GRADUATE STUDENT HANDBOOK
2012-13

AGRICULTURAL EDUCATION

AGRICULTURAL EDUCATION
COLLEGE OF AGRICULTURE, FORESTRY,
AND LIFE SCIENCES

SCHOOL OF AGRICULTURAL, FOREST,
AND ENVIRONMENTAL SCIENCES

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INTRODUCTION

Welcome/Purpose of this Handbook

Welcome to the Department of Agricultural Education 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 Agricultural Education Department of the College of Agriculture, Forestry, and Life Sciences 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 Coordinator.

Contact Information

Program Coordinator:

Dr. Thomas R. Dobbins
171 P&AS Building
E-mail: tdbbns@clemson.edu
Phone: (864) 656-5674

Department Student Service Program Coordinator:

Christi Leard
244 McAdams Hall
Clemson, SC 29634
E-mail: ccampb3@clemson.edu
Phone: (864)-656-3250
Fax: (864)656-0338

The Program Coordinator promotes the program, orchestrates recruiting activities and makes recommendations regarding graduate admissions offers. The Program Coordinator also oversees the regulations and procedures of the program, coordinates curriculum updates and interacts with the Graduate School on matters such as student
status, assistantships and fellowships. The Program Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.

For a complete listing of faculty and staff, see Appendix B.

Program Overview, Department Mission, etc.

Master of Agricultural Education

The Master of Agricultural Education is a professional degree designed to enhance the human resource skills in agriculture and education. The flexible program provides a core of planning, delivery, evaluation, and administrative strategies while encouraging specialization in teacher education, adult and extension education, agricultural communications, youth development, or technology transfer. Graduates hold positions as agricultural teachers, extension agents, agricultural and environmental agency employees, as well as human resource development specialists in the agricultural industry.

Candidates for the degree are required to plan a program of study in consultation with the major advisor and graduate committee and complete a minimum of three credit hours in adult education, three hours in research methods, and three hours in statistics; a minimum of 12 credit hours in the major field; a minimum of six credit hours in an area of concentration outside the major field.

A minimum of 30 credit hours is required for the professional degree. At least one-half of these credits must be selected from courses numbered 700 or above. The advisory committee must approve the student’s program of study.

ENTERING THE PROGRAM

Admission Requirements

Students must complete all University applications (which can be found at www.grad.clemson.edu/admission/ApplyOnline.php), submit undergraduate overall grade averages and GRE scores participate in an interview with a department graduate committee, and submit a writing sample on a topic assigned by the interview committee. Desirable scores include an undergraduate overall grade-point ratio near 3.0 and GRE scores of 450/450/3.0. Acceptance will be based on an evaluation involving all of the above as well as appropriate recommendations. Provisional acceptance may be awarded and additional undergraduate coursework may be required for marginally qualified students, students without undergraduate Agricultural Education degrees, and those seeking teacher certification.

Minimum requirements to be considered for admission to graduate study in Agricultural Education 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. The GRE subject test in program-related subject is neither required nor recommended for admission.

Admission to the Agricultural Education 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 Agricultural Education 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 Agricultural Education 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 forward your application to the College of Agriculture, Forestry, and Life Sciences and the Dr. Tom Dobbins for review. Applicants must meet all admission requirements of the Graduate School, the College of Agriculture, Forestry, and Life Science and Agricultural Education Program before official acceptance will be granted.

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: the Graduate School has not received At least one piece of required application materials. 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.

Prerequisites

Graduate committee will determine prerequisites and if the candidate is seeking teacher certification.
If course deficiencies are specified as a condition of your admission, it is important that you take the necessary courses early in your program in order to provide you with background for graduate-level courses. Normally, you remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for graduation.

Pre-requisite courses must be completed before admission as a graduate student, whereas co-requisite courses must be completed before receipt of the advanced degree.

**English language proficiency**

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

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

- Microsoft Word, Excel, and PowerPoint

Foreign language requirement

The Agricultural Education 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. An official transcript, catalog description and syllabus or other supporting documentation must accompany each request. Grades earned for courses taken at institutions other than Clemson University will not be included in the student’s academic average. An official transcript from the institution at which the work was completed must verify all transfer credits. It is your responsibility, not your Major Advisor’s or the department’s, to request a transcript of transfer credits be sent directly to the Graduate School.

