical data for inclusion of students’ names in the commencement program booklet and for printing of the diplomas. The GS4 is filed in E-106 Martin Hall (the Enrolled Services unit of the Graduate School) in accordance with the graduation deadline schedule determined by the Registrar’s Office (see page 3 for the Deadline Date chart or view these dates on-line at www.grad.clemson.edu).

There is no fee to apply to graduate; however, if the form is not filed by the appropriate deadline, a late fee of $25* will be assessed. This fee is increased by $5* per day until the form is received. It is possible that students who file late may have their names omitted from the commencement program if the publication has already been sent for printing.

Students who file a GS4 form and then do not graduate, regardless of the reason, must file a complete, new form for the next date in which they intend to graduate. GS4 forms are not advanced from one graduation to the next.

**COMPREHENSIVE EXAM FOR DOCTORAL DEGREE (FORM GS5)**

The GS5 form is the document filed by a doctoral student’s examining committee, which may or may not be constituted of the same people serving on the advisory committee. This form should be filed no later than three weeks after the examination and at least six months prior to graduation. The form is filed in E-106 Martin Hall (the Enrolled Services unit of the Graduate School).

**RESULTS OF THE DEFENSE OF THESIS/DISSERTATION AND/OR FINAL WRITTEN MASTER’S EXAMINATION (FORM GS7)**

The GS7 form is submitted to the Enrolled Services unit by the chair of the student’s thesis or dissertation committee and indicates if the student has successfully passed the oral defense. Notification to the Graduate School of the results of the defense must be filed by the chair of the committee within five days of the defense.

The GS7 form is also used to indicate that a student has successfully passed a written final exam for a master’s degree in those departments where such examinations are conducted. In this instance, the chair of the examining committee must submit the GS7 to Enrolled Services, E-106 Martin Hall, within five days of the completion of the exam.

**THESIS/DISSERTATION REVIEW (FORM GS32)**

The Graduate School has delegated authority to students’ advisory committees to determine the appropriate format for publication of theses and dissertations in accordance with standards acceptable to the discipline. Consequently, the Graduate School has published limited but specific guidelines for students to use in formatting their theses and dissertations. These guidelines are available on-line at www.grad.clemson.edu and in hard copy format from the Graduate School.

The research adviser determines when the manuscript is suitable for initial review by each committee member and to provide a measure of protection for all affected parties against problems resulting from lack of communication and/or attention. If the student requests, the research adviser is obligated to initiate the thesis/dissertation review form and forward it to the remaining committee members along with the manuscript. The research adviser must be cognizant also of departmental practices regarding the quality of the manuscript at the various review stages and of the wishes of the department chair, as an ex-officio committee member, to exercise the option of approving the thesis or dissertation in its final form.

The student, in consultation with his or her major adviser, shall provide each advisory committee member with a copy of the manuscript for initial review. This action should take place well in advance of, and not less than three weeks prior to, the final examination and defense of the thesis or dissertation. Students must prepare the manuscript in a publication style acceptable to the advisory committee. When the manuscript is approved by the advisory committee, the thesis or dissertation is presented to the Graduate School for final review and signature prior to duplication.

Committee members should normally complete the initial review in three weeks or less. Provisions of the guidelines, however, allow for additional time if necessary. Failure of a committee member to complete the initial review within six weeks may result in his or her replacement, provided the student has requested the use of the thesis/dissertation review form. A second review after revisions should be completed in one week, with provisions being available for additional time.

It should be understood that a vote to pass a student on his or her performance at the thesis/dissertation defense (form GS7) does not imply final approval of the thesis or dissertation. Approval of the thesis or dissertation is given by faculty signing the approval page.

**GRADUATE SCHOOL FORMAT APPROVAL**

The Publications unit of the Graduate School, located in E-208 Martin Hall, will review the thesis or dissertation to ensure that it complies with the limited guidelines established by the Graduate School for formatting the preliminary pages of the document, including the margins. Only after the student’s committee chair signs the GS32 form indicating that the document is prepared in a publication style acceptable to the discipline, and all members of the student’s committee have signed the approval page (in black ink), will the Publications staff conduct its review of the document.

Students must bring a signed form GS32 as well as a copy of the thesis/dissertation to the Publications unit and log it in for review. Students are notified by email or telephone when the Graduate School has completed the review. Manuscripts will be signed by the Graduate School only when no changes are required. Typically theses and dissertations are reviewed within one to two days of receipt by the Graduate School. Under no circumstances should a student expect a manuscript to be reviewed the same day it is submitted. The manuscript must be submitted for review by the date noted on the Deadline Date chart on page 3.

**THESIS/DISSERTATION BINDING AND MAILING (FORM GS48)**

Following approval of the thesis or dissertation by the Graduate School, the student must take the Thesis/Dissertation Binding and Mailing Form

*Subject to change.*
GRADUATION REQUIREMENTS AND PROCEDURES

To the Bursar’s Office, G-08 Sikes Hall, pay all outstanding fees, including fees associated with publication of the thesis or dissertation, and return a copy of the form to the Enrolled Services unit (E-106 Martin Hall) as documentation that all University fees have been satisfied.

Three copies of the thesis or dissertation, required for hard binding, must be submitted to the Graduate School by the deadline date appropriate for the anticipated graduation date. A binding fee of $30* must be paid to the bursar and the completed forms returned to the Graduate School at the time the duplicated theses or dissertations are submitted. If the student desires, two personal copies may be bound at a cost of $10* per copy; additional copies may be bound at a cost of $15* per copy. The manuscript copies submitted to Enrolled Services must be printed or photocopied on appropriate paper (white 20 lb paper with at least 50% cotton content).

For doctoral candidates, a fourth copy of the dissertation is required for microfilming and is placed by the Graduate School with University Microfilms Inc. of Ann Arbor, Mich. An additional copy of the approval page, title page and abstract must also be submitted, with the abstract not exceeding 350 words. Occasionally, this will necessitate revision of the longer original abstract, which is retained in all copies. The abstract should be written and edited in a form suitable for publication and database retrieval. It is the responsibility of the candidate to make these revisions; further information may be obtained from the Graduate School. The total microfilming fee is $55* and must be paid to the bursar simultaneously with the binding fees. A fee of $45* is necessary if copyright is desired.

Once a dissertation has been microfilmed and returned to the university, the plain copy is discarded and cannot be returned to the student. The Graduate School’s Enrolled Services unit is responsible for sending the copies of the students’ theses and dissertations to the bindery and for ensuring that all bound copies of these documents are sent to the appropriate individuals and offices as instructed by the student on the Thesis/Dissertation Binding and Mailing Form. Students who designate on the GS48 that they will pick up copies of the manuscript rather than having them mailed have four to six weeks from the date of their graduation to retrieve the bound copies. After this time, the copies will be delivered to the chair of the student’s committee.

INSTRUCTIONS FOR PARTICIPATING IN COMMENCEMENT ACTIVITIES

Students receive detailed instructions for participating in the commencement ceremony from the Records Office. These instructions are mailed to students’ local mailing addresses. It is therefore important that students maintain the correct data in the University student database so that instructions will be received promptly. Students are advised not to forward their clemson.edu email addresses to free Web-based email services, because these services will often reject mass mailings such as those sent by the Graduate School to inform students of important deadlines and other information.

DEGREE REQUIREMENTS

MASTER’S DEGREE

Course Work

The total number of graduate credits required for the degree is determined by the student's advisory committee, consistent with the specific program guidelines and Graduate School policy. These credits constitute the core of the student’s Graduate Degree Curriculum (form GS2) and appear on the form at the location entitled REQUIRED COURSES (GRADUATE LEVEL ONLY). Undergraduate deficiencies are listed at the designated location. Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student’s academic experience, are not required on form GS2. However, if a listing is desirable, such courses will be listed as departmental requirements at the designated location.

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, exclusive of master’s thesis research (891), in the major discipline as defined by the advisory committee, subject to degree program regulations. A minor outside that degree program, if chosen, shall consist of at least six semester hours in that area. The following conditions, appropriate for the types of degrees, must also be observed:

1. Master of Arts or Master of Science (Thesis Option). Each program includes a minimum of 24 semester hours of graduate credit exclusive of six semester hours of master’s thesis research (891). At least one-half of the total graduate credit hours required by the advisory committee, exclusive of thesis research, must be selected from courses numbered 800 or above.

2. Master of Arts or Master of Science (Nonthesis Option). Each program includes a minimum of 30 semester hours of graduate credit, none of which may be master’s thesis research. At least one-half of the total graduate credit hours required by the advisory committee must be selected from courses numbered 800 or above.

3. Professional Master’s Degrees. Each program includes a minimum of 30 semester hours of graduate credit. Except for professional programs in the College of Architecture, Arts and Humanities that require a thesis, research credits (891) may not be included in the program requirements. Any additional requirements for these degrees are described under the colleges which offer the degrees.

Residence for Master’s Degree

There is no University-wide residence requirement for a master’s degree. However, individual degree programs may establish a requirement, which will be described and publicized for all prospective master’s degree candidates in the particular program.

Time Limit

A master’s student has six years to complete a degree. Therefore, all course work 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. For example, a person graduating in the spring semester must have started and completed all course work within the 72-month period beginning with the summer term six years earlier. When recommended by the student’s advisory committee and approved by the graduate dean, as many as six semester hours of course work at Clemson University completed outside the six-year limit may be validated by a written comprehensive examination based on the latest syllabus and

*Subject to change.
course content. Such examinations will be under the direction of the department regularly offering the course or courses for which the student seeks validation. Independent study courses are not subject to validation. Course work completed outside the six-year time limit at an institution other than Clemson University may not be transferred to Clemson or validated for graduate credit.

**Foreign Language**

A reading knowledge of one approved foreign language is a departmental requirement for certain Master of Arts and Master of Science degrees. Languages commonly accepted are French, German, Spanish and, in some cases, Russian or a classical language. Upon the recommendation of the chair of the Department of Languages, knowledge of another language may be approved provided that adequate justification can be presented, that the language is not native to the student and that a proper testing procedure can be established. Any expense incurred in obtaining assistance for such testing must be paid by the student.

The language level expected is a basic reading knowledge equivalent to that provided by two years of study at the college level. The requirement may be satisfied in one of the following ways: 1) by completing a 202 course or a course at the 300/400 level in the approved language with a grade of B or better; 2) by passing a translation test administered by the Department of Languages; 3) by passing French, German or Spanish 151. The requirement must have been completed within six years prior to the student’s finishing the graduate degree.

