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WELCOME TO CLEMSON!

Welcome to the Master in Landscape Architecture program (MLA) at Clemson University. To help you get to know us, we have created this handbook to provide you with information that is relevant to graduate students and your journey through the MLA program. We wish you success at every stage of your academic journey!

How to Use this Handbook

This handbook is intended to familiarize you with the requirements, policies and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic programs and describe the duties and responsibilities of graduate students in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook.

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

Contact Information

Department Chair: Mary G. Padua, Ph.D., (ASLA, CLARB, RLA (CA #2934, SC #1256)
mypadua@clemson.edu
3-109 Lee Hall
P 864.656.3925

Graduate Coordinator: Hala F. Nassar, Ph.D.
hnassar@clemson.edu
3-104 Lee Hall
P 864.656.2499

The Graduate Coordinator promotes the program, orchestrates recruiting activities and makes recommendations regarding graduate admissions offers. The Graduate Coordinator also oversees the regulations and procedures of the program, coordinates curriculum updates and interacts with the Graduate School on matters such as student status, assistantships and fellowships. The Graduate Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.
ABOUT THE PROGRAM
The Master of Landscape Architecture program was established in 2005 and focuses on the internal strengths of the department—urban and community design (plus related research issues), landscape restoration (historical and ecological), and health and design.

Clemson MLA graduates have historically had a variety of employment opportunities nationwide. Employment of landscape architects is concentrated in urban and suburban areas throughout the country; although many work in rural and wilderness areas (particularly landscape architects employed by the federal government engaged in the design and management of parks, recreation and natural resource areas). Because the MLA is the terminal degree in the discipline, Clemson graduates will qualify for appointment as faculty in landscape architecture programs throughout North America and, thereby, influence future generations of practitioners.

First Professional MLA
The 3-year first professional degree is designed to provide students with a professional education and also an opportunity for research and/or in-depth project work. Because students hold bachelor’s degrees from an array of backgrounds it is necessary for them to gain landscape architectural skills. Those proficiency courses are also required for professional accreditation.

Students begin with a rigorous summer experience that provides an in-depth orientation into the profession and discipline. In the first years of the program students focus on co-requisite proficiency requirements, while beginning with a few important graduate level courses. More graduate level work, project-oriented research connected to a team project, and/or a thesis project is emphasized during the final year. Summer off-campus experiences are optional. Students take 18 credits of co-requisite proficiency coursework, 63 credits of graduate level courses for a total of 81 credits.
This program is accredited by the American Society of Landscape Architects.

Second Professional MLA

The second professional degree in landscape architecture is a two-year program limited to students who hold an accredited professional BLA degree. Second professional degree students will take a total of 42 credit hours to earn the degree. Similar to the first professional degree, second professional degree students can choose to engage in sophisticated team studio projects or complete and individual thesis project in the final semester.

Entering the MLA Program

Minimum Admission Requirements

Minimum requirements to be considered for admission to graduate study in both tracks of the Landscape Architecture program generally follow those of the Graduate School. (see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm).

Minimum requirements include at least:

- A four-year bachelor’s degree from an institution whose scholastic rating is satisfactory to the University;
- High quality of previous academic record;
- Satisfactory scores on the general portion of the Graduate Record Exam (GRE) or other applicable test;
- A specific GRE subject test in Landscape Architecture is NOT required for admission and;
- The Verbal, Quantitative, and writing portions of the GRE ARE required for admission for both the first professional and second professional degree programs.

Admission to the Landscape Architecture program (both tracks) is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies. This determination is made by the faculty of the Landscape Architecture program and is affirmed by the Graduate School. The various indicators used to arrive at this determination may include, but are not limited to: previous academic performance, letters of recommendation, standardized test scores, portfolio, and statements of interest. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered.
Departmental Admissions Requirements

First Professional MLA Degree Program

To qualify for admission to the three-year First Professional degree students must hold a bachelor’s degree in any discipline from an accredited college or university. Students will come from a range of disciplines such as planning, history, English, biology, geology, geography, environmental science, various social or natural sciences, art or other disciplines.

Prior Education in a design field is not required for the First Professional Degree.

Students with other accredited design degrees such as a Bachelor of Architecture (B.ARCH.) and a Bachelor of Science in Landscape Architecture (B.S.L.A., generally a four-year degree) will move into the First Professional program but will be allowed to complete the work in less than three-years depending on individual backgrounds and experiences.

Admission into the program will be based upon:

- GRE scores;
- Three letters of recommendation,
- Academic background and related transcript,
- Statement of purpose,
- A creative portfolio, and work experience, if any and
- International students are expected to have exceptional TOEFL scores complementing the GRE.

Second Professional MLA Degree Program

To qualify for admission to the second professional degree students in the two-year Second Professional degree must hold a Bachelor of Landscape Architecture degree. Second professional degree students will take a total of 42 credit hours to earn the degree. Similar to the first professional degree, second professional degree students can choose to engage in sophisticated team studio projects or complete an individual thesis project in the final semester. Admission into the program will be based upon the same requirements as the first professional. See above

How to Apply for Admissions to the MLA

Admission to graduate studies in either track of the Landscape Architecture program begins with your submission of an official online application to the Clemson University Graduate School via their website at http://www.clemson.edu/graduate/admissions/index.html

Upon receipt of all admission materials, the Graduate School will make the materials available to the admissions committee for review. Applicants must meet all admission
requirements of the Graduate School, the Department of Landscape Architecture, and the Landscape Architecture program before official acceptance will be granted. *Applications are due by February 15 to be considered for the first round of acceptances but applications will be accepted and reviewed year round.*

**Acceptance categories**

Students are accepted into the program as either full or conditional status. Each indicates a different level of performance on the admission criteria.

**Full Status**

Your credentials equal or exceed every minimum admission criterion prescribed for the applied-for degree.

**Conditional Status**

At least one piece of required application materials has not been received by the Graduate School. Notice of conditional acceptance may be given prior to receipt of a missing item, but any and all missing materials must be received prior to or during your first semester of enrollment. Upon receipt, you may be admitted to either full or provisional status. Conditional status may also be granted to highly qualified applicants prior to receipt of the degree they are currently pursuing (i.e. if you have applied and are still in pursuit of your undergraduate degree, the transcripts you send Clemson will not be your final transcript. If you are accepted and enter Clemson University, you must still send to the Graduate School an official copy of your “final” transcript that shows your degree date.) All requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.

**English language proficiency**

International students whose native language is not English are required to submit a satisfactory score on the Test of English as a Foreign Language (TOEFL) or to have completed approved English as a Second Language (ESL) course work from one of Clemson’s ESL affiliates. International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations.

A graduate student whose native language is not English is required by South Carolina state law to pass an English speaking exam (the SPEAK test) before you can be certified to teach as a laboratory teaching assistant. The Clemson English department administers the exam, which is similar in form to the Test of Spoken English administered by ETS. The exam is offered at the start of each semester and once in the summer, and students may take the exam anytime that it is offered. It is expected that you will pass this exam sometime during your first year of study. If you do not pass the exam by the end of the first year of study, you may be asked to leave the program.
When you do pass the English speaking exam, you will be eligible to serve as a teaching assistant. You would then receive the same stipend as all other students who are teaching assistants.

**Computer proficiency**

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

At a minimum, you should be comfortable using the basic functions of the following software programs:

- Competence in a word processing software such as Microsoft Word
- Adobe Creative Suites (Photoshop, InDesign, Illustrator)
- CAD, GIS (courses will be offered to you to aid in learning these packages).

**Foreign language requirement**

The Landscape Architecture Program does not have a foreign language requirement.

**Transfer credits**

University policy does not allow automatic transfer of graduate credit. Students with graduate credit earned at another institution, in another department at Clemson University, or earned before admission to this program must have prior work evaluated for transfer credit. Requests for transfer credit to the program must be recommended by your Advisory Committee and approved by the Program Coordinator, the department chair and the dean of the Graduate School. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description and syllabus or other supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student’s academic average. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is your responsibility, not your Major Advisor’s or the department’s, to request a transcript of transfer credits be sent directly to the Graduate School.

In any case, the number of credit hours that may be transferred from an accredited institution will not be greater than one-third of the graded course work required for a master’s degree. For the doctoral degree, as many as 48 semester credit hours of work may be transferred. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program.
Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. See the Graduate School Announcements for more information regarding transfer credits (www.registrar.clemson.edu/html/catalogGrad.htm).

**Duplication of degrees**

The holder of a master’s degree in a given field, received at another institution, may not become a candidate for another master’s degree in the same field at Clemson.

**South Carolina residency**

Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. The South Carolina residency laws call for you to establish legal ties with the state; *you must generally wait one year before establishing legal ties*. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident.

The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The Office of Residency Classification handles all the information regarding domicile requirements for residency status. Due to the frequency of changes implemented by the state legislature in past years, those criteria are not elaborated here. If you are interested in establishing South Carolina residency, review the up-to-date information at http://www.clemson.edu/financial-aid/residency/index.html.

Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2280).

**University employee enrollment**

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

Limitations on the number of hours taken per semester are explained under “Maximum Enrollment”. You must make up any time spent in class during normal working hours under a schedule acceptable to your employment supervisor. Flexibility will be given to accommodate class schedules, but you must work out conflicts with your supervisor. You must complete a master’s degree within six years of commencing the program; the PhD must be completed within five years of satisfactory completion of your preliminary examinations.
International Students

Student expenses
International students must certify access to a minimum of one year’s estimated expenses. See Form IS-50 at www.clemson.edu/IA/forms/student_financial_certification.pdf for more details or contact the International Affairs Office at (E-303 Martin Hall, (864) 656-3614).

Student visa
You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

When your application to the Graduate School has been accepted and your language and financial abilities are certified, Campus Immigration Services will issue you an I-20 or DS-2019. Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the Campus International Services website at http://www.clemson.edu/administration/ia/services/ or contact them at (864) 656-3614.

Social Security number
If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. You should then see Michelle Marchesse in 3-112 Lee Hall. Michelle will provide you with the paperwork that you must take with your signed Social Security card to the Foreign National Payments Coordinator in E-303 Martin who will complete the necessary paperwork to assist you with getting on the payroll.

Be sure to bring the following:
- U.S. Visa
- Unexpired foreign passport
- I94
- IAP-66/I-20

You must call for an appointment before going to the Foreign National Payments Coordinator’s office. The telephone number is (864) 656-5589.
**Costs**

For current tuition and fees, see [www.grad.clemson.edu/Financial.php](http://www.grad.clemson.edu/Financial.php).

Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the day of registration. Persons in the fee assessment area will have a list of all graduate assistants. Anyone listed may sign a note to defer these costs and these costs will be deducted from the first six full paychecks of the semester.

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid (G-01 Sikes Hall, (864) 656-2280) or Student Financial Services (G-08 Sikes Hall, (864) 656-5592).

