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I. Introduction
Graduate school is among the most intellectually stimulating phases of your academic career. You will find that your study of physics will take you to the frontier of human knowledge. You will transition from being one of our students to being one of our colleagues over the next few years. While this is an exciting time for most students, it can also be stressful, frustrating, and confusing. As a faculty, we are here to guide you through this process and offer encouragement and support along the way. Part of the support we offer is this handbook. We want to make our policies (and their justification) as transparent as possible and minimize the headaches that come from the administrative details that must be satisfied as you pursue your degree.

This handbook is a compilation of policies, procedures, and advice about the graduate program in Physics & Astronomy at Clemson University. It is meant to serve as a guide to help you make your way through the program. This handbook does not cover all the policies of the Graduate School of Clemson University. Those policies are compiled in the Graduate Announcements and on the Graduate School Policies page, which are published by the Graduate School each school year. You must follow both the Graduate School and the Physics & Astronomy Department guidelines as you pursue your advanced degree. This handbook also includes some general information about life on campus, but it is not in any way complete. You will undoubtedly learn even more as you chat with your fellow students and faculty members.

Usually, your first point of contact in the graduate program when you have questions is the Graduate Program Coordinator, Dr. Jens Oberheide. He can answer most questions related to Department and University policies and procedures and represents your interests to the Graduate School. Our Graduate Student Services Coordinator, Amanda Ellenburg, will handle the processing of all forms related to the program. The Department Chair for Physics & Astronomy, Dr. Sean Brittian, is ultimately responsible for Department academic matters and welcomes your questions and input.

Please note that this handbook summarizes the policies and procedures as of the date on the front of the booklet. However, policies evolve over time and the policies listed in this handbook are subject to change. The entire Physics & Astronomy faculty and staff would like to wish you success at every stage of your academic journey. If we can be of assistance, please do not hesitate to call upon us.

II. Programs of Study

Overview
The Clemson University Physics & Astronomy Department offers programs of study leading to Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees. Each degree program has specific requirements. It is possible to earn a Ph.D. without earning an M.S. degree first. It is also possible to earn only an M.S. degree. If you are admitted as a Ph.D. student, you will need the approval of your committee, Graduate Program Coordinator, and Department Chair to switch to the terminal M.S. program. Your thesis advisor and committee may require you to write and defend an M.S. thesis as part of your preparation for you Ph.D. resulting in an en route M.S. degree. It is important that you discuss this possibility with your advisor early in your graduate school career.

The following sections summarize Physics & Astronomy Department policies as they relate to the programs of study for the M.S. and Ph.D. degrees. The Clemson Graduate School also has policies that relate to programs of study for these degrees. These are summarized in the Graduate...
Announcements. It is important for you to remember that you must satisfy BOTH the departmental and Graduate School criteria.

A student holding a master's degree or a doctoral degree may not, as a rule, become a candidate for the same degree in the same field of study. Exceptions must be appealed directly to the Graduate School. Please see the Graduate School Policy Handbook for further information.

Master of Science (M. S.)
There are two options for getting an M.S. degree in Physics at Clemson University. The first is the thesis option. This program requires 24 credit hours of course work with at least 12 hours of Physics and Astronomy coursework at the 8000 level or above and at least 6 hours of Research in Physics and Astronomy (PHYS 8910), which culminates in the writing of a thesis submitted to the Graduate School. The non-thesis option requires 30 credit hours of graduate course work, an additional 6 hours of directed studies (PHYS 8900), a written report on the directed studies, and a final oral examination. At least one-half of the total graduate credit hours required by the advisory committee must be selected from Physics and Astronomy courses numbered 8000 or above.

Prior to the convocation at which the student expects to receive a Master's degree, a final oral examination and thesis presentation must be completed (see the Graduate School website for deadlines). You will need to schedule your defense with your committee, reserve the room for the defense (see Celeste Hackett in the main office for help with that), and notify the Graduate School, via the Defense Calendar, of the time and place of the defense at least 10 days in advance. Students or their advisor should invite the Physics & Astronomy department faculty and the Dean of the Graduate School to attend the examination. Committee members should receive a copy of the defense at least one week in advance of the defense date. Some committees may require more advanced notice. You should discuss this with your committee early in the process.

Prior to the presentation, you need to complete the GS7M form. Upon passing this examination, you should have your committee sign the form, give a copy to the Graduate Student Services Coordinator, Amanda Ellenburg, and forward a copy to the Graduate School as soon as possible, and no more than three days after the defense. During the thesis defense, committee members will make suggestions concerning the thesis. You will need to make these changes and have your committee sign the completed thesis. You will then need to get the Graduate School to approve your thesis. This must all be completed at least two weeks prior to graduation. It is advisable to make an appointment with the Graduate School to review your thesis before the defense as reviewers get "booked up" at the end of the semester.

If you plan to complete the MS degree with the thesis option but change your mind and decide to finish with the non-thesis option, you will need six credit hours of PHYS 8900. Previous PHYS 8910 credits can be changed to PHYS 8900, but this must be done as soon as possible. Waiting until the last minute can lead to delays in your graduation date. While the non-thesis option does not require a thesis and defense, you do have to provide a written report and pass an oral exam on that report.

A master's student has six years to complete a degree; however, it is expected that full-time physics students should complete their master's degree within two years of their arrival at Clemson. Ordinarily financial support will not be extended beyond the second year of study.
**M.S. Timeline** *(Example courses, there are no specific course requirements for the M.S. degree)*

First Year

Fall
- Mathematical Methods (PHYS 8110) 3 credits
- Classical Mechanics (PHYS 8210) 3 credits
- Optics (PHYS 6320) 3 credits
Total: 9 Credits

Spring *(GS2 must be submitted by start of this semester)*
- Electrodynamics I (PHYS 8420) 3 credits
- Statistical Mechanics (PHYS 8150) 3 credits
- Masters Research (PHYS 8900/8910) 3 credits
Total: 9 Credits

Second Year

Fall
- Quantum Mechanics I (PHYS 6550/9510) 3 credits
- Solid State Physics I (PHYS 8450) 3 credits
- Masters Research (PHYS 8900/8910) 3 credits
Total: 9 Credits

Spring
- Quantum Mechanics II (PHYS 6560/9520) 3 credits
- Solid State Physics II (PHYS 8460) 3 credits
- Masters Research (PHYS 8900/8910) 3 credits
Total: 9 Credits

Enrollment in summer classes is not required unless one is being paid as a graduate assistant or graduating in August. You are expected to remain in residence and pursue your thesis research during this time.

