# ACADEMIC ENROLLMENT POLICIES AND PROCEDURES
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# ACADEMIC CALENDAR

The only source for Academic Calendar dates is https://www.clemson.edu/registrar/academic-calendars/.
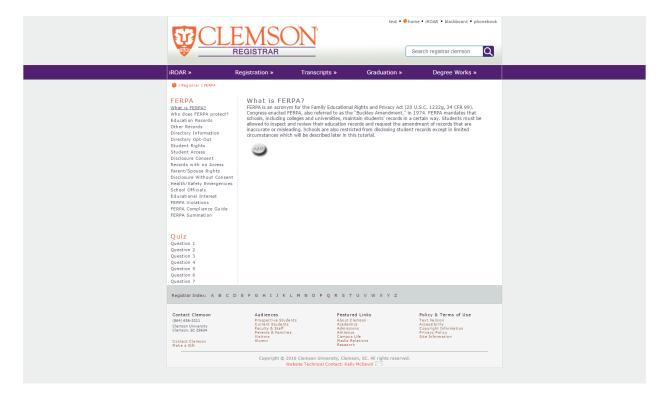
As an academic advisor, you should note the following dates in each term to better assist your assigned students:

- Classes begin
- Last day to register or add a class or declare Audit
- Last day to drop a class or withdraw from the University without a W grade
- Last day to apply for graduation
- Last day for instructors to issue midterm grades
- Last day to drop a class or withdraw from the University without a final grade
- Registration begins
- Examinations
- Deadline to submit (candidate) grades
- Commencement

# THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INFORMATION

For up-to-date and helpful information on the Family Educational Rights and Privacy Act (FERPA), please see the Registrar's on-line tutorial at:
https://www.clemson.edu/academics/advising/advisors/ferpa.html

# LEGAL PRESENCE/SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT

CONTACT:  Registrar, 102 Sikes Hall, 656-2171

In accordance with section 59-101-430 of the SC Code of Laws, also known as the South Carolina Illegal Immigration Reform Act, those unlawfully present in the United States are prohibited from attending a public institution of higher education in South Carolina.  Those unlawfully present in the United States are also prohibited from receiving a public higher education benefit including scholarships, financial aid, grants, or resident tuition.  All students whose lawful presence needs to be verified will be sent an email with instructions for verifying their lawful presence.

## FREQUENTLY ASKED QUESTIONS

**Q:** What documents will be accepted as proof of U.S. citizenship?
**A:** The following original documents are accepted. (Summer transient students may provide a notarized copy of the original document.)
- SC driver's license first issued after January 1, 2002 if born after January 1, 1987.
- U.S. passport
- U.S. or U.S. Territory birth certificate
- Certificate of Naturalization
- U.S. government issued Consular Report of Birth Abroad
- Certificate of Citizenship
- Social Security approval through Federal Application for Student Financial Aid (FAFSA)

**Q:**  Why have students not been required to document this before?
A:  The South Carolina Illegal Immigration Reform Act was enacted in 2008.

**Q.**  Clemson already has the student's Social Security number.  Is that good enough?
**A.**  No.  Students must bring one of the documents listed in the original email to one of the offices indicated so they may be cleared for registration.

**Q.**  The student has never received financial aid.  Does he/she still have to comply?
**A.**  Yes.  Compliance is not related to receipt of financial aid, but submitting the FAFSA is one method for citizenship to be confirmed by the Social Security Administration.

**Q.**  The student does not want to apply for financial aid.  Does he/she still have to file a FAFSA?
**A.**  No.  The FAFSA is one method for citizenship to be confirmed, but any of the other documents listed in the original email are acceptable.

**Q.**  Can the student fax the document?
**A.**  No.  The student must bring an original.  We will review it and return it to the student immediately.

**Q.**  Can the student email the documentation?
**A.**  Yes. A student must include their CUID along with the documentation and send to the appropriate address. For Undergraduate students, the email address is regserv@clemson.edu. For

Graduate students, the email is gsmail@clemson.edu. For International students, the email address is is@clemson.edu.

**Q.** Can a student use his/her driver's license if it is NOT from South Carolina or if it was first issued before 2002?
**A.** No. At this time, we can only use a South Carolina Driver's License first issued on or after January 1, 2002, if the student was born after January 1, 1987.

**Q.** The student is a permanent resident or international visitor. What documentation must he/she present to be cleared?
A. No documentation is required unless the student was contacted by the Office of International Affairs. The student would be cleared through the Department of Homeland Security.

**Q.** The student is taking all course work online and will not be in South Carolina before he/she needs to register for the subsequent term. What should he/she do?
**A.** The student should contact any of the offices listed in the original email to make special arrangements.

**Q.** The student recently graduated or will graduate this semester. Does he/she still need to comply?
**A.** If the student is no longer enrolled, the student will not need to comply now. But, if the student returns to Clemson at a later date, he/she will need to provide verification.

**Q.** What is Clemson's policy for complying with this law?
**A.** To view the text of the law and the Clemson Board of Trustee's process for compliance, please see the "Admission" section in the current *Undergraduate Catalog*.

# ACADEMIC ELIGIBILITY

CONTACT: Jeff Appling, Associate Dean, JAPPLIN, 656-3022

All students are expected to study and perform to the best of their abilities. The academic eligibility standards listed below represent minimum levels required to remain enrolled at the University. A student who fails to meet these standards is not making satisfactory academic progress and should seek additional assistance from an academic advisor, the Academic Recovery Program, the Academic Success Center or other appropriate University resources.

The evaluation for academic eligibility is separate from the evaluation for satisfactory academic progress conducted by the Financial Aid office. Further information on satisfactory academic progress for financial aid purposes can be found on page 107 and at www.clemson.edu/financial-aid/applying/academic -progress.html .

**ACADEMIC ELIGIBILITY DEFINITIONS**
The following terms identify levels of academic difficulty pertinent to a student's academic eligibility.

> **Academic Alert:** A student who earns a semester grade-point average below 1.5, regardless of cumulative grade-point average, is placed on academic alert. No notation concerning academic alert will appear on the student's permanent record.
>
> **Academic Probation:** A student who fails to maintain a cumulative grade-point average of 2.0 or higher is placed on academic probation. No notation concerning probation will appear on the student's permanent record. A student on academic probation may enroll in a maximum of 16 credit hours, unless permission for a higher course load is granted by the academic advisor. Students on academic probation are expected to participate in the Academic Recovery Program.
>
> **Academic Suspension:** A suspended student is ineligible to enroll in classes for the fall or spring semester immediately following the suspension notification. Suspension is for one semester only and the student is eligible to reenroll the following semester.
>
> **Academic Dismissal:** A student who enrolls after a suspension is subject to dismissal at the end of the next semester in which he/she does not meet the academic eligibility criteria listed below. Readmission may be granted by appeal after one calendar year. A dismissed student who is readmitted and again fails to meet academic eligibility standards will be permanently dismissed. Permanent dismissal may not be appealed, and a student permanently dismissed may not apply for Academic Renewal.
>
> **Academic Renewal:** A student who has not enrolled at Clemson for a period of two or more academic years may apply to the Appeals Committee on Academic Eligibility for readmission under special conditions known as academic renewal, unless the student has been permanently dismissed. Under the academic renewal conditions, the previous credits attempted, and grade-point deficit will not constitute a liability in a new grade-point computation; however, no credits passed, or their attending grade points will be available to the student for a degree at Clemson, and any courses previously passed may not be validated by special examination.

A student on academic probation enrolled for two consecutive semesters is evaluated to determine academic eligibility. Eligibility for continued enrollment is evaluated at the end of each semester unless otherwise indicated in this policy. Students who have completed only one semester will not be evaluated.

# ACADEMIC ELIGIBILITY STANDARDS

A student on academic probation (below a 2.0 cumulative GPA) will remain academically eligible if one of the following conditions is met.

1. The student passes at least 12 credit hours and earns a 2.4 or higher semester GPA. Duplicate credits do not count as credits passed unless otherwise required to meet an alternative departmental standard.

2. The student achieves the minimum cumulative grade-point average (MCGPA) listed below.

| Total Attempted Hours* | MCGPA |
|---|---|
| 16-29 | 1.75 |
| 30-59 | 1.85 |
| 60-89 | 1.95 |
| 90+ | 2.00 |

   *Total Attempted Hours includes all credit hours attempted at Clemson, plus any advanced standing earned from transfer credits and credits awarded from approved examination programs. Only grade points earned at Clemson are used to calculate the MCGPA.

3. The student achieves a 2.0 or higher cumulative GPA.

# ACADEMIC ELIGIBILITY EVALUATION

As described below, academic eligibility criteria are different for students who 1) have completed fewer than three semesters, 2) have completed at least three semesters, 3) have been suspended, and 4) are returning on appeal. Conditions of academic eligibility are described in the Academic Eligibility Standards section.

1. A student who has completed fewer than three fall and spring semesters will be evaluated at the end of his/her first spring semester unless he/she entered the University that semester. If the student is on academic probation for two consecutive semesters, he/she is eligible to enroll in the subsequent summer and fall semester but must meet academic eligibility standards in the fall semester to avoid suspension for the following spring semester. This term of suspension is not appealable. First time students have three full semesters of eligibility. If a student withdraws for one or more semesters, those semesters are not counted as eligible semesters.
2. After a student has completed three or more fall and spring semesters, he/she will be evaluated at the end of each semester. If the student is on academic probation for two consecutive semesters, and fails to meet academic eligibility standards, he/she is will be suspended for the next regular (fall or spring) semester. A student subject to suspension at the end of spring semester is required to enroll in summer sessions at Clemson and meet academic eligibility standards to avoid suspension.
3. A student who re-enrolls after being suspended is evaluated at the end of each semester until a cumulative grade-point average of 2.0 or higher is achieved. A previously suspended student who is on academic probation and fails to meet academic eligibility standards will be

dismissed at the end of the following semester. A dismissed student is permitted to re-enroll after one calendar year only as a result of a successful appeal.

4. A student permitted to re-enroll due to a successful appeal of suspension or dismissal is evaluated at the end of each semester until a cumulative grade-point average of 2.0 or higher is achieved. A student who fails to meet academic eligibility standards will be suspended or dismissed, according to his/her academic situation.

# POTENTIAL ACADEMIC ELIGIBILITY OUTCOMES FOR STUDENTS
# WHO HAVE COMPLETED FEWER THAN THREE SEMESTERS (FALL AND SPRING)

**Scenario:** **Student's first semester of enrollment is Fall 2019. Student's CGPA falls below 2.0 at the conclusion of the Fall 2019 term.**

**Outcome:** **Student is on academic probation but can re-enroll in Spring 2020.**

### At conclusion of Spring 2020 term
- Student achieves 2.0 CGPA:                                      Student is in good standing and can re-enroll in Fall 2020.
- Student remains below 2.0 CGPA but meets AE criteria:           Student remains on academic probation but can re-enroll in Fall 2020.
- Student does not meet *AE criteria:                             Student remains on academic probation but can re-enroll in Fall 2020.

### At conclusion of Fall 2020 term
- Student achieves 2.0 CGPA:                                      Student is in good standing and can re-enroll in Spring 2021.
- Student remains below 2.0 CGPA but meets AE criteria:           Student remains on academic probation but can re-enroll in Spring 2021.
- Student does not meet *AE criteria:                             Student is suspended for Spring 2021; there is no appeal process for this suspension. Student can re-enroll beginning in Summer 2021.

