

# THE GRADUATE SCHOOL CLEMSON<sup>®</sup>

## POLICY HANDBOOK

Academic Year 2015–2016

THE GRADUATE SCHOOL

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## About Graduate School Policies

This handbook contains the policies and some relevant procedures of the Graduate School. You are also subject to policies of your department or program, and to Clemson University policies. See your program's Graduate Student Handbook for department and program policies. If you do not know where to find your program's Graduate Student Handbook, ask your Graduate Program Coordinator or other program staff.

Clemson University policies, including those on EEOC/Affirmative Action, FERPA, Title IX/Harassment, Copyright and Patents, and many other topics, may be found in the Office of Student Affairs' policies library at [www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/](http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/).

## About Changes in Graduate School Policy

Generally, you are subject to the policies that are in place when you enroll or re-enroll in your graduate program. Minor changes in policy that will not affect a student's progress toward a degree may be implemented *immediately* if those policies are determined to be in the best interest of students and/or the University, or if they are required by a legislative or regulatory body. These changes, along with all other substantive changes, will be noted in the "Changes" page(s) of this handbook (exceptions are typographical corrections, *minor* procedural changes, URL updates, and other non-material changes).

Graduate School academic policies are created and revised via a channel that begins with the Graduate Advisory Committee, moves to the Graduate Council, and ends with approval by the Academic Advisory Council. If you have questions about policies or how they are created or revised, contact the office of the Dean of the Graduate School at (864) 656-4172.

As noted above, changes to policies that have taken place since the last Graduate Program Handbook was published will be listed on the "Changes" page of future editions. Additionally, changes that have been approved but have not yet become effective will be included as an addendum on the Graduate School [Policies and Procedures webpage](#). Previous editions of the *Graduate School Policy Handbook* will be archived on that webpage as well.

## Recent Changes to Graduate School Policy

Policy Affected	Handbook Page	Date of Change	Explanation/Notes
Combined Bachelor's/ Master's Plan	29	Fall 2015	Number of required credit hours, course level, and maximum research hours were added to clarify requirements.

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## Navigating the Policy Handbook

The Handbook includes interactive PDF features that will help you search topics, access links, and navigate within the document:

- **Table of Contents** — Each entry is a clickable link to the text section for that topic.
- **Side tabs** — The color-coded tabs at the left side of every page (including the cover) will take you to the start of each main section of the Handbook with a click.
- **Links (hyperlinks)** — Colored orange throughout the text, active links lead to Clemson University webpages, non-university pages, downloadable informational documents and forms, or related sections and topics within the Policy Handbook. Links in page footnotes are colored black but will still function.
- **“Back” button** — Clicking the orange BACK button at the bottom right corner of any page will take you back to the last page and view you visited, much like the back button in a web browser.
- **Acrobat® and Adobe Reader® keyboard navigation** (from Adobe Help Center’s [Keys for navigating a PDF](#)):

Result	Windows/UNIX Action	Mac OS Action
Previous screen	Page Up <i>or</i> Shift+Enter	Page Up <i>or</i> Shift+Return
Next screen	Page Down <i>or</i> Enter	Page Down <i>or</i> Return
First page of document	Home <i>or</i> Shift+Ctrl+Page Up <i>or</i> Shift+Ctrl+Up Arrow	Home <i>or</i> Shift+Command+Up Arrow
Last page of document	End <i>or</i> Shift+Ctrl+Page Down <i>or</i> Shift+Ctrl+Down Arrow	End <i>or</i> Shift+Command+Down Arrow
Previous page	Left Arrow <i>or</i> Ctrl+Page Up	Left Arrow <i>or</i> Command+Page Up
Next page	Right Arrow <i>or</i> Ctrl+Page Down	Right Arrow <i>or</i> Command+Page Down
Previous view	Alt+Left Arrow	Command+Left Arrow
Next view	Alt+Right Arrow	Command+Right Arrow
Scroll up	Up Arrow	Up Arrow
Scroll down	Down Arrow	Down Arrow
Scroll (using Hand tool)	Spacebar	Spacebar
Zoom in	Ctrl+equal sign	Command+equal sign
Zoom out	Ctrl+hyphen	Command+hyphen

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# ADMISSION POLICIES

## Academic renewal

**Policy:** A student who was dismissed from the Graduate School for a grade point deficiency and who has not enrolled for a period of two or more academic years may apply 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, and no credits passed, or their attending quality points, will be available to the student for a degree at Clemson. Courses taken previously may not be revalidated by special examination to count towards the degree. The previous record will remain on the transcript as well as the notation of “readmission under the policy of academic renewal.” Academic renewal may occur only once.

**Procedure for student:** A student desiring to be readmitted under the requirements of academic renewal should contact the coordinator of the program of interest and the director of graduate admissions to discuss the policy and procedures associated with this status. The student and key staff members will need to complete **Form GS00**, “Request for Academic Renewal.” Approval of readmission under academic renewal will be determined by the department. A new application, all documentation, and the prevailing application fee must be submitted.

## Academic requirements for admission

Faculty in the admitting programs recommend students for admission to the Graduate School after they have made an assessment of each prospective graduate student’s potential as presented through previous academic records (undergraduate and graduate transcripts), standardized test scores, letters of recommendation from former faculty, the student’s statement of purpose, materials indicating the applicant’s ability to perform independent research in the discipline and, when relevant, personal interviews, the student’s portfolio, and/or past work experience. While this varies from program to program, typically, graduate programs evaluate all undergraduate transcripts paying closest attention to the grades earned in the last 60 hours of coursework. The grade point ratio of prior graduate work, however, is typically evaluated using all coursework except research and/or courses graded on a pass/fail basis.

The faculty of each program has significant discretion 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 considerations. 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 an applicant’s admission in this competitive environment. Rather, the overall record must indicate the strong likelihood that the student will complete graduate study successfully.

## English language proficiency

International students whose native language is not English must demonstrate competency in written and spoken English. Competency may be demonstrated by presenting one of the following:

1. a satisfactory score on the TOEFL exam; or
2. a satisfactory score on the IELTS exam; or
3. a satisfactory score on the PTE Academic exam; or
4. documentation of having received a previous undergraduate or graduate degree from a U.S. institution or an institution where the language of instruction was English; or
5. completion of the ELS level 112 course.

Any waiver of language proficiency requirements must be approved by the dean of the Graduate School.

## Previous academic work

In no cases will grades from a partial-term session or enrollment period be considered. Courses graded on a pass/fail basis and certain electives having no relationship to a curriculum will not be transferred to Clemson University. Up to 12 credit hours of coursework may be transferred to a master's degree and 48 credit hours of coursework may be transferred to a doctoral degree. All credits transferred to Clemson's graduate programs must have been completed at a regionally accredited institution.

## Previous degrees

In general, admission to any of Clemson's graduate programs requires that prospective students hold at least a bachelor's degree from an approved institution whose scholastic rating is satisfactory to the University, or an equivalent degree from an institution operating under the Bologna process whose scholastic rating is satisfactory to the University. Prospective students must have the approval of the appropriate department chair or program coordinator to be recommended for admission. For guidelines on implementing this policy, see [Guidelines for Implementing Selected Academic Policies](#).

## Professional experience

Admission criteria, recommended by the individual colleges awarding the degree, may require professional experience and/or credentials as well as scores from a relevant standardized test.

## Standardized tests, general

**Policy:** Standardized tests are required for admission into most of Clemson's graduate programs. Standardized exams are used as one measure of assessment of a student's potential to complete graduate work satisfactorily. Once admitted to the University, students cannot be required to take or retake any portion of a standardized exam. Minimum or cutoff scores cannot be required for admission to any of Clemson's graduate programs. GRE and GMAT exams more than five (5) years old and TOEFL, IELTS, or PTE Academic exams more than two (2) years old will not be accepted.

**Procedure for student:** Standardized test scores must be submitted to Clemson University's Office of Graduate Admission directly from the administering agency.

### *GMAT*

The GMAT is required for admission into the Master of Science and the Doctor of Philosophy programs in management, and the professional programs in accounting, business administration and marketing.

### *GRE*

The general portion of the GRE is typically required for admission to the Master of Arts, Master of Science, Doctor of Philosophy and Doctor of Education degree programs. The general portion of the GRE may also be used in lieu of the GMAT (Graduate Management Admission Test) for admission to the Master of Arts in economics and for the Master of Science or the Doctor of Philosophy programs in management. As the GRE exam is a tool used to facilitate admission decisions, the GRE requirement for admissions is eliminated for students with approved **GS6BS/MS forms** (see **Combined bachelor's/master's plan** in the Academic section of this handbook).

## Admission appeals

**Policy:** It is the policy of the Graduate School to respond to all students who request review of the decisions of the faculty of the academic programs to deny admission if they feel the admission decision was made unfairly or improperly. Appeals are heard by the Graduate Admissions and Continuing Enrollment Appeals Committee.

**Procedure for student:** These procedures must be followed for a student wishing to appeal a decision of denied admission:

1. An appeal of denied admission must be submitted in writing by the graduate student within 30 days of the date of the letter indicating rejection or at least two weeks prior to the beginning of the term in which he/she desires to begin classes, whichever is earlier.
2. The student should submit the written statement to the Graduate School requesting the appeal on **Form GS-Appeal**, "Appeal of Dismissal Or Denied Admission," and provide evidence that the admission decision was unfairly or improperly rendered. Any documentation for the Graduate Admissions and Continuing Enrollment Appeals Committee to consider should be attached to this form.
3. Within three days of receipt, the Graduate School will make available to the committee the student's appeal request and the complete admission file (application; transcript[s]; supporting documents). The Graduate School will also provide the graduate program coordinator with a copy of the student's appeal.
4. The Graduate School will identify the earliest hearing date, will schedule the meeting, reserve the room, and notify all parties of the time and location of the hearing.
5. The Graduate School's dean's designee will attend the hearings to provide procedural guidance but will have no vote in the decision of the committee.
6. The student will be called in first by the chair of the hearing panel to present his/her case. Following conclusion of the student's presentation, he/she will be excused.

7. The faculty member[s] representing the graduate program will be called in next by the chair of the committee to present the rationale of the program for denying admission. This faculty member may bring to the meeting any relevant documents to share with the members of the committee. These documents will be retained with the case in accordance with the University's regulations on retention.
8. The committee will make a decision on the case, which will be communicated immediately to the student and the program coordinator. This communication will be in the form of an email notification. A letter, under the signature of the Graduate School, will also be mailed to each party.
9. Appeals of the decisions of the committee may be made by the student to the dean of the Graduate School within 10 days of the decision of the committee.
10. Within 15 days, the graduate dean will render a final decision for the University on admission appeals and will communicate that decision to each party and to the members of the committee.

## Admission classifications

**Policy:** Applicants admitted to Clemson University's graduate programs will be classified as conditionally or fully admitted students. This means that the applicant's credentials equal or exceed minimum admission criteria prescribed for the particular degree. At the discretion of the Graduate School, however, conditionally admitted students are required to complete specified conditions either within the first semester of enrollment or prior to receipt of a graduate degree from Clemson. Specified conditions may include but are not limited to providing undergraduate degree certification, an official copy of a final transcript or a final diploma. Special conditions requiring the student to provide undergraduate degree certification and/or an official copy of a final transcript or final diploma will be identified in the offer of admission. All other special conditions will be identified in correspondence provided by the admitting department/program.

**Procedure for student:** Within the first semester of enrollment, if the final transcript indicating the awarding of the baccalaureate and/or graduate degree was not available at the time the admissions offer was made, official transcripts specifying the awarding of a degree must be submitted to the Graduate Admissions Office or the Office of Enrolled Student Services. The registrar's office at each institution previously attended must provide official transcripts in sealed envelopes with an official signature over the seal. Clemson University transcripts do not need to be requested. Transcripts should be mailed to Clemson University at the following address: Clemson University Graduate Admissions Office, E-209 Martin Hall, Clemson, South Carolina 29634 U.S.A. Official electronic transcripts may be emailed directly from the Registrar's Office of the sending institution to Clemson University at [gstranscripts@lists.clemson.edu](mailto:gstranscripts@lists.clemson.edu). Students failing to provide the appropriate documentation within the first semester of enrollment may be prohibited from enrolling in subsequent semesters until the necessary documentation is received.

## Admission policies and policy review

The faculty of the various graduate programs and the staff of the Graduate School recommend revisions to the policies that govern the admission process to Clemson's graduate programs. Policies of the Graduate School are promulgated and approved through the Graduate Advisory Committee, the Graduate Council, and the Provost's Academic Council. The Graduate Advisory Committee will review the graduate admission policies and procedures annually at the beginning of the fall semester in consultation with the staff of the Office of Graduate Admissions.



## Application

An online application is available at <https://www.applyweb.com/clemsong/>. By following the three steps at this link, you'll set up a secure ApplyWeb account to complete your online application. Applications are valid for 1 year beyond the initial semester desired for enrollment, after which the student must submit a new application and pay the application fee at the rate in effect at the time of reapplication. Instructions and relevant deadlines for completing each type of application are included with the application. The type of application being submitted determines the application procedures to follow. The Graduate School web site, [www.clemson.edu/graduate/](http://www.clemson.edu/graduate/), features a section for prospective students, "Frequently Asked Questions," which can be referenced for assistance or clarification. Students needing additional information may contact the Office of Graduate Admissions at [grdapp@clemson.edu](mailto:grdapp@clemson.edu) or (864) 656-3195.

### Dates and deadlines

In general, Clemson follows a rolling admission process, which means that a student may apply at any time for admission consideration. However, some programs at Clemson have designated program-specific deadlines for receipt of completed applications from prospective students interested in enrollment in a given term. The graduate program coordinator or the program's web site will communicate application dates and deadlines.

A critical consideration when determining when to apply for admission is that, in many cases, faculty identify students for financial assistance (teaching, laboratory, and research assistantships or other University fellowships) as they apply. The Graduate Fellowship and Awards Committee begins making fellowship decisions in January of each calendar year for the subsequent academic year. Students nominated for these fellowships must have been fully admitted into a program at Clemson.

### *International students*

Typically, the University requests that international students' applications are **completed** no later than April 15 for fall semester enrollment, September 15 for spring semester enrollment, and February 1 for summer enrollment because international students must consider that additional steps, including receipt of necessary immigration documentation from the University (DS-2019 or I-20 forms), require that the financial certification process be complete prior to issuance of these forms. Forms I-20 and DS-2019 are normally completed by the Office of International Services by July 1, October 15, and April 1 for registration in the fall, spring and summer semesters, respectively, to allow the international student adequate time to secure a visa.

### Degree-seeking students

Information, instructions, and an online application for degree seeking students (international, U.S. Citizens and permanent residents) is available online at <https://www.applyweb.com/clemsong/>.

### Non-degree seeking students

Information about admissions as a non-degree student (individuals not seeking to pursue a graduate degree and students who seek to benefit professionally from additional study at the graduate level) and a link to the online application are available at <https://www.applyweb.com/clemsong/>. Non-degree seeking students may not become candidates for graduate degrees without first applying to and being admitted into a degree program. Students may accrue a

total of 12 credits in non-degree status and a maximum of 12 credit hours earned while in non-degree status or 12 transfer credits may be applied towards any subsequent Clemson University graduate degree.

## Seniors

**Policy:** Clemson University seniors with cumulative grade point averages of 3.0 and above may apply to enroll in any graduate course, subject to approval by the department offering the course and the Graduate School. Approval is required prior to registration and may be obtained by completing and returning **Form GS6**, “Request for Senior Enrollment in Graduate Courses,” to the Graduate School, E-108 Martin Hall. The total course workload for the semester must not exceed 18 hours, and the cumulative graduate credits earned by seniors must not exceed 12 semester hours.

**Procedure for student:** Information about admission as a senior and a link to the appropriate form are available at [www.clemson.edu/graduate/students/forms.html](http://www.clemson.edu/graduate/students/forms.html). The following types of applications are available: **Form GS6**, “Request for Senior Enrollment in Graduate Courses,” for Clemson University seniors with cumulative grade point averages of 3.0 and above who wish to enroll in graduate level coursework and **Form GS6BS/MS**, “Request for Combined Bachelor’s/Master’s Education Plan,” for Clemson University seniors with cumulative grade point averages of 3.4 and above who wish to participate in the combined bachelor’s/master’s degree program option.

## University employees

University employees who meet the academic requirements to pursue graduate degrees or who seek to enroll in a non-degree status may access the application online at <https://www.applyweb.com/clemson/>. See also **Application fee: University employees**.

## Application fee

### *Currently enrolled students*

A nonrefundable application fee of \$80.00 (subject to change) for U.S. citizens/permanent residents and \$90.00 (subject to change) for international students is required of Clemson University students currently enrolled in a degree program who wish to continue their studies in another Clemson University graduate program after completing their initial degree, or who wish to enroll in a non-degree status program. A non-degree student who desires to apply for a degree must also pay the degree seeking status application fee. Applicants may pay the fee electronically via check drawn on a U.S. bank, credit or debit card.

### *New students*

A nonrefundable application fee of \$80.00 (subject to change) for U.S. citizens/permanent residents and \$90.00 (subject to change) for international students for each program to which a new applicant applies must be received by the University before the application is processed. Applicants may pay the fee electronically via check drawn on a U.S. bank, credit or debit card.



*Non-degree seeking students*

A nonrefundable application fee of \$60.00 (subject to change) is required of students seeking to enroll in a non-degree status (that is, not seeking a degree). Applicants may pay the fee electronically via check drawn on a U.S. bank, credit or debit card.

*University employees*

A nonrefundable application fee of \$80.00 (subject to change) for U.S. citizens/permanent residents and \$90.00 (subject to change) for international students is required of a University employee seeking to enroll as a degree seeking student. A nonrefundable application fee of \$60.00 is required of a University employee seeking to enroll as a non-degree seeking student. Applicants may pay the fee electronically via check drawn on a U.S. bank, credit or debit card.

*Waivers*

There is a limited number of circumstances that allow a student to submit a graduate application and request a waiver of the application fee. These include: a) a participant in the McNair Scholars Program whose grade point ratio is at least 3.0, and b) a student who has been provided a fee waiver code by a graduate program or the Graduate School.

**Procedure for student:** In the event a student requires assistance with paying the application fee, a request should be directed to the graduate program coordinator explaining the circumstances of need.

*Status of application*

Students may check the status of receipt of application materials by the staff in the Office of Graduate Admissions by logging onto the Graduate School's web site at <https://www.applyweb.com/clemsong/>. From there, click on "Manage Your Account" and then "View All Forms." Concerns about application materials not received may be communicated to the Office of Graduate Admissions at [grdapp@clemson.edu](mailto:grdapp@clemson.edu), (864) 656-3195.

*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. No copies will be provided to third parties outside the University even if the applicant requests this release. Copies will be provided to appropriate offices at the University, however, in the interest of academic matters or financial awards relative to the applicant. Applications and supporting documents are retained according to the retention policies of the state of South Carolina.

**Application validity**

**Policy:** Acceptance under an application is valid for one (1) year beyond the initial semester desired for enrollment, with approval from the program of study. Applications initiated but not completed within 1 year will become invalid and an additional application fee will be required.

**Procedure for student:** Should a student wish to defer his/her admission beyond 1 year, a new application, supporting documentation, and the prevailing application fee must be submitted. Application forms are available online at <https://www.applyweb.com/clemsong/>.

