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INTRODUCTION

Purpose of this Handbook

Welcome to the Master of City and Regional Planning Program at Clemson University. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in the Master of City and Regional Planning Program, 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. These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty 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 Director.

Contact Information

Program Director: Cliff Ellis, Ph.D. cliffoe@clemson.edu 2-215 Lee Hall 864.656.2477

The Program Director promotes the program, orchestrates recruiting activities and makes recommendations regarding graduate admissions offers. The Program Director 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 Program Director is your first contact should any issue arise regarding your academic progress or the program curriculum.
About the Program

The City and Regional Planning Program is offered by the Department of Planning, Development and Preservation, located in the College of Architecture, Arts & Humanities. This professional masters' degree program was established in 1968 and has been fully accredited since 1973 with more than 560 graduates. As the only graduate planning program in South Carolina, the program plays a pivotal role in the development of the planning profession in the state and region. Graduate planning students come from a variety of undergraduate majors and professional backgrounds. The MCRP program typically has annual classes of approximately 15-20 students providing the opportunity for extensive faculty involvement in teaching, research, and public service. Students come from many states and several countries.

The MCRP program taps the diverse resources of other planning-related departments in the University such as architecture, landscape architecture, economics, political science, civil engineering, industrial management, sociology, environmental and transportation engineering, and construction science and management. Several studios and courses focus specifically on an interdisciplinary approach to planning and land development with students from several departments and colleges.

The program emphasizes sustainable land development applying appropriate technology and recognizing the balance of physical, economic, financial, social, and policy dimensions of planning. While the curriculum covers theory and policy issues, the principal focus emphasizes the applied skills that students will need to enter the job market as professional planners and to evolve as leaders in the field. Classes use real-world situations for analysis and for the application of planning skills.

The primary mission of the City and Regional Planning Program is to serve the local, state, regional, national, and global environment by integrating theory and practice in dealing with challenges of community growth and change in an increasingly diverse society by engaging in research and service activities that address critical planning issues.
The program focuses on creating a sustainable built environment by applying policy, appropriate building practice, technology, innovation, and natural, physical, economic, and social dimensions of planning. This program is accredited by The Planning Accreditation Board www.planningaccreditationboard.org

ENTERING THE PROGRAM

Admission Requirements
Minimum requirements to be considered for admission to graduate study in City and Regional Planning 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, and satisfactory scores on the general portion of the Graduate Record Exam (GRE) or other applicable test.

Admission to the Master of City and Regional Planning Program 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 City and Regional Planning 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, personal interviews and statements of interest. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered.

Admission to graduate studies in City and Regional Planning begins with your submission of an official application to the Clemson University Graduate School via their website at www.grad.clemson.edu/Admission.php.

Upon receipt of all admission materials, the Graduate School will scan your application materials into a database, thus making your materials available to the admissions committee for review. Applicants must meet all admission requirements of the Graduate School, the Department of Planning, Development and Preservation, and the City and Regional Planning Program before official acceptance will be granted. Applications are due by March 1 to be considered for the first round of acceptances.

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; however, 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), International English Language Testing System (IELTS), 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.

If you are a non-native English speaker and your graduate advisor feels you should improve your English skills, you must complete English 111: English as a Second Language or an approved course from one of Clemson’s ESL affiliates.

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 City and Regional Planning 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.

*Foreign language requirement*

The City and Regional Planning 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.

Up to 12 credit hours of coursework (and no more than one-third of the graded course credit hours required for a master's degree) may be transferred to a master's degree and 48 credit hours of coursework may be transferred to a doctoral degree.

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.che.sc.gov/StudentServices/Residency/Residency.htm. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2281).
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 www.clemson.edu/IA/forms/student_financial_certification.pdf for more details or contact the International Affairs Office (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 meet with an Administration representative in Martin Hall (E-303) on the dates indicated by the Graduate School. You should then see Amanda Peterson in 2-118 Lee Hall. Amanda will provide you with the paperwork that you must take to the Foreign National Payments Coordinator in E-303 Martin who will
complete the necessary paperwork to assist you with obtaining a social security card and getting on the University payroll. Be sure to bring the following: U.S. Visa

- 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.

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 the Bursar's Office (G-08 Sikes Hall, (864) 656-2321).

Financial Assistance
To be considered for financial assistance beginning in the fall semester, you should submit your application no later than March 1. 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. Award decisions are based on academic record, test scores, statement of purpose, and letters of recommendation.

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 3-112) and complete the following forms: information sheet, tax forms (federal and state), I-9 Form, and direct deposit
form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver’s license, 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, and iROAR. 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
- 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 lobby of Fike Recreation Center. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

**Registration**

Prior to registration, the department Administrative Assistant 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/. Additional information on registration can be found through the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact the Program Coordinator (Cliff Ellis) or the Administrative Assistant (Amanda Peterson).

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* 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* or through *Tiger Properties*.

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.

*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 (www.clemsonchamber.org).
Orientation

All graduate students are required to attend the Graduate School orientation held on the Sunday before classes start in the fall. The City and Regional Planning Program also provides an orientation at the start of each fall semester which you must attend. The date, time and location of the orientations will be provided to you shortly after you receive your admissions acceptance packet.

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](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 City and Regional Planning 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 master’s degree

| Minimum Degree Requirements for the Master’s in City and Regional Planning |
|--------------------------------------------------------------|---|
| Total hours of course work                                  | 54 |
| Core courses required                                        | 34 |
** Students choosing the non-thesis option are required to take 17 credit hours of elective courses. They also are required to take CRP 8590 in lieu of CRP 8910.