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AE Criteria (Must satisfy one of these criteria):

1. Pass at least 12 credit hours and earn 2.4 GPA at conclusion of current term of enrollment
2. Achieve minimum cumulative grade-point average (MCGPA)

| Total Credit Hours | MCGPA |
|---|---|
| 16-29 | 1.75 |
| 30-59 | 1.85 |
| 60-89 | 1.95 |
| 90+ | 2.00 |

   at conclusion of current term of enrollment
3. Achieve a 2.0 or higher cumulative GPA at conclusion of current term of enrollment

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# POTENTIAL ACADEMIC ELIGIBILITY OUTCOMES FOR STUDENTS
# WHO HAVE COMPLETED THREE OR MORE FALL AND SPRING SEMESTERS

**Scenario:  Student is a continuing student who enrolled for the first time prior to Fall 2019.  Student's CGPA is below 2.0 at the conclusion of the Fall 2019 term.**

**Outcome #1:  Fall 2019 is NOT the student's second consecutive term for failing to meet the AE criteria:  Student remains on academic probation but can re-enroll in Spring 2020. At conclusion of Spring 2020 term:**
1.  Student achieves 2.0 CGPA:  Student is in good standing and can re-enroll in Fall 2020.
2.  Student meets AE criteria:  Student remains on academic probation but can re-enroll in Fall 2020.
3.  Student does not meet AE criteria:  Student subject to suspension for Fall 2020.
     a.  Student attends summer sessions and achieves 2.0 CGPA:  Student is in good standing and can re-enroll in Fall 2020.
     b.  Student attends summer sessions and meets AE criteria:  Student remains on academic probation but can re-enroll in Fall 2020.
     c.  Student attends summer sessions and does not meet AE criteria:  Student is suspended for Fall 2020 but can reenroll beginning in Spring 2021.  Student can file an appeal and, if successful, can re-enroll in Fall 2020 but must meet AE criteria at the conclusion of Fall 2020 semester. If AE criteria are not met at the conclusion of Fall 2020, student is suspended for Spring 2021; there is no appeal process for this suspension.
     d.  Student does not attend summer sessions:  Student is suspended for Fall 2020 but can re-enroll beginning in Spring 2021.  Student can file an appeal and, if successful, can re-enroll in Fall 2020 but must meet AE criteria at the conclusion of Fall 2020 semester. If AE criteria are not met at the conclusion of Fall 2020, student is suspended for Spring 2021; there is no appeal process for this suspension.
     e.  Student does not attend summer sessions and does not file an appeal:  Student is suspended for Fall 2020 but can re-enroll in Spring 2021.

**Outcome #2:  Fall 2019 is the student's second consecutive term for failing to meet the AE criteria:  Student is subject to suspension for Spring 2020**
1.  Student files an appeal:  If successful, the student can re-enroll in Spring 2020 but must meet AE criteria at the conclusion of Spring 2020 semester. If AE criteria are not met at the conclusion of Spring 2020, student is suspended for Fall 2020; there is no appeal process for this suspension.
2.  Student does not appeal:  The student is suspended for Spring 2020 but can re-enroll in Fall 2020.

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AE Criteria (Must satisfy one of these criteria):

1.  Pass at least 12 credit hours and earn 2.4 GPA at conclusion of current term of enrollment
2.  Achieve minimum cumulative grade-point average (MCGPA)

| Total Attempted Hours | MCGPA |
|---|---|
| 16-29 | 1.75 |
| 30-59 | 1.85 |
| 60-89 | 1.95 |
| 90+ | 2.00 |

at conclusion of current term of enrollment
3.  Achieve a 2.0 or higher cumulative GPA at conclusion of current term of enrollment

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# STUDENTS SUBJECT TO DISMISSAL

**Scenario:  Student re-enrolls in Fall 2019 after suspension.  Student's CGPA is below 2.0 at the conclusion of the Fall 2019 term.**

**Outcome #1:  The student meets one of the AE criteria at the conclusion of the Fall 2019 term. The student can re-enroll in Spring 2020. At the conclusion of the Spring 2020 term:**
1.  Student achieves 2.0 CGPA:  Student is in good standing and is eligible to re-enroll in Fall 2020.
2.  Student meets AE criteria:  Student remains on academic probation but is eligible to re-enroll in Fall 2020.
3.  Student does not meet AE criteria:  Student is subject to dismissal**.**
    a.  Student attends summer sessions and achieves 2.0 CGPA:  Student is in good standing and is eligible to re-enroll in Fall 2020.
    b.  Student attends summer sessions and meets AE criteria:  Student remains on academic probation but is eligible to re-enroll in Fall 2020.
    c.  Student attends summer sessions and does not meet AE criteria:  Student is dismissed and may appeal for readmission after one calendar year.  Student can file an appeal and, if successful, can re-enroll in Fall 2020 but must meet AE criteria at the conclusion of the Fall 2020 semester.  If AE criteria are not met at the conclusion of Fall 2020, student is dismissed and there is no appeal process for this dismissal.  After a calendar year, the student may appeal for readmission.
    d.  Student does not attend summer sessions:  Student is dismissed and may appeal for readmission after one calendar year.  Student can file an appeal and, if successful, can re-enroll in Fall 2020 but must meet AE criteria at the conclusion of the Fall 2020 semester.  If AE criteria are not met at the conclusion of Fall 2020, student is dismissed; there is no appeal process for this dismissal.  After a calendar year, the student may appeal for readmission.
    e.  Student does not attend summer sessions and does NOT file an appeal:  Student is dismissed and may appeal for readmission after one calendar year.

**Outcome #2:  The student does not meet one of the AE criteria at the conclusion of the Fall 2019 term:  Student is subject to dismissal.**
1.  Student can file an appeal:  If successful, the student can re-enroll in Spring 2020 but must meet AE criteria at the conclusion of Spring 2020 semester.  If AE criteria are not met at the conclusion of Spring 2020, student is dismissed; there is no appeal process for this dismissal.  After a calendar year, the student may appeal for readmission.
2.  Student does not appeal:  Student is dismissed and may appeal for readmission after one calendar year.

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AE Criteria (Must satisfy one of these criteria)
1.  Pass at least 12 credit hours and earn a 2.4 GPA at the conclusion of the current term of enrollment
2.  Achieve minimum cumulative grade-point average (MCGPA) :

| Total Credit Hours | MCGPA |
|---|---|
| 16-29 | 1.75 |
| 30-59 | 1.85 |
| 60-89 | 1.95 |
| 90+ | 2.00 |

at the conclusion of the current term of enrollment
3.  Achieve a 2.0 or higher cumulative GPA at the conclusion of the current term of enrollment.

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# WITHDRAWAL FROM COURSEWORK

CONTACT: Reagan Blondeau, Associate Registrar, BREAGAN, 656-2431

## WITHDRAWAL GRADE POLICY
A grade of *W* indicates that the student withdrew from the course or was withdrawn by the instructor after the first two weeks and prior to the last five weeks of classes, not including the examination period. Proportionate time periods apply during summer and other shortened sessions. For financial aid purposes, enrollment is defined and satisfactory academic progress levels are established as of 11:59 pm on the last day to drop without a W grade. Withdrawal can negatively impact financial aid eligibility if a student does not complete a sufficient number of hours. Details are available at **www.clemson.edu/finaid.** Students who withdraw from a course will have a *W* recorded on their transcripts for the course.

## WITHDRAWAL-RELATED DATES
During the first two weeks of class, students may drop courses without having their enrollment in the course(s) reflected on their official record. The deadline to drop a course without record can be found in the academic calendar at https://www.clemson.edu/registrar/academic-calendars/

## PROCEDURE FOR WITHDRAWAL FROM LAST COURSE
Students are allowed to drop their last remaining class. Students can drop all their courses via the Registration portal in iROAR. For more information regarding withdrawals, please visit https://www.clemson.edu/registrar/student-menu/registration/withdrawal.html.

## STUDENT ATHLETES
Student athletes cannot drop a course that would cause their enrollment to fall below 12 credit hours.

## REGISTRATION CORRECTION FORM
If a student fails to register for a course prior to the deadline or if a student stops attending class but fails to drop the course prior to the deadline, the instructor may submit a Registration Correction form which can be found here: https://www.clemson.edu/registrar/forms/faculty-forms/registration-correction/index.html. A justification must be provided as well as the last date of attendance, if applicable. Prior to the add/drop deadlines, a registration override should be provided by the instructor so the student can add/drop the course in iROAR.

# WITHDRAWAL FROM UNIVERSITY

CONTACT:  Jeff Appling, Associate Dean, JAPPLIN, 656-3022

A student may withdraw from the University subject to the restrictions in the section on *W-Withdrew*. Prior to the last day to withdraw from classes, students may withdraw via the iROAR registration portal. All military service or medical withdrawals must be processed by the Associate Dean of Undergraduate Studies. Students should report to 101 Vickery Hall or call 656-3022 for instructions.

Students receiving financial aid who withdraw from the University may have to repay significant portions of their financial aid. Students should report to The Office of Financial Aid, G-01 Sikes Hall to determine the repayment amount. For financial aid purposes, enrollment is defined and satisfactory academic progress levels are established as of midnight on the last day to drop without a W grade. Withdrawing from the University can negatively impact financial aid eligibility if a student has not completed a sufficient number of hours. Details are available at www.clemson.edu/financial-aid/ .

# FINANCIAL AID

CONTACT:  Offices of Student Financial Aid and Scholarships, G-01 Sikes Hall, 656-2280, finaid@clemson.edu

**APPLYING FOR FINANCIAL AID**
Application for financial aid is complete when 1) a student has been accepted to the University as a degree-seeking student and 2) the Office of Student Financial Aid has received all required documents, including a federally processed FAFSA (Free Application for Federal Student Aid).  Students may complete the FAFSA electronically at www.fafsa.gov. The code used to list Clemson on the FAFSA is 003425. Students and parents of dependent students need a FSA ID to file electronically without a signature, to make corrections online, and to renew their FAFSA the following year. To request or change a FSA ID, students or parents may go to fsaid.ed.gov.

The FAFSA can be submitted beginning October 1 for 2019- 2020. **To be considered for all federal and state financial aid programs, the FAFSA priority deadline is January 2 for entering freshmen and April 1 for continuing students.** Applications for PLUS and private loans must be completed no later than June 15 to be available for fall payment.

All records used in completing the FAFSA and other applications should be saved in case they are needed for verification purposes later. Students may view their student account information online in iROAR.

All accepted freshman and continuing students are automatically considered for University-administered scholarships. Students' official Clemson records are reviewed to determine students' academic program, class standing, GPA and other selection criteria; students are considered for any scholarship for which they are eligible. It is not necessary to apply for a particular scholarship or have prior knowledge of eligibility criteria (except for the scholarships listed as exceptions at www.clemson.edu/financial-aid/types/scholarships/clemson-restricted.html).

Evaluation of a student's FAFSA begins shortly after the deadline dates. Students must annually submit the FAFSA to receive consideration for federal financial aid programs and need-based University scholarships.

**STATE SCHOLARSHIPS (PALMETTO FELLOWS, LIFE, HOPE)**
No application is required for new or continuing students who qualify for the SC Hope or LIFE scholarships. All students who are South Carolina residents will automatically be reviewed to determine their eligibility for these scholarship programs.

The Palmetto Fellows scholarship DOES require an application. The student can obtain the application from his/her high school guidance counselor.

For more information about these programs, go to http://www.clemson.edu/financial-aid/types/scholarships/state-scholarships.html or www.che.sc.gov. Also, please refer to the *LIFE, HOPE and Palmetto Fellows at a Glance* handout on page 108 that describes eligibility and important things to remember about the state scholarships. **Please note that the requirements for eligibility, renewal, and enhancement of the state scholarships are currently under review by the state and are projected to change significantly for 2020-2021.**

For eligibility purposes, grades and credits earned at all colleges attended will be used to calculate a student's LIFE Scholarship GPA and credits. Students are required to report all courses regardless of grades earned.

