

ACADEMIC ENROLLMENT POLICIES AND PROCEDURES

SECTION OVERVIEW

Academic Calendar

Family Educational Rights and Privacy Act (FERPA)

Legal Presence/SC Illegal Immigration Reform Act

Academic Eligibility

 Academic Eligibility Definitions (alert, probation, suspension, dismissal, renewal)

 Academic Eligibility Standards

 Academic Eligibility Evaluation

 Outcomes

Withdrawal from Coursework

Withdrawal from University

Financial Aid, Satisfactory Academic Progress, and Scholarships

Academic Forgiveness

Change of Academic Program (Major, Minor, Curriculum Year, etc.)

 General Guidelines for Change of Academic Program

 Departmental Change of Academic Program Requirements

Registration Process for Continuing Students

 Registration Coordinators

Substitutions for Course or Requirement

Approval of Credits to be Earned at Another School

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>

The screenshot shows the Clemson University Registrar's website page for FERPA information. At the top, there is a navigation bar with links for 'home', 'iROAR', 'blackboard', and 'phonebook'. Below this is the 'CLEMSON REGISTRAR' logo and a search bar. A purple navigation bar contains links for 'iROAR', 'Registration', 'Transcripts', 'Graduation', and 'Degree Works'. The main content area is titled 'FERPA' and includes a 'What is FERPA?' section with a definition of the act, a 'Quiz' section with seven questions, and a 'Registrar Index' with a letter-based navigation system. The footer contains contact information for the Registrar, a list of audiences, featured links, and policy/terms of use.

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@clermson.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, Undergraduate Studies, JAPPLIN, 656-3022. Also emails can be sent to UGSeligibility@clermson.edu for answers from the Academic Eligibility Team.

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 II-28 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 graded 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 at Clemson, 2) have completed at least three semesters at Clemson, 3) have been suspended, and 4) are returning on appeal. If a student withdraws for one or more semesters, those semesters are not counted as eligible semesters. Conditions of academic eligibility are described in the Academic Eligibility Standards section.

1. A new student will be evaluated at the end of his/her second regular (fall or spring) semester. If the student has two consecutive semesters on academic probation and is not on Academic Alert, he/she is eligible to enroll in the subsequent semester, but must meet academic eligibility standards at the end of the subsequent semester to avoid suspension. This term of suspension is not appealable. Students on Academic Alert in the second consecutive semester of probation will be suspended for the subsequent regular (fall or spring) semester. A student subject to suspension at the end of spring semester may enroll in summer sessions and will avoid suspension if he/she meets academic eligibility standards.
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 2020. Student's CGPA falls below 2.0 at the conclusion of the Fall 2020 term.

Outcome: Student is on academic probation but can re-enroll in Spring 2021.

At conclusion of Spring 2021 term

- Student achieves 2.0 CGPA: Student is in good standing and can re-enroll in Fall 2021.
- Student remains below 2.0 CGPA but meets AE criteria: Student remains on academic probation but can re-enroll in Fall 2021.
- Student does not meet AE criteria: Student remains on academic probation but can re-enroll in Fall 2021.

At conclusion of Fall 2021 term

- Student achieves 2.0 CGPA: Student is in good standing and can re-enroll in Spring 2022.
- Student remains below 2.0 CGPA but meets AE criteria: Student remains on academic probation but can re-enroll in Spring 2022.
- Student does not meet AE criteria: Student is suspended for Spring 2022; there is no appeal process for this suspension. Student can re-enroll beginning in Summer 2022.

AE Criteria (Must satisfy one of these criteria):

1. Pass at least 12 graded 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

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 2020. Student's CGPA is below 2.0 at the conclusion of the Fall 2020 term.

Outcome #1: Fall 2020 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 2021. At conclusion of Spring 2021 term:

1. Student achieves 2.0 CGPA: Student is in good standing and can re-enroll in Fall 2021.
2. Student meets AE criteria: Student remains on academic probation but can re-enroll in Fall 2021.
3. Student does not meet AE criteria: Student subject to suspension for Fall 2021
 - a. Student attends summer sessions and achieves 2.0 CGPA: Student is in good standing and can re-enroll in Fall 2021.
 - b. Student attends summer sessions and meets AE criteria: Student remains on academic probation but can re-enroll in Fall 2021.
 - c. Student attends summer sessions and does not meet AE criteria: Student is suspended for Fall 2021 but can reenroll beginning in Spring 2022. Student can file an appeal and, if successful, can re-enroll in Fall 2021 but must meet AE criteria at the conclusion of Fall 2021 semester. If AE criteria are not met at the conclusion of Fall 2021, student is suspended for Spring 2022; there is no appeal process for this suspension.
 - d. Student does not attend summer sessions: Student is suspended for Fall 2021 but can re-enroll beginning in Spring 2022. Student can file an appeal and, if successful, can re-enroll in Fall 2021 but must meet AE criteria at the conclusion of Fall 2021 semester. If AE criteria are not met at the conclusion of Fall 2021, student is suspended for Spring 2022; 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 2021 but can re-enroll in Spring 2022.

Outcome #2: Fall 2020 is the student's second consecutive term for failing to meet the AE criteria: Student is subject to suspension for Spring 2021

1. Student files an appeal: If successful, the student can re-enroll in Spring 2021 but must meet AE criteria at the conclusion of Spring 2021 semester. If AE criteria are not met at the conclusion of Spring 2021, student is suspended for Fall 2021; there is no appeal process for this suspension.
2. Student does not appeal: The student is suspended for Spring 2021 but can re-enroll in Fall 2021.

