2018-2019 Academic Calendar

https://www.clemson.edu/registrar/academic-calendars/
ACADEMIC FORGIVENESS POLICY

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

The Academic Forgiveness Policy (AFP) allows a student enrolled beginning Fall 2013 to eliminate from the GPA calculation up to three courses in which a D or F was earned. Students enrolled prior to Fall 2013 who were under the former Academic Redemption Policy will be allowed academic forgiveness on a modified scale.

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. For financial aid purposes, courses repeated under this policy resulting in duplicate credit do not count for satisfactory academic progress.
- The AFP shall apply only to courses taken at Clemson University. Course substitutions are not permitted.
- 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](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](http://www.registrar.clemson.edu/html/acadForgiveness.htm)) For a comparison of the former Redemption Policy and current Forgiveness Policy, see below.

<table>
<thead>
<tr>
<th>Redemption (old policy)</th>
<th>Forgiveness (new policy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redemption was an automatic process</td>
<td>Student decides when to use the Forgiveness Policy and must initiate the process with advisor</td>
</tr>
<tr>
<td>Redemption was tied to withdrawal hours</td>
<td>Forgiveness is not tied to withdrawal hours. Effective Fall 2013, students will not have a limit on withdrawal hours</td>
</tr>
<tr>
<td>Course must be retaken at Clemson</td>
<td>Courses required for degree must be retaken at Clemson. If the course is not required for the degree, it can be forgiven and does not have to be retaken.</td>
</tr>
<tr>
<td></td>
<td>Can apply to classes retroactive (i.e., current senior could forgive class from freshman year) only for courses taken Fall 2003 or later</td>
</tr>
<tr>
<td>Limited to 10 hours of redemption</td>
<td>Limited to three classes</td>
</tr>
</tbody>
</table>

For students who enrolled under the Academic Redemption Policy, remaining redemption hours have been converted to Forgiveness courses (on a proportionate basis) as of Fall 2013. The scale used for the conversion is published online at [http://www.registrar.clemson.edu/html/acadForgiveness.htm](http://www.registrar.clemson.edu/html/acadForgiveness.htm).
ACADEMIC ELIGIBILITY POLICY

Contact: Julia Lusk, Student Services Manager, MCBRIDE, 656-3941

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. The period of dismissal is for one calendar year and readmission is by appeal only. 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.

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

ACADEMIC ELIGIBILITY STANDARDS

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

1. The student passes at least 12 credit hours and earns a 2.4 or higher semester GPA. Duplicate credits do not count as credits passed unless otherwise required to meet an alternative departmental standard.
2. The student achieves the minimum cumulative grade-point average (MCGPA) listed below.

<table>
<thead>
<tr>
<th>Total Attempted Hours*</th>
<th>MCGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-29</td>
<td>1.75</td>
</tr>
<tr>
<td>30-59</td>
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<tr>
<td>60-89</td>
<td>1.95</td>
</tr>
<tr>
<td>90+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

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

**ACADEMIC ELIGIBILITY EVALUATION**

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

1. A student who has completed fewer than three fall and spring semesters will be evaluated at the end of his/her first spring semester unless he/she entered the University that semester. If the student is on academic probation for two consecutive semesters, he/she is eligible to enroll in the subsequent summer and fall semester but must meet academic eligibility standards in the fall semester to avoid suspension for the following spring semester. This term of suspension is not appealable. First time students have three full semesters of eligibility. If a student withdraws for one or more semesters, those semesters are not counted as eligible semesters.

2. After a student has completed three or more fall and spring semesters, he/she will be evaluated at the end of each semester. If the student is on academic probation for two consecutive semesters, and fails to meet academic eligibility standards, he/she is will be suspended for the next regular (fall or spring) semester. A student subject to suspension at the end of spring semester is required to enroll in summer school 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 for one calendar year and permitted to re-enroll 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 2018. Student’s CGPA falls below 2.0 at the conclusion of the Fall 2018 term.

Outcome: Student is on academic probation but can re-enroll in Spring 2019.

At conclusion of Spring 2019 term
- Student achieves 2.0 CGPA: Student is in good standing and can re-enroll in Fall 2019.
- Student remains below 2.0 CGPA but meets AE criteria: Student remains on academic probation but can re-enroll in Fall 2019.
- Student does not meet *AE criteria: Student remains on academic probation but can re-enroll in Fall 2019.

At conclusion of Fall 2019 term
- Student achieves 2.0 CGPA: Student is in good standing and can re-enroll in Spring 2020.
- Student remains below 2.0 CGPA but meets AE criteria: Student remains on academic probation but can re-enroll in Spring 2020.
- Student does not meet *AE criteria: Student is suspended for Spring 2020; there is no appeal process for this suspension. Student can re-enroll beginning in Summer 2020.

AE Criteria (Must satisfy one of these criteria):

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

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>MCGPA</th>
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<tbody>
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</tr>
<tr>
<td>90+</td>
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</tr>
</tbody>
</table>

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 2018. Student’s CGPA is below 2.0 at the conclusion of the Fall 2018 term.

Outcome #1: Fall 2018 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 2019

At conclusion of Spring 2019 term
- Student achieves 2.0 CGPA: Student is in good standing and can re-enroll in Fall 2019.
- Student meets AE criteria: Student remains on academic probation but can re-enroll in Fall 2019.
- Student does not meet AE criteria: Student subject to suspension for Fall 2019
  - Student attends summer school and achieves 2.0 CGPA: Student is in good standing and can re-enroll in Fall 2019.
  - Student attends summer school and meets AE criteria: Student remains on academic probation but can re-enroll in Fall 2019.
  - Student attends summer school and does not meet AE criteria: Student is suspended for Fall 2019 but can reenroll beginning in Spring 2020. Student can file an appeal and, if successful, can re-enroll in Fall 2019 but must meet AE criteria at the conclusion of Fall 2019 semester. If AE criteria are not met at the conclusion of Fall 2019, student is suspended for Spring 2020; there is no appeal process for this suspension.
  - Student does not attend summer school: Student is suspended for Fall 2019 but can re-enroll beginning in Spring 2020. Student can file an appeal and, if successful, can re-enroll in Fall 2019 but must meet AE criteria at the conclusion of Fall 2019 semester. If AE criteria are not met at the conclusion of Fall 2019, student is suspended for Spring 2020; there is no appeal process for this suspension.
  - Student does not attend summer school and does not file an appeal: Student is suspended for Fall 2019 but can re-enroll in Spring 2020.