## Deferred admission or change of term

**Policy:** Enrollment may be deferred for up to one (1) year beyond the initial semester desired for any student who has received an offer of admission from the Graduate School, pending approval from the program of study.

**Procedure for student:** Students wishing to defer enrollment must request and receive written approval from the academic program that recommended admission. This request must be obtained by submitting the [GS Change of Term Form](#). The application and supporting materials are valid for 1 year. Should a student wish to defer his/her admission beyond 1 year of the initial semester desired, a new application, supporting documentation, and the prevailing application fee must be submitted (see [Application validity](#)). International students should notify the Office of International Affairs when approval is received from the admitting program to defer admission.

## Denied admission

**Policy:** A student may be denied admission to any of Clemson's graduate programs if, in the opinion of the faculty or the Graduate School, acceptable potential as a graduate student is not demonstrated through the requirements of the application process.

**Procedure for student:** A student may appeal the decision of denied admission should the student feel the decision was made unfairly or improperly. (See [Admission appeals](#) for the full text of the procedures to follow.)

Credentials or supporting materials submitted for admission to the Graduate School become the property of the University and are not returned. No copies will be provided to third parties outside the University even if the applicant requests this release. Copies will be provided to appropriate offices at the University, however, in the interest of academic matters or financial awards relative to the applicant. Applications and supporting documents are retained according to the retention policies of the state of South Carolina.

## Medical requirements for admission

**Policy:** For students born after 1957, documentation of two doses of measles, mumps and rubella vaccine (MMR) after the student's first birthday is required. Students born before January 1, 1957, are exempt from the measles requirement. A tuberculin skin test (formerly known as PPD) is required only of students coming from countries identified by the U.S. Centers for Disease Control as having a high risk for tuberculosis. Students will be screened upon arrival at Clemson. Students not in compliance with immunization requirements will not be allowed to complete registration. For further details, see Redfern Health Center's immunization resources online at <http://www.clemson.edu/campus-life/campus-services/redfern/immunization.html>.

**Procedure for student:** Graduate students entering Clemson for the first time must submit the Required Student Immunization Form, available as a PDF at <http://www.clemson.edu/campus-life/campus-services/redfern/documents/req-immun.pdf>. For additional details, see [Redfern Health Center](#) online.

## Non-degree students

Non-degree seeking students are individuals who wish to enroll in graduate courses for a variety of reasons, but who do not intend to enroll as candidates for graduate degrees. Students may accrue a total of 12 credits in non-degree seeking status. A maximum of 12 credit hours (earned either in the non-degree status or as transfer credit from another institution) may be applied towards any

Clemson University graduate degree into which the student is subsequently admitted. Non-degree seeking students may apply for this status by accessing the online application at <https://www.applyweb.com/clemson/> and enter their status when prompted as “Non-Degree Seeking.”

### Non-degree major codes

Major codes for students not seeking a degree include the following:

Agriculture, Forestry and Life Sciences (CAFLS)	ND-AFLN-1
Architecture, Arts and Humanities (CAAH)	ND-AAHN-2
Business and Behavioral Science (BBS)	ND-BBSN-3
Engineering and Science (CES)	ND-ESN-4
Interdisciplinary Studies	ND-IDND-6
Education (SOE)	ND-SOE-7
Health and Human Development	ND-HEHN-8
Nursing	ND-NUPM-8

## Re-entrance

### Graduate level

**Policy:** Former graduate students who have not maintained continuous enrollment (summers excluded) but who are academically eligible to continue in the degree programs in which they were most recently enrolled may be permitted to return into the degree and major they were in when they last attended Clemson University Graduate School. No fee is required for re-entrance into the Graduate School.

**Procedure for student:** Students who were enrolled within the last two years must complete a Request for Re-entrance form, available as a PDF at [www.registrar.clemson.edu/pdf/gradReEnroll.pdf](http://www.registrar.clemson.edu/pdf/gradReEnroll.pdf). Students who were previously enrolled for more than two years but fewer than six years must submit a Request for Re-entrance and all supporting materials. The request must include any intervening graduate work, and appropriate official transcripts of the work may be required by the Graduate School. Revalidation of individual courses is at the discretion of the program consistent with the policies on course revalidation and transfer credit (see [Course revalidation](#)). Students who were not enrolled within the past six years are considered new applicants and must submit a new application, application fee, and all supporting materials to the Office of Graduate Admissions, E-209 Martin Hall, Clemson, SC 29634, (864) 656-3195.

### Undergraduate level

Former graduate students in good standing who are interested in re-entrance at the *undergraduate* level to pursue an undergraduate degree should contact the University Registrar’s Office for procedures. Former graduate students interested in pursuing undergraduate coursework only should contact the Undergraduate Admissions Office, 105 Sikes Hall, Box 345124, Clemson, SC 29634-5124, phone (864) 656-2287.

## Status of admission decision

The faculty of the various graduate programs make recommendations for admission to the dean of the Graduate School. Admission decisions are communicated officially to students by letter from the dean of the Graduate School. Offers of admission are not official until approved by the dean of the Graduate School. Applicants are able to view the status of their admission application online

at <https://www.applyweb.com/clemsong/index.ftl>. Click “Manage Your Account” and then “View All Forms” to discover whether or not the admission decision has been made.

## Teacher certification

The College of Health, Education and Human Development has as one of its primary functions assisting teachers and school administrators to obtain or maintain state certification. Initial certification, recertification, and advance certification are all available through the School of Education’s various programs. Students and educators may obtain general information about the South Carolina requirements for certification by accessing the South Carolina Department of Education [Certification Regulations webpage](#). Contact the School of Education graduate program coordinator in the College of Health, Education and Human Development for details. An application fee is required.

## Transient graduate student

A student who has been admitted to a degree program at another institution and who wishes to take courses for transfer to their institution may be permitted to enroll as a non-degree transient student in graduate courses. Transient students must submit the online application found at <https://www.applyweb.com/clemsong/>. On page 1 of the application, for Program Type, the student will choose “Transient.” The Transient application fee is \$60. Applications should be submitted at least two weeks prior to registration. A student may earn no more than a total of 12 semester hours while in transient status. The credits will ultimately return to their institution to count towards credit.

## University employees

(see also [Application fee: University employees](#))

**Policy:** With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate courses or graduate degrees for credit; however, no member of the faculty or staff who has a rank of instructor or higher may be considered as a candidate for an advanced degree in the academic department where employed. For information on how to access the tuition benefit for employees, reference the Department of Human Resources’ [Tuition Assistance Benefit Toolkit](#) (available as a PDF).

**Procedure for employee:** University employees must complete an application, pay the prevailing application fee, and provide all required supporting academic materials, including transcripts, to the Office of Graduate Admissions, E-209 Martin Hall. The application is available online at <https://www.applyweb.com/clemsong/>.

*Admission Policies approved by:  
Graduate Advisory Committee, March 29, 2008  
University Graduate Council, April 25, 2008*

# ACADEMIC POLICIES

All students should familiarize themselves thoroughly with the academic policies and procedures of the Graduate School and Clemson University as outlined in this handbook and provided at the [Academic Policies webpage](#) on the University website. This information provides guidelines for the fundamental steps required for matriculation and graduation from Clemson's graduate programs. Procedures are outlined in general terms and may require additional information to be provided by individual graduate programs. Students are advised to consult their graduate program handbooks and graduate program coordinators or department chairs for specifics not detailed in this information, as programs may have more stringent requirements or specific time frames for actions to occur.

## Academic Grievance Policy<sup>1</sup>

It is the policy of the Graduate School to address all grievances of an academic nature filed by enrolled graduate students. Graduate student grievances are heard by the Graduate Academic Grievance Committee.

Grievances must be filed with the Graduate School within 60 days of the alleged act and may involve the following:

1. violations of program, department, college or Graduate School policies and procedures related to final grades in courses or research (8910 or 9910);
2. violations of program, department, college or Graduate School policies and procedures related to the completion of any academic requirement including theses and dissertations, oral or written comprehensive examinations, and
3. graduate student assistantship employment including allegations that offers of assistantship appointments made during recruiting were not honored after enrollment.

The Graduate Academic Grievance Committee will not hear allegations of discrimination based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran's status. All such allegations or complaints should be submitted to the Office of Access and Equity. The Graduate School will promptly refer any such complaints received to the Office of Access and Equity.

### Committee structure

The Graduate Academic Grievance Committee is a 20-person committee. The Graduate Academic Grievance Committee consists of 15 faculty representatives, three from each college, and five student representatives, preferably one from each college.

Faculty representatives are selected by their colleges and serve three-year staggered terms. Student representatives on the committee are selected and approved by the Graduate Student

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1. Academic Grievance Policy implementation date: Fall 2010.



Government through an application and interview process in the spring semester. Students serve one-year terms. No member of the Graduate Academic Grievance Committee may simultaneously be a member of the Undergraduate Academic Grievance Committee, nor may they be members of the undergraduate or graduate academic integrity committees. The selection of faculty and student membership on the Graduate Academic Grievance Committee will occur in April of each year as needed.

There will be no chair of the Academic Grievance Committee; however, a faculty member will volunteer to serve as chair of each hearing panel as it is assembled. The chair of the hearing panel will not be a representative from the program or college of the student filing the grievance.

## Procedure and rules governing academic grievances

### *Procedures for student filing a complaint:*

At any time prior to filing a grievance, the student may consult with the University ombudsman charged with mediation in cases involving graduate students.

**Step 1.** A student who wishes to file a grievance must download the policy and procedures and **Form GS-g-A**, “Filing of Grievance,” from the Graduate School website.

Any student wishing to file a complaint must first make every attempt to resolve it within the college. The student must first take the complaint to the faculty or staff member(s) involved. If no resolution can be reached, the student should request assistance from the department chair and the dean of the college.

**Step 2.** If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the Graduate Academic Grievance Committee, bringing the written complaint and verification of Step 1 (the student’s attempts to resolve the complaint at the college level) detailed on the **Form GS-g-A**, “Filing of Grievance.” The associate dean will review the grievance process with the student. If the student wishes to proceed with the grievance, the student must provide the fully executed GS-g-A form to the Graduate School within 30 days of the signature received from the dean of the college. Students who fail to file the grievance within this time frame forfeit their opportunity to proceed.

The student may choose to seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the Academic Grievance Committee. The student may request such individual accompany him or her to the hearing<sup>1</sup> and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student’s graduate status should he or she not be successful in the grievance may be discussed at this time with an associate dean of the Graduate School.

### *Procedures for the Academic Grievance Committee*

1. The Graduate School will assemble a Grievance Committee hearing panel of five individuals (three faculty and two graduate students) to hear the case. The hearing panel members should be from departments different from the student filing the grievance and from the faculty member against whom the grievance is filed. The chair

1. This individual may not participate in the hearing, but the student may consult privately with him or her during the meeting.

of the hearing panel will volunteer during the process of assembling the hearing panel. The chair must be a member of the faculty.

2. A copy of all supporting documents related to the case will be provided to the hearing panel chosen to hear the case. The Graduate School will ensure that all parties to the grievance are notified timely of the grievance (within 3 days of receipt in the Graduate School), and that they have submitted all written documentation to be considered by the hearing panel. These documents will be hand-delivered or scanned to email (depending on the need for confidentiality).
3. The hearing on the grievance will be informal and will be closed. The chair will take whatever action is necessary to ensure an equitable, orderly and expeditious hearing. All parties to the grievance will be given an opportunity to be heard. In addition, the chair may request the presence of any other person who can supply information pertinent to the grievance. If any witness is unable to be present at the hearing, the chair may, at his or her discretion, accept a written statement from that witness to be presented at the hearing. Witnesses will not be present during the hearing except when they are called to speak before the subcommittee. The parties will be permitted to question all individuals who present information, including each other. The parties will be accorded the right to bring to the hearing one individual of their own choice to provide counsel; however, these individuals, including attorneys, will not be permitted to participate in the proceedings. Attendance at hearings is limited to designated participants.
4. Upon conclusion of the hearing, the hearing panel will reach, by majority vote, a recommended resolution to the grievance. The hearing panel chair, in consult with the associate dean, will then formulate the findings in writing. Copies of the written findings and recommended resolution will be forwarded via email as well as by a letter sent via return receipt-certified mail to the student filing the grievance. A copy of the letter will be delivered to the faculty member as well. (If the faculty member's office is on-campus, the copy may be hand-delivered. If the faculty member's office is off-campus, the copy will be sent via return-receipt certified mail.) Each party will be asked to indicate acceptance of the recommended resolution by signing and returning the letter to the Graduate School within 14 working days of its date. Failure to respond within 14 working days will constitute acceptance.
5. If all parties to the grievance accept the resolution of the hearing panel, the matter of the grievance will be considered closed. The associate dean of the Graduate School will notify all involved individuals, that the case is resolved. The associate dean of the Graduate School will ensure that the resolution is effected and will notify the University registrar, if needed.
6. If either party rejects the recommended resolution to the case, all materials will be referred to the dean of the Graduate School. When grievances are referred in this manner, the dean of the Graduate School will make the final decision within five (5) days of receipt of the appeal. The associate dean of the Graduate School will notify all parties included on **Form GS-g-A** of the decision of the dean and will ensure that the resolution, including notification to the University registrar, if needed.
7. Should a grievance be filed against the dean of the Graduate School in his or her capacity as a member of the faculty, the substitution of the provost of the University must be made for student wishing to appeal the finding of the hearing panel.

8. At the conclusion of the hearing, materials provided to individual members of the Academic Grievance Committee will be collected by the Graduate School for shredding.
9. To the extent permitted by law, all records and discussions relevant to the grievance will be held in confidence; however, information will be available to succeeding members of the Graduate Academic Grievance Committee, if needed. The Graduate School will retain one complete file of each grievance in a locked file for the required length of time in accordance with state guidelines on retention of academic materials.
10. The hearing panel will make every reasonable effort to resolve each grievance as expeditiously as possible.
11. These policies and procedures can be changed by recommendation from the membership of the Academic Grievance Committee with approval of the Graduate Advisory Committee, the Graduate Council, and the Provost's Academic Council. Such changes will not affect any case under consideration at the time of the change.

[End of Academic Grievance Policy]

## Academic grievance, ombudsman

The *ombudsman* is an independent, confidential resource who provides assistance to faculty, graduate students, and postdoctoral students in resolving problems, complaints, and conflicts when normal 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 postdoctoral 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 communication or mediate between parties.

The ombudsman strives to ensure that faculty, graduate students, and postdoctoral students receive fair and equitable treatment within the University system. He/she 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, to the extent permitted by law.

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

The **Office of the Ombudsman** is available to assist faculty members, graduate students, and postdoctoral students who

- need guidance in resolving a problem or a concern relating to the University;
- need information about policies or procedures;
- need someone to mediate between individuals or within the University;
- feel the University has made an error in a particular case;
- feel they have been victims of harassment or discrimination;
- are unsure about which University policies, procedures, or regulations apply to a situation;
- have specific academic problems that cannot be resolved by following regular University procedures;



- feel they have been unfairly treated;
- have a problem that requires someone to negotiate a solution or to help facilitate communication between parties; and/or
- feel that a University policy, procedure, or regulation has been applied unfairly or erroneously.

Additional information about the ombudsman's standards, practices, and confidentiality, plus office location and contact information, are available at the [University Ombudsman webpage](#).

## Academic integrity

### Graduate philosophy

An academic environment of integrity is one in which students, faculty and staff interact with each other from a position of mutual trustworthiness. As a member of the consortium of institutions comprising the International Center for Academic Integrity, Clemson University has committed itself to preparing a community of scholars dedicated to integrity in teaching, research, scholarship, mentorship and the acquisition and display of professional values of *trust, honesty, fairness, responsibility, respect, and courage*.<sup>1</sup> It is an expectation that Clemson graduate students avail themselves of the many opportunities and resources both on and off campus to learn how to engage in professional practice with integrity. The Graduate School and the community of scholars engaged in graduate-level education will respond vigorously and expeditiously to charges of violations of academic integrity.

In order to promote an academic environment of integrity, all students, faculty and staff must commit to fostering honesty in academic work. Each individual has an important role in ensuring that Clemson's policy on academic integrity is respected and used most effectively as a mechanism for teaching versus a mechanism for punishment. The Graduate School encourages all faculty and students to take a proactive role in eradicating ignorance of violations of academic integrity.

- Faculty must be clear on syllabi and in verbal instructions to students about the academic expectations for completing assignments.
- Graduate programs must engage students in discussions about disciplinary-specific issues and professional practice relative to academic integrity, and may include expectations, procedures and consequences aligned with professional licensing or certification requirements beyond those listed here.
- Faculty may inform students of national cases of academic dishonesty by other faculty and graduate students so as to heighten students' awareness of the necessary seriousness of making a commitment to honesty in their work and implications of not doing so.
- Students must be proactive in asking for clarification on procedures for completing assigned work.

1. *The Fundamental Values of Academic Integrity*, 2nd Edition. The Center for Academic Integrity, October 1999; revised 2013. Available at [http://www.academicintegrity.org/icaai/assets/Revised\\_FV\\_2014.pdf](http://www.academicintegrity.org/icaai/assets/Revised_FV_2014.pdf)

## Graduate policy and procedures<sup>1</sup>

**Policy:** Violations of the principles outlined in the graduate philosophy on academic integrity will be pursued to the fullest extent according to the procedures outlined below. Violations of academic integrity include violations in coursework, research,<sup>2</sup> independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications<sup>3</sup> or works submitted as requirements for receipt of a degree. Non-degree seeking students may also be charged with violations of academic integrity.

This policy broadly defines and provides examples of violations of academic integrity, categorizes the seriousness of violations into four levels,<sup>4</sup> and establishes guidelines for discerning appropriate sanctions for each. As there is no way to identify within this policy all of the possible violations of academic integrity, the policy and ensuing procedures are intended as a general guide for faculty in all colleges to enable consistent, reasonable, and fair judgments of graduate student actions incongruous with the fundamental values and general philosophy described above. It further describes the steps to be followed by faculty bringing charges against graduate students for violations of academic integrity.

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

### *A. Definitions, explanations and examples of violations of academic integrity<sup>5</sup>*

Violations of academic integrity may include, but are not limited to, the following:

**Cheating.** Cheating involves giving, receiving, or using unauthorized aid on any academic work submitted for grading including but not limited to coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.

**Fabricating/falsifying information.** Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted (for example, telephone interviews).

**Facilitating violations of academic integrity.** Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).

1. Academic Integrity Policy and Procedures implementation date: 2010.
2. It is possible that, depending on the research infraction, use of the policy on research be substituted for the academic integrity policy.
3. Ibid.
4. The academic integrity model of Rutgers University, New Brunswick, NJ; used by permission. Rutgers' document available at [https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI\\_Policy\\_2013.pdf](https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI_Policy_2013.pdf)
5. Ibid.

**Failing to cite contributors.** Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one's own.

**Plagiarizing.** Plagiarizing is theft of the work accomplished by someone else. It includes copying and pasting words, phrases, sentence structure, computer code or files, images, or ideas from any source, including the Internet, and attributing the work to one's own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others' conceptual frameworks for developing creative works without acknowledgment or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

**Thwarting others' progress.** Thwarting others' progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

### *B. Levels of seriousness of violations of academic integrity and sample recommended sanctions<sup>1</sup>*

At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. This policy categorizes academic integrity violations into four levels. To provide guidance on the administration of sanctions, examples of violations of academic integrity are delineated below by the level of seriousness. This list is by no means exhaustive but is reflective of the types of violations that have been observed at Clemson. Guidance may be sought from the Graduate Academic Integrity Committee to determine the appropriate level of seriousness in unusual or highly complex instances.