**Financial Assistance**

To be considered for financial assistance beginning in the fall semester, you should submit your application to the Landscape Architecture program no later than February 15. There is also an “MLA Funding Application” that is found on the Landscape Architecture’s web-site that you need to fill out in order to be considered for a graduate assistantship. The link to the MLA funding application is found here [http://www.clemson.edu/caah/la/graduate/admissions.html](http://www.clemson.edu/caah/la/graduate/admissions.html). Applications received after those dates may be considered for financial assistance depending on the availability of funds.

Assistantships are awarded on a competitive basis to qualified students, both domestic and international. All qualified students are considered for assistantships when applications are processed and the funding application is received. Award decisions are based on academic record, test scores, statement of purpose, letters of recommendation, and the candidate’s portfolio.

Financial support is awarded based on availability of funds in the area of desired study and academic merit. If you change your subject area after support has been extended, support eligibility is reviewed and funding may or may not be provided.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.

**Employment Paperwork**

If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship (Lee Hall, Room 3-114) and complete the following forms: information sheet and the I-9 Form.

Tax forms (federal and state) and the direct deposit form are completed online. [http://media.clemson.edu/humanres/direct_deposit/new_hire_communication.pdf](http://media.clemson.edu/humanres/direct_deposit/new_hire_communication.pdf)

You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver’s license, and birth certificate or Social Security card).


**CU Student ID, Username and Tiger 1 Card**

**CUID**

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a 9-digit number you will use on forms and other official University business. It is often referred to as your “CUID”.

**Username**

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”.

- Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where “Jones2” is the username).
- Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, the Student Information System (IROAR) and the online Web Registration.
- You may also need to use your student username to access department-specific networks and files.

**Tiger 1 Card**

Soon after you arrive, you will want to obtain your Tiger 1 Card. This is your official Clemson University photo ID card and gives you access to a variety of services throughout campus and around town, including:

- Library card;
- Fike Recreation Center access card;
- Athletic ticket privilege access;
- Purchase discounted software through CCIT and
- Personal debit card to access pre-deposited funds in a TigerStripe account (see [http://www.clemson.edu/campus-life/campus-services/tigerone/](http://www.clemson.edu/campus-life/campus-services/tigerone/) for more information).

You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. Bring a photo ID (driver’s license, state-issued ID card or passport) to the Tiger 1 Card office located in the Hendrix Center. There is no charge for your first ID card. Lost or stolen cards are $30 with no police report and $20 with a police report. **Always remember to carry your Tiger 1 Card with you at all times.**
**Registration**

Prior to registration, the Registration Coordinator will provide you with an initial program of study.

Registration is conducted entirely online via iROAR. The Office of Registration Services provides a wealth of information that you may refer to regarding the steps to be taken in the registration process, including a video tutorial of the online system at [http://media.clemson.edu/iroar/Training/TrainingVideos/Registrar/StudentRegistration/Registration/](http://media.clemson.edu/iroar/Training/TrainingVideos/Registrar/StudentRegistration/Registration/).

Additional information on registration can be found through the Registration Services website at [www.registrar.clemson.edu/portal/](http://www.registrar.clemson.edu/portal/). If you have any further questions, please contact the Program Coordinator (Hala Nassar) or the Registration Coordinator (Michelle Marchesse).

Any student pursuing any phase of a graduate program must be registered. See “Maximum/minimum credit loads” under Assistantships/Financial Support for enrollment limits.

**Housing, Area Information**

**Housing**

University housing is typically not available to Graduate Students. Please visit the [University Off-Campus Housing](http://www.clemson.edu/offcampus/) web site for information on roommates, subletting, rental and purchase property.

To further assist you in securing appropriate off campus housing accommodations, a housing rental guide of housing opportunities in the city of Clemson and the surrounding areas is also available on the [City of Clemson's Website](http://www.cityofclemson.sc.gov/) or through [Tiger Properties](http://www.tigerproperties.com/).

The Clemson area offers students a host of off-campus housing choices in a wide range of prices. Consult a local realtor for options or more information. Some apartments do not include utilities (electric, water, phone, cable) as part of your lease agreement. You may need to make arrangements to have services connected by contacting the utility companies directly; your property manager/landlord should be able to provide you with the appropriate contact information.

**CAT Bus**

The Clemson Area Transit Service, known as the CAT Bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the Upstate, including service to Anderson, Central and Seneca. For route information, visit their website at [www.catbus.com](http://www.catbus.com).

**Groceries, services, shopping**

The Clemson area offers a variety of shopping opportunities. There are several grocery stores, banks, commercial laundries and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CAT Bus. A wide range of restaurants are also available.
downtown and along Tiger Boulevard. The greater Upstate area, including Central, Seneca, Easley and Anderson, provides even more products and services along CAT Bus routes or for those students with private transportation. Contact the Clemson Chamber of Commerce for more information http://www.clemsonareachamber.org/

Orientation

All graduate students are required to attend the Graduate School orientation before classes start in the fall. The Landscape Architecture department also holds an orientation at the start of each fall semester which you must attend. The date, time and location of these orientations will be provided to you shortly after you receive your admissions acceptance packet. This departmental orientation is usually on the Monday prior to the Wednesday start of classes.

GETTING THROUGH THE PROGRAM

Academic Integrity

A university is a community of scholars dedicated to the inquiry into knowledge. It follows as a basic tenet that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

Academic integrity

A summary of the Graduate School's policy on academic integrity, current as of press time, follows. For a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the “Appeals and Grievances” section of the Graduate School website at www.grad.clemson.edu/policies/Appeals.php#misconduct and the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

I. Definitions, explanations and examples of violations of academic integrity
   A. Cheating. Cheating involves giving, receiving or using unauthorized aid on any academic work submitted for grading including coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.
   B. Fabricating/falsifying information. Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were
conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted.

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

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

E. Plagiarizing. Plagiarizing is theft of the work accomplished by someone else. It includes copying words, phrases, sentence structure, computer code or files, images, or ideas from any source and attributing the work to one’s own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others’ conceptual frameworks for developing creative works without acknowledgement or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation. For more information about and examples of plagiarism visit http://plagiarism.org/plagiarism-101/what-is-plagiarism.

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

II. Levels of seriousness of violation
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. The Graduate School’s policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding, to an intention to defraud or otherwise engage in criminal-type activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.

III. Graduate Academic Integrity Committee
The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee (GAIC). The GAIC consists of four tenured faculty members from each of the five colleges, one graduate
student from each college. An associate dean of the Graduate School serves as the non-voting administrative coordinator for the GAIC.

IV. Procedures

It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). 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 the 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).

When, in the opinion of the faculty member, 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. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

Academic research

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The central assumption to all research endeavors is that researchers have done what they say they have done. The Planning and Landscape Architecture program is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our recordkeeping and diligent in our efforts to always attribute credit where it belongs. In particular, we must guard against any activity that would bring the integrity of the department or the individuals within it into question. Among the activities to be avoided are:

- Falsification of data – ranging from fabrication to deceptively selective reporting of results or methods, including the purposeful omission of conflicting data with intent to falsify results.
- Plagiarism – representation of another's work as one's own.
- Misappropriation of others’ ideas – the unauthorized use of privileged information, however obtained.
**Requirements for the Master’s Degree**

Minimum degree requirements for the **First Professional MLA Degree**

<table>
<thead>
<tr>
<th>Minimum Degree Requirements for the Master’s in Landscape Architecture (1st Prof. Degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total hours of course work</strong></td>
</tr>
<tr>
<td><strong>Core courses required</strong></td>
</tr>
<tr>
<td><strong>Elective courses required</strong></td>
</tr>
<tr>
<td><strong>Final Terminal Project or Final Thesis</strong></td>
</tr>
<tr>
<td><strong>Exams</strong></td>
</tr>
</tbody>
</table>

**Number of credit hours needed**

A master’s degree program in Landscape Architecture shall consist of a minimum of 43 semester hours of graduate credit.

In addition to the 63 credit hours of graduate credits required, 18 undergraduate “co-requisite courses” are required but do not count toward the 43 semester hours of graduate credit required for the degree. Prerequisite courses are taken concurrently with the graduate level courses but must be completed before receipt of the master’s degree. The total number of credits required for the MLA First Professional Degree program is 81 credit hours.

**Core courses**

All master’s students are required to take all 18 core courses below. An exception to this rule is Basic Design I which is taken in the first summer session. Students who have a BArch degree may be able to exempt this class. Your admission letter will let you know when you are required to begin this program and if you are “exempted” from this first basic design class.

- LARC 1510 - Basic Design I
- LARC 4280 - LA Computer-Aided Design
- HORT 3030 - Plant Materials
- CRP 8000 - Human Settlement
LARC 8010 - LA Orientation I  
LARC 2620 - Design Implementation I  
LARC 6530 - Key Issues in LA  
LARC 8300 - Graduate Seminar I  
LARC 8020 - LA Orientation II  
LARC 3620 - Design Implementation II  
LARC 8210 - Research Methods  
LARC 8230 - Advanced Community Design Studio  
LARC 5810 - Professional Practice  
LARC 8520 - Advanced Urban Design Studio  
or - Off-Campus Studio  
LARC 8500 - Graduate Colloquium  
LARC 8430 - Interdisciplinary Design and Research  
LARC 8910 – Thesis or Terminal Project  

See a complete listing of courses offered in Landscape Architecture and their descriptions in the Appendix.

Minimum degree requirements for the **Second Professional MLA Degree**

<table>
<thead>
<tr>
<th>Minimum Degree Requirements for the Master's in Landscape Architecture (2nd Prof. Degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of course work</td>
</tr>
<tr>
<td>Core courses required</td>
</tr>
<tr>
<td>Elective courses required</td>
</tr>
<tr>
<td>Final Terminal Project or Final Thesis</td>
</tr>
<tr>
<td>Exams</td>
</tr>
</tbody>
</table>
Number of credit hours needed

A master’s degree program in Landscape Architecture shall consist of a minimum of 42 semester hours of graduate credit.

Core courses

All master’s students are required to take all 6 core courses below.

- LARC 8130—Advanced Regional Design and Ecology
- LARC 8210—Research Methods
- LARC 8520—Advanced Urban Design Studio
- LARC 8430—Interdisciplinary Design and Research
- LARC 8500—Graduate Colloquium
- LARC 8530—Advanced Interdisciplinary Design – OR –
- LARC 8910—Thesis or Terminal Project

See a complete listing of courses offered in Landscape Architecture and their descriptions in the Appendix.

Courses outside discipline – applies to First Professional and Second Professional

It is expected that a student may choose non-Landscape Architecture courses as part of your plan of study. These decisions are normally made with your Major Advisor and are designed to enhance your understanding of your emphasis area. Credit received for graduate-level courses taught by other departments may also be counted toward your degree, provided those courses involve subject matter that is relevant to your degree program. You should consult with and receive approval from your Major Advisor before taking such classes with the intention of having them count toward a graduate Landscape Architecture degree. If you are supported on either a research or teaching assistantship, you must obtain approval from your Major Advisor prior to taking any such class while working toward a graduate Landscape Architecture degree.