In any case, the number of credit hours that may be transferred from an accredited institution will not be greater than one-third of the graded course work required for a master’s degree, for the doctoral degree, as many as 48 semester credit hours of work may be transferred. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. See the Graduate School Announcements for more information regarding transfer credits (www.registrar.clemson.edu/html/catalogGrad.htm).

Duplication of degrees

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

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

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

Admission Procedures

Upon your completion of the online application, the Program Coordinator reviews your application. Your application status can be checked at [http://www.grad.clemson.edu/ApplicationCheck.php](http://www.grad.clemson.edu/ApplicationCheck.php).

The Program Coordinator examines your application packet and notifies faculty members in the specialization area that you indicated as your area of interest on the application. If a faculty member agrees to be your Major Advisor and you meet the admission criteria, the Program Coordinator and department chair may approve your application. The Graduate School will then notify you of your acceptance as well as any existing provisions.
If you are not considered acceptable for admission, the Program Coordinator will indicate this in the admissions database and the Graduate School will then send you a letter of rejection. You may appeal the rejection to the Graduate School and.

**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](http://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 Immigration Services website at [www.clemson.edu/IA/isss/new.html](http://www.clemson.edu/IA/isss/new.html) or contact them at (864) 656-3614.

**Social Security number**

If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. You should then see Gayle Estes 119 Lehotsky Hall. Gayle will provide you with the paperwork that you must take with your signed Social Security card to the Foreign National Payments Coordinator in E-303 Martin who will complete the necessary paperwork to assist you with getting on the payroll. Be sure to bring the following:

- U.S. Visa
- Unexpired foreign passport
- I94
- IAP-66/I-20

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

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

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

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid (G-01 Sikes Hall, (864) 656-2280) or 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 February 15; submit by October 1 for spring semester admission. 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 is 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 and complete the following forms: information sheet, tax forms (federal and state), and I-9 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 Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username is a 4-8-character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where “Jones2” is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, the Student Information System (SISWeb) and the online Web Registration. You may also need to use your student username to access department-specific networks and files.

**Tiger 1 Card**

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

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account (see tiger1.clemson.edu/content/tigerstripe_what.php 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 for your first semester of study, you must report to your assigned advisor or the Program Coordinator. He/she will help you plan your initial program of study and identify a suitable Major Advisor.
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. See the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact the Program Coordinator.

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

New graduate students are housed on campus as space permits, after all continuing student and freshman assignments are completed. The University has a small community of two-person apartments in Thornhill Village for single (unmarried) graduate students. In addition, single graduate students may request to live in other areas on campus, as space permits. Graduate students should call the Housing Office at (864) 656-2295.

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 date, time and location of the orientations will be provided to you shortly after you receive your admissions acceptance packet.

GETTING THROUGH THE PROGRAM

Student Responsibilities

The Agricultural Education Program expects you to approach your graduate study in a professional manner. We expect all graduate students to put in at least 20-hours of work per week, and graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

The department requires each student to fill out a GS2 form. The content of this form is to be decided on by the candidate and the candidate’s graduate committee. It will be completed during the first semester. If changes are made before completing the degree program, the candidate must submit an updated form to the Graduate School.

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 www.plagiarism.org/learning center/what is plagiarism.html.

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 Agricultural Education 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

<table>
<thead>
<tr>
<th>Minimum Degree Requirements for the Master’s in Agricultural Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total hours of course work</strong></td>
</tr>
<tr>
<td><strong>Core courses required</strong></td>
</tr>
<tr>
<td><strong>Elective courses required</strong></td>
</tr>
<tr>
<td><strong>Ag Ed 810</strong></td>
</tr>
<tr>
<td><strong>Exams</strong></td>
</tr>
</tbody>
</table>

Number of credit hours needed

A master’s degree program in Agricultural Education shall consist of a minimum of 30 semester hours of graduate credit approved by the student’s Advisory Committee. For the Master of Agricultural Education 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 700 or above.

Prerequisite and co-requisite courses do not count toward the 30 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

Include reference to appendix of course descriptions, rather than including the detailed list here.

All master’s students are required to take all core courses below (unless a similar course was previously taken and accepted by the Program Coordinator or department chair), constituting a total of 10 credits.