#### *Level One violations of academic integrity and sample recommended sanctions*

Includes instances where it is determined that a first-year graduate student is *essentially unaware* of the principles of academic integrity at Clemson, where a student has misunderstood instructions from a professor and has committed an infraction impacting a *minor portion* of assigned work or has committed an infraction on an assignment of *minor significance* to the final grade. Level One violations are addressed by the professor. Examples of Level One violations include the following:

1. failure to follow instructions to work independently;
2. plagiarism affecting very minor portions of an assignment or project; or
3. first-time offenses by students unfamiliar with the academic integrity expectations at Clemson.

1. Based on the academic integrity model of Rutgers University, New Brunswick, NJ; used by permission. Rutgers' document available at [https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI\\_Policy\\_2013.pdf](https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI_Policy_2013.pdf)

Sample recommended sanctions for Level One violations include one or more of the following:

1. failure on the assignment;
2. requirement to make all corrections and resubmit the assignment for grading;
3. verbal or written reprimand; and/or
4. assignment to attend a seminar on academic integrity and to write a paper on knowledge gained to be submitted for credit or no credit, at the professor's discretion.

### ***Level Two violations of academic integrity and sample recommended sanctions***

Includes instances that impact a *moderate portion* of an assignment, course, project, laboratory or research activity. Level Two violations are addressed by the faculty member, the graduate program coordinator, and the department chair. Examples of Level Two violations include the following:

1. failing to acknowledge sources by use of quotation marks, footnotes, endnotes or indentations of lengthy, direct quotes;
2. using unauthorized aid (notes, books and other references, other students' work, web sites, etc.) in violation of explicit instructions to complete in-class or take-home exams;
3. failing to acknowledge sources of materials paraphrased;
4. failing to acknowledge sources of assistance, or other contributors, in preparation of assignments, papers, posters or projects, etc.; and/or
5. using the conceptual frameworks of others in developing creative works without acknowledgment or permission.

Sample recommended sanctions for Level Two violations include one or more of the following:

1. failure on the assignment with no opportunity to amend;
2. assignment of a similar task with a higher level of difficulty and more stringent grading; or
3. receipt of zero on the assignment.

### ***Level Three violations of academic integrity and sample recommended sanctions***

Includes instances where it is determined that a student *flagrantly and intentionally* violates the principles of academic integrity in a *significant portion* of an assignment, course or research activity. Level Three violations are heard by the Graduate Academic Integrity Committee. Examples of Level Three violations include the following:

1. knowingly plagiarizing *major sections* of papers submitted for grading;
2. knowingly plagiarizing major sections of the thesis or dissertation prior to submission for publication;
3. purchasing papers or reports and submitting them for grading;
4. thwarting others' progress by destroying computer files, laboratory or library materials; and/or
5. devising means with classmates to cheat on exams of any sort (qualifying, preliminary, state exams for licensing, etc.)

Sample recommended sanctions for Level Three violations include one or more of the following:

1. receipt of a grade of *F* in the course;
2. suspension from the University for one or more semesters;
3. termination of the student's graduate assistantship and/or University fellowship;
4. notation in the Graduate School of the violation of academic integrity and the sanction; and/or
5. notation on the student's permanent academic record (transcript) of the violation of academic integrity at Level Three and the suspension from the University, if applied.

#### ***Level Four violations of academic integrity and sample recommended sanctions***

Includes instances where it is determined that a student has intentionally committed violations of the principles of academic integrity serious enough to constitute *academic fraud*, actions which have the impact of bringing the reputation of the institution itself into question. Level Four violations are heard by the Graduate Academic Integrity Committee and may involve interaction with the Faculty Senate and the vice president for research if sponsored research is involved.

1. fabricating data in research projects, papers and reports;
2. creating false sources for references, which do not, in fact, exist;
3. plagiarizing in materials to be submitted for publication, including final submission of theses and dissertations and journal articles;
4. falsifying transcript records, altering any supporting documents submitted to the University with the application for admission;
5. paying an individual or company to produce a thesis or dissertation; and/or
6. forging a faculty or staff member's signature on any document.

Sample recommended sanctions for Level Four violations include one or more of the following:

1. mandated permanent dismissal from the University with no possibility of academic renewal;
2. notation in the Graduate School of the violation of academic integrity and the sanction;
3. permanent dismissal from the University; and/or
4. notation on the student's permanent academic record (transcript) of the violation of academic integrity at Level Four and the permanent dismissal from the University, if applied.

**NOTE:** Repeated violations of the policy of academic integrity, irrespective of the level, may result in suspension from the University or permanent dismissal.

#### ***C. Structure of the Graduate Academic Integrity Committee***

**Faculty.** Four tenured faculty members from each of the academic colleges serve staggered 2-year terms on the Graduate Academic Integrity Committee. Members of the Graduate Academic Integrity Committee should not simultaneously be members of the Undergraduate Academic Integrity Committee, nor of the grievance committees of either the graduate or undergraduate programs. The purpose for having an expanded number of



faculty is to ensure the ability of the committee to meet in a timely fashion when cases are brought forward and to attempt to have broad disciplinary representation on the committee. Faculty representatives are selected by college rules at the end of the spring semester to serve two-year staggered terms that begin in the fall.

**Students.** Eight graduate students, one from each college, and three students selected from amongst the interdisciplinary programs, are selected and approved by the Graduate Student Government (GSG) through an application and interview process in the spring semester. These students are then recommended for one-year appointments to the associate dean of the Graduate School no later than the last spring meeting of the Graduate Student Government. Graduate student committee members must maintain a minimum 3.0 grade point average during the term of appointment and must have completed nine hours of coursework or research prior to being selected by GSG.

**Chair.** A chair will be selected from within the committee's membership. The chair must be a faculty member who has had at least one year's experience on the Graduate Academic Integrity Committee. The chair has a full vote on the committee.

**Hearing Panel.** Cases will be heard by a panel of five committee members consisting of two graduate students and three faculty members from different departments. Decisions of the hearing panel require a majority vote.

**Administrative Coordinator.** An associate dean of the Graduate School serves as the non-voting administrative coordinator of the Graduate Academic Integrity Committee.

**Meetings and Hearings.** The committee convenes throughout the calendar year, including summers, when there is a case to be heard. The Graduate Academic Integrity Committee will meet to review and revise its procedures, if necessary, prior to the last day of classes of every spring semester. Revised procedures will go into effect on the first day of the subsequent fall semester.

**Quorum.** Seventy-five percent (75%) of the membership (or 21 members) of the Graduate Academic Integrity Committee constitutes a quorum. A majority vote of the quorum (or 11 members) is required to recommend dismissal of a student. At least one graduate student is required to constitute a quorum. To expedite voting when time is a critical factor, an electronic vote from the membership may be authorized at the discretion of the associate dean of the Graduate School.

**Recusal.** To avoid possible conflict of interest, faculty and graduate student representatives should recuse themselves from cases involving colleagues or peers in their immediate departments or programs.

#### *D. Notification of a violation of academic integrity*

1. When, in the opinion of a faculty member, there is evidence that a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.
2. When, in the opinion of a student or staff member, there is evidence that a student has committed a violation of academic integrity, he or she should contact the faculty member for the course (including the research advisor or internship/practicum/co-op supervisor) to discuss the incident. After being contacted, if, in the opinion of the faculty

member, there is evidence that the student has committed a violation of academic integrity, the faculty member will deliver a formal written charge in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.

3. When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring this allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student's program (consistent with the alleged violation). The faculty member will determine if charges are to be brought against the student. If the faculty member determines that there is sufficient evidence to file a charge, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.
4. Within three working days from the date the associate dean of the Graduate School has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the policy and procedures of the Graduate Academic Integrity Committee.
5. The Graduate School will notify the Academic Integrity Committee that a case has been received and will indicate if this violation constitutes a first offense (verified by documentation of previous violations sanctioned at Level 2 or above as noted on the record retained in the Graduate School).
6. The Graduate School will identify a panel to hear the case (depending on the availability of committee members and the faculty member bringing the charge).

*E. Procedures if the student chooses to waive his or her right to a hearing*

1. The student must meet with the associate dean of the Graduate School to request to waive his or her right to a hearing.
2. If the student desires to waive his or her right to a hearing, the associate dean will allow the student to execute **Form GS-ai-A**, "Request to Waive Academic Integrity Hearing," and will inform the student of the classification/level of the offense (Level Two to Level Four). A student may not request a hearing for Level One violations.
3. A student who requests to waive his or her right to a hearing will have no right to appeal the sanction imposed, unless the sanction includes suspension or permanent dismissal from Clemson.
4. The Graduate School will notify the professor of the decision of the student to waive his or her right to a hearing.

*Application of sanctions in cases without a hearing*

When the student has waived his or her right to a hearing, sanctions may be imposed by the faculty member, if Level One, by the faculty member and department, if Level Two, or by the Academic Integrity Committee hearing panel, if Level Three or Four.

1. In cases of Level One violations, the professor should meet with the student and inform him or her of the sanction. The professor should provide an email notification to the associate dean of the Graduate School including the date of the meeting with the student and the sanction imposed. Level One violations will not become a part of the student's permanent academic record at the University but will be recorded

for data purposes only in the Graduate School. In keeping with the commitment to encourage students' understanding and embracing the tenets of academic integrity, Level One violations will be used as a warning and as a teaching opportunity.

2. In cases of Level Two violations, the professor and department chair should meet with the student and inform him or her of the sanction. The professor should provide an email notification to the associate dean of the Graduate School including the date of the meeting with the student and the sanction imposed. Level Two violations will not become a part of the student's permanent academic record at the University but will be recorded in the Graduate School and considered as the student's first offense of violation of the policies of academic integrity.
3. In cases of Level Three violations, the professor and department may choose to recommend a desired sanction to the Graduate Academic Integrity Committee's hearing panel; however, the panel will make a final determination of appropriateness of the sanction. The hearing panel must convene within 15 working days of receipt of a charge.
  - i. If the hearing panel accepts the recommendation of the professor/department, the hearing panel chair will notify the associate dean of the Graduate School. The associate dean will then make notation in the student's file accordingly, and forward a copy of the sanction to the student and professor. If the student does not appeal the decision of the hearing panel within the allotted five working days (*see appeals below*), the Graduate School will notify the University registrar of the violation and the sanction, if suspension is imposed.
  - ii. If the hearing panel does not accept the sanction recommended by the professor/department, the hearing panel will make a determination of appropriate sanction. The associate dean will then make notation in the student's file accordingly, and forward a copy of the sanction to the student and professor. If the student does not appeal the decision of the hearing panel within the allotted five working days (*see appeals below*), the Graduate School will notify the University registrar of the violation and the sanction, if suspension is imposed.
4. In cases of Level Four violations, the Graduate Academic Integrity Committee hearing panel will determine the sanction. The associate dean will then make notation in the student's file accordingly and will forward a copy of the sanction to the student and professor, department and graduate dean. If the student does not appeal the decision of the committee within the allotted five working days (*see appeals below*), the associate dean will notify the University registrar of the violation and the sanction, if dismissal is imposed.

#### *F. Procedures if the student chooses to pursue a hearing*

1. A hearing may not be requested for a Level One violation. Level One violations will be used as a teaching opportunity in the course/program/department, whichever is relevant, to discuss with the student the seriousness of failure to understand academic integrity issues at the graduate level.
2. If a student requests a hearing for a Level Two violation, the associate dean of the college will assist in assembling a 3-person hearing panel within the college. Decisions of the hearing panel will be final. Graduate student representation on this panel is not required.



3. The Academic Integrity Committee's hearing panel (for cases identified to be Level Three or Four) will consist of five individuals — two graduate students and three faculty members from different colleges — selected as cases are brought forward. Each hearing panel will select a faculty member to serve as chair of the hearing. At least one faculty member must have disciplinary expertise sufficient to fully comprehend the charges and the ensuing discussions in the case. For example, if the case involves advanced statistics, at least one faculty member with expertise in statistics must be available at the hearing. In order to ensure this expertise, the committee chair may request a tenured faculty member (either from among the Clemson faculty or external to Clemson, depending on the nature of the case) to serve as an ad hoc, non-voting consultant to the panel during the hearing.
4. The faculty member filing the charge must present a full written explanation of the charge to the associate dean of the Graduate School, who will forward it to the chair of the Graduate Academic Integrity Committee's hearing panel within three working days of receipt. The Graduate School will also provide a copy of the charge to the student within the same time frame.
5. The student will then have five working days in which to provide a detailed written explanation on **Form GS-ai-B**, "Student Rebuttal of Charge," in defense of himself or herself. This form will be submitted to the hearing panel through the Graduate School.
6. Within 15 working days of receipt of a charge, the chair of the hearing panel will convene the hearing.
7. The student and the alleging faculty member will receive at least five business days advance notice of the hearing date.
8. The hearing will be conducted in a closed session with the student, alleging faculty member, hearing panel members, associate dean of the Graduate School, and any witnesses called to be present.
9. Only materials submitted to the hearing panel prior to the hearing may be introduced and/or explained during the hearing. If necessary, witnesses may be called to speak before the hearing panel and will be present only when speaking before the panel.
10. At the discretion of the chair of the hearing panel, the hearing may be suspended to accommodate the review by the panel of unanticipated new information.
11. Following the hearing, the parties will be excused and the hearing panel will deliberate in a closed session.
12. Decisions of the hearing panel will be by majority vote.

#### *G. Findings of the hearing panel*

1. If the student is found *not in violation*, the Graduate Academic Integrity Committee's hearing panel will report this finding to the Graduate School on **Form GS-ai-C**, "Report of Finding." The Graduate School will notify all parties involved of the finding by forwarding a copy of Form GS-ai-C to each.
2. If the student is found *in violation*, *in cases at Levels Three or Four*, the Graduate Academic Integrity's hearing panel will report its decision and recommended sanction to the associate dean of the Graduate School on **Form GS-ai-C**, "Report of Finding." The Graduate School will notify all parties involved of the finding by forwarding a copy of Form GS-ai-C to each.

## H. Appeals

The decision of the collegiate or Graduate Academic Integrity Committee's hearing panel is final and no appeals may be filed *except* in cases resulting in suspension or permanent dismissal. In these instances, within five working days after receipt of written notification of a suspension or dismissal, a student may submit a written appeal to the dean of the Graduate School to review the decision. The decision of the dean of the Graduate School is final.

**NOTE:** Should the faculty member filing the charge be the dean of the Graduate School (in his or her capacity as a member of the faculty), the substitution of the provost of the University must be made for students wishing to appeal the finding of the hearing panel.

### I. Administration of sanctions

The alleging faculty member will notify the student and the Graduate School of sanctions imposed for Level One or Two violations. The Graduate School will notify all parties of the decision of the Graduate Academic Integrity hearing panel for Level Three and Four violations and will oversee administration of any sanctions involving suspension or dismissal.

1. Level One sanctions are determined by the alleging faculty member. While the faculty member is not restricted to the limited suggestions of this policy, the sanction should be consistent with the suggested sanctions for Level One violations. The associate dean of the Graduate School may be contacted for assistance, if desired.
2. Level Two sanctions are determined by the faculty member in consultation with the graduate program coordinator and department chair. While these individuals are not restricted to the limited suggestions of this policy, the sanction should be consistent with the suggested sanctions for Level Two violations. The associate dean of the Graduate School may be contacted for assistance, if desired.
3. Level Three sanctions are determined by the Graduate Academic Integrity Committee's hearing panel. If the violation is not the student's first while enrolled at Clemson University, the student may receive a grade of *F* for courses or research (8910 or 9910) or will receive a grade of "fail" on the comprehensive exam in question, and may be suspended from the University for one or more semesters. Students suspended for violations of academic integrity will also be terminated from graduate assistantships or University fellowships for the same period of the suspension from the date of suspension. The dean of the Graduate School will be notified on decisions involving suspension and will formally issue a letter of suspension to the student. Notification to the Registrar's Office, the Office of International Affairs, the collegiate dean, graduate program coordinator, faculty bringing the charge, and department chair will be made by forwarding to those parties a copy of the letter of suspension.
4. Level Four sanctions are determined by the Graduate Academic Integrity Committee's hearing panel. Level Four sanctions require that the student be permanently dismissed from the University. The dean of the Graduate School will be notified of decisions involving suspension and will formally issue a letter of permanent dismissal to the student. Notification to the Office of the Registrar, the Office of International Affairs, the collegiate dean, graduate program coordinator, faculty bringing the charge, and department chair will be made by forwarding to those parties a copy of the letter of permanent dismissal.

**NOTE:** The hearing panel will determine if a specific notation: suspended or dismissed “for violation of academic integrity” is to be added to the student’s transcript; otherwise, the notation, “suspended” or “dismissed” will be noted on the transcript following current University guidelines.

#### *J. Retention/disposition of files*

The Graduate School will retain all files of academic integrity cases and their findings in accordance with the University’s records retention policy.

#### *K. Confidentiality*

All academic integrity hearings are closed and cases are considered confidential. The Graduate School and members of the Graduate Academic Integrity Committee and hearing panels will keep all materials and discussions of the cases confidential to the extent permitted by law.

#### *L. Retribution*

In a community of scholars who respect and promote academic integrity, there is no place for retribution. Faculty should agree to support and uphold the decisions of their peers who serve as members of the Academic Integrity Committee and hearing panels as these individuals take seriously the responsibility to render objective decisions on cases brought before them. Faculty members have a professional obligation to teach by example and to guide graduate students in practices of ethical judgment and building of personal and professional integrity.

**NOTE:** The Graduate School is indebted to Rutgers University for permission to draw heavily on the model developed by their faculty. Additionally, websites of Harvard University, Colorado, Virginia Tech, Michigan, Michigan Tech and the Council of Graduate Schools were consulted as this policy and related procedures were prepared. Input was received from members of the academic policy committee of the Faculty Senate, the Graduate Academic Integrity Committee, graduate program coordinators, associate deans for research, the University ombudsman, legal counsel, and former graduate deans.

[End of Academic Integrity Policy]

## **Academic misconduct for former graduate 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, all forms of coursework, research, theses, dissertations, or other final projects. (See [Revocation of academic degrees](#).)

## **Academic probation**

**Policy:** Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative *B* average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a *B* average in all courses listed in the [Plan of Study](#) (Form GS2), and an overall cumulative *B* average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative *B* average

requirement applies independently to graduate degrees; that is, a new grade point ratio computation begins after the completion of the first degree. A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

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

**Graduate assistants and fellowship recipients:** Graduate assistants on academic probation may be in jeopardy of having their teaching or research assistantship or fellowship terminated for failure to maintain satisfactory academic progress or to maintain the minimum 3.0 grade point ratio. Rules of the various academic or fellowship programs will govern when assistantships or fellowships are terminated for reasons associated with poor academic performance.

## Academic records

The student's permanent academic record 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. The academic record is a historical record of the student's academic progress.

## Academic redemption

There is no opportunity at the graduate level for academic redemption. All grades earned will factor into the grade point average. Courses repeated will be figured into the grade-point average and will be recorded on the student's transcript.