**Doctor of Philosophy (Ph.D.)**

*Course Requirements*

Study for the Ph.D. degree begins with the core courses intended to prepare you to carry out and publish independent scientific work. The core courses are PHYS 8150, 8210, 8110, 8410, 9510, and 9520. You are also required to take four advanced courses at the 8000-9000 levels. These courses must be selected in consultation with your thesis committee and will form part of your plan of study. These courses may be drawn from offerings in Physics & Astronomy or from programs in related fields. Special topics courses such as PHYS 8750 and ASTR 8750 may not be used to satisfy the elective requirements. There is a narrow exception in the case that the department faculty approve the use of a special topics course submitted for approval for addition to the course catalog. This is an unusual event. Committees may require additional courses/professional development seminars, and you may want to take additional courses to support your professional goals. This should be discussed with your committee.

Part One (Committee Selection) and Part Two (Plan of Study) of your GS2 form should be submitted before the start of your fourth semester. It is to your advantage to form a committee as soon as possible, and this selection must not be delayed past your fourth semester. If your course plan of study changes you may submit an updated GS2-Plan of Study until about six months prior to graduation (see the Graduate School website for the official deadlines each semester).

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If you have taken courses equivalent to our required core courses elsewhere, you may petition the faculty for exemption from these courses. To do so, you should provide the Graduate Program Coordinator with the courses you want to exempt, the syllabus of the course (including textbook(s) used and topics covered) and copies of the final exam(s) from the course(s) if available. You will still be required to complete the minimum credit hours defined by the Graduate School (at least 12 hours of graded coursework and 18 credits of research beyond the M.S. degree or at least 60 hours of credit beyond the bachelor’s degree with a minimum of 12 credit hours of coursework and 18 credits of research).

Qualifying Examination
During your second year of study, you must pass the written portion of the qualifying examination unless you receive a deferral from the department (if you were initially admitted to the M.S. program or year zero curriculum, you must pass the written portion of the exam during your third year of study). This exam covers classical and statistical mechanics (Day 1), electrodynamics (Day 2), and quantum mechanics (Day 3). These subjects form the foundation for advanced study of physics, and the original research problems you pursue will draw on principles from these topics. The purpose of the exam is to test your ability to apply the knowledge you have gained from the study of physics to solving problems from each of these fields.

Typically, the exam is offered at the beginning of the Fall and Spring semesters. The Qualifying Examination Committee will grade the exams, and the committee will recommend (P)assage or (F)ailure for each section. The Physics & Astronomy faculty will vote on whether to pass or fail each student for each section of the exam. The deliberations of the faculty are strictly confidential, though you do have the right to examine your graded exam. Your thesis advisor, Graduate Program Coordinator, or Department Chair will alert you to your status as soon as the faculty meeting is adjourned. If you fail any section of the exam on your first try, you will have a second opportunity to take that section of the exam. If you do not pass the exam on your second attempt, you will not be eligible to earn a Ph.D. in Physics at Clemson University. You may, with the approval of the faculty, complete an M.S. degree by satisfying the requirements given above. You are also eligible to transfer to a different Ph.D. program within the university. Programs have varying policies and procedures for handling transfers. If you think you might want to move to a different program, you should contact that program to determine their requirements, deadlines, etc. well in advance of the semester you will transfer.

While not passing the qualifying exam is undeniably disappointing for many students, most students find rewarding careers with an M.S. degree. You are strongly encouraged to meet with your thesis committee to discuss career options if you decide to take this route. You may also find it helpful to discuss your options with the Graduate Program Coordinator and/or Department Chair.

Upon passing the written portion of the Qualifying Examination, you are required to pass the Comprehensive Examination. This is an oral exam that should be completed within 12 months of passing the qualifying examination. Prior to the oral exam you must form your thesis committee by completing the GS2 (see Section VI). For the oral exam, you will propose your thesis topic by describing what work others have done on that topic and how you will advance our knowledge of this field. You will also discuss the tools you will bring to bear on this topic and convince the committee that you can do this work. Your thesis committee will probe your understanding of the underlying physics of your problem, your knowledge of the literature in the field, and the tractability of the problem you pose. If you do not pass the oral portion of your exam on your first try, you may retake...
the exam at the invitation of your committee, but the oral exam must be passed no later than 12 months following the passage of your written exam.

Extenuating circumstances may justify a deferral of the qualifying exam. If such a circumstance arises, you should discuss this with your advisor and Graduate Program Coordinator as soon as possible. You will need to petition the department faculty for a deferral by making a request in writing to the Department Chair and copies to the Graduate Program Coordinator and your thesis advisor.

Your thesis committee is more than simply an examination committee. Your committee members are available to provide advice and guidance – both on your research projects and career goals. It is up to you to take full advantage of the expertise and experience of your committee members. Ideally you will be in regular contact with each of your committee members. At the very least you should plan to formally update your full committee on your progress annually.

Prior to the convocation at which you expect to receive a PhD degree, a final oral examination and dissertation presentation must be completed (see the graduate school webpage for deadlines). Prior to the defense, you need to complete the GS7D form. You will also need to schedule the defense of your dissertation with your committee, reserve the room for the defense (see Celeste Hackett in the main office for help with that), and notify the Graduate School, via the Defense Calendar, of the time and place of the defense at least 10 days in advance. You or your advisor must invite the Physics & Astronomy department faculty and the Dean of the Graduate School to attend the examination. It is best practice to provide committee members, Graduate Program Coordinator, and Department Chair a copy of the completed dissertation that you will be defending 30 days in advance of the defense date and absolutely no later than one-week prior. Some committees may have different requirements, so it is important to discuss this early in the process.

During the thesis defense, committee members will make suggestions concerning the thesis. Students will need to make these changes and have their committee sign the completed thesis. Upon passing the dissertation defense and satisfying the committee’s comments on your manuscript, you should have your committee sign the GS7D form, give a copy to the Graduate Student Services Coordinator, and forward a copy to the Graduate School as soon as possible, and no more than three days after the defense. You will then need to get the Graduate School to approve the thesis. This must all be completed at least two weeks prior to graduation. It is advisable to make an appointment with the Graduate School to review your thesis before the defense as reviewers get “booked up” at the end of the semester.