**Number of credit hours needed**

A master’s degree program in City and Regional Planning shall consist of a minimum of 54 semester hours of graduate credit approved by the student’s Advisory Committee. For the Master of City and Regional Planning (MCRP) degree, at least one half of the total graduate credit hours required by the Advisory Committee, exclusive of thesis research, must be selected from courses numbered 8000 or above.

Prerequisite and co-requisite courses do not count toward the 54 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.

**Core courses**

All master’s students are required to take all 13 core courses below (unless a similar course was previously taken and accepted by the Program Coordinator or department chair), constituting a total of 34 credits.

- CRP 8000 – Human Settlement
- CRP 8010 – Planning Process & Legal Foundations
- CRP 8020 – Site Planning & Infrastructure
- CRP 8030 – Quantitative Methods
- CRP 8040 – Land Use Analysis and Assessment
- CRP 8050 – Planning Theory and History
- CRP 8060 – Urban and Regional Economics for Planners
- CRP 8070 – Professional Studio
- CRP 8090 – Contemporary Issues Seminar
- CRP 8580 – Research Design
- CRP 8600 – Terminal Project/Thesis Proposal
- CRP 8930 – Planning Summer Internship
- CRP 8940 – Planning Internship Seminar

See a complete listing of courses offered in City and Regional Planning and their descriptions in [Appendix](#).
Courses outside discipline

It is expected that a student may choose non-City and Regional Planning 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 MCRP 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 MCRP degree.

Specializations within MCRP program

Most students tend to align themselves and follow a suggested sequence of courses within their area of interest; thus specializing in a specific field. Some students choose to take a generalist approach throughout their studies. Because each student must take 14-17 hours of electives, most pick one of the four available specializations. Students seek advice from their advisor and faculty members within their area of interest to suggest a sequencing of classes. During the second year of study, students prepare their terminal project or their thesis. A student typically derives their topic from coursework in their specialization. Click here to see recent terminal projects and theses. Coursework to support these areas are found in the department as well as throughout the university. Present specializations include:

- Environmental Planning
- Geographical Information Systems (GIS)/Land Use
- Transportation Planning
- Housing/Community Development/Urban Design

Thesis or non-thesis option for the master’s degree

The Student’s MCRP program culminates during the second year with the Thesis/Terminal Project course sequence. Each student selects a particular issue of study with active participation of a faculty committee selected by the student. Students interested in research may complete a thesis, while others more interested in planning practice complete a professional quality project. In either case, each student works with the committee in a two-semester sequence in the second year that leads to a completed proposal (Introduction, Literature Review and Methodology) at the end of the first semester in CRP 8580 and CRP 8600, and the completed thesis or terminal project (research findings, conclusions, recommendations, and areas for future research) by the end of the second semester in either CRP 8590 or 8910. Virtually all students complete their degrees within two years.
**Thesis/Terminal Project Defense**

The City and Regional Planning Program requires that each student pass an oral defense before your Advisory Committee prior to graduation. See “Nearing Graduation” for more details.

**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.

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**

**CRP 8930 – Planning Internship Guidelines**

**Catalog Description:** Skill-based practical work experience to give the student on-the-job learning opportunities. Requires a minimum of ten weeks of uninterrupted, supervised, practical experience with preapproved commercial firm or public agency dealing with planning graduate study in CRP issues. Pass/Fail only.

**Textbooks:** No required text.

**Course Coordinator:** Cliff Ellis

Office – 2-215 Lee Hall

**Objectives:**

1. To provide learning experiences outside the traditional classroom.
2. To expose students to the range of opportunities within the profession.
3. To allow students to experience a variety of methods, materials, details and connections first hand in-the-field.

**Topical Outline:** This course provides credit for a student’s 10 week internship experience, and is the basis for the internship seminar course (CRP 8940) which is taken the following semester. Students are expected to the cognizant of organizational basics, agency operations and culture, use of technology, planning processes, work plan development, interactions with the public and their boards(s), and synthesizing their experience in terms of who they admire and overall experiences.

Students and agency supervisors will complete evaluation forms on the performance of the student during the internship.
**Evaluation:** Before the beginning of the semester, the student will obtain and place on file with the department student services coordinator a letter of agreement from the prospective employer describing the scope of the student’s responsibilities, the number of hours per week of supervised work, and the number of uninterrupted sequential weeks of internship. At the end of the internship, students will file an evaluation form with the departmental student services coordinator. Employers will file an evaluation form with the department secretary at the end of the internship and before grades are due. All of the above is required for a PASS grade.

**Registration:** It is required that a student register for CRP 8930 for one credit hour during the second summer session. You will be required to pay full tuition for an in-state/out-of-state student for these credit hours as you will not be employed by the University as a graduate assistant during the summer months.

You will need to register for CRP 8940 for 1 credit hour in the fall semester following your summer internship.

**Work Requirements:**
Students are required to work 37 ½ -40 hours a week for 10 weeks for a total of 375-400 hours. The number of hours per week depends on the agency requirements.

Student work must involve a variety of work experiences. They type of variety is left to the discretion of the employer.

Students are required to keep track of their hours, either on an Agency time sheet or on a spreadsheet that is to be turned in to Amanda Peterson when they have completed their work. The Agency Evaluation and Student Evaluation forms are also to be turned in at this time. These forms may be obtained from Amanda Peterson in the departmental office (3-112 Lee).

Further questions regarding the summer internship requirements can be directed to Dr. Cliff Ellis at cliffoe@clemson.edu or by phone at 864.656.2477.