**CONTINUED ELIGIBILITY FOR RENEWABLE CLEMSON UNIVERSITY SCHOLARSHIPS**

Renewable Clemson University scholarships are reviewed each year and, when funded, can be renewed for a maximum of three additional years of continuous undergraduate study. Continued eligibility is dependent on criteria established for each scholarship, including meeting the minimum GPA requirement and satisfactorily completing 12 credits per semester. (More restrictive criteria apply for renewal of state scholarships.) Unless otherwise noted on the official award notification, a minimum cumulative 3.0 GPA is required for renewal. Renewable scholarships are not renewed automatically; consideration for scholarship continuation is based on all eligibility requirements, other aid awarded, and available funding.

**SUMMER SESSION**

Financial aid is primarily awarded in the nine-month academic year, but selected programs are available year round to students who attend summer sessions. For students who have already used aid in the fall and spring, South Carolina state scholarships may be available to eligible full-time students, and the Federal Pell Grant is available to eligible students enrolled at least half-time. However, students who borrowed the Federal Direct Loan maximum during the academic year are not eligible for additional Direct Loan assistance in the summer unless they have progressed to a higher grade level with a higher loan limit. As an alternative, students may benefit from the Federal Direct PLUS (for parents or graduate students) or a private loan. Students in special programs, such as Cooperative Education, may have unused stipends from fall or spring that can be used in the summer. Please note that aid used in the summer counts against lifetime limits.

Application for summer session aid requires the *Financial Aid Request Form for Summer Enrollment* in addition to the preceding year's FAFSA. Students should NOT submit the *Financial Aid Request Form for Summer Enrollment* until their summer session schedule is FINALIZED. Financial aid will be processed based on a student's registered credit hours in iROAR**.** Students or parents applying for a Federal Direct PLUS Loan must complete a loan application/ promissory note online at https://studentloans.gov. If applying for a private loan, students and their co-signers must complete a loan application/promissory note directly with their lender of choice. First-time Federal Direct Loan borrowers must complete a promissory note and entrance loan counseling at https://studentloans.gov.

Cooperative Education students who wish to receive their unused fall or spring scholarship stipends in the summer must enroll in at least 12 credit hours during summer school. Students receiving non-resident scholarships or out-of-state tuition scholarships may be eligible to receive a prorated amount of their scholarship in summer.

Students enrolling in the Early Success Program (ESP) or TigerTown Summer bound (TTSB) need to submit the 2018-2019 FAFSA before June 30,2019, and will be sent a special summer aid form.

**STUDY ABROAD**

Students who wish to study abroad should first contact the study abroad coordinator in the Office of Global Engagement. Those who wish to receive financial aid for course work outside the United States must schedule an appointment with the financial aid office at least three months prior to their departure.

Federal financial aid is available for sanctioned study abroad programs. Depending on the type of program, scholarships and campus-based aid may be available. Students should inquire with the academic department coordinating their trip and the Office of Global Engagement about the availability of travel grants-in-aid.

Financial aid is disbursed upon verification of the student's enrollment in the foreign country. Therefore, financial aid is not available in time to pay upfront costs such as advance deposits and plane fares.

Students using federal financial aid while studying abroad must be enrolled in classes that will transfer back to Clemson to fulfill degree requirements.  Enrollment standards vary by program.

## SATISFACTORY ACADEMIC PROGRESS

The Clemson University Satisfactory Academic Progress Policy evaluates both the quality (GPA) and quantity (credit hours earned) of a student's academic work. The student must first earn the minimum GPA and credits required to meet the academic eligibility and graduation standards as defined in the Clemson University catalog. Additionally, the student must maintain satisfactory academic progress to receive any type of financial aid assistance. Notifications of warning status and unsatisfactory academic progress are sent after each term to all currently enrolled students who applied for financial aid.

**To view the Satisfactory Academic Progress Policy and frequently asked questions, please visit** https://www.clemson.edu/financial-aid/eligibility/academic-progress.html**.**

## TRANSFER STUDENTS

Transfer students applying for student loans will be considered as entering freshmen in determining maximum loan limits. Following completion of the transfer credit evaluation and enrollment processes, students may submit a request for additional funds due to a change in their academic class standing. Transfer students are eligible for consideration of Clemson scholarships after completing at least 12 credit hours at Clemson.

## CURRENT STUDENTS

Students can view the current status of their financial aid application and/or awards by logging into iROAR.

## ELECTRONIC AWARD LETTERS

Financial aid award notifications are posted in iROAR. Notifications for continuing students are sent to their Clemson email account. Notifications for entering freshmen are sent to the email address provided on the admission application until May 1.

## COOPERATIVE EDUCATION PROGRAM

This program resides within the Center for Career and Professional Development and allows students to work and learn under a mentor in their field of study. Co-op participants generally engage in multiple rotations over more than one academic term. **Students are not eligible for financial aid during co-op rotations unless they are simultaneously registered for at least six credit hours at the University.** Co-op students with academic recruiting scholarships who maintain eligibility may receive stipends for eight semesters or summers depending on co-op rotation schedules. However, they may receive only two stipends per award year and should schedule their rotations to receive the maximum benefits.

# HOPE, LIFE AND PALMETTO FELLOWS AT A GLANCE

| | Stipend Amount per Academic Year | Freshman Eligibility* | Continued Eligibility | AP Hours | Duplicate Hours | Exemption Hours | Number of Possible Stipends** | Enhancement for Math & Science |
|---|---|---|---|---|---|---|---|---|
| **Hope** | $2,800 | 3.0 high school GPA | N/A | N/A | N/A | N/A | 2 | N/A |
| **LIFE** | $5,000 | Two of the three: -3.0 high school GPA -1100 SAT Score or 24 ACT -Rank in the top 30% of graduating class | Average of 30 hours per academic year, cumulative 3.0 GPA all-college | Will count toward total needed | Do not count | Will count toward total needed | 8** | Additional $2,500*** |
| **Palmetto Fellows** | $6700 - Year one $7500 - Years two-four | Apply with high school guidance counselor; 3.5 high school GPA; 1200 SAT or 27 ACT; rank in top 6% of graduating class; (alternative criteria: 1400 SAT or 32 ACT and 4.0 GPA) | Take and pass 30 hours per academic year, cumulative 3.0 Clemson GPA | Do not count | May count if replacing AP credits, first time ONLY | Do not count | 8** | Additional $2,500*** |

*\* Other eligibility requirements: student must be a South Carolina resident at the time of graduation and upon entering their freshman year.*

*\*\*After four years from initial college enrollment, students are ineligible for scholarship renewal (unless student co-ops or participates in an internship during a semester, then their scholarship might be deferred to a later term).*

*\*\*\*Certain STEM majors are eligible for the STEM Enhancement beginning in the sophomore year if the student completes 14 hours of math and science coursework (includes AP, IB and Dual Enrollment)*

***Other Things to Remember:***
- Students cannot gain eligibility for the state scholarship mid-year.
- The make-up period is the immediate summer of that academic year.
- If you are a co-op student, a study abroad student, a student with a registered disability, or a transfer student, the above may differ for you.

***Please come to our office if you have any questions.***
*G01- Sikes Hall | www.clemson.edu/finaid | scholarships@clemson.edu | 656-2280*

**Per the Commission on Higher Education for the State of South Carolina:**

All appeals must go through CHE.
The form can be found on their website: ***www.che.sc.gov***
*(803)737-2260*

# ACADEMIC FORGIVENESS POLICY

CONTACT: Cal Becker, Associate Registrar, BCALVIN, 656-2174

The Academic Forgiveness Policy (AFP) allows a student with first term of enrollment in Fall 2013 through Summer 2019 to eliminate from the GPA calculation up to three courses in which a *D* or *F* was earned. Students with first term of enrollment in Fall 2019 or after can eliminate a maximum of two courses. Students enrolled prior to Fall 2013 who were under the former Academic Redemption Policy will be allowed academic forgiveness on a modified scale. Further information on specific questions related to the use of Academic Forgiveness can be found at www.registrar.clemson.edu/html/acadForgiveness.htm.

Students are encouraged to speak with the Office of Student Financial Aid if they have questions about how Academic Forgiveness may affect their scholarship eligibility. If students are seeking to regain a scholarship for an upcoming academic year, they must invoke the AFP before the first day of class of the Fall semester. For financial aid purposes, courses repeated under this policy resulting in duplicate credit do not count for satisfactory academic progress.

The following conditions apply:
- Courses taken prior to fall semester 2003 may not be considered for academic forgiveness.
- While D or F grades in required courses may be eliminated before the course is repeated, the required course must be repeated satisfactorily at Clemson University before graduation. Both grades will remain on the transcript, degree progress report, and other official documents.
- The AFP shall apply only to courses taken at Clemson University. Course substitutions are not permitted.
- Students may apply academic forgiveness to a particular course only once.
- A forgiven course cannot be used to satisfy any prerequisite.
- Once applied, academic forgiveness cannot be reversed.
- Candidates for graduation must request AFP by the deadline to submit candidate grades. See the academic calendars at www.registrar.clemson.edu/html/Acad_Cal.htm
- Students may not invoke the AFP after they have graduated. After graduation, students may repeat coursework, but both grades will be calculated in the grade-point average.
- The AFP may not be applied to a course taken on a Pass-No Pass basis or to any course in which the student was previously found in violation of the Academic Integrity Policy.

A completed Academic Forgiveness Request Form must be submitted to Enrolled Student Services in 104 Sikes Hall. (www.registrar.clemson.edu/html/acadForgiveness.htm)

# CHANGE OF ACADEMIC PROGRAM

**GENERAL GUIDELINES FOR CHANGING ACADEMIC PROGRAMS**

To start the process to change an academic program, students must submit a Change of Academic Program form via iROAR. To complete the form, a student would go to the Student Records tab and select Undergraduate Change of Program: Major, Minor, Emphasis, Catalog Year tab.

1. When new freshmen and transfer students enroll at Clemson, most are accepted into a particular academic program. Two notable exceptions are 1) engineering students who must enroll in General Engineering their first year and 2) business students who must enroll in Pre-Business their first year. See paragraph 4 below for related comments on these two groups. Additionally, approximately 200 students are accepted each year as undeclared students.
2. At orientation and prior to the start of classes, the Admissions Office approves and processes changes of academic program requests for new freshmen and transfer students.
3. Once classes begin, students must use the Change of Academic Program form via iROAR. Students wishing to change academic programs should talk with an advisor in both departments. <u>Students should gain the acceptance in the new academic program prior to disengaging from the current one.</u> Many academic departments have established one or more conditions, such as a minimum GPA, an application process, etc., that must be satisfied before approving a student's request to change academic program. Students are usually assigned to the curriculum year in effect at the time of the academic program change. Once the Change of Academic Program workflow has been approved, Enrolled Student Services will process the request.
4. All engineering students must complete the first-year General Engineering curriculum before being admitted into a specific engineering program (Civil, Electrical, Mechanical, etc.). All new business students must complete the first-year Pre-Business curriculum before being admitted into a specific business degree program (Accounting, Economics, Management, etc.). Both curricula have minimum GPA requirements that must be satisfied before students can advance to a specific degree-granting academic program. Advisors in both programs assist students in selecting a specific academic program and curriculum year.
5. If a student withdraws from the University or does not remain continuously enrolled (summer terms excluded), he/she is readmitted into the academic program in which he/she was last enrolled.

Please refer to the Departmental Change-of-Academic Program Requirements that follows for departmental- and/or program-specific restrictions.

**RESOURCES FOR STUDENTS CONSIDERING A CHANGE OF ACADEMIC PROGRAM**

If a student is considering changing academic programs and is unsure of which new academic program to choose, the Michelin Center for Career and Professional Development (MCCPD) can help. The Center offers career assessments that can help students understand their interests, skills and abilities and relate to Clemson's academic programs and the world of work. Students may stop by the MCCPD, located in 316 Hendrix Student Center, to take an assessment from 9:00am - 12:00pm or 1:30pm – 4:00pm. Students may also call 864-656-6000 to schedule an appointment.