Finishing Academic Requirements

To finish the Landscape Architecture degree in either the First Professional degree or Second Professional degree track, you will choose to complete either the thesis option or Terminal Project. A determining factor in deciding between the two may be your goals. For instance, if you wish to enter a PhD program in an area related to Landscape Architecture you will probably wish to write a research-based thesis since this is the preference of many doctoral programs.

Thesis Definition: The Breadth and depth provided by Clemson University’s research centers, institutes, and programs provide an important opportunity to develop significant landscape design research. Interdisciplinary design and research projects with departments such as Civil Engineering, Architecture, and Forestry and Natural
Resources further allows a deeper research inquiry into landscape management, planning, and design issues and problems. The Landscape Architecture design thesis is an original contribution through design research inquiry into a particular research issue or question and consists of two parts: a design thesis paper and a design thesis project. The paper consists of a clearly defined argument with supporting evidence from literature and existing/proposed projects with the intent to add to the body of knowledge in the landscape architecture field. Sections may include, but are not limited to: thesis topic and argument, literature review, project scope, methodology, project data, and discussion (paper length/sections to be determined by chair). The argument in the paper leads to the definition of the design project. Research theory and data are expected to inform the thesis design project and often will be more robust and in-depth than a standard studio project.

Formation of a research proposal, questions, and study structure are highly variable in the design field and best handled by the individual thesis chair. Thesis projects provide a way for graduate students to make an essential contribution to the ongoing development of the practice and theory of the landscape architecture profession. Traditionally, the thesis is prepared with the intention of disseminating knowledge through conference presentations, proceedings and journal articles. As a matter program policy, thesis is defined as a course of study not universally applicable to the MLA degree program.

**Thesis Pre-requisites**

- 1 consenting Chair and 2 Committee Members
- Approved Proposal by Chair and Program Coordinator
- LARC 8900 must be taken prior to LARC 8910 to prepare thesis paper

**Thesis Process**

- Student issues Statement of Intent to potential Chair and Program Coordinator in spring of 2nd year for first professional degree (end of 1st year for 2nd professional degree).
- Faculty Chair/Program Coordinator approve project by end of spring semester (must meet above pre-requisites).
- Student registers for LARC 8900 and produces design thesis paper under guidance of Faculty Chair in fall of 3rd year (2nd year for 2nd professional degree). Design thesis paper determines scope and nature of design thesis project.
- Program Coordinator, Faculty Chair, and the Committee Members evaluate entire thesis in a masters-level defense and either accept, accept with conditions, or deny the thesis.
Advanced Studio Process

1. All faculty conduct a roundtable for possible projects best adapted for this studio during early-fall semester (complex, multi-faceted, design and design research oriented).

2. Studio topic and faculty member are selected by mid-to-late fall semester.

3. All students not accepted as thesis students by this time register for this course for 3rd year (final semester).

Thesis / Advanced Interdisciplinary Design Studio Defense

The Landscape Architecture program requires that each student complete and pass an oral examination before your Advisory Committee prior to graduation if you are pursuing the Thesis option. See also “Approaching Graduation”.

If you pursue the Advanced Interdisciplinary Design Studio option, you will be required to present your final project findings to the Landscape Architecture faculty. There is no written component to this option. However, your studio professor may ask that you produce a written document. This depends on the studio professor and what they will require. Typically, a student is required to turn in their final PowerPoint presentation along with any project boards and/or written findings they have produced.

Time required/limit

Failure to meet program and Graduate School deadlines given (see Deadlines section) is grounds for suspension of your stipend. Earlier completion is encouraged.

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

Internships/field placement

While not required in the program, an internship can be a valuable opportunity for both educational enrichment and financial assistance.

Previous employers and business contacts are often helpful in locating opportunities. Numerous websites provide information about potential internship sites. Also, the
Program Coordinator or other faculty have access to information about local and regional organizations that have expressed interest in hosting interns from our program or who have done so in the past.

**Waiver of requirements**

The requirements for achieving a graduate degree in Landscape Architecture as outlined in this handbook are designed to provide a consistent minimum level of performance for all graduate students. At the same time, flexibility is provided to allow for the diverse areas of study and individual strengths of each student. Most of this flexibility is built into the existing requirements.

A course taken at another institution that is equivalent to one of the core courses or other course requirement of your Advisory Committee may be exempted by your demonstration of competency and/or providing evidence of equivalency to your Advisory Committee and the course instructor. A special examination may be offered to meet these requirements. Substitution of a structured core curriculum course requires the concurrence of your Advisory Committee and the Program Coordinator.

Under extreme conditions, you may petition for a waiver of other requirements. Your petition must be made in writing to the Program Director. The department will not grant a waiver except in truly extraordinary circumstances.

**Academic Requirements**

**Maintaining academic standing**

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

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

**Maximum enrollment**

The upper limits on graduate student enrollment per semester, as outlined in the table below, refer to graduate and undergraduate credits combined and should be attempted only by the most qualified students. Should the six-week and three-week sessions run
concurrently, the total credits are not permitted to exceed the upper limit for the six-week session. Graduate students paid solely on an hourly basis are not classified as graduate assistants but are subject to the same limitation in credit loads.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Semester</th>
<th>6-Week Session</th>
<th>3-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Students</td>
<td>18</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>1/4-time Graduate Assistants</td>
<td>15</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>1/2-time Graduate Assistants</td>
<td>12</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>3/4-time Graduate Assistants</td>
<td>12</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Persons employed full time</td>
<td>9</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Quarter-time, half-time and three-quarter-time graduate assistants are defined as those who contribute an average of 10, 20 and 28 clock hours per week, respectively, of service to the University for the entire semester. A person employed full time is defined as anyone employed five full working days per week regardless of the employer(s). A graduate student who becomes employed full time while the assistantship is in force must notify the Graduate School and the department providing the assistantship.

**Incomplete coursework**

A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. Unless you complete the requirements for removal of the I grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F. Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your GS2 plan of study. Special courses that constitute multi-semester projects are exempt from this rule. Incomplete grades for those courses may be given until the project is complete.

**Enrollment on a Pass/Fail basis**

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

**Auditing courses**

Permission for a student to audit a particular graduate course is at the discretion of the chair of the department, the coordinator of the program offering the course and/or the
instructor. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available.

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

You may not satisfy by audit a stated prerequisite for a graduate course. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

**Withdrawing from courses**

As a graduate student in the Master of Landscape Architecture program, you will be permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the Program Coordinator, your Major Advisor and the course instructor. If you drop a course when you have an assistantship, and your course load drops below nine credit hours, your assistantship may be revoked for that semester.

**Repeating a course**

Under some circumstances, graduate students may repeat courses in which they received a D or F. It is recommended that you repeat a course if you receive a C or less in any course required as a part of the degree program. If you repeat a course for which you received a grade of D or F, you do not receive additional credit. The grades from the two courses are averaged; the D or F is not dropped.

Continuous enrollment, leave of absence

Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return. Only students who are enrolled are eligible to use University facilities and human resources. Note that you must meet minimum enrollment requirements to be eligible for financial aid (see Assistantships/Financial Support below). GS 7990 may be used to effect continuous enrollment.

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters. The Department of Landscape Architecture makes every effort to schedule relevant courses such that students can easily maintain enrollment.

To prevent the possibility of termination of financial support, you must request and be granted a leave of absence from the department. Your request must be approved by both the Program Coordinator and the department chair. A leave of absence will be granted only in exceptional cases. If you have an assistantship or fellowship and take a leave of absence, you are not guaranteed financial support upon your return, even if you did not use up all your support before your leave.
Students failing to maintain continuous enrollment (excluding summer terms) must apply to the Graduate School for re-entry and obtain approval from their department.

**Withdrawing from the program/University**

If for any reason you decide to withdraw from the program, inform your Major Advisor, then the Program Coordinator, who will inform you of the procedures to be followed to officially withdraw from the University. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students. If you are receiving a graduate assistantship,

**Academic Advisor**

Upon admission to the MLA program and arrival on Clemson University Campus, first year MLA students will be assigned to the faculty member serving as Graduate Coordinator as their academic advisor. This academic advisor will help you begin to plan your degree and answer any questions that you may have.

In your second year, and as you develop more understanding of the areas and topics involved in landscape architecture, students need to align their areas of interest in landscape architecture with those of program faculty members. During the second year, students will select their academic advisor. The selection of the academic advisor is a very important decision and students need to take their time in getting to know their faculty members areas of research interest to select the most appropriate.

Your academic advisor will continue guiding you in planning your curriculum and guides your research activities and the preparation of your final MLA thesis/project. A change of academic advisor is not encouraged and will only be permitted under the most unusual circumstances.

**MLA Thesis/Project Committee**

Your graduate MLA thesis/project committee will consist of a Chair and 2 additional committee members. This committee will guide your curriculum, supervise and guide your final graduate MLA thesis/project, and initiate the recommendation for awarding your graduate degree. Your academic advisor will serve as the Chair of this committee.

A majority of your committee must be regular faculty members of Landscape Architecture. If you declare a minor, a member of the faculty of the declared minor must be included on your committee. The minimum number of faculty members on your committee must total three.

You are responsible for forming your MLA thesis/project committee and keeping them apprised of your progress.
Plan of study (GS2)

Your graduate degree curriculum should be planned very early in your program, and the graduate degree curriculum form (form GS2) should be filed by the time you have completed about nine credit hours. Filing the form early in your program limits the possibility of confusion between you and your advisor on graduation requirements and timelines. In any case, you must file online a GS2 with the Graduate School no later than the last day of classes of the term before the term in which you plan to graduate (see Graduate School deadlines here www.grad.clemson.edu/forms/GeneralForms.php).

The GS2 represents the formulation of an individual student’s curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree should not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

Advisory Committee approval of your plan of study is indicated by their signatures on the GS2. The form must also be approved by the major department chair, the minor department chair (if applicable), and the deans of the college and Graduate School. The form is available on the Graduate School’s website at www.grad.clemson.edu/forms/GeneralForms.php.

You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary Advisory Committee and dean approvals. In extremely rare situations, it may be necessary to change committee membership. In either case, you must submit a revised GS2.

Assistantships/Financial Support

Description of assistance available

Graduate assistantships are available in teaching and research. Graduate teaching assistantships include graders, laboratory assistants/instructors and teachers of record. These may be in the form of ¼-time (10 hours per week) ½-time (20 hours per week) or ¾-time (30 hours per week) appointments. Graduate research assistantships are generally made by individual faculty members to conduct research on specific projects. These may also be either ¼-time, ½-time, or ¾-time appointments.