The Department of Languages will administer the foreign language translation test three times annually: on the second Thursday of October, on the second Thursday of March and once during the summer, in conjunction with the final examination of the specific graduate language courses, if offered, or otherwise on the second Thursday in July. The student will be assessed a $20* fee for the test administration for foreign language translations tests, unless the graduate student fulfills the language requirement within a designated language course. Applications, available in the Department of Languages, must be filed with the Department of Languages at least three weeks before the test date.

On the recommendation of the chair of the Department of Languages, a student may satisfy the requirement by having completed at least 12 semester credit hours in an approved foreign language with an average grade of B or better. These credit hours must be earned from an accredited baccalaureate institution and must have been completed in total within six years prior to the student’s finishing the graduate degree.

**Off-campus Research**

Although thesis research is normally performed at Clemson University, it is recognized that Clemson University may not have on its campus certain specialized equipment or facilities that would be desirable for advanced training at the master’s level. Thus, for those cases in which thesis or other advanced study is required and the facilities to pursue such study are not available on the Clemson campus, permission may be granted for off-campus research. The requirements to be satisfied in such cases are identical to those listed for the doctoral degree under “Off-campus Research” (see page 38), with the exception that the off-campus research supervisor need not hold the Ph.D. degree, provided he/she is qualified and certified for the supervisory position by the department and college involved and by the graduate dean.

**Final Master’s Examination**

Each candidate for the master’s degree, after completion of the thesis, if required, and at least three weeks before the degree is to be awarded, must pass a final examination. The examination may be oral and/or written, and is administered by the advisory committee or a standing committee appointed in accordance with published program policies. The purpose of the examination is to ascertain the general knowledge of the candidates with particular reference to the major and minor subjects and the thesis or departmental report.

The Graduate School will be notified of the time and place of the examination at least 10 days prior to the time scheduled. Members of the faculty, as well as members of the Graduate Curriculum Committee and the dean of the Graduate School, are invited to attend the examination. Within five days after the examination, the examining committee, through form GS7, will notify the Graduate School of the results of the examination. A student who fails a final examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School. A majority decision is required; dissenting members of the examining committee should feel free to forward a minority report to the Graduate School.

**SPECIALIST IN EDUCATION DEGREE**

The requirements pertaining to residence, time limits and final examinations for master’s degrees also apply to the Specialist in Education degree. Course work required includes 30 semester hours beyond the master’s degree to be selected from five areas prescribed by the Department of Elementary and Secondary Education.

**DOCTOR OF PHILOSOPHY AND DOCTOR OF EDUCATION DEGREES**

**Course Work**

Work leading to the Doctor of Philosophy degree is planned to give the student a comprehensive knowledge of his or her field of specialization and a mastery of the methods of research. The degree is not awarded solely on the basis of course work completed, residence or other routine requirements. The final basis of granting the degree is the student’s grasp of the subject matter of a broad field of study, competency to plan and conduct research, and ability to express himself or herself adequately and professionally in oral and written language. In addition, the candidate for the Doctor of Education degree must arrange with his or her advisory committee to engage in an internship appropriate to his or her field of professional service.

The advisory committee aids the student in developing a graduate degree curriculum, which includes the selection of specific courses and their sequence. Although no minimum course work requirements exist for the doctoral degree, committees are encouraged to require courses other than those that directly support the dissertation research. Work in the minor field or fields, if required, normally comprises from 12 to 24 hours in courses carrying graduate credit. A minimum of 18 hours of doctoral research is required. Should the direction of study or research interest change, the student may request the appointment of a new adviser.

**Residence for Doctoral Degree**

Residence is a necessary concept in graduate education, particularly in the preparation of the dissertation. The purpose of residence is to require the student to spend a specified minimum amount of time as follows:

*Subject to change.*
1. in direct personal association with members of the faculty of the University;

2. under direct tutelage and advisement of a research adviser and advisory committee in the department or program of the major; and

3. participating in other normal activities pertinent to graduate education such as seminars and close association with other student researchers.

To receive the Doctor of Philosophy degree, the student must complete at least 15 semester hours of graduate credit including research credit hours (991) on the Clemson University campus in a continuous 12-month period.

For students employed substantially more than half time, a statement specifying the manner in which the residence requirement is to be satisfied shall be formulated by the advisory committee and be included in the graduate degree curriculum. Also, upon completion of the final examination, the student's committee will forward to the Graduate School a statement approved by the department chair and college dean certifying that residence requirements have been met.

**Time Limit**

Because no minimum course work requirements exist for the Doctor of Philosophy degree, the time limitation for completion is determined by the dates by which essential ingredients of the degree are completed. The following must be passed in the five-year period prior to graduation:

1. comprehensive examination (see page 39);

2. foreign language examination, if required by program (see below);

3. defense of dissertation (see page 35); and

4. approval of dissertation by the Graduate School (see page 35).

**Foreign Language**

Certain doctoral programs include a foreign language requirement. Languages commonly accepted are French, German, Spanish and, in some cases, Russian or a classical language. Upon the recommendation of the chair of the Department of Languages, knowledge of another language may be approved provided that adequate justification can be presented, that the language is not native to the student and that a proper testing procedure can be established. Any expense incurred in obtaining assistance for such testing must be paid by the student.

The language level expected is a basic reading knowledge equivalent to that provided by two years of study at the college level. The requirement may be satisfied in one of the following ways: 1) by completing a 202 course in the approved language with a grade of B or better; 2) by passing a translation test administered by the Department of Languages; 3) by passing French, German or Spanish 151. The requirement must have been completed within six years prior to the student's finishing the graduate degree.

The Department of Languages will administer the foreign language translation test three times annually: on the second Thursday of October, on the second Thursday of March and once during the summer, in conjunction with the final examination of the specific graduate language courses, if offered, or otherwise on the second Thursday in July. The student will be assessed a $20* fee for the test administration for foreign language translation tests, unless the graduate student fulfills the language requirement within a designated language course. Applications, available in the Department of Languages, must be filed with the Department of Languages at least three weeks before the test date.

The foreign language requirement must be satisfied in a five-year period prior to the awarding of the doctoral degree. On the recommendation of the chair of the department of languages, a student may satisfy the requirement by having completed at least 12 semester credit hours in an approved foreign language with an average grade of B or better. These credit hours must be earned from an accredited baccalaureate institution and must have been completed in total within six years prior to the student's finishing the graduate degree.

**Off-campus Research**

Under special circumstances, it may appear desirable that doctoral research be conducted away from the Clemson University campus. If such research is to be performed under the immediate direction of a Clemson University faculty member acting as dissertation adviser and supervisor, then in order to accommodate the student as well as to exercise proper and necessary control over this most important phase of doctoral study, the following additional requirements will be made:

1. **Written Consent and Research Plan.** The student must have the written consent of his or her dissertation adviser, full advisory committee, department chair, college dean and the graduate dean. Prior to departure from campus, the student must submit a written plan for his or her research effort to the advisory committee for approval. The plan should include a discussion of the problem and intended scope of the investigation, and should be structured in terms of a specific time frame.

2. **Statement from Organization Where Research Will Be Conducted.** The advisory committee may require a statement from an appropriate officer of the organization at which the student will be located agreeing to (a) the student's plan to complete dissertation research using the organization's equipment and facilities; (b) the apportioning of at least 25 percent or other appropriate amount of the student's employment hours to dissertation research; and (c) the organization's release of patent rights or copyrights arising from discoveries or concepts that evolve during the course of the student's doctoral research.

3. **Travel.** The student may be required to travel to Clemson University, not at the expense of Clemson University, to meet with the dissertation adviser and advisory committee as often as is deemed necessary by the committee. Further, the student may, at the discretion of the dissertation adviser and advisory committee, be required to return to the Clemson campus subsequent to the performance of the mechanics of the research for the purpose of comprehensive review and analysis of the research.

4. **Continuous Enrollment.** The student must maintain continuous enrollment at Clemson University each semester while the research is in progress. It will be the student's responsibility to make suitable arrangements with the department to maintain this continuous registration. Normally the student will not be required to register for summer sessions; however, he/she must be registered for the term that involves the review of the completed dissertation and/or the final examination.

5. **Supervision and Reports.** When doctoral research is conducted away from the Clemson campus and under the immediate direction of a dissertation supervisor who is employed by an organization other than Clemson University, in order to accommodate the student, as well as to

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*Subject to change.
exercise proper and necessary control over this important phase of doctoral study, the following requirements must be met:

(a) An employee, having earned a Ph.D. and being engaged in the general subject area of the student’s research, must be designated by an officer of the organization to supervise the student’s research work;

(b) The employee must be recommended to the provost by the appropriate college dean for appointment as an adjunct professor of Clemson University;

(c) A résumé of the research supervisor must be submitted to the student’s full advisory committee for its review and recommendation to the graduate dean;

(d) The research supervisor must submit a final statement regarding the dissertation research, as well as interim reports if the committee deems such necessary; and

(e) The off-campus research supervisor cannot serve as the student’s major adviser.

Qualifying Examinations
Some doctoral programs require preliminary or qualifying examinations prior to the comprehensive examination. The structure, duration, review and re-examination policies for these examinations are defined in writing by the program faculty and are available from the program coordinator. A copy of these policies is also to be filed with the Graduate School.

Comprehensive Examinations Before Admission to Candidacy
Prior to taking the comprehensive examination before admission to candidacy, all doctoral students must have selected an advisory committee and filed an approved graduate degree curriculum (form GS2) with the Graduate School.

Satisfactory completion of the comprehensive examination must occur no less than six months and no more than five years prior to the date of graduation. For examinations consisting of several parts (for example, a written plus an oral, or a written in cumulative format), the date of completion will coincide with the date of the last examination activity. However, the time span from the beginning to the end of the examination must not exceed 12 months, and failure of any portion that negates further examining will be reported as a failure of the examination. The student has five calendar years after the date of the completion of the comprehensive examination to complete all other degree requirements. A student who completes all the degree requirements will be invited to participate in the next scheduled graduation ceremonies.

A comprehensive examination is attempted only at the recommendation of the student’s advisory committee after completion of most of the required course work. The function of the examination, which may be written or a combination of written and oral, is to obtain objective evidence of an adequate intellectual mastery of the areas of the major and minor specializations. This examination must be administered by the Clemson University program faculty offering the degree. The examining committee may be the student’s advisory committee or a standing committee appointed in accordance with published program policies. A majority decision is required; dissenting members of the examining committee should feel free to forward a minority report to the Graduate School. The chairperson of the advisory committee will inform the Graduate School of the result, via form GS5, within three weeks following the examination. The student’s performance on this examination will determine whether he/she will be recommended for admission to candidacy for the degree.

Should the student fail to pass the comprehensive examination, he/she may be given a second opportunity if so recommended by the examining committee. A second failure shall result in the student being declared ineligible to receive the Doctor of Philosophy degree at Clemson University.