## Academic renewal

**Policy:** A student who was dismissed from the Graduate School for a grade point deficiency and who has not enrolled for a period of two or more academic years may apply 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 and no credits passed, or their attending quality points, will be available to the student for a degree at Clemson. Courses taken previously may not be revalidated by special examination to count towards the degree. The previous record will remain on the transcript as well as the notation of "readmission under the policy of academic renewal." Academic renewal may occur only once.

**Procedure for student:** A student desiring to be readmitted under the requirements of academic renewal should contact the coordinator of the program of interest and the director of

graduate admissions to discuss the policy and procedures associated with this status. Approval of readmission under academic renewal will be determined by the department. The student and key staff members will need to complete **Form GS00**, “Request for Academic Renewal.” Approval of readmission under academic renewal will be determined by the department. A new application, all documentation, and the prevailing application fee must be submitted.

## Advisor

(see **Major advisor**)

## Advisory committee

**Policy:** Every student enrolled in the Graduate School must have an advisory committee. The advisory committee approves the student’s degree curriculum, supervises the graduate program, administers the final oral examination (if required), and initiates the recommendation for the awarding of the degree. In addition, the advisory committee may administer qualifying (or preliminary) or final comprehensive examinations. One member of the committee is designated as chair or major advisor and normally directs the student’s dissertation or thesis, if required.

A minimum of three faculty members are to be selected by a student seeking a master’s or specialist’s degree, and a minimum of four faculty members are to be selected by a student seeking a doctoral degree. The majority of the advisory committee, including the major advisor, must be comprised of Clemson University faculty who hold full-time, tenured or tenure-track positions. Either the major advisor or at least half of the committee must hold rank in the program offering the degree. If a minor is declared, this area must be represented on the committee. Faculty emeriti may serve as advisory committee members but may not serve as chair of the advisory committee. Committee members of interdepartmental programs are to 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 non-tenure-track faculty employed by Clemson University may serve on the advisory committee but may not serve as chair. Persons not employed by the University may serve on the advisory committee; if they serve as one of the statutory members of the committee, they must be appointed to adjunct faculty status. All duly appointed committee members have full voting status on the outcomes of all examinations given by the committee. It is possible for co-chairs to direct the activities of the advisory committee. This special arrangement must be made with the consent of the dean of the Graduate School.

**Procedure for student:** A student must select an advisory committee in consultation with the department chair or graduate program coordinator. Students should refer to their graduate program handbooks for proper program procedures for selecting this committee in accordance with the rules of their specific program. Once advisory committee members are selected and approved, the student, department and committee members are notified of the fully constituted committee by means of the approved **Plan of Study** (Form GS2). The Plan of Study must be filed in the Office of Enrolled Student Services, 104D Sikes Hall.

## Auditing courses

Permission to audit a graduate course is at the discretion of the academic department chair, the coordinator of the program offering the course, or the instructor. Principal factors involved in granting permission are that the auditor must have the necessary academic background and space must be available. Audited courses do not carry credit and are not noted on the student’s



academic record. Auditors are not required to take tests or examinations; however, the instructor, at his/her discretion, may require or deny the auditor's participation in class to whatever extent deemed desirable. Audited courses may not be used to satisfy stated prerequisites for a graduate course. Additionally, a graduate student may not establish credit through examination in any course for which he/she was previously registered as an auditor.

## Candidacy

A doctoral (Ph.D., Ed.D.) student becomes a candidate for the doctorate (or is "admitted to candidacy") upon successful completion of the comprehensive examination for the degree and submission to the Office of Enrolled Student Services of **Form GS5D**, "Results of the Doctoral Comprehensive Exam and Candidacy Form." Once admitted to candidacy, the student has five years to complete all requirements for the doctoral degree.

## Certificate programs

Graduate certificates will be granted to students who have completed the graduate certificate requirements established by academic or research units at Clemson University. Graduate certificates will be noted on official transcripts, and a written certificate will be given to the student upon completion of the requirements. The Graduate School will administer the certificate programs and develop procedures regarding faculty oversight, program re-evaluation, scholarship support, and other fiscal and management issues.

Graduate certificates require a minimum of nine credit hours. No more than 1/3 credit hours may normally be 4000/6000 level credits, however, interdisciplinary and multidisciplinary certificates may have a maximum of 2/3 at the 4000/6000 level. All other credits must be at the 7000 level or higher and may include no more than three credit hours of research. A minimum grade of *B* is required in all courses. Because certificates are not degree programs, double counting is allowed in all cases. A **Graduate Certificate Curriculum form** should be completed and submitted to the Graduate School in E-108 Martin Hall.

### Curriculum committee approval

Graduate certificates may be proposed by individual faculty, groups of faculty, departments or groups of departments in any academic or research unit at Clemson. Graduate certificates may be proposed in disciplines without a pre-existing graduate degree program. A proposed graduate certificate curriculum may contain field work, distance learning, and laboratory courses in addition to traditional classroom offerings. Additional admission requirements for a graduate certificate program beyond that stated above must be listed in the proposal outlined on the **Graduate Certificate Curriculum form**. Proposals for graduate certificate programs must be approved by the Graduate Curriculum Committee.

## Change of major or degree program

A student who has enrolled in a degree program within the past two calendar years may request a change of major and/or degree without submitting a new application. The student must complete the online Request for Change of Degree and/or Major process at <http://www.clemson.edu/graduate/students/gs14.html>, and have the change approved by the department chair or graduate program coordinator. All program and Graduate School requirements must be met before final approval will be granted. Doctoral students who have passed the comprehensive examination may

not then use those exams to satisfy the requirement of comprehensive examinations in the new major or degree.

## 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 contact the instructor by the second class meeting or the last day to add the class, whichever comes first, the instructor has the option of dropping the student from the roll. Specific class attendance policies are established by their instructors and are included in each course syllabus.

## Combined bachelor's/master's plan

**Policy:** Students may reduce the time necessary to earn both degrees by applying graduate credits to both undergraduate and graduate program requirements. To be eligible, the student must have completed the bachelor's curriculum through the junior year (minimum 90 credits) and have a minimum overall grade-point ratio of 3.4. A maximum of 12 credit hours of graduate courses in the master's program may be applied to the bachelor's program; however, the total credit hours taken for the two degrees must be at least 150 credit hours. That is, the credit hours counted towards the bachelor's degree plus the credit hours taken after the baccalaureate is awarded must total at least 150. Further, this total may contain a maximum of 6 credit hours of thesis research and all credit hours to be included in the total that are completed after receiving the baccalaureate degree must be in 6000 level or higher courses. As determined by the participating bachelor's program, graduate courses may be applied to the bachelor's degree as electives or technical requirements or by substitution of 7000- or 8000-level courses for required undergraduate courses. Under no circumstances can 6000-level counterparts of 4000-level courses required for the bachelor's degree be counted toward master's requirements. Combined bachelor's/master's plan students are not eligible for graduate appointments for financial aid until their bachelor's degrees have been awarded. **Form GS6BS/MS**, "Request for Combined Bachelor's/Master's Education Plan," should be completed and signed by the student and relevant faculty members, and returned to the Graduate School, E-108 Martin Hall. For guidelines for implementing this policy, see **Guidelines for Implementing Selected Academic Policies**.

**Procedure for student:** Since neither all undergraduate nor graduate programs participate in this academic option, seniors should consult both their academic advisor and the graduate program coordinator of the master's program they wish to pursue. Students must officially request participation in the combined bachelor's/master's program by completion of **Form GS6BS/MS**, "Request for Combined Bachelor's/Master's Education Plan." Endorsements by the program coordinator or department chair of both programs are required. *Note:* As the GRE exam is a tool used to facilitate admission decisions, the GRE requirement for admissions is eliminated for all students approved via GS6BS/MS forms to pursue graduate degree programs.

**Procedure for department:** Departments and graduate programs desiring to participate in the combined bachelor's/master's program should submit a written notification to the dean of the Graduate School identifying the date on which they intend to make this option available to their students. For each student in this program, departments and graduate programs should ensure: 1) the courses to be double counted meet the requirements specified above and number 12 credit hours or fewer, 2) there are at least 150 total credit hours counted towards the two degrees combined and 3) that courses completed after the baccalaureate to be counted toward the 150 credit hour requirement are at the 6000 level or above.

## Continuous enrollment

**Policy:** 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. 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 in order to use facilities or human resources may enroll in GS7990 for a minimum of one and a maximum of nine credit hours.

**Procedure for student:** To register for GS7990, graduate students must first secure approval of their major advisor, who will determine the maximum number of GS7990 credit hours in which the student may enroll. **Form GS7990**, "Request for Enrollment in Graduate Course 7990", must be completed and then submitted to and processed by staff in the Graduate School, E-108 Martin Hall.

## Course restriction, 6000-level

6000-level courses are graduate counterparts of undergraduate 4000-level courses. To enroll in or receive credit for any courses at the 6000-level or above, the student must have been officially admitted by the Graduate School, either to a degree program or as a non-degree student, or have been approved to enroll as a senior in graduate-level courses through request using **Form GS6**, "Request for Senior Enrollment in Graduate Courses", or **Form GS6BS/MS**, "Request for Combined Bachelor's/Master's Education Plan." Students may not enroll in 6000-level courses for which the corresponding undergraduate 4000-level credit has been awarded, nor can graduate credit be awarded retroactively for undergraduate courses already completed.

## Course revalidation

**Policy:** When recommended by the student's advisory committee and approved by the graduate dean, as many as six credit hours of graded coursework taken at Clemson University, completed outside the six-year time limit, may be revalidated by a written comprehensive examination based on the latest syllabus and course content. Independent study courses are not subject to revalidation. Courses completed outside the six-year time limit at an institution other than Clemson University may not be transferred to Clemson. Courses taken at any institution other than Clemson University may not be revalidated for credit at Clemson.

**Procedure for student:** Students desiring to request revalidation of courses should contact the graduate program coordinator for instructions on how to proceed.

**Procedure for department:** **Form GSCV**, "Recommendation for Course Validation," must be completed and sent to the Office of Enrolled Student Services, 104D Sikes Hall, once it is approved by the instructor and the department chair. The revalidated credits will be posted on the student's transcript once the student becomes a candidate for graduation.

## Credit by examination

Graduate students are not eligible to receive credit by examination other than through utilization of the policy and procedures on course revalidation.



## Degrees conferred

Graduate-level professional degrees conferred by the University include:

Education Specialist	Master of Fine Arts
Master of Agricultural Education	Master of Engineering
Master of Architecture	Master of Forest Resources
Master of Arts in Teaching	Master of Landscape Architecture
Master of Business Administration	Master of City and Regional Planning
Master of Parks, Recreation, and Tourism Management	Master of Professional Accountancy
Master of Construction Science and Management	Master of Public Administration
Master of Education	Master of Real Estate Development

Graduate-level research degrees conferred by the University include:

Master of Arts    Master of Science    Doctor of Education    Doctor of Philosophy

## Dismissal

**Policy:** A graduate student may be dismissed from the Graduate School at any time for failure to maintain an adequate academic status or to maintain satisfactory progress. Adequate academic status is a 3.0 cumulative grade point ratio in all coursework attempted since admission to the Graduate School, including undergraduate coursework taken as required prerequisites or corequisites. Satisfactory progress includes work on research, theses, dissertations, qualifying or comprehensive examinations and/or required projects. Notification of dismissal is sent to the student by the Graduate School.

**Procedure for department:** At the end of each semester, program coordinators are notified of students who have grade point averages below 3.0 — either those who failed to remedy a previous probation or those newly added to the list of students on probation. The Graduate School will designate the level of probation (R-1 or R-2) to be assigned to each student or will determine that the student should be dismissed. A student may be recommended for dismissal by the program coordinator or may be administratively dismissed by the Graduate School. A student recommended for dismissal by the program may have failed to maintain either an adequate academic status or satisfactory progress. A program wishing to recommend dismissal of a graduate student should submit a request, along with a rationale, to the Dean of the Graduate School. Note that a student may appeal a dismissal if he/she believes the dismissal to be unfair or improper.

## Dismissal appeals

**Policy:** It is the policy of the Graduate School to respond to all students who request review of the decisions of the faculty of the academic programs or the Graduate School to dismiss students currently enrolled if they feel the dismissal decision was made unfairly or improperly. Appeals are heard by the Graduate Admissions and Continuing Enrollment Appeals Committee.

**Procedure for student:** An appeal of continuing enrollment (dismissal) must be submitted in writing by the graduate student within 30 days of the date of the official letter received from the Graduate School indicating dismissal.

1. The student should submit the written statement requesting the appeal on **Form GS-Appeal** and provide evidence that the dismissal decision was unfairly or improperly rendered. Any supporting documentation for the committee to consider should be attached to this form.

2. Within three days of receipt, the Graduate School will make available to the committee the student's appeal request, the student's Enrolled Services file, the recommendation for dismissal, and any relevant documents provided by the student. The Graduate School will also provide the graduate program coordinator with a copy of the student's appeal request within the same time frame.
3. The Graduate School will identify the earliest hearing date, and will schedule the meeting, reserve the room, and notify all parties of the time and location of the hearing.
4. The Graduate School's dean's designee will attend the hearings to provide procedural guidance but will have no vote in the decision of the committee.
5. The student will be called in first by the chair of the committee to present his/her case. Following conclusion of the student's presentation, he/she will be excused.
6. The faculty representing the graduate program will be called in next by the chair of the committee to present program's rationale for recommending dismissal. The faculty may bring to the meeting any relevant documents to share with the members of the committee. These documents will be retained with the case in accordance with the University's regulations on retention.
7. The committee will make a decision on the case, which will be communicated immediately to the student and the program coordinator. This communication will be in the form of an email notification. A letter, under the signature of the Graduate School, will also be mailed to each party.
8. Appeals of the decisions of the committee may be made by the student to the dean of the Graduate School within 10 days of the decision of the committee.
9. Within 15 days following the decision, the graduate dean will render a final decision for the University on appeals and will communicate that decision to each party and to the members of the committee.

## Doctoral degree

### Comprehensive examinations

**Policy:** Satisfactory completion of the comprehensive examination must occur no more than five years and at least six months prior to the date of graduation. For examinations consisting of several parts (e.g., 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. The time span from the beginning to the end of the examination, however, must not exceed 12 months.

Students may attempt the comprehensive examination only on the recommendation of their advisory committees after completion of most of the required coursework. This examination must be administered by faculty of the Clemson University program offering the degree. The examining committee may be the student's advisory committee or a standing committee appointed according to published program policies. A majority decision is required; dissenting members of the examining committee may forward a minority report to the Graduate School. The student's performance on this examination will determine whether he/she will be recommended for admission to candidacy for the degree. 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 ceremony.

Should the student fail to pass the comprehensive examination, he/she may be given a second opportunity if so recommended by the examining committee; however, failure of any portion that negates further examination will be reported as a failure of the examination. A second failure will result in the student being declared ineligible to receive the Ph.D. or Ed.D. degree at Clemson University in any program; that is, the student will not be eligible to transfer nor apply to a different doctoral program at Clemson University.

Doctoral students who have passed the comprehensive examination may not then use that exam result to satisfy the requirement of comprehensive examinations in a new major or degree.

A graduate student who fails to complete all requirements within the five-year time-frame following the comprehensive examination will be required to retake the comprehensive exam, at which time the five-year clock will begin anew.

**Procedure for student:** Prior to scheduling the comprehensive examination, all doctoral students must have selected an advisory committee and have an approved graduate degree curriculum (Form GS2, [Plan of Study](#)) on file in the Office of Enrolled Student Services. Comprehensive examinations are scheduled individually by the departments. Students should consult with the graduate program coordinator and major advisor for appropriate advice on preparing for and scheduling the comprehensive examination.

**Procedure for committee:** Within three weeks of the examination, the chair of the advisory committee will inform the Office of Enrolled Student Services, 104D Sikes Hall, of the result of the comprehensive exam, via [Form GS5D](#), Results of the Doctoral Comprehensive Exam and Candidacy Form. A doctoral student who has failed to complete all requirements for graduation within the five year time-frame following the comprehensive examination should submit an appeal for continued enrollment to the Graduate Admissions and Continuing Enrollment Appeals Committee. This appeal must be submitted through the major advisor and indicate the date of the re-examination (comps), the expected time-frame for completion of the program of study, and the number of dissertation credit hours required to complete the research. The maximum time-frame allowed will be five additional years. A student who fails to complete the degree within this extended time will be dismissed from the Graduate School.

### Coursework, length<sup>1</sup>

The advisory committee aids the student in developing a degree curriculum which includes the selection of specific courses and their sequence as well as the development of an acceptable research topic. At Clemson University, a minimum of 30 credits past the master's and 60 credits past the bachelor's degree, inclusive of research credits, are required to earn the doctoral degree. A minimum of 18 credits of doctoral research is required. A minimum of 12 credit hours of non-research coursework is required.<sup>2</sup> Should the direction of study or research interest change, the student may request the appointment of a new advisor. Coursework leading to the Doctor of Philosophy/Education degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of the methods of research. The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of

1. This policy became effective August 1, 2011. Students enrolled before that date are bound by the minimum credit requirements in effect when they enrolled.
2. This sentence was approved on Oct. 29, 2012, to take effect beginning with students matriculating in August 2013. Students matriculating before then are subject to the requirements in effect at the time of their matriculation.

the subject matter of a broad field of study, competence in planning and conducting research, and ability to express him/herself adequately and professionally orally and in writing.

For guidelines for implementing this policy, see [Guidelines for Implementing Selected Academic Policies](#).

## Dissertation

(see also [Theses and Dissertations](#))

Candidates for doctoral degrees receive academic credit for conducting research and preparing a dissertation under the direction of the research advisor. A dissertation, mandatory for all candidates for the Ph.D. or Ed.D. degree, requires 18 hours of doctoral research (9910) exclusive of any research credits earned at the master's level.

### *Dissertation defense*

The candidate for the Doctor of Philosophy/Doctor of Education degree must pass an oral examination — the dissertation defense — at least three weeks prior to the commencement at which he/she plans to obtain the degree. The student's advisory committee will administer the examination. Members of the faculty as well as the deans of the Graduate School are invited to attend the examination. A student who fails a dissertation defense may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second dissertation defense will result in dismissal from the Graduate School.

**Procedure for committee:** [Form GS7D](#), "Dissertation Defense and Approval Form" is submitted to the Enrolled Student Services Office by the chair of the student's dissertation committee and indicates that the student has successfully passed the dissertation defense.

## Foreign language requirement

Doctoral programs that require a foreign language will communicate this information to the students through the program's graduate student handbook and will specify what requirements must be met.

## Off-campus research

Doctoral research may be conducted away from the Clemson University campus under special circumstances. If such research is to be performed under the immediate direction of a Clemson University faculty member acting as dissertation advisor and supervisor, the following additional requirements will apply:

1. **Written consent and research plan** — The student must have the written consent of his/her dissertation advisor, full advisory committee, department chair, college dean and the graduate dean. Prior to departure from campus, the student must submit a written plan for the 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 for the 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 the student's plan to complete dissertation research using the organization's equipment and facilities; the apportioning of at least 25 percent or

other appropriate amount of the student's employment hours to dissertation research; and 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 the Clemson campus, not at the expense of the University, to meet with the dissertation advisor and advisory committee as often as the committee deems necessary.
4. **Continuous enrollment** — The student must maintain continuous enrollment at Clemson University while the research is in progress. It is 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 exercise proper and necessary control over this important phase of doctoral study, the following requirements must be met:
  - a. An employee, who holds a Ph.D. (or Ed.D.) and who is 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;
  - 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 resume of the research supervisor must be submitted to the student's full advisory committee for review and recommendation to the dean of the Graduate School;
  - d. The research supervisor must submit a final statement regarding the dissertation research, as well as interim reports, if the advisory committee deems such necessary; and
  - e. The off-campus research supervisor cannot serve as the student's major advisor.