**Waiver of requirements**
The requirements for achieving a graduate degree in City and Regional Planning, 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 course instructor 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 Coordinator. 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 Planning Association’s ethical principles). Violations of professional standards may result in disciplinary action, including dismissal from the program.

*Maximum enrollment*

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

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Maximum Credit Hours</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>Full-time Students</td>
<td>15</td>
</tr>
<tr>
<td>1/4-time Graduate Assistants</td>
<td>15</td>
</tr>
<tr>
<td>1/2-time Graduate Assistants</td>
<td>12</td>
</tr>
<tr>
<td>3/4-time Graduate Assistants</td>
<td>12</td>
</tr>
<tr>
<td>Persons employed full time</td>
<td>9</td>
</tr>
</tbody>
</table>
Quarter-time (1/4), half-time (1/2), and three-quarter time (3/4) graduate assistants are defined as those who contribute a weekly average of 10, 20, and 28 timeclock hours of service, respectively, to the University for the entire semester. A full-time employee is defined as anyone employed five full working days per week, regardless of the employer (on- or off-campus). A graduate student who becomes employed full-time while holding an assistantship must notify the Graduate School and the department providing the assistantship. Graduate students paid solely on an hourly basis are subject to the same enrollment limits described in the chart above.

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

*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 City and Regional Planning 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 less than a C 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 City and Regional Planning Program 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.

Advisory Committee

Each graduate student must have a faculty advisor who will also be the chair of the student’s advisory committee. The advisor must be a regular member of the Master of City and Regional Planning Program faculty.
Your Major Advisor

Initially, you will be assigned an advisor. This advisor will help you begin to plan your degree program and will be available to answer any questions you may have. As early in your program as possible and no later than the first month of your second year, you should identify a Major Advisor from among the program faculty with whom you will work throughout the course of your studies.

The selection of your Major Advisor is one of the most important decisions you will face as a graduate student. Your Major Advisor helps plan your curriculum and guides your research activities and the preparation of your thesis or terminal project. Choose carefully: to facilitate your progress through the program as well as the quality of the program itself, a change of Major Advisor will be permitted only under the most unusual circumstances.

Advisory Committee

You will form an advisory committee in consultation with your Major Advisor. Your Advisory Committee will approve your curriculum, supervise your graduate program, and initiate the recommendation for awarding your degree. Your Major Advisor will serve as the chair of your Advisory Committee.

A majority of your Advisory Committee must be regular members of the City and Regional Planning Program faculty. For the master’s degree, committee membership must total at least three.

You are responsible for forming your Advisory 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 a form 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. 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 and laboratory assistants/instructors. 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.

For over 30 years, many of our graduate students have worked part time in local planning agencies during the semester as a Public Service Assistant (PSA). The student is contracted to work 15 hours per week over 30 weeks of the academic year on Mondays and Fridays at a planning related agency. This agency can be either public or private sector based. Students can arrange to work either at the agency site or telecommute if mutually acceptable. These graduate assistantships are extremely beneficial for the students and the agencies. Students gain useful agency experience, direct payment for their work, and a significant tuition reduction from the University. Agencies have found that these students have been productive and provide useful assistance.

The cost of this program to the agency consists of the direct salary paid to the student, which is generally around $10-12 per hour, a 25% indirect cost, and a 7.3% fringe rate charged by the University. Note that the fringe rate is recalculated annually by the University.

In the 2014-15 academic year, students worked in a variety of agencies, including Greenville County, City of Greenville, City of Anderson, Greenville County Redevelopment Authority, and Ten at the Top (the Upstate regional visioning organization).

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the Graduate School website (www.grad.clemson.edu/fellowships.php).

Your responsibilities and details of your financial support are included in your official offer letter from the department chair or Program Coordinator. This letter 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 City and Regional Planning 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 are awarded on a yearly basis for a maximum of 2 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, 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.
- 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.
- 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 7990 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, occurring on the 15th and last day work day of every 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 or by looking yourself up on the on-line CU phonebook.) 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. If you are awarded a graduate assistantship, you will be sent a contract to sign that details this information.

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 a 9-month academic year 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](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 City and Regional Planning 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.

<table>
<thead>
<tr>
<th>Course Offering Rotation in City and Regional Planning</th>
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<tbody>
<tr>
<td>CRP 8000 Human Settlement</td>
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<tr>
<td>CRP 8010 Planning Process and Law</td>
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<tr>
<td>CRP 8030 Quantitative Analysis</td>
</tr>
<tr>
<td>CRP 8060 Urban/Regional Economics</td>
</tr>
<tr>
<td>CRP 8070 Professional Studio</td>
</tr>
<tr>
<td>CRP 8580 Research Design</td>
</tr>
<tr>
<td>CRP 8600 TP/.Thesis Proposal</td>
</tr>
<tr>
<td>CRP 8940 Internship Seminar</td>
</tr>
<tr>
<td>CRP 8140 Public Transit</td>
</tr>
<tr>
<td>CRP 8340 Spatial Modeling/GIS</td>
</tr>
</tbody>
</table>
CRP 8450 Water Policy & Law  Every Fall**
CRP 8720 Housing in the US  Every Fall**
CRP 6030 Planning Communication  Every Fall**
CRP 8930 Internship  Every Summer
CRP 8590 Planning Terminal Project  Every Spring
CRP 8910 Planning Thesis  Every Spring
CRP 8020 Site Planning  Every Spring
CRP 8040 Land Use Analysis  Every Spring
CRP 8050 Planning Theory/History  Every Spring
CRP 8090 Current Issues  Every Spring
CRP 8130 Transportation Planning  Every Spring**
CRP 8200 Negotiation  Every Spring**
CRP 8350 GIS/Remote Sensing  Every Spring**
CRP 8400 Coastal Planning  Every Spring**
CRP 8410 Environmental Planning  Every Spring**
CRP 8440 Outdoor Recreation Management Planning  Every Spring**

**based on faculty schedules and student demand, these electives are offered.

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

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.