- Ag Ed 801 Systems for Technology Transfer
- Ag Ed 889 Educational Research
Examination(s)

The Agricultural Education program requires that each student pass an oral examination before your Advisory Committee prior to graduation. The exam covers materials relevant to course work and emphasis area and will be determined by graduate committee. See also “Nearing Graduation”.

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 three academic semesters plus one summer or four semesters 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.)

A graduate student in the master’s program should have completed the thesis by the time you have accumulated 30 credit hours. If you do not meet these requirements, you will not be allowed to enroll for further credit except for AG ED 810 Clinical Research in Agricultural Education, and you should not expect any further financial support from the department or the University.

Special program requirements

Publications: Publications and other methods of disseminating research results are expected activities of graduate students. In most cases, master’s students in the program are expected to publish one or more archival journal papers during the course of their studies. In many ways, the quality of a graduate program is measured by its publications.

Internships/field placement

Students seeking teacher certification are required to take AG Ed 736 Internship Teaching and participate in 12 weeks of student teaching. The professors will decide on placement in schools.

Requirements for student teaching include passing the PLT and Praxis 1 prior to start date of internship. Students may also be required to complete course work decided on by the graduate committee before they will be allowed to student teach.

While participating in an internship, you are representing both Clemson University and the Agricultural Education Program, and should conduct yourself accordingly. You are
expected to follow the Clemson University Code of Ethics. Unethical actions, as determined by the Graduate Committee, are grounds for disciplinary action, including dismissal from the program. If ethical issues or other problems arise during your field placement, you should contact the Program Coordinator immediately.

*Waiver of requirements*

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

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

*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](#)). Violations of professional standards may result in disciplinary action, including dismissal from the program.

*Maximum enrollment*

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

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

Quarter-time, half-time and three-quarter-time graduate assistants are defined as those who contribute an average of 10, 20 and 30 clock hours per week, respectively, of service to the University for the entire semester. A person-employed full time is defined as anyone employed five full working days per week regardless of the employer(s). A graduate student who becomes employed full time while the assistantship is in force must notify the Graduate School and the department providing the assistantship.

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

**Repeating a course**

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

**Continuous enrollment, leave of absence**

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

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters. The Department of Agricultural Education 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. Both the Program Coordinator and the department chair must approve your request. Such leaves may be granted to students doing extended specialized training, field placements, or attending another university for specialized coursework. Otherwise, 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 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 Agricultural Education 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 end of your first semester, 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/dissertation or special project report. 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.

In some instances, you may be assigned to a specific thesis project before entering the program, in which case the director of the project will be assigned as your Major Advisor. Usually, though, the Program Coordinator is assigned as temporary advisor for new students. Those students must discuss possible projects with faculty members and submit a “Thesis/Dissertation Topic Request” form to the Program Coordinator by the announced deadline (see Process and Procedures section below). Based on this request and departmental needs, you will be assigned a project and a Major Advisor.

During each semester, you should meet with your Major Advisor to discuss your research project on a regular basis. The department chair or an instructor regarding their assignment will contact students funded under a teaching assistantship. All matriculating students not receiving financial assistance are asked to elect either the thesis or the non-thesis special problem option. Those selecting the thesis option must meet with faculty to select a Major Advisor. Those electing the non-thesis special problem option will be advised by the Program Coordinator.
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, administer your comprehensive and/or final examinations, 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 Agricultural Education faculty. If you declare a minor, a member of the faculty of the minor department must be included on your committee. For the master’s degree, committee membership must total at least three, while a minimum of four is required for a PhD committee.

You are responsible for forming your Advisory Committee and keeping them apprised of your progress.

You should form your Advisory Committee promptly after the appointment of your Major Advisor and in all cases prior to registration for your second semester.

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 nine credit hours or one semester. Filing the form early in your program limits the possibility of confusion between you and your advisor on graduation requirements and timelines. You must file a form GS2 with the Graduate School during your first semester. 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. If changes are made before completing the degree program, a revised form must be submitted to the Graduate School the semester before graduating.

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

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

Description of assistance available

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

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

- Assistantships for master’s students will normally extend for a maximum of 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. You are expected to complete your degree program in a timely fashion.
• All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (12-month basis) established by the department. This rate shall also serve as the basis for all rate adjustments described below. Two standard FTE rates shall be established: one for master’s students and another for PhD students. Generally, all such appointments shall be \( \frac{1}{2} \)-time appointments (50% of the standard FTE rate).