AE Criteria (Must satisfy one of these criteria):

1. Pass at least 12 graded 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

STUDENTS SUBJECT TO DISMISSAL

Scenario: Student re-enrolls in Fall 2020 after suspension. Student's CGPA is below 2.0 at the conclusion of the Fall 2020 term.

Outcome #1: The student meets one of the AE criteria at the conclusion of the Fall 2020 term. The student can re-enroll in Spring 2021. At the conclusion of the Spring 2021 term:

1. Student achieves 2.0 CGPA: Student is in good standing and is eligible to re-enroll in Fall 2021.
2. Student meets AE criteria: Student remains on academic probation but is eligible to re-enroll in Fall 2021.
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 2021.
 - b. Student attends summer sessions and meets AE criteria: Student remains on academic probation but is eligible to re-enroll in Fall 2021.
 - 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 2021 but must meet AE criteria at the conclusion of the Fall 2021 semester. If AE criteria are not met at the conclusion of Fall 2021, 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 2021 but must meet AE criteria at the conclusion of the Fall 2021 semester. If AE criteria are not met at the conclusion of Fall 2021, 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 2020 term: Student is subject to dismissal.

1. Student can file an appeal: If successful, the student can re-enroll in Spring 2021 but must meet AE criteria at the conclusion of Spring 2021 semester. If AE criteria are not met at the conclusion of Spring 2021, 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.

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:

4. Student achieves 2.0 CGPA: Student is in good standing and is eligible to re-enroll in Fall 2020.
5. Student meets AE criteria: Student remains on academic probation but is eligible to re-enroll in Fall 2020.
6. 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.

3. 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.
4. Student does not appeal: Student is dismissed and may appeal for readmission after one calendar year.

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.

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 midnight 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 calendars 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 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 <http://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 <https://fsaid.ed.gov>.

The FAFSA can be submitted beginning October 1 for 2020-21. **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 freshmen 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 <http://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 II-31 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 2021-22.**

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://studentaid.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://studentaid.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 TigerTown Summer Bound (TTSB) need to submit the 2019-2020 FAFSA by May 15 (priority) and no later than June 30, 2020. Please note this is a different FAFSA from the version filed for fall. Aid for students in TTSB with a processed 2019-2020 FAFSA will be processed in late May without the submission of the summer aid application required of continuing students.

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 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 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 <http://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 http://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. (<http://www.registrar.clemson.edu/html/acadForgiveness.htm>)

CHANGE OF ACADEMIC PROGRAM

GENERAL GUIDELINES FOR CHANGING ACADEMIC PROGRAMS

Students considering a change of academic program (major, minor, emphasis, or catalog year) should review the Frequently Asked Questions (FAQS) here prior to making a decision:

<https://www.clemson.edu/registrar/student-menu/student-records/majors-minors.html>

To begin 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.

New Freshmen and Transfer Students

When new freshmen and transfer students enroll at Clemson, most are accepted into a particular academic program. Two notable exceptions are engineering students who must enroll in General Engineering their first year and business students who must enroll in Pre-Business their first year. See section 3 below for related comments on these two groups. In addition, approximately 200 students are accepted in an undeclared academic program status. The Admissions Office processes acceptable changes of academic programs for new freshmen and transfer students at the time of orientation. Once classes begin, new students can submit an Undergraduate Change of Program as outlined above.

Enrolled Students

Enrolled students who wish to change their academic program must submit an Undergraduate Change of Program request in the Student Records tab in [iROAR](#). The request must be approved by both the current and new academic departments. Students wishing to change majors should talk with an advisor in both departments. Students should gain the acceptance of the new academic program prior to disengaging from the current one*. Many academic departments have established one or more conditions, such as a minimum grade-point ratio requirement, an application process, etc. that must be satisfied before approving a student Request to Change Academic Program. Students are usually put into the curriculum year in force at the time of the academic program change.

General Engineering and Pre-Business

All engineering students must complete the freshmen General Engineering curriculum before being admitted into a specific engineering degree program (Civil, Electrical, Mechanical, etc.). All new business students must complete the freshmen Pre-Business curriculum before being admitted into a specific business degree program (Accounting, Economics, Management, etc.). Both freshmen curricula have minimum grade point ratio requirements that must be satisfied before students can advance to a specific degree-granting major. Advisors in both programs assist students in selecting a specific major and choosing a specific curriculum year.

Withdrawing

If students withdraw from the University or do not remain continuously enrolled (summer terms excluded), they are readmitted into the major they were in when they were last enrolled. Questions regarding the Undergraduate Change of Program request in iROAR should be directed to Enrolled Student Services, 864-656-2174. General change of program questions should be directed to your advisor. Please refer to the Departmental Change-of-Academic Program Requirements section in this manual for departmental- and/or program-specific restrictions.

CHANGING CURRICULUM YEAR

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.

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. Advantages, disadvantages, availability of required courses that must be taken; and
2. Earned credits that can be used in the new curriculum.

Transfer students and former students returning have additional considerations outlined below:

1. **Transfer Students:** 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.
2. **Former Students Returning:** 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. See the section on Student Specific Populations for more information about the former student returning population.

Students must receive approval to change their curriculum year requirements. A Change of Academic Program form must be submitted via iROAR.

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 Center for Career and Professional Development (CCPD) 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 should visit the CCPD website for information regarding services and how to access them. Additionally, students may also schedule an Explore AAH Undeclared appointment in CU Navigate to meet with a generalist advisor in the Academic Success Center.

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 date applications for diplomas are due.

Undergraduate major/minor codes may be found at the following link:

<https://www.clemson.edu/registrar/major-minor-codes.html>.