**CHANGING CURRICULUM YEAR**

1. When students initially enroll at Clemson, the curriculum requirements for the degree in their academic program are those outlined in the Undergraduate Announcements in effect at the time of their enrollment. The *Undergraduate Announcements* (undergraduate catalog) is published annually around May 15 and is in effect for 12 months until the following May 15.

2. If a student who has not remained continuously enrolled (summers excluded) at the university chooses to re-enroll, the student´s curriculum year is changed to the one in effect at the time of re-enrollment for students with fewer than 90 credits. For seniors (90 credits and more), the curriculum year remains the same as when they were last enrolled. The student´s academic program department can approve an exception. A Change of Academic Program form must be submitted via iROAR to change a student's Curriculum Year.

3. When transfer students first enroll at Clemson, they are assigned the curriculum in effect for their academic program based on the *Undergraduate Announcements* in effect at the time they enroll at Clemson. As an alternative, transfer students may select the curriculum in effect in the *Undergraduate Announcements* at the time they entered the previous college(s), provided they have been in continuous enrollment since initially entering college. Further, transfer students may select any curriculum at Clemson subsequent to their initial college enrollment. New transfer students should meet with an advisor in their academic program department to determine which curriculum year is best for them. New transfer students wanting a curriculum year different from the one in effect when they transfer to Clemson should talk with their advisor and submit a Change of Academic Program form via iROAR.

4. Enrolled students who wish to change curriculum year within their current academic program (or who have been pursuing an academic program curriculum in order to complete requirements to change their academic program) should first meet with their academic advisor to discuss 1) the advantages, disadvantages, availability of required courses that must be taken and 2) earned courses that can be used in the new curriculum. Students must receive approval to change their curriculum year requirements. A Change of Academic Program form must be submitted via iROAR.

**DEPARTMENTAL CHANGE OF ACADEMIC PROGRAM REQUIREMENTS**

*CHANGE OF ACADEMIC PROGRAM POLICY*

Any undergraduate student who meets Academic Eligibility requirements may transfer from one major to another major, subject to departmental enrollment restrictions and entrance requirements as stated elsewhere in the Undergraduate Announcements. Any college or department that seeks an exception to this policy must have the approval of Academic Council.

Candidates for graduation must be officially accepted in the major for which they are applying for a degree no later than the last day to apply for graduation.

Undergraduate major/minor codes may be found at the following link:
https://www.clemson.edu/registrar/major-minor-codes.html

*DEPARTMENTAL CHANGE OF ACADEMIC PROGRAM CONTACTS AND INFORMATION*

Please contact the appropriate departmental representative for the most current information on change-of-academic program requirements for a particular department as indicated on the following pages.

**COLLEGE OF AGRICULTURE, FORESTRY AND LIFE SCIENCES**

**AFLS Undeclared**  Any student desiring a CAFLS academic program but unsure of which academic program will be suitable or unable to meet academic requirements for the desired academic program may initially switch to AFLS Undeclared.

Contact: Katie Black (hulse@clemson.edu), 864-650-0621, F153 P&A

**Agricultural Education**  Contact:  Christi Leard (ccampb3@clemson.edu); 656-4082, 244 McAdams
Phil M. Fravel (fravel@clemson.edu);  656-6947; 238 McAdams

**Agribusiness**  Contact: Christi Leard (ccampb3@clemson.edu); 656-4082, 244 McAdams

**Agricultural Mechanization & Business**  Contact**:** Christi Leard (ccampb3@clemson.edu); 656-4082, 244 McAdams
Hunter Massey (massey4@clemson.edu); 656-4056; 249 McAdams

**Animal & Veterinary**  Students wishing to change their academic program to Animal Veterinary Sciences must have earned a minimum 2.5 GPA.

Contact: Glenn Birrenkott (gbrrnkt@clemson.edu); 656-4019; 140 P&A
Jason Allen (ja6@clemson.edu); 656-3162; 131 P&A

**Environmental & Natural Resources**  Contact:  Amy Sanders (amybs@clemson.edu); 656-4840; 265 Lehotsky

**Environmental & Natural Resources Undeclared**  Any student interested in ENR and unsure of which concentration to go into should contact Amy Sanders (amybs@clemson.edu); 656-4840; 265 Lehotsky

**Food Science and Human Nutrition**  *Food Science & Technology Concentration*:
Contact: Sara Cothran (sstanci@clemson.edu); 864-508-0875; 210 P&A
For Dietetics emphasis,
1. Complete at least 60 credit hours by the end of the semester the student is applying.
2. Have a minimum GPA of 3.20.
3. Complete BIOL 1030 and BIOL 1050 (or BIOL 1100), BIOL 1040 and BIOL 1060 (or BIOL 1110), CH 1010, CH 1020, CH 2230, CH 2270, and BIOL 2220 with a C or better.
4. Complete FDSC 1010, PSYC 2010, ECON 2000 or 2120, NUTR 2030 and NUTR 2160 with a B or better.
5. Complete a Dietetics emphasis application form by the beginning of either spring semester or fall semester.
Students with a GPA of less than 3.2 GPA but greater than 3.0 are conditionally accepted with final acceptance based on posted semester grades. Students are allowed to apply up to two times. Once in the Dietetics emphasis, a student may complete the curriculum, but must maintain a minimum GPA of 2.0. To receive a signed Declaration of Intent and/or Verification Statement, students must comply with the GPA, grade and other requirements indicated in the "Declaration of Intent and Verification Statement Policy." A signed Verification Statement is required for admission to an ACEND-accredited dietetic internship program, but receipt of a Verification Statement does not guarantee acceptance into an ACEND-accredited dietetic internship program. (See the FNPS Handbook for more details.)

To receive a signed Declaration of Intent and/or Verification Statement, a student must meet the following academic and professional requirements:
1. Earn a minimum of a baccalaureate degree from a U.S. regionally accredited college/university.
2. Complete all the academic requirements of a dietetics education program accredited by ACEND.
3. Demonstrate an overall minimum GPA of 3.0 based on all completed college coursework.
4. Complete all DPD-required NUTR and FDSC courses with a *B* or better.
5. Complete all other DPD-required coursework with a *C* or better.
6. Adhere to Clemson University's Academic Integrity Policy and the Student Code of Conduct.

Contact:  Lacey Durrance (edurran@clemson.edu); 656-3397; 215 P&A

**Forest Resource Management**

Contact: Amy Sanders (amybs@clemson.edu); 656-4840; 265 Lehotsky

**Horticulture**

Contact: Lisa Flick (lcflick@clemson.edu); 656-3683; 170 P&A

**Packaging Science**

Students wishing to change their academic program to Packaging Science must have earned a minimum 2.0 cumulative GPA, complete four (4) of the following courses with an average GPA of 2.7—BIOL 1030, BIOL 1040, CH 1010, CH 1020, PHYS 2070, PHYS 1220, PHYS 2080, PHYS 2210, MTHS 1060 (or 1040 +1070), and complete PKSC 1020 with a grade of B or better.

Contact: Tyler Stuettgen (tstuett@clemson.edu) 864-552-0658; 234 P&A
　　　　　Glenda Brown (gbrwn@clemson.edu); 656-5698; 224 P&A

**Plant & Environmental Sciences**

Contact: Lisa Flick (lcflick@clemson.edu); 656-3683; 170 P&A

**Turfgrass**

Contact: Lisa Flick (lcflick@clemson.edu); 656-3683; 170 P&A

**Wildlife & Fisheries Biology**  Contact:  Amy Sanders (amybs@clemson.edu); 656-4840; 265 Lehotsky

# COLLEGE OF ARCHITECTURE, ARTS, AND HUMANITIES

## SCHOOL OF DESIGN AND BUILDING

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| **Architecture** | Students' applications for acceptance into the program are reviewed at the end of fall semester each year. Candidates must first complete ARCH 1010 and earn a 2.7 cumulative GPA at the end of the fall semester. Students will be accepted into the academic program based on GPA, space availability and their performance in ARCH 1010. Students who have been accepted into the program will be notified before the start of the spring semester.<br><br>Contact: Timothy Brown (tb2@clemson.edu) 656-3914, Lee Hall 3-132 |
| **Construction Science & Management** | Change of academic program requests are considered only once a year, normally in May or June.  To receive consideration for a change of academic program, students must complete an application form and have their names placed on the waiting list.  Students must have 1) completed ENGL 1030, PHYS 2070 and 2090, and MTHSC 1020 or 1060; 2) earned at least 30 semester credit hours with at least 24 of the 30 credit hours completed at Clemson; and 3) earned a minimum 2.7 cumulative GPA by the end of the spring semester of the year the change of academic program request is made. Students who do not meet the minimum requirements at the end of the spring semester will not be considered.<br><br>Contact: Deborah Anthony (adebora@clemson.edu); 656-0181; 2-122 Lee Hall |
| **Landscape Architecture** | Contact: Matthew Powers (powers8@clemson.edu); 656-4408; 3-116 Lee Hall<br>          Michelle Marchese (marches@clemson.edu); 656-3926; 3-112 Lee Hall |

## SCHOOL OF THE ARTS

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| **Performing Arts** | To be considered for a change of academic program to Performing Arts, students must pass an interview and/or audition with departmental faculty and have earned at least a 2.8 GPA.<br><br>Contact: Becky Becker (becker1@clemson.edu;)  656-3043 221 Brooks Center |
| **Art (B.F.A.)** | Contact: Valerie Zimany (vzimany@clemson.edu); 656-3881; 2-121 Lee |

## SCHOOL OF HUMANITIES

**English**
Contact: Keri Crist-Wagner (kcristw@clemson.edu); 656-3152; 816 Strode

**History**
Students requesting to change their academic program to History must have completed at least 12 credit hours at Clemson and have either earned a minimum 2.0 cumulative GPA or have completed HIST 1720 or 1730 at Clemson with a grade of A or B.

Contact: James Burns (burnsj@clemson.edu); 656-5373; 126 Hardin

**Language & International Health**
An application is required to change into Language & International Health due to space limitations. The application opens at the beginning of the Fall and closes on the last day of class in that semester. Applications are reviewed by the L&IH Advisory Board, which includes faculty and staff from the departments of Languages and Public Health Sciences. Decisions are based on available space, GPA, and earned academic credit. For more information, including the application form, please visit:
https://www.clemson.edu/caah/departments/languages/academics/lnih/
Students should contact student services coordinator, Julia Harvey, or L&IH Director, Dr. Kelly Peebles, as soon as possible to learn more specifics.

Contact: Julia Harvey (jmdingl@clemson.edu); 656-6433, 703 Strode
Kelly Peebles (kpeeble@clemson.edu); 656-3393; 504 Strode

**Language & International Trade**
Contact: Julia Harvey (jmdingl@clemson.edu); 656-6433, 703 Strode
Lee Ferrell (ferrell@clemson.edu); 656-3393; 501 Strode

**Modern Languages (American Sign Language, Chinese, French, German, Italian, Japanese, Spanish)**
Contact:
American Sign Language: Stephen Fitzmaurice (sfitzma@clemson.edu) 864-431-7778, 705 Strode Tower, CU 105, University Center of Greenville
Chinese: Yanming An (yanming@clemson.edu); 656-3544; 614 Strode
French: Joe Mai (jmai@clemson.edu); 656-3393; 509 Strode
German: Johannes Schmidt (schmidj@clemson.edu), 656-3393; 704 Strode
Italian: Luca Barattoni (lbaratt@clemson.edu); 656-3393; 303 Strode
Japanese: Jae Takeuchi (jtakeuc@clemson.edu); 656-3393; 313 Strode
Spanish: Julia Harvey (jmdingl@clemson.edu); 656-6433, 703 Strode

**Pan African Studies**
Contact: Diane Perpich (dperpic@clemson.edu); 653-0700, 656-1532 (back-up), 224 Hardin

**Philosophy**
Contact: Steve Satris (stephen@clemson.edu); 656-2001; 210 Hardin

**Religious Studies**
Contact: Benjamin White (bwhite5@clemson.edu); 656-7907 ext. 19; 222 Hardin
Mashal Saif (msaif@clemson.edu); 214 Hardin Hall
Elizabeth Jemison (ejemiso@clemson.edu) 864-656-2001, 220 Hardin

**Women's Leadership**
Contact: Diane Perpich (dperpic@clemson.edu); 653-0700, 656-1532 (back-up), 224 Hardin

**World Cinema**
Contact: Diane Perpich (dperpic@clemson.edu); 653-0700, 656-1532 (back-up), 224 Hardin

**Undeclared**

In addition to meeting academic eligibility criteria, only those students with 45 or fewer earned credit hours are eligible to declare AAH Undeclared. Students meeting these requirements, who submit an online change of academic program request, will be approved only after meeting with a member of the advising team.