Your responsibilities and details of your financial support are included in your official offer letter/contract from the department chair or Program Coordinator. This contract requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments, such as course sections, etc.) To maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.
Assistantship funding

The Landscape Architecture program uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

- Assistantships for master’s students will normally extend for a maximum of three years. The same time limit applies to fellowships awarded to master’s students by the department.
- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, continued availability of funding, as well as satisfactory performance of assigned duties associated with the assistantship.
- All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.
- All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (12-month basis) established by the department. This rate shall also serve as the basis for all rate adjustments described below. Two standard FTE rates shall be established: one for master’s students and another for PhD students. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).
- Compensation at a rate exceeding the standard FTE rate is allowed according to the following guidelines:
  - Funds for such additional compensation may be derived from a fellowship, traineeship or similar form of award (e.g. NSF, Edwards or Alumni fellowships) in which the awardee is selected competitively from a group of applicants on the basis of scholarly excellence. In this case, such additional compensation is limited to a maximum of 25% of the standard FTE rate. In the event that such an award exceeds this limit, the assistantship appointment shall be diminished in like proportion such that the total compensation does not exceed 75% of the standard FTE rate.
  - Funds for such additional compensation may also be derived from a research grant or contract provided you had a significant intellectual role in preparing the research proposal leading to the grant or contract, as judged by your Major Advisor. In this case, such additional
compensation is limited to a maximum of 25% of the standard FTE rate.

- Upon each anniversary of your matriculation, your Major Advisor may, at his/her discretion, reward you for exceptional performance by increasing your pay rate in an amount not to exceed 15% of the standard FTE rate using either incentive, research contract or other funds derived from a similar source. NOTE: You are responsible for submitting the required paperwork to initiate the raise.

- The maximum compensation limit does not apply to students who do not hold a teaching, research or graduate assistantship appointment at Clemson University.

**Minimum enrollment**

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

An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

**Employment-related information**

**Income taxes**

The State of South Carolina, as well as the U.S. government, levies an income tax. Therefore, as a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies.

**Paydays**

Paydays are semi-Monthly. Employees are paid on the 15th and last work day or each month. When you go on the payroll for the first time, you will have a two-week lag before you will be paid. This “lag pay” is paid out after your termination from your position.

**Paperless pay**

Stipend checks must be direct-deposited through the University system. You must fill out an “Authorization for Deposit of Net Pay” Form upon starting your assistantship. This action is mandatory; no exceptions. Pay stubs will not be given mailed to you, but are available electronically through MyCLE.
To view your pay stub and other employment-related information on MyCLE, go to bb.clemson.edu. Enter your employee ID and password in the username and password fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear. Your initial password is the last four digits of your social security number.

Work injury protocol

Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers’ compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider.

In the event of severe injury/emergency, call 911 first, and then execute the above procedures.

Workload

The normal ½-time graduate assistantship workload is 20 hours per week (average). Students are sometimes hired for 12.5% (5 hours), 25% (10 hours), 37.5% (15 hours) and 75% (30 hours) of full-time work, under appropriate circumstances. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty.

Work product

Computer programs written, data generated, discoveries made, derivations developed, etc., in the course of your assistantship are the property of Clemson University.

Reduction of pay

Normally, your agreed-upon workload will be submitted as hours worked for each payroll period. However, if the amount of work you perform consistently deviates below the required workload, your pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy (see below).

Vacation policy
As a rule, graduate assistants do not accrue paid vacation time. Your work timeframe should not be perceived to be the same as the semester class schedule. Generally, graduate assistants work on the same calendar as faculty with 12-month appointments unless different work expectations are distinctly articulated in your offer letter.

Military leave policy

The Graduate School has ruled that a graduate student on military leave, for example summer camp, will not receive a stipend for the period of that leave. Students planning to take military leave should notify the departmental secretary of the inclusive dates. Short periods of about one week can be taken as regular vacation with no interruption in pay. Students leaving the campus for six weeks to attend summer camp must obtain written permission from the dean of the Graduate School to be excused from the continuous enrollment provision.

Holidays

Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official University holiday schedule at http://www.clemson.edu/employment/benefits/holiday.html.

Termination of pay

Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by your Major Advisor or the department chair.

Outside employment

One of the purposes of a graduate assistantship (research, teaching or administrative) is to support your subsistence during your graduate studies. Therefore it is the policy of the department to disallow you from outside employment if you hold more than a ½-time assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your Major Advisor.

**Process and Procedures**

**Schedule of courses**

The following table shows the rotation schedule for graduate courses in the Landscape Architecture program. You should schedule any courses you take outside of the discipline around this schedule in order to ensure that you do not miss an opportunity to take a course that is required by the program or your Advisory Committee.
## Course Offering Rotation in Landscape Architecture

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offering Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARC 1510</td>
<td>Basic Design 1</td>
<td>Every summer (Minimester-D)</td>
</tr>
<tr>
<td>LARC 1160</td>
<td>History of Landscape Architecture</td>
<td>Every Spring</td>
</tr>
<tr>
<td>LARC 2620</td>
<td>Design Implementation I</td>
<td>Every Spring</td>
</tr>
<tr>
<td>LARC 3620</td>
<td>Design Implementation II</td>
<td>Every Fall</td>
</tr>
<tr>
<td><strong>LARC 5810</strong></td>
<td>Professional Practice</td>
<td>Every Spring</td>
</tr>
<tr>
<td>LARC 6530</td>
<td>Key Issues in LA</td>
<td>Every Fall</td>
</tr>
<tr>
<td>LARC 8010</td>
<td>Orientation I</td>
<td>Every Fall</td>
</tr>
<tr>
<td>LARC 8020</td>
<td>Orientation II</td>
<td>Every Spring</td>
</tr>
<tr>
<td><strong>LARC 8130</strong></td>
<td>Advanced Regional Design/Ecology **</td>
<td>Every Fall</td>
</tr>
<tr>
<td>LARC 8210</td>
<td>Research Methods</td>
<td>Every Fall</td>
</tr>
<tr>
<td><strong>LARC 8230</strong></td>
<td>Advanced Community Design **</td>
<td>Every Spring</td>
</tr>
<tr>
<td><strong>LARC 8430</strong></td>
<td>Interdisciplinary Design and Research</td>
<td>Every Fall</td>
</tr>
<tr>
<td>LARC 8500</td>
<td>Graduate Colloquium</td>
<td>Every Fall</td>
</tr>
<tr>
<td><strong>LARC 8520</strong></td>
<td>Advanced Urban Design</td>
<td>Every Spring</td>
</tr>
<tr>
<td><strong>LARC 8530 or LARC 8910</strong></td>
<td>Project or Thesis</td>
<td>Every Spring</td>
</tr>
<tr>
<td>HORT 3030</td>
<td>Plant Materials</td>
<td>Every Fall</td>
</tr>
<tr>
<td>HORT 6610</td>
<td>Problems in Landscape Design</td>
<td>Every Spring</td>
</tr>
<tr>
<td>CRP 8000</td>
<td>Human Settlement</td>
<td>Every Fall</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>12 credits (1st prof); 12 credits (2nd prof)</td>
</tr>
</tbody>
</table>

**2nd Professional Students only**

See [Appendix A](#) for a complete list of courses and their official descriptions. Note that instructors have some leeway in modifying the course and content.

### Department and Graduate School forms

You will be required to complete the following forms through the course of your studies. Up-to-date versions of the Graduate School forms are available at [www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php).
Forms to Complete in Landscape Architecture

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Required By</th>
<th>Approximate Deadline*</th>
<th>To be Signed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS2 – Plan of Study</td>
<td>Graduate School</td>
<td>First Semester of second year in the program</td>
<td>Online submission — user ID required</td>
</tr>
<tr>
<td>Diploma Application</td>
<td>Graduate School</td>
<td>Within first four weeks of semester in which you will graduate</td>
<td>Online submission — user ID required</td>
</tr>
<tr>
<td>GS7 – Final Comprehensive Exam and Thesis Approval Form</td>
<td>Graduate School</td>
<td>Two weeks prior to graduation</td>
<td>Advisory Committee members</td>
</tr>
</tbody>
</table>

* See specific deadline dates for Graduate School forms at [www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php).

Sample timetable(s) of student progress

The following table lays out a typical progression through the Landscape Architecture program.

<table>
<thead>
<tr>
<th>A Sample Master’s Program of Study—First Professional Degree track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Year 1—Summer</td>
</tr>
<tr>
<td>Year 1 – 1st Semester</td>
</tr>
<tr>
<td>Year 1 – 2nd Semester</td>
</tr>
<tr>
<td>Year 2—1st Semester</td>
</tr>
<tr>
<td>Year 2—2nd Semester</td>
</tr>
<tr>
<td>Year 3—1st Semester</td>
</tr>
<tr>
<td>Year 3—2\textsuperscript{nd} Semester</td>
</tr>
</tbody>
</table>

**A Sample Master’s Program of Study—Second Professional Degree track**

| Year 1 – 1\textsuperscript{st} Semester | Take 3 core courses, attend seminars and other program events |
| Year 1 – 2\textsuperscript{nd} Semester | Take 1 core course and 2 electives, attend seminars and other program events; begin contemplating focus topic for final studio or thesis. Approach advisor/committee with thesis proposal if decide to pursue thesis option. |
| Year 2—1\textsuperscript{st} Semester | File GS2 form. Take 2 core courses, attend seminars and other program events; begin research culminating in final studio or thesis option |
| Year 2—2\textsuperscript{nd} Semester | Take 1 core course and 1 elective, attend seminars, present and defend final studio project or thesis |

**Checklist/worksheet of requirements**

Use the following checklist to track your completion of program requirements.

| Checklist for Master’s Students in Landscape Architecture (1\textsuperscript{st} Prof. Degree) |
|---|---|---|---|
| What | When to Complete | How/Who | Date Completed |
| Prepare plan of study | Beginning of the first semester | In consultation with your Advisor | Second year first week |
| File plan of study form (GS2) | Beginning of your second semester | Form GS2 | Second year first week |
| Minimum of 67 credit hours completed | Within six calendar years prior to graduation | | Second year second semester |
| Apply for diploma | Beginning of final semester | You fill out online via IROAR | Second year January |
| Order cap and gown | Beginning of final semester | You order through bookstore | Second Year March |
| Final Examination/Presentation for Thesis or Final Studio option | At least 3 weeks prior to graduation | Major Advisor files GS7 with Graduate School | Final Presentations Mid April |
Submit your manuscript to Graduate School for formatting review— if doing a thesis

At least 2 weeks prior to graduation (earlier is better)

All formatting revisions completed, approval of manuscript by Graduate School (thesis option only)

At least one week prior to graduation

Via email and website; the manuscript review office will notify you of any revisions required and how to submit them

* See specific deadline dates for Graduate School forms at [www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php).