Outcome #2: Fall 2018 is the student's second consecutive term for failing to meet the AE criteria: Student is subject to suspension for Spring 2019

- Student files an appeal: If successful, the student can re-enroll in Spring 2019 but must meet AE criteria at the conclusion of Spring 2019 semester. If AE criteria are not met at the conclusion of Spring 2019, student is suspended for Fall 2019; there is no appeal process for this suspension.
- Student does not appeal: The student is suspended for Spring 2019 but can re-enroll in Fall 2019.

AE Criteria (Must satisfy one of these criteria):

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

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<tr>
<th>Total Attempted Hours</th>
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</tr>
</tbody>
</table>

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 2018 after suspension. Student’s CGPA is below 2.0 at the conclusion of the Fall 2018 term.

Outcome #1: The student meets one of the AE criteria at the conclusion of the Fall 2018 term. The student can re-enroll in Spring 2019.

At the conclusion of the Spring 2019 term
- Student achieves 2.0 CGPA: Student is in good standing and is eligible to re-enroll in Fall 2019.
- Student meets AE criteria: Student remains on academic probation but is eligible to re-enroll in Fall 2019.
- Student does not meet AE criteria: Student is subject to dismissal for a calendar year
  ▪ Student attends summer school and achieves 2.0 CGPA: Student is in good standing and is eligible to re-enroll in Fall 2019.
  ▪ Student attends summer school and meets AE criteria: Student remains on academic probation but is eligible to re-enroll in Fall 2019.
  ▪ Student attends summer school and does not meet AE criteria: Student is dismissed for a calendar year and must appeal for readmission.
  Student can file an appeal and, if successful, can re-enroll in Fall 2019 but must meet AE criteria at the conclusion of the Fall 2019 semester.
  If AE criteria are not met at the conclusion of Fall 2019, student is dismissed for a calendar year and there is no appeal process for this dismissal. After a calendar year, the student must appeal for readmission.
- Student does not attend summer school: Student is dismissed for a calendar year and must appeal for readmission.
  Student does not attend summer school and does NOT file an appeal: Student is dismissed for a calendar year and must appeal for readmission.

Outcome #2: The student does not meet one of the AE criteria at the conclusion of the Fall 2018 term: Student is subject to dismissal for a calendar year

- Student can file an appeal: If successful, the student can re-enroll in Spring 2019 but must meet AE criteria at the conclusion of Spring 2019 semester. If AE criteria are not met at the conclusion of Spring 2019, student is dismissed for a calendar year; there is no appeal process for this dismissal. After a calendar year, the student must appeal for readmission.
- Student does not appeal: Student is dismissed for a calendar year and must appeal for readmission.

<table>
<thead>
<tr>
<th>AE Criteria (Must satisfy one of these criteria)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pass at least 12 credit hours and earn a 2.4 GPA at the conclusion of the current term of enrollment</td>
</tr>
<tr>
<td>2. Achieve minimum cumulative grade-point average (MCGPA) :</td>
</tr>
<tr>
<td></td>
</tr>
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<td>at the conclusion of the current term of enrollment</td>
</tr>
<tr>
<td>3. Achieve a 2.0 or higher cumulative GPA at the conclusion of the current term of enrollment.</td>
</tr>
</tbody>
</table>
WITHDRAWAL FROM COURSES POLICY

Contact: Reagan Blondeau, Assistant Registrar, BREAGAN, 656-2431

W 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.

Students who withdraw from a course will have a W recorded on their transcripts for the course. W grades will not post on official transcripts until after grades have been calculated for the term.

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 is September 5 for the fall term and January 24 for the spring term. Proportionate time periods apply during summer and other shortened sessions.

After October 26 for the fall term and after March 15 for the spring term, students cannot withdraw from their courses and will have final grades recorded.

PROCEDURE FOR WITHDRAWAL FROM LAST COURSE
Students are not allowed to drop their last remaining class. Prior to the first day of class, students wishing to withdraw from the University must submit a Withdrawal Prior to First Day of Classes form (www.registrar.clemson.edu/html/forms.htm) in order to drop their last class. Beginning with the first day of class, students must submit a Withdrawal Request form (www.registrar.clemson.edu/html/forms.htm) to withdraw from the University since dropping the last class ends their enrollment for the term. For more information about withdrawing from the University, review page II-14.

Visit www.registrar.clemson.edu/html/forms.htm for the appropriate form:
- Withdrawal Prior to First Day of Class (prior to the start of classes)
- Withdrawal Request (once classes have started)

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

REGISTRATION CORRECTION FORM
The Registration Correction form (www.registrar.clemson.edu/secure/f2/regForm.htm) may be used by instructors who wish to drop students after the deadlines above.
WITHDRAWAL FROM THE 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-Withdraw. 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 E-103 Martin Hall.

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/.
CHANGE OF ACADEMIC PROGRAM
AND CHANGE OF CURRICULUM YEAR

GENERAL GUIDELINES FOR CHANGING ACADEMIC PROGRAMS

To start the process to change an academic program, students must submit a Change of Academic Program form via iROAR. To complete the form, a student would go to the Student Records tab and select Change of Program (GS 14 and Undergrad).

1. When new freshmen and transfer students enroll at Clemson, most are accepted into a particular academic program. Two notable exceptions are 1) engineering students who must enroll in General Engineering their first year and 2) business students who must enroll in Pre-Business their first year. See paragraph 4 below for related comments on these two groups. Additionally, approximately 200 students are accepted each year as undeclared students.