Final Doctoral Examination
The candidate for the Doctor of Philosophy degree must pass a final oral examination (dissertation defense) at least three weeks prior to the time of the commencement at which he/she plans to obtain the degree. The examination will be conducted by the student’s advisory committee, and all faculty members are invited to participate. The Graduate School will be notified of the time and place of the examination at least 10 days prior to the time scheduled. Members of the faculty, as well as members of the Graduate Curriculum Committee and the dean of the Graduate School, are invited to attend the examination.

This final examination demands a broad and penetrating interpretation by the student of the research project and conclusions. It may include examination of the student in the major and minor fields of specialization.

A student who fails a final oral examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School.

THESES AND DISSERTATIONS
Candidates for advanced degrees receive academic credit for conducting research and preparing a thesis (master’s candidates) or a dissertation (doctoral candidates) under the direction of the research adviser. In those Master of Arts or Master of Science degree curricula requiring a thesis, six credits of research (891) are required. The thesis option curriculum in the Master of Architecture, Master of City and Regional Planning and Master of Fine Arts degree programs require 15, 6 to 9 and 15 credits of research, respectively. A dissertation, mandatory for all candidates for the Ph.D. or Ed.D. degrees, requires 18 credits of doctoral research (991) exclusive of any research credits earned at the master’s level.

The accumulation of grades of pass in thesis or dissertation research does not imply completion of the research, but only indicates satisfactory progress.
ACADEMIC INTEGRITY

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.

ACADEMIC INTEGRITY POLICY
A. Any breach of the principles outlined in the Academic Integrity Statement is considered an act of academic dishonesty.

B. Academic dishonesty is further defined as:

1. Giving, receiving, or using unauthorized aid on any academic work;

2. Plagiarism, which includes the copying of language, structure, or ideas of another and attributing the work to one’s own efforts;

3. Attempts to copy, edit, or delete computer files that belong to another person or use of Computer Center account numbers that belong to another person without the permission of the file owner, account owner, or file number owner;

C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of an instructor, an explicit pledge by the student that no unauthorized aid has been received.

D. It is the responsibility of every member of the Clemson University community to enforce the Academic Integrity Policy.

ACADEMIC INTEGRITY COMMITTEE
The use of the title “Dean” refers to the Dean of the Graduate School, the Associate Dean of the Graduate School or a designated appointee. Furthermore, the power to hear cases of academic dishonesty is vested in an Academic Integrity Committee.

A. Structure
The Academic Integrity Committee is composed of seven members as follows:

1. Five tenured members of the faculty; one member from each college elected by their respective collegiate faculties. Faculty members will be elected, serving for a period of two years. Terms commence with the fall semester.

2. Two members of the graduate student body are nominated by the Graduate Student Body President, through an application and interview process in the spring semester, approved by the Graduate Student Senate, and appointed by the Provost for terms of no more than two years. Students must have a 3.0 grade-point ratio at the time of appointment and must have completed 9 hours by the end of the spring semester. Nominations will be made in the spring semester with terms of service commencing with the fall semester.

3. The committee consists of one standing board, hereafter referred to as a hearing board, which will hear the cases of academic dishonesty. The hearing board convenes when there is a case to be heard. For summer sessions, the Dean must maintain a hearing board to hear cases.

4. The hearing board is comprised of a faculty member from each college and two students. Quorum, for a hearing board, is one student, two faculty members, and the chairperson. Decisions by the hearing board will be by majority vote.

5. The chairperson will be elected from within the Committee’s membership. The chairperson is a voting member of the Committee.

6. Before hearing any cases, a new member of the committee must undergo a training session with the Dean of the Graduate School.

7. The Dean is the administrative coordinator of the Academic Integrity Committee.

B. Procedures
The use of the title “Dean” refers to the Dean of the Graduate School, the Associate Dean of the Graduate School or a designated appointee.

1. When, in the opinion of a faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Dean. At the same time, the faculty member may, but is not required to, inform each involved student privately of the nature of the alleged charge.

2. When, in the opinion of the student, there is evidence that another student has committed an act of academic dishonesty, he/she should contact the faculty member for the course to discuss the incident. After being contacted, if, in the opinion of the faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Dean. At the same time, the faculty member may, but is not required to, inform privately each student involved of the nature of the alleged charge.

3. When the Dean has received a formal charge of an alleged violation, he/she will contact privately the student involved to notify him/her of the charge and at the same time will provide the student with a copy of the charge and a copy of the procedures that the Academic Integrity Committee has adopted, pursuant to number 6 below.

4. The Dean will convene the board of the Academic Integrity Committee within 14 calendar days of informing the student of an alleged violation. All students will be presumed innocent of a violation until found guilty by a hearing board.

5. A charge of academic dishonesty in a course must be made within 14 calendar days of the date printed on the grade report for the semester or session in which the course is completed. If an I (Incomplete) is given in a course, the grade in the course is considered to be final when the I is made up.

6. The Academic Integrity Committee will adopt its procedures prior to the first case heard by a hearing board. In addition to providing the student with a copy of the procedures, as stated in number 3 above, the Dean will provide a copy of the
GRIEVANCES

OFFICE OF THE OMBUDSMAN

The ombudsman is an independent, confidential resource who provides assistance to faculty, graduate students and post-doctoral students 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-doctoral students. 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 ombudsman strives to ensure that faculty, graduate students and post-doctoral-students receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify the student or discuss the student’s personal concerns with anyone without the student’s permission. Private confidential meetings can be arranged at the student’s convenience. All communications will be treated with strict confidentiality.

The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration, or students, nor an agent of the University, but is an advocate of fair processes.

The Office of the Ombudsman is available to assist faculty members, graduate students and post-doctoral students who:

• have a problem or concern relating to the University and need guidance in resolving the issue;
• need information about policies or procedures at Clemson;
• need someone to mediate between individuals or within the University;
• think that the University has made an error in a particular case;
• feel like a victim of harassment or discrimination;
• are unsure about which University policies, procedure or regulations apply to certain situations;
• have a specific academic problem that cannot be resolved by following regular University procedures;
• feel that they have been unfairly or inequitably treated;
• have a problem that requires someone to negotiate a solution or to help facilitate communication between parties; or
• feel that a University policy, procedure or regulation has been applied unfairly or erroneously.

For more information about the services of the ombudsman, please contact the ombudsman, Gordon Halfacre, at (864) 656-4353 or by email at ombudsman@clemson.edu, or visit www.clemson.edu/facombudsman.

ACADEMIC GRIEVANCE COMMITTEE

The Graduate Student Academic Grievance Committee hears all grievances involving the following: (a) grievances of a personal or professional nature involving an individual student and a faculty member; (b) the claim by a student that the final grade in a course was inequitably
awarded; (c) cases where the grievance involves graduate student employment; and (d) graduate student academic dishonesty. In all unresolved cases, the committee makes its recommendations to the president through the provost. All proceedings of the committee are confidential.

Membership of this committee consists of the following: five faculty members involved in graduate education (one from each college) elected by the collegiate faculty for three-year terms, two graduate students nominated annually by the Graduate Student Government (GSG) and appointed by the provost, and one representative of the Graduate School serving in a nonvoting, advisory role. Each year the chair is elected from among the continuing faculty members. The terms of appointment begin with each fall registration.

Rules and Procedures
1. Any complaint should first be taken for resolution to the faculty or staff member involved. If no resolution is reached, the graduate student(s) should request the department chair and the dean or the immediate superior of the staff member to hear the complaint and act as a referee. The student(s), dean of the college, department chair, and faculty or staff member should make every effort to reach a solution.

2. If the complaint remains unresolved, the student(s) may bring it before the Graduate Student Grievance Committee by a written statement detailing the complaint. All complaints to be grievances must be delineated in the written statement. The statement must be delivered in a sealed envelope to the Office of the Dean of the Graduate School within 60 calendar days of the date the graduate student(s) allege to have been aggrieved, except in cases involving a protest of a final grade when the statement must be filed within 90 calendar days from the date on the grade report. A copy of the charge is to be given to the department chair or dean by the student(s). The dean of the Graduate School (or the dean’s designee) shall attempt to resolve the complaint. If no resolution is reached, then the dean of the Graduate School (or the dean’s designee) shall advise the graduate student(s) in assembling the necessary information for presenting the complaint to the Graduate Student Grievance Committee. The Graduate School dean will forward the complaint to the chair of the Graduate Student Grievance Committee. Failure of the student(s) to file a complaint within

the designated time period will result in forfeiture of the right to file a grievance under this procedure.

3. The committee will determine if the complaint constitutes a grievance as defined by items (a) through (d) in the first paragraph above (Introduction).

A) The committee may determine the complaint to be nongrievable. The student(s) may appeal the grievability of an issue by requesting the Grievance Committee to forward the file to the president via the provost. This appeal must be filed in writing within 14 days. The president may elect to uphold the committee's decision or remand the case to the committee.

B) If the complaint is found to be grievable, the committee will then attempt to gather all pertinent information in separate meetings with all individuals able to give information concerning the grievance.

C) The committee may determine the complaint to be grievable as defined in items (a) through (d); however, after a review of information gathered in B above, the committee may dismiss the case as lacking merit. The student(s) may appeal a dismissed case by requesting the Grievance Committee to forward the file to the president via the provost. This appeal must be filed in writing within 14 days. The president may elect to uphold the committee's decision or remand the case to the committee for a hearing.

4. The committee will formulate its findings in writing and seek to obtain signed approval for the recommended solution from all parties involved within 14 calendar days. All attempts will be made to settle the case without conducting a formal hearing.

5. If the committee cannot obtain a solution that is acceptable to all involved parties, the committee will provide an opportunity for a hearing on the grievance. Two weeks' notice will be provided to all parties in the grievance. Either party to the grievance may petition for a hearing on the grievance.

6. The hearing on the grievance will be informal and closed to the public. The chairperson of the committee shall take whatever action is necessary to ensure an equitable, orderly and expeditious hearing. Minutes of the meeting will be taken, and all parties to the grievance will be given an opportunity to be heard. Each party is responsible for having present at the hearing all witnesses who will speak on his or her behalf. In addition, the chairperson may request the presence at the hearing of any other person who has pertinent information on the grievance. Witnesses shall not be present during the hearing proceedings except when called upon to speak before the committee. The parties will be permitted to question all individuals present at the hearing and heard by the committee. If any witness is unable to be present at the hearing, the chairperson may, at his or her discretion, accept a written statement from that witness to be presented at the hearing. The parties shall be accorded the right to assistance of counsel of their own choice; however, the role of counsel shall be solely to assist the party, and counsel shall not be permitted to participate actively in the proceedings.