<table>
<thead>
<tr>
<th>Forms to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form ID</td>
</tr>
<tr>
<td>GS2 – Plan of Study</td>
</tr>
</tbody>
</table>
Sample timetable of student progress

The following table lays out a typical progression through the City and Regional Planning program.

<table>
<thead>
<tr>
<th>A Sample Master’s Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – 1\textsuperscript{st} Semester</td>
</tr>
<tr>
<td>Year 1 – 2\textsuperscript{nd} Semester</td>
</tr>
<tr>
<td>Year 1 - Summer</td>
</tr>
<tr>
<td>Year 2 – 1\textsuperscript{st} Semester</td>
</tr>
<tr>
<td>Year 2 – 2\textsuperscript{nd} Semester</td>
</tr>
</tbody>
</table>

Checklist of requirements

<table>
<thead>
<tr>
<th>Checklist for Master’s Students in City and Regional Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>What</td>
</tr>
<tr>
<td>Selection of a Major Advisor</td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
</tr>
<tr>
<td>File plan of study</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td>Approval of thesis proposal</td>
</tr>
<tr>
<td>Minimum of 54 credit hours completed</td>
</tr>
<tr>
<td>Apply for diploma (Clemson)</td>
</tr>
<tr>
<td>Order cap and gown</td>
</tr>
<tr>
<td>Submit your thesis/terminal project</td>
</tr>
<tr>
<td>Final Examination</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).

**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 CRP 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 “Request Form for Directed Study” may be obtained from faculty members, the Program Director, or the Administrative Assistant. It must be returned with both the student and faculty signatures in a timely manner to ensure that you will be added to the class roll.

Directed studies should not be used to pursue work that is immediately relevant to your thesis. (Use CRP 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 City and Regional Planning Program 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 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 Planning, Development and Preservation 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 computer laboratories. Student study space, computer workstations, 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, 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

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. It is also the responsibility of the Major Advisor to provide guidance on the thesis or terminal project.

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 City and Regional Planning 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. City and Regional Planning Program 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=1uh0smp22985n25vgphgsrdto3.

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 or call (864) 656-6000.

Professional and student organizations

First year graduate students receive a free one year membership to the American Planning Association and the South Carolina Chapter of the American Planning Association (SCAPA). Students are encouraged to associate with other organizations that match their particular interests.

Student government

The Graduate Student Government 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 American Institute of Certified Planners (AICP) offers a certification exam to highly qualified professional planners. Graduate students are encouraged to apply when they have earned appropriate experience to meet AICP requirements.

Research & Laboratory Work

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 instruct or 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 studios, 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: the university is a smoke-free workplace. 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, sent via email, or, on occasion, mailed directly to you. Notices may be posted on the bulletin board in Lee 2-218 or in the MCRP Student Work Space in Lee 2-201. 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 Amanda Peterson in the main office (2-118 Lee).
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 (cornelr@clemson.edu). 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.

Copy machine use
Graduate students may use the departmental copier for necessary research work. However, excessive use should be avoided. In particular, multiple copies of thesis or dissertation drafts should not be made on the departmental copier. If use becomes excessive, you will be asked to obtain permission from your Major Advisor before each use. A copier code must be requested by Amanda Peterson in 2-118 Lee Hall.

Fax machine use
You may use the department’s facsimile machine only for official department business purposes with authorization from your Major Advisor. Personal transmissions may be sent using a personal calling card (AT&T, MCI, et al.). Instructions for using a personal calling card are provided above the fax machine in the copy/work room. Personal transmissions may also be sent at the Student Union or other locations in downtown Clemson.

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. Recycling containers are located throughout Lee Hall and other University buildings. White paper waste is stored in marked containers.

Student offices/desks
Second-year students will be assigned desks in the Lee III studio space for use during the CRP 8070 Professional Studio course during the fall semester. Study space for MCRP students is provided in Lee 2-201, which has a combination lock on the door. Lee 2-218 also has some desks that can be used for study or socialization; however, but that area is not enclosed.

Room use
Study facilities for graduate students are intended solely for studying and interacting with students. They are not to be used for socializing or temporary housing. Students abusing these privileges will forfeit them.

Administrative services
You must request secretarial services through your Major Advisor. Only faculty-approved requests for the use of departmental administrative staff will be honored. Word processing services are provided for research projects only, never for thesis/dissertation preparation.

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

Faculty offices
Faculty members carry out numerous duties, only two of which teaching and research. 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 112) is available for use by all students, staff and faculty of the Department of Planning, Development and Preservation. 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 Planning, Development and Preservation 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](http://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 (kreva@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. Forms may also be 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>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:30 a.m.</td>
<td>11:00 a.m.</td>
<td>$6</td>
<td>$7</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15 p.m.</td>
<td>8:30 p.m.</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$25</strong></td>
<td><strong>$32</strong></td>
</tr>
</tbody>
</table>

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, saffes 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.

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:

- $0.575 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.)
- $0.575 per mile for travel to and from nearby airports or train depots when official travel is by airplane or train.
- $0.575 per mile when you wish to use your own automobile although a University owned vehicle is available.

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 Amanda Peterson 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 Clemson Graduate Student Government (CGSG) awards Professional Enrichment Grants (PEGs) in amounts of up to $750 to full-time graduate students to ward their attendance at conferences and other professional development events. See the CGSG 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. For minor emergencies after hours, call Cliff Ellis, Program Director, at (Home) 864.656-7656 or (Cell) 864-221-7112.