Information about windows for gaining departmental approval of these requests can be found here: <https://www.clemson.edu/academics/advising/advisors/change-of-program.html>.

Many departments have availability for exploratory advising appointments in their department in CU Navigate. Students may identify availability for these appointments under Academic Advising > Major Exploration > Explore <insert degree program here>.

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	<p>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.</p> <p>Contact: Katie Black, HULSE, 650-6662, F153 P&A</p>
Agricultural Education	Contact: Christi Leard, CCAMPB3, 656-4082, 256 McAdams
Agribusiness	Contact: Christi Leard, CCAMPB3, 656-4082, 256 McAdams
Agricultural Mechanization & Business	Contact: Christi Leard, CCAMPB3, 656-4082, 256 McAdams Hunter Massey, MASSEY4, 656-4056, 249 McAdams
Animal & Veterinary Sciences	<p>Students wishing to change their academic program to Animal Veterinary Sciences must have earned a minimum 2.5 GPA</p> <p>Contact: Jason Allen, JA6, 656-3162, 131 P&A</p>
Environmental & Natural Resources	Contact: Amy Sanders, AMYBS, 656-4840, 265 Lehotsky
Food Science and Human Nutrition	<p><u>Food Science & Technology Concentration:</u> Contact: Allison Butterbaugh, KERFOOT, 656-5698, 207 P&A</p> <p><u>For Dietetics emphasis,</u> Contact: Bridgit Corbett, BRIDGIC, 656-3397, 219 P&A</p> <p>Students interested in pursuing the dietetics emphasis must:</p> <ol style="list-style-type: none">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. <p>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"</p>

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.

Forest Resource Management

Contact: Amy Sanders, AMYBS, 656-4840, 265 Lehotsky

Horticulture

Contact: Lisa Flick, LCFLICK, 656-3683, 169 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: Pat Marcondes, PATM, 552-0658, 230 P&A
Glenda Brown, GBRWN, 656-5698, 224 P&A

Plant & Environmental Sciences

Contact: Lisa Flick, LCFLICK, 656-3683, 169 P&A

Turfgrass

Contact: Lisa Flick, LCFLICK, 656-3683, 169 P&A

Wildlife & Fisheries Biology

Contact: Amy Sanders, AMYBS, 656-4840, 265 Lehotsky

COLLEGE OF ARCHITECTURE, ARTS, AND HUMANITIES

SCHOOL OF DESIGN AND BUILDING

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.

Contact: Timothy Brown, TB2, 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.

Contact: Deborah Anthony, ADEBORA, 656-0181, 2-122 Lee Hall

Landscape Architecture

Contact: Matthew Powers, POWERS8, 656-4408, 3-116 Lee Hall
Michelle Marchese, MARCHES, 656-3926, 3-112 Lee Hall

SCHOOL OF THE ARTS

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.

Contact: Becky Becker, BECKER1, 656-3043, 221 Brooks Center

Art (B.F.A.)

Contact: Valerie Zimany, VZIMANY, 656-3881, 2-121 Lee

SCHOOL OF HUMANITIES

English

Contact: Keri Crist-Wagner, KCRISTW, 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: Amit Bein, ABEIN, 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: clermson.edu/caah/departments/languages/academics/lnih/

Contact: Julia Harvey, JMDINGL, 656-6433, 703 Strode
Kelly Peebles, KPEEBLE, 656-3393, 504 Strode

**Language &
International Business**

Contact: Julia Harvey, JMDINGL, 656-6433, 703 Strode
Jae Takeuchi, JTAKUC, 656-3393, 501 Strode

Modern Languages

Contact:
ASL: Stephen Fitzmaurice, SFITZMA, 431-7778, 705 Strode
Chinese: Yanming An, YANMING, 656-3544; 614 Strode
French: Joe Mai, JMAI, 656-3393, 509 Strode
German: Johannes Schmidt, SCHMIDJ, 656-3393, 704 Strode
Italian: Luca Barattoni, LBARATT, 656-3393, 303 Strode
Japanese: Jae Takeuchi, JAKEUC, 656-3393, 313 Strode
Spanish: Julia Harvey, JMDINGL, 656-6433, 703 Strode

Pan African Studies

Contact: Diane Perpich, DPERPIC, 653-0700, 656-1532, 224 Hardin

Philosophy

Contact: Kelly Smith, KCS, 656-1093, 208 Hardin

Religious Studies

Contact: Benjamin White, BWHITE5, 656-7907 ext. 19, 222 Hardin
Mashal Saif, MSAIF, 214 Hardin Hall
Elizabeth Jemison, EJEMISO, 656-2001, 220 Hardin

Women’s Leadership

Contact: Diane Perpich, DPERPIC, 653-0700, 656-1532, 224 Hardin

World Cinema

Contact: Diane Perpich, DPERPIC, 653-0700, 656-1532, 224 Hardin

AAH 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, 656-2365, 202 ASC

COLLEGE OF BEHAVIORAL, SOCIAL AND HEALTH SCIENCES

Anthropology

Students wishing to change their academic program to Anthropology must have a minimum 2.0 cumulative GPA.

Contact: Kaela Gardner, KAELAG, 656-8960, 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: VACANT, 656-5506, 309 Edwards

Criminal Justice

Students wishing to change their academic program to Criminal Justice must have a minimum 2.0 cumulative GPA.

Contact: Kaela Gardner, KAELAG, 656-8960, 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 only, 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 Health 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.