7. Upon conclusion of the hearing, the committee, meeting in executive session, shall reach, by a majority vote of those committee members present, a solution to the grievance. If the chairperson can persuade all parties to the grievance to accept the committee's solution within 14 calendar days, the matter of the grievance will be considered closed when the solution is effected.

8. If, after the conclusion of the hearing, the chairperson cannot obtain approval of the committee's recommended solution from all involved parties, the grievance will be referred to the president of the University via the provost, with the committee's solution as the recommended solution to the grievance. When grievances are referred in this manner, the president shall make the final decision on behalf of the University.

9. The Graduate School shall keep in confidence all records pertinent to each grievance and pass these records to the Office of the Provost for filing. Records shall be available to succeeding chairpersons of the Graduate Student Grievance Committee.

10. A majority of committee members shall constitute a quorum for transaction of committee business; at least one appointed faculty member and one appointed graduate student must be present.

11. The Graduate Student Grievance Committee shall meet as often as necessary to dispense expeditiously with grievances brought before the committee.

12. These rules and procedures can be amended by the Graduate Student Aca-
demic Grievance Committee. Such rule changes will not affect any case under consideration at the time of the change. Notification of any amendments to these rules and procedures should be given to the Academic Council.

**POLICY ON ACADEMIC MISCONDUCT**

A university is a community of scholars dedicated to the free inquiry of knowledge and truth. It follows as a basic tenet that scholars will conduct themselves with integrity in academic pursuits. In instances where 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. Academic misconduct includes, but is not limited to, submission of fraudulent admissions credentials, academic dishonesty, falsification of data in research and plagiarism in theses, dissertations or other final projects.

I. General

A. Academic dishonesty includes giving, receiving or using unauthorized aid on any academic work.

B. Plagiarism, a form of academic dishonesty, includes the copying of language, structure or ideas of another and attributing the work to one’s own efforts.

C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of the instructor, an explicit pledge by the student that no unauthorized aid has been received.

D. Academic dishonesty includes attempts to copy, edit or delete computer files that belong to another person or use Computer Center account numbers that belong to another person without the permission of the file owner, account number owner or file number.

II. Penalties

A. A student guilty of the first offense of academic dishonesty typically will receive a grade of F for the course. In flagrant cases, the student may also be suspended for one or more semesters or may be permanently dismissed.

B. A student guilty of the second offense of academic dishonesty will receive a grade of F for the course, will be suspended for one or more semesters and may be permanently dismissed. Suspension and dismissal require approval of the president of the University.

III. Procedures

Academic honesty is the individual responsibility of each student. Students should report violations of this policy either to the instructor of the affected course or to any member of the administration. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private of the nature of the alleged charge of academic dishonesty and will simultaneously request in writing that the department chair verify from the registrar if the incident is a first offense.

2. When this information has been received, the instructor will notify the student in writing of the charge of academic dishonesty and the penalty recommended by the instructor and approved by the chair of the department in which the course is taught. The notification will further state that if the student regards the charge as unfair, the student has seven days from the date of receipt of notice to file a grievance with the Graduate Student Grievance Committee.

3. If no grievance is filed by the student, the instructor will forward copies of the written notification to the dean of the college and to the registrar.

4. Should the act of dishonesty not be in the college of the student’s major, the registrar will notify the major department chair.

5. A charge of academic dishonesty in a course must be made within 45 calendar days of the date printed on the grade report for the semester or session in which the course is completed. For grades that replace an original grade of I (incomplete), the 45 days begin the day the I is converted to the final grade.

**POLICY ON ACADEMIC MISCONDUCT FOR FORMER STUDENTS**

It is possible that an act of academic misconduct will remain undiscovered until after a degree is awarded. In such a case, Clemson University reserves the right to revoke any degree based on new revelations about scholarly issues including, but not restricted to, admission credentials, course work, research, theses, dissertations or other final projects.

I. Submission of Fraudulent Admissions Credentials

The submission of fraudulent admissions credentials in the student’s application or any other documents submitted for admission to Clemson University may result in initiation of action under the Policy and Procedure on Revocation of Academic Degrees.

II. Academic Dishonesty in Course Work

In the event that the act is alleged to have occurred within the context of a course and is consistent with the general definition of academic dishonesty presented in Section I of the Policy on Academic Misconduct for enrolled students, the same procedures in that policy will apply except for academic misconduct listed in III below.

Graduate Students:

If the resulting penalty is either the assignment of a grade of D or F in a required graduate course, or the issuance of any grade that causes the student not to possess a cumulative B average in both graduate courses and in all courses, action under the Policy and Procedures on Revocation of Academic Degrees may be initiated.

Undergraduate Students:

If the resulting penalty causes the student to no longer have the necessary credit hours and/or course work for receiving a degree, action under the Policy and Procedures on Revocation of Academic Degrees may be initiated.

III. Falsification of Data and Plagiarism in Theses, Dissertations or Other Final Projects

Data falsification, plagiarism (as defined in the “Policy on Academic Misconduct”) and other acts of academic dishonesty in a thesis, dissertation or other final project are serious acts of misconduct. Allegations of this type of misconduct may result in initiation of action under the Policy and Procedure on Revocation of Academic Degrees (see page 46).

Grade Protests

A student wishing to protest a course grade must first attempt to resolve any disagreement with the instructor. In fail-
ing to reach a satisfactory resolution, he/she may follow the procedure under “Grievances” (see page 41). All grade changes and grievances must be filed within 90 calendar days from the date on the grade report.

ACADEMIC RESEARCH
Policy on Research Ethics
I. PREAMBLE
Research institutions have a critical responsibility to provide an environment that promotes integrity, while at the same time encouraging openness and creativity among scholars. Care must be taken to ensure that honest error and ambiguities of interpretation of scholarly activities are distinguishable from outright misconduct. To address all allegations of fraud or misconduct, definitions, policies and procedures must be in place to facilitate and guide such processes.

This policy is applicable to all researchers associated with Clemson University, including faculty, students and staff. If charges are brought against nonfaculty members of Clemson University, appropriate substitutions should be made for the role of the Faculty Senate officers and dean. If charges are brought against a former student that could result in the student’s degree being revoked, those charges should be processed through the University’s Policy and Procedure on Revocation of Academic Degrees (see page 46) rather than through this policy.

II. DEFINITIONS
A. Research
Research is used in a general sense (as opposed to scientific research) to yield a policy applicable to all academic disciplines in the University.

B. Misconduct
Dishonest deviation from accepted practices in conducting research activities.

Fraudulent failure to comply with university, regulatory and funding agencies requirements affecting specific aspects of the conduct of research.

This definition includes:

Falsification of data — ranging from falsification or intentional misrepresentation of methods, materials or results to selective reporting of findings, such as the purposeful omission of conflicting data with the intent to manipulate the results;

Plagiarism — representation of borrowed work as one’s own;

Misappropriation of others’ ideas — the unauthorized and intentionally dis-
honest use of privileged information (such as that which might be gained during peer, paper or grant reviews), however obtained;

Malicious and public misrepresentation of a colleague’s ethical research behavior;

Conflicts of interest that could influence the researcher’s decisions or conclusions, or which could provide unfair gain to the researcher;

Other misuse of position as researcher for personal gain;

Exploitation (such as failure to credit work, misrepresentation of a research relationship, etc.) of students, or other persons, for research purposes.

This definition does not include:

Non-fraudulent failure or inadequacy of performance, incompetence or honest error;

Non-fraudulent breaches of contracts;

Employment discrimination, sexual harassment, violation of human subjects policy or animal welfare policy, or other forms of misconduct that are the concerns of different, distinctive administrative policies.

C. Inquiry
Expeditious gathering and review of information to determine if an investigation is warranted.

This is not a formal hearing, but a process designed to separate frivolous, unjustified or mistaken allegation from facts regarding the incident.

D. Investigation
A formal examination and evaluation of all relevant facts to determine if an instance of misconduct has occurred.

E. Disposition
The Committee of Investigation shall determine only whether a breach of ethics has occurred and will not make recommendations relative to the nature or severity of the action to be taken.

If the investigation committee finds that the complaint was intentionally dishonest and malicious, the committee can recommend action against the accused.

In the event that allegations are not confirmed, the institution shall make full efforts to restore the reputation of the accused; the accused’s recommendations to accomplish this should be accommodated insofar as is possible.

III. PROCEDURES
A. Overall Structure
An allegation or complaint involving the possibility of misconduct can be raised by anyone. The allegation should be made in writing to the Faculty Senate president in a confidential manner. Accusations must be signed.

Charges must be filed within seven years of the date on which the event in question occurred. If the date of limitation is in question, the Faculty Senate president, the chair of the Faculty Senate Research Committee and the vice president for research shall determine whether the event occurred within the specified time limit.

The Faculty Senate president and the chair of the Faculty Senate Research Committee should accept the accusation only after they are satisfied that its substance complies with this policy’s definition of “misconduct.” At this time, and at their discretion, they may consult with the vice president for research relative to the alleged research ethics violation.

A meeting should be scheduled to occur within 20 calendar days following acceptance of the accusation for the accused to appear before the president of the Faculty Senate and the chair of the Faculty Senate Research Committee for the purpose of hearing the charges(s) and being informed of who authored the charges. The accused will be asked to plead “guilty” or “not guilty” to each charge. If the accused pleads “guilty,” the president of the Faculty Senate will report the facts to the vice president for research, who will, within 90 calendar days, prepare a report for the provost.

If the accused pleads “not guilty,” or if the accused refuses to respond, an inquiry, the first step of the review process, should result. The vice president for research should be notified of the inquiry. In the inquiry state, factual information is gathered and expeditiously reviewed to determine if an investigation of the charge is warranted. An inquiry is not a formal hearing; it is designed to separate allegations deserving of further investigation from frivolous, unjustified or clearly mistaken allegation.

The vice president for research will inform the accuser of the disposition at the conclusion of the investigation stage.

During the initial meeting with the accused for the purpose of presenting charges, only the Faculty Senate president, the chair of the Faculty Senate Research Committee and the accused with his/her lawyer, if desired, may be present. During hearings by the Committee of Inquiry or the Committee of Investiga-
tion, only duly appointed members of the
given committee and the committee’s in-
vited witnesses with his/her lawyer, if
desired, may be present.

B. Inquiry
The vice president for research and the
Faculty Senate president will appoint,
within 10 calendar days of a response of
“not guilty” to charges by the accused, a
Committee of Inquiry of three faculty
members with one individual appointed
as chair.

For any specific allegation or set of
allegations, the Committee of Inquiry will
determine if an investigation is warranted.
The Committee of Inquiry will submit a
written report to the vice president for
research and the Faculty Senate president
within 30 calendar days of the formation
of the Committee of Inquiry.