### Qualifying examinations

Some doctoral programs require that preliminary, or qualifying, examinations be taken prior to the comprehensive examination. These types of examinations are intended to provide a general assessment of the student's mastery of content and/or conceptual understanding of the research process. The structure, duration, review and re-examination policies for qualifying examinations are defined in writing by the program faculty in the graduate student handbook for the respective program. A copy of these policies is also filed with the Graduate School. Qualifying examinations are not a Graduate School requirement for earning a doctoral degree; however, in programs where this criterion exists, students must successfully pass the qualifying exam prior to taking the comprehensive examination.

### Residence

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 in direct personal association with members of the faculty of the University and under direct tutelage and advisement of a research advisor and advisory committee in



the department or program of the major. Further, it enables the student to participate in other typical activities pertinent to graduate education such as seminars and developing close association with other student researchers. To receive the Doctor of Philosophy/Doctor of Education degree, the student must complete at least 15 hours of graduate credit including research credit hours (9910) on a 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 must be formulated by the advisory committee and 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. The dean of the Graduate School may grant exceptions to this requirement. Major advisors seeking an exemption to this policy must submit an academic plan for the student that is signed by the major advisor and the department chair.

### Time limit

The time limitation for completion of a doctoral degree is determined by the dates by which essential components of the degree are completed. The following must be passed within the five-year period prior to graduation: comprehensive examination, defense of the dissertation, and acceptance of the dissertation by the Graduate School.

## Dropping courses

The academic calendar provides official dates for withdrawing from a class without record or without final grades. Withdrawal from graduate coursework is strongly discouraged. Students who officially withdraw within the first two weeks of classes will have no grades recorded. Those who officially withdraw after the first two weeks and prior to the last five weeks will have a grade of *W* (withdrew) entered on the academic record. Failure to attend classes or verbal notification to instructors does not constitute withdrawal. Students must drop a course as described above or be credited with a failure (*F*). Students must use the online registration system to drop a course. If the student is dropping all courses, please see [Withdrawing from Clemson University](#). The date on which the student withdraws online is the official date of withdrawal recorded by the registrar.

Prior to dropping courses, international graduate students must receive authorization from an advisor in the Office of International Affairs. It is important that international students not fall below the required full-time enrollment mandated by the Bureau of Citizenship and Immigration Services.

## Dual master's degrees

**Policy:** If a student pursues two master's degrees simultaneously, one-sixth of the graded graduate coursework may be used toward both degrees. The one-sixth course rule references one-sixth of the curriculum with the highest number of graduate credits. Required core courses for either degree may not be displaced by selecting the option to participate in the dual degree option.

**Procedure for department:** The graduate degree curricula (as recorded on Form GS2, [Plan of Study](#)) must clearly denote that the student is working toward two degrees and must identify the courses that are being applied to both programs. The Plan of Study form must be submitted in accordance with the [Plan of Study policy](#). Committee members, department chairs, and deans of both graduate programs must approve the two plans of study. At least one committee member must serve on both committees.



## Duplication of higher degrees

A student holding a master's degree or a doctoral degree may not, as a rule, become a candidate for the same degree in the same field of study.

## English proficiency

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.

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. The procedure is as follows: a) the student must promptly bring the problem to the attention of the instructor's department chair, either directly or through a faculty member such as the student's advisor. That department chair will assess the complaint and, if it is deemed valid, offer an appropriate remedy within two days. b) A student who is not satisfied with the department chair's decision or the relief suggested may appeal within two days to a five-member hearing panel comprising three faculty members and two students appointed by the senior vice provost and dean of Undergraduate Studies. Students with questions should contact the associate dean of Undergraduate Studies, E-103 Martin Hall.

## Enrollment limits

Maximum enrollment limits for graduate students refer to graduate and undergraduate credits combined. During the summer sessions, if the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the maximum for the six-week session. The following table lists credit enrollment limits for each graduate student classification.

### Graduate student enrollment limits:

Student category	Maximum credit hours		
	Semester	6-week session	3-week session
Full-time students	15	6	3
Graduate assistants (1/4 time)	15	6	3
Graduate assistants (1/2 time)	12	6	3
Graduate assistants (3/4 time)	12	6	3
Full-time employees	9	6	3

Quarter-time (1/4), half-time (1/2), and three-quarter time (3/4) graduate assistants are defined as those who contribute a weekly average of 10, 20, and 28 time-clock hours of service, respectively, to the University for the entire semester. A full-time employee is defined as anyone employed five full working days per week, regardless of the employer (on- or off-campus). A graduate student who becomes employed full-time while holding an assistantship must notify the Graduate School and the department providing the assistantship. Graduate students paid solely on an hourly basis are subject to the same enrollment limits described in the chart above.

**Procedure for student:** Students desiring to enroll in credit hours exceeding the maximum as defined in this chart must secure approval from their major advisors. The major advisor will submit an appeal of the enrollment limits policy to the dean of the Graduate School on behalf of the student. The dean of the Graduate School will assess the student's record and make a determination.

**Procedure for department:** Departments or programs desiring to require graduate curricula to exceed 15 credit hours per semester should submit this request to the Graduate Curriculum Committee for review as a program modification.

## Grade appeal

Grades are not appealable, although students may file an official grievance under certain circumstances. See [Academic Grievance Policy](#).

## GPA (Grade point average), GPR (Grade point ratio)

In calculating a student's grade point ratio or grade point average, the total number of grade points accumulated by the student is divided by the total number of credit hours attempted at Clemson during the semester, session, or other period for which the grade point ratio is calculated. For each credit hour, the student receives grade points as follows: *A*–4, *B*–3, *C*–2, *D*–0, *F*–0, *I*–0, *P*–0, *W*–0. Audited courses do not carry credit and are not noted on the student's academic record.

### Computing and resetting the grade point average (GPA)

**Policy:** Clemson University recognizes the independence of graduate degrees; that is, credits earned for a completed degree may not be used towards a second degree. As such, it is the policy of the Graduate School to reset the grade point average following completion of any graduate degree, with one exception — that of a master's degree earned en route to the Ph.D. in the same discipline.

## Grading system

Most graduate courses are graded on an A-B-C-D-F scale. Thesis and dissertation research, and a small number of unstructured courses approved by the Graduate Curriculum Committee as non-graded courses, may be taken at the graduate level on a pass/fail (P/F) basis. Courses graded P/F are not included in the academic average; however, the grade *P* or *F* is placed in the student's permanent academic record. Graduate students may not request that graded courses be converted to the pass/fail option. Only credit hours for which a grade of pass (*P*) is achieved will apply toward the number of credit hours required for the degree. A minimum grade of *C* in all courses must be earned for the courses to apply toward a degree. Students who receive a grade of Incomplete (*I*) while enrolled in Graduate School remain ineligible for graduation, including earning a master's degree en route to a doctorate degree, until the incomplete work has been made up and a letter grade submitted to the Registrar's Office. The accumulation of grades of pass (*P*) in thesis or dissertation research does not infer completion of the research; such grades indicate satisfactory progress.

## Graduate Curriculum Committee

See the Graduate Curriculum Committee Bylaws in the Appendices section of this handbook.

## Graduation requirements

**Policy:** A candidate for graduation is a student who has submitted via IROAR his or her application to graduate by the cutoff deadline prescribed in the University calendar for a particular graduation date. Only candidates who have completed all graduation requirements are permitted to participate in the graduation ceremony. Students who have completed all coursework, examinations, projects, and thesis or dissertation requirements and who have 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 graduation ceremony. 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 semester hours to maintain their assistantships. Students may register for GS7990 (using [Form GS7990](#), “Request to Enroll in Graduate Course 7990”) to help meet the requirements of this final enrollment.

**Procedure for student:** Students should contact the Enrolled Student Services Office early in the calendar year in which they plan to graduate to confirm their graduation status. Candidates for degrees are required to apply for their diplomas within three weeks following the opening of the final semester or the opening of the first summer session prior to the date the degrees are to be awarded. Applications must be submitted online through the student’s iROAR account.

**Procedure for department:** Forms [GS7M](#), “Final Exam and Thesis Approval Form” (for master’s candidates) and/or [GS7D](#), “Dissertation Defense and Approval Form” (for doctoral candidates) must be submitted to the Office of Enrolled Student Services, 104D Sikes Hall, notifying the Graduate School of the results of the thesis or dissertation defense respectively and/or of successful passage of the written final examination in those master’s programs where such examinations are conducted. These forms should be filed within five days of completion of these graduation requirements.

## Incompletes (grades of /)

**Policy:** Except for courses numbered 8910 and 9910, a grade of Incomplete (*I*) may be given for any graduate course in which work remains unfinished and the student is unable to fulfill all requirements because of circumstances beyond his/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. The Incomplete grade is calculated as an *F* in the student’s grade point ratio until the work is made up and a final grade is assigned. A graduate student will not be permitted to repeat any portion or to re-register for any course for which the grade of *I* has been given. If all work is not completed by the appropriate deadlines (see **procedure for student below**), a grade of *F* will be recorded on the student’s academic record. Students who receive a grade of *I* while enrolled in Graduate School remain ineligible for graduation, including earning a master’s degree en route to a doctorate degree, until the incomplete work has been made up and a letter grade submitted to the Registrar’s Office.

**Procedure for student:** The student should request the instructor to provide a written statement of the work to be completed and the deadline by which it is due. Irrespective of the student’s enrollment status, the grade of *I* will be valid in normal lecture or laboratory courses for 30 days after the beginning of the next scheduled session, excluding summers, and the grade of *I* received in unstructured, independent study courses (as designated by the Graduate School) will be valid for one calendar year or less, at the discretion of the instructor. Within these periods, the student must complete the 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.

**Procedure for instructor:** At the student's request, the instructor shall provide a written statement of the work to be completed. Instructors have ten working days after the deadline (see **procedure for student above**) to grade make-up work and submit the final grade 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. If the student has requested an extension, the professor should submit the request to the Registrar's Office by the deadline specified on the make-up form. Once the student has submitted the completed work, the professor should submit the make-up form to the Office of Enrolled Student Services for the grade to be recorded. A grade of *I* that remains after the ten-working-day processing period will be converted automatically to an *F*.

## Independence of graduate degrees

A graduate student who has completed the requirements for a graduate degree may not then use those same credits toward a second degree.

## Major advisor

**Policy:** Every student enrolled in Graduate School must have a major advisor. The major advisor must meet all requirements for advisory committee membership and must hold a full-time tenured or tenure-track position at Clemson University or at a university that has an approved joint degree program with Clemson. The major advisor is the faculty member who provides general guidance throughout the student's program of study. The major advisor will recommend initial courses to be taken until the advisory committee is selected. Initial coursework should be of a fundamental or core nature so that the full advisory committee, once constituted, will have maximum flexibility to formulate the remainder of the student's program of study. The major advisor, in consultation with the graduate program coordinator or department chair, will assist the student in selecting the members of the advisory committee. The major advisor is responsible for chairing the advisory committee meetings and for providing realistic expectations for completing the requirements of the degree. It is possible for co-chairs to direct the activities of the advisory committee. This special arrangement must be made with the consent of the dean of the Graduate School.

**Procedure for student:** A student must select the major advisor in consultation with and approval of the department chair or program coordinator. In departments or programs with large faculties, new graduate students may be initially assigned a temporary advisor. Graduate students should review their program's graduate student handbook for the written procedures for selection of the major advisor. This important step should occur near the beginning of the program of study.

## Master's degree

### Credits required

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.

Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student's academic experience, are not required on the **Plan of Study** (Form GS2); however, if a listing is desirable, such courses may be included. The Graduate School requires that each

master's degree program consist of a minimum of 30 hours of graduate credit with at least 12 credit hours (exclusive of master's thesis research) 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 credit hours in that area.

**Master of Arts or Master of Science, thesis option.** Each program includes a minimum of 24 hours of graduate credit and six hours of master's thesis research (8910). 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 8000 or above.

**Master of Arts or Master of Science, non-thesis option.** Each program includes a minimum of 30 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 8000 or above.

**Professional master's degrees.** Each program includes a minimum of 30 hours of graduate credit. Except for professional programs in the College of Architecture, Arts, and Humanities that require a thesis, master's research credits (8910) may not be included in the program requirements. Any additional requirements for professional master's degrees are delineated by the colleges that offer the degrees.

### Final exam

**Policy:** At least three weeks before the degree is to be awarded, each candidate for the master's degree must pass a final examination, if required by the degree program. 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. A majority decision is required; dissenting members of the examining committee may forward a minority report to the Graduate School. 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.

**Procedure for student:** This requirement is a criterion of individual departments or programs and is specified in the respective graduate student handbooks. The student should consult with the graduate program coordinator to schedule the exam.

**Procedure for department:** Within five days after the examination, the examining committee, through [Form GS7M](#), "Final Exam and Thesis Approval Form," will notify the Office of Enrolled Student Services of the results of the examination.

### Foreign language requirement

A reading knowledge (the equivalent of two years of study at the college level) of an approved foreign language is a departmental requirement for certain Master of Arts and Master of Science degrees (English, Professional Communications, and History). Languages commonly accepted are French, German, Spanish and, in some cases, Russian or a classical language. The requirement may be satisfied by completing courses in the approved language through the 2020 level (or equivalent) with a *B* or better, or by passing French, German, or Spanish 1510. The requirement must have been completed within six years prior to the student's finishing the graduate degree. Upon the recommendation of the chair of the Department of Languages, knowledge of another language may be approved if 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 is the responsibility of the student.

### Off-campus research

Although thesis research is normally performed at Clemson, in some cases the University may not have on its campus certain specialized equipment or facilities that would be desirable for advanced training at the master's level. In this case, permission may be granted for off-campus research. The requirements to be satisfied in such cases include:

1. **Written consent and research plan** — The student must have the written consent of his/her thesis advisor, full advisory committee, department chair, college dean and the graduate dean. Prior to departure from campus, the student must submit a written plan for the 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 for the 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 the student's plan to complete thesis research using the organization's equipment and facilities; the apportioning of at least 25 percent or other appropriate amount of the student's employment hours to thesis research; the organization's release of patent rights or copyrights arising from discoveries or concepts that evolve during the course of the student's master's research.
3. **Travel** — The student may be required to travel to the Clemson campus, not at the expense of the University, to meet with the thesis advisor and advisory committee as often as the committee deems necessary.
4. **Continuous enrollment** — The student must maintain continuous enrollment at Clemson University while the research is in progress. It is 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 thesis and/or the final examination.
5. **Supervision and reports** — When master's research is conducted away from the Clemson campus and under the immediate direction of a thesis supervisor who is employed by an organization other than Clemson University, in order to accommodate the student as well as to exercise proper and necessary control over this important phase of master's study, the following requirements must be met:
  - a. An employee who has earned a master's degree and who is 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. This individual must be qualified and certified for the supervisory position by the department and college involved and by the graduate dean;
  - 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 resumé of the research supervisor must be submitted to the student's full advisory committee for review and recommendation to the dean of the Graduate School;



- d. The research supervisor must submit a final statement regarding the thesis research, as well as interim reports, if the advisory committee deems such necessary; and
- e. The off-campus research supervisor cannot serve as the student's major advisor.

### Residence

There is no University-wide residence requirement for a master's degree; however, individual degree programs may establish such a requirement.

### Thesis credits required

Candidates for master's degrees receive academic credit for conducting research and preparing a thesis under the direction of the research advisor. In those Master of Arts or Master of Science degree programs requiring a thesis, six credits of research (8910) are required; however, some program variation does exist. The number of research credits (8910) in select programs include: Master of Architecture — 15, Master of City and Regional Planning — 6–9, and Master of Fine Arts — 15.

### Thesis grades

Master's research is graded on a pass/fail (P/F) basis. The accumulation of grades of pass (*P*) in thesis research does not infer completion of the research, but only indicates satisfactory progress. Receipt of a grade of fail (*F*) implies unsatisfactory progress and may be cause for dismissal from the Graduate School, irrespective of grade-point ratio.

### Time limit

A master's student has six years to complete a degree; therefore, all coursework 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. When recommended by the student's advisory committee and approved by the graduate dean, as many as six credit hours of coursework taken at Clemson University, completed outside the six-year limit, may be revalidated by a written comprehensive examination based on the latest syllabus and course content. Independent study courses are not subject to revalidation. Coursework completed outside the six-year time limit at an institution other than Clemson University may not be transferred to Clemson. Courses taken at any institution other than Clemson University may not be revalidated for graduate credit at Clemson (see *also* [Course revalidation](#)).

### Pass/fail enrollment

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 approved by the Graduate Curriculum Committee as non-graded courses and for which the pass/fail grading system appears in the official course description. Graduate students may not request that graded courses be converted to the pass/fail (P/F) option.

### Plan of Study

**Policy:** A degree seeking student must file a [Plan of Study](#) or graduate degree curriculum (Form GS2, accessible through iRoar) in accordance with the Office of Enrolled Student Services' time-line. The Plan of Study must be filed near the beginning of each student's program of study.

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

**Procedure for student:** The student must consult with the major advisor and other members of the advisory committee to agree on the appropriate courses and other experiences necessary in order to earn the intended graduate degree. Before a [Plan of Study](#) (Form GS2) is officially approved by the Graduate School, it must be signed by the student, the advisory committee, department chair, and college dean. The Plan is then forwarded to the Office of Enrolled Student Services for approval and distribution. Students are allowed to submit preliminary Plans of Study, which may be signed by any combination of the above on the official signatory list, until a final curriculum is determined by the advisory committee; however, the final Plan of Study must be approved by the Office of Enrolled Student Services, acting for the Graduate School, before a student will be approved for graduation. The final Plan of Study must meet all University, Graduate School, and program requirements to be approved. The student should maintain a personal copy of each GS2 form that is filed (see **Plan of Study: Filing deadline and late fee below**).

**Procedure for advisory committee:** Preliminary Plans of Study may be filed with the Office of Enrolled Student Services and may reflect only the signature of the major advisor, program coordinator, or graduate student services coordinator. The [Plan of Study](#) (Form GS2) should be filed in accordance with the Plan of Study policy and may be revised as needed, but the final form must be approved and signed by all committee members, department chair, and college dean, and be on file in the Office of Enrolled Student Services in the term in which the student plans to graduate. Undergraduate deficiencies are to be designated on the Plan of Study. Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student's academic experience, are not required, but may be listed, on the Plan of Study. Graduate credit is received only for courses numbered 6000 or above. Transfer credit appearing in the student's curriculum must adhere to the transfer credit policies (see [Transfer credit](#) topics). Unless otherwise specified by approved degree programs, course credits used to satisfy the requirements for a bachelor's degree, or its equivalent, may not be used for credit toward a graduate degree.

### [Filing deadline and late fee](#)

The University's deadlines for receipt of approved Plans of Study for graduation are available online at the [Graduation Deadlines](#) page. A \$25 nonrefundable late fee is assessed to a student whose Plan of Study is submitted after the deadline. The fee increases \$5 per day thereafter (excluding weekends and University holidays). Students who do not properly file the Plan of Study risk failing to receive proper advice from their faculty committee members and research or program coordinators and may face undue difficulties, including fines or delays in graduating.