Contact: Jessica Owens ([dean4@clemson.edu](mailto:dean4@clemson.edu)); 656-2365; 201 ASC

# COLLEGE OF BEHAVIORAL, SOCIAL AND HEALTH SCIENCES

**Anthropology**

Students wishing to change their academic program to Anthropology must have earned at least 12 credit hours at Clemson and must have a minimum 2.0 cumulative GPA.

Contact: Jason Chavis (jcchavi@clemson.edu): 656-3385; 309 Edwards Hall

**Communication**

Students may change their academic program to Communication based on approval from a Department of Communication faculty committee. The deadline for applying for a change of academic program during the fall semester is September 15 with decisions made by October 1. For spring semester changes of academic program, the deadline is February 15 with decisions made by March 1. A maximum of 30 changes of academic program are accepted per year. To qualify for a change of academic program, applicants should have completed 15 credit hours at Clemson University, including ENGL 1030 (transfer credit accepted) and COMM 2010. A C or better must be earned in ENGL 1030 and COMM 2010. All students must have earned a 2.5 GPA or higher. An application and a writing sample are also required. The typical profile of a successful applicant granted a change of academic program includes a GPA of well above 3.0, a superior writing sample, and an overall application which demonstrates an understanding of and commitment to a career in communication. For the most up to date requirements and information visit https://www.clemson.edu/cbshs/departments/communication/academics/undergraduate/communication/apply-undergraduate.html

Contact: Emma Stephens (easteoh@clemson.edu): 656-5506, 309 Edwards

**Criminal Justice**

Students wishing to change their academic program to Criminal Justice must have earned at least 12 credit hours at Clemson and must have a minimum 2.0 cumulative GPA.

Contact: Jason Chavis (jcchavi@clemson.edu): 656-3385; 309 Edwards Hall

**Health Science**

An application is required to change into Health Science. The process is very competitive, and applications are accepted in the Fall semester starting on the first day of class with a deadline of the last day of class. Students are allowed to apply once per year and are limited to a total of two submissions while at Clemson. Decisions are based on available space, GPA, and earned academic credit. Applications are reviewed by the Department of Public Health Science Advisory Committee. Changing into Heath Science is not guaranteed. Students are encouraged to apply during the first semester of their freshman year due to space limitations. Students applying in their sophomore year must have completed all freshman science and math requirement plus the Statistics requirement for their specified concentration. Students should contact Kristin Goodenow as soon as possible to learn more specifics.

Contact: Kristin Goodenow (kristig@clemson.edu); 656-5123; 309 Edwards

**Nursing**

Students may apply to change academic programs into nursing through the School of Nursing internal application process. Applications are taken once a year throughout the month of January. A faculty committee makes the change of major decisions, and students are typically notified with the committee decision in March. This leads accepted students to begin nursing classes the following fall. The faculty is looking for students who have completed the appropriate science and math courses in line with the nursing curriculum (found on the school of nursing website).

There will be two applications. One application is available for current Clemson students who have completed only one semester of college course work who, if accepted, will remain on track to graduation. Students should not count advanced credit standing from AP and IB examinations and high school dual enrollment credit if applying in this category. Seats in this group will be very limited and therefore acceptance is extremely competitive.

The upper-class change of major application is for all other students, including Bridge to Clemson students, those who have transferred from another institution to Clemson, and have been enrolled at Clemson for at least one semester (full-time), with sophomore and higher standing including transfer credit. For upper-class students accepted, the first fall semester is comprised of the NURS courses (and NUTR 2050) not taken during the freshmen and sophomore years. The first of the four clinical semesters begin the following spring semester. This leads accepted change of major students to one extra semester to complete the program, and should expect to have a December graduation date. There is not a way to accelerate this timeline.

All applicants should meet the following minimum requirements prior to the semester of application: a Clemson GPA of 2.75, and completion of a minimum of two required sciences in the Nursing curriculum with a C or better.  Please note that admission is more competitive than just the minimum. Selection priority is based on GPA, number of completed Nursing prerequisites, and grades in the science courses required for Nursing. Students are also expected to enroll in 14-16 credit hours of course work for a back-up academic program in the fall/spring semesters, not in random elective courses. Please note that obtaining a C in a science or math course lessens chances of being chosen. Students are allowed to apply only twice for a change into nursing (this does not include applications through Undergraduate Nursing). Detailed information is available at www.clemson.edu/nursing.

Note:  Students should Bridge into an open major. An open major is one which does not require an application. Nursing is a closed major, meaning all students who want to major in Nursing must apply and be accepted to the School of Nursing. Students should choose a major which allows the flexibility to pursue both a parallel plan as well as the Nursing curriculum. Additionally, the major they choose should be one in which the student has interest and would be a solid back-up plan for them, as admission to Nursing is not guaranteed.

Contact: Allysa Sutton (allysas@clemson.edu); 656-1503; 309 Edwards Hall

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| **Parks, Recreation &<br>Tourism Management<br>(except PGM)** | Students wishing to change their academic program to one of the PRTM concentrations may do so when space is available if they have a 2.0 cumulative GPA and approval of the department chair or the chair's designee. Students are encouraged to speak with the PRTM advisor about changing their academic program prior to the start of their sophomore year to avoid a delay in graduation due to course sequencing and course prerequisite requirements. Bridge to Clemson students are also advised to change into PRTM prior to enrolling at Clemson. Students changing into PRTM prior to their sophomore year will be enrolled in 15 credits of PRTM in the fall of their sophomore year.<br><br>Contact: Stacey Marcus (staceym@clemson.edu); 864-656-0371; 309 Edwards |
| **PGA Professional<br>Golf Management** | Contact: Rick Lucas (rlucas@clemson.edu); 656-0112; 128 Lehotsky |
| **Political Science** | Students wishing to change their academic program to Political Science must have earned at least 12 credit hours at Clemson and must have a minimum 2.0 cumulative GPA.<br><br>Contact: Jason Chavis (jcchavi@clemson.edu): 656-3385; 309 Edwards Hall |
| **Psychology** | Students wishing to change their academic program to Psychology must attend a mandatory change of academic program meeting. At the time of the meeting, a student must have a 2.4 cumulative GPA based on 12 or more credits completed at Clemson or in the Bridge Program. Preregistration for the meeting is required. Complete instructions are available at http://www.clemson.edu/cbbs/departments/psychology/undergraduate/changemajor.html. Students who do not yet meet the requirements to change into Psychology will also find useful information at the above URL.<br><br>Contact: Jeff Moore (jtmoore@clemson.edu); 656-2570; 427 Edwards Hall |
| **Sociology** | Students wishing to change their academic program to Sociology must have a minimum 2.0 cumulative GPA.<br><br>Contact: Contact: Jason Chavis (jcchavi@clemson.edu): 656-3385; 309 Edwards Hall |
| **Sports Communication** | Students wishing to change their academic program to Sports Communication must have approval of a Department of Communication faculty committee. The deadline for applying for a change of academic program during the fall semester is September 15 with decisions made by October 1. For spring semester changes of academic program, the deadline is February 15 with decisions made by March 1. To qualify for a change of academic program, applicants should have completed 15 credit hours at Clemson University, including ENGL 1030 (transfer credit accepted) and COMM 2010.  A 'C' or better must be earned in ENGL 1030 and COMM 2010.  All students must have earned a 2.5 GPA or higher.  An application and a writing sample are also required.  The typical profile of a successful applicant granted a change of academic program includes a GPA of well above 3.0, a superior writing sample, and an overall application which demonstrates an understanding of and commitment to a career in communication.  For the most up to date requirements and information, visit https://www.clemson.edu/cbshs/departments/communication/academics/undergraduate/sports-communication/apply.html<br><br>Contact: Emma Stephens (easteph@clemson.edu); 656-5506, 309 Edwards |

# COLLEGE OF BUSINESS

With the exception of the Economics BA and Graphic Communications programs, all Business School change of academic program requests (students changing into or out of pre-business, into any business program, and between any business programs) are processed by the Business School Academic Advising Center located in G-02 Sirrine Hall.  The Economics department processes academic program requests into and out of the Economics BA program and the Graphic Communications department processes change of academic program requests into and out of Graphic Communications.

**Pre-Business**

Students wishing to change their academic program to Pre-Business must have 1) completed at least 12 credit hours at Clemson and 2) a minimum 2.0 Clemson cumulative GPA.

Contact: Business School Advising Center, G-02 Sirrine

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|---|---|---|---|
| A-E | Kristy Lockhart | kristyl@clemson.edu | 656-2526 |
| F-H | Melonee Yearwood | meloney@clemson.edu | 656-3943 |
| I-P | Emily Danuser | edanuse@clemson.edu | 656-2826 |
| Q-Z | Suerea Wooten | swooten@clemson.edu | 656-6956 |

**Business Degree Programs**

To be eligible for admission into the B.S. degree programs in Accounting, Economics, Financial Management, or Management, students must have completed the courses outlined in the Pre-Business first-year core curriculum and have a Clemson/Bridge cumulative GPA of 2.0 or higher. Students wishing to enter the marketing program must have completed the pre-business first-year core curriculum and have a Clemson/Bridge cumulative GPA of 3.0 or higher. Students should initiate a change-of-academic program request with the Business School Academic Advising Center after completing the first-year core curriculum. Students who fail to meet the requirements for admission to a degree-granting business program may remain in Pre-Business until those requirements are met, but only until completion of 64 credit hours. Students who exceed 64 credit hours and still do not meet the requirements for admission into a degree program must declare another academic program.

Contact: Business School Advising Center, G-02 Sirrine

| | | | |
|---|---|---|---|
| A-E | Kristy Lockhart | kristyl@clemson.edu | 656-2526 |
| F-H | Melonee Yearwood | meloney@clemson.edu | 656-3943 |
| I-P | Emily Danuser | edanuse@clemson.edu | 656-2826 |
| Q-Z | Suerea Wooten | swooten@clemson.edu | 656-6956 |

**Economics B.A.**

Students wishing to change their academic program to B.A. in Economics must have completed at least 12 credit hours at Clemson and must have a 2.0 minimum Clemson/Bridge cumulative GPA.

Contact: Robert Fleck (rfleck@clemson.edu); 656-3964; 228B Sirrine

**Graphic Communications**

Students wishing to change their academic program to Graphic Communications must have earned 1) a minimum 2.0 cumulative GPA, 2) 12 or more credit hours at Clemson, and 3) a B or better in GC 1020.