In thesis and oral examinations, it has been a custom in our department for students to provide refreshments for those attending. As of August, 2018 this practice was discontinued. The Department, faculty, or staff may wish to celebrate the accomplishments of students by providing refreshments, but the student being examined may not be expected to contribute to this in any way.
**Ph.D. Timeline**

**First Year**

**Fall 1**
- Mathematical Methods (PHYS 8110) 3 credits
- Classical Mechanics (PHYS 8210) 3 credits
- Quantum Mechanics I (PHYS 9510) 3 credits
- Introduction to Research (PHYS 8750) 1 credit

Total: 10 Credits

**Spring 1**
- Electrodynamics I (PHYS 8410) 3 credits
- Statistical Mechanics (PHYS 8150) 3 credits
- Quantum Mechanics II (PHYS 9520) 3 credits

Total: 9 Credits

**Fall 2**
- Elective 1 3 credits
- Masters/Doctoral Research (PHYS 8900/8910/9910) 9 credits
- Qualifying Exam

**Spring 2**
- Elective 2 3 credits
- Masters/Doctoral Research (PHYS 8900/8910/9910) 9 credits

**Fall 3**
- Elective 3 3 credits
- Doctoral Research (PHYS 9910) 9 credits
- Comprehensive Exam

**Spring 3**
- Elective 4 3 credits
- Doctoral Research (PHYS 9910) 9 credits

**Future Semesters:**
- Doctoral Research (PHYS 9910) 12 credits

Additional electives may be taken with the approval of your advisor and the Graduate Program Coordinator as long as you are making adequate progress toward your degree. Taking unapproved courses outside of the department may hamper your progress towards your degree and jeopardize your assistantship. Normally the department does not provide support beyond the fifth year. If you need additional support, you should consult with your advisor and the Graduate Program Coordinator. Consideration for extending your support will be based on your progress on your dissertation, timeliness in meeting department and Graduate School requirements, evaluations from the GSEC, and your performance as a GTA. Enrollment in summer classes is not required unless one is being paid as a graduate assistant or graduating in August. However, you are expected to remain in residence and pursue your thesis research during this time.

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Academic Probation
To remain in good standing with the Graduate School, students must maintain a GPA of at least 3.0 at all times. Failure to maintain a 3.0 will result in academic probation. The Graduate School policy is available in the Graduate School Policies and Procedures Handbook. Currently, students put on probation will be given one semester to raise their GPA above a 3.0. To continue in the program, you must complete a Plan for Success (GSR1) and have it signed by your advisor, the Graduate Program Coordinator, and Associate Dean of the Graduate School. If you do not raise your GPA above a 3.0 after one semester, you may be allowed one additional opportunity to do so. You must complete a second Plan for Success (GSR2) and have it approved by your advisor and Graduate Program Coordinator. Failure to raise your GPA above a 3.0 will result in dismissal and disqualification from pursuing any graduate degree from Clemson. Note that your status in the program is determined by the Graduate School, not the Department of Physics & Astronomy. While we can provide input and advice to the Graduate School, ultimately, they alone can admit and dismiss students from their programs of study. Other conditions may apply to conditionally admitted students on a case-by-case basis. These will be described in your admission letter.

Checklist on Graduate School Procedures
This is admittedly a lot of information. Here is a summary of the forms you need to fill out as you work your way to your degree. You should carefully note this checklist as well as the deadline dates.

1. Select a thesis advisor and advisory committee.
2. Submit Committee Selection and Plan of Study Curriculum (Form GS2).
3. Satisfy the comprehensive examination prerequisite for admission to candidacy.
4. Apply for admission to candidacy for a doctoral degree (Form GS5 and GS-Approval of Thesis/Dissertation Research Proposal).
5. Complete Final Examination (Form GS7M for master's students or Form GS7D for doctoral students).
6. Order diploma (through iRoar) after completing at least half the prescribed course work.
7. Order cap, gown, and hood from University Bookstore.
8. Submit completed thesis (if required) or dissertation to research advisor and arrange for final examination by the advisory committee.
9. Review thesis/dissertation submission guidelines and procedures, and make sure you submit your properly formatted manuscript prior to the deadline.

The final responsibility for ensuring compliance with these procedures rests with you. Special problems should be referred to the Dean of the Graduate School.

The En Route M.S. degree
While taking courses for your Ph.D. and preparing for your dissertation research, you will likely satisfy the requirements for an En Route M.S. degree. With the approval of our committee, you may apply for the M.S. degree. You will need to file the GS2-14 with the Graduate School prior to the semester in which the degree is conferred. You can satisfy either the thesis or non-thesis requirements. Many faculty members require their students to complete an M.S. thesis before starting their Ph.D. dissertation. You should discuss this with your committee.

Dissertation Formatting and Binding
The Graduate School has specific guidelines for formatting your thesis. After your defense, the Graduate School must approve your manuscript before you can be a candidate for graduation. The Department of Physics & Astronomy does not have any guidelines in addition to those specified by the Graduate School. Neither the Graduate School nor the department requires that you present either with

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bound copies of your thesis. Some students have been known to provide copies of their thesis to their advisor as a gift, and some faculty will request that their student provide a bound copy of the thesis to the research group and department (at the faculty member’s expense).

**Proficiency Requirements**
We administer a diagnostic exam to new students during orientation. We are collecting data to determine the reliability of this exam for placing students in appropriate first year courses. The results from this exam will be used by the Graduate Program Coordinator in conjunction with your undergraduate record to guide his advice to you about which courses to take.

**Year Zero**
Most students will begin with taking the first-year core courses. Occasionally students with a non-traditional academic background are admitted to our program. Often, the admissions committee will recommend that these students enroll in the year zero curriculum. Before taking the 8000-level core courses, year zero students will take the equivalent 6000-level courses. This will help ensure academic success as students proceed through their degree program. Year zero students will be invited to continue in the graduate program upon satisfactory performance in the 6000-level courses as determined by the department. Year zero students are granted a one-year extension for passing the qualifying examination, allowing those students to complete the 8000-level core courses before taking the exam.

**Non-Physics Courses**
You may choose non-Physics courses as part of your plan of study. These decisions are normally made with the student's research advisor and are designed to enhance the student's understanding of their emphasis area. Credit received for graduate-level courses taught by other departments may also be counted toward a Physics and Astronomy degree, provided those courses involve subject matter that is relevant to the student's degree program. The student should consult with and receive approval from his or her research advisor before taking such classes with the intention of having them count toward a graduate Physics and Astronomy degree. A student supported on either a research or teaching assistantship must obtain approval from his or her research advisor and Graduate Program Coordinator prior to taking any non-physics electives not required on the GS2 while working toward a graduate Physics and Astronomy degree. Failure to do so can result in loss of support.

**III. Graduate Student Evaluation Committee**
Your progress toward either the M.S. or Ph.D. degree should be monitored by your thesis advisor and committee. Regular communication with your committee is essential to making efficient progress toward your degree. In addition to informal monitoring by your committee, all students are annually evaluated by the Graduate Student Evaluation Committee (GSEC). The purpose of the GSEC evaluation is to provide you an opportunity to voice concerns you may have with your progress that you may not feel comfortable sharing with your committee. It is also an opportunity to receive outside feedback on your progress.
**Annual Student Evaluations**

1. **Students who have not passed the Ph.D. Qualifying Exam:**
   Prior to passing the Qualifying Exam, the Physics and Astronomy Graduate Student Evaluation Committee (GSEC) will evaluate the student’s progress. The evaluations will be made annually.