- 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. (Check schedule on webpage for any changes.)
Graduate Student Government

The Graduate Student Government (CGSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental CGSG representatives are elected. The biweekly senate meetings are open to all graduate students. For more information, see the Clemson University Graduate Student Government website (http://www.clemson.edu/students/cgsg/) or contact the CGSG 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 levels. 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 College Avenue, next to Peppino’s Pizza and 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 student on assistantships may purchase season tickets for Clemson football and basketball games at a discounted rate. If interested, 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-
NEARING 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.

<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>Submit GS5 to Enrolled Services</td>
<td>Six months prior to defense</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>

*Refer to the Graduate School’s website for actual deadline dates ([www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php)). All Graduate School forms are available online at [www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php).

Thesis/Terminal Project
The purpose of a thesis is to demonstrate your capability to:

- Formulate a research problem;
- Demonstrate knowledge relevant to a meaningful resolution of a specific problem;
- Effectively plan the work leading to the completion of the problem;
- Report the results of your research in concise, precise professional style.

In order for a student to do a thesis in the MCRP program, it is our policy that a full (and compelling) literature review is necessary and must be completed in the first (CRP 858) semester. In addition, by the end of CRP 8580, a methodology consistent with that literature review would be required, along with a draft of an introductory section.
A TP is basically a report that would be completed by a professional planner. Examples might include: corridor studies, feasibility studies, downtown renewal studies, or specific plans. The methodology may be clearly defined and similar studies have been done in other locales. However, the specific setting has not been analyzed, the student has never done such a study, and thus learns through working his/her way through the study process.

Students interested in a TP would be advised early in the CRP 8580 process to focus their literature review efforts to coverage of relevant approaches taken and examples of similar studies. The literature related discussion in a TP would be much shorter than that found in a thesis, focusing on reviewing similar studies, data availability, and methodology.

**General guidelines**

Differentiating between a thesis and TP is a problem faced by many planning programs. The ends of the continuum are theoretical research and application/project. In reality, the specific line of demarcation between these two poles becomes blurred in planning, which is an applied area of study. In short, a thesis is issue rather than project oriented. Furthermore, a thesis seeks to answer questions raised in a literature review. In other words, a thesis tests a fully developed research hypothesis. These answers are derived from data analysis, case studies or literature. The linkage between the literature review and research questions is an important element in a thesis.

The goal of the CRP 8580/8600/8590/8910 process is to enable students to learn the process of working through and completing a professional study and/or applied research report. Dividing this challenging process into clear pieces enables a student to both learn the process and finish his/her study during two semesters. A major element of this process is helping the student focus the topic adequately.

All terminal projects and theses shall be prepared in accordance with guidelines established by the Graduate School (see [www.grad.clemson.edu/Manuscript.php](http://www.grad.clemson.edu/Manuscript.php)). This guide provides advice on preparing an acceptable and effective project or thesis. You should consult this guide before beginning the writing phase of your graduate research. Pay particular attention to formatting requirements.

For further guidance on writing theses or terminal projects, see copies of manuals available in the Gunnin Library.

**Planning**

Task planning is a very important part of any research program. The deadlines for the tasks depend on the date of anticipated graduation and are presented in the *Graduate School Announcements*. A list of the deadlines is also available from the Graduate
School website, www.grad.clemson.edu/Deadlines.php. Failure to meet any of these deadlines will result in postponement of your graduation.

You must allot sufficient time for writing the thesis or terminal project. It is highly recommended that you fully complete your thesis/terminal project before leaving the University. Many former students who left without completing their thesis/terminal project still have not completed their degree requirements. Experience shows it is very difficult to complete a thesis/terminal project after leaving the University.

Archives of previous manuscripts

Prior students’ manuscripts are available for your review. You can view them at the Gunnin Library. Many faculty members also maintain copies of manuscripts of students for whom they served as Major Advisor. Your committee members may be able to direct you toward pertinent examples for your review.

Proposal preparation, format, contents

The proposal is a persuasive document intended to present a brief, concise argument about the worthiness of your research. You should complete a final draft of the proposal by the end of your third semester. The written document should reflect your effort and not that of your Major Advisor. Your Major Advisor may work with you on points of clarification to improve the structure of the document.

CRP 8580 provides an opportunity for students in their final year of studies in the planning program to develop a proposal for their terminal paper or thesis. Students are responsible for completing the research, writing and editing necessary for an acceptable proposal.

Your Major Advisor will review your initial draft and offer suggestions for changes. Upon his/her approval, you or your Major Advisor will distribute copies to the other Advisory Committee members for their comments.

Writing the thesis or terminal project

The writing process usually begins toward the end of the research period. The document must be written in a format that is acceptable to the Graduate School for theses and dissertations or the City and Regional Planning Program for a terminal project. You should follow the formatting rules provided by the Graduate School at www.grad.clemson.edu/Manuscript.php. The Graduate School's manuscript website provides examples of properly formatted pages, tables and figures. You can format the document yourself, or hire someone to do this for you. It typically takes anywhere from 10-30 hours to format a manuscript at a cost of $10 to $20 an hour. Formatting can be difficult and it is often more efficient to leave this activity to a professional. The Graduate School's website offers a list of typists available in the Clemson area.
Sample Schedule for MCRP students in their second year:
(This is an example only. The actual dates will be in the syllabus for CRP 8580 Research Design.)