Contact: Kristin Goodenow, KRISTIG, 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 early February. 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 competitive. Students must be enrolled at Clemson at the time of application, pursuing back-up major course requirements in addition to Nursing requirements.

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.

Students enrolled in the Bridge to Clemson program 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, 656-1503, 309 Edwards Hall

**Parks, Recreation &
Tourism Management
(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.

Contact: Troy Thieman, TTHEMA, 656-0371, 309 Edwards

**PGA Professional
Golf Management**

Contact: Rick Lucas, RLUCAS, 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.

Contact: Jason Chavis, JCCHAVI, 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. All students considering Psychology should review the information here: <http://www.clemson.edu/cbbs/departments/psychology/undergraduate/changemajor.html>.

Contact: Jeff Moore, JTMOORE, 656-2570, 427 Edwards Hall

Sociology

Students wishing to change their academic program to Sociology must have a minimum 2.0 cumulative GPA.

Contact: Kaela Gardner, KAELAG, 656-8960, 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>

Contact: VACANT, 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 Sarrine 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:

Faith Bridges (CUBS)	FBRIDGE	656-8977	103 Douthit E
Emily Danuser	EDANUSE	656-2826	TBD
Kristy Lockhart	KRISTYL	656-6957	TBD
David O’Nan	DONAN	656-6956	TBD
Melonee Wolfe	MELONEY	656-3943	TBD
Jill Williams	JNRICHA	656-2526	TBD

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

Faith Bridges (CUBS)	FBRIDGE	656-8977	103 Douthit E
Emily Danuser	EDANUSE	656-2826	TBD
Kristy Lockhart	KRISTYL	656-6957	TBD
David O’Nan	DONAN	656-6956	TBD
Melonee Wolfe	MELONEY	656-3943	TBD
Jill Williams	JNRICHA	656-2526	TBD

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, 656-3965, TBD

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, 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, 656-0491, 309 105-A Tillman Hall

Elementary Education

Secondary Education: Contact: Jamie Garland, JGARLAN, 656-3180, 105-B Tillman Hall
**(Math, English, Social Studies),
Math Teaching, Science Teaching,
Middle Level Education,
Special Education**

COLLEGE OF ENGINEERING, COMPUTING AND APPLIED SCIENCES

Engineering

Enrolled students who wish to change from a non-engineering major into any engineering major must first change their major to General Engineering (GE). Students cannot change directly into a degree-granting engineering major. To obtain approval to change into General Engineering, a student must first meet with a General Engineering advisor, complete the following courses with a grade of C or better: MATH 1060 (or both MATH 1040 and MATH 1070), CH 1010, and ENGR 1020; and have a cumulative GPA of 2.00 or higher.

Contact: General Engineering Advising Center, GEADVISING, B01 Holtzendorff

School of Computing

Students who change majors into Computer Science or Computer Information Systems must have a cumulative grade-point average of 2.00 or higher. Students are strongly encouraged to meet with a School of Computing academic advisor prior to changing majors.

Contact: Amanda Menefee, MENEFEE, 656-9044, 101 McAdams
Melissa Green, MEG5, 656-1772, 102 McAdams

Geology

Contact: Alan Coulson, ACOULSO, 656-1897, 339 Brackett

COLLEGE OF SCIENCE

- Biochemistry** Contact: Alison Starr-Moss, ASTARR, 656-6877, 158 P&A
Joey Thames, JTHAMES, 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, 656-3830, 125 Long
Laura Love, LSLOVE, 656-5074, 129 Long
Londan Charley, LONDANM, 656-3604, 124 Long
- Chemistry** Contact: Dennis Taylor, DFTAY, 656-2680; 265 Hunter
Kris Coleman, KCOLEM3, 656 3089, 219 Hunter
- Genetics** Contact: Alison Starr-Moss, ASTARR, 656-6877, 158 P&A
Joey Thames, JTHAMES, 656-0873, 159 P&A
- Mathematical Sciences** Contact: Sean Sather-Wagstaff, UGCMATH, 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, 656-3830, 125 Long
Laura Love, LSLOVE, 656-5074, 129 Long
Londan Charley, LONDANM, 656-3604, 124 Long
- Physics and Astronomy** Contact: Chad Sosolik, SOSOLIK, 656-0310, 206 Kinard

NON-DEGREE PREPROFESSIONAL HEALTH STUDIES

- Prepharmacy** Contact: Adam Hunter, HUNTER3, 656-3288, 105 Long
- Preprofessional Health** Contact: Adam Hunter, HUNTER3, 656-3288, 105 Long

REGISTRATION PROCESS FOR CONTINUING STUDENTS

CONTACT: Kelly McDavid, Registration Coordinator, MCDAVID, 656-5282
<https://www.clemson.edu/registrar/student-menu/>

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 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). New 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 <https://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 <https://www.clemson.edu/finance/student-financials/tuition-fees/index.html>. Additional information is available from the Student Financial Services office at <http://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 students 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 May 27 through 8:00 AM on July 20. See the Academic Calendar on the Records and Registration website:
<http://www.clemson.edu/registrar/academic-calendars/>

REGISTRATION COORDINATORS

Alphabetized by Course Code. Updated 3/2019.