   The GSEC evaluations can be as follows:

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<td>(1)</td>
<td>Continuing progress toward the Ph.D. Qualifier</td>
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<td>(2)</td>
<td>Advancement beyond the master’s degree unlikely, or</td>
</tr>
<tr>
<td>(3)</td>
<td>Unsatisfactory progress toward any graduate degree</td>
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2. **Students who have passed the Ph.D. Qualifying Exam:**
   The progress of Ph.D. candidates will be evaluated annually during the fall semester by the GSEC. The evaluations can be as follows:

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<tr>
<td>(1)</td>
<td>Satisfactory progress toward the Ph.D. degree, or</td>
</tr>
<tr>
<td>(2)</td>
<td>Unsatisfactory progress toward the Ph.D. degree</td>
</tr>
</tbody>
</table>

Evaluations for all students will be based on research progress documented by the Faculty Evaluation Report, course grades, opinions of the faculty teaching courses in which the student is enrolled, the student’s transcript, and one or more meetings between the GSEC and the student, as deemed necessary. Information about research accomplishments provided to the GSEC by the student and the student’s research advisor, if one has been chosen, will be considered as well.

Satisfactory progress toward the Ph.D. degree would typically include grades no lower than B in courses. Factors contributing to grades lower than B will be evaluated on an individual basis. Ph.D. students shall provide an annual update on their research to their committee, and the committee shall review the student using the Faculty Evaluation Form.

You are expected to find a research advisor no later than the second semester, with the goal of carrying out research in the summer following their first two semesters in the department. If you are working towards a master’s degree, you should enroll in either PHYS 8900 or PHYS 8910. If you are working toward your Ph.D., you should enroll in PHYS 9910. You can change your advisor at any time; however, if you change your advisor after you have completed the comprehensive exam, you will need to form a new committee and defend your new thesis topic.

The result of the evaluation made by the GSEC will be reported to the Department Chair, to the student’s research committee (if a committee has been constituted), to the Graduate Program Coordinator, and to the student. In addition, a summary of the overall results of the evaluation process will be reported to the Physics and Astronomy faculty after the annual evaluations have been completed.

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IV. Research

Original research is a primary difference between graduate school and other education. Our graduate students participate extensively in our major thrusts in research in the following areas:

- Astrophysics
- Atmospheric and Space Physics
- Atomic Physics
- Biophysics
- Medical Physics
- Condensed Matter and Materials Physics
- Foundations of Quantum Mechanics

You are encouraged to visit individual faculty members’ research and web pages, which can be found on the Physics Department's website. Many students also find it helpful to talk to senior students from different groups. Most importantly, you should arrange a meeting with the professor you are interested in working with.

Selection of Research Advisor

Within 9 months of entering the program, you should choose a Research Advisor. The selection of a Research Advisor is a decision that requires a great deal of thought. This decision should not be taken lightly as it strongly affects the course of your graduate studies and professional life. Each research group in the department is unique, and students are encouraged to be open-minded as they evaluate which group and advisor is the best fit. Your enrollment in the program and GTA support is not dependent on the research group you join.

You should plan to meet with various faculty throughout the department during your first semester of study. This will help you learn more about different research and groups. After you and a faculty member mutually agree to work together, you should notify the Graduate Student Services Coordinator (Amanda Ellenburg) and Graduate Program Coordinator (Jens Oberheide). Keep in mind that this must be a mutual decision. No faculty member is required to take you on as a student.

You will then work with your Research Advisor and the rest of your Advisory Committee to complete the GS-2 (Committee Selection/Plan of Study) Form. This two-part form will outline the courses you will take in order to complete the degree requirements. Your Advisory Committee will need to consist of two (for a master’s committee) or three (for a Ph.D. committee) faculty members in addition to your advisor who will work with you as you pursue your thesis work. These faculty members should be approached after discussion with your Research Advisor.

Your committee is a valuable resource, but it is your responsibility to take advantage of this resource. You should keep all your committee members up to date on your progress and accomplishments. Regular meetings with your committee members are essential for maximizing the benefit of their advice.
V. Financial Support

There are several options for financial support available to students in the graduate programs, including teaching assistantships, research assistantships, and fellowships. The purpose of this support is to provide students the means to concentrate on their scholarship with minimal distractions. Because of this, outside employment is prohibited as a condition of accepting full time support. Each type of support is awarded to qualified students on a competitive basis. Continuation of all support is based upon satisfactory progress towards a degree and satisfactory performance of your duties. To receive financial support, a student must maintain full-time status, which, by University policy, is defined as being enrolled in a minimum 9 credit hours in the Fall and Spring semesters and 3 credit hours in each Summer session (if on a 12-month assistantship). Most forms of support are distributed over nine months to prevent the requirement of registering for classes (and paying fees) during the summer.

Fellowships
The Graduate School awards several fellowships. The department nominates candidates who will compete for the fellowships with other nominees throughout the university. These fellowships currently pay from $5,000 to $10,000 per academic year in addition to any assistantship granted by the Department. Graduate School Fellowships require no explicit duties and may be renewable. Some students are awarded extramurally funded fellowships. The Graduate School maintains a list of fellowship opportunities and offers grant-writing workshops that can help guide you through the process of applying for a fellowship.

Research Assistantships
Research Assistantships are available to graduate students through research grants and contracts held by faculty members in the department. They may pay a somewhat higher rate than the teaching assistantships and are awarded based on availability and the qualifications of the recipients. Most students work as Research Assistants after passing the Qualifying Examination.

All assistantships carry a waiver of graduate tuition, but there is a fee imposed for the Fall/Spring semesters and the Summer Session. Currently, the academic fees are about $1,150/semester in Fall/Spring and about $670/Summer.

Teaching Assistantships
These are the most common type of financial support for incoming graduate students. These assistantships provide the equivalent of 12 months of support, though the payment is distributed during the academic year (over nine months). This is to save GTAs from paying fees during the summer when they are not taking classes. It is your responsibility to budget carefully to ensure that you have sufficient funding for the summer. No specific teaching duties are assigned during the summer, but students are expected to remain in residence and continue making progress toward their degree during that time.

A teaching assistant's duties usually entail teaching two to three undergraduate labs per semester, and/or grading assignments for undergraduate courses. Typically, your TA duties should not exceed 20 hours/week; however, the workload throughout the semester can vary considerably. Senior students who have distinguished themselves as TAs may be given the option of teaching a full course at Clemson or release to teach at a local college. This can be an excellent professional development opportunity for students interested in careers in academia. For the year 2019-2020, teaching

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assistantships were, on average, $23,000 per nine months. Exceptional performance (or negligence) may affect your stipend. A reduction in pay due to poor performance will be communicated to you within two weeks of the end of the semester.