**CRP 8580/8600 (tentative):**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20-31</td>
<td>Develop idea, read related TPs/theses, meet with related faculty, identify an advisor, discuss possible committee members; your chair should be selected, reviewed by the faculty and recorded by 8/31.</td>
</tr>
<tr>
<td>Sept 10</td>
<td>Develop a 1-2 page proposal that provides a starting point in addressing these five issues: 1. area of interest/problem statement 2. related studies/projects/literature to be reviewed 3. basic question to be answered 4. methods used to address the question 5. expected or desired outcome</td>
</tr>
<tr>
<td>Sept. 8-12</td>
<td>Meet with chair to discuss proposal.</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Complete draft Review of relevant literature and extensive bibliography, organized in substantive format. (Turn in draft to chair by 10/4.) The literature review for a TP would identify similar studies, methods used, applications of the studies, and data sources. For a thesis, the literature review would include a history of the issue, alternative viewpoints, similar studies and their implications, and questions of interest.</td>
</tr>
<tr>
<td>Oct. 13-17</td>
<td>Meet with chair &amp; committee to discuss literature review and bibliography and general direction/methodology of TP/thesis.</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Turn in research questions and initial methods to chair</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>Submit TP/thesis proposal to committee: Draft of introduction, literature review and methodology overview (refer to the research proposal outline presented in class)</td>
</tr>
<tr>
<td>Nov. 14-24</td>
<td>Meet with committee/faculty -- oral defense</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Revised introduction, literature review and methodology (to chair)</td>
</tr>
</tbody>
</table>

**CRP 8590/8910 (tentative):**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 14</td>
<td>Clear outline of the methods, data collection and analysis processes (chair)—what you have not specified will haunt you. awareness of formatting requirements for 859 &amp; 891</td>
</tr>
<tr>
<td>Jan. 19-25</td>
<td>Meeting with chairs to discuss methods</td>
</tr>
<tr>
<td>Feb. 16</td>
<td>Preliminary results and conclusions (to committee)</td>
</tr>
<tr>
<td>Feb 21-25</td>
<td>Meeting with committee to discuss preliminary results</td>
</tr>
<tr>
<td>Mar. 9-13</td>
<td>Meeting with chairs to review preliminary conclusions</td>
</tr>
<tr>
<td>April 1</td>
<td>Copy of TP/thesis draft to committee</td>
</tr>
</tbody>
</table>
(APA conference 4/9-12)

April 6-7  Presentation and defense of the TP/Thesis *(to faculty)*
[thesis defenses 4/13-14]

April 23  GS-7 & **Final draft of thesis** to Graduate School for theses.

April 30  **Final draft of TP (to chair).**

As a result of their review of the written document and your oral examination/defense, your Advisory Committee may require that you do more work. After completion of that work and a successful final oral examination, your Advisory Committee will provide any comments or corrections that you must make to your manuscript. After you make the corrections, you must submit your manuscript electronically to the Graduate School for formatting review (see below).

*Formatting guidelines and electronic submission*

Once you have defended your thesis/terminal project, 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/terminal project 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 [www.grad.clemson.edu/manuscript](http://www.grad.clemson.edu/manuscript).

In addition, the department recommends students format all citations and corresponding entries in the list of references according to the Publication Manual of the American Psychological Association, Sixth Edition (American Psychological Association, 2009), except include both volume and issue number for all periodicals. If citing information from the Web with a URL instead of a DOI, include the date it was retrieved. Your Major Advisor will be cognizant of departmental practices regarding the quality of the manuscript at the various review stages and of the wishes of the department chair, as an ex-officio committee member, to exercise the option of approving the manuscript in its final form.

*Patent, copyright/publishing information*

Clemson University and the Department of Planning, Development and Preservation 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/dissertation. However, the right to publish research will be maintained by the Department of Planning, Development and Preservation. 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/faculty-staff/policies.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.

**Thesis/Terminal Project Defense**

*Masters Thesis/Terminal Project Defense*

An oral examination given at least three weeks before graduation will serve to examine your dissertation research. (See deadlines set by the Graduate School for the specific date for each term at http://www.grad.clemson.edu/deadlines.php.) You are required to provide a broad and penetrating interpretation of your research project and conclusions. Your committee members should receive a final draft copy of the dissertation at least ten working days before the examination. This examination will be conducted under the authority of your Advisory Committee. All City and Regional Planning faculty members will be invited to participate in the examination and to provide comments to your Advisory Committee.

Successful completion of this defense will result in a recommendation (GS7 Form) by your Advisory Committee to the Graduate School that the Master’s degree be awarded.

Unsatisfactory performance on the defense will result in a requirement for complete re-examination (with or without recommendations for additional work) or dismissal.

*Expectations*

The oral defense will be in front of a panel consisting of your Advisory Committee. The defense is graded on a Pass/Fail basis. A majority is needed to pass.

Only two attempts to pass the oral defense will be granted.

The oral defense is based on:

1. An oral defense of your research;
2. General questions in city and regional planning as related to your research. You must also be prepared to answer basic questions about city and regional planning beyond your area of specialization.

You will be expected to have an in-depth knowledge in your selected research area. In addition, you are also expected to be ready to answer all pertinent questions in the area based on the courses taken at the time of the examination that the panel deems relevant to the area of the proposed area of research.

You must also be able to critique/defend approaches and methodologies you used and others cited in the literature.

Timing

You must complete your final examination(s) 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.