Contact: Hannah Gardner; hgibson@clemson.edu; 656-3447; 207 Godfrey Hall

# COLLEGE OF EDUCATION

**Education**　　　　　Changing into academic programs in Education is highly competitive and limited in Early Childhood Education, Elementary Education, and Special Education. The process involves a formal application and an essay.  Requests for a change of academic program application can be made by appointment with an advisor. Students wishing to change into any education academic program must have a minimum GPA of 2.75; however, applicants' GPA are often higher. The deadline for fall applications is December 1st, and for spring applications is May 1st. For more information, visit
https://www.clemson.edu/education/academics/advising/change-of-major/index.html

**Early Childhood Education**　Contact: Staci Koonce (skoonce@clemson.edu); 656-0491; 309 105-A Tillman Hall
**Elementary Education**

**Secondary Education:**　　Contact: Jamie Garland (jgarlan@clemson.edu); 656-3180; 105-B Tillman Hall
**(Math, English, Social Studies),**
**Math Teaching, Science Teaching,**
**Special Education**

# COLLEGE OF ENGINEERING, COMPUTING AND APPLIED SCIENCES

**General Engineering**

Students currently enrolled in a non-engineering academic program wishing to change their academic program to any engineering academic program must first change into the General Engineering (GE) program.  Students cannot change directly into a specific engineering academic program.  To obtain approval to change into GE, a student must first 1) meet with a GE advisor; 2) complete the following courses with a grade of C or better: MATH 1060 (or MATH 1040 + 1070);  CH 1010, and ENGR 1020 (or ENGR 1050 + 1060); and 3) have a cumulative GPA of 2.0 or higher.

Changing from GE into an engineering degree program is contingent on 1) completing the GE courses required by the individual engineering department with a grade of C or better and 2) earning the minimum cumulative GPA set forth by the individual engineering department. Refer to the current *University Announcements* for specific engineering curricula and departmental requirements.

Contact: General Engineering Advising Center; 656-2541; 1st Floor Lever

**Computer Information Systems**

Students wishing to change their academic program to Computer Information Systems must have a minimum 2.0 cumulative GPA. For more information, visit https://www.clemson.edu/cecas/departments/computing/academics/undergrad_students/advising/index.html

Contact: Kristi Cabrera (kcabrer@clemson.edu); 656-1772; 101 McAdams Hall
Amy Lyons (alyons@clemson.edu); 656-0944; 102 McAdams Hall

**Computer Science**

Students wishing to change their academic program to Computer Science must have a minimum 2.0 cumulative GPA. For more information, visit https://www.clemson.edu/cecas/departments/computing/academics/undergrad_students/advising/index.html

Contact: Kristi Cabrera (kcabrer@clemson.edu); 656-1772; 101 McAdams Hall
Amy Lyons (alyons@clemson.edu); 656-0944; 102 McAdams Hall

**Geology**

Contact: Alan Coulson (acoulso@clemson.edu); 656-1897; 339 Brackett

# COLLEGE OF SCIENCE

**Biochemistry**
Contact: Alison Starr-Moss (astarr@clemson.edu); 656-6877; 158 P&A
Contact: Joey Thames (jthames@clemson.edu); 656-0873; 159 P&A

**Biological Sciences**
Students wishing to change their academic program to Biological Sciences must have a minimum 2.4 cumulative GPA. Upon meeting this requirement, students may change their academic program to Biological Sciences during non-peak advising times. To meet with an advisor, students should schedule an Explore Biological Sciences appointment in CU Navigate.

Contact: Ashley Hubbard (ahubba2@clemson.edu); 656-3830, 125 Long
Laura Love (lslove@clemson.edu); 656-5074, 129 Long
Londan Means (londanm@clemson.edu); 656-3604, 124 Long

**Chemistry**
Contact: Dennis Taylor (dftay@clemson.edu); 656-2680; 265 Hunter
Kris Coleman (kcolem3@clemson.edu); 656 3089, 219 Hunter.

**Genetics**
Contact: Alison Starr-Moss (astarr@clemson.edu); 656-6877; 158 P&A
Joey Thames (jthames@clemson.edu); 656-0873; 159 P&A

**Mathematical Sciences**
Contact: Elena Dimitrova (ugcmath@clemson.edu); 656-6404; O-102 Martin

**Microbiology**
Students wishing to change their academic program to Microbiology must have a minimum 2.4 cumulative GPA. Upon meeting this requirement, students may change their academic program to Microbiology during non-peak advising times. To meet with an advisor, students should schedule an Explore Microbiology appointment in CU Navigate.

Contact: Ashley Hubbard (ahubba2@clemson.edu); 656-3830, 125 Long
Laura Love (lslove@clemson.edu); 656-5074, 129 Long
Londan Means (londanm@clemson.edu); 656-3604, 124 Long

**Physics and Astronomy**
Contact: Chad Sosolik (sosolik@clemson.edu); 656-0310; 206 Kinard

## NON-DEGREE PREPROFESSIONAL HEALTH STUDIES

**Prepharmacy**
Contact: Adam Hunter (hunter3@clemson.edu); 656-3288, 105 Long

**Preprofessional Health**
Contact: Adam Hunter (hunter3@clemson.edu); 656-3288, 105 Long

# REGISTRATION PROCESS FOR CONTINUING STUDENTS

CONTACT:  Kelly McDavid, Registration Coordinator, MCDAVID, 656-5282
http://www.clemson.edu/registrar/student-menu/registration/

iROAR REGISTRATION TRAINING MATERIALS:
http://www.clemson.edu/registrar/student-menu/training-materials.html

Currently enrolled students use iROAR to register for classes. During each of the summer orientation sessions, with the guidance of their academic advisors and departmental staff, all new freshman and transfer students use iROAR to register for their fall courses.

## REGISTRATION INSTRUCTIONS
To use iROAR, students need to know their *username* and their computer *password* (5–9 characters). Students must see their advisor prior to registering for classes in order to receive their registration PIN (Personal Identification Number).  Freshman and transfer students do not require a PIN for Orientation registration.

## WAITLIST
Waitlist openings are on a first-come, first-served basis.  For more information about the waitlist process in iROAR, visit http://www.clemson.edu/registrar/student-menu/registration/closed-courses.html.  Please keep the following in mind:
- Waitlist hours do not count toward full-time status.
- Waitlist hours are not calculated into semester fees.
- Waitlist hours do not automatically assure a seat in the class.

For various reasons, students may have difficulty enrolling in required courses. Encourage students to access iROAR regularly throughout the registration period as new sections may open and class capacities may be increased. The academic calendar for each term identifies specific registration-related dates and deadlines. Edits built into the online system will permit enrollment in courses consistent with these deadlines. Students' ability to enroll in courses (all or selected courses) offered by an academic department may also be restricted by that department.

## PAYMENT OF TUITION AND FEES
Students must satisfy fees in advance to prevent schedule cancellation. Payment deadlines are on the Student Financial Services website at www.clemson.edu/finance/student-financials/tuition-fees/index.html . Additional information is available from the Student Financial Services office at www.clemson.edu/financial-aid/.

## SCHEDULE CHANGES
Changes to a student's schedule must be made using iROAR. Please note that during the summer, new freshmen and transfers are blocked from drop/add activity from the close of their orientation session until all orientation sessions are completed. Continuing undergraduate students will be blocked from registration during all orientation sessions from 11:59 pm on June 6 through 8:00 AM on July 23.

# REGISTRATION COORDINATORS

*Alphabetized by Course Code. Updated 3/2019.*
*The most current list can be found at: http://www.registrar.clemson.edu/html/regCoord.htm*

**AAH (Art & Architectural History)**
| | | | |
|---|---|---|---|
| Lori Gugan | LGUGAN | 656-3881 | 2-120 Lee |
| (Valerie Zimany) | VZIMANY | 656-3880 | |

**ACCT (Accounting)**
| | | | |
|---|---|---|---|
| Mike Mendonca | MENDONC | 656-3673 | 326 Sirrine |
| (Kathy Glenn) | GLENN3 | 656-4891 | |

**AGED (Agricultural Education)**
| | | | |
|---|---|---|---|
| Christi Leard | CCAMPB3 | 656-4082 | 224 McAdams |

**AGM (Agricultural Mechanization)**
| | | | |
|---|---|---|---|
| Christi Leard | CCAMPB3 | 656-4082 | 224 McAdams |

**AGR (Agriculture)**
| | | | |
|---|---|---|---|
| Christi Leard | CCAMPB3 | 656-4082 | 224 McAdams |

**AGRB (Agribusiness)**
| | | | |
|---|---|---|---|
| Christi Leard | CCAMPB3 | 656-4082 | 224 McAdams |

**AL (Athletic Leadership)**
| | | | |
|---|---|---|---|
| Deborah Cadorette | DJCAT | 656-0434 | 304E Tillman |
| (Alison Search) | ALISONP | 656-2370 | |

**AMFG (Advanced Manufacturing)**
| | | | |
|---|---|---|---|
| Janeen Putman | JANEEN | 656-3110 | 101B Fluor |

**ANTH (Anthropology)**
| | | | |
|---|---|---|---|
| Jennifer Holland | HOLLAN2 | 656-2018 | 30-D Brackett |

**APEC (Applied Economics**
| | | | |
|---|---|---|---|
| Christi Leard | CCAMPB3 | 656-4082 | 224 McAdam |

**ARAB (Arabic)**
| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**ARCH (Architecture)**
| | | | |
|---|---|---|---|
| Timothy Brown | TB2 | 656-3914 | 3-132 Lee |
| (Michelle McLane) | WKING | 656-3938 | |

**ART (Art)**
| | | | |
|---|---|---|---|
| Lori Gugan | LGUGAN | 656-3881 | 2-120 Lee |
| (Valerie Zimany) | VZIMANY | 656-3880 | |

**AS (Aerospace Studies)**
| | | | |
|---|---|---|---|
| Col. Keith Balts | KBALTS | 656-3254 | 300 Tillman |

**ASL (American Sign Language)**
| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

*ASTR (Astronomy)*

| | | | |
|---|---|---|---|
| Rise Sheriff | RISEM | 656-3419 | 118 Kinard |
| (Amanda Crumpton) | AELLENB | 656-0343 | |
| (Celeste Hackett) | CHACKET | 656-3418 | |

*AUD (Audio Technology)*

| | | | |
|---|---|---|---|
| Beth Anne Johnson | ELAMAR | 656-3043 | 221D Brooks |
| (Sarah Edison) | EDISON | 656-1478 | |

*AUE (Automotive Engineering)*

| | | | |
|---|---|---|---|
| Jeremiah Farmer | MJFARME | 283-7230 | CU-ICAR |

*AVS (Animal and Veterinary Sciences)*

| | | | |
|---|---|---|---|
| Lauren St. Clair | LSRCLAI | 656-2143 | 132 P&A |
| (Jason Allen) | JA6 | 656-3162 | |

*BCHM (Biochemistry)*

| | | | |
|---|---|---|---|
| Sheryl Alberti | SHERYLB | 656-0308 | 155 P&A |
| (Beth Schonert) | BCHONE | 656-6237 | |

*BE (Biosystems Engineering)*

| | | | |
|---|---|---|---|
| Janet Lee | JLEE6 | 656-0470 | 444 Brackett |
| Barbara Smith | BARBAR2 | 656-3278 | 149 Rich Lab |

*BIOE (BioEngineering)*

| | | | |
|---|---|---|---|
| Janeen Putman | JANEEN | 656-0308 | A-302 Rhodes |
| (Tammy Rothell) | TAMMY | 656-9843 | 301 Rhodes |

*BIOL (Biology)*

| | | | |
|---|---|---|---|
| Carla Duncan Brewer | CJDUNCA | 656-0854 | 127 Long |
| (Londan Means) | LONDANM | 656-3604 | |

*BMOL (Biomolecular Engineering)*

| | | | |
|---|---|---|---|
| Joy Rodatz | JRODATZ | 656-3055 | 127 Earle |

*BT (Biosystems Technology)*

| | | | |
|---|---|---|---|
| Christi Leard | CCAMPB3 | 656-4082 | 224 McAdam |

*BUS (Business)*

| | | | |
|---|---|---|---|
| Suerea Wooten | SWOOTEN | 656-6956 | G02 Sirrine |
| (Ed De Iulio) | EDEIULI | 656-6955 | |