Special Requirements for International TAs
If you are a new non-native English speaker performing teaching assistant (TA) responsibilities, you must pass the VEST (Verification of English Skills Test). This test will determine how well you can understand and communicate in spoken English. The test is given on campus, free-of-cost. The Graduate Student Coordinator, Amanda Ellenburg, will schedule the test. You will be informed of your test date and time either in person or in an e-mail. If you have a conflict with the scheduled date and time, you should contact Amanda immediately. Your teaching assistantship will be rescinded if you do not pass the VEST. It is your responsibility to find an alternative source of funding in this case.

If you hold F-1 or J-1 status, you are required to register for full-time status (a minimum of nine credit hours per semester, excluding summer sessions), based on Graduate School and departmental regulations. It is important not to fall below the required credit hours. If you elect to withdraw from the University, you must discuss your plans with the Foreign Student Advisor (FSA) in the Office of International Services (108 Long Hall) to avoid problems with the US Immigration and Naturalization Service (INS). If you anticipate completing and filing your thesis or dissertation between the end of one semester and the beginning of another, you should contact the FSA before filing your thesis or dissertation.

Time Limit on TA Support
Teaching Assistantship support is normally made available to graduate students for a limited time. Allocation of TA support to continuing students will be recommended by the GSEC and is generally dependent on making satisfactory progress towards a degree (M.S. or Ph.D. in physics). A student pursuing a Ph.D. degree should not expect to be supported by departmental funds for more than 10 semesters. A student pursuing an M.S. degree should not expect to be supported by departmental funds for more than 4 semesters. These numbers do not include summer sessions.

Federal Financial Aid
Some students may choose to pursue federal financial aid such as federal loans. To do so please see the Financial Aid website. To qualify for federal financial aid, you must make satisfactory progress towards your degree as defined by the Financial Aid office.

Because of the way satisfactory progress is defined for students pursuing graduate degree, it is highly likely that your record will be flagged by the fifth year of graduate school (once you exceed 90 credit hours). This is not necessarily a problem, but there is additional paperwork involved. In short you will need to complete the graduate Satisfactory Academic Progress Appeal Form.

Graduate Assistant Evaluations and GTA policy
An important part of your professional development is formative evaluation of your teaching and research performance. The GSEC and your advisory committee members are currently charged with evaluating your research performance. The GTA supervisor will work with the Graduate Program Coordinator to evaluate your performance as a GTA. These evaluations will provide you with documentation to include in your teaching portfolio when applying for jobs, provide the faculty with a basis for nominating students for teaching awards, provide the Department Chair with a fair basis for distributing raises, and provide documentation of any deficiencies that need to be addressed.

All GTAs will be evaluated at least annually to assess their performance. This information will be

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provided to the GSEC and included in the review of graduate students. The outcome of the annual evaluation will be either:

1. *Exemplary performance* – Student exceeds expectations by taking on a leadership role among the GTAs, receiving accolades from students, or otherwise demonstrating excellence in the performance of his/her duties. Students who receive an “Exemplary” evaluation will be highest priority for the nomination for GTA awards and for a raise if funds are available.

2. *Adequate performance* – Student meets expectations by arriving prepared for each lab and on time. The student also submits grades and attendance reports in a timely manner and meets other necessary deadlines. Complaints from students are minimal. Such students will be eligible for a cost of living stipend adjustment if funds are available.

3. *Fair Performance* – Student mostly meets expectations, but occasionally is late for meetings or class (or otherwise underprepared), is reminded occasionally to follow policy, does not get grades submitted in a timely manner, or receives a large number of student complaints. A “Fair” evaluation will result in a warning. If a student’s performance is gauged “Fair” two semesters in a row, that student will be put on probation. Students who earn a “Fair” evaluation will not be eligible for a raise.

4. *Poor Performance* – Student fails to meet expectations. The student is regularly late for lab, meetings, or in getting grades turned in. The TA coordinator must correct the GTA for not following policy multiple times. “Poor” performance will result in probation the following semester of teaching. If a student continues to perform at this level, s/he will not be eligible for further GTA support from the department without approval from the GSEC. Students who earn a “Poor” will not be eligible for a raise.

You should discuss your evaluations with your supervisor. You can appeal to the Graduate Program Coordinator and the Department Chair if you feel an evaluation is unfair. You also have the right to file a grievance with the Graduate School. It is highly recommended that you discuss your situation with the Ombudsman prior to filing a grievance.

**Timing of evaluations:** By the end of the fall semester (on or about December 15), the GTA supervisor will provide an initial evaluation of all first time GTAs and GTAs on probation. All other students will be evaluated by the end of the Spring semester (on or about May 15). These evaluations will be copied to the Graduate Program Coordinator and the GSEC. The GTA supervisor will address major accomplishments or deficiencies immediately. These will be documented in writing and copied to the Department Chair, Graduate Program Coordinator, and GTA.

**Teaching Courses:** GTAs who have earned their M.S. degree, have passed the qualifying and comprehensive examinations, and have demonstrated excellence in their teaching may be afforded the opportunity to teach a full lecture course as a Graduate Teacher of Record (GTR) under the supervision of a faculty member. Teaching a course will be considered a full GTA workload and will come with a 10% supplement for the semester during which the course is taught.

**Evaluation of GRAs:** The evaluation of GRAs will be handled by the Primary Investigator (PI) of the grant from which the GRA is being paid. The PI is not necessarily the student’s thesis advisor, and the work the GRA is being paid to deliver is not necessarily directly connected to the student’s thesis work. Thus, the evaluation of performance for the GRA rests with the PI rather than the GSEC or the thesis committee.

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The expectations for the GRA should be clearly defined prior to the student starting work on the grant. The student is limited to 20hrs/wk. of work on tasks for which s/he is compensated. This is in addition to the work the student must do to make adequate progress to his/her graduate degree (i.e., satisfy the demands of PHYS 8900/8910/9910). While there is typically a great deal of overlap between the work the student does as a GRA and the research required to complete his/her thesis, it is crucial that the PI delineate the two.

PIs have wide discretion on how they administer their grants, thus it is crucial for PIs to be very clear about their expectations and to be upfront with students and the Department about the timeline for funding. If a PI is not going to fully fund a student for the academic year, s/he should let the Department and the GRA know. If a PI anticipates terminating a GRA from a grant for the subsequent academic year, the PI should alert the Department by January 30. If additional funding is anticipated, that should be communicated to the Department as well.

If a PI finds a GRA’s performance unsatisfactory, s/he should attempt to work with the GRA to rectify the deficiency and alert the Department Chair and Graduate Program Coordinator. Termination mid-semester should be reserved for the egregious violations of responsible conduct of research or other egregious violations of Department policy. If termination is necessary, the PI should discuss this with the Department Chair and Graduate Program Coordinator.

**Guarantees of Support**
While most students in the Physics & Astronomy department receive some type of financial support (based on the availability of funds), it should be understood that financial support is not guaranteed to any student. No contracts, whether written or verbal, may guarantee a student support. Unsatisfactory performance of teaching duties, in course work, in research work, or on the VEST may all be considered cause for reduction or termination of financial support. Other reasons may be considered just cause for termination of support at the discretion of the Physics & Astronomy Department.