## Posthumous graduate degree

A graduate student meeting the following minimum requirements may be awarded a degree posthumously on the recommendation of the faculty of the college concerned if all of the following criteria apply: the student had a least a 3.0 grade point ratio at the time of death; if he/she had a [Plan of Study](#) on file; and if he/she had made substantial progress towards the completion of the degree. The decision to award the posthumous degree will be at the discretion of the student's advisory committee. The chair of the department, through the dean of the college, should submit a letter to the dean of the Graduate School requesting this action. The Graduate School dean will forward this request to the Office of the Registrar, where it will be processed. The diploma will be mailed to the requesting relative of the decedent.

## Revocation of academic degrees

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 errors and ambiguities of interpretation of scholarly activities are distinguishable from outright misconduct. This policy is applicable to egregious fraudulent or other misconduct in obtaining an academic degree. 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 a graduate student:

1. "Dean" shall mean the dean of the Graduate School.
2. "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. A graduate student will be appointed to the Committee of Investigation and Recommendation by the president of the Graduate Student Government within ten (10) 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 (3) 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 (3). 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 of the Graduate School.

**Initial Review.** The dean of the Graduate School 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 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 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 the Graduate Student Government, who shall appoint a graduate student 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 chair 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 will submit a written report to the president of the Faculty Senate. If the committee'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'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, send a copy of that report to the dean of the Graduate School and to the Committee of Investigation and Recommendation. The president of the Faculty Senate shall also immediately notify the president of the Graduate Student Government 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. 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 the investigation is terminated as stated herein.

**Notification to 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 faculty allegations for the charge and the evidence supporting the charge. This written notice shall also inform the degree holder that if the charges are substantiated, the degree holder's degree could be revoked. 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. 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:

1. notice of the nature of the complaint;
2. notice of the evidence supporting the complaint;
3. notice of the hearing;
4. the opportunity to present evidence, including testimony;

5. the opportunity to hear the testimony against the degree holder;
6. the opportunity to ask questions of all witnesses; and
7. the opportunity to have an attorney or advisor present at the hearing; however, the role of the attorney or advisor shall be solely to assist the party, and the attorney or advisor 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 of the Graduate School 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 type-written 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 cannot recommend revocation of the degree holder's degree and the matter shall be closed. 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 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 dean of the Graduate School 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 recommendation to the executive secretary of the Board of Trustees within thirty (30) calendar days of receiving the recommendation of the vice president for 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 for academic affairs and provost shall 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 theses 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.

[End of Revocation of Graduate Degrees policy]

## Senior enrollment

**Policy:** Clemson University seniors meeting the accepted academic standard for graduate work (3.0 cumulative grade-point ratio) are eligible to request enrollment in graduate level courses. Enrollment of seniors in any graduate course is subject to approval by the department offering the course and the Graduate School. The total course workload for the semester must not exceed 18 hours, and the cumulative graduate credits earned by seniors shall not exceed 12 semester hours. The credits and quality points associated with senior enrollment in graduate courses will be part of the undergraduate record.

**Seniors with 3.4 or higher grade-point ratio.** Seniors with 3.4 or higher grade-point ratios are eligible for participation in the combined bachelor's/master's plan (see [Combined bachelor's/master's plan](#)).

**Seniors with 3.0 grade-point ratios.** Seniors with 3.0 or higher grade-point ratios are eligible to request enrollment in graduate level courses to meet requirements for the bachelor's degree, however, courses used for this purpose can not be counted later towards an advanced degree. Alternatively, these students may also take 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. Courses cannot be taken at the 6000 level if their 4000-level counterparts are required for the undergraduate degree in the same academic major as the proposed graduate degree. For guidelines for implementing this policy, see [Guidelines for Implementing Selected Policies](#).

**Procedure for student:** Approval by the Graduate School is required prior to registration in any graduate course. The student should use the appropriate senior enrollment forms [GS6](#), "Request for Senior Enrollment," and [GS6BS/MS](#), "Request For Combined Bachelor's/Master's Education Plan."

## 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. Coursework required includes 30 credit hours beyond the master's degree. Consult the College of Health, Education and Human Development for program details.

## Syllabus

**Policy:** A syllabus will be prepared for every graduate class and made available to students no later than the last class period before the last day for a student to add a class. The syllabus should give the course expectations, including topical outline of the course, grading and attendance policies.

**Procedure for professor:** Professors may access the Graduate School's syllabus requirements on the [Faculty & Staff Resources webpage](#) (login required) under "Current Class Regulations."

## Theses and dissertations

### Advisory committee approval

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 online in the Graduate School's [Theses and Dissertations](#) process webpages. For the student's convenience, the Graduate School website provides templates, sample files, and other information to help students format their manuscripts properly.

The research advisor determines when the manuscript is suitable for initial review by the remaining committee members. These guidelines are designed to produce a timely review by each committee member and to provide a measure of protection for all parties against problems resulting from lack of communication and/or attention. The research advisor must be familiar with 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/her major advisor, will provide each advisory committee member with a copy of the manuscript for initial review. This action must 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 submitted to the Graduate School for final review and approval prior to electronic publishing.

Committee members should normally complete the initial review of a student's thesis or dissertation in three weeks or less; however, agreements may be made to allow for additional time if necessary. Failure of a committee member to complete the initial review within six weeks may result in his/her replacement, provided the student can document when the member received the manuscript. A second review of manuscripts submitted after revisions should be completed in one week, with provisions being available for additional time if necessary.

**Procedure for committee:** It should be understood that a vote to pass a student on his/her performance at the thesis/dissertation defense includes final approval by the committee of the thesis or dissertation. The committee should not sign the GS7M or GS5D until the student has made all revisions as instructed by the committee. If a student passes the defense but still has revisions to make, the committee should retain the GS7M or GS5D, unsigned, until all of the revisions are made to the committee's satisfaction.

**Procedure for student:** Students should present completed manuscripts to their advisory committees in accordance with the guidelines outlined in their graduate student handbooks and in concert with the time-line established by their major advisor and/or advisory committee. Students may seek the assistance of the Graduate School in instances where the committee fails to provide timely feedback. For assistance, contact the dean of the Graduate School.

### Format approval

The Graduate School will review the thesis or dissertation to ensure that it complies with the guidelines established by the Graduate School for formatting (particularly the preliminary pages of the document), including the margins, and that the formatting is consistent throughout the manuscript. Manuscript submission and review is completed online; step-by-step instructions and helpful tips for the process, including formatting, defense, file conversion, submission via upload, revision, and final approval, are available at the [Theses and Dissertations](#) page on the Graduate School website.

Students are notified via email when the review is complete. Manuscripts will be approved by the Graduate School only when no changes are required. Typically theses and dissertations are reviewed within one or two days of receipt by the Graduate School. Students must, however, allow for the possibility that format revisions will be required after one (or more) initial reviews and plan their submission accordingly. Note that official approval for graduation includes both manuscript acceptance by the Manuscript Review Office *and* the receipt of the completed [GS7M](#), "Final Exam and Thesis Approval Form," or [GS7D](#), "Dissertation Defense and Approval Form," by Enrolled Services.

### Publishing and printing

The Graduate School publishes theses and dissertations electronically in partnership with [ProQuest](#). Students may find a [step-by-step guide to the submission process](#) in the Theses and Dissertations section of the Graduate School website. There are no fees required to upload, publish, and archive a student's thesis or dissertation; fees apply only to the order of printed, bound copies. Students provide payment information (credit card information) when they upload their manuscripts for review. The payment is not processed until the manuscript is electronically published several weeks after the student's graduation or when any publication embargoes expire, whichever is later. Students may order printed bound copies of their manuscripts when they submit them for review (or at any later time). The Graduate School does not require the student to purchase any printed copies, but some departments do (see [list of departments requiring bound copies](#)). If a department requires a bound copy, students should check with the department to determine the department's preference with regard to binding color, paper quality, and so on. Students may, of course, have their own personal copies printed and bound wherever they wish, and are not limited to using the electronic publisher used to publish manuscripts online. Approximately six weeks after the student's graduation, all manuscripts approved for that semester will be available for viewing online at

ProQuest and at the TigerPrints repository on Cooper Library's website. The library's website allows anyone in the world with internet access to view manuscripts.

### Restrictions on publication, publication embargoes

It is 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 for a limited period of time; a request for delay of publication is also referred to as an *embargo*.

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 that is approved by the graduate dean and shall not exceed one year beyond the date of notification to the sponsor that a manuscript suitable for publication has been prepared. Exceptions and extensions may be granted by the University administration only under unusual circumstance (e.g., national security, national emergency, classified activities, pursuit of patents, or certain confidential agreements), with the approval of the graduate dean.
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 usually will 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 non-thesis 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.

### Restrictions on use

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.

## Transcripts

Official transcripts are issued only at the authorized, written request of the student. Requests should be directed to Transcripts, 104 Sikes Hall, Box 345125, Clemson, SC 29634-5125. Payment in advance is required and may be made by Discover, MasterCard, Visa, or Tiger Stripe. The following must be included with the transcript request: full name (including any names used while at Clemson), social security number, current address, date of birth, date the student last attended Clemson, where the transcript is to be sent, and payment of \$12 per transcript. Telephone requests will not be honored. Transcript requests are normally processed within 48 hours, but additional processing time may be required at the end of a semester. A [Transcript Request Form](#) is available online from the Office of the Registrar. Additional information is available from the Office of Enrolled Student Services at 104 Sikes Hall or by telephone at (864) 656-2173. Official transcripts are not issued for those who are indebted to the University. The University does not currently offer an electronic *official* transcript.



## Transfer credit

### Courses

**Policy:** All transfer credits must be verified by submission of an official transcript from the institution at which the work was completed. Up to 12 credit hours of coursework (and no more than one-third of the graded course credit hours required for a master's degree) may be transferred to a master's degree and 48 credit hours of coursework may be transferred to a doctoral degree. All credits transferred to Clemson's graduate programs must have been completed at a regionally-accredited institution. 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. In all cases, the use of transfer credits must be recommended by the student's advisory committee and approved by the department. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade point ratio. Courses to be considered for transfer credit completed outside the six year time limit may not be transferred to Clemson. Courses taken at any institution other than Clemson University may not be revalidated for transfer credit at Clemson. Valid transfer credits will appear on the student's transcript as credits earned.

For business graduate courses (ACCT, BUS, ELE, LAW, FIN, MBA, MGT, and MKT), transfer credits will be accepted only from institutions that are accredited by AACSB International and/or EQUIS. Transfers from non-U.S. institutions that do not hold either accreditation may be evaluated on a case-by-case basis.

Under no circumstances will transfer credit be awarded for courses in which a grade lower than *B* (or its equivalent) has been received, or for courses graded on a pass/fail basis, for continuing education units, courses completed outside the six-year time limit, correspondence, extension, or in-service courses or for concentrated courses and workshops that award credit at a rate exceeding one credit per week. All transfer courses listed on Form GS2, [Plan of Study](#) must be courses taken for credit from an regionally-accredited, degree-granting institution whose scholastic reputation is acceptable to Clemson University.

**Procedure for student:** To have courses considered for transfer, students must discuss with their major advisor and/or advisory committee their proposal to use specific courses from other institutions. Within the guidelines established by the Graduate School, the advisory committee will identify courses acceptable for transfer and will record these courses on the student's [Plan of Study](#) (using Form GS2). The student must then have an official transcript sent from the institution(s) where credit was earned to the Office of Enrolled Student Services, 104D Sikes Hall. Only when courses have been verified by Enrolled Services to meet all Graduate School requirements will they be approved for application toward the degree.

### Theses and dissertations

Under no circumstances will transfer credit be awarded for research, internships, master's thesis or doctoral dissertation work performed outside of Clemson University. At the discretion of a program faculty, a student's research project from another institution might be accepted for continuation once enrolled at Clemson; however, the required number of credit hours (6 of 8910 and 18 of 9910) must be enrolled in and successfully completed to meet the requirements for graduation with a master's or a doctoral degree, respectively.

## Withdrawing from Clemson University

Withdrawing from the University occurs when a graduate student drops all of his/her credit hours. This may occur especially in the summer sessions when a student drops the only course for which he/she is registered. The request to withdraw is submitted through iROAR. Withdrawal after the first few weeks of class should only be made for unusual academic reasons or for pressing medical or personal reasons. Graduate students who officially 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. Failure to attend classes or verbal notification to instructors does not constitute withdrawal. Students who drop out of courses without officially withdrawing will be credited with a failure (*F*). All indebtedness to the University should be paid as part of the withdrawal process and will be deducted from any refund due the student.



# Guidelines for Implementing Selected Academic Policies

(Refer to cited policies for details)

## Master's students entering with a bachelor's degree

Master's students must have received at least a bachelor's degree from an institution whose scholastic rating is satisfactory to the university, or an equivalent degree from an institution operating under the Bologna process whose scholastic rating is sufficient to the university. Thirty hours above the bachelor's (to include double-counted hours if applicable) are required. This includes a minimum of 24 hours of coursework and 6 hours of thesis or 30 hours of coursework for non-thesis options. See [Academic requirements for admission: Previous degrees](#).

- **Combined BS/MS program.** If a department participates in the BS/MS rubric, up to twelve hours of graduate level courses can be counted for both the BS and MS degrees for qualifying students. See [Combined bachelor's/master's plan](#).
- **Senior enrollment.** Seniors with a GPA above 3.0 may request enrollment in graduate courses. See [Senior enrollment](#).

## Doctoral students entering with a bachelor's degree

Doctoral students entering with the baccalaureate degree must complete a minimum of 60 hours beyond the baccalaureate degree (to include double-counted hours if applicable). A minimum of 18 hours of dissertation are required. The remaining 42 hours are divided between coursework and dissertation according to departmental guidelines.

See [Doctor of Philosophy/Education degree: Coursework, length](#).

## Doctoral students entering with a master's degree

Doctoral students entering with a master's degree are required to have a minimum of an additional 30 hours. A minimum of 18 hours of dissertation are required. The remaining 12 hours are divided between coursework and dissertation according to departmental guidelines.

See [Doctor of Philosophy/Education degree: Coursework, length](#).

## Definition of coursework

For the purposes of the guidelines, *coursework* is interpreted to be non-thesis, non-dissertation, non-research, and non-internship/coop course hours.

## Graduate Teachers of Record (GTR) — coursework

For graduate students who are assigned duties as Graduate Teachers of Record (GTR) the student and his/her committee must adhere to the standard SACSCOC accreditation requirements which require a minimum of 18 hours of graduate coursework in the teaching discipline.

# FINANCIAL POLICIES

## Council of Graduate Schools Resolution

Clemson is a member of the Council of Graduate Schools and adheres to the following Resolution (for a copy of the entire resolution click [here](#)):

“Acceptance of an offer of financial support\* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

“Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.”

— Council of Graduate Schools, *Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants*. Renewed October 2014.

## Deferred payments

### Graduate assistants

**Policy:** Graduate assistants are eligible for the University’s “Fall Four” payment plan as described on the [Student Financial Services website](#).

### Special cases

Graduate students without assistantships are eligible for the University’s “Fall Two” payment plan as described on the [Student Financial Services website](#).

## Fees for graduate students

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

For a list of required fees for graduate students, see the University's [Tuition & Fees page](#). See also [Health insurance, mandatory](#).

## Fellowships

Fellowships are monetary awards that require no service or work from the student. Fellowships may be institutionally awarded (through the Graduate School or through one of Clemson's graduate programs) or they may be externally awarded and portable to Clemson University. Fellowships are awarded by government agencies (federal, state, local), private foundations, industries, professional groups, and others. The Graduate School at Clemson maintains a [list of available fellowships](#) on its website that includes information on a large number of prominent external fellowships.

Typically fellowships are awarded on the basis of academic and scholarly merit. For Clemson University fellowships, students are nominated for consideration by faculty. For a monetary award to be designated a fellowship, it must provide the recipient a minimum of \$1,000 for the academic year. All fellowship recipients are granted the in-state rate for tuition and fees. Clemson University has a number of internal fellowships that are administered by the Graduate School (see [Fellowships: types administered by the Graduate School](#)) or by individual Clemson departments, colleges or programs (see applicable program websites or talk with graduate program coordinators). Most internal fellowship award decisions are made by the Fellowships and Awards Committee, which is comprised of a faculty representative from each of Clemson's five colleges.

The individual colleges and academic departments administer some fellowships. Some awards, such as the Industrial Graduate Residency Fellowships, may limit students' research to areas of interest to the donor and require a period of residency at the industrial sites. Fellowships are usually offered in early February or March. Except for students enrolled in the Master of Real Estate Development and Master of Science in Historic Preservation programs, graduate fellows and trainees pay fees applicable to South Carolina residents. 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 other departmental graduate assistants.

Normally a student cannot hold concurrently two or more fellowships or traineeships (or the equivalent) administered by the University, regardless of the funding sources. Fellowship recipients are eligible for appointment as departmental graduate assistants. For students simultaneously holding fellowships or traineeships and assistantships, the fee structure for assistantships prevails. Detailed information is available from the individual colleges or academic departments.

Continued receipt of any fellowship or traineeship is contingent on the student maintaining a satisfactory academic status. Fellowships may be withdrawn at any time for failure to maintain a satisfactory academic status including, but not limited to, grades, special examinations, and research efforts.

## Deadlines

Deadlines for fellowship applications vary. Typically prominent external fellowship applications are due in the months of October through January. There are four deadlines for nominations for fellowships administered by the Graduate School: January 5, February 1 and March 1 for fall semester admissions, and October 1 for spring semester admissions.

## Tax liability

A fellowship payment in excess of actual educational costs is subject to federal and state taxes. Some fellowships, such as the NSF Graduate Research Fellowship, have two components: a stipend and a cost of education allowance. Please consult the fellowship sponsor for details on tax liability.

## Types administered by the Graduate School

The Graduate School and the Office of Financial Aid administer several fellowships. The funding sources for Recruitment and Distinguished Achievement Fellowships are the R.C. Edwards Fund, the Graduate Alumni Fund, the MacDonald Fund and the Graduate Dean's Fund. [Nomination forms for fellowships](#) administered by the Graduate School and a selection of [frequently asked questions \(FAQs\)](#) may be found on the Faculty-Staff Resources portion of the Graduate School's website.

- **The Distinguished Achievement Fellowship.** This award provides a one-year stipend to current graduate students who have achieved certain academic milestones and exhibited the potential to excel academically and professionally. Students must be nominated by a Clemson faculty member.
- **The Outstanding Graduate Teaching Assistant and Researcher Awards.** These awards are given annually to graduate teaching assistants and graduate student researchers nominated by their colleges. Each college is entitled to nominate two teaching assistants and two graduate researchers based on their academic and teaching or research performance. The distinction includes a plaque and a monetary award. Awards are determined by the Fellowships and Awards Committee. Nominations for these awards are usually announced in February and the awards are typically made in April. The Outstanding Graduate Teaching Assistant Award is funded by the Clemson University Board of Visitors. The Outstanding Graduate Researcher Award is funded by the Clemson University Research Foundation.
- **The Recruitment Fellowship.** This one-year stipend is awarded to outstanding incoming students as recommended by faculty. It is awarded based on the student's academic record (GPA and GRE/GMAT) and perceived potential contributions. It is not available for currently enrolled graduate students. A Clemson faculty member must nominate a student for consideration for one of these awards.
- **The South Carolina Graduate Incentive Fellowships.** These awards, administered by the Graduate School, the Office of Access and Equity and the Office of Financial Aid are available to increase the diversity of the graduate student body, with a current emphasis on recruiting doctoral students. Master's students must be citizens of South Carolina. Preference is given to new applicants who have been recruited by the University and those who express a commitment to be employed in the state for two years following graduation. Based on the availability of funds and the student's satisfactory academic performance, the fellowship may be renewed.