C. Investigation
If the Committee of Inquiry so rec-
ommends, the vice president for research and
the Faculty Senate president will appoint
within 20 calendar days a Committee of
Investigation consisting of five faculty
members, other than those serving on the
Committee of Inquiry, to conduct a full
investigation.

The Committee of Investigation, meet-
ing in closed sessions, will review all ma-
terials, question relevant parties, and al-
low for all parties to present their views
separately (without the presence of the
other parties) to the committee.

The Committee of Investigation will
prepare, within 90 calendar days, a report
indicating whether ethics violations have
occurred; the report may include estima-
tion of one or more of the following:

- the scope of the intentional dishon-
esty perpetrated by the accused;
- the degree of gain that might accrue
to the accused because of the unethical
behavior;
- the seriousness of harm intentionally
perpetrated against other individuals.

The estimation shall be used in deter-
mining disciplinary action against the ac-
cused. In less serious cases, action may
include a verbal reprimand, or, if condi-
tions warrant, a letter in the offender’s
personal file. In more serious cases, action
might include such sanctions as addi-
tional supervision of research activity,
loss of merit pay or recommendation
against promotion. In only the most seri-
ous cases should dismissal be considered.

The report will be submitted to the vice
president for research and the Faculty
Senate president, who will forward the
report to the provost.

The provost will review the report and
render a decision within 15 calendar days.
Any recommendation that may consti-
tute disciplinary action against a faculty
member will be referred by the provost to
the appropriate dean or other administra-
tor as determined by the provost. The
Dean or administrator will decide the ap-
propriate action within 15 calendar days.

If disciplinary action taken against a
faculty member constitutes a grievable
action under either Faculty Grievance Proce-
dure I or Faculty Grievance Proce-
dure II, the faculty member may file a
grievance in accordance with the appro-
priate procedure. Disciplinary action
against other individuals associated with
the University are subject to applicable
grievance procedures.

D. Guiding Principles
Maximize confidentiality and protect
the reputations for both the accused and
accuser during the full process.
Assure the respondent a fair hearing
and access to reports.

Minimize the number of individuals
involved in the inquiry and investigation
phases.

Individuals chosen to assist in the in-
quiry process should have no real or ap-
parent conflicts of interest bearing on the
case in question. They should be unbiased
and have appropriate background for judg-
ing the issues being raised.

Consultation of University legal coun-
sel is probably necessary.

Appropriate funding agencies should
be fully informed in writing at both the
outset and conclusion of an investigation.

All detailed documentation of the com-
mittees of Inquiry and Investigation shall
be maintained by the Office of the Vice
President for Research for at least three
(3) years and must, upon request, be pro-
vided to authorized personnel.

Appropriate interim administrative ac-
tions will be taken by the vice president
for research at the outset of the inquiry
stage to protect supporting funds and to
ensure that the purposes of the project are
being met.

Executive Interpretation
DEFINITIONS
II. B. The Research Ethics Policy clearly
restricts action to matters of research eth-
ics; it does not address such things as
simple ineptitude, nonfraudulent breach
of contract or malpractice covered by
existing policy (see exclusions under sec-
tion II). Note the following:

The definition includes malicious and
public (suggesting that neither malicious-
ness nor publicness, alone, is sufficient)
misuse of the research ethics policy itself
(reference section II. E.).

Exploitation of others includes misuse
of colleagues, such as intentional and
malicious failure to credit the work of an-
other, deliberately misleading other indi-
viduals to obtain research goals, etc. It
does not include benign activity that seems
to, or may actually, exploit.

This policy should not be construed to
include any activity that is benign in
intent (not malicious, deliberately mis-
leading, etc.).

II. E. It is the responsibility of Univer-
sity faculty to protect its research integ-
ritry by condemning unethical research
activity, by investigating credible charges
of unethical research brought against the
faculty’s peers, by taking steps to restore
the reputations of peers that are charged
unjustly or in error, by assessing the dam-
age done by an unethical peer if appropri-
ate (see section III. C.), and by seeking
sanction through University administrat-
ive authorities against those who violate
ethical research practices. Appropriate
administrative personnel alone have the
authority to deprive one of property or
liberty interests (within legal constraints).
Consequently we feel that the assessment
and pursuit of sanctions against an indi-
vidual should not be a matter addressed by
this policy.

III. A. Charges which do not fall within
the purview of this policy (see section II.
B.) should not be forwarded to a Commit-
tee of Inquiry. The processes of Inquiry
and Investigation threaten an academician’s
most cherished professional possession —
his or her reputation. That reputation
should not be threatened without clear
cause, thus charges that do not involve
“Research Ethics” as defined by this docu-
ment should be pursued through other
channels. For these reasons, the president
of the Faculty Senate and the chair of the
Faculty Senate Research Committee,
upon receipt of the charges, should con-
firm that the charges comply in substance
with this policy’s definitions before any
action is initiated. This is not to say that
the president of the Faculty Senate and
the chair of the Faculty Senate Research
Committee should judge the legitimacy
of the charges or the facts of the case.

Because the vice president for research
has an overall view of University policy
and activities that may be valuable at this stage of the process, the president of the Faculty Senate and the chair of the Faculty Senate Research Committee, at their discretion, may consult with the vice president for research prior to rendering a decision about whether the charges should go forward under this policy.

It is in the interest of the accused and the University to provide an opportunity to the accused to abbreviate the procedures outlined in this policy. Specifically, the accused need not be subjected to the trauma of a peer investigation if indeed he/she would prefer to admit guilt and be subjected to appropriate administrative sanction.

III. B. A Committee of Inquiry is responsible for determining whether the facts in the case are contentious (sufficient uncertainty exists to prevent a determination of innocence without extensive investigation) or that there is a probability that the accused’s position is or is not credible.

A driving concern of the Committee of Inquiry is the protection of all involved and particularly that of the accused. Toward this end, a Committee of Inquiry should balance the need for information upon which to make a decision against the need for confidentiality, with the balance in favor of confidentiality. The merit of charges cannot always be made on the strength of charges alone; thus, to adequately protect the accused against a potentially damaging investigation, the committee may need to expand its inquiry beyond the charges and accompanying documentation. At the same time, it must be realized that the likelihood of trauma and damage to reputation increases as the scope of an inquiry grows. The pertinent question is, how far should a Committee of Inquiry go to protect an unjustly charged individual against a more extensive investigation given the need to limit the scope of knowledge about the charges? The answer is that the Committee of Inquiry should limit its efforts to the minimum needed to establish that the facts in the case are contentious or that there is a probability that the accused’s position is or is not credible. Certainly the accused should have the opportunity to respond to the charges before the Committee of Inquiry.

The Committee of Inquiry may need to seek clarification from the accuser and may even need to resolve doubts by seeking evidence from another source. At all times, however, the Committee of Inquiry should seek to confine the extent of knowledge about the charges leveled and, consequently, should cease its inquiry as soon as it can conclude that the charges may or may not be grounded (not that the charges are or are not true). Strategies may include strictly limiting the number of individuals approached about the matter, limiting witnesses to individuals who have prior knowledge of the charges or soliciting documentation from involved parties.

In addition to determining probability of ethics violation, the Committee of Inquiry should clarify the charges brought against the accused. This involves throwing out charges that are frivolous or ungrounded and identifying those charges that may be grounded.

A subsequent Committee of Investigation, because its investigation is more thorough, need not, of necessity, be bound to the scope defined by the Committee of Inquiry, but should give credence to its recommendations.

III. C. The Committee of Investigation is responsible for determining whether an ethics violation has occurred relative to the situation addressed by the charges. Such violation need not be limited to the specific charges, but should be related to the incidents addressed by those charges. The person who brings charges may be aware of only some of the ethical violations associated with a given incident; thus, an investigation needs the freedom to note problems relative to that incident which it may uncover during the course of investigating the charges.

The Committee of Investigation, like its predecessor, is concerned with protecting the integrity of the parties involved. Consequently, it too should balance the need for information upon which to make a decision against the need for confidentiality. In this case, however, the balance should favor the gathering of information. It is more important that this committee be correct in its decision than it is to limit the scope of knowledge about the investigation. The committee should, of course, cease operation when it has enough information to make a just decision, but should not jeopardize justice in the name of confidentiality.

POLICY AND PROCEDURE ON REVOCATION OF ACADEMIC DEGREES
Preamble
Academic institutions have a critical responsibility to provide an environment that promotes integrity, while at the same time encouraging openness and creativity among scholars. Care must be taken to ensure that honest error and ambiguities of interpretation of scholarly activities are distinguishable from outright misconduct. This policy is applicable to fraudulent or other misconduct in obtaining an academic degree which is so egregious that a mechanism for revoking an academic degree, either graduate or undergraduate, must be undertaken. The Clemson University Board of Trustees has the sole authority to revoke any degree previously awarded.

DEFINITIONS
As used herein, the following terms shall apply:

When the degree holder was an undergraduate student:
“Dean” shall mean the dean of the academic college where student was enrolled.

“Committee of Investigation and Recommendation” shall be composed of the members of the standing University Undergraduate Continuing Enrollment Appeals Committee. An undergraduate student will be appointed to the Committee of Investigation and Recommendation by the president of the student body within 10 calendar days of notification by the president of the Faculty Senate. Any member of the Continuing Enrollment Appeals Committee who is a faculty member in the department that awarded the degree involved shall not be a member of the Committee of Investigation and Recommendation for that particular investigation. If there are fewer than three non-disqualified faculty members, the president of the Faculty Senate shall appoint additional faculty members to bring the number of faculty committee members up to three. If the president of the Faculty Senate is from the same department that awarded the degree involved, the president-elect of the Faculty Senate shall appoint the additional member.

When the degree holder was a graduate student:
“Dean” shall mean the dean of the Graduate School.

“Committee of Investigation and Recommendation” shall be composed of the members of the standing University Graduate Admissions and Continuing Enrollment Appeals Committee, except for the associate dean of the Graduate School who shall not be a member of the Committee of Investigation and Recommendation. A graduate student will be appointed to the Committee of Investigation and Recommendation by the president of the Graduate Student Government
within ten calendar days of notification by the president of the Faculty Senate. Any member of the Graduate Admissions and Continuing Enrollment Appeals Committee who is a faculty member in the department that awarded the degree involved shall not be a member of the Committee of Investigation and Recommendation for that particular investigation. If there are fewer than three nondisqualified faculty members, the president of the Faculty Senate shall appoint additional faculty members to bring the number of faculty committee members up to three. If the president of the Faculty Senate is from the same department that awarded the degree involved, the president-elect of the Faculty Senate shall appoint the additional member.