• Compensation at a rate exceeding the standard FTE rate is allowed according to the following guidelines:
  
o 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.

  o 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.

  o 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.

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

()].minimum enrollment

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

**Employment-related information**

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

**Paydays**
Paydays are alternate Fridays. When you go on the payroll for the first time, you will have a two-week lag before you will be paid. This "lag pay" is paid out after your termination from your position.

**Paperless pay**
Stipend checks must be direct-deposited through the University system. You must fill out an "Authorization for Deposit of Net Pay" Form upon starting your assistantship. This action is mandatory; no exceptions. Pay stubs will not be given/mailed to you, but are available electronically through MyCLE.

To view your pay stub and other employment-related information on MyCLE, go to bb.clemson.edu. Enter your employee ID and password in the username and password fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

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

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

**Workload**
The normal ½-time graduate assistantship workload is 20 hours per week (average). Students are sometimes hired for 12.5% (5 hours), 25% (10 hours), 37.5% (15 hours) and 75% (30 hours) of full-time work, under appropriate circumstances. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty.
Work product
Computer programs written, data generated, discoveries made, derivations developed, etc., in the course of your assistantship are the property of Clemson University.

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

Vacation policy
As a rule, graduate assistants do not accrue paid vacation time. Your work timeframe should not be perceived to be the same as the semester class schedule. Generally, graduate assistants work on the same calendar as faculty with 12-month appointments unless different work expectations are distinctly articulated in your offer letter. The department offers the following time off, with/out pay, to assistants in good standing: two weeks at Christmas, one week at Spring Break, and a few days in the summer. These days may be scheduled at other times, as long as any interference with teaching responsibilities and/or your research program is minimal. Consult your Major Advisor and supervisor, as policies vary. Any leave beyond this allotment requires approval of your Major Advisor and notification of the Program Coordinator and department chair. In the event of a death in your immediate family, illness of a close family member or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

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 www.clemson.edu/humanres/Payroll_Benefits/holidays.htm.

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. Your Major Advisor or the department chair must approve any deviations from these dates.

*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 Agricultural Education. 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>Schedule of Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>Ag Ed 801</td>
<td>Ag Ed 889</td>
</tr>
</tbody>
</table>
See Appendix A for a complete list of courses and their official descriptions. Note that instructors have some leeway in modifying the course and content.

**Department and Graduate School forms**

You will be required to complete the following forms through the course of your studies. Up-to-date versions of the Graduate School forms are available at [www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php). Departmental forms are available from Christi Leard 244 McAdams Hall.

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Required By</th>
<th>Approximate Deadline*</th>
<th>To be Signed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS2 – Plan of Study</td>
<td>Graduate School</td>
<td>Semester prior to graduation</td>
<td>Advisory Committee members, dean of college, dean of Graduate School</td>
</tr>
<tr>
<td>GS5 – Admission to Doctoral Candidacy (for PhD students only)</td>
<td>Graduate School</td>
<td>At least six months prior to graduation</td>
<td>Advisory Committee members</td>
</tr>
<tr>
<td>Diploma Application</td>
<td>Graduate School</td>
<td>Within first four weeks of semester in which you will graduate</td>
<td>Online submission — user ID required</td>
</tr>
<tr>
<td>GS7 – Final Comprehensive Exam and Thesis/Dissertation Approval Form</td>
<td>Graduate School</td>
<td>Two weeks prior to graduation</td>
<td>Advisory Committee members</td>
</tr>
</tbody>
</table>

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

**Sample timetable(s) of student progress**

The following table lays out a typical progression through the Agricultural Education program.