## Graduate assistantships

All full-time enrolled graduate students are eligible for consideration as graduate assistants. All graduate assistants are granted partial remission of academic and other fees and enjoy certain other benefits provided for University staff, such as athletic tickets at a reduced rate and no fees to audit classes or enroll in labs. Graduate assistants pay a flat fee per semester or summer session.

All appointments for assistantships (teaching, research, laboratory, administrative, and grader) must be processed through the Graduate School. Selection of assistantship recipients, notification of the appointment, duration, and the stipend amount are the responsibilities of the employing department; however, 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 specific and should reflect a relationship to the student's academic program. The work to be performed must be above the paraprofessional level.

### Appointment process

Graduate assistantships are the purview of individual academic and/or administrative units. Appointments are made by those employing units, and students must apply directly to the employing unit. The employing unit shall provide a brief description of the expectations of the employee, the anticipated beginning and ending dates, stipend amount, average hours of service per week, the work schedule (where appropriate), and the conditions for reappointment, if any. In addition, the graduate assistant must be apprised of the financial penalties related to academic fees that may be incurred if the assistantship starts after the beginning or is terminated before the end of the semester or session.

**Procedure for student:** A student interested in employment as a graduate assistant should make direct contact with the department, college, or unit of interest. Each hiring unit may have deadlines for applying for positions and/or specific requirements for employment. Students may also consult the [Clemson Center for Career and Professional Development](#) site for additional postings and available on-campus opportunities.

**Procedure for department:** Departments hiring graduate students as assistants should specify the details of the employment offer in writing. The Graduate School requires use of a graduate assistant contract to ensure all required information is communicated to each student who is offered employment. An assistantship contract template in Word format for administrators may be found in the [Faculty and Staff Resources](#) section of the Graduate School website. Please ensure that a copy of the [CGS resolution](#) is sent to each assistantship appointee and include a cover letter on department letterhead.

### Eligibility

To qualify for a departmental assistantship, a student must possess at least a bachelor's degree and be enrolled in a graduate degree program. To be eligible for any graduate appointment, a graduate student must satisfy the appropriate minimum graduate-level enrollment requirement of nine credit hours during each semester and three credit hours during each summer session. Only in cases where students are required through the curriculum of their programs or requirements of their advisory committees to enroll in an undergraduate course will undergraduate credits satisfy this enrollment requirement.

The Graduate School reserves the right to withdraw an assistantship appointment at any time because of failure to meet these eligibility requirements. Graduate students also should understand that an appointment may be withdrawn at any time for failure to maintain a



satisfactory academic status including, but not limited to, grades, special examinations, and research efforts.

### Holiday leave

(See *also* Leave without pay *below*)

Expected duties for any graduate assistant to be accomplished over official University holidays must be agreed upon in writing by the student and the faculty advisor in charge of the assistantship appointment. Graduate students with nine-month or 12-month graduate assistantship appointments work on the same calendar as faculty with nine-month or 12-month appointments, respectively. The student and the faculty advisor in charge of the research program should agree in writing upon duties over holiday periods for graduate research assistantship appointments.

### Leave without pay

(See *also* Holiday leave *above*)

Graduate students with nine-month or 12-month graduate teaching assistantship (GTA) appointments work on the same calendar as faculty with nine-month or 12-month appointments, respectively. Graduate teaching assistants may request up to four weeks of leave without pay per semester and one week of leave without pay per summer session for illness of a close family member, death in the immediate family, or personal illness or hardship. Leave without pay must be requested verbally and in writing to the hiring department and approved prior to the student taking leave. Leave without pay for students with graduate research assistantship (GRA) appointments, and duties required over official holiday periods, must be agreed upon in writing by the student and the faculty advisor in charge of the research program prior to the student taking leave. If leave without pay is not approved by the administrator of the graduate assistantship, the graduate assistant may petition the Graduate School dean for approval.

### Maximum work hours

The student must devote 10–28 hours of service per week to the University during the spring and fall semesters and be engaged in employment that bears a recognizable relationship to his/her major field of study. Multiple employment by the University (graduate appointment and/or hourly employment) is permitted; however, 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 28 hours per week (20 hours per week for F-1 visa holders) is not exceeded. Graduate assistants cannot be scheduled regularly with more hours of work per week as part of their assistantship than the number of hours for which they are appointed. Graduate assistants appointed as GTAs, GTRs and GLAs will be expected to work during the exam period. Graduate assistants holding nine-month appointments can only be scheduled to work during the period of the appointment and are entitled to the official University holidays and/or breaks accorded nine-month faculty. Likewise, 12-month graduate assistants are entitled to the official University holidays accorded to 12-month administrative staff. Upper limits on academic loads as related to hours of service per week are delineated in the [Enrollment Limits: maximum credit hours chart](#).

## Minimum enrollment

A minimum enrollment in nine credit hours is required for appointment as a graduate assistant during the academic year. Minimum enrollment in summer sessions is three semester hours per session. Only in cases where students are required through the curriculum of their programs or through requirements of their advisory committees to enroll in an undergraduate course will undergraduate credits satisfy this enrollment requirement. In special cases, credits in GS 7990 may be included in the minimum as approved in advance by the Graduate School.

## Minimum stipends

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

## Parental leave

A graduate assistant (female or male) is eligible for up to six weeks of parental leave. The request for parental leave must be made to the department at least one month in advance, with notification provided by the department chair to the dean of the Graduate School. The Graduate School encourages the department and student to work together to enable the student to maintain enrollment and employment status during this time.

## Termination of Assistantships

Once appointed, graduate students may choose to terminate an assistantship or may be terminated by the employing department. In all cases, termination of assistantships has a financial consequence. The Graduate Assistantship Tuition Policy governs the financial liability of the graduate student whose appointment was terminated, irrespective of the reason. For more information, access the [Graduate Assistant Tuition Chart](#) online.

### *Termination for academic deficiency*

**Policy:** An assistantship may be terminated for academic deficiency if a student drops below the minimum credit hour requirement (nine per semester or three per summer session) or for failure to meet other academic requirements satisfactorily. Graduate students must maintain satisfactory progress in all coursework, maintaining minimally a 3.0 grade point ratio in coursework and making adequate progress towards obtaining their degrees, including progress with qualifying and comprehensive examinations and research.

**Procedure for department:** Departments desiring to terminate a graduate student's assistantship for academic deficiency should prepare a written notice of termination and provide the student with at least two weeks' notice. The department should notify the Graduate School of the termination.

### *Termination by student*

Should a graduate student determine the need to terminate his/her assistantship appointment, he/she should consult with the assistantship supervisor as soon as possible, and if at all possible at least two weeks prior to termination, in order to ensure a smooth transition in hiring a replacement graduate assistant. Notice of termination, prepared by the student, should be both verbal and written.

*Termination for cause*

**Policy:** If, in the opinion of the immediate supervisor of the assistantship, a student is not carrying out the duties of his/her assistantship satisfactorily, the assistantship may be terminated and the student held liable, calculated on a *pro rata* basis, for the reduction in academic fees assessed as a result of the assistantship.

**Procedure for department:** The immediate supervisor should first discuss and attempt to resolve the problem with the student. A record of this conversation should then be placed in the student's departmental file by the supervisor and a copy provided to the student. If the student's performance remains unsatisfactory, a signed written warning from the department chair should be provided to the student in person or be sent to the student by certified or registered U.S. mail detailing the nature of the problem. A copy of this letter should also be sent to the dean of the Graduate School. If the performance of the student remains unsatisfactory, the department chair should give the student a written notice of termination. This letter of termination should be sent to the student by certified or registered U.S. mail, and should specify the date of termination and any requirements for vacating the position. At least two weeks should elapse between the written warning and the notice of termination. The dean of the Graduate School should be notified of the termination. The student has the right to file a grievance with the Graduate Student Academic Grievance Committee if he/she feels the termination was unfair or that this policy was improperly followed. Notices of termination will be retained in the student's file in accordance with state employment policies. If the student's performance does improve, the record(s) shall be removed from the student's file.

*Termination for loss of research funding*

**Policy:** A sudden or unexpected loss of external funding may result in a termination of an assistantship. The policy outlined in **Tuition policy** below will be used to calculate any tuition and fees required of the graduate student. With appropriate documentation, a department chair may request the dean of the Graduate School for an exception to the policy.

**Procedure for department:** Letters of appointment to research assistantships must communicate to students that, in the unlikely event that unforeseen loss of research funding occurs, the assistantship is not committed beyond the University's availability of funds. Should notification be received by the University that research funding will be discontinued, departments must notify the affected graduate students as soon as possible but preferably within two weeks of notice of termination. If departments do not provide adequate notification to the research assistant, the department will be responsible for two weeks of stipend support for the student. Departments should make every effort to secure funding to enable affected students to continue throughout the current semester or term. With appropriate documentation, a department chair may request the dean of the Graduate School for an exception to the policy.

*Tuition policy*

The University's Board of Trustees approved a policy designed to standardize tuition and fee charges for graduate assistants. For a student who has been awarded a graduate assistantship or for whom an assistantship award is made, liability to the University is the graduate assistantship tuition and fee rate. For an assistantship added between the first day of classes and the last day to drop or withdraw without grades, the student's liability to the University is 50% of total tuition and 100% of fees unless the funding is new grant money to the University. After the last day to drop or withdraw without final grades, the

student receives no graduate assistant benefit or refund of tuition and fees previously paid; therefore, assistantship appointments must be made each semester prior to the date when no abatements would be offered to a graduate assistant. This date is established annually by the Office of the Bursar, and this policy is consistent with the University's calendar for refund of fees. For more information, access the [Graduate Assistant Tuition Chart](#) online.

## Types of assistantships

The various types of assistantship appointments are described below:

- **Graduate Administrative Assistant (GAA).** A limited number of Graduate Administrative Assistantships are available. The GAA provides help to departments with various types of administrative duties. Administrative units hiring graduate administrative assistants must form a partnership with an academic department or departments. Signatures of the employing supervisor and the academic advisor are required on [Form GS2000](#), "Graduate Assistant Tuition Remission Form (TRF)".
- **Graduate Extension Assistant (GEA).** Graduate Extension Assistants help in carrying out supervised extension services of the University. Appointments are for 25–50% time.
- **Graduate Grader (GGA).** Graduate Grader Assistants provide help to faculty in grading homework and quizzes. Appointments are for 25–50% time.
- **Graduate Laboratory Assistant (GLA).** Graduate Laboratory Assistants provide help in undergraduate laboratories but are not responsible for assigning grades. Appointments are for 25–50% time.
- **Graduate Resident Directors (RD).** Graduate Resident Directors are part-time employees on the program staff of the residence halls and are classified as Graduate Administrative Assistants. Preference is given to those who have had successful undergraduate experience as residence hall assistants. In general, 28 hours of service per week are required. Compensation consists of a room or apartment, partial remission of academic and other fees, and a stipend.
- **Graduate Research Assistant (GRA).** Graduate Research Assistants conduct supervised research or assist with research funded from any source administered by the University. Appointments are for 25–50% time.
- **Graduate Teachers of Record (GTR).** Graduate Teachers of Record teach undergraduate classes or laboratories and are responsible for assigning grades. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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 in-service training and be evaluated regularly."<sup>1</sup> The department chair has the responsibility for determining that the 18-hour requirement is met either through coursework or with a memo containing documentation that the graduate assistant meets the requirement as an exception. The Enrolled Student Services Office will certify that the 18-hour requirement has been met. Appointments are for 25–50% time.

1. Section 4.8.4 of the SACSCOC *Criteria for Accreditation*

- **Graduate Teaching Assistant (GTA).** Graduate Teaching Assistants teach undergraduate classes or laboratories under the supervision of a faculty member. They are not responsible for assigning grades. Appointments are for 25–50%.

## Health insurance, mandatory

**Policy:** Mandatory health insurance coverage is required of all graduate students enrolled on campus in nine or more hours. Enrollment in the University plan, administered by Redfern Health Center through insurance carrier **AIG**, is required unless the student submits a waiver request. Students covered by their parents', spouse's, or employee health insurance will, in general, find those policies sufficient to meet this condition, but must submit a waiver request form nonetheless. Students will be billed for this insurance coverage along with their tuition. The current **mandatory health insurance requirements** for Graduate and International students, and a **Student Health Insurance Plan 2015–2016** brochure are available as PDF files. More helpful information about insurance and billing may be found [here](#).

All international graduate students and exchange visitors/scholars attending Clemson must purchase the University-sponsored health insurance for themselves, unless their insurance is provided as a part of their programs of study, in which case a waiver of this requirement is possible. Programs include, but are not limited to, government or internationally-sponsored programs such as Fulbright, IIE, ISEP, Rotary International and LASPAU. All insurance plans must provide coverage for the entire duration of the student's study in the U.S. International students will be billed as indicated in the **Student Health Insurance Plan 2015–2016** brochure for this insurance coverage with their tuition. This expense is included on the I-20 or DS-2019. Internationals who bring dependents are encouraged to purchase dependent health insurance separately at Redfern Health Center upon arrival.

**Procedure for student:** Graduate students, including degree seeking international students, are billed automatically for health insurance unless during the registration process a waiver is requested and approved. To request a waiver, the student should access the suitable form, **"Waiver Requirements Domestic"** or **"Waiver Requirements International"** according to his or her status. Once the appropriate form is submitted online, the student will receive an email message that the request to waive insurance has been received. If the waiver is granted, the insurance company will send that information to Student Accounts and the cost of medical insurance will be removed from the student's account. The student will receive an email message indicating the decision on their request for a waiver.

International non-degree seeking and exchange students at Clemson for short durations must present their immunization records, either through the **MyHealth e-portal** or in person directly to Redfern upon arrival, at which time alternate insurance can be documented and a waiver requested.

## 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 in one credit hour per summer session in order to accept hourly employment, with the exception of their final semester. During the final semester, all students, including international students, are required to be enrolled in at least one credit hour in order to accept an hourly employment appointment. Each student has a one-time "final" semester.



## Hours of employment, maximum

Graduate students (exclusive of full-time University employees) who are enrolled in classes or research hours may not be employed by the University for more than 28 hours per week, even in instances where graduate hourly employment and graduate assistantships are combined. No portion of hourly employment shall be used to qualify students for benefits afforded those on graduate assistantship appointments. International students must abide by immigration regulations pertaining to on-campus employment (see the several topics pertaining to International Student employment *below*).

## International student employment

International graduate students are required to hold proper immigration status before any assistantship can be paid or attending benefits ensue. Special employment regulations for international students are governed by the Code of Federal Regulations and the Department of Homeland Security/U.S. Citizenship and Immigration Services (USCIS).

**Procedure for student:** To ensure compliance with the Code of Federal Regulations, detailed information about international student employment and procedures for applying are available in the Office of International Affairs, E-302 Martin Hall; (864) 656-3614.

### Graduate assistantships

International graduate students who are interested in receiving any type of assistantship should submit scores from the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE) to Clemson University. 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, in addition, to pass the standardized exam, Test of Spoken English (TSE). Specialists in English as a Second Language (ESL) administer this test at Clemson University. Prospective international teaching assistants also undergo an interview during which faculty members in their respective departments evaluate them. Some departments utilize videotaped oral presentations. Successful scores on all English language tests, the interview, and the presentation (if required) are completed before the student can be approved as a teaching assistant.

**Procedure for student:** To ensure compliance with the Code of Federal Regulations, detailed information about international student employment and procedures for applying are available in the Office of International Affairs, E-302 Martin Hall; (864) 656-3614.

### Hourly off-campus

Permission for off-campus employment must first be requested through the international student advisors in the Office of International Affairs. Off-campus employment generally is unavailable to international students during the first academic year and should not be considered as a means of financial support. Students with F-1 visas may apply to the USCIS for limited off-campus work authorization after their first year of study.

**Procedure for student:** To ensure compliance with the Code of Federal Regulations, detailed information about international student employment and procedures for applying are available in the Office of International Affairs, E-302 Martin Hall; (864) 656-3614.

### Hourly on-campus

Nonacademic employment opportunities are available on-campus on a first-come, first-considered basis. Applications are made directly to the hiring source upon arrival on campus.

**Procedure for student:** To ensure compliance with the Code of Federal Regulations, detailed information about international student employment and procedures for applying are available in the Office of International Affairs, E-302 Martin Hall; (864) 656-3614.

## Late registration service charge

Registration for classes is scheduled for specific days, and specific procedures are outlined by the University Registrar to avoid the problems incident to late registration. A student has not completed registration until all required steps have been taken, including payment of tuition and fees. Any student failing to complete registration on the published deadline dates will incur a late enrollment charge of \$150.00.

## Loans

### Emergency loans for international students

International students facing dire financial circumstances due to circumstances affecting their home countries may be eligible for short-term emergency loans. The emergency loan fund is administered by the Office of Financial Aid. For information and assistance, international students should contact Louis Bregger, Director of International Student Programs, in the Gantt Intercultural Center, 214 Hendrix Student Center.

### Federal Student Loans

The Office of Student Financial Aid administers federal financial aid for graduate students. Graduate students may borrow \$20,500 (\$8,500 subsidized and \$12,000 unsubsidized) per year. However, graduate assistants are eligible for only \$13,000 (approximately) per academic year due to their tuition waiver. Because students may not borrow more than the cost of attendance for Clemson University, they may not qualify for the federal loan maximums. Aggregate loan limits are the maximum amounts students can borrow during their entire college career. Graduate students may borrow up to \$138,500. Those who exceed this limit become ineligible for any type of federal aid, so students are urged to carefully monitor their overall indebtedness.

**Procedure for student:** To apply for loans (except the emergency international student loan), students must complete the FAFSA form, available from the Office of Financial Aid. April 1 is the suggested deadline. Students may review their borrowing history at the [National Student Loan Data System student access portal](#). The student's federal PIN is required.

### Default

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 may be subject to wage withholding (garnishment) according to Legislative Authority P.L. 102-164; To U.S. C. S1095A et. seg.

## Eligibility

To qualify for loans, graduate students must be enrolled in at least five credits in a regular semester (fall or spring) and five credits for the summer in any combination of enrollments (summer sessions I and II and Maymester).

## 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 enroll for an ensuing semester or summer term. Billing fees and/or collection costs may be added to the indebtedness. Further, any student who fails to pay all indebtedness to the University, including collection costs, may not be issued a transcript or diploma. Unresolved debts may be turned over to a collection agency, reported to a credit bureau, and deducted from state income tax refunds. Debts include, but are not limited to, parking violations, library fines, rent, academic fees, and others.

## Paying by check

If a check is mailed to Clemson University for payment on any account, it may be converted into an electronic funds transfer (EFT). This means a copy of the check will be made and the account information will be used to debit the bank account electronically for the amount of the check. The debit from the bank account will usually occur within 24 hours and will be shown on the drawer's bank account statement.

The original check will not be returned to the drawer; it will be destroyed, but University Revenue and Receivables will retain a copy of it. If the EFT cannot be processed for technical reasons, the drawer authorizes the University to process the copy in place of the original check. If the EFT cannot be completed due to insufficient funds, the University may try twice more to make the transfer. A returned item fee of \$30 will be charged and collected by EFT.