The most current list can be found at: <https://www.clemson.edu/registrar/registration-coordinators/>

<i>AAH (Art & Architectural History)</i>			
Lori Gugan (Valerie Zimany)	LGUGAN VZIMANY	656-3881 656-3880	2-120 Lee
<i>ACCT (Accounting)</i>			
Mike Mendonca (Kathy Glenn)	MENDONC GLENN3	656-3673 656-4891	326 Serrine
<i>AGED (Agricultural Education)</i>			
Christi Leard	CCAMPB3	656-4082	224 McAdams
<i>AGM (Agricultural Mechanization)</i>			
Christi Leard	CCAMPB3	656-4082	224 McAdams
<i>AGR (Agriculture)</i>			
Christi Leard	CCAMPB3	656-4082	224 McAdams
<i>AGRB (Agribusiness)</i>			
Christi Leard	CCAMPB3	656-4082	224 McAdams
<i>AL (Athletic Leadership)</i>			
Deborah Cadorette (Alison Search)	DJCAT ALISONP	656-0434 656-2370	304E Tillman
<i>AMFG (Advanced Manufacturing)</i>			
Janeen Putman	JANEEN	656-3110	101B Fluor
<i>ANTH (Anthropology)</i>			
Jennifer Holland	HOLLAN2	656-2018	30-D Brackett
<i>APEC (Applied Economics)</i>			
Christi Leard	CCAMPB3	656-4082	224 McAdam
<i>ARAB (Arabic)</i>			
Ana Paula Miller	ANA2	656-1670	715 Strode
<i>ARCH (Architecture)</i>			
Timothy Brown (Michelle McLane)	TB2 WKING	656-3914 656-3938	3-132 Lee
<i>ART (Art)</i>			
Lori Gugan (Valerie Zimany)	LGUGAN VZIMANY	656-3881 656-3880	2-120 Lee
<i>AS (Aerospace Studies)</i>			
Col. Keith Balts	KBALTS	656-3254	300 Tillman
<i>ASL (American Sign Language)</i>			
Ana Paula Miller	ANA2	656-1670	715 Strode

<i>ASTR (Astronomy)</i>	Rise Sheriff (Amanda Crumpton) (Celeste Hackett)	RISEM AELLENB CHACKET	656-3419 656-0343 656-3418	118 Kinard
<i>AUD (Audio Technology)</i>	Beth Anne Johnson (Sarah Edison)	ELAMAR EDISON	656-3043 656-1478	221D Brooks
<i>AUE (Automotive Engineering)</i>	Jeremiah Farmer	MJFARME	283-7230	CU-ICAR
<i>AVS (Animal and Veterinary Sciences)</i>	Lauren St. Clair (Jason Allen)	LSRCLAI JA6	656-2143 656-3162	132 P&A
<i>BCHM (Biochemistry)</i>	Sheryl Alberti (Beth Schonert)	SHERYLB BCHONE	656-0308 656-6237	155 P&A
<i>BE (Biosystems Engineering)</i>	Janet Lee Barbara Smith	JLEE6 BARBAR2	656-0470 656-3278	444 Brackett 149 Rich Lab
<i>BIOE (BioEngineering)</i>	Janeen Putman (Tammy Rothell)	JANEEN TAMMY	656-0308 656-9843	A-302 Rhodes 301 Rhodes
<i>BIOL (Biology)</i>	Carla Duncan Brewer (Londan Means)	CJDUNCA LONDANM	656-0854 656-3604	127 Long
<i>BMOL (Biomolecular Engineering)</i>	Joy Rodatz	JRODATZ	656-3055	127 Earle
<i>BT (Biosystems Technology)</i>	Christi Leard	CCAMPB3	656-4082	224 McAdam
<i>BUS (Business)</i>	Suerea Wooten (Ed De Iulio)	SWOOTEN EDEIULI	656-6956 656-6955	G02 Serrine
<i>CAAH (College of Architecture, Arts, & Humanities)</i>	Keri Crist Wagner (Jan Holmevik)	KCRIST JHOLMEV	656-3151	801 Strode
<i>CE (Civil Engineering)</i>	Steve Csernak (CJ Bolding)	SCSERNA CWBOLDI	656-3317 656-3030	306 Lowry 109 Lowry
<i>CES (College of Engineering & Science)</i>	Stephanie Evans (Mandolin Bright)	SHEVANS ABRIGH2	656-9784 656-2031	107 Riggs 110 Holtzendorff

<i>CH (Chemistry)</i> Kris Coleman (Heather Shelton)	KCOLEM3 SHEATHE	656-3089 656-3095	219 Hunter
<i>CHE (Chemical Engineering)</i> Joy Rodatz	JRODATZ	656-3055	127 Earle
<i>CHIN (Chinese)</i> Ana Paula Miller	ANA2	656-1670	715 Strode
<i>COMM (Communication Studies)</i> Morgan Team (Amy Durrance)	TEAM2 ADURRAN	656-5747 656-1567	408 Strode
<i>COOP (Co-Op Education)</i> Monique Elmore (Neil Burton)	MONIQUG BONEIL	656-9067 656-3150	321 Brackett
<i>CPSC (Computer Science)</i> Kaley Goodwin (Chris Plaue)	KALEYG CPLAUE	656-5403 656-6933	100G McAdams 100F McAdams
<i>CRD (Community and Rural Development)</i> Kimmie Richardson	KR2	656-3497	228A Serrine
<i>CRP (City & Regional Planning)</i> Jackie Galbreath (Reva Kaufman)	JGALBRE KREVA	656-1527 656-4945	3-113 Lee
<i>CSM (Construction Science and Management)</i> Deborah Anthony	ADEBORA	656-0181	2-122 Lee
<i>CTE (Career & Technology Education)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman
<i>CU (Clemson University)</i> Marsha Roach (Sue Whorton)	MLROACH WHORTON	656-6212 656-6256	232 ASC
<i>CVT (Cardiovascular Technology)</i> Jennifer Dowell (Rebecca Coffey) (Deborah Falta)	DOWELL2 COFFEY2 FALTAD	656-5865 656-5502 656-1627	505 Edwards
<i>DANC (Dance)</i> Beth Anne Johnson (Sarah Edison)	ELAMAR EDISON	656-3043 656-1478	221D Brooks
<i>DPA (Digital Production Arts)</i> Kaley Goodwin (Chris Plaue)	KALEYG CPLAUE	656-5403 656-6933	105 McAdams