2. At orientation and prior to the start of classes, the Admissions Office approves and processes changes of academic program requests for new freshmen and transfer students.

3. Once classes begin, students must use the Change of Academic Program form via iROAR. Students wishing to change academic programs should talk with an advisor in both departments. Students should gain the acceptance in the new academic program prior to disengaging from the current one. Many academic departments have established one or more conditions, such as a minimum GPA, an application process, etc., that must be satisfied before approving a student’s request to change academic program. Students are usually assigned to the curriculum year in effect at the time of the academic program change. Once the Change of Academic Program workflow has been approved, Enrolled Student Services will process the request.

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

5. If a student withdraws from the University or does not remain continuously enrolled (summer terms excluded), he/she is readmitted into the academic program in which he/she was last enrolled.

Please refer to the Departmental Change-of-Academic Program Requirements section on page II-17 in this manual for departmental- and/or program-specific restrictions.

RESOURCES FOR STUDENTS CONSIDERING A CHANGE OF ACADEMIC PROGRAM

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

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

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

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

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

CHANGE OF ACADEMIC PROGRAM POLICY

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

Candidates for graduation must be officially accepted in the major for which they are applying for a degree no later than the date applications for diplomas are due.

DEPARTMENTAL CHANGE OF ACADEMIC PROGRAM INFORMATION AND CONTACTS

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

COLLEGE OF AGRICULTURE, FORESTRY AND LIFE SCIENCES

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

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

Agricultural Education
Contact: Christi Leard (ccamph3@clemson.edu); 656-4082, 244 McAdams
Phil M. Fravel (fravel@clemson.edu); 656-6947; 238 McAdams

Agribusiness
Contact: Christi Leard (ccamph3@clemson.edu); 656-4082, 244 McAdams

Agricultural Mechanization & Business
Contact: Christi Leard (ccamph3@clemson.edu); 656-4082, 244 McAdams
Hunter Massey (massey4@clemson.edu); 656-4056; 249 McAdams

Animal & Veterinary Sciences
Students wishing to change their academic program to Animal Veterinary Sciences must have earned a minimum 2.5 GPA.
Contact: Glenn Birrenkott (gbrrnkt@clemson.edu); 656-4019; 140 P&A
Jason Allen (ja6@clemson.edu); 656-3162; 131 P&A

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

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

Food Science and Human Nutrition
Food Science & Technology Concentration:
Contact: Sara Cothran (sstanci@clemson.edu); 864-508-0875; 210 P&A

Nutrition Concentration:
Students wishing to change into the Dietetics emphasis within the Nutrition concentration must meet the following requirements:
For Dietetics emphasis,
1. Complete at least 60 credit hours by the end of the semester the student is applying.
2. Have a minimum GPA of 3.20.
3. Complete BIOL 1030 and BIOL 1050 (or BIOL 1100), BIOL 1040 and BIOL 1060 (or BIOL 1110), CH 1010, CH 1020, CH 2230, CH 2270, and BIOL 2220 with a C or better.
4. Complete FDSC 1010, PSYC 2010, ECON 2000 or 2120, NUTR 2030 and NUTR 2160 with a B or better.
5. Complete a Dietetics emphasis application form by the beginning of either spring semester or fall semester.

Students with a GPA of less than 3.2 GPA but greater than 3.0 are conditionally accepted with final acceptance based on posted semester grades. Students are allowed to apply up to two times. Once in the Dietetics emphasis, a student may complete the curriculum, but must maintain a minimum GPA of 2.0. To receive a signed Declaration of Intent and/or Verification Statement, students must comply with the GPA, grade and other requirements indicated in the “Declaration of Intent and Verification Statement Policy.” A signed Verification Statement is required for admission to an ACEND-accredited dietetic internship program, but receipt of a Verification Statement does not guarantee acceptance into an ACEND-accredited dietetic internship program. (See the FNPS Handbook for more details.)

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

Contact: Lacey Durrance (edurranc@clemson.edu); 656-7716; 215 P&A

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

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

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

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

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

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

Wildlife & Fisheries Biology
Contact: Amy Sanders, (amybs@clemson.edu); 656-4840; 265 Lehotsky
COLLEGE OF ARCHITECTURE, ARTS, AND HUMANITIES

SCHOOL OF DESIGN AND BUILDING

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@clemson.edu) 656-3914, Lee Hall 3-132

Construction Science & Management

Change of academic program requests are considered only once a year, normally in May or June. To receive consideration for a change of academic program, students must complete an application form and have their names placed on the waiting list. Students must have 1) completed ENGL 1030, PHYS 2070 and 2090, and MTHSC 1020 or 1060; 2) earned at least 30 semester credit hours with at least 24 of the 30 credit hours completed at Clemson; and 3) earned a minimum 2.7 cumulative GPA by the end of the spring semester of the year the change of academic program request is made. Students who do not meet the minimum requirements at the end of the spring semester will not be considered.

Contact: Deborah Anthony, (adebora@clemson.edu) 656-0181; 2-122 Lee Hall

Landscape Architecture

Contact: Matthew Powers (powers8@clemson.edu); 656-4408; 3-116 Lee Hall

Michelle Marchese (marches@clemson.edu); 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: David Hartmann (hartmad@clemson.edu); 656-3043; 221 Brooks Center

(Retiring in July)

After July: contact Beth Anne Johnson (elamar@clemson.edu); 221 D Brooks Center

Art (B.F.A.)

Contact: Valerie Zimany (vzimany@clemson.edu); 656-3880; 2-121 Lee

SCHOOL OF HUMANITIES

English

Contact: Keri Crist-Wagner (kcristw@clemson.edu); 656-3153; 816 Strode

History

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

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

Students who have completed fewer than 50 credit hours with a minimum cumulative GPA of 2.5 may change their academic program to Language and International Health. Students with 50 or more credit hours with a minimum cumulative GPA of 2.75 may apply for a change of academic program into Language and International Health; academic program change approvals will be based on space availability.