### Checklist for Master’s Students in Landscape Architecture (2nd Prof. Degree)

<table>
<thead>
<tr>
<th>What</th>
<th>When to Complete</th>
<th>How/Who</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare plan of study</td>
<td>Beginning of the first semester</td>
<td>In consultation with your Advisor</td>
<td>Second year first week</td>
</tr>
<tr>
<td>File plan of study form (GS2)</td>
<td>Beginning of your second semester</td>
<td>Form GS2</td>
<td>Second year first week</td>
</tr>
<tr>
<td>Minimum of 24 credit hours completed</td>
<td>Within six calendar years prior to graduation</td>
<td></td>
<td>Second year second semester</td>
</tr>
<tr>
<td>Apply for diploma</td>
<td>Beginning of final semester</td>
<td>You fill out online via IROAR</td>
<td>Second year January</td>
</tr>
<tr>
<td>Order cap and gown</td>
<td>Beginning of final semester</td>
<td>You order through bookstore</td>
<td>Second Year March</td>
</tr>
<tr>
<td>Final Examination/Presentation for Thesis or Final Studio option</td>
<td>At least 3 weeks prior to graduation</td>
<td>Major Advisor files GS7 with Graduate School</td>
<td>Final Presentations Mid April</td>
</tr>
<tr>
<td>Submit your manuscript to Graduate School for formatting review— if doing a thesis</td>
<td>At least 2 weeks prior to graduation (earlier is better)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All formatting revisions completed, approval of manuscript by Graduate School (thesis option only)  
At least one week prior to graduation  
Via email and website; the manuscript review office will notify you of any revisions required and how to submit them  
All formatting revisions completed, approval of manuscript by Graduate School (thesis option only)

* See specific deadline dates for Graduate School forms at [www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php).

### Directed studies

Directed study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in specific topics. In order to take a directed study, you must:

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

2. Present to the Program Coordinator, in consultation with your prospective instructor, a completed directed study proposal form. To complete the form, you will need the following:
   - A typed prospectus of the course, including a description of the topic and the direction or purpose of the study
   - A bibliography of both primary and secondary readings expected to be read or consulted during the course.
   - A schedule of readings, papers, examinations and conferences (with the understanding that such schedules are subject to occasional alteration).
   - A statement made directly from the instructor to the Program Coordinator that clearly indicates the teacher’s willingness to direct such a course.

This **directed study form** may be requested from the Student Services Coordinator in the department and must be returned with both the student and faculty signatures in a timely manner to ensure that you will be added to the class role.

Directed studies should not be used to pursue work that is immediately relevant to your thesis (Use LARC 8910 for that purpose). Directed studies should also not be used when a similar course is in the catalog.

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

Approval of directed studies proposals will depend at least in part on the quality of your preceding graduate work. No student whose grade average is below a B+ will be allowed to register for directed studies. Neither will you be allowed to take such a course before having completed at least 24 credit hours of other graduate work in the program exclusive of research hours. Nor will you normally be allowed to take a directed studies course simply to finish out your course work. If directed study does occur during your final semester (or summer session), it must be quite clear that no other course being offered at that time can satisfy your curriculum needs.

**Department/Program facilities**

Lee Hall

The Department of Landscape Architecture is located in Lee Hall where studio space is available. The building contains classrooms and seminar rooms as well as the Emery Gunnin Library and two computer laboratories. Student study space, computer workstations, two studios and a lounge space area are available for the use of planning students.

**Geographic Information Systems (GIS) Facilities at Clemson**

A Geographic Information System is a methodology for overlaying, integrating, and analyzing geographically referenced data, often assembled from different sources. While the concept is not new, its merger with today's capabilities of digital computers has revolutionized approaches to land use planning, natural resource management, as well as housing and demographic analyses. In the last 35 years, GIS technology has expanded rapidly and found a home in a number of additional applications - cartography, environmental assessment, real estate management, ecological research, transportation analysis, business applications, market analysis, and more. GIS technology provides powerful tools for understanding and analyzing some of the pressing problems we face today such as rapid urbanization, neighborhood dynamics and sprawl, habitat changes and the impacts of land use change on the global environment. Recognizing the centrality of GIS problem-solving capabilities, Clemson University has significantly expanded its capacity for GIS research and training with a multimillion-dollar facilities expansion. Five student-computing labs with 72 dedicated GIS workstations are located in Barre, Hardin, and Lehotsky Halls.

These GIS labs were created for class work and research projects in the design, development and analysis of spatial databases, remote sensing images, as well as the latest in modeling techniques. They provide a "hands-on" learning environment. Students enjoy low faculty-to-student ratios and access to a GIS workstation without having to share with another student. Novell NetWare network infrastructure connects all the GIS computers on campus. Clemson Computing & Information Technology (CCIT) maintains
the network and GIS labs. Students are allowed up to 1 GB of personal disk space, which is accessible from anywhere on the network. Clemson's GIS facilities provide essential information tools so that faculty and students can:

- Model real-world problems by graphically analyzing data
- Conduct "what-if" scenarios
- Share crucial information across University's network
- Coordinate and communicate key concepts between teams and campus organizations
- Communicate research and project results by creating maps, tables and charts for use in journal articles, term papers and theses
- Use state-of-the-art tools from the leading GIS and Remote sensing software
- Access a rich collection of databases that provide both geospatial boundary and statistical information (e.g. census, environmental, terrain, geological, political, etc.)
- Take individual self-paced GIS courses from ESRI's Virtual Campus on the Web free of charge

Clemson's commitment offers our students the finest in higher educational GIS facilities. Labs at 2-212 Lee Hall and B108 Barre Hall are Planning's primary GIS facilities. These labs have 24-hour access. They contain a "smart classroom" equipped with a video and data projector. Lee will have 15 workstations with 21-inch monitors. The Barre Planning Lab has 14 workstations with 17-inch LCD monitors. Each lab has a color laser printer and network access to Barre's HP DesignJet 36" plotter. The workstations run Windows and use the most current ESRI ArcGIS and ERDAS Imagine software. With this arrangement, students have access to the world's most popular GIS and remote sensing software and latest computer hardware. While connected to the University network, the labs have their own sub network and server where students can access their data from anywhere on campus.

Gunnin Library

The Gunnin Library in Lee Hall has more than 40,000 books, 85,000 slides, professional journals and periodicals, and a planning document collection. The main University library holds more than a million books, periodicals and government publications. The library also provides excellent research sources through over 75 research databases.

The Rudolph Lee Gallery adds to the creative atmosphere of the college including fine arts exhibits. Student, faculty, and well-known professionals representing all disciplines of the college have exhibitions throughout the year.

Guidelines for faculty positions

Major Advisor
You, the student, have primary responsibility for ensuring that you meet all requirements; your Major Advisor is responsible for ensuring that you have met that responsibility. Your Major Advisor will present any requests for a waiver of a requirement to the faculty for approval.

Program Coordinator

The Program Coordinator serves an oversight role to 1) maintain departmental graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2 forms and research study plans are placed on file for each student; and 4) to moderate disagreements over guidelines. The Program Coordinator also ensures that requests for waivers from the guidelines are presented to the faculty in a timely manner; judges matters of course equivalence; and serves as intermediary during challenges by the faculty of a graduate student’s program or performance. Furthermore, the Program Coordinator determines whether requests for changes in your plan of study (GS2), research study or Advisory Committee composition constitute “minor” changes, and may approve such minor changes on behalf of the faculty or consult with faculty to determine whether requested changes warrant full faculty approval.

Principal Investigator

The Principal Investigator (PI) in a research project must identify any circumstances under which a particular laboratory, field operation, procedure or activity requires prior approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and department safety regulations and protocol standards are met. This responsibility includes sufficient supervision of students and technicians to ensure adherence to these standards.

General faculty

The faculty of the Landscape Architecture program determine the guidelines for all graduate degree programs. The faculty may amend the guidelines for the graduate degree programs by a simple majority of those voting; all faculty will be polled. Landscape Architecture faculty have the authority to approve or reject candidates for graduate degrees. Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Program Coordinator as soon as possible. The Program Coordinator will communicate any concerns to your Major Advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Program Coordinator will bring the matter before the faculty at a regular meeting.

Professional Development

There are a number of opportunities for you to develop professionally in addition to your course work and research. These include presenting talks and/or posters at regional
and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search. In addition, the Graduate School provides a professional development framework at [http://www.grad.clemson.edu/ProfessionalDevelopment.php?PHPSESSID=1uh0smp22985n25vgphqsrdo3](http://www.grad.clemson.edu/ProfessionalDevelopment.php?PHPSESSID=1uh0smp22985n25vgphqsrdo3)

### Career planning

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

### Professional and student organizations

Clemson University has a number of student organizations that are specific to the Landscape Architecture major. One is the SC Chapter of the American Society of Landscape Architects (SCASLA). For more information, please contact Professor Robert Hewitt ([hewitt@clemson.edu](mailto:hewitt@clemson.edu)). This group holds a number of events during the year and is a great way to meet other students within your major.

### Student government

The [Graduate Student Government](http://www.grad.clemson.edu/GSG) represents the interests of all graduate students at Clemson. Generally the GSG promotes student participation in University affairs and learning experiences. It also elects representatives to various University boards and committees. Participation in the GSG can provide valuable leadership experience.

### Professional certification requirements

The Landscape Architecture Registration Exam (LARE) is the North American standard set of exams that one must pass to become a fully licensed landscape architect. To do so, you must have 2-5 years’ experience (depending on the state) under a registered landscape architect. You would then take a national exam called the L.A.R.E (Landscape Architecture Registration Exam. Each state has their own license so you may have to take another section of this exam unique to a particular state in addition to the national test to become registered in a particular state. For more information, visit the ASLA website at [http://www.asla.org/](http://www.asla.org/)

### IRB information

All primary research with human subjects, conducted either on or off campus and including research involving questionnaires, interviews or other interaction with human subjects, must be reviewed and approved by the Clemson University Institutional
Review Board (IRB). You must consult with your Major Advisor about the requirements for meeting IRB approval. You can also obtain more information about conducting research with human subjects from IRB’s website (http://www.clemson.edu/research/compliance/irb/).

If you will conduct research involving human subjects, you must complete an online course for conducting such research. No data collection may begin until IRB has approved your research project, including the research instruments. If you plan to engage in primary data collection for your thesis/dissertation, you should plan your project with the consideration that IRB approval can be time consuming and may involve proposal revisions to meet expected standards.

**Administrative Policies & Procedures**

**Harassment**

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

Harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program.

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

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

**Sexual harassment**

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment
Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual;
3. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member.

Amorous relationships

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

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

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

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access & Equity (E-103 Martin Hall, (864) 656-3181).
**Drugs, alcohol, smoking**

**Drugs**

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University.

**Alcohol**

Alcoholic beverages are prohibited for any activity held in any College of Architecture, Arts, and Humanities facility including any Lee Hall classrooms or studio, the Courtyard, Gallery, and Gunnin Library.

**Smoking**

In the interest of the safety and health of all the occupants of our buildings, the following smoking policy will be enforced: Smoking in any form is prohibited inside all college-owned or leased buildings including both residential and non-residential buildings. Those who choose to use tobacco outside may do so only at the specified distance away from each building according to signage.

**Computer access and use**

Graduate students have access to well-equipped computer laboratories in Hardin and Barre Halls. These allow access to the Clemson University mainframe system and a local area network that hosts many software packages. The door should be closed and locked when unoccupied.


**Email access, use**

Email is the most common medium used by the department and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your email regularly, at least once a day. If you are requested to respond, you should do so in a timely manner. Note that if you have an assistantship, you will have both a student and an employee email account and will be responsible for checking both on a regular basis.

**Mailboxes and personal mail**

All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries to Lee Hall.
Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

**Intra-department communications**

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices may be posted on the bulletin board outside the main office in Lee Hall (3-113). To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.