COMPLAINT
An allegation or complaint involving the possibility of misconduct can be raised by anyone. The allegation should be made in writing to the dean.

Initial Review
The dean will conduct the initial review to determine whether or not the allegation has merit. The dean may discuss the matter with the former student's advisory committee (if any) and other faculty as appropriate. The dean may also contact persons outside the University who may be able to provide factual information on the alleged misconduct or who may otherwise have expertise concerning issues involved in the alleged misconduct. If the dean determines that the allegation has no merit, he/she will terminate the investigation. If the dean determines that serious academic misconduct is suspected, the dean will notify the president of the Faculty Senate in writing in a confidential manner. The dean shall also notify the vice president for academic affairs and provost of the charge but will not discuss any details of the charge.

Committee of Inquiry
The president of the Faculty Senate shall, within ten (10) calendar days of receipt of the notification from the dean, appoint three (3) faculty members to the Committee of Inquiry and notify the president of Graduate Student Government or the president of the student body, as appropriate, who shall appoint a graduate or undergraduate student, as appropriate, to the Committee of Inquiry within ten (10) calendar days of notification. The president of the Faculty Senate shall also notify the degree holder of the formation of a Committee of Inquiry.

If the Faculty Senate president is from the same department that awarded the degree involved, the president-elect of the Faculty Senate shall appoint the Committee of Inquiry. The faculty members will be appointed from departments which did not award the degree involved. The committee will elect its chairman from the faculty members on the committee.

For each allegation, the Committee of Inquiry will review the complaint and any other information provided by the dean and determine whether there is sufficient evidence to warrant a formal charge of academic misconduct and further investigation under this policy. While the Committee of Inquiry shall not make a recommendation as to whether a degree should be revoked, the purpose is to provide a review to separate frivolous, unjustified or mistaken allegations from those requiring a more detailed and formal investigation. The Committee of Inquiry will review the evidence and must determine that the alleged misconduct more probably than not occurred in order for the committee to recommend a formal charge and further investigation.

Within thirty (30) calendar days of the formation of the Committee of Inquiry, the Committee of Inquiry will submit a written report to the president of the Faculty Senate. If the Committee of Inquiry’s report finds that the investigation should not proceed, the president of the Faculty Senate shall terminate the investigation and notify the appropriate persons. If the Committee of Inquiry’s report finds that a formal charge and further investigation are warranted, the president of the Faculty Senate shall, within ten (10) calendar days of receipt of the report of the Committee of Inquiry, send a copy of that report to the dean and to the Committee of Investigation and Recommendation. The president of the Faculty Senate shall also immediately notify the president of Graduate Student Government or president of the student body (whichever is appropriate) that a student representative needs to be appointed to the Committee of Investigation and Recommendation. The president of the Faculty Senate shall also notify the vice president for academic affairs and provost of the Committee of Inquiry's recommendation. No details of the charge will be discussed. Note: A majority vote of the Committee of Inquiry is necessary to recommend that a formal charge and further investigation are warranted. A tie vote means that an investigation is terminated as stated herein.

Notification of Degree Holder
The dean shall issue in writing, within ten (10) calendar days of receipt of the report of the Committee of Inquiry, a formal charge of academic misconduct to the degree holder. This written notice shall detail the factual allegations for the charge and the evidence supporting the charge. This written notice shall also inform the degree holder of his/her right to appear at a hearing as stated in this policy. The dean shall also send with this notice a copy of this Policy and Procedure on Revocation of Academic Degrees to the degree holder. This notice shall be delivered to the accused in person or sent by certified mail, return receipt requested.

Committee of Investigation and Recommendation
The Committee of Investigation and Recommendation shall extend to the degree holder due process which shall, at a minimum, include the following:

• notice of the nature of the complaint;
• notice of the evidence supporting the complaint;
• notice of the hearing;
• the opportunity to present evidence, including testimony;
• the opportunity to hear the testimony against the degree holder;
• the opportunity to ask questions of all witnesses; and
• the opportunity to have an attorney or adviser present at the hearing; however, the role of the attorney or adviser shall be solely to assist the party, and the attorney or adviser shall not be permitted to participate actively in the proceedings.

The degree holder shall not be entitled to know the identity of the person(s) who originally made the complaint unless that person agrees that his/her identity can be revealed.

The chair of the Committee of Investigation and Recommendation shall inform the degree holder of the time and date of the hearing.

The dean or his/her designee shall present the accusation against the degree holder at the hearing and may have one additional representative present during the hearing. Under this section, the term “Dean” is understood to include the dean’s designee, if such a designation is made.
The degree holder and the dean may submit written materials to the Committee of Investigation and Recommendation prior to the hearing. The chair of the Committee of Investigation and Recommendation shall make available the materials received to the other party and to all committee members.

The hearing before the Committee of Investigation and Recommendation shall be held no sooner than thirty (30) calendar days and no later than ninety (90) calendar days after receipt of the report of the Committee of Inquiry unless the degree holder and the dean agree to a different date. All matters pertaining to the hearing shall be kept as confidential as possible, and the hearing shall be closed to the public. A verbatim record of the hearing will be taken and a typewritten copy thereof transcribed and made a part of the hearing record.

The degree holder and the dean shall be responsible for having any witnesses they wish to testify in attendance at the hearing. Witnesses will be present only while testifying.

The chair of the Committee of Investigation and Recommendation shall take whatever action is necessary during the hearing to ensure a fair, orderly and expeditious hearing. No formal rules of evidence will be followed. If any objection is made to any evidence being offered, the decision of the majority of the committee shall govern. Irrelevant, immaterial or unduly repetitious evidence shall be excluded.

The degree holder and the dean shall be permitted to offer evidence and witnesses pertinent to the issues.

The dean shall present the case against the accused first. The accused shall then present his/her response.

The chair will allow each party to ask questions of the other party and will allow each party to ask questions of the other party's witnesses at the appropriate time during the hearing as determined by the chair. Members of the committee may ask questions of any party or any witness at any time during the hearing.

Within fifteen (15) calendar days of the conclusion of the hearing, the Committee of Investigation and Recommendation shall submit a written report to the vice president for academic affairs and provost. The report shall contain findings and a recommendation as to whether the degree holder's degree should be revoked. The Committee of Investigation and Recommendation must find clear and convincing evidence that serious academic misconduct has been committed in order to recommend the revocation of the degree holder's degree. If the Committee of Investigation and Recommendation does not find clear and convincing evidence of serious academic misconduct, the Committee of Investigation and Recommendation cannot recommend revocation of the degree holder's degree and the matter shall be closed. Note: A majority vote of the Committee of Investigation and Recommendation is necessary to recommend the revocation of a degree holder's degree. This means that a tie vote will result in the matter being closed.

At the same time that the report is sent to the vice president for academic affairs and provost, the chair of the Committee of Investigation and Recommendation shall send a copy of the report to the degree holder, the dean, and other appropriate persons involved in the process.

If the Committee of Investigation and Recommendation recommends that the degree holder's degree be revoked, the chair shall also send a complete copy of the hearing record to the vice president for academic affairs and provost. The hearing record shall consist of the transcript of the hearing and all documents that were submitted to the committee. The chair of the Committee of Investigation and Recommendation shall label which documents were submitted by each party when forwarding this information to the vice president for academic affairs and provost.

If the Committee of Investigation and Recommendation recommends that the degree holder's degree be revoked, the chair shall also send a copy of the transcript of the hearing to the degree holder and the dean at the same time that it is sent to the vice president for academic affairs and provost.

Vice President for Academic Affairs and Provost

If the Committee of Investigation and Recommendation recommends that the degree be revoked, the vice president for academic affairs and provost shall review the hearing record and the report of the Committee of Investigation and Recommendation. If the vice president for academic affairs and provost decides that the degree holder's degree should not be revoked, he/she shall notify the degree holder, the dean, the Committee of Investigation and Recommendation and other appropriate persons involved in the process, in writing, within twenty-one (21) calendar days of receipt of the transcript of the hearing, and the matter shall be closed. If the vice president for academic affairs and provost decides to recommend that the degree holder's degree should be revoked, the vice president for academic affairs and provost shall send that recommendation in writing to the president of the University within twenty-one (21) calendar days of receipt of the transcript of the hearing. The vice president for academic affairs and provost shall send to the president, along with his/her recommendation, the Committee of Investigation and Recommendation's report and the hearing record. The vice president for academic affairs and provost shall send a copy of his/her recommendation to the degree holder, the dean, the Committee of Investigation and Recommendation and other appropriate persons involved in the process.

If the vice president for academic affairs and provost is disqualified from reviewing the case, the senior vice provost for research and graduate studies and chief research officer shall be substituted for the vice president for academic affairs and provost.

President

If the vice president for academic affairs and provost recommends to the president that the degree holder's degree should be revoked, the president shall transmit that recommendation along with the report of the Committee of Investigation and Recommendation and the hearing record to the executive secretary of the Board of Trustees within thirty (30) calendar days of receipt. If the president wishes to make a recommendation, he/she shall review the recommendation of the vice president for academic affairs and provost, the report of the Committee of Investigation and Recommendation, and the hearing record and forward his/her recommendation to the executive secretary of the Board of Trustees within thirty (30) calendar days of receiving the recommendation of the vice president of academic affairs and provost.

Board of Trustees

The executive secretary of the Board of Trustees shall send to all Trustees the hearing record, the recommendation of the vice president for academic affairs and provost, the report of the Committee of Investigation and Recommendation, and the recommendation of the president, if any. A majority vote by the Board of Trustees, at a duly constituted Board meeting, is required to revoke an academic degree. The decision of the Board of Trustees shall be final.
Guiding Principles
All actions taken by committees shall be effective by a majority vote.
All investigations, hearings and actions shall be kept as confidential as possible except for notice of any revocation approved by the Board of Trustees.
A decision not to proceed at any stage of the proceedings set forth in this policy does not necessarily mean that the original complaint was groundless.
For good cause shown, at the request of either party and the approval of the other, the vice president of academic affairs and provost may extend any time limit set forth in this policy. Any such time extension shall be communicated in writing to all appropriate parties.

Administrative Action if Degree Is Revoked
If a degree is revoked by the Board of Trustees, the former student’s transcript will be modified to reflect that the degree was revoked, and the former student will be informed of the revocation and requested to return the diploma. If the former student was enrolled in a program requiring a thesis or dissertation, all bound copies will be removed from the Clemson University Library. In addition, for doctoral students, University Microfilms Inc., will be notified and requested to take appropriate action.

Students whose degrees have been revoked may be eligible to reapply for admission according to normal University procedures and policies in effect at the time of reapplication.