Contact: Lindsey Kovach (lgillen@clemson.edu); 656-3393; 701 Strode

Language & International Trade

Contact: Lee Ferrell (ferrell@clemson.edu); 656-3393; 501 Strode

Modern Languages

(American Sign Language, Chinese, French, German, Italian, Japanese, Spanish)

Contact:
American Sign Language: Stephen Fitzmaurice (sfitzma@clemson.edu)
Chinese: Yanming An (yanming@clemson.edu); 614 Strode
French: Joe Mai (jmai@clemson.edu); 656-3393; 509 Strode
German: Johannes Schmidt (schmidtj@clemson.edu); 656-3393; 704 Strode
Italian: Luca Barattoni (lbaratt@clemson.edu); 656-3393; 303 Strode
Japanese: Jae Takeushi, (jtakeuc@clemson.edu); 656-3393; 313 Strode
Spanish: Allison Hinds (aaw3@clemson.edu); 656-3933; 710 Strode

Pan African Studies

Contact: Abel Bartley (abartly@clemson.edu); 656-5372; 108 Hardin

Philosophy

Contact: Steve Satris (stephen@clemson.edu); 210 Hardin

Religious Studies

Contact: Steven Grosby (sgrosby@clemson.edu); 656-7907 ext. 13; 218 Hardin
Benjamin White (bwhite5@clemson.edu); 656-7907 ext. 19; 222 Hardin
Mashal Saif (msaif@clemson.edu); 214 Hardin Hall
Elizabeth Jemison (ejemiso@clemson.edu) 864-656-2001, 220 Hardin

Women’s Leadership

Contact: Diane Perpich (dperpic@clemson.edu); 656-1532, 224 Hardin

Undeclared/Exploratory

Only those students who have earned 45 or fewer credit hours may change into Humanities Undeclared.

Contact: Jessica Owens, (dean4@clemson.edu); 656-2365; 201 ASC
Anthropology

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

Contact: Stacey Marcus, (staceym@clemson.edu); 864-656-0371; 309 Edwards

Communication

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

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

Criminal Justice

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

Contact: Stacey Marcus, (staceym@clemson.edu); 864-656-0371; 309 Edwards

Health Science

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

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

Nursing

Students may change academic programs into Nursing based on the approval of an admissions committee in the School of Nursing. Applications are accepted each year during January with a submission deadline of January 31. Decisions will be made in February and students will be notified by March 1. There will be two applications. One will be an application for freshmen students who have completed only one semester of college course work who, if accepted, will remain on track to graduation. Students should not count advanced credit standing from AP and IB examinations and high school dual enrollment credit if applying in this category. Seats in this group will be very limited and therefore acceptance is extremely competitive. The second application will be for all
other students, including 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. Students approved to change into nursing as a sophomore [spelling correction] will have a start date of the following January for enrolling in upper-division (junior-level clinical) nursing courses and should expect to complete the full program in 4.5 years total. All applicants should meet the following minimum requirements prior to the semester of application: a GPA of 2.75, and completion of a minimum of two required sciences in the Nursing curriculum with a C or better. 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. Students are allowed to apply only twice for a change into nursing. Detailed information is available from the CBSHS Academic Advising Center in 309 Edwards Hall or at www.clemson.edu/nursing

Contact: Adam McFarlane, Ph.D. (armcfar@clemson.edu), 864-656-1503; 309 Edwards

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: Stacey Marcus, (staceym@clemson.edu); 864-656-0371; 309 Edwards

PGA Professional Golf Management Contact: Rick Lucas (rlucas@clemson.edu); 656-0112; 128 Lehotsky

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

Contact: Freshman/Sophomore- Kristin Goodenow (kristig@clemson.edu); 656-5123; 309 Edwards
Junior/Senior- Adam Warber, (awarber@clemson.edu); 656-1828; 232 Brackett

Psychology Students wishing to change their academic program to Psychology must attend a mandatory change of academic program meeting. At the time of the meeting, a student must have a 2.4 cumulative GPA based on 12 or more credits completed at Clemson or in the Bridge Program. Preregistration for the meeting is required. Complete instructions are available at http://www.clemson.edu/cbbs/departments/psychology/undergraduate/changemajor.html. Students who do not yet meet the requirements to change into Psychology will also find useful information at the above URL.

Contact: Jeff Moore (jtmoore@clemson.edu); 656-2570; 327 Brackett

Sociology Students wishing to change their academic program to Sociology must have a minimum 2.0 cumulative GPA.
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: Emma Stephens (easteph@clemson.edu); 656-5506, 309 Edwards
COLLEGE OF BUSINESS

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

Pre-Business

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

Contact: Business School Advising Center, G-02 Sirrine
A-E  Kristy Lockhart  kristyl@clemson.edu  656-2526
F-H  Melonee Yearwood  meloney@clemson.edu  656-3943
I-P  Emily Danuser  edanuse@clemson.edu  656-2826
Q-Z  Suerea Wooten  swooten@clemson.edu  656-6956

Business Degree Programs

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

Contact: Business School Advising Center, G-02 Sirrine
A-E  Kristy Lockhart  kristyl@clemson.edu  656-2526
F-H  Melonee Yearwood  meloney@clemson.edu  656-3943
I-P  Emily Danuser  edanuse@clemson.edu  656-2826
Q-Z  Suerea Wooten  swooten@clemson.edu  656-6956

Economics B.A.