**Payroll and Paydays**
All Clemson University employees are paid semi-monthly: on the 15th and last day of the month (if either of these dates falls on a weekend or bank holiday, you will be paid on the prior business day). An employee's first payday may take up to 6 weeks to process. All employees are required to have direct deposit of their checks into an account of a US banking institution. You need to see Risé Sheriff in the main office (118 Kinard) before beginning your teaching duties to complete required paperwork. You will be required to bring your Social Security card, a government-issued photo ID (e.g. Driver’s License or Passport), a cancelled check and any additional paperwork required by DHS and/or INS. International students will have additional required paperwork to complete.

**Holidays and Time Off**
You are entitled to take, as holidays, the days on which the University is officially closed (note that the university is often open even when classes are not in session). In addition, you may take ten working days during the year as vacation. The latter should be taken so that the interference with your teaching and/or research responsibilities is minimal. Your supervisor and/or thesis advisor should approve leave in advance. Keep in mind, however that your primary responsibility is to complete a dissertation of original research, and you have a limited term of financial support to do so. Taking extended leave can result in your project being scooped by someone else and putting you further behind than you anticipated. Therefore, extended leave should be reserved for extenuating circumstances.

If you are working as a TA, you should not take vacation while classes are in session. In the event

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you must miss a lab section or other job requirement because of an illness or injury, inform your immediate supervisor (e.g., Dr. Daniel Thompson) and Amanda Ellenburg. It is a good idea to let your thesis advisor know as well. It is your responsibility to perform your due diligence in finding a replacement for your lab section; however, if you are unable to find a replacement for your lab, your supervisor will help you do so.

While it is imperative that you keep your absences to an absolute minimum while classes are in session, we also recognize that your research responsibilities may lead to conflicts (e.g. attending conferences, off-site research trips, etc.). When you know you will need to miss time in your lab, it is incumbent upon you to find a replacement. You must also have approval from your thesis advisor and alert the lab supervisor as soon as possible, but no later than two weeks before your trip. If you have trouble making arrangements to have someone cover your lab section, your thesis advisor and laboratory supervisor will work with you to find a replacement.

Many students find it helpful to arrange informal agreements with their fellow students to help each other in cases when a conflict prevents you from being able to teach your lab(s). This is great, but you still must let your lab supervisor and thesis advisor know you will be absent. You are responsible for your lab sections. We take your responsibilities as an instructor very seriously and you should, too. Your performance as a TA will be considered by the GSEC when deciding whether to recommend further financial support.

Outside Employment
One of the purposes of TAs and RAs is to support you during your graduate studies. Therefore, it is the policy of the Physics & Astronomy Department to disallow students from outside employment if their assistantship is equivalent to more than half time. Exceptions to this policy are temporary consulting and/or tutoring jobs that the student may do with the approval of their thesis advisor. Taking on outside employment without approval from your thesis advisor while on an assistantship may result in immediate termination of your assistantship.

VI. Academic Integrity
As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, academic dishonesty in any form will not be tolerated.

Furthermore, as scientists, we depend on the trustworthiness of our colleagues to advance knowledge in our discipline. Academic dishonesty can shake the public’s confidence in the reliability of scientific knowledge as well. The American Physical Society has also adopted guidelines for professional conduct that you should become familiar with. The National Science Foundation and National Institute of Health also require that everyone supported by NSF/NIH funds receive Responsible Conduct in Research training. The Office of Research Compliance provides brown bag lunch seminars and online training seminars that you should work through as soon as possible.

The Graduate School provides a comprehensive description of University policy as it pertains to Academic Integrity. You should read this carefully and make sure you understand everything in it. If you have questions, feel free to discuss these policies with your advisor, the Graduate Program Coordinator, and/or the Department Chair.
VII. Other Academic Policies
The Graduate School maintains a database of university academic policies. These cover re-admission, residency requirements, continuous enrollment requirements, leave of absence, duplication of higher degrees, auditing courses, protesting grades, transfer credits, deadlines for graduation, and so forth. If there is a conflict, Graduate School policy supersedes departmental policies. Please refer to the Graduate School webpage for official university policies, important deadlines, and questions about issues not described here.

VIII. Departmental Operations
Student Offices
Most of you will be assigned a space in Kinard 310 for your first year. After you have chosen a Research Advisor, you will likely move to a different office with students in your area. When moving, you should notify the Amanda Ellenburg in 118 Kinard. Space is limited, so you may be required to move your office as demand on space requires.

Building Security and Keys
A member of the office staff in 118 Kinard will issue you the appropriate keys. Building security is everyone’s responsibility, so please keep the following in mind:

* Take great care to prevent loss of the key(s) assigned to you. In the unlikely event that you lose your key(s), notify the Graduate Program Coordinator and office staff in Kinard 118 immediately.
* Refrain from loaning a key to anyone.
* See that the outside door and all appropriate laboratories are locked when entering or leaving the building outside regular hours.
* Under no circumstances allow anyone into the building after hours who does not have key card access to Kinard Lab. NEVER PROP OPEN THE DOORS TO THE BUILDING AFTER HOURS.
* Report to the University Police and to the Department Chair any unusual or suspicious occurrence or persons found in Kinard Lab at any time.

Mail
Student mailboxes are located in the mail/copier room (108 Kinard Lab). You should check your mail daily.

E-mail
E-mail is the primary way the Department and the University will contact you. Both student and employee e-mail accounts should be checked regularly (at least once per day) as you will receive important information concerning courses, Department events and University information. Many of these may require immediate attention. It is particularly crucial that you carefully read all communications from the Department Chair (Dr. SeanBrittain), Graduate Program Coordinator (Dr. Jens Oberheide), and the Graduate Student Coordinator (Amanda Ellenburg). Many of these email messages may be time sensitive and affect your ability to progress efficiently through the program.

Office and Computer Supplies
Office and computer supplies are ordered through the department office in 118 Kinard. Items that are needed for instructional labs and classrooms are maintained by office staff and/or the GTA supervisor. Your advisor will provide materials for research labs. Office supplies are not intended for personal use. Office supplies that are not maintained in stock in the office may be ordered by request to Risé Sheriff in the main office. You will not be reimbursed for personal supplies.

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Equipment and Other Supplies
Before ordering any equipment or supplies, you should check with your research advisor, Risé Sheriff, or Dr. Daniel Thompson, (if ordering for instructional labs). You may ask Lori Rholetter for help with ordering research lab equipment or supplies. You will need an account to charge the purchase against and approval from the owner of that account. You should deliver confirmations/invoices/receipts for any orders to Lori Rholetter in 118 Kinard within one business day of placing the order. All orders must be delivered to the Department, not to the home address of a student or professor. You will not be reimbursed for supplies you purchase on your own without prior approval.