<i>DSGN (Design Studies)</i> Timothy Brown (Michelle McLane)	TB2 WKING	656-3914 656-3938	3-132 Lee
<i>EAS (East Asian Studies)</i> Ana Paula Miller	ANA2	656-1670	715 Strode
<i>ECE (Electrical and Computer Engineering)</i> Jeanine Hayes (Patty McNulty)	AJLANGS PMCNULT	656-3947 656-5291	102C Riggs 102B Riggs
<i>ECON (Economics)</i> Kimberly Richardson (Rob Fleck)	KR2 RFLECK	656-3497 656-3964	228A Sirrine 228B Sirrine
<i>ED (Education)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman
<i>EDC (Educational Counseling)</i> Julie Jones (Debi Switzer)	JGAMBRE DEBI	656-5096 656-5098	102B Tillman
<i>EDEC (Early Childhood Education)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman
<i>EDEL (Elementary Education)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman
<i>EDF (Educational Foundations)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman
<i>EDHD (Education Human Development)</i> Julie Jones (Debi Switzer)	JGAMBRE DEBI	656-5096 656-5098	102B Tillman
<i>EDL (Educational Leadership)</i> Alison Search (Rob Knoeppel)	ALISONP RCK	656-2370 656-1882	330 Tillman
<i>EDLT (Educational Literacy)</i> Julie Jones (Debi Switzer)	JGAMBRE DEBI	656-5096 656-5098	102B Tillman
<i>EDML (Middle-level Education)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman
<i>EDSA (Education Student Affairs)</i> Alison Search (Rob Knoeppel)	ALISONP RCK	656-2370 656-1882	330 Tillman
<i>EDSC (Secondary Education)</i> Julie Jones	JGAMBRE	656-5096	102B Tillman

<i>EDSP (Educational Special)</i>				
Julie Jones (Debi Switzer)	JGAMBRE DEBI	656-5096 656-5098	102B Tillman	
<i>EES (Environmental Engineering and Science)</i>				
Janet Lee Barbara Smith	JLEE6 BARBAR2	656-0470 656-3278	444 Brackett 149 Rich Lab	
<i>EG (Engineering Graphics)</i>				
Mandolin Bright	ABRIGH2	656-2031	110 Holtzendorff	
<i>ELE (Executive Leadership and Entrepreneurship)</i>				
Liz Laxton	POPE4	656-1333	100A4 Sirrine	
<i>EM (Engineering Mechanics)</i>				
Steve Csernak (Kristi Baker)	SCSERNA KRISTI	656-3317 656-3001	306 Lowry	
<i>ENGL (English)</i>				
Keri Crist-Wagner (Aleesa Millet)	KRISTW ALEESAM	656-3152 656-3151	801 Strode	
<i>ENGR (Engineering)</i>				
Mandolin Bright	ABRIGH2	656-2031	110 Holtzendorff	
<i>ENR (Environmental and Natural Resources)</i>				
Amy Sanders	AMYBS	656-4840	265 Lehotsky	
<i>ENSP (Environmental Science and Policy)</i>				
Janet Lee	JLEE6	656-0470	444 Brackett	
<i>ENT (Entomology)</i>				
Lisa Flick	LCFLICK	656-3683	170 P&A	
<i>ENTR (Entrepreneurship)</i>				
Angela Wiggins *Works on Tuesday and Friday only (John Hannon)	BREWERA JMHANNO	653-0421 716-998-6000	107-3 Slone St	
<i>ESED (Engineering and Science Education)</i>				
Mandolin Bright	ABRIGH2	656-2031	110 Holtzendorff	
<i>ETOX (Environmental Toxicology)</i>				
Carla Duncan Brewer (Londan Means)	CJDUNCA LONDANM	656-0854 656-3604	127 Long	
<i>FCS (Family and Community Studies)</i>				
Susan Limber	SLIMBER	656-6320	321 Brackett	
<i>FDSC (Food Science)</i>				
Glenda Brown (Kim Collins)	GBRWN KCLLNS	656-5698 656-3397	224 P&A	

<i>FDTH (Food Technology)</i>				
Glenda Brown (Kim Collins)	GBRWN KCLLNS	656-5698 656-3397	224 P&A	
<i>FIN (Finance)</i>				
Josh Harris (Angela Morgan)	JWHARRI AM	656-2677 656-4486	318 Sirrine	
<i>FNR (Forestry and Natural Resources)</i>				
Amy Sanders	AMYBS	656-4840	265 Lehotsky	
<i>FOR (Forestry)</i>				
Amy Sanders	AMYBS	656-4840	265 Lehotsky	
<i>FR (French)</i>				
Ana Paula Miller	ANA2	656-1670	715 Strode	
<i>GC (Graphic Communications)</i>				
Hanna Gardner	HGIBSON	656-3447	207 Godfrey	
<i>GEN (Genetics)</i>				
Sheryl Alberti (Beth Schonert)	SHERYLB BCHONE	656-0308 656-6237	155 P&A	
<i>GEOG (Geography)</i>				
Sheri Marcus (Jeannette Carter)	SSHERI JEANNEC	656-7538 656-3153	126B Hardin	
<i>GEOL (Geology)</i>				
Janet Lee	JLEE6	656-0470	444 Brackett	
<i>GER (German)</i>				
Ana Paula Miller	ANA2	656-1670	715 Strode	
<i>GW (Great Works)</i>				
Keri Crist-Wagner (Aleesa Millet)	KRISTW ALEESAM	656-3152 656-3151	801 Strode	
<i>HCC (Human Centered Computing)</i>				
Kaley Goodwin (Chris Plaue)	KALEYG CPLAUE	656-5403 656-6933	105 McAdams	
<i>HCG (Healthcare Genetics)</i>				
Adam McFarlane (Ellen Chiles)	ARMCFAR ACHILES	720-2081 250-8881		
<i>HEHD (Health, Education, and Human Development)</i>				
Alexis Ward	AWARD7	656-3400	263 Lehotsky	
<i>HIST (History)</i>				
Sheri Marcus (James Burns)	SSHERI BURNSJ	656-7538 656-5373	126B Hardin	