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

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

Graphic Communications

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

Contact: Amanda Menefee (menefee@clemson.edu); 656-3447; 207 Godfrey Hall
COLLEGE OF EDUCATION

Education

Changing into academic programs in Education is highly competitive and limited in Early Childhood Education, Elementary Education, and Special Education. The process involves a formal application and an essay. Requests for a change of academic program application can be made by appointment with an advisor. Students wishing to change into any education academic program must have a minimum GPA of 2.75; however, applicants’ GPA are often higher. Applications are accepted only in the fall with a submission deadline of the first Wednesday in December. For more information, visit http://www.clemson.edu/academics/dcas/advising/education/change-of-major/

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

Elementary Education

Secondary Education: (Math Contact: Jamie Garland (jgarlan@clemson.edu); 656-3180; 105-B Tillman Hall

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

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

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

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

Contact: Chris Plaue (cplaue@clemson.edu); 656-6933; 106 McAdams Hall

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

Contact: Chris Plaue (cplaue@clemson.edu); 656-6933; 106 McAdams Hall

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biochemistry</strong></td>
<td>Contact: Alison Starr-Moss (<a href="mailto:astarr@clemson.edu">astarr@clemson.edu</a>); 656-6877; 158 P&amp;A</td>
</tr>
<tr>
<td><strong>Biological Sciences</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Contact: Londan Means (<a href="mailto:londanm@clemson.edu">londanm@clemson.edu</a>); 656-3604, 124 Long Noelle Waggett (<a href="mailto:nwagget@clemson.edu">nwagget@clemson.edu</a>); 656-5074, 129 Long</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>Contact: Dennis Taylor (<a href="mailto:dftay@clemson.edu">dftay@clemson.edu</a>); 656-2680; 265 Hunter Kris Coleman (<a href="mailto:kcolem3@clemson.edu">kcolem3@clemson.edu</a>); 656 3089, 219 Hunter.</td>
</tr>
<tr>
<td><strong>Genetics</strong></td>
<td>Contact: Alison Starr-Moss (<a href="mailto:astarr@clemson.edu">astarr@clemson.edu</a>); 656-6877; 158 P&amp;A</td>
</tr>
<tr>
<td><strong>Mathematical Sciences</strong></td>
<td>Contact: Leo Rebholz (<a href="mailto:ugcmath@clemson.edu">ugcmath@clemson.edu</a>); 656-6404; O-102 Martin</td>
</tr>
<tr>
<td><strong>Microbiology</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Contact: Londan Means (<a href="mailto:londanm@clemson.edu">londanm@clemson.edu</a>); 656-3604, 124 Long Noelle Waggett (<a href="mailto:nwagget@clemson.edu">nwagget@clemson.edu</a>); 656-5074, 129 Long</td>
</tr>
<tr>
<td><strong>Physics and Astronomy</strong></td>
<td>Contact: Chad Sosolik (<a href="mailto:sosolik@clemson.edu">sosolik@clemson.edu</a>); 656-0310; 206 Kinard</td>
</tr>
</tbody>
</table>

### NON-DEGREE PREPROFESSIONAL HEALTH STUDIES

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepharmacy</strong></td>
<td>Contact: Adam Hunter (<a href="mailto:hunter3@clemson.edu">hunter3@clemson.edu</a>); 656-3288, 105 Long</td>
</tr>
<tr>
<td><strong>Preprofessional Health</strong></td>
<td>Contact: Adam Hunter (<a href="mailto:hunter3@clemson.edu">hunter3@clemson.edu</a>); 656-3288, 105 Long</td>
</tr>
</tbody>
</table>
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 2018-19. To be considered for all federal and state financial aid programs, the FAFSA priority deadline is January 1 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 2019-20.

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 SCHOOL**

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

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

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

**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 coursework 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 *Undergraduate Announcements*. Additionally, the student must maintain satisfactory academic progress to receive any type of financial aid assistance.

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

Notifications of warning status and unsatisfactory academic progress are sent after each term to all currently enrolled students who applied for financial aid.
**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

<table>
<thead>
<tr>
<th></th>
<th>Stipend Amount per Academic Year</th>
<th>Freshman Eligibility*</th>
<th>Continued Eligibility</th>
<th>AP Hours</th>
<th>Duplicate Hours</th>
<th>Exemption Hours</th>
<th>Number of Possible Stipends**</th>
<th>Enhancement for Math &amp; Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hope</strong></td>
<td>$2,800</td>
<td>3.0 high school GPA</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>LIFE</strong></td>
<td>$5,000</td>
<td>Two of the three: -3.0 high school GPA -1100 SAT Score or 24 ACT -Rank in the top 30% of graduating class</td>
<td>Average of 30 hours per academic year, cumulative 3.0 GPA all-college</td>
<td>Will count toward total needed</td>
<td>Do not count</td>
<td>Will count toward total needed</td>
<td>8**</td>
<td>Additional $2,500***</td>
</tr>
<tr>
<td><strong>Palmetto Fellows</strong></td>
<td>$6700 - Year one $7500 - Years two-four</td>
<td>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)</td>
<td>Take and pass 30 hours per academic year, cumulative 3.0 Clemson GPA</td>
<td>Do not count</td>
<td>May count if replacing AP credits, first time ONLY</td>
<td>Do not count</td>
<td>8**</td>
<td>Additional $2,500***</td>
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</tbody>
</table>

* 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.

***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
finaid@clemson.edu
(864) 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](http://www.che.sc.gov)
(803)737-2260
LAWFUL 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.)
- U.S. passport
- U.S. or U.S. Territory birth certificate
- Certificate of Naturalization
- U.S. government issued Consular Report of Birth Abroad
- Certificate of Citizenship
- Social Security approval through Federal Application for Student Financial Aid (FAFSA)

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

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

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

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

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

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

Q. Can a student use his/her driver’s license if it is NOT from South Carolina or if it was first issued before 2002?
A. No. At this time, we can only use a South Carolina Driver’s License first issued on or after January 1, 2002, if the student was born after January 1, 1987.
Q. The student is a permanent resident or international visitor. What documentation must he/she present to be cleared?
A. No documentation is required unless the student was contacted by the Office of International Affairs. The student would be cleared through the Department of Homeland Security.