**Keys**

Keys to specific research laboratories will be issued upon obtaining permission from the faculty member in charge of the lab. Students leaving the University through graduation, or for any reason, must return all keys to Michelle Marchesse in the main office (Lee 2-312). The key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law.

You are responsible for locking all rooms to which you have gained access with a key.

**Building security, maintenance**

Lee Hall is categorized as a 24-hour building and is normally NOT locked at night on weekdays, and throughout weekends. During the work week, the doors are normally unlocked.

Report building problems to Connie Robinson, 656-3260. If something major is found wrong outside of normal office hours, inform your Major Advisor and/or the department chair after you have called the University Security Office at (864) 656-2222.

**Telephone use, long distance charges**

Your use of departmental office telephones must be restricted to business use and emergencies during business hours. You must inform your friends and family not to call you on the departmental office phone on routine matters. With the permission of your Major Advisor, you may obtain long-distance authorization numbers to use for business-related long-distance calls. CAUTION: Never use your University code for personal calls; all long-distance calls are documented on monthly bills.

**Office supplies**

The department does not furnish office supplies to graduate students for personal use. All research contract-related use of office supplies, including letterhead stationery, must
be authorized by your Major Advisor.

Ordering supplies and equipment

If you order equipment or supplies without the permission of your Major Advisor or the department chair, you will be responsible for paying the bill. In addition, students placing orders are responsible for being cognizant of state purchasing regulations, and may be liable for paying the bill in the event of violations. When placing orders over $2,500 (total of the entire purchase — not per item — including tax, shipping and handling), whether over the phone or purchased in town, you must obtain an order number from the administrative assistant prior to making the order or purchase.

Recycling

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle aluminum, glass, two kinds of plastic, newspaper, white paper and cardboard. All recycle containers, except the white paper recycle container, are located throughout Lee Hall and other University buildings. White paper waste is stored in marked containers.

Access to departmental files

All departmental files are off limits unless you have express permission to use them. Contact Michelle Marchesse should you need information from a departmental file (including a student’s own file).

Faculty offices

Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member’s office unless invited to do so. We recommend emailing your faculty advisor in advance of any meetings in order to ensure that they will be able to make any standing appointments.

Departmental library

The Gunnin Architecture Library (Lee 2-112) is available for use by all students, staff and faculty of the Department of Landscape Architecture. Please see instructions posted in the library for using the materials.

Dress code

On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond
that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the Department of Landscape Architecture does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your Major Advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you will present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments. If you are unsure of the guidelines, please ask your Major Advisor, or the department chair for advice.

Student travel

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index have been incorporated into this section. The complete Guidelines Index, including authority references and guidelines specific to University administration, is available at www.clemson.edu/procurement (CU Dept. Info, Travel Guidelines). Direct any questions regarding travel to Reva Kaufman. Summarized departmental procedures are as follows:

Step 1. Complete “Request to Travel” form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to Reva Kaufman (krev@clemson.edu) or 864.656.4945.

Step 2. Enter travel status according to guidelines outlined herein.

Step 3. Upon completion of travel, complete “Travel Worksheet”, obtain appropriate signatures, and submit to Reva Kaufman for reimbursement.

NOTE: Hardcopies of all travel forms are located in the program office. Most forms are also available in electronic format. If you have trouble using the electronic forms, please see one of the staff for assistance.

Traveler’s responsibilities

When you file for reimbursement of travel expenses you are stating that:

- You have followed the University’s travel policies;
- You have not nor will not receive reimbursement for these expenses from any other entity outside the University;
- None of the expenses are of a personal nature;
- All supporting documentation is on file with your department or business officer.

NOTE: Under the Progressive Discipline Policy of the University, any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their job.
You must file travel reimbursements within 60 calendar days of the completion of the trip and within the same fiscal year in which the trip occurred. Multiple trip reimbursement requests for trips of a repetitive nature should be claimed on a travel log form. These requests should be submitted at least quarterly. Reimbursement will be made only upon completion of the travel. Any reimbursement request that is not submitted when due will require you to submit and receive approval of a written request stating the reason for the delay with approval by the dean/department chair or the business officer and the Director of Procurement Services.

All travel vouchers submitted for reimbursement are required to have the signature of the traveler and one other person authorized to spend funds from the account numbers that appear on the travel voucher. All signatures must be original. No stamped signatures will be accepted.

Travelers are expected to exercise the same judgment when making travel arrangements and expenditures that a prudent person would exercise if traveling on personal business and expending personal funds.

- Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered exercising prudence.
- Travel by commercial airlines will be in coach or tourist class, except where exigencies require otherwise.
- Transportation to or from points of arrival and departure will be by the most economical method.

Expenses for spouses

Reimbursements to an individual may cover only those expenses pertaining to that individual. It may not include expenses pertaining to other individuals, regardless of who paid the expense. Travel expenses for spouses, friends or other individuals not traveling on official University business are not reimbursable.

Unauthorized costs

You will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. No reimbursement for reduced fare advance purchase tickets will be made directly to employees prior to the completion of travel if charged on a personal credit card, since direct payment by the University is available using the Departmental Purchase Card.

Meals

You must be in travel status (more than 10 miles from your residence or official headquarters) to be eligible for reimbursement of meals. While on official travel within South Carolina, actual expenses incurred in obtaining meals up to a maximum of $25
per day will be reimbursed. While on official travel outside South Carolina, actual expenses incurred in obtaining meals up to a maximum of $32 per day will be reimbursed. Actual reimbursement amounts depend on your departure and return times, as follows:

<table>
<thead>
<tr>
<th></th>
<th>If You Depart Before</th>
<th>If You Return After</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In State</td>
<td>Out of State</td>
</tr>
<tr>
<td>Breakfast</td>
<td>6:30 a.m.</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>$6</td>
<td>$7</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15 p.m.</td>
<td>8:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$25</strong></td>
<td><strong>$32</strong></td>
</tr>
</tbody>
</table>

Rates are subject to change.

If you receive reimbursements for meals on non-overnight travel, this amount could be considered income and be reported on your W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented. If you are claiming reimbursement for such business meals, documentation must include the name and affiliation of the person sharing the meal and the nature of the business discussed.

Lodging

Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your responsibility and will be reimbursed as part of the lodging expenses upon completion of the trip:

- Actual lodging expenses will be reimbursed; however, more moderately priced accommodations must be made when a choice is available. Employees should request a state or government rate when available.
- No reimbursement will be made for overnight lodging within 50 miles of your residence or official headquarters.
- The expense for shared lodging may be reimbursed to one employee if only one original itemized receipt is obtained. If the room is shared with other than a University employee, the single room rate will apply.
- All necessary and reasonable tips for baggage handling will be reimbursed.

Miscellaneous expenses

Movies, bar bills, laundry, room service, safes and security insurance, health or spa fees, etc., will not be subject to reimbursement on the travel expense report. These are considered personal in nature and are your responsibility.

Employees are allowed one personal call, of short duration, per day. Charges for long distance telephone calls, telegrams, fax charges or Internet access made on official business will be allowed. A fixed charge by a hotel for telephone service may be
reimbursed as part of lodging. It is the responsibility of the traveler and the department to substantiate whether calls are of a business or personal nature and whether they will be reimbursed.

Foreign travel

Travel outside the continental United States, Alaska, Hawaii, Canada, Puerto Rico or the Virgin Islands require approval prior to departure. Foreign travel funded from sponsored program activities must be approved in advance by Sponsored Programs Accounting.

While on foreign travel, actual lodging expenses will be reimbursed. Fees for the purchase of traveler's checks, passports and visas will be reimbursed provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate and computation should be shown on each receipt.

When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed. These rates are listed at the following website: http://aoprals.state.gov/.

The Provost Advisory Council approved a risk management recommendation to require all Clemson students to obtain international travel insurance when traveling abroad. This applies to both faculty-led and semester abroad programs. The cost is $31 per month and includes $100,000 basic medical (no deductible), medical evacuation/repatriation and up to $2,000 to transport a family member to a patient hospitalized for more than six days. Faculty and staff traveling with student groups may also be covered under the student policy at this cost. Contact the Office of Risk Management at (864) 656-3354 for additional information.

Travel by automobile

Automobile transportation may be used when common carrier transportation cannot be arranged satisfactorily, or to reduce expenses when two or more University employees are traveling together.

When planning to travel by car, see Michelle Marchesse, 3-112 Lee Hall. She will then contact Transportation Services in advance to reserve a Motor Pool vehicle. The Motor Pool requires 72 hours advance notice.

University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available. Reimbursement for personal automobiles is as follows:

- $0.505 per mile, if no University-owned vehicle is available. (In order to be reimbursed at this rate, a statement from Transportation Services confirming the non-availability must be attached to the Travel Reimbursement Voucher.)
- $0.465 per mile for travel to and from nearby airports or train depots when official travel is by airplane or train.
$0.50 per mile when you wish to use your own automobile although a Motor Pool vehicle is available. Rates are subject to change.

Taxi fares and reasonable tolls will be reimbursed to the individual. Receipts must be furnished if claiming airport, hotel or parking garage parking of more than $5.00.

No reimbursement will be made to operators of state-owned vehicles who must pay fines for moving or non-moving violations.

Rental cars

Travelers should check with several car rental agencies for the most competitive rates. Address insurance requirements with the rental agency. If you do not take the insurance from the vendor, your personal insurance will be required to provide the coverage. Clemson University will only cover you if the rental is in Clemson University’s name. Most national car rental companies require a personal credit card which obligates the person renting the vehicle.

Registration fees

Registration fees in the amount necessary to qualify you to attend conventions, meetings, conferences, etc., are allowed. These fees can be paid using the Departmental Purchase Card or by completing a Direct Purchase Voucher (DPV) and sending it to Accounts Payable at least ten days to two weeks before the deadline of the meeting. If this is not prepaid, and is paid at the time of registration of the meeting, reimbursement will be made after the trip is completed. You must have a detailed receipt that indicates the means of payment.

Travel agent

The Clemson University Purchasing Department has a “preferred vendor contract” with a Carlson Wagonlit office in Atlanta. The cost is $10 per transaction, and all communication is done using their Web site, www.carlsonwagonlit.com. You are advised to make Reva Kaufman and Aaron Howard aware of your travel plans in advance by submitting the Request to Travel Form.

Receipts

Student travelers must submit a receipt for each expense of $5.00 or more, except for meals, taxi fare, tolls and portage. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted.
Travel awards
The Graduate Student Government (GSG) awards amounts of up to $500 to full-time graduate students toward their attendance at conferences and other professional development events. See the GSG website for application information (http://www.grad.clemson.edu/cgsg/pegas/).

Inclement weather
Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement.

Parking
Parking permits are issued for parking in specific campus zones and are based on the category of the applicant. To the extent possible, parking permits, parking stall paint color and parking areas on the parking map are color-coordinated. To review the different types of parking permits available please refer to the Parking Services website http://www.clemson.edu/campus-life/campus-services/parking

Some campus parking areas are reserved for special events, including home varsity football and basketball games. A special event permit is required to park in areas reserved for special event parking.