INTERNATIONAL SERVICES

The Office of International Services and Diversity Programs (ISDP), formerly the Office of International Programs and Services (OIPS), provides support services to all international students and exchange visitors in academic, financial, social and personal matters relating to their nonresident visa status. It also serves as the official liaison between Clemson University and the U.S. Immigration and Naturalization Service (INS) and the U.S. Information Agency (USIA). Upon arrival at Clemson University, international students and exchange visitors should immediately contact ISDP. The office is located in E-208 Martin Hall, telephone (864) 656-2357.

SERVICES TO STUDENTS
Among the primary services provided to international students are: (1) preparing and issuing documents (Immigration form I-20 and USIA form IAP-66) for securing visas before students come to the United States; (2) advising students on immigration regulations and procedures; (3) assisting with completion of paperwork to maintain legal status while enrolled at Clemson; (4) providing registration assistance; (5) determining employment and practical training eligibility; (6) generally interpreting University policy and procedures; and (7) facilitating a smooth adjustment to Clemson University and the city through initial orientations and ongoing workshops.

The International Office is staffed with two international student advisers, who provide advice to students on matters pertaining to immigration issues, and a director of international student affairs, who acts as the liaison between the Graduate School and University student affairs offices including, but not limited to, Redfern Health Center, Counseling Center, Housing Office, Office of Student Financial Aid, Michelin® Career Center, Placement Office, University Food Service and University Union. The director of international student affairs also serves as the liaison to the English as a Second Language (ESL) coordinator.

The staff of the International Office works closely with members of the community organization, Clemson Area International Friendship (CAIF), to help students become familiar with American customs and traditions. Students who need support in learning how to negotiate the local environment or who simply want to make friends with American families can seek assistance with these matters from staff in the International Office.

SERVICES TO EXCHANGE VISITORS AND STUDY ABROAD STUDENTS
International students who attend Clemson as short-term, nondegree-seeking students or who visit the University for other short-term objectives are known as “exchange visitors.” These individuals are also supported by staff in the International Office. The responsible officer for the Exchange Visitor Program issues the State Department form IAP-66 and serves as the official contact at the University for all matters pertaining to the Exchange Visitor Program. The responsible officer also assists the visitor with State Department requirements, with securing insurance and with issues that may involve the sponsoring department or visitor’s government.

The study abroad adviser provides the same types of services as delineated above to the individuals who come to Clemson under the auspices of the various study abroad programs in which Clemson participates. Assistance with academic and personal matters is given as well to students from Clemson University who choose to study abroad.

SERVICES TO THE COMMUNITY
The International Office provides services to the broader community by developing and participating in cultural learning opportunities and programs that engage U.S. and international students, faculty and staff. The first week of April has been designated as International Awareness Week at Clemson University. During this week, concentrated focus on world issues generates a variety of cultural, political and educational programs across the campus. The International Festival, now in its thirteenth year, is a culminating event which draws on average 5,000 visitors.
STUDENT SERVICES

REDFERN HEALTH CENTER

Health Services
Redfern Health Center (RHC) consists of four divisions: Medical Services, Counseling and Psychological Services (CAPS), Disability Services and Health Education/Alcohol and Drug Education.

Medical Services
RHC, an outpatient facility, operates Monday through Friday, 7:30 a.m. until 5:00 p.m. (summer hours: 8:00 a.m. to 4:30 p.m.). Students without an appointment are seen in the Nurses Clinic. Nursewise Line telephone services (1-888-525-1333) are also available. The student health center offers outpatient ambulatory care for illnesses and injury, pharmacy, lab, X-ray and specialty clinics including women’s health and immunizations/allergy.

A completed medical history questionnaire is required of all students entering the University for the first time. Documentation of two red measles (rubeola) 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 past year. Students with a history of a positive skin test are required to have a chest X-ray within the past year. Students not in compliance with immunization requirements will not be allowed to complete registration.

Counseling and Psychological Services (CAPS)
CAPS provides 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. CAPS offers individual and group counseling for a range of personal problems, including anxiety, depression, coping, sexual concerns, relationship problems, substance abuse and adult children of alcoholics. Testing and counseling groups are offered for students with learning disabilities and attention deficit hyperactive disorder (ADHD). Testing is provided to aid in the diagnosis of problems. Some testing services require a fee, but most are free of charge.

CAPS offers a walk-in clinic from 10:00 a.m. to 3:00 p.m. to help students see a counselor as soon as possible. Student walk-ins are seen on a first-come, first-served basis.

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 activities. 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 Heath Center (Voice/TTY: (864) 656-0515). For more information, visit www.clemson.edu/disability_services.

Health Education
Health Education provides information and wellness challenges on a variety of subjects, such as 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 Kick Butt Smoking Cessation and Lifestyles Alcohol and Other Drug Programs.

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 (see page 20). 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. For more information on University Student Insurance, visit the Web site at www.studentinsurance.com.

All international students and visitors are required to maintain comprehensive health insurance coverage on themselves and their dependents during their entire tenure at the University. International students should not purchase health insurance prior to their arrival in Clemson other than travel insurance to provide coverage while they are traveling here. Insurance purchased overseas may not be acceptable, and the student will have wasted his/her money. The student will be billed with tuition for the required coverage. Students who bring dependents with them must report to the Redfern Health Center upon arrival to purchase health insurance coverage for the dependents, because such coverage cannot be included on a tuition bill. Some students who are sponsored by their governments or by certain international programs, such as Fulbright, IIE, Rotary International or Laspaun will have their insurance provided as part of their program and thus qualify for a waiver of this requirement, as long as these plans are complete and continue to meet Clemson’s requirements. Students may also have their insurance provided as part of the exchange program in which they are participating, such as ISEP. Students should feel free to contact Clemson University’s International Services and Diversity Programs office at (864)656-0437 if a sponsor is providing insurance coverage. Louis D. Breger, Director of International Student Affairs, will advise on how to satisfy the health insurance requirement. With very few exceptions, all international students and exchange visitors/scholars will have to purchase an insurance plan approved by the University. This expense is itemized on the I-20 or IAP-66 and students should prepare for this expense in their budgets.

For more information on the University student insurance plan, students can visit the Web site at www.studentinsurance.com. Once students arrive on campus, they should contact Vickie Metz, the Student Insurance Coordinator at Redfern Health Center (864)656-3561, for assistance. She will explain the policy and its benefits and will assist students with any claims associ-
Housing Assignments Office, 200 (864) 656-0829. Former students interested in on-campus housing for families should contact the Family Housing Office, 101 Mell Hall, Box 344075, Clemson, SC 29634-4075, phone: (864) 656-0829.

Family Housing
Clemson provides comfortable and economical housing with 100 apartments, conveniently located on campus, for married and single-parent students. Students interested in on-campus housing for families should contact the Family Housing Office, 101 Mell Hall, Box 344075, Clemson, SC 29634-4075, phone: (864) 656-0829.

FOOD SERVICE
The University provides several economical meal plans. Harcombe and Schilletter dining halls feature an unlimited seconds policy, except on selected entrees, while Clemson House dining room, Canteen and Fernow Street Café serve meals on an à la carte basis. Students dining at Clemson House may use the meal card as a cash equivalent or for a predesignated meal at no additional cost. Meals may also be purchased on a cash basis or with the Tiger Stripe account (declining balance account).

The “branding” concept in dining facilities is available on the Clemson campus. Chick-fil-A is located at the Union Canteen; Pizza Hut Express is at the Fernow Street Café; and Burger King, Lil Dino’s, Freshens, and Chicken and Biscuit are located in the Hendrix Center. All of these dining facilities accept the Tiger Stripe account and cash.

Students may choose one of eight meal plans. These are outlined in the Clemson Dining Service brochure. Meal plans begin immediately after a student obtains a meal plan at the beginning of the semester and end after the evening meal on the day of graduation at the end of each semester.

All students may choose a meal plan on a semester basis or pay for individual meals. Meal plans include: Unlimited Access, Any 15, Plus Any 15, Any 10, Plus Any 10, Five-Day, Commuter Five and Commuter Forty. Graduate students may terminate this agreement for any reason. Failure to participate in a meal plan does not automatically release a student from the meal contract.

Students may change meal plans at the billing of spring semester fees with no service charge. Students may change meal plans after the first two weeks and prior to the last six weeks of the semester by paying a $25* service charge. Changes may be made at the Tiger 1 Card Office next to Harcombe Dining Hall on Mondays only.

Contracts canceled for any reason after service of the first meal will result in a refund of advance payment minus a $50* termination charge and a weekly charge for meals available. The meals-available charge applies to the meals that have been served, not those that have been eaten by the individual student. No refunds will be made the last six weeks of any semester. Requests for refunds may be made at the Tiger 1 Card Office next to Harcombe Dining Hall.

CAREER SERVICES
The Michelin® Career Center at Clemson University offers a range of services. The Michelin® Career Center staff provides assistance in choosing a major; exploring careers; seeking internships; networking for part-time, summer or permanent jobs; and applying to graduate and professional schools. Assistance is also available in writing résumés and preparing for interviews.

The Michelin® Career Center features a large career library with information on the job outlook and salaries for hundreds of careers. A great deal of information on employers, internships, graduate/professional schools and career planning, and part-time jobs off campus is available.

Career interest testing, computerized career assistance and various tests required by graduate and professional schools are offered at the Michelin® Career Center. In addition to providing on-campus interviewing, the center also refers students’ résumés to employers and offers a database of employer job fairs, a graduate and professional school day and a job fair for prospective teachers.

*Subject to change.
POLICY ON HARASSMENT

In general, harassment is unwelcome verbal or physical contact, based upon race, color, religion, sex, gender, national origin, age disability, status as a military veteran or protected activity (i.e., 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 contact.

Sexual Harassment

Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of race, color, national origin, religion or sex. Sex discrimination has been interpreted by the U.S. Supreme Court to include sexual harassment. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as sexual advances, requests for sexual favors, and other verbal or physical contact, based upon sex. The Civil Rights Act of 1964, as amended, prohibits discrimination in any form against faculty, staff or students because of race, color, religion, sex, or national origin. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as sexual advances, requests for sexual favors, and other verbal or physical contact, based upon sex. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive working or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical contact.

Racial Harassment

Discrimination on the basis of race, color, religion, sex, national origin, age, disability, or veteran status is prohibited. Examples of such conduct include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical contact.

Amorous Relationships

Amorous relationships between faculty or staff and students are prohibited. Examples of such conduct include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical contact.

Clemson University’s Sexual Harassment Policy prohibits sexual harassment in any form against faculty, staff or students. Persons found to be in violation of the policy will be subject to immediate and appropriate disciplinary action up to and including termination of employment for faculty or staff and expulsion or academic suspension for students. These sanctions also apply if an employee or student is found to have intentionally brought false charges against another member of the Clemson community.