*CAAH (College of Architecture, Arts, & Humanities)*

| | | | |
|---|---|---|---|
| Keri Crist Wagner | KCRIST | 656-3151 | 801 Strode |
| (Jan Holmevik) | JHOLMEV | | |

*CE (Civil Engineering)*

| | | | |
|---|---|---|---|
| Steve Csernak | SCSERNA | 656-3317 | 306 Lowry |
| (CJ Bolding) | CWBOLDI | 656-3030 | 109 Lowry |

*CES (College of Engineering & Science)*

| | | | |
|---|---|---|---|
| Stephanie Evans | SHEVANS | 656-9784 | 107 Riggs |
| (Mandolin Bright) | ABRIGH2 | 656-2031 | 110 Holtzendorff |

**CH (Chemistry)**

| | | | |
|---|---|---|---|
| Kris Coleman | KCOLEM3 | 656-3089 | 219 Hunter |
| (Heather Shelton) | SHEATHE | 656-3095 | |

**CHE (Chemical Engineering)**

| | | | |
|---|---|---|---|
| Joy Rodatz | JRODATZ | 656-3055 | 127 Earle |

**CHIN (Chinese)**

| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**COMM (Communication Studies)**

| | | | |
|---|---|---|---|
| Lori Pindar | LORIP | 656-1567 | 408 Strode |
| (Emma Stephens) | EASTEPH | 656-3081 | |

**COOP (Co-Op Education)**

| | | | |
|---|---|---|---|
| Monique Elmore | MONIQUG | 656-9067 | 321 Brackett |
| (Neil Burton) | BONEIL | 656-3150 | |

**CPSC (Computer Science)**

| | | | |
|---|---|---|---|
| Kaley Goodwin | KALEYG | 656-5403 | 100G McAdams |
| (Chris Plaue) | CPLAUE | 656-6933 | 100F McAdams |

**CRD (Community and Rural Development)**

| | | | |
|---|---|---|---|
| Kimmie Richardson | KR2 | 656-3497 | 228A Sirrine |

**CRP (City & Regional Planning)**

| | | | |
|---|---|---|---|
| Jackie Galbreath | JGALBRE | 656-1527 | 3-113 Lee |
| (Reva Kaufman) | KREVA | 656-4945 | |

**CSM (Construction Science and Management)**

| | | | |
|---|---|---|---|
| Deborah Anthony | ADEBORA | 656-0181 | 2-122 Lee |

**CTE (Career & Technology Education)**

| | | | |
|---|---|---|---|
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |

**CU (Clemson University)**

| | | | |
|---|---|---|---|
| Marsha Roach | MLROACH | 656-6212 | 232 ASC |
| (Sue Whorton) | WHORTON | 656-6256 | |

**CVT (Cardiovascular Technology)**

| | | | |
|---|---|---|---|
| Jennifer Dowell | DOWELL2 | 656-5865 | 505 Edwards |
| (Rebecca Coffey) | COFFEY2 | 656-5502 | |
| (Deborah Falta) | FALTAD | 656-1627 | |

**DANC (Dance)**

| | | | |
|---|---|---|---|
| Beth Anne Johnson | ELAMAR | 656-3043 | 221D Brooks |
| (Sarah Edison) | EDISON | 656-1478 | |

**DPA (Digital Production Arts)**

| Kaley Goodwin | KALEYG | 656-5403 | 105 McAdams |
| (Chris Plaue) | CPLAUE | 656-6933 | |

**DSGN (Design Studies)**
| Timothy Brown | TB2 | 656-3914 | 3-132 Lee |
| (Michelle McLane) | WKING | 656-3938 | |

**EAS (East Asian Studies)**
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**ECE (Electrical and Computer Engineering)**
| Amanda Menefee | MENEFEE | 656-3497 | 102C Riggs |
| (Patty McNulty) | PMCNULT | 656-5291 | 102B Riggs |
| Amanda Harris | ALESLIE | 656-4507 | 104 Riggs |

**ECON (Economics)**
| Kimberly Richardson | KR2 | 656-3497 | 228A Sirrine |
| (Rob Fleck) | RFLECK | 656-3964 | 228B Sirrine |

**ED (Education)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |

**EDC (Educational Counseling)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |
| (Debi Switzer) | DEBI | 656-5098 | |

**EDEC (Early Childhood Education)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |

**EDEL (Elementary Education)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |

**EDF (Educational Foundations)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |

**EDHD (Education Human Development)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |
| (Debi Switzer) | DEBI | 656-5098 | |

**EDL (Educational Leadership)**
| Alison Search | ALISONP | 656-2370 | 330 Tillman |
| (Rob Knoeppel) | RCK | 656-1882 | |

**EDLT (Educational Literacy)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |
| (Debi Switzer) | DEBI | 656-5098 | |

**EDML (Middle-level Education)**
| Julie Jones | JGAMBRE | 656-5096 | 102B Tillman |

**EDSA (Education Student Affairs)**
| Alison Search | ALISONP | 656-2370 | 330 Tillman |
| (Rob Knoeppel) | RCK | 656-1882 | |

***EDSC (Secondary Education)***
    Julie Jones                      JGAMBRE          656-5096          102B Tillman

***EDSP (Educational Special)***
    Julie Jones                      JGAMBRE          656-5096          102B Tillman
    (Debi Switzer)                 DEBI                656-5098

***EES (Environmental Engineering and Science)***
    Janet Lee                       JLEE6             656-0470          444 Brackett
    Barbara Smith                  BARBAR2         656-3278          149 Rich Lab

***EG (Engineering Graphics)***
    Mandolin Bright               ABRIGH2          656-2031          110 Holtzendorff

***ELE (Executive Leadership and Entrepreneurship)***
    Liz Laxton                    POPE4             656-1333          100A4 Sirrine

***EM (Engineering Mechanics)***
    Steve Csernak                 SCSERNA          656-3317          306 Lowry
    (Kristi Baker)                  KRISTI            656-3001

***ENGL (English)***
    Keri Crist-Wagner           KRISTW           656-3152          801 Strode
    (Aleesa Millet)               ALEESAM         656-3151

***ENGR (Engineering)***
    Mandolin Bright               ABRIGH2          656-2031          110 Holtzendorff

***ENR (Environmental and Natural Resources)***
    Amy Sanders                 AMYBS            656-4840          265 Lehotsky

***ENSP (Environmental Science and Policy)***
    Janet Lee                       JLEE6             656-0470          444 Brackett

***ENT (Entomology)***
    Lisa Flick                    LCFLICK          656-3683          170 P&A

***ENTR (Entrepreneurship)***
    Angela Wiggins              BREWERA         653-0421          107-3 Slone St
      *Works on Tuesday and Friday only
    (John Hannon)              JMHANNO        716-998-6000

***ESED (Engineering and Science Education)***
    Mandolin Bright               ABRIGH2          656-2031          110 Holtzendorff

***ETOX (Environmental Toxicology)***
    Carla Duncan Brewer        CJDUNCA         656-0854          127 Long
    (Londan Means)             LONDANM       656-3604

***FCS (Family and Community Studies)***
    Shelli Charles               SHELLIC          656-3410          University Cen.
    (Mark Small)                MSMALL           656-6286

**FDSC *(Food Science)***

| | | | |
|---|---|---|---|
| Glenda Brown | GBRWN | 656-5698 | 224 P&A |
| (Kim Collins) | KCLLNS | 656-3397 | |

**FDTH *(Food Technology)***

| | | | |
|---|---|---|---|
| Glenda Brown | GBRWN | 656-5698 | 224 P&A |
| (Kim Collins) | KCLLNS | 656-3397 | |

**FIN *(Finance)***

| | | | |
|---|---|---|---|
| Josh Harris | JWHARRI | 656-2677 | 318 Sirrine |
| (Angela Morgan) | AM | 656-4486 | |

**FNR *(Forestry and Natural Resources)***

| | | | |
|---|---|---|---|
| Amy Sanders | AMYBS | 656-4840 | 265 Lehotsky |

**FOR *(Forestry)***

| | | | |
|---|---|---|---|
| Amy Sanders | AMYBS | 656-4840 | 265 Lehotsky |

**FR *(French)***

| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**GC *(Graphic Communications)***

| | | | |
|---|---|---|---|
| Hanna Gardner | HGIBSON | 656-3447 | 207 Godfrey |

**GEN *(Genetics)***

| | | | |
|---|---|---|---|
| Sheryl Alberti | SHERYLB | 656-0308 | 155 P&A |
| (Beth Schonert) | BCHONE | 656-6237 | |

**GEOG *(Geography)***

| | | | |
|---|---|---|---|
| Sheri Marcus | SSHERI | 656-7538 | 126B Hardin |
| (Jeannette Carter) | JEANNEC | 656-3153 | |

**GEOL *(Geology)***

| | | | |
|---|---|---|---|
| Janet Lee | JLEE6 | 656-0470 | 444 Brackett |

**GER *(German)***

| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**GW *(Great Works)***

| | | | |
|---|---|---|---|
| Keri Crist-Wagner | KRISTW | 656-3152 | 801 Strode |
| (Aleesa Millet) | ALEESAM | 656-3151 | |

**HCC *(Human Centered Computing)***

| | | | |
|---|---|---|---|
| Kaley Goodwin | KALEYG | 656-5403 | 105 McAdams |
| (Chris Plaue) | CPLAUE | 656-6933 | |

**HCG *(Healthcare Genetics)***

| | | | |
|---|---|---|---|
| Adam McFarlane | ARMCFAR | 720-2081 | |
| (Ellen Chiles) | ACHILES | 250-8881 | |

**HEHD *(Health, Education, and Human Development)***

| | | | |
|---|---|---|---|
| Stacey Marcus | STACEYM | 656-0371 | 309 Edwards |

**HIST *(History)***
| | | | |
|---|---|---|---|
| Sheri Marcus | SSHERI | 656-7538 | 126B Hardin |
| (James Burns) | BURNSJ | 656-5373 | |

**HLTH *(Health)***
| | | | |
|---|---|---|---|
| Jennifer Dowell | DOWELL2 | 656-5865 | 505 Edwards |
| (Rebecca Coffey) | COFFEY2 | 656-5502 | |
| (Deborah Falta) | FALTAD | 656-1627 | |

**HON *(Honors)***
| | | | |
|---|---|---|---|
| Dana Irvin | PARMA | 656-9433 | 180 CORE |
| (Megan Wong) | MAWONG | 656-0407 | |

**HORT *(Horticulture)***
| | | | |
|---|---|---|---|
| Lisa Flick | LCFLICK | 656-3683 | 170 P&A |

**HP *(Historic Preservation)***
| | | | |
|---|---|---|---|
| Amanda Tucker | ASTUCKE | 843-937-9596 | 701 E. Bay |

**HRD *(Human Resource Development)***
| | | | |
|---|---|---|---|
| Alison Search | ALISONP | 656-2370 | 330 Tillman |
| (Rob Knoeppel) | RCK | 656-1882 | |

**HUM *(Humanities)***
| | | | |
|---|---|---|---|
| Keri Crist Wagner | KCRIST | 656-3151 | 801 Strode |
| (Jan Holmevik) | JHOLMEV | | |

**IE *(Industrial Engineering)***
| | | | |
|---|---|---|---|
| Monique Williams | MONIQUW | 656-4785 | 118 Freeman |
| (Jess LeCroy) | JPRUSZK | 656-0183 | 116 Freeman |