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/graduationitems.html 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 Amanda Peterson, 2-118 Lee Hall.
- Be sure that all equipment and supplies which you have drawn are returned to stock.
- Be sure that any portion of the office that you occupied is clean and ready for another occupant. Please leave your office 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

Course Descriptions

CRP 8000 Human Settlement, 3(3,0)
Overview of forces and trends affecting community growth and change--historical, ecological, economic, demographic, design, and development--pertaining to human settlement patterns and their interrelationship in the urbanization process, especially at the national, regional, townscape, and neighborhood scale. Course will be team-taught from various perspectives. Intended as a foundation core course for Master's in City and Regional Planning, Landscape Architecture, and Real Estate Development.

CRP 8010 Planning Process & Law, 3(3,0)
Introduction to the city and regional planning profession and related processes with the legal foundation for comprehensive planning and tools of implementation.

CRP 8020 Site Planning and Infrastructure, 3(2,3) Lab Fee
Working knowledge of natural systems and infrastructure systems as they affect site planning and development.

CRP 8030 Quantitative Methods, 4(2,6) Lab Fee
Basic tools of quantitative analysis and planning methods in the context of analytical, procedural, and institutional needs of the planner. Students learn data collection, analysis, and interpretation of different planning problems. Emphasis placed on understanding the logic of statistical analysis, methods of planning analysis and policy formation.

CRP 8040 Land Use Analysis & Assessment, 4(2,6) Lab Fee
Introduction to basic methods of land use planning including land suitability analysis, land market forecasts, and formulating alternative land use plans. Development impact assessment and project appraisal methods are introduced to evaluate land use plans.

CRP 8050 Planning Theory and History, 3(3,0)
Development of the planning practice and theories of planning process: historical evolution of planning practice in the U.S.; social issues in planning; theories of planning and critiques of those theories; and ethical issues in planning practice.

CRP 8060 Urban and Regional Economic for Planners 3(3,0)
Course presents an overview of basic principles of resource allocation including public finance and project appraisal techniques. Infrastructure planning and capital improvement plans are introduced followed by basic concepts of growth management and an overview of growth management laws and tools. Course will be team-taught to address diverse subject matter.

CRP 8070 Professional Studio, 4(2,6) Lab Fee
Serves as a vehicle for synthesis and application of skills developed in other courses
and includes participation in one or more real-world planning projects in addition to seminars and readings to development of professional practice skills.

**CRP 8090 Contemporary Issues Seminar, 1(1,0)**
This course addresses current planning issues and their relationship to planning practice.

**CRP 8930 City and Regional Planning Internship--Summer, 1(0,3)**
Ten weeks of supervised professional employment with an approved planning entity. Graded on a pass/fail basis. Preq: Two semesters of City and Regional Planning courses or equivalent.

**CRP 8940 Planning Internship Seminar, 1(1,0)**
Seminar-based analysis of student internships, enabling students to compare experiences and gain greater understanding of professional practice by reflecting on planning issues. Graded on a pass/fail basis. Preq: CRP 8930.

**CRP 8580 Research Design, 3(3,0)**
Provides an opportunity for students in their final year of studies in the planning program to develop a proposal for their terminal paper or thesis. Students are responsible for completing the research, writing and editing necessary for an acceptable proposal.

**CRP 8600 Terminal Project/Thesis Proposal, 1(0,3)**
Taken in conjunction with CRP 8580, this lab provides students the opportunity to apply concepts learned in CRP 8580 to their own thesis or terminal project research. Coreq: CRP 8580.

**CRP 8590 Planning Terminal Project, 3(0,9)**
Student selects, with approval of advisor, and conducts research on an individual planning problem of suitable scope. Oral, written and, where appropriate, visual presentation of solution required. Student must enroll during final semester.

**CRP 8910 Planning Thesis, 6(0,18)**
Student, working individually, programs a planning problem of appropriate scope and conducts research. Oral, written, and where appropriate, visual presentation of thesis required.

**Elective Courses**

**CE 6120 Urban Transportation Planning, 3(3,0)**
Urban travel characteristics, characteristics of transportation systems, transportation and land-use studies, trip distribution and trip assignment models, city patterns and subdivision layout. Preq: CE 3110
CRP 8120 Globalization, Urbanization and Planning, 3 (3,0)
Provides an overview of how globalization influences development and urbanization, with a focus on policy and planning implications. Students review the global trends affecting industrialized and developing countries, regions and cities; and examine case studies for urban and regional management alternatives, using case studies centered on transitional regions such as Southeast Asia and Africa.
Preq: Graduate standing

CRP 8130 Fundamentals of Transportation Planning, 3(3,0)
Identifies issues and questions transportation planners face, characterizes policy shaping transportation, instructs on methods to solve transportation planning problems and portrays the political and organizational environment in which transportation planners operate. Students integrate concepts and considerations via a systems approach with sensitivity to the transportation planning environment. Preq: Consent of instructor.

CRP 8140 Public Transit, 3(3,0)
Familiarizes students with core concepts and practices in public transit. Course modules examine modes and design, planning issues and organizational environments inherent to public transit, and technical operations. Course concludes with an examination of comprehensive transit systems. Preq: Consent of instructor.

CRP 8150 Transportation Innovation, 3(3,0)
Through lectures, seminar discussions and collaborative learning activities, course interaction develops students’ transportation knowledge, research and ideas. Students are encouraged to use information already obtained to create visionary thinking and interaction skills needed to become transportation leaders. Preq: CRP 8130.

CRP 8200 Negotiation and Development Dispute Resolution, 3(3,0)
Skill-building course in conflict resolution and consensus building through bargaining and negotiation, primarily in the design professions. Students play active roles in discovering, applying, reflecting on and critiquing the theories, styles and techniques of conflict resolution and consensus building that work in different types of disputes. Preq: Graduate standing in a design related field.