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

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

Q. What is Clemson’s policy for complying with this law?
A. To view the text of the law and the Clemson Board of Trustee’s process for compliance, please see the “Admission” section in the current Undergraduate Catalog.
2018-2019
UNDERGRADUATE PROGRAM CODES
MAJORS AND CONCENTRATIONS
(As of 4-20-2018)

COLLEGE OF AGRICULTURE, FORESTRY AND LIFE SCIENCES

BS-AGRB-A  BS Agribusiness

BS-AGED-A  BS Agricultural Education
E004  Communication Emphasis
E013  Leadership Emphasis
022  Teaching Emphasis

BS-AGME-A  BS Agricultural Mechanization and Business

BS-AVS-A  BS Animal and Veterinary Sciences
ANAG  Animal Agribusiness Concentration
EQUI  Equine Business Concentration
PREV  Preveterinary and Science Concentration

BS-ENR-A  BS Environmental and Natural Resources
COBI  Conservation Biology Concentration
NRE  Natural Resource and Economic Policy Concentration
NRMG  Natural Resources Management Concentration

BS-FDHN-A  BS Food Science and Human Nutrition
FDST  Food Science and Technology Concentration
E192  Culinary Science Emphasis
E193  Food Packaging and Manufacturing Operations Emphasis
E194  Sustainable Food, Nutrition and Health Emphasis

NUTR  Nutrition Concentration
E187  Dietetics Emphasis
E188  Basic and Behavioral Science Emphasis
E189  Community Health and Wellness Emphasis
E190  Food Industry Emphasis

BS-FORM-A  BS Forest Resource Management
E148  Land Surveying Emphasis

BS-HORT-A  BS Horticulture

BS-PKGS-A  BS Packaging Science
E007  Distribution, Transportation and Engineering Technology Emphasis
E130  Food and Health Care Packaging Emphasis
E136  Materials Emphasis
E149  Package Design and Graphics Emphasis

BS-PES-A  BS Plant and Environmental Sciences
AGBI  Agricultural Biotechnology Concentration
AGRO  Agronomy Concentration
SWS  Soil and Water Science Concentration

BS-TURF-A  BS Turfgrass

BS-WFB-A  BS Wildlife and Fisheries Biology
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<tr>
<td>BA-ARCH-B</td>
<td>BA Architecture</td>
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<td>BS-CSM-B</td>
<td>BS Construction Science and Management</td>
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<td>BA-PHI-L-B</td>
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<td>BA-RELS-B</td>
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<td>BS-NURS-C</td>
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<td>BS-PRTM-C</td>
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<td>BA-SPOC-C</td>
<td>BA Sports Communication</td>
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<td>BS-YTDS-C</td>
<td>BS Youth Development Studies</td>
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COLLEGE OF BUSINESS

BS-ACCT-D  BS Accounting
BA-ECON-D  BA Economics
BS-ECON-D  BS Economics
BS-FINM-D  BS Financial Management
  E202  Banking and Investments Emphasis
  E132  Corporate Finance Emphasis
  E146  Financial Planning Emphasis
  E140  Real Estate Emphasis
BS-GCOM-D  BS Graphic Communications
BS-MGT-D  BS Management
  E191  Business Analytics Emphasis
  E051  Entrepreneurship Emphasis
  E057  General Management Emphasis
  E052  Human Resources Management Emphasis
  E053  International Management Emphasis
  E054  Management Information Systems Emphasis
  E055  Operations Management Emphasis
  E056  Supply Chain Management Emphasis
BS-MKT-D  BS Marketing
UD-PREB-D  UD Pre-Business

COLLEGE OF EDUCATION

BA-ECHE-E  BA Early Childhood Education
  E211  Teacher Certification Emphasis
  E210  Non-Certification Emphasis
BA-ELED-E  BA Elementary Education
  E048  Literacy, Culture and Diversity Emphasis
  E049  Mathematics and Science Emphasis
  E212  Teacher Certification Emphasis
  E210  Non-Certification Emphasis
BS-MTCH-E  BS Mathematics Teaching
  E213  Teacher Certification Emphasis
  E210  Non-Certification Emphasis
BA-STCH-E  BA Science Teaching
  E098  Biological Sciences Emphasis
  E099  Chemistry Emphasis
  E008  Physics Emphasis
  E214  Teacher Certification Emphasis
  E210  Non-Certification Emphasis
BS-STCH-E  BS Science Teaching
  E098  Biological Sciences Emphasis
  E102  Physical Sciences Emphasis
  E214  Teacher Certification Emphasis
  E210  Non-Certification Emphasis
BA-SECE-E  BA Secondary Education
E050  English Emphasis
E216  Teacher Certification-English
E101  Mathematics Emphasis
E217  Teacher Certification-Math
E108  Social Studies (History) Emphasis
E218  Teacher Certification-SS(History)
E210  Non-Certification Emphasis

BA-SPED-E  BA Special Education
E219  Teacher Certification Emphasis
E210  Non-Certification Emphasis

COLLEGE OF ENGINEERING, COMPUTING AND APPLIED SCIENCES

BS-BIOE-F  BS Bioengineering
BELE  Bioelectrical Concentration
BMAT  Biomaterials Concentration

BS-BIEN-F  BS Biosystems Engineering
E023  Bioprocess Engineering Emphasis
E024  Ecological Engineering Emphasis

BS-CHEN-F  BS Chemical Engineering
BMOL  Biomolecular Engineering Concentration

BS-CIVE-F  BS Civil Engineering
E198  Construction Engineering and Management Emphasis
E199  Construction Materials Emphasis
E090  Environmental Engineering Emphasis
E162  Geotechnical/Geoenvironmental Engineering Emphasis
E133  Structural Engineering Emphasis
E200  Transportation Systems Emphasis
E201  Water Resources Engineering Emphasis

BS-CPEN-F  BS Computer Engineering

BS-CIS-F  BS Computer Information Systems

BA-CPSC-F  BA Computer Science

BS-CPSC-F  BS Computer Science

BS-ELEN-F  BS Electrical Engineering

BS-ENVE-F  BS Environmental Engineering

UD-GENG-F  UD General Engineering

BS-GEOL-F  BS Geology
ENSC  Environmental Science Concentration
HYDR  Hydrogeology Concentration