<table>
<thead>
<tr>
<th>A Sample Master’s Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – 1st Semester</td>
</tr>
<tr>
<td>Year 1 – 2nd Semester</td>
</tr>
<tr>
<td>Year 2</td>
</tr>
<tr>
<td>Year 3 or more (if needed)</td>
</tr>
</tbody>
</table>

**Checklist/worksheet of requirements**

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

<table>
<thead>
<tr>
<th>Checklist for Master’s Students in Agricultural Education</th>
<th>What</th>
<th>When to Complete</th>
<th>How/Who</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of a Major Advisor</td>
<td>Before the end of your first semester</td>
<td>Notify Program Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
<td>Before the end of your first semester</td>
<td>In consultation with your Major Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation of curriculum</td>
<td>Before the end of your first semester</td>
<td>In consultation with your Major Advisor and Advisory Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File plan of study</td>
<td>Beginning of your second semester*</td>
<td>Form GS2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval of thesis proposal</td>
<td>Beginning of your second semester</td>
<td>Advisory Committee signs proposal; you file proposal with Program Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of {#} credit hours completed</td>
<td>Within six calendar years prior to graduation</td>
<td>Form GS2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply for diploma</td>
<td>Beginning of final semester*</td>
<td>You fill out online via SISWeb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order cap and gown</td>
<td>Beginning of final semester</td>
<td>You order through bookstore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit your thesis</td>
<td>1st draft at least 12 weeks before date of final exam; final (approved) copies at least 2 weeks prior to exam</td>
<td>You supply to your Advisory Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td>At least 3 weeks prior to graduation*</td>
<td>Major Advisor files GS7 with Graduate School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submit your manuscript to Graduate School for formatting review | At least 2 weeks prior to graduation* (earlier is better) | You submit online at dissertations.umi.com

All formatting revisions completed, approval of manuscript by Graduate School | At least one week prior to graduation* | Via email and website; the manuscript review office will notify you of any revisions required and how to submit them

* See specific deadline dates for Graduate School forms at www.grad.clemson.edu/Deadlines.php.

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. If you are employed in the department, your Major Advisor will present your plan of study and research plan to the faculty at a regular meeting. It is also the responsibility of your Major Advisor to ensure that you have access to any safety/protocol training your research plan may require.

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 faculties of the Agricultural Education 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 faculties will be polled. The Agricultural Education faculty has 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 www.grad.clemson.edu/PDframework.

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.

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 Agriculture, Forestry and Life Sciences facility.

**Smoking**
In the interest of the safety and health of all the occupants of our buildings, the following smoking policy will be enforced: 1) No smoking is allowed in any classroom, hallway, laboratory, office or other public spaces; and 2) smoking is permitted outside in designated smoking areas. These rules are necessary not only for health reasons but also for general building safety.

**Computer access and use**
Graduate students will have access to a computer typically through their research group. Personal computers and laptops are also available for use in CCIT computer labs.

- Computers used in research labs are paid for through research funding by research professors.
- The departmental technician will give computer support as needed for computers in Graduate office 223 McAdams Hall, and will notify University computer support personnel if necessary. This includes software and
hardware problems. Clemson computer support personnel will not work on a computer unless the primary visible language is English.

- Do not connect a computer to the University network without permission from the departmental technician. All computers connected to the University network must have the latest anti-virus software running continuously.
- Some software is available on the Clemson network. See the departmental technician for details. Computers in Graduate office 223 McAdams Hall will only run software for which a legal license is obtained. Pirated software is not permitted.
- All Clemson University and CCIT rules concerning computers will be followed.

CCIT offers numerous instructional short courses. Visit their website at ccit.clemson.edu/services/training for details.

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

Each graduate student is assigned a mailbox, which you should check regularly.

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 McAdams Hall.

Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

Intra-department communications

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices will be posted near the end of the mailboxes and on the bulletin board outside Christi Leard’s office, 244 McAdams Hall. To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.
Keys

You will be issued a key to your office and/or laboratory and a building door key. 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 the Student Services Coordinator. A deposit is required for each key. This will be returned upon returning the key.

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. South Carolina law prohibits unauthorized possession of a key to a University building.

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

Building security, maintenance

McAdams Hall is normally locked at night on weekdays, and throughout weekends. As you enter and leave the building, if it is locked, be sure that all doors are locked behind you.

On football weekends the building will be locked from 4:30pm Friday to 7:30am Monday. Persons entering or leaving McAdams Hall on those days should ensure that all doors are locked behind them.

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.

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.

A telephone is located in the graduate office for student use. The number for the phone is 864-656-4082. Incoming calls, including those from prospective employers, should be directed to these telephones. You may place long-distance telephone calls from these phones only with the permission of the appropriate faculty member or with your own personal calling card.

Office supplies

The department does not furnish office supplies to graduate students for personal use. Your Major Advisor must authorize all research contract-related use of office supplies, including letterhead stationery. Entrance to the supply room/closet/cabinet is by key only and a staff or faculty member to access it must accompany you.