**INT *(Internship)***
| | | | |
|---|---|---|---|
| Troy Nunamaker | TNUNAMA | 722-2033 | 316 Hendrix |

**INTV *(International Student Exchange)***
| | | | |
|---|---|---|---|
| Meredith Wilson | MFANT | 656-0579 | E309 Martin |

**IPM *(Integrated Pest Management)***
| | | | |
|---|---|---|---|
| Lisa Flick | LCFLICK | 656-3683 | 170 P&A |

**IS *(International Studies)***
| | | | |
|---|---|---|---|
| Meredith Wilson | MFANT | 656-0579 | E309 Martin |

**ISEP *(International Student Exchange Program)***
| | | | |
|---|---|---|---|
| Meredith Wilson | MFANT | 656-0579 | E309 Martin |

**ITAL *(Italian)***
| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**JAPN *(Japanese)***

|  |  |  |  |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**JUST (Criminal Justice)**

| Jennifer Holland | HOLLAN2 | 656-2018 | 30D Brackett |
|---|---|---|---|

**LANG (Language)**

| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |
|---|---|---|---|

**LARC (Landscape Architecture)**

| Michelle Marchesse | MARCHES | 656-3926 | Lee 3-112 |
|---|---|---|---|
| (Reva Kaufman) | KREVA | 656-4945 | |

**LAW (Law)**

| Mike Mendonca | MENDONC | 656-3245 | 326 Sirrine |
|---|---|---|---|
| (Kathy Glenn) | GLENN3 | 656-4891 | 300A2 Sirrine |

**LIB (Library)**

| Anne Grant | ANNE1 | 656-6079 | 3rd floor Cooper |
|---|---|---|---|

**LIH (Language and International Health)**

| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |
|---|---|---|---|

**LIT (Language & International Trade)**

| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |
|---|---|---|---|

**LS (Leisure Skills)**

| Dan Anderson | DANDER3 | 656-4560 | 263 Lehotsky |
|---|---|---|---|
| (Sabrina McCall) | SABRINA | 656-2708 | |

**MATH (Mathematical Sciences)**

| Jennifer Van Dyken | JDYKEN | 656-1519 | O108 Martin |
|---|---|---|---|

**MBA (Master of Business Administration)**

| Jane Layton | ELAYTON | 656-8175 | 1 N. Main St. |
|---|---|---|---|
| (Athena Russell) | ATHENA | 656-8182 | |

**ME (Mechanical Engineering)**

| Spencer Davenport | SDAVEN2 | 283-7230 | 106A Fluor |
|---|---|---|---|
| Julie Markus | JWMARKU | 656-3110 | |
| Trish Nigro | PNIGRO | 656-5902 | |
| Janet Bean | BEANJ | 656-3473 | |

**MGT (Management)**

| Liz Laxton | POPE4 | 656-1333 | 100A4 Sirrine |
|---|---|---|---|

**MICR (Microbiology)**

| Carla Duncan Brewer | CJDUNCA | 656-0854 | 127 Long |
|---|---|---|---|
| (Londan Means) | LONDANM | 656-3604 | |

**MKT (Marketing)**

| Robert Massey | MASSEY | 656-1934 | 252B Sirrine |
|---|---|---|---|

| | | | |
|---|---|---|---|
| (Charleen Fitzgerald) | CDTIMME | 656-1312 | |

**ML (Military Leadership)**

| | | | |
|---|---|---|---|
| Frieda Ryan | FRIEDAR | 656-4911 | Johnstone |

**MSE (Materials Science and Engineering)**

| | | | |
|---|---|---|---|
| Laura Kinard | LKINARD | 656-1512 | 162-B Sirrine |

**MUSC (Music)**

| | | | |
|---|---|---|---|
| Beth Anne Johnson | ELAMAR | 656-3043 | 221D Brooks |
| (Sarah Edison) | EDISON | 656-1478 | |

**NPL (Nonprofit Leadership)**

| | | | |
|---|---|---|---|
| Sabrina McCall | SABRINA | 656-2708 | 267 Lehotsky |
| (Alexis Ward) | AWARD7 | 656-3400 | |

**NURS (Nursing)**

| | | | |
|---|---|---|---|
| Adam McFarlane | ARMCFAR | 720-2081 | |
| (Cynthia Mihalchick) | MIHALCH | 250-6702 | |

**NURS (Nursing) University Center Greenville**

| | | | |
|---|---|---|---|
| Ellen Chiles | KFINLEY | 250-8881 | Univ. Center |

**NUTR (Nutrition)**

| | | | |
|---|---|---|---|
| Glenda Brown | GBRWN | 656-5698 | 224 P&A |
| (Kim Collins) | KCLLNS | 656-3397 | |

**PA (Performing Arts)**

| | | | |
|---|---|---|---|
| Beth Anne Johnson | ELAMAR | 656-3043 | 221D Brooks |
| (Sarah Edison) | EDISON | 656-1478 | |

**PADM (Public Administration)**

| | | | |
|---|---|---|---|
| Carolyn Benson | CBENSON | 656-4463 | 2021 Barre |

**PAS (Pan African Studies)**

| | | | |
|---|---|---|---|
| Linda Tindal | LTINDAL | 656-1532 | 127 Hardin |
| (Sheri Burdette) | SSHERI | 656-7538 | |

**PDBE (Planning, Design, and the Built Environment)**

| | | | |
|---|---|---|---|
| Connie Robinson | CORNELR | 656-3260 | 2-118 Lee |

**PDP (Planning, Development, and Preservation)**

| | | | |
|---|---|---|---|
| Jackie Galbreath | JGALBRE | 656-1527 | 3-113 Lee |
| (Reva Kaufman) | KREVA | 656-4945 | |

**PES (Plant and Environmental Sciences)**

| | | | |
|---|---|---|---|
| Lisa Flick | LCFLICK | 656-3683 | 170 P&A |

**PHIL (Philosophy)**

| | | | |
|---|---|---|---|
| Barbara Hamberg | BHAMBER | 656-2584 | 126D Hardin |

**PHSC (Physical Science)**

| | | | |
|---|---|---|---|
| Janet Lee | JLEE6 | 656-0470 | 444 Brackett |

|  |  |  |  |
|---|---|---|---|
| (Barbara Smith) | BARBAR2 | 656-3278 | 149 Rich Lab |

**PHYS (Physics)**

|  |  |  |  |
|---|---|---|---|
| Celeste Hackett | CHACKET | 656-3418 | 118 Kinard |
| (Rise Sheriff) | RISEM | 656-3419 | |

**PKSC (Packaging Science)**

|  |  |  |  |
|---|---|---|---|
| Glenda Brown | GBRWN | 656-5698 | 224 P&A |
| (Kim Collins) | KCLLNS | 656-3397 | |

**PLPA (Plant Pathology)**

|  |  |  |  |
|---|---|---|---|
| Lisa Flick | LCFLICK | 656-3683 | 170 P&A |

**PLPH (Plant Physiology)**

|  |  |  |  |
|---|---|---|---|
| Lisa Flick | LCFLICK | 656-3683 | 170 P&A |

**PORT (Portugese)**

|  |  |  |  |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**POSC (Political Science)**

|  |  |  |  |
|---|---|---|---|
| Angie Guido | NANGELA | 656-3233 | 232 Brackett |
| (Adam Warber) | AWARBER | 656-1828 | |

**POST (Policy Studies)**

|  |  |  |  |
|---|---|---|---|
| Carolyn Benson | CBENSON | 656-4463 | 2021 Barre |

**PRTM (Parks, Recreation, and Tourism)**

|  |  |  |  |
|---|---|---|---|
| Sabrina McCall | SABRINA | 656-2708 | 267 Lehotsky |
| (Alexis Ward) | AWARD7 | 656-3400 | |

**PSYC (Psychology)**

|  |  |  |  |
|---|---|---|---|
| Cindy Pury | CPURYE | 656-7876 | 418 Brackett |
| (Jeff Moore) | JTMOORE | 656-3110 | |

**RCID (Rhetoric, Communication, and Information Design)**

|  |  |  |  |
|---|---|---|---|
| Barbara Ramirez | BJRAM | 656-0751 | Daniel Studio |

**RED (Real Estate Development)**

|  |  |  |  |
|---|---|---|---|
| Amy M. Herrick | MATTHE3 | 656-4257 | 1 N. Main |

**REL (Religion)**

|  |  |  |  |
|---|---|---|---|
| Barbara Hamberg | BHAMBER | 656-2584 | 126D Hardin |

**RS (Rural Sociology)**

|  |  |  |  |
|---|---|---|---|
| Jennifer Holland | HOLLAN2 | 656-2018 | 30D Brackett |

**RUS (Russian)**

|  |  |  |  |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

**SAP (Study Abroad Program)**

|  |  |  |  |
|---|---|---|---|
| Yuki Hirose | JKIHARA | 656-2457 | E301 Brackett |

**SOC (Sociology)**

|  |  |  |  |
|---|---|---|---|
| Jennifer Holland | HOLLAN2 | 656-2018 | 30D Brackett |

*SPAN (Spanish)*

| | | | |
|---|---|---|---|
| Ana Paula Miller | ANA2 | 656-1670 | 715 Strode |

*STAT (Statistics)*

| | | | |
|---|---|---|---|
| Jennifer Van Dyken | JDYKEN | 656-1519 | O108 Martin |

*SUST (Sustainability)*

| | | | |
|---|---|---|---|
| Janet Lee | JLEE6 | 656-0470 | 444 Brackett |
| (Barbara Smith) | BARBAR2 | 656-3278 | 149 Rich Lab |

*STS (Science and Technology in Society)*

| | | | |
|---|---|---|---|
| Pam Mack | PAMMACK | 710-3203 | B06 Hardin |

*THEA (Theatre)*

| | | | |
|---|---|---|---|
| Beth Anne Johnson | ELAMAR | 656-3043 | 221D Brooks |
| (Sarah Edison) | EDISON | 656-1478 | |

*TSAP (Transient Study Abroad Program)*

| | | | |
|---|---|---|---|
| Meredith Wilson | MFANT | 656-0579 | E309 Martin |

*WFB (Wildlife and Fisheries Biology)*

| | | | |
|---|---|---|---|
| Amy Sanders | AMYBS | 656-4840 | 265 Lehotsky |

*WS (Women's Studies)*

| | | | |
|---|---|---|---|
| Linda Tindal | LTINDAL | 656-1532 | 127 Hardin |

*YDP (Youth Development Programs)*

| | | | |
|---|---|---|---|
| Alexis Ward | AWARD7 | 656-3400 | 263 Lehotsky |

# FORM TO REQUEST SUBSTITUTION FOR
## AN ACADEMIC REQUIREMENT

CONTACT:  Registrar, 102 Sikes Hall, 656-2171

A student may request substitution of a course, whether Clemson credits or transfer credits, for a curriculum requirement in the major, the minor, or General Education. Course substitutions will apply toward degree requirements only after approval by all the appropriate academic approvers. Students should initiate the request using the Student Records tab in iROAR.

All requests for course/requirement substitutions must be submitted and approved as early as possible and prior to the start of the student's final semester at Clemson University (i.e., the graduation semester).

If the student has changed academic programs, substitutions previously applied become invalid and unenforced. A re-evaluation of the substitution with an advisor and the resubmission of a substitution form for approval may be required.  Failure to follow these guidelines may result in the student's graduation being delayed to at least the following semester.

Important points to consider:
- The form is used to request substitution but there is no guarantee of acceptance.
- Substitutions must be requested as soon as possible so that a remedy can be sought if the request is denied (i.e., student needs to sign up for a required class).
- Substitutions should be infrequent.  Curricula should be changed if substitutions are routinely granted.
- Form is initiated by student and advisor who work together on appropriate justification.
- Justifications must include documentation **which must be attached to the student's record in CU Navigate**; "needed for graduation" is not acceptable.

Course substitutions can be submitted online via iROAR.