IX. University Resources
Clemson Computing and Information Technology (CCIT) Services
CCIT provides computer support, manages the campus network, and sets computing policy. Their information for new students is primarily directed to undergraduates, but you may find some of the information useful. While undergraduate students are required to have a laptop approved by CCIT, graduate students are not. It is, however, strongly recommended that you have your own computer. Most students find it helpful to have LINUX installed on their personal computers. Some students set up a dual boot with MS Windows. Others use Macintosh computers that have X11 built in. Before purchasing a new laptop, you should discuss your computing needs with your thesis advisor.

CCIT provides robust computing support – from hard drive recovery to help setting up your email. They also provide access to high performance computing with the Palmetto Cluster and high throughput computing. The Palmetto Cluster is a 12,000-core supercomputer for large calculations. High throughput computing is a network of 1700 machines across campus useful for running a large number of serial jobs. CCIT provides training on these facilities as well as training in the use of UNIX/LINUX, scripting, and writing optimized parallel code.

Network
CCIT maintains the campus network. Wi-Fi is available across campus (EduRoam), and Ethernet connections are available in all offices. Instructions for setting up your devices to use EduRoam are available on the CCIT solutions page. Be sure not to connect an unauthorized router to the campus network. This can result in the loss of access to the campus network.

Software
CCIT provides access to a number of Software titles for free or steeply discounted prices. Talk to your advisor about other software you may need for your research. Do not risk using pirated software on your machine. The penalties can be harsh, and you have no expectation of privacy while using the campus network.

Computing Policy
Be sure to familiarize yourself with the campus computing policy. Most regulations are common sense. Keep in mind that the campus network exists to promote official University business (teaching, research, and service to the state). Any activities that compromise the ability of campus users to do their job is strictly forbidden.

Clemson University computing resources are the property of Clemson University, to be used for academic purposes.
University-related business. *You have no expectation of privacy when utilizing university computing resources, even if the use is for personal purposes.*

**Clemson University Libraries**
Clemson’s main library, the Robert M. Cooper Library, is located at the center of campus and provides students with a variety of services and up-to-date collections. More than 1.6 million items are available as books, periodicals, microforms, government publications and electronic materials. Detailed information regarding facilities, hours of operation, loan privileges, policies, and fine regulation is available at the circulation and reference desks and on Cooper Library's website.

**Career Services**
You are now a professional student, and it is never too early to start thinking about the next stage of your career. What do you hope to do with your graduate degree in physics? Many students plan on following the traditional path from Ph.D. to postdoc to faculty job. Perhaps that is your goal as well; however, you may find that your goals shift as you move through your graduate studies. It is a very good idea to be aware of the opportunities available to you and learn how you need to position yourself to take full advantage of those opportunities. Previous students in our program have found rewarding careers in government labs, industry, and secondary education. As you think through your goals, you may find that the Michelin Career Center is helpful. The Michelin Career Center is committed to meeting you unique needs as a graduate student.

As you search across campus, you will find that there are several certification programs that may help you pursue your professional goals. For example, many students find they are interested in teaching high school science. If you think this is for you, you might be interested to learn that the School of Education offers an intensive 13-month Master of Arts in Teaching in Secondary Science. Other students want to go into business for themselves. Such students may find the Technology Entrepreneurship Certificate of interest. If you think you may want a career teaching at a non-research intensive college, you might find the Certificate in Engineering and Science Education useful. These are just a few examples of the certification programs available on campus. As you think through your career goals, you may find it helpful to explore additional options as well. However, be sure to get the approval of your thesis advisor before taking any courses beyond those approved on your GS2. Approval of extra coursework is contingent on making satisfactory progress toward your degree as determined by the GSEC. Taking extra courses without prior approval by your advisor will place your assistantship in jeopardy.

**X. Student Life**
**Graduate Student Government**
The mission of the Graduate Student Government (GSG) is to represent the interests of all graduate students at Clemson University in four vital focus areas:

- Involvement - to encourage graduate student participation in the University process;
- Communication - to act as the liaison between the University and graduate students with an emphasis on honest and open communication;
- Collaboration - to promote the efforts of graduate students and the University into one united mission of making the Clemson experience one of quality education and reward; and
- Development - to provide participatory learning experiences that allow for the enhancement of graduate students’ academic, civic, social and professional development.

The GSG is composed of all graduate students at Clemson University. Its Senate consists of one representative from each academic department. The Executive Board consists of the president, vice president, secretary, treasurer and chairs of the GSG committees. In addition, there are board seats for
the executive assistant, the news editor and the assistant news editor. The GSG elects representatives to various University boards, commissions, committees or councils that solicit graduate student opinions. GSG also participates in the planning and implementation of Graduate Student Orientation and the Graduate Student Research Forum. Students can contact GSG via e-mail at gsg@clemson.edu.

Health Services
Most students satisfy the mandatory health insurance requirement by enrolling in the University Health Plan. Preventative care Redfern Health Center consists of four divisions: Medical Services, Counseling and Psychological Services (CAPS), Disability Services and Health Education/Alcohol and Drug Education. Medical Services Redfern Health Center, an outpatient facility, operates Monday through Friday, 7:30 a.m. to 5:00 p.m. (summer hours are 8:00 a.m. to 4:30 p.m.). Students without an appointment are seen in the Nurses Clinic. ASK-A-NURSE telephone services (656-2233) are also available. The student health center offers outpatient ambulatory care for illnesses and injury, pharmacy, lab, X-ray and specialty clinics including orthopedics and women's health.

A completed medical history questionnaire is required of all students entering the University for the first time. Documentation of two red measles (rubella) vaccines since the student's first birthday is required. Students born prior to January 1, 1957, are exempt from the measles requirements. A tuberculin skin test (PPD) is required within the year before the student's enrollment at the University. Students with a history of a positive skin test are required to have a chest X-ray within the year before the student's enrollment at the University. Students not in compliance with immunization requirements will not be allowed to complete registration.

Counseling and Psychological Services
CAPS strives to provide quality counseling and mental health services to enhance students' intellectual, social and personal growth. Counselors work with students to improve self-awareness, understanding and coping skills. All information is kept confidential and separate from medical and academic records. CAPS offers individual and group counseling for a range of personal problems, including anxiety, depression, trouble coping, sexual concerns, relationship problems, substance abuse and alcoholism. Testing and counseling groups are also offered for students with learning disabilities and attention deficit hyperactivity disorder. Testing is also provided to aid in the diagnosis of problems. Some testing services require a fee, but most are free of charge.