Equipment use/modification

You may use existing equipment in various laboratories only after obtaining the express permission of the faculty member in charge of the laboratory, or the department chair. It is a firm rule of the department that no instrument/piece of equipment is to be modified in any way without the express permission of the faculty member in charge of the particular equipment.

You will be personally responsible for any equipment signed out to you. Borrowing/lending of equipment between graduate students is prohibited.

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.
Departmental Machine Shop

The department maintains a well-equipped machine shop staffed by a departmental technician, 159 McAdams. Any request for services of the departmental technician must be made in writing. Under no circumstances is anyone to use any of the department’s machine shop equipment without prior authorization and instruction from the technician as to proper use of the equipment.

Recycling

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle white paper and cardboard. Recycle containers are located in various areas of the building/all facilities. White paper waste is stored in marked containers. The recycling containers will be checked several times monthly to ensure that all is well and to determine whether the storage containers have filled faster than normal. If you encounter a full container, please contact Recycling Services at (864) 656-2040.

Student offices/desks

It is the goal of the department to provide a desk for each graduate student. However, due to the limited available space, it may not be possible to accommodate each student. Therefore, a priority system is used which first assigns a desk to each graduate assistant and graduate fellow, then to each unsupported master’s thesis student, and then allocates desks to all other students on a temporary use basis. New students should see Christi Leard 244 McAdams Hall concerning a desk assignment.

Room use

The following rooms are to be used by reservation only: auditorium, classrooms, conference room and the VIP office. Reservations may be made with any of the administrative staff. No food or drink is to be taken into or consumed in the auditorium.

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 the Student Services Coordinator should you need information from a departmental file.

Faculty offices

Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member's office unless invited to do so.

Dress code

*EXAMPLE (1)* During normal office hours, students are expected to be neatly dressed and maintain acceptable standards of personal hygiene. Laboratory attire should be safe and functional as well as neat. See safety/hazmat regulations for more information about laboratory attire.

*EXAMPLE (2)* 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 Agricultural Education 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, laboratory technicians, farm managers or the department chair for advice.

Student photos

At the beginning of each semester, photos of matriculating students are taken not only for the department directory, but also, more importantly, for the recommendations you'll want later in life. This is the means by which we remember you (as if we could forget).

Vehicle use

The department possesses several vehicles for use by faculty, staff and graduate students to conduct research, teaching and extension activities. Anyone operating these
vehicles must have a valid driver’s license issued by a U.S. state or territory. Vehicles may be checked out from Christi Leard 244 McAdams Hall. All drivers should report maintenance problems immediately to Christi Leard.

**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 262 Lehotsky Hall - Charlotte Swafford. 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 262 Lehotsky- Charlotte Swafford.

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 Charlotte for reimbursement.

NOTE: Hardcopies of all travel forms are located with Charlotte Swafford 262 Lehotsky Hall. Most forms are also available in Microsoft Word format at. 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>Total</td>
<td>SEX</td>
<td>SEX</td>
<td>$25</td>
<td>$32</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, safes and security insurance, health or spa fees, etc., will *not* be subject to reimbursement on the travel expense report. These are considered personal in nature and are your responsibility.

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

**Foreign travel**

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

While on foreign travel, actual lodging expenses will be reimbursed. Fees for the purchase of traveler's checks, passports and visas will be reimbursed provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate and computation should be shown on each receipt.
When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed. These rates are listed at the following website: www.state.gov/m/a/als/prdm.

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

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

When planning to travel by car, see Christi Leard. Christi will then contact Transportation Services in advance to reserve a Motor Pool vehicle. The Motor Pool requires 72 hours advance notice.

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

- $0.55 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.)
- $0.55 per mile for travel to and from nearby airports or train depots when official travel is by airplane or train.
- $0.515 per mile when you wish to use your own automobile although a Motor Pool 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.

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

Students are permitted to park in areas designated for student parking. Parking areas close to McAdams Hall are the Brooks Center and behind the Poole Agricultural Center. Parking decals are required to park on campus and information can be obtain from Parking Services at:

Division of Student Affairs
G-01 Edgar Brown Union
Box 344014
Clemson, SC 29634-4014
Phone: (864)656-2270
E-mail: Parking@clemson.edu

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 McAdams 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 Christi Leard 656-3250
• In case of fire, exit the building immediately. Use stairwells; do not use the elevator.
• In case of tornado warning, take shelter in McAdams 141.