## Refunds

Refunds of tuition and fees, and the policies governing them, are made by University rather than the Graduate School. See the [refund schedule for academic fees](#) at the Finance Division's page, and the [University's tuition and fee refund policy](#), available as a PDF.

Refunds of optional fees, such as dining services, housing, and Tiger Stripe accounts, are handled by the relevant unit. Their policies are available on the University's website.

## State resident status

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 (subject to further amendment by the General Assembly).

## Appeals

Students may appeal determinations of non-residency. Students wishing to appeal a determination regarding residency should contact the residency official in the Office of Financial Aid, G01 Sikes Hall; (864) 656-2280, email [finaid@clemson.edu](mailto:finaid@clemson.edu). The residency official is Jennifer A. Williams.

## Application for resident status

Any graduate student or prospective student whose status concerning entitlement to payment of in-state tuition and fees is uncertain has the responsibility of securing a ruling from the University by providing all relevant information on special application forms. Students interested in applying for residency and therefore receiving resident tuition may submit an [Application for Residency Status](#) online, or submitted to the Office of Residency Classification in G01 Sikes Hall, at least two weeks prior to the semester in which resident tuition is desired.

## Returned checks, EFTs, and credit card payments

A check, EFT, or credit card given in payment of University expenses that is returned unpaid by the bank creates an indebtedness to the University. University Student Financial Services administers matters relating to the collection of all returned checks; details are available at their [Payment Methods](#) link. University Student Financial Services will re-present returned items for payment of academic fees. A \$30 fee will be charged for each returned item. If a check is returned or dishonored for any reason, the student's account may be debited electronically for the amount of the check plus the \$30 returned item fee. Abuse of check payment privileges may result in the restriction of such privileges for an indefinite period of time based on the frequency and/or dollar amount, as determined by University Revenue and Receivables.

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 last day of late registration. If the item is returned to the University in a timely manner with no response from the student or drawer, a written request to unenroll the student is made to the Registrar. If the request is approved, the percentage of refund will be applied to the debt. If the item is returned after the mid-point of the semester with no response, a decision will be made by the Director of University Revenue and Receivables and the registrar as to the effect of disenrollment. The University may restrict subsequent payment for academic and other fees by accepting only cash, certified checks, or money orders.

Any individual who 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. Items 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 items not collected by the above procedures may be turned over to a collection agency and the indebtedness reported to a credit bureau. All collection costs will be added to the debt. Transcripts and diplomas will be withheld pending payment, and the debt may be deducted from state income tax refunds.

## Traineeships

The term "traineeship" is used to designate monetary awards made to the University for disbursement to students enrolled in designated programs. For a monetary award to be designated a traineeship, the award must provide the recipient a minimum of \$1,000 for the academic year. Normally a student cannot hold concurrently two or more fellowships or traineeships (or the equivalent) administered by the University, regardless of the funding sources. Traineeship recipients are eligible for appointment as departmental graduate assistants. For students simultaneously holding fellowships or traineeships and assistantships, the fee structure for assistantships prevails. Continued receipt of a traineeship is contingent on the student maintaining a satisfactory academic status. Traineeships may be withdrawn at any time for failure

to maintain a satisfactory academic status including grades, special examinations, and research efforts.

Detailed information is available from the individual colleges or academic departments.

Currently, the nursing program at Clemson is the only graduate program in which a traineeship is established. A grant from the United States Department of Health and Human Services provides funds to Clemson's Department of Nursing to administer the Advanced Education Nursing Traineeship Program which helps to pay all or part of tuition, books and fees of a graduate nursing education program. Eligible students must be full-time (enrolled in nine credit hours with or without an assistantship), have worked in or plan to work in underprivileged areas, have completed clinical experience in underprivileged areas and must demonstrate financial need. Typical awards range from \$700–\$1500 a semester, payable as a reimbursement to the awardee at the end of each semester. For additional information or an application, contact the Nursing Program, University Center of Greenville, (864) 250-8881.

## Tuition for graduate students

(See also [Fiscal Policy: Settlement of University Fees](#) at the Graduate School's website)

Satisfactory settlement of all expenses is a requirement for completing each semester's class registration, and no student is officially enrolled until all past due accounts have been satisfied. Financial aid cannot be used to satisfy balances forward from a prior academic year. Tuition for graduate students is delineated in the [Tuition & Fees charts](#) at the Graduate School's website.

**Tuition for full-time enrollment.** Students without graduate assistantships who are enrolled in nine or more credit hours are classified, for tuition purposes, as full-time. Tuition for full-time graduate students is delineated in the [Tuition & Fees charts](#) at the Graduate School's website.

**Tuition for part-time enrollment.** Students without graduate assistantships who are enrolled in fewer than nine credit hours (three hours in a summer session) are classified, for tuition purposes, as part-time and will be charged accordingly. Tuition for part-time graduate students is delineated in the [Tuition & Fees charts](#) at the Graduate School's website.

**Tuition for graduate assistants.** For tuition purposes, graduate assistants must be enrolled in a minimum of nine semester hours (three hours in a summer session) to be classified as full-time. Tuition for graduate assistants is delineated in the [Tuition & Fees charts](#) at the Graduate School's website.



# APPENDICES

## Appendix A: Graduate Curriculum Committee Bylaws

### BYLAWS OF THE UNIVERSITY GRADUATE CURRICULUM COMMITTEE (As approved by the Graduate Council 4/28/10)

#### Article 1: Purpose

The University Graduate Curriculum Committee shall receive, review, and recommend approval of, or disapproval of, all graduate curriculum changes (new programs, new courses, course changes, course deletions) proposed by the collegiate faculties and interdisciplinary programs, and shall coordinate the interests of graduate curricular matters that may affect more than one college. The committee shall ensure the adherence of such proposals to all applicable university policies and regulations. The committee will also review various proposals contained in the Graduate Announcements. Curricular proposals recommended by the University Graduate Curriculum Committee shall be submitted to the Vice President for Academic Affairs and Provost. The Provost shall forward these curricular proposals with his or her recommendation to the President for final approval. The Provost shall inform the committee representatives of the President's actions. It is the responsibility of the committee members to inform the faculties of their colleges of the decision/proceedings of the committee as well as the actions of the President and Provost.

#### Article 2: Membership

The Graduate Curriculum Committee is composed of a non-voting Chairperson from the Provost's staff (generally dean of the Graduate School), plus two representatives of the graduate curriculum committees of the several colleges, one of whom will be the chair of the college committee and the other elected by the college committee. Should a college have a single curriculum committee, the chairperson and one other representative elected by the college committee shall serve on the University Undergraduate Curriculum Committee and the college committee shall elect two representatives to the University Graduate Curriculum Committee. Non-voting members in addition to the chair include one elected library faculty, one graduate student appointed by the graduate student body president, the registrar, and other members of the Graduate School as needed. The committee's jurisdiction is set forth in the *Faculty Constitution*.

#### Article 3: Policies and Procedures

##### A. Notice of meetings

At least two weeks' notice must be given prior to every meeting. The regular meeting time will be the second Friday of every month at 1:30 **p.m.** but alternate dates and times are allowed provided that the two weeks' notice is given.

**B. Agenda**

Agenda items from the colleges are due to the Graduate School two weeks prior to each meeting and the agenda packets must be delivered to each member at least one week prior to each meeting. In addition, to the agenda packets, the agenda for each meeting will be electronically delivered to members at least one week prior to each meeting. Staff in the Graduate School will screen the submissions to make sure all necessary paperwork is included before distributing to the committee members.

**C. Short Notice Items**

Items submitted after the deadline that don't make it into the agenda packets may be considered if at least 50% of the voting members (present) so decide.

**D. Quorum Defined**

A quorum shall consist of more than 50% of the voting members of the committee.

**E. Voting and Rules of Order**

All matters and issues shall be resolved by a simple majority vote of those eligible members or their designated alternates who are both present and voting. Unless otherwise specified, Robert's Rules of Order shall prevail. Committee meetings are open to the public; however, non-members must leave during committee deliberations and voting. They will be informed by the Graduate School as to the result of the vote.

**F. Minutes**

Draft minutes of the meeting shall be taken and distributed to the committee members within one week of the meeting. After the minutes have been approved and corrected at the next meeting, they shall be web-available within one week.

**G. Amendments**

Amendments to these policies and procedures require two-thirds vote of those eligible members or their designated alternates who are both present and voting. Notice of proposed amendments must be made at least one month prior to the meeting where the voting will occur, as well as appear on the agenda for that meeting.

**H. Distribution of Policies and Procedures**

A copy of these policies and procedures shall be distributed to all committee members at the first meeting of each academic year, and whenever amendments to these policies and procedures are made.

**I. New Programs**

New programs cannot be approved until after appearing on the agenda of two meetings of the Graduate Curriculum Committee to allow time for the committee members to confer with their colleges. Generally, the new program will be presented in depth during one meeting and then discussed and voted on at the next meeting.

## Operational procedures currently in use but not formally part of the Bylaws

### 1. Interdisciplinary Programs

Interdisciplinary programs that report directly to the Graduate School submit proposals for new programs, courses and certificates as well as changes to existing programs, courses and certificates to the GCC through the Graduate School. The items from these programs are treated like new programs — the item is proposed at one meeting and discussed, then is brought to the floor for a vote at the next. This procedure ensures that each college with academic departments scrutinizes these proposals for conflicts and duplication since the Graduate School does not have a college curriculum committee. (Per W. G. Ferrell, associate dean of the Graduate School, August 1, 2012).

[End of Bylaws]

## Appendix B: Statutes<sup>1</sup> governing in-state residency status

**59-112-10**—Definitions. As used in this chapter:

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.

1. Topic reprinted from *South Carolina Code of Laws, Unannotated, Current through the end of the 2014 session; Title 59 - Education; Chapter 112 - Determination of Rates of Tuition and Fees*. Accessed at <http://www.scstatehouse.gov/code/t59c112.php>

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.

#### **59-112-20—South Carolina Domicile Defined for Purposes of Rates of Tuition and Fees.**

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 59-112-10 I 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.

**59-112-30—Effect of Change of Residency.**

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 59-112-20B 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.

**59-112-40—Effect of Marriage.**

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.

**59-112-50—Military Personnel and Their Dependents.**

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.

**59-112-60—Faculty, Administrative Employees and Dependents Thereof.**

Full-time faculty and administrative employees of State Institutions, and the spouses and children of such persons, shall be excluded from the provision of this act.

**59-112-70—Abatement of Rates for Nonresidents on Scholarship.**

Notwithstanding other provisions of this act, the governing boards listed in Section 59-112-10A above, are authorized to adopt policies for the abatement of any part or all of the out-of-state rates for students who are recipients of scholarship aid.



**59-112-80—Administration of Chapter; Burden of Proving Eligibility of Students.**

Each State Institution shall designate an official to administer the provisions of this act. Students making application to pay tuition and fees at in-state rates shall have the burden of proving to the satisfaction of the aforesaid officials of State Institutions that they have fulfilled the requirements of this act before they shall be permitted to pay tuition and fees at such rate.

**59-112-90—Penalties for Willful Misrepresentation.**

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.

**59-112-100—Regulations.**

The Commission on Higher Education may prescribe uniform regulations for application of the provisions of this act and may provide for annual review of such regulations.

[End of South Carolina Code of Law statutes]

**ARTICLE V: Determination of Rates of Tuition and Fees<sup>1</sup>**

(Statutory Authority: 1976 Code §§ 59-112-10 to 59-112-100)

**62-600—Rates of Tuition and Fees.**

A. Resident classification is an essential part of fee determination, admission regulations, scholarship eligibility, and other relevant policies of the state. It is important that such institutions have fair and equitable regulations which can be administered consistently and are sensitive to the interests of both students and the State. The Commission on Higher Education hereby establishes regulations for the Statute Governing Residency and Tuition for Fee Purposes to be applied consistently by all South Carolina institutions of higher education. These regulations do not address residency matters relating to in-county categories used within the State's technical colleges.

B. Institutions of higher education are required by the Statute to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof rests with the student to show evidence as deemed necessary to establish and maintain their residency status.

1. South Carolina Code of Regulations, Chapter 62: State Commission on Higher Education. Article V: Determination of Rates of Tuition and Fees. Accessed as PDF at <http://www.scstatehouse.gov/coderegs/Ch%2062.pdf>, file dated 1/15/2015, pp. 68–74.

**62-601**—Code of Laws Governing Residence. [SC ADC 62-601]

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112 of the 1976 South Carolina Code of Laws, as amended.

**62-602**—Definitions. [SC ADC 62-602]

A. “Academic Session” is defined as a term or semester of enrollment. (62-607.B)

B. “Continue to be Enrolled” is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions. (62-607.A)

C. “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 as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person’s college education. A dependent person’s residency is based upon the residency of the person upon whom they are dependent. (62-602.G) (62-602.N) (62-603.B) (62-605.C) (62-607.A)

D. “Domicile” is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one 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 student at institutions shall be presumed not to be a place of principal residence, as residency in such housing is by its nature temporary. (62-602.E) (62-602.K) (62-602.M) (62-602.N) (62-603.A) (62-603.B) (62-605.B) (62-605.C) (62-607.A) (62-607.B) (62-608.A) (62-608.C) (62-608.D) (62-609.A.3) (62-609.A.4)

E. “Family’s Domicile in this State is Terminated” is defined as an employer-directed transfer of the person upon whom the student is dependent and is not considered to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of his own (e.g., plant closure, downsizing, etc.) who accepts employment in another state prior to relocating. (62-607.A)

F. “Full-time employment” is defined as employment that consists of at least thirty-seven and one-half hours a week on a single job in a full-time status. However, a person who works less than thirty-seven and one-half hours a week but receives or is entitled to receive full-time employee benefits shall be considered to be employed full-time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must satisfy their prescribed employment specifications in order to qualify as having full-time employment. (62-605.C.1) (62-609.A.2) (62-609.A.3)

G. “Guardian” is defined as one legally responsible for the care and management of the person or property of a minor child or one qualified to claim a dependent person based upon the five tests for dependency prescribed by the Internal Revenue Service; 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. (62-602.C) (62-602.E) (62-602.I) (62-602.M) (62-603.B) (62-605.C)

H. “Immediately Prior” is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year. (62-607.A)

I. “Independent Person” is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested. (62-602.N) (62-603.A) (62-605.C) (62-607.B) (62-608.B)

J. “Minor” is defined as a person who has not attained the age of eighteen years. An “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. (62-602.G)

K. “Non-resident Alien” is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status “non-resident aliens” generally do not have the capacity to establish domicile in South Carolina. (62-602.M) (62-604.A)

L. “Parent” is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child. (62-602.C) (62-602.E) (62-602.I) (62-602.J) (62-602.M) (62-603.B) (62-603.C) (62-605.C)

M. “Reside” is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained. (62-603.A) (62-606.B) (62-609.A) (62-609.A.3) (62-609.A.4) (62-609.B)

N. “Resident” 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 class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, notwithstanding other provisions of the Statute. (62-600.A) (62-600.B) (62-602.I) (62-602.K) (62-602.M) (62-603.A) (62-603.B) (62-603.C) (62-604.A) (62-605.A) (62-605.C) (62-605.C.7) (62-606.A) (62-606.A.5) (62-606.B) (62-607.A) (62-608.B) (62-609.A.3) (62-610.A) (62-610.B) (62-611.A) (62-611.B)

O. “Spouse” is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended. (62-602.C) (62-602.E) (62-602.I) (62-602.M) (62-603.B) (62-605.C)

P. “Temporary Absence” is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

Q. “Terminal Leave” is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave. (62-609.A.4)

R. “United States Armed Forces” is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard. (62-606.B) (62-609.A(1))

**62-603—Citizens and Permanent Residents.** [SC ADC 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 tuition and fees. The twelve-month residency period starts when the independent person establishes the intent to become a South Carolina resident per section 62-605 entitled “Establishing the Requisite Intent to Become a South Carolina Domiciliary.” Absences from the State during the twelve-month period may affect the establishment of permanent residence for tuition and fee purposes.

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 or qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

C. In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

**62-604—Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents.** [SC ADC 62-604]

A. Except as otherwise specified in this section or as provided in section 62-609 (1) and (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in-state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non-resident aliens present in the United States in specified visa classification are eligible to receive in-state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

B. Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

**62-605—Establishing the Requisite Intent to Become a South Carolina Domiciliary.** [SC ADC 62-605]

A. Resident status may not be acquired 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 designed to serve South Carolina residents.

B. If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence 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 or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following indicia:

1. Statement of full-time employment;
2. Possession of a valid South Carolina voter registration card;
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 non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility.
5. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility.
6. Maintenance of domicile in South Carolina;
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. The absence of indicia in other states or countries is required before the student is eligible to pay in-state rates.

#### **62-606—Maintaining Residence. [SC ADC 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 tuition and fee purposes include:

1. Continuing to use a South Carolina permanent address on all records;
2. Retaining South Carolina voter's status;
3. Maintaining South Carolina driver's license;
4. Maintaining South Carolina vehicle registration;
5. 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. Active duty members of the United States Armed Forces and their dependents are eligible to pay in-state tuition and fees as long as they continuously claim South Carolina as their state of legal residence during their military service. Documentation will be required in all cases to support this claim. South Carolina residents who change their state of legal residence while in the military lose their South Carolina resident status for tuition and fee purposes.

**62-607—Effect of Change of Residency. [SC ADC 62-607]**

A. Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his/her enrollment may enroll at the in-state rate. A student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in-state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

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. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in-state rates in subsequent semesters.

**62-608—Effect of Marriage. [SC ADC 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 non-resident marries a South Carolina resident, the non-resident does not automatically acquire South Carolina resident status. The non-resident may acquire South Carolina resident status if the South Carolina resident is an independent person and the non-resident 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.

**62-609—Exceptions. [SC ADC 62-609]**

A. Persons in the following categories qualify to pay in-state tuition and 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 class of the term for which payment of in-state tuition and fees is requested.

1. "Military Personnel and their Dependents": Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their

dependents are eligible to pay in-state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in-state tuition and fees for an additional twelve months. Such persons (and their dependents) may also be eligible to pay in-state tuition and fees for a period of twelve months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month “physical presence” requirement for them or their dependents to qualify to pay in-state tuition and fees.

2. “Faculty and Administrative Employees with Full-Time Employment and their Dependents”: Full-time faculty and administrative employees of South Carolina state-supported colleges and universities and their dependents are eligible to pay in-state tuition and fees.
3. “Residents with Full-Time Employment and their Dependents:” Persons who reside, are domiciled, and are full-time employed in the State and who continue to work full-time until they meet the twelve-month requirement and their dependents are eligible to pay in-state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in section 62-605 entitled (“Establishing the Requisite Intent to Become a South Carolina Domiciliary”).
4. “Retired Persons and their Dependents:” Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this State. 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 from 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. South Carolina residents who wish to participate in the Contract for Services Program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all residency requirements during this two-year period.

#### **62-610—Application for Change of Resident Status. [SC ADC 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 established by the institution.

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

**62-611—Incorrect Classification.** [SC ADC 62-611]

A. Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and 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 the institution attended of such changes.

**62-612—Inquiries and Appeals.** [SC ADC 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 or regulation governing residency for tuition and fee purposes.

[End of Article V]