BS-INEN-F  BS Industrial Engineering
E197  Computing Emphasis

BS-MSE-F  BS Materials Science and Engineering

BS-ME-F  BS Mechanical Engineering
## COLLEGE OF SCIENCE

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<td>BS-MICR-G</td>
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CERTIFICATE PROGRAMS

CERTU-ASLE-B  CERTU American Sign Language-English Education Interpreting
CERTU-AUE-F  CERTU Automotive Engineering
CERTU-CMPL-C  CERTU Camp Leadership
CERTU-GLHR-C  CERTU Global Health in Low Resource Countries
CERTU-IESC-F  CERTU International Engineering and Science
CERTU-LEAD-E  CERTU Leadership
CERTU-PSEN-F  CERTU Power Systems Engineering
CERTU-PUBH-C  CERTU Public Health
CERTU-RENE-F  CERTU Renewable Energy
CERTU-SELE-D  CERTU Sales
CERTU-SENG-D  CERTU Sales Engineering
CERTU-SIXS-F  CERTU Six Sigma
CERTU-SPMO-C  CERTU Sports Psychology and Motivation
CERTU-SCCD-C  CERTU Sports Coaching and Character Development
CERTU-SFAC-C  CERTU Sports First Aid and Conditioning
CERTU-SUBA-C  CERTU Substance Abuse
## 2018-2019
### CODES FOR UNDERGRADUATE MINORS

NOTE: Students cannot major and minor in the same field or earn a minor that is not permitted by the degree program. (As of 4/20/2018)

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<td>Cluster—Life Sciences</td>
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<td>Cluster—Physical Sciences</td>
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<td>Cluster—Social Sciences</td>
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<td>Communication Studies (Sports)</td>
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<td>FDSC</td>
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<tr>
<td>Forest Products - not open to Forestry</td>
<td>FORP</td>
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<td>Forest Resource Management</td>
<td>FORM</td>
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<tr>
<td>French Studies</td>
<td>FSTU</td>
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<td>Gender, Sexuality, and Women’s Studies</td>
<td>GSWS</td>
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<td>Genetics</td>
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<tr>
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<td>GLPO</td>
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<td>Great Works</td>
<td>GW</td>
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<tr>
<td>History - not open to Secondary Education: Social Studies</td>
<td>HIST</td>
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<tr>
<td>Horticulture - not open to Turfgrass</td>
<td>HORT</td>
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<td>Human Resource Management - not open to Management</td>
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<td>LEGS</td>
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<td>Mathematical Sciences - not open to Mathematics Teaching or Secondary Education (Mathematics)</td>
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<td>PPAM</td>
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<td>Plant Pathology</td>
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<td>Political and Legal Theory</td>
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<td>PSYC</td>
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<tr>
<td>Public Policy - not open to Political Science</td>
<td>PUPO</td>
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<td>Race, Ethnicity, Migration</td>
<td>REM</td>
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<td>Religious Studies</td>
<td>RELS</td>
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<td>Russian Area Studies</td>
<td>RUAR</td>
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<td>Spanish-American Area Studies</td>
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<td>Travel and Tourism</td>
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<td>Turfgrass- <em>not open to Horticulture</em></td>
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<td>URBF</td>
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<td>WFB</td>
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<td>Women’s Leadership</td>
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<td>WRBT</td>
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<td>Writing–Media Studies Option</td>
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<td>Writing–Writing Pedagogy Option</td>
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<tr>
<td>Youth Development Studies</td>
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</table>
REGISTRATION PROCESS

CONTACT: Kelly McDavid, Registration Coordinator, MCDAVID, 656-5282
www.registrar.clemson.edu/portal/

iROAR REGISTRATION TRAINING MATERIALS:
http://www.registrar.clemson.edu/html/trainingStudent.htm

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

REGISTRATION INSTRUCTIONS
To use iROAR, students need to know their username and their computer password (5–9 characters). Students must see their advisor prior to registering for classes in order to receive their registration PIN (Personal Identification Number). Freshman and transfer students do not require a PIN for Orientation registration. For more information and training materials about registration in iROAR, visit http://www.registrar.clemson.edu/html/trainingStudent.htm.

WAITLIST
During orientation, the waitlist should only be used only for new transfer students and only under certain circumstances. The waitlist will not be available for new freshmen. In the event a transfer student cannot register for a desired course, the student may add him/herself to the waitlist for the course. Please check enrollment options at the orientation desk before suggesting the waitlist. Waitlist openings are on a first-come, first-served basis. For more information about the waitlist process in iROAR, visit http://www.registrar.clemson.edu/html/waitlist.htm.

KEY POINTS REGARDING THE WAITLIST
- 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 more information about waitlists, visit http://www.registrar.clemson.edu/html/waitlist.htm.

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. Please note that during the summer, new freshmen and transfers are blocked from drop/add activity from the close of their orientation session until all orientation sessions are completed. Continuing undergraduate students will be blocked from registration during all orientation sessions from 11:59 pm on June 8 through 6:00 pm on July 20.

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. Except during new student orientation, continuing students can use the registration system at any time to add a course or drop a course through the published deadlines. See the academic calendar on page II-1 or at http://www.registrar.clemson.edu/html/Acad_Cal.htm for dates.

**FRESHMAN/TRANSFER ORIENTATION REGISTRATION BLOCKS**
New students’ (freshman and transfer) drop/add activities will be blocked at the close of their respective orientation session and will remain blocked until July 20 at 6:00 pm.
DEGREE WORKS

FINDING DEGREE WORKS
Log into iROAR with your Clemson username, password and two-factor authentication.

Click on the Faculty Services button, then click on the Student Information Menu and click Degree Works.
DEGREE AUDIT
A Degree Audit will populate all course information for a student, including courses they have completed, have transferred in and are currently enrolled in for current and future terms. If you want to complete a degree audit on one student, enter their CUID number in the Student ID field and click enter.

To search multiple students, click on the Find button and a search box will populate. Use this to limit your search, either by major, minor, concentration, program, degree, academic class, attribute or graduation status. Once you have chosen how to limit your search, click Search.