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

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

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

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

Copiers are available in the Cooper Library on various 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, between Hallmark and Domino’s Pizza, offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMTs, typesetting, etc. They also may be a pickup location for course notes. For more information and hours, call (864) 654-3863.

University Union, Hendrix Student Center, and Brooks Center

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

University Bookstore

The University Bookstore is located on the first floor of the Hendrix Student Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. The bookstore also allows students to buy their books online: www.whywaitforbooks.com. Once you get there just pick South Carolina, then Clemson, then the name of your department, then your course and section number. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

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://stuaff.clemson.edu/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 stuaff.clemson.edu/campusrec/facilities.html.

**Sporting events**

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

**Campus parking**

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

**NEARING GRADUATION**

**Final Examination(s)**

**Master’s Final Examination**

Candidates for a master’s degree must pass a final examination at least three weeks prior to the date of the convocation at which the degree is to be conferred. The Graduate School establishes the final date for this examination each semester. Your Advisory Committee conducts the examination, but all faculty members are invited to participate.

You are required to send an abstract title, abstract, date, time and place, along with a listing of your committee members, via email to the Program Coordinator 3 weeks prior to your defense. The Program Coordinator will notify the Graduate School, program faculty and other students in the program of the time and place of the examination at least ten days prior to the scheduled time.
The final examination, which is normally oral, demands a broad and penetrating interpretation of your research and or core concentration.

PhD Dissertation 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 www.grad.clemson.edu/deadlines.html, 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 3-faculty members will be invited to participate in the examination and to provide comments to your Advisory Committee.

Successful completion of this examination and your dissertation will result in a recommendation (GS7 Form) by your Advisory Committee to the Graduate School that the PhD degree be awarded.

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

Expectations

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

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

The oral exam is based on:

1. An oral defense of your research;
2. General questions in Ag Ed as related to your research. You must also be prepared to answer basic questions about concentration 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. The list of specific topics will be given to you after your Advisory Committee has reviewed your manuscript. Examples of topics are included as Appendix to this manual.

The scope of the general questions will be within the topics and level as covered in the following: list of books and or manuals.
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.

**Preparation**

Provide any suggestions/advice/best practices for preparing for the exam(s), such as study groups, etc.

**Study guide**

Provide any study guide/materials/resources here, or reference to such, if in a separate document (include separate document as an appendix, if practicable).

**Application for Diploma**

NOTE: This form is no longer called “GS4”, but merely “Diploma Application”.

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 www.clemson.edu/bookstore/gsupplies.htm 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 the Vickie Byko.
• Be sure that all equipment and supplies, which you have drawn, are returned to stock.
• Be sure that any portion of the grad office that you occupied is clean and ready for another occupant. Please leave your office in the condition you would have liked to find 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.

HANDBOOK/POLICY ADMINISTRATION

Process for Departmental Review of Program Requirements

Ideally, each program has in place a mechanism for reviewing and updating its policies and procedures and making the appropriate changes to its handbook. These processes vary from program to program depending on the size and oversight structure of the program. This section should communicate both that process and the jurisdiction of policy changes (e.g., whether a student falls under policies in effect at the beginning of their program, or the start of the academic year, etc.).

*EXAMPLE* At the end of each spring semester, you will be asked to complete a Program Assessment form, which you will submit anonymously to the department’s Assessment Committee. In addition to the annual student assessment of the program, the departmental graduate committee and Program Coordinator will conduct a full program review at least every five years. 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.
APPENDICES

Course Descriptions

AGRICULTURAL EDUCATION

AG ED 601 Instructional Methods in Agricultural Education 3(2,3)  
Appropriate methods of teaching vocational agriculture in high schools. Includes procedures for organizing teaching programs, teaching high school students and directing FFA activities.

AG ED 603 Principles of Adult/Extension Education 3(3,0)  
Overview of adult/extension education and adult learning. Selection of adult education providers is reviewed with emphasis on extension. Preq: Junior standing or consent of instructor.

AG ED 615 Leadership of Volunteers 3(3,0)  
Provides an overview of volunteer management. Examines the knowledge, skills and abilities required of professional managers to involve volunteers effectively in the work of organizations.