Disability Services
Clemson University is committed to providing educational opportunities for all students and assisting them in making their college experience successful. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Clemson University recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. Individualized accommodations for students with disabilities are coordinated through the Office of Student Disability Services. Reasonable and compensatory strategies are developed confidentially with each student based on the nature of the disability and the academic environment.

Students requesting accommodations must provide current documentation of their disability from a physician or licensed professional to Student Disability Services in Redfern Health Center (Voice/TTY (864) 656-0515). For more information, visit Student Disability Services Student Guide.

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Health Education
Health Education provides information and wellness challenges on a variety of subjects: alcohol and other drugs, sexuality, leadership, nutrition and stress management. Health Education provides the opportunity to develop leadership skills through peer education programs. Alcohol and Drug Education offers social host training, on-campus party registration and OCTAA (On-Campus Talking About Alcohol course).

Health Fee
University policy requires that all students registered for seven or more credit hours during the fall or spring semester or four or more credit hours during a summer session pay the University health fee. The health fee provides access to the professional services of University physicians/nurse practitioners, counselors and health educators at no additional cost; reduced costs for medical diagnostics; and an after-hours urgent care excess insurance benefit. Students pay for pharmaceuticals, orthopedic equipment, specialty clinics and psychological testing. Payment is expected at the time of service. Students may pay with cash, check, MasterCard, Visa or Tiger Stripe.

Health Insurance
The University offers an accident and sickness insurance plan to help cover major medical expenses. Information is sent to all students prior to the fall semester. All students are strongly encouraged to have comprehensive health insurance coverage during their tenure at the University. International students’ dependents are required to have comprehensive health insurance as well.

After Hours
Students may call ASK-A-NURSE at (864) 656-2233 Sunday through Thursday, 4:00 to 8:00 p.m. A registered nurse is available to answer questions, provide health information and schedule appointments. Students requiring the care of a physician after hours may choose from area emergency rooms and urgent care facilities including Clemson Health Center, Oconee Memorial Hospital, Anderson Area Medical Center, Baptist Medical Center and Greenville Memorial Medical Center. Medical costs incurred are the student's responsibility. Students should contact Redfern the next business day for follow-up care.

On-campus medical emergencies are transported by the University ambulance to the closest community medical resource. The University ambulance is staffed with licensed emergency medical personnel 24 hours a day. Students are required to pay for off-campus ambulance transportation except for those medical resources within the city of Clemson for after-hours urgent care.

Graduate Student Housing
There is no Graduate Student housing on campus. While you may apply to live in general student housing, almost all of our graduate students live off campus. There are several economical options available near campus. Talking to more senior graduate students is the most helpful way to find the best living arrangement for you.

Dining Plans
The University has a number of dining options on campus and provides a number of convenient meal plans some students find attractive. There are also several restaurants in walking distance from campus, and a number of grocery stores and shopping centers serviced by the CAT bus.

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**Tiger 1 Card**
The Tiger 1 Card is every student's official Clemson University ID. Many departments use Tiger 1 Card as a means of granting access to their information and services. The Tiger 1 Card will serve as a:
- Personal student identification card
- Personal debit card to access pre-deposited funds in a Tiger Stripe account
- Meal plan card
- Library card
- Residence hall access card
- After-hours building access card
- Fike Recreation Center access card

You will also need to show your Tiger 1 Card in order to receive tickets to athletic events. You should keep your Tiger 1 Card with you at all times.

**Parking Information**
Students who live off-campus who intend to drive to campus and park their cars must obtain a parking permit from Parking Services, which is located at G-01 Edgar Brown Union. Information about obtaining a parking permit, parking lot locations, and game day parking are available at the Parking Services website. The Clemson Area Transit (CAT) Bus is a mode of transportation open to Clemson students, faculty and staff. Many students find taking the CAT bus to campus is much more convenient than searching for a parking place on campus.

**Campus Recreation**
The Department of Campus Recreation provides a wide array of recreation opportunities. The centerpiece of Campus Recreation is the Fike Recreation Center. Fike offers fitness equipment, fitness classes, athletic courts, and a pool. There is also a campus beach for enjoying warm sunny days. The University also sponsors organized outdoor getaways. The Edgar Brown University Union underground recreational facility has pool tables, bowling alleys, and various arcade games at reasonable rates. McKissick Theatre in the Hendrix Student Center hosts discounted or free movies throughout the semester. The Brooks Center hosts a number of live events throughout the year. Most of these are at very reasonable rates, and some are even free. The Lee Gallery for the visual arts hosts visiting artists and various visiting exhibits each year. Clemson University fields several competitive men’s and women’s varsity athletic teams. Many of these sporting events offer free admission to students.

**XI. University Harassment Policies**

**General Harassment Policy**
Clemson University is committed to being an inviting community of scholars that respects the dignity of every individual. Therefore, harassment of any kind will not be tolerated. Details of the University Harassment policy are available from the Office of Access and Equity. The policy defines harassment, provides information on how to report claims, and describes how complaints may be resolved. While most of this information is common sense to most people, you should still review it to make sure you do not run afoul of university policy and so that you know your rights and responsibilities in the unlikely event you run into an issue.

**Amorous Relationships**
Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur with a person for whom you have a professional responsibility (e.g. a student in a lab

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section you teach). Those in positions of authority inherently carry the element of power in their relationships with subordinates. It is imperative that you neither abuse, nor appear to abuse, the power entrusted to you. You should be aware that any romantic involvement with a student or subordinate employee could make you 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. You would be wise to exercise special care in your relationships with students you instruct or evaluate. A simple policy to avoid problems and perception of problems is not to date or develop close personal relationships with your students while they are in your class or lab. An amorous relationship with a student you are charged with grading will result in immediate loss of support.

Ombudsman Information

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

The Role of the Ombudsman
The Ombudsman strives to ensure that faculty members, graduate students and post docs receive fair and equitable treatment within the University system. He or she provides an independent point of view in an informal and confidential environment. The Ombudsman will not identify any student with whom he or she has contact or discuss his or her personal concerns with anyone without the student's permission. Private confidential meetings can be arranged at the convenience of the student. All communications will be treated with strict confidentiality. The Ombudsman works toward resolutions based on principles of fairness. He or she is neither an advocate for faculty members, administrators, nor students. Nor is the Ombudsman an agent of the University, rather he or she is an advocate of fair process.

Contacting the Ombudsman
Any complaint should first be taken to the faculty or staff member involved to reach a resolution. If no resolution is reached, the graduate student should consult with the Graduate Program Coordinator, Department Chair, or the Dean who will hear the complaint and act as a referee. If an acceptable resolution is not reached or if you are not comfortable approaching one of these three people, you should discuss your situation with the University Ombudsman. If a resolution cannot be made, the student should then consult with the Dean of the Graduate School. Graduate students should talk with the associate dean responsible for academic grievances if mediation is necessary. The Graduate School is located in E-106 Martin Hall, and the telephone number is 656-4172.