Employees or students who feel they are victims of sexual discrimination are encouraged to report it to the Office of Access and Equity, E-103 Martin Hall, (864) 656-3181, for advice and assistance in resolving complaints.

Both informal and formal procedures for resolving complaints are included in the University’s Harassment Policy. Should the results of the informal complaint process be unsatisfactory to the complainant, the appropriate grievance procedure can be initiated.

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

Amorous Relationships

Amorous relationships that might be inappropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee with whom he/she has a professional relationship.

Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. Graduate assistants, resident assistants, tutors and undergraduate teaching assistants, who are also professionally responsible for students, would be wise to exercise special care in their relationships with students they instruct or evaluate.

Questions concerning the University’s policies on Sexual or Racial Harassment or Amorous Relationships should be directed to the Office of Access and Equity, E-103 Martin Hall, (864) 656-3181. The complete Harassment Policy can be found on the Office of Access and Equity’s Web page at http://virtual.clemson.edu/groups/access.

COMPLIANCE WITH THE ENGLISH FLUENCY IN HIGHER EDUCATION ACT OF SOUTH CAROLINA

Clemson University has established a policy to assure that all instructional activities are conducted by individuals possessing appropriate proficiency in written and oral use of the English language. Instructional activities include lectures, recitation or discussion sessions, and laboratories. The individuals to be certified include full-time and part-time faculty, graduate teachers of record, graduate teaching assistants and graduate laboratory assistants for whom English is not the first language. The policy also addresses the avenues available to undergraduate and graduate students who experience difficulties associated with English usage by those individuals delivering the instructional activities. The salient features of the policy as they directly affect students are as follows:

A student who experiences difficulty with an instructor’s written or oral English and who wishes to seek relief must do so prior to the seventh meeting of a 50-minute class and prior to the fifth meeting of a 90-minute class in regular semesters. In the five-week summer sessions, relief must be sought prior to the third class meeting.

Students are to initiate the grievance by coming to the Office of the Director of Undergraduate Academic Services (101 Sikes Hall) and receiving the grievance instructions with the time limits set above.
DIRECTORY INFORMATION POLICY

Clemson University hereby designates the following categories of student information as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I
Name, local mailing address, home address, local phone number, residence hall and room number (if applicable), major course and academic class.

Category Ia
Dates of attendance, degrees awarded, and place of birth, major course and academic class.

Category II
Participation in officially recognized activities and sports.

Category III
Physical factors (height, weight of athlete), date and place of birth for members of athletic teams.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registration Services Office by the last day to register for the enrollment period concerned as published in the Clemson University calendar at Clemson University, Clemson, South Carolina 29634-5125. Forms requesting the withholding of directory information are available in the Registration Services Office, E-203 Martin Hall.

Clemson University assumes that failure on the part of the student to specifically request the withholding of categories of directory information indicates individual approval for disclosure.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (ANNUAL NOTICE TO STUDENTS)
The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records (provided the student has not waived this right) within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department or other appropriate official, a written request identifying the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. To challenge the accuracy of an education record, the student should write to the registrar or other University official responsible for the record, clearly identify the part of the record he/she wants changed and specify why it is inaccurate or misleading. If the University official decides not to amend the record as requested by the student, the University official will notify his/her right to a hearing. The student will then have the opportunity for a hearing according to the University’s FERPA hearing procedures. Note: The challenge of a student under this paragraph is limited to information which relates directly to the student and which the student asserts is inaccurate or misleading. With regard to a student’s grade, this right does not permit the student to contest a grade on the grounds that a higher grade is deserved, but only to show that the grade has been inaccurately recorded.

3. The right to consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University; a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to refuse to permit the designation of any or all of the following categories of personally identifiable information as directory information, which is not subject to the above restrictions on disclosure: student’s full name, home address and telephone number, campus address and telephone number, campus email address, state of residence, age, date and place of birth, marital status, academic class, class schedule and class roster, name of adviser, major field of study, including the college, division, department, or program in which the student is enrolled, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and graduation, degrees and honors and awards received including selection to a dean’s list or honorary organization and the grade point average of students selected, and the most previous educational institution attended. Photographic, video or electronic images of students taken and maintained by the University are also considered directory information.

Directory information may be disclosed by the University for any purpose, at its discretion. Any student wishing to exercise his/her right to refuse to permit the designation of any or all of the above categories as directory information must give written notification to the Registrar, Services Office (E-206 Martin Hall) by the last day to register for the enrollment period concerned as published in the Clemson University calendar.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clemson University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.
GRA D UATE P R OGR A M S A N D C O U R S E O F F E R I N G S

EXPLANATION OF CATALOG COURSE LISTINGS

Programs are listed alphabetically within the college that offers them. In departments that offer more than one course sequence, the secondary courses (not leading to a major or a minor) are listed immediately after those normally associated with the degree program or departmental name.

The list of courses offered under each program includes for each course the catalog number, title of course, credit in semester hours, class and laboratory hours per week and the description of the course. The designation F, S, SS or N following the class and laboratory hours indicates whether the course is offered in the fall, spring, summer session or as needed. No such designation indicates that the course is taught at least every year, but not necessarily during the same term. These designations are projections of the teaching schedules, and many factors can cause a change. It is the responsibility of the student to check with his or her department for verification of the scheduled offerings.

Graduate credit can be earned only for courses numbered 600 or above. Each 600-level course carries a 400-series undergraduate level course. The 400/600-series courses are taught concurrently in the same classroom setting.

Courses numbered in the 300 and 400 sequence are primarily for advanced undergraduates but are offered also for graduate credit when they carry the corresponding 600-level number. Students who receive credit for the 300/400 level course may not receive credit at a later time at the 600 level for the same courses. Students who receive graduate credit in such courses must do extra work of an appropriate nature as determined by the department and are graded according to graduate standards. Courses numbered 700 or above are restricted to graduate students and certain qualified Clemson University seniors.

The 700-level courses are designed primarily for the degrees that emphasize professional practice rather than research.

A secondary listing of a course in parentheses implies that this course is cross-listed with another program.

SPECIAL COURSES

These courses serve special needs of graduate students. They do not count toward a graduate degree, and no letter grades are given.

G S 799: Comprehensive Studies, 1-15 cr. (1-15 and 0)
Independent studies in preparation for comprehensive examinations; credit hours to be determined by the department head or program chair. A letter grade is not given, but satisfactory completion is indicated by a grade of “Credit.”

G S 800: Research Proposal Development Seminar, 1 cr. (1 and 0)
Principles and techniques for the preparation of research proposals. Graded on a credit/no credit basis. Will not count toward a graduate degree. Prerequisite: Second year or graduate standing in current major.

COURSE PREFIXES

This list of course offerings is arranged alphabetically and includes the course prefix used in the Clemson University Graduate School Announcements.

Accounting ................................ ACCT
Agricultural and Applied Economics ................................ AP EC
Agricultural Education .............. AG ED
Agricultural Mechanization .... AG M
Agriculture ................................. AGRIC
Animal and Veterinary Sciences ........................................ AVS
Animal Physiology .................. AN PH
Anthropology ......................... ANTH
Applied Psychology ............... PSYCH
Applied Sociology ................. SOC
Aquaculture, Fisheries and Wildlife Biology .................. W F B
Architecture ........................ ARCH
Art ............................................ ART
Art and Architectural History .. A A Art
Astronomy ................. ASTR
Biochemistry ....................... BIOCH
Bioengineering ..................... BIO E
Biological Sciences .................. BIOSC
Biology ......................... BIOL
Biosystems Engineering ........... B E
Botany ............................... BOT
Business Administration ........ M B A
Career and Technology Education ........................ CTE
Ceramic and Materials Engineering ................. C M E
Chemical Engineering .......... CH E
Chemistry ................................ CH
City and Regional Planning ...... C R P
Civil Engineering ................... C E
Community and Rural Development ................ C R D
Computer Engineering .......... E C E
Computer Science .......... CP SC
Construction Science and Management ................ C S M
Crop and Soil Environmental Sciences ...................... CS ENV
Economics ............................... ECON
Education .............................. ED
Educational Counseling .......... ED C
Educational Foundations ........ ED F
Educational Leadership ............ ED L
Electrical Engineering ............. EC E
Engineering Graphics ............. EG
Engineering Mechanics .............. EM
English .................................. ENGL
Entomology ............................ ENT
Environmental and Natural Resources ......................... ENR
Environmental Science and Policy ................................ EN SP
Environmental Engineering and Science ......................... EE&S
Environmental Toxicology .... ENTOX
Experimental Statistics ........... EX ST
Finance ................................. FIN
Fisheries Biology .................. W F B
Food Science ........................ FD SC
Food Technology .................... FD TH
Forest Resources .................. FOR
French .................................. FR
Genetics................................. GEN
Geography ......................... GEOG
Geology ................................. GEOL
German .................................. GER
Government and International Studies ................................ GINT
Graphic Communications .......... G C
Health ................................... HLTH
Health Administration ....... MHA
History ................................ HIST
Horticulture ......................... HORT
Hospital Administration .......... H ADM
Human Resource Development .. HRD
Hydrogeology ......................... GEOL
Industrial Engineering ............ I E
Industrial Management .......... MGT
Industrial/Organizational Psychology ................ PSYCH
Language .............................. LANG
Law ....................................... LAW
Management ......................... MGT
Management Science ............. MA SC
Marketing ......................... MKT
Materials Science and Engineering ................ MS&E
Mathematical Sciences .......... MTHSC
Mechanical Engineering ............ ME
Microbiology ......................... MICRO
Music .................................. MUSIC
Nursing ................................. NURS
Nutrition .............................. NUTR
Packaging Science ................ PKGSC
Parks, Recreation and Tourism Management ................ PRTM
Performing Arts .................... THEA
Philosophy ............................ PHIL

Physics ................................. PHYS
Plant and Environmental
  Sciences ............................... PES
Plant Pathology ..................... PL PA
Policy Studies ...................... PO ST
Polymer and Textile
  Chemistry .......................... P T C
Psychology ........................... PSYCH
Political Science ................. PO SC
Reading ............................... READ
Religion ............................. REL
Rural Sociology .................. R S
Sociology ............................. SOC
Spanish .............................. SPAN
Special Education ............... ED SP
Speech ................................. SPCH
Technology and Human Resource
  Development ..................... THRD
Textiles, Fiber and Polymer
  Science ............................ TEXT
Visual Arts .......................... ART
Vocational/Technical
  Education ......................... VT ED
Wildlife Biology .................. W F B
Women’s Studies .................. WS
Zoology .............................. ZOOL