Student Advisory Council
Students in the program annually select student representatives, one from each year's class, who serve as the formal liaisons between the graduate students and the departmental faculty. These student representatives may attend faculty meetings, except when the faculty determine that their attendance would be inappropriate (e.g., when other students or faculty personnel issues are discussed). The campus chapter of SCAPA coordinates these elections.

Political, religious activities
The University cannot engage in political and religious activities. Therefore, it is departmental policy that no political or religious signs will be displayed in Lee Hall nor should University email lists/systems be used to transmit political or religious messages.
Campus Facilities and Resources

Emergencies

Call the Clemson University Police Department ((864) 656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched.

- In case of fire, exit the building immediately. Use stairwells; do not use the elevator.
- In case of tornado warning, take shelter in a basement, bottom-floor hallway, interior hallway, or small interior room with no windows. Use stairwells; do not use the elevator.

Campus shuttle bus

Clemson University supplies a shuttle bus to transport students between the main campus and the Research Park during fall, spring and summer semesters. Trips are scheduled from 7 a.m. until 6 p.m. Monday through Friday (except during holidays and Fall Break). The shuttle makes one trip per hour from the Hendrix Center to the Research Park. The shuttle leaves the Hendrix Center on the hour and arrives at the Research Park at approximately 20 minutes after the hour. Stops are at AMRL, Rich Lab and Ceramic and Materials Lab.

Graduate Student Government

The Graduate Student Government (GSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental GSG representatives are elected. The biweekly senate meetings are open to all graduate students. See the Graduate School Announcements (http://www.clemson.edu/students/cgsg/) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.

R.M. Cooper Library

Located on campus adjacent to the reflecting pool, the main library houses more than 1.5 million items, including books, periodicals and microforms. Periodicals can be checked out for a maximum of three days ($1/day late fee) while books can be checked out for six weeks ($0.25/day late fee). The catalog is online and can be accessed from any campus computer. Free online literature searches can be conducted at the main library. An appointment must be made to complete the online search. In addition, the library contains a number of computers and printers as well as copiers, two of which are located in the reference area, and several of which are located on the ground floor. Additionally, there is a coffee shop and convenience store located within the library. For
more information about the library, call (864) 656-3024 or the Library Hours Hotline at (864) 656-3027.

The library also has two satellite branches. The Emery A. Gunnin Architectural Library, located in Lee Hall, provides materials on architecture, visual arts, city and regional planning, building science and constructions, and landscape architecture. Its extensive slide library can also be helpful to those interested in history, art, etc. The library’s Special Collections Unit, housed in the Strom Thurmond Institute building, contains rare books, manuscripts of prominent South Carolinians, and materials relating to the history of Clemson University and South Carolina. A smaller, specialized collection is also located in the Chemistry Library in Hunter Hall.

Copy services

Copiers are available in the Cooper Library on various floor levels and in the Gunnin Architectural Library. They are coin operated and cost 10¢ per copy. (If you use your Tiger Stripe Card in the copiers, the copies cost only 5¢ per copy.) Student Services also provides copiers at the Manning Hall Lobby, Calhoun Courts Commons Building basement, and the Students Government Complex.

The Union Copy Center, located on the first floor of the Hendrix Center, provides self-service and counter services to students. For more information and hours, call (864) 656-2725.

The Campus Copy Shop located at One Rubin Square, 384-1 College Avenue, next to Peppino’s Pizza, offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMTs, typesetting, etc. They also may be a pickup location for course notes. For more information and hours, call (864) 654-3863.

University Union, Hendrix Student Center, and Brooks Center

The Edgar Brown University Union, the Hendrix Student Center, and the Brooks Center for Performing Arts provide social, educational, cultural, and recreational activities for members of the University and larger community. Hundreds of varied activities are offered to the campus community each year, including films, videos, concerts, bands, comedy and variety acts, short courses, speakers, game tournaments, cultural arts performances, outdoor recreational trips, group travel, and special events.

University Bookstore

The University Bookstore is located on the first floor of the Hendrix Student Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe.
University Health Services

The Redfern Student Health Center on campus provides health services to University students. Redfern offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women’s health issues, nutritional counseling, dermatology, and orthopedic clinics. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASK-A-NURSE telephone services are also available.

If you have questions about services provided, call Redfern Health Center at (864) 656-2233; if you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 656-1541. For service hours or other information, see their website at http://www.clemson.edu/campus-life/campus-services/redfern/

Fike Recreation Center

Graduate students may use these facilities. Lockers are available at the recreation center. For specific information about the facilities and activities offered, visit http://www.clemson.edu/campus-life/campus-recreation/

Sporting events

Graduate students may purchase season tickets for Clemson football and basketball games. If interested, you should inquire at the IPTAY ticket office (Gate 9, Memorial Stadium) to complete an application. Further information can be obtained from the ticket office ((864) 656-2118). Baseball games are free with University ID. Tickets for soccer games may be purchased at the gate (usually $3 with University ID).

Campus parking

Parking on campus is restricted and requires a permit that can be purchased at Parking Services located on the ground level of the Edgar Brown University Union ((864) 656-2270) or via their website at http://www.clemson.edu/campus-life/campus-services/parking/.

Approaching Graduation

Graduate School Deadlines

The Graduate School sets deadlines for the following items. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate. All Graduate School forms are available online at www.grad.clemson.edu/forms/GeneralForms.php.
<table>
<thead>
<tr>
<th>Form/process</th>
<th>Approximate deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit your final GS2 to Enrolled Services</td>
<td>End of the term prior to the term in which you plan to graduate</td>
</tr>
<tr>
<td>Complete online application for diploma (formerly Form GS4)</td>
<td>Within the first four weeks of the term in which you will graduate</td>
</tr>
<tr>
<td>Written notification of defense submitted to Enrolled Services</td>
<td>At least 10 days prior to your defense.</td>
</tr>
<tr>
<td>Submit completed thesis/dissertation electronically for formatting review</td>
<td>Two weeks prior to graduation</td>
</tr>
<tr>
<td>File GS7 with Enrolled Services</td>
<td>Two weeks prior to graduation</td>
</tr>
<tr>
<td>All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office</td>
<td>One week prior to graduation</td>
</tr>
</tbody>
</table>

**Formatting guidelines and electronic submission (thesis option only)**

If you have chosen to write a thesis, once you have defended your thesis, you must submit it electronically to the Manuscript Review Office of the Graduate School for formatting review. The Graduate School enforces specific formatting guidelines to ensure that your manuscript is considered credible and professional. Templates, examples and specific guidelines are provided on the Graduate School website ([www.grad.clemson.edu/manuscript](http://www.grad.clemson.edu/manuscript)) to assist you in formatting. You will not be allowed to graduate until the Manuscript Review Office has approved your final manuscript.

The Manuscript Review Office uses an electronic thesis/dissertation submission process (ETD). Hard-copy (i.e., paper) manuscripts will *not* be accepted. Not only does this process make your manuscript more accessible, but it also costs you much less due to the minimization of printing costs.

For more information about ETD and the formatting process, see [http://www.clemson.edu/graduate/students/theses-and-dissertations/?](http://www.clemson.edu/graduate/students/theses-and-dissertations/)

**The department requires you to have two copies of your thesis bound for the Committee Chair and one for the Department. In addition, we require four (4) DVD copies of your thesis in PDF format to be provided to the Department. Please see Michelle Marchesse for more information.**

Patent, copyright/publishing information
Clemson University and the Department of Landscape Architecture retain full ownership rights to any inventions, discoveries, developments and/or improvements, whether or not patentable (inventions), which are conceived, developed or reduced to practice, or caused to be conceived, developed or reduced to practice by graduate students during the course of their research activities conducted as part of any Graduate School curriculum. Any such invention will be handled by the University in the same manner as set forth in The Faculty Manual of Clemson University (http://www.clemson.edu/faculty-staff/faculty-senate/manuals.html).

You will retain copyright ownership of your thesis. However, the right to publish research will be maintained by the Department of Landscape Architecture. Copyright ownership of any research publications will be determined by University policy and by the policies of organizations responsible for publishing or distributing copyrighted materials.

All graduate students should keep a formal notebook for recording research procedures and results. Students are urged to study the recommendations for maintaining proper research records that are listed at the University's Patent Policy page (http://www.clemson.edu/extension/index.html).

All data, research notebooks and related materials (slides, pictures, graphs, publication reprints, etc.) generated by any graduate student within the department are the property of the department and will remain in the department after your graduation/departure. You must collect these materials and submit them to your Major Advisor before you graduate/depart. The major advisor will have final authority on the disposition of any or all of these materials.

**Final Presentations** (required for both thesis and final advanced studio option)
You must complete your final presentation at least three weeks prior to graduation. We recommend that you set the schedule for the exam(s) with your Advisory Committee as early in your final semester as possible, to ensure their availability and your completion of the requirement. The final date for this examination is established each semester by the Graduate School. This final presentation is conducted by your Advisory Committee, but all faculty members are invited to participate.

The Program Coordinator will notify the Graduate School, program faculty and other students in the program of the time and place of the final presentations at least ten days prior to the scheduled time.

This final oral presentation demands a broad and penetrating interpretation of your research project.

**Application for Diploma**

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which
you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at $25 the first day after the deadline and an additional $5 each business day thereafter to a maximum of $125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a $10 fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore’s website at http://www.clemson.edu/campus-life/campus-services/book-store/ for deadlines and more information.