AG ED 616 Ethics and Issues in Agriculture and the Food and Fiber System 3(3,0)  
Explores ethical theories, concepts of critical thinking and major ethical issues in American agriculture. The major social, political, economic and ethical issues that arise in connection to the “food and fiber system” are examined and potential solutions considered.

AG ED 623 Curriculum 3(3,0)  
Curriculum goals and related planning for career and continuing education programs.

AG ED 625 Teaching Agricultural Mechanics 2(1,3)  
Organizing course content, conducting and managing an agricultural mechanics laboratory, shop safety, microteaching demonstrations of psychomotor skills and methods of teaching manipulative abilities.

AG ED 628 Special Studies in Agricultural Education 1-3(1-3,0)  
Students study, individually or collectively, selected topics and/or problems in agricultural education to meet the particular needs of the clientele enrolled. May be repeated for a maximum of six credits.

AG ED 640 Program Development in Adult/Extension Education 3(3,0)  
Principles, theory and practice in planning and conducting educational programs in adult/extension settings. Preq: Junior standing or consent of instructor.
AG ED (CTE, ED F) 680 Digital Technology in the 21st Century Classroom 3(2,2)
See ED F 680.

AG ED (CTE, ED F) 682 Advanced Educational Applications of Microcomputers 3(2,2)
See ED F 682.

AG ED 736 Internship Teaching 3(1,6)
Increases professional competency and program development through classroom and practical experiences in planning, conducting and evaluating educational programs. Offered spring semester only.

AG ED 737 Internship in Agribusiness Firms 3(1,6)
Provides classroom and practical experiences in selected agricultural businesses and industries. Students identify and practice entry-level competencies required in selected agribusiness and natural resource management enterprises. Offered summer session only.

AG ED 750 Special Institute Course: Selected Topics in Agricultural Education 1-3(1-3,0)
Subject areas organized according to institute needs. Topics vary from course to course. May be repeated for a maximum of nine credits. Preq: Consent of instructor.

AG ED 801 Systems for Technology Transfer 3(3,0)
Development of a philosophical foundation and utilization of cooperative learning strategies and techniques to disseminate effectively technological change for expanding clientele and diverse socioeconomic environments.

AG ED 804 Special Problems 3(2,3)
Planning, conducting and reporting a special problem in agricultural and vocational education appropriate to students’ needs.

AG ED 810 Clinical Research in Agricultural Education 1-6(0,3-18)
Individual work on an assigned research topic in agricultural education. May be repeated for a maximum of nine credits. Preq: AG ED (CTE, ED) 889, EX ST 801.

AG ED 812 Development of Supervised Agricultural Experience Programs 3(3,0)
Provides secondary agriculture teachers with strategies for supervising and guiding students’ supervised agricultural experiences (SAE). Preq: Student teaching in agricultural education.

AG ED 815 Teaching Agricultural and Power Mechanics 3(2,3)
Methods of determining course content, organizing teaching modules in logical sequence, equipping shop, teaching agricultural and power mechanics to farm and
agribusiness clientele, providing individualized instruction and developing off-farm experience programs. Offered summer session of odd-numbered years only.

**AG ED 821 Theories and Practices of Adult Education 3(3,0)**
Study of recent research on adult learning. Includes a comparison of the assumptions supporting pedagogy and andragogy and teaching adults through formal classes and community organizations. Offered spring semester only. Preq: ED 302 or PSYCH 201 or equivalent.

**AG ED 869 Seminar 1-3(1-3,0)**
Students and faculty review current topics in agricultural education.

**AG ED (CTE, ED) 889 Research in Education 3(3,0)**
Includes problem selection. Investigates types of educational research and techniques employed. Includes the use of ERIC system and computer program packages. Requires interpretation of research findings.
Faculty and Staff Listing

Dr. Thomas R. Dobbins  
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Dr. Phillip M. Fravel  
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Dr. Dale Layfield  
Associate Professor  
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Lecturer  
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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. The Graduate Academic Grievance Committee (GAGC) hears graduate student grievances. 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. A subcommittee of the GAGC appointed for the purpose of addressing the complaint in question will address the grievance. 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 ombudsmen 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 stuaff.clemson.edu/redfern/caps or call them at (864) 656-2451.