<i>HLTH (Health)</i>	Jennifer Dowell (Rebecca Coffey) (Deborah Falta)	DOWELL2 COFFEY2 FALTAD	656-5865 656-5502 656-1627	505 Edwards
<i>HON (Honors)</i>	Dana Irvin (Megan Wong)	PARMA MAWONG	656-9433 656-0407	180 CORE
<i>HORT (Horticulture)</i>	Lisa Flick	LCFLICK	656-3683	170 P&A
<i>HP (Historic Preservation)</i>	Amanda Tucker	ASTUCKE	843-937-9596	701 E. Bay
<i>HRD (Human Resource Development)</i>	Alison Search (Rob Knoeppel)	ALISONP RCK	656-2370 656-1882	330 Tillman
<i>HUM (Humanities)</i>	Keri Crist Wagner (Jan Holmevik)	KCRIST JHOLMEV	656-3151	801 Strode
<i>IE (Industrial Engineering)</i>	Monique Williams (Jess LeCroy)	MONIQUW JPRUSZK	656-4785 656-0183	118 Freeman 116 Freeman
<i>INT (Internship)</i>	Troy Nunamaker	TNUNAMA	722-2033	316 Hendrix
<i>INTV (International Student Exchange)</i>	Meredith Wilson	MFANT	656-0579	E309 Martin
<i>IPM (Integrated Pest Management)</i>	Lisa Flick	LCFLICK	656-3683	170 P&A
<i>IS (International Studies)</i>	Meredith Wilson	MFANT	656-0579	E309 Martin
<i>ISEP (International Student Exchange Program)</i>	Meredith Wilson	MFANT	656-0579	E309 Martin
<i>ITAL (Italian)</i>	Ana Paula Miller	ANA2	656-1670	715 Strode
<i>JAPN (Japanese)</i>	Ana Paula Miller	ANA2	656-1670	715 Strode
<i>JUST (Criminal Justice)</i>	Jennifer Holland	HOLLAN2	656-2018	30D Brackett
<i>LANG (Language)</i>	Ana Paula Miller	ANA2	656-1670	715 Strode

<i>LARC (Landscape Architecture)</i>				
Michelle Marchesse (Reva Kaufman)	MARCHES KREVA	656-3926 656-4945	Lee 3-112	
<i>LAW (Law)</i>				
Mike Mendonca (Kathy Glenn)	MENDONC GLENN3	656-3245 656-4891	326 SIRRINE 300A2 SIRRINE	
<i>LIB (Library)</i>				
Anne Grant	ANNE1	656-6079	3 rd floor Cooper	
<i>LIH (Language and International Health)</i>				
Ana Paula Miller	ANA2	656-1670	715 Strode	
<i>LIT (Language & International Trade)</i>				
Ana Paula Miller	ANA2	656-1670	715 Strode	
<i>LS (Leisure Skills)</i>				
Dan Anderson (Sabrina McCall)	DANDER3 SABRINA	656-4560 656-2708	263 Lehotsky	
<i>MATH (Mathematical Sciences)</i>				
Jennifer Van Dyken	JDYKEN	656-1519	O108 Martin	
<i>MBA (Master of Business Administration)</i>				
Jane Layton (Athena Russell)	ELAYTON ATHENA	656-8175 656-8182	1 N. Main St.	
<i>ME (Mechanical Engineering)</i>				
Janeen Putman (Trish Nigro) (Janet Bean)	JANEEN PNIGRO BEANJ	656-3110 656-5902 656-3473	102D Fluor	
<i>MGT (Management)</i>				
Liz Laxton	POPE4	656-1333	100A4 SIRRINE	
<i>MICR (Microbiology)</i>				
Carla Duncan Brewer (London Means)	CJDUNCA LONDANM	656-0854 656-3604	127 Long	
<i>MKT (Marketing)</i>				
Robert Massey (Charleen Fitzgerald)	MASSEY CDTIMME	656-1934 656-1312	252B SIRRINE	
<i>ML (Military Leadership)</i>				
Frieda Ryan	FRIEDAR	656-4911	Johnstone	
<i>MSE (Materials Science and Engineering)</i>				
Laura Kinard	LKINARD	656-1512	162-B SIRRINE	
<i>MUSC (Music)</i>				
Claire Kelly (Sarah Edison)	CKELLY6 EDISON	656-3043 656-1478	221D Brooks	