Final Check-Out/Exit Interview

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

- Turn in all keys to Michelle Marchesse (Lee Hall, 3-112)
- Be sure that all equipment and supplies which you have drawn are returned to stock.
- Be sure that any portion of the office/studio/classrooms that you occupied is clean and ready for another occupant. Please leave these areas in the condition you would have liked to have found it originally.
- Return all borrowed materials (books, journals, etc.) to their appropriate location.
- Inform the Program Coordinator that you are leaving and have complied with all regulations, and schedule an exit interview.
- Complete the departmental Graduate Student Exit Interview form. The program director will have a sign-up sheet outside his/her office at the end of each semester for each student to choose a time to meet to discuss the program.
Handbook/Policy Administration

Process for Departmental Review of Program Requirements

At the end of your program, you will be asked to complete a Program Assessment form and exit interview with the Program Coordinator. In addition to the student assessment of the program, the departmental graduate committee and Program Coordinator will conduct a full program review at least every five years in accordance with the accreditation process. The review will consider the department’s admission policies and criteria, advising policies, curriculum and website. The committee will assess the program, its policies and written documentation with respect to consistency, accuracy, rigor and pertinence.
### APPENDIX A

**Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARC 1510</td>
<td>Basic Design I</td>
<td>Further investigations into design fundamentals through 2-D and 3-D application of basic systems and development of attitudes essential to the creative design process. Prerequisite: landscape architecture major</td>
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<tr>
<td>LARC 2620</td>
<td>Design Implementation I</td>
<td>Basics of landscape architecture construction, methods and construction documents including site information gathering and analysis, basic site grading and drainage, cut and fill, and principles of storm water management. Explorations in computer and hand graphic techniques used in construction drawings.</td>
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<tr>
<td>LARC 3620</td>
<td>Design Implementation II</td>
<td>Advanced study in construction documents and methods including road alignment, complex site grading and storm water management. Exploration of characteristics, strengths, nominal sizes and uses of materials (brick, concrete, stone, wood). Fieldtrips, exercises, and preparation of construction documents. Students gain an understanding of how design ideas are realized in form. Prerequisite: LARC 2620 or consent of instructor</td>
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<tr>
<td>LARC 4280</td>
<td>Computer Aided Design</td>
<td>Introduction to the basics of computer applications such as AutoCAD, FormZ, Adobe Illustrator, Photoshop and InDesign that are used in the design process for conceptualizing, drafting, modeling, and graphic communication.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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<tr>
<td>LARC 6230</td>
<td>Environmental Issues in Landscape Architecture</td>
<td>Overview of environmental and ecological issues and their relationship to landscape architecture practice and design.</td>
</tr>
<tr>
<td>LARC 6330</td>
<td>Historic Preservation in Landscape Architecture</td>
<td>Study of historic landscape preservation in a number of contexts, including gardens, vernacular landscapes, parks, cemeteries, and battlefields.</td>
</tr>
<tr>
<td>LARC 6430</td>
<td>Community Issues in Landscape Architecture</td>
<td>In-depth study of issues relevant to community design. Overview of physical design and related social issues.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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</tr>
<tr>
<td>LARC 6530</td>
<td>Key Issues in Landscape Architecture</td>
<td>Overview of research in landscape architecture and study of relevant research methods. Students will write a proposal for their own project positioned within the larger context of research in the profession.</td>
</tr>
<tr>
<td>LARC 8010</td>
<td>Landscape Architecture Orientation I</td>
<td>Focused study of design, design theory and design communication. Assigned readings, lectures and discussions link those topics to graduate-level explorations of design intervention in the cultural and natural landscape.</td>
</tr>
<tr>
<td>LARC 8020</td>
<td>Landscape Architecture Orientation II</td>
<td>Second-semester course of focused study in design, design theory and design communication. Assigned readings, lectures and discussions link those explorations to graduate-level study in nature, culture and design. Explorations begun in LARC 801 are taken to greater depth and complexity.</td>
</tr>
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</table>
LARC 8130 Advanced Regional Design

Advanced study and analysis of natural and cultural landscapes at the regional scale with an emphasis on South Carolina. Exploration of landscape ecology as an informant to design and application geographic information systems. Each student will also engage in independent research.

Prerequisites: Students in Second Professional MLA, MArch student, or consent of instructor

LARC 8210 Research Methods

Foundations and procedures of landscape architectural research design and methods. Explores alternate research methodologies and the theory of knowledge regarding foundations, scope and validity.

Prerequisite: LARC 6530

LARC 8230 Advanced Community Design Studio

Studio focused on the study of communities. Students engage in a series of design explorations culminating in a mixed-use parcel on a large tract. Includes intensive study of growth and change in the contemporary landscape. New development in southeastern U.S. serves as a laboratory.

Prerequisite: LARC 6530 or consent of instructor.

Co-requisite: LARC 8231
**LARC 8300  Graduate Seminar I**

Seminar including reading, writing and discussion on environmental and social/cultural issues in landscape architecture. Course is grounded in an exploration of the history of landscape architectural theory.

Preq: LARC 8020 or consent of instructor

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**LARC 8400  Graduate Seminar II**

Graduate seminar in one of the areas of departmental focus growth and change, health and design, or restoration.

Preq: LARC 8300 or consent of instructor.

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**LARC 8430  Interdisciplinary Design and Research**

Students will participate in an interdisciplinary project linked to one of the focus areas in the department: health and design, restoration (environmental or cultural/historical), and growth and change. Each student will identify a personal research project related to the larger team project.

Prerequisite: LARC 6530 or consent of instructor

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**LARC 8500  Graduate Colloquium**
A series of lectures and presentations by graduating students, faculty members and guest designers and scholars. Students in the colloquium offer reviews and critiques of the various presentations.

Prerequisite: LARC 8400 or consent of instructor

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARC 8520</td>
<td><strong>Advanced Urban Design Studio</strong></td>
<td>Advanced landscape architectural design in the urban context. Students study urban issues and offer design and sustainable management solutions for urban areas. Includes readings and theory component as well as an opportunity to collaborate with architecture students. Prerequisite: Second Professional Degree Graduate status in Landscape Architecture. Co-requisite: LARC 8521.</td>
</tr>
<tr>
<td>LARC 8530</td>
<td><strong>Advanced Interdisciplinary Design and Research</strong></td>
<td>A continuation of LARC 8430 with an advanced interdisciplinary project linked to one of the focus areas in the department: health and design, restoration (environmental or cultural /historical), and growth and change. Each student will identify a personal research project related to the larger team project. Prerequisite: LARC 8430 or consent of instructor</td>
</tr>
<tr>
<td>LARC 8900</td>
<td><strong>Directed Studies</strong></td>
<td>Special topics and independent research in landscape architecture with faculty guidance. May be repeated up to six credits.</td>
</tr>
</tbody>
</table>
Prerequisite: Consent of advisor

<table>
<thead>
<tr>
<th>LARC 8910</th>
<th>Thesis Project</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Complex and sophisticated independent project in landscape architectural research and / or advanced design.</td>
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<tr>
<td></td>
<td>Prerequisite: LARC 8430 or consent of instructor</td>
</tr>
</tbody>
</table>
APPENDIX B

Faculty and Staff Listing

Mary Padua, MLA, Ph.D.
Chair

Office: 3-109 Lee Hall
Phone: (864) 656-3084
Email: mgpadua@clemson.edu

Education:
PhD, University of Edinburgh

Matthew N. Powers, ASLA, MLA, Ph.D.
Associate Professor

Office: 3-116 Lee Hall
Phone: (864) 656-4408
Email: powers8@clemson.edu

Education:
PhD, Virginia Tech
MLA, Virginia Tech
Bachelor of Science in Landscape Architecture, West Virginia University

Courses:
Key Issues in Landscape Architecture
Thesis Studio
Design Fundamentals

Thomas Schurch, ASLA, Ph.D., MLA, AB
Professor

Office: 2-311 Lee Hall
Phone: (864) 656-1527
Email: tschurc@clemson.edu

Education:
Ph.D. in Urban Design and planning, University of Washington;
MLA, California State Polytechnic University, Pomona;
AB, United States International University, Dropmore Park, Buckinghamshire, U.K.
Courses: Human Settlements

Interests: Sustainable urban landscapes; meaning in built environments; urban design; urban form

Hala F. Nassar, Ph.D.
Associate Professor

Office: 3-104 Lee Hall
Phone: (864)656-2499
Email: hnassar@clemson.edu

Education:
B.S., Ain Shams University, Cairo, Egypt
M.S., Ain Shams University, Cairo, Egypt
M.AG., The Pennsylvania State University
PH.D., Ain Shams University, Cairo, Egypt

Courses:
Community design and urban design studios, Landscape Architecture History, Directed Studies and topical seminars, and Research Methods

Interests:
historic and cultural landscapes, Islamic garden tradition and International education

Robert R. Hewitt, ASLA, RLA,
Associate Professor

Office: 2-139 Lee Hall
Phone: (864)656-6698
Email: hewitt@clemson.edu

Education:
B.A., University of California, Davis, 1976
B.S.L.A., University of California, Davis, 1993
M.L.A., University of California, Berkeley, 1996
M.C.P., University of California, Berkeley, 1996
Courses:
Design studios
Healthcare studio & seminar
LA Technology I & III
Directed studies

Interests:
Health/design, history/theory,
International education

Paul Russell, ASLA, MLA
Assistant Professor
Office: 3-122 Lee Hall
Phone: (864)656-2473
Email: russel5@clemson.edu

Education:
B.S., University of Tennessee, 2001
M.L.A., Louisiana State University, 2005

Martin J. Holland, Ph.D.
Assistant Professor
Office: 3-108 Lee Hall
Phone: (864)650-8370
Email: mjholla@clemson.edu

Education:
Ph.D., University of Illinois

Hyejung Chang
Assistant Professor

Office: 3-120 Lee Hall
Phone: (505)506-1236
Email: hyejunc@clemson.edu

Education:
Ph.D., North Carolina State

Courses:

Interests:

Michelle Marchesse,
Administrative Assistant & Student Services Coordinator

Office: 3-112 Lee Hall
Phone: (864)656-3926
Email: marches@clemson.edu

Education:
B.A, Clemson University, 1984
MLA(Masters in Librarianship), University of South Carolina, 1985

Reva Kaufman
Fiscal Analyst

Office: 2-312 Lee Hall
Phone : (864)656-4945
Email: kreva@clemson.edu

Education:
A.D., Pensacola Christian College, 1979,
B.S., Pensacola Christian College, 1982
APPENDIX C

Support Services

Grievance policy and ombudsman information

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 (GAGC). The GAGC typically consists of three faculty representatives from each of the five colleges and one graduate student representative from each college. A six-member Initial Grievance Review Board (IGRB) is formed from among GAGC members and is responsible for determining which grievances will go forward to the GAGC.

Procedure

Grievances must be filed with the Graduate School within 60 days of the alleged act and may involve the following: violations of program, department, college or Graduate School policies related to final grades in courses or research (891 or 991); violations of program, department, college or Graduate School policies related to the completion of any academic requirement including theses and dissertations, and oral or written comprehensive examinations; and graduate student assistantship employment including offers of assistantship appointments made during recruiting not honored after enrollment.

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

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.

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 GAGC. The associate dean will describe the grievance process to the student. If the student wishes to proceed with the grievance, the associate dean will provide the student with Graduate School Form GSg-A, “Request to File a Grievance,” which will enable the student to provide a written statement detailing the issue and his or her attempts to resolve it at the college level by documenting a) the dates of consultations at the college level, b) the names of those persons consulted, and c) the signature of the collegiate dean attesting that no resolution could be reached. The student must return the fully executed Form GSg-A to the Graduate School within 30 days of receipt from the associate dean. Students who fail to file the grievance within this timeframe forfeit their opportunity to proceed.
The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing 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 the associate dean of the Graduate School.

The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School’s policies. Grievable complaints will be addressed by a subcommittee of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

University ombudsman

The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post-doctoral students in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman’s Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students and post-docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

The ombudsman strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration or students, nor an agent of the University, but is an advocate of fair processes.

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University policy that you feel has been applied unfairly or erroneously.

The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the
ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.

Counseling services

The demands of graduate school can sometimes seem overwhelming. If you feel you could benefit from talking to a counselor — about grad school stress or any other issue — you may be eligible to receive services from the Counseling and Psychological Services program (CAPS), located in Redfern Health Center. To learn about their current programs, visit the CAPS website at http://www.clemson.edu/campus-life/campus-services/redfern/ or call them at (864) 656-2451.