CRP 8220 Urban Design, 3(3,0)
Analysis of the evolution of the physical patterns of cities through research in the historical development of urban form in Europe and America within the context of prevailing social, economic and political influences; approaches to the analysis of contemporary cities through the study of modern planning theorists.

CRP 8320 Problems in Site Planning, 3(1,6) Lab Fee
Advanced site planning and design concept studies developed through site projects; concentration on industrial, residential and recreational facilities; emphasis on use-specific site analysis and generation of development alternatives.
CRP 8340 Spatial Modeling Using GIS, 3(2,3) Lab Fee
Use of geographic information systems (GIS) in spatial analysis, information management, and synthesis of spatial patterns and processes. Emphasizes developing an operational understanding of the modeling techniques and data used in different applications such as land use allocation, corridor location, site location and market analysis, environmental assessment, and cost-benefit analysis.

CRP 8350 GIS & Remote Sensing Applications for Trend Analysis, 3(2,3) Lab Fee
Principles of remote sensing and land information systems in trend analysis. Addresses aspects of change detection for monitoring natural resources and urban growth: Designed for those interested in planning, natural resources management, and environmental analysis. Lectures and hands-on laboratory work emphasize the use of imagery for database generation and analysis.

CRP 8400 Seminar in Coastal Planning, 3(3,0)
Issues relating to development and conservation of coastal environments, focusing on inherent tradeoffs between growth and environmental quality; ecology and carrying capacity of coastal areas; appropriate management approaches to balance coastal resource demand.

CRP 8410 Seminar in Environmental Planning, 3(3,0)
Current and emerging environmental issues and appropriate planning options, including population dynamics and limits to growth, entropy law, waste management and global climate change; students pursue individual research on an environmental issue of particular concern and report findings.

CRP 8440 Outdoor Recreation Resource Management and Planning, 3(3,0)
Issues relating to planning and development of natural areas for recreational purposes. Emphasis is on the policy-making process at the federal, state, regional and local levels.

CRP 8700 Seminar in Sustainable Development, 3(3,0)
Concept of sustainable development traced from its historical roots through the popularization of the term in the international development literature; scientific base and the application of sustainability through economic sectors and building practice. Students will conduct individual/group research projects.

CRP 8720 Housing Issues in the United States, 3(3,0)
Regulation, stimulation, salvage and replacement of housing through public policy administrative procedures; specific housing programs analyzed in detail.

CRP 8730 Economic Development Planning, 3(3,0)
Introduction to the economic development planning process, focusing on applied programmatic techniques, especially at the state, local, and neighborhood levels. Emphasis is placed on theoretical models, the economic development planning process, private/public partnerships, economic development tools, the political context, and economic development planning administration and organization.
CRP 8830 Techniques for Analyzing Development Impacts, 3(3,0)
Models and techniques for analyzing development impacts for urban areas and regions; economic, social, physical, energy and fiscal impact methods. Operational knowledge of these techniques will be developed.

CRP 8890 Selected Topics in Planning, 3(3,0)
Topics emphasizing current literature and results of current research. May be repeated for credit.

CRP 8900 Directed Studies in City and Regional Planning, 1-6(0,3-18)
Student pursues individual professional interests under guidance of city and regional planning program graduate faculty. May be repeated for credit.

Faculty Listing
M. Grant Cunningham, Ph.D.
Associate Professor. Ph.D. in Parks, Recreation and Tourism, Clemson University (1995); M.A. in Journalism, University of South Carolina (1985); B.A. in English and History, Duke University (1979). Courses: Coastal management, resource policy, communications, community development.
2-221 Lee Hall
cunninm@clemson.edu or (864) 656-1587

Caitlin S. Dyckman, J.D., Ph.D.
Assistant Professor. Ph.D. in City and Regional Planning, University of California at Berkeley (2005); J.D., University of California at Davis (2001); M.C.P, University of California at Berkeley (2001); B.A. in English, University of California at Los Angeles (1997). Courses: Environmental planning, water resources, planning process and planning law.
2-319 Lee Hall
cdyckma@clemson.edu or (864) 656-2496/0210

Cliff Ellis, Ph.D.
2-215 Lee Hall
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Tim Green, Ph.D.
2-211 Lee Hall
tgreen8@clemson.edu or (864) 656-0428

Mickey Lauria, Ph.D.
Professor. Ph.D. in Geography, University of Minnesota (1980); M.A. in Geography, University of Minnesota (1977); A.B. in Geography and Political Science, University of California at Los Angeles (1975). Courses: Research methods, planning theory, housing and community development, community reinvestment, urban politics and policy.
2-315 Lee Hall
mlauria@clemson.edu or (864) 656-0520

Eric Morris, Ph.D.
2-317 Lee Hall
emorri7@clemson.edu or (864) 656-0427

Thomas Schurch, Ph.D.
3-125 Lee Hall.
tschurc@clemson.edu or (864) 6563925

James Spencer
2-209 Lee Hall (and 2-118 Lee Hall)
jhspenc@clemson.edu or (864) 656-1208

Stephen L. Sperry
Associate Professor. M.L.A., Harvard University (1975); B.L.A., Syracuse University (1970). Courses: Land use planning, geographic information systems, database technology, spatial modeling, image processing, raster and vector technology.
2-217 Lee Hall
sperrys@clemson.edu or (864) 656-3635
Emeritus Faculty

Barry C. Nocks, Ph.D., AICP

2-213 Lee Hall (Fall 2012 only)
nocks2@clemson.edu or (864) 656-4094

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/](http://www.clemson.edu/campus-life/campus-services/redfern/) or call them at (864) 656-2451.