<i>NPL (Nonprofit Leadership)</i>	Sabrina McCall (Alexis Ward)	SABRINA AWARD7	656-2708 656-3400	267 Lehotsky
<i>NURS (Nursing)</i>	Adam McFarlane (Robin Metler)	ARMCFAR RMETLER	720-2081 656-5746	516 Edwards
<i>NURS (Nursing) University Center Greenville</i>	Ellen Chiles	KFINLEY	250-8881	Univ. Center
<i>NUTR (Nutrition)</i>	Glenda Brown (Kim Collins)	GBRWN KCLLNS	656-5698 656-3397	224 P&A
<i>PA (Performing Arts)</i>	Claire T. Kelly (Sarah Edison)	CKELLY6 EDISON	656-3043 656-1478	221D Brooks
<i>PADM (Public Administration)</i>	Carolyn Benson	CBENSON	656-4463	2021 Barre
<i>PAS (Pan African Studies)</i>	Linda Tindal (Sheri Burdette)	LTINDAL SSHERI	656-1532 656-7538	127 Hardin
<i>PDBE (Planning, Design, and the Built Environment)</i>	Connie Robinson	CORNELR	656-3260	2-118 Lee
<i>PDP (Planning, Development, and Preservation)</i>	Jackie Galbreath (Reva Kaufman)	JGALBRE KREVA	656-1527 656-4945	3-113 Lee
<i>PES (Plant and Environmental Sciences)</i>	Lisa Flick	LCFLICK	656-3683	170 P&A
<i>PHIL (Philosophy)</i>	Barbara Hamberg	BHAMBER	656-2584	126D Hardin
<i>PHSC (Physical Science)</i>	Janet Lee (Barbara Smith)	JLEE6 BARBAR2	656-0470 656-3278	444 Brackett 149 Rich Lab
<i>PHYS (Physics)</i>	Celeste Hackett (Rise Sheriff)	CHACKET RISEM	656-3418 656-3419	118 Kinard
<i>PKSC (Packaging Science)</i>	Glenda Brown (Kim Collins)	GBRWN KCLLNS	656-5698 656-3397	224 P&A
<i>PLPA (Plant Pathology)</i>	Lisa Flick	LCFLICK	656-3683	170 P&A

<i>PLPH (Plant Physiology)</i> Lisa Flick	LCFLICK	656-3683	170 P&A
<i>PORT (Portugese)</i> Ana Paula Miller	ANA2	656-1670	715 Strode
<i>POSC (Political Science)</i> Angie Guido (Adam Warber)	NANGELA AWARBER	656-3233 656-1828	232 Brackett
<i>POST (Policy Studies)</i> Carolyn Benson	CBENSON	656-4463	2021 Barre
<i>PRTM (Parks, Recreation, and Tourism)</i> Sabrina McCall (Alexis Ward)	SABRINA AWARD7	656-2708 656-3400	267 Lehotsky
<i>PSYC (Psychology)</i> Cindy Pury (Jeff Moore)	CPURYE JTMOORE	656-7876 656-3110	418 Brackett
<i>RCID (Rhetoric, Communication, and Information Design)</i> Barbara Ramirez	BJRAM	656-0751	Daniel Studio
<i>RED (Real Estate Development)</i> Amy M. Herrick	MATTHE3	656-4257	1 N. Main
<i>REL (Religion)</i> Barbara Hamberg	BHAMBER	656-2584	126D Hardin
<i>RS (Rural Sociology)</i> Jennifer Holland	HOLLAN2	656-2018	30D Brackett
<i>RUS (Russian)</i> Ana Paula Miller	ANA2	656-1670	715 Strode
<i>SAP (Study Abroad Program)</i> Yuki Hirose	JKIHARA	656-2457	E301 Brackett
<i>SOC (Sociology)</i> Jennifer Holland	HOLLAN2	656-2018	30D Brackett
<i>SPAN (Spanish)</i> Ana Paula Miller	ANA2	656-1670	715 Strode
<i>STAT (Statistics)</i> Jennifer Van Dyken	JDYKEN	656-1519	O108 Martin
<i>SUST (Sustainability)</i> Janet Lee (Barbara Smith)	JLEE6 BARBAR2	656-0470 656-3278	444 Brackett 149 Rich Lab

<i>STS (Science and Technology in Society)</i> Pam Mack	PAMMACK	710-3203	B06 Hardin
<i>THEA (Theatre)</i> Claire Kelly (Sarah Edison)	CKELLY6 EDISON	656-3043 656-1478	221D Brooks
<i>TSAP (Transient Study Abroad Program)</i> Meredith Wilson	MFANT	656-0579	E309 Martin
<i>WFB (Wildlife and Fisheries Biology)</i> Amy Sanders	AMYBS	656-4840	265 Lehotsky
<i>WS (Women's Studies)</i> Linda Tindal	LTINDAL	656-1532	127 Hardin
<i>YDP (Youth Development Programs)</i> Alexis Ward	AWARD7	656-3400	263 Lehotsky

FORM TO REQUEST SUBSTITUTION FOR AN ACADEMIC REQUIREMENT

CONTACT: Enrolled Student Services, 104 Sikes Hall, 656-2174

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.

APPROVAL OF CREDITS TO BE EARNED AT ANOTHER SCHOOL

CONTACT: Enrolled Student Services, 104 Sikes Hall, 656-2174
<https://www.clemson.edu/registrar/student-menu/transfer-credits.html>

Clemson students that plan to take classes at another school, either domestic or abroad, should get approval in advance for each subject to be taken. Please note that it is Clemson's policy that transcripts from other schools must be received before credit earned can be awarded. Other policies concerning credits taken at other institutions are included with the request form, which can be found at the link above. Students should work with their academic advisor to identify course equivalencies and receive approval prior to enrolling in the course elsewhere.