Note: When searching for multiple students, there is a maximum limit of 300 students. To avoid receiving an error message, narrow your search further, by curriculum year for example.

The search results will populate under the Student Search section. To degree audit all students in the search, click check all and OK. Otherwise check the students you wish to audit and click OK. The students will populate in the Student ID tab. To go through each student, click the arrow next to their name, or select the drop-down arrow.

Note: In order to populate accurate information, you MUST click the refresh button and then click Process New.
NOTES
It is advisable to use the Notes function on DegreeWorks every time you meet with your students. The students will be able to see the notes. Use this section to relay which courses you advised your students to take. This will serve as both a reminder to the student, and as a back-up to your advising session.

To get to the notes section, click on the notes tab, click on the add note button and type in your notes. Click Save Note. This will be displayed at the bottom of the DegreeWorks Audit.
WHAT IF REPORT
If a student wants to change attributes of their degree, such as major or minor, concentration or curriculum year, and wants to see what current courses would count towards that change, perform a What If by clicking on the What If button.

Once you have entered the change, click Process What If to see how the degree audit would look with those changes.
LOOK AHEAD
To make sure your advisee is staying on track with their degree, before they sign up for a future class, perform a Look Ahead to see how that class will affect their degree progress. Click Look Ahead.

Look Ahead
To see an audit including courses that you plan to take, use the form below to enter the Subject code and Number. Once you have created your list, click on the Process New button above.

Enter a course and click Add Course  Courses you are considering
Subject
Number
Add Course
Remove Course

Simply enter the course subject and number and click add courses. Continue until all future courses appear to the right. Then click Process New. This will generate a new audit, which includes the future courses you added, highlighted in blue.

For more detailed information, please visit www.registrar.clemson.edu
iROAR REPORT GENERATOR

1. Go to www.registrar.clemson.edu
2. Using the Registrar’s Index at the bottom of the page, Click R.

3. Click on the Registration Coordinator Portal.

4. Scroll down to ‘Links’ near the bottom of the page.

   **Links**
   - IROAR
   - IROAR Report Generator
   - ZSlive
   - Access to INB
   - Business Objects Reporting
   - Campus Codes
   - Common Testing
   - Exam Schedule
   - IROAR Training Documents
   - Undergraduate Major/Program Codes
   - Graduate Major/Program Codes
   - New Subject Codes
   - No Waitlist Courses
   - Overrides
   - Registration Coordinators
   - Rollover Information
   - Room Coordinators
   - Standard Meeting Times
   - Summer Term Fees
   - Summer Term Key Dates
   - Fee Deadlines
5. Click the iROAR Report Generator link. This will open a new page.

**IROAR Report Generator**

[Search for student ID]  [IROAR Reports]

6. Click on iROAR Reports.

**IROAR Report Generator**

[Search for student ID]  [IROAR Reports]

[Select a Report]  [Select Your Personal Configurations]  [These are the main reports available.]

[Select a Report]  [Select Your Personal Configurations]  [These reports are favorites you have saved.]

7. Select a form you wish to view. There are many forms that may be of interest to you as an advisor, however, the following may be the most helpful:

- Advisors by Major and Minor
- Class rolls
- Course restrictions
- Students enrolled, including Veteran information
- Student GPA by term
- Students enrolled for the first time
- Students graduating
- Students limited to 16 hours
- Students missing and advisor
- Students not cleared for registration
8. Select from the term, major and level you wish to search. Then click view Report.

<table>
<thead>
<tr>
<th>Term</th>
<th>Major</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>202001</td>
<td>ENTX</td>
<td>Selected</td>
</tr>
</tbody>
</table>

9. The report will populate below. You also have the option to download the file into an Excel Spreadsheet.

Note: If you do not have access to the iROAR Report Generator, please contact Nikki Hood (steele6@clemson.edu) in Registration Services.
FORM TO REQUEST SUBSTITUTION FOR AN ACADEMIC REQUIREMENT

CONTACT: Registrar, 102 Sikes Hall, 656-2171

A student may request substitution of a course, whether Clemson credits or transfer credits, for a curriculum requirement in the academic program, the minor, or General Education. Substitutions will be applied toward degree requirements only after approval by all the appropriate academic signatories. Students should initiate the request with their assigned academic advisor using the Form to Request Substitution for an Academic Requirement, available on the Registrar’s website at www.registrar.clemson.edu.

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). It is the student’s responsibility to ensure that the necessary forms have been processed and signed. 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; “needed for graduation” is not acceptable.
- Separate signatures are required. No single person can sign for all levels.
- Substitutions for a minor, or CCA or STS requirement require only one signature past the advisor (see form instructions).
- Department chairs and the associate dean of the academic program college need to sign after the advisor.
- If the course being substituted is taught in another college, the associate dean in that college must sign as the last signatory.
- For Gen Ed courses:
  - Communication Studies will be signed by the College of Behavioral, Health, and Social Sciences (CBHSS).
  - Arts and humanities courses signed by College of Architecture, Art and Humanities associate dean.
  - Math, Biological Sciences and Physical sciences (chemistry, physics, astronomy, geology) signed by College of Science associate dean.
  - Social sciences depend on CU course home. For example, history is signed by CAAH associate dean and anthropology by CBHSS associate dean.
Form to Request Substitution for an Academic Requirement

Name: SAMPLE DO NOT USE

Last First Middle

CUID: X X X - X X X - X X X

Signature: ____________________________

Student making request

Student email address: _____________@clemson.edu

Catalog year: ____________-

Expected graduation date: ____________

Academic program:

The following substitution for an academic requirement is requested:

FOR

Course (number and title)

Academic Requirement or Course (number and title)

Is this a transfer course? (See University Regulations)

☐ Yes ☐ No ☐ 2-year school ☐ 4-year school

If yes, list name of transfer institution(s):

Detailed Justification (required; cite specific curriculum requirement; attach supporting documentation):

Date: ______ Name: __________________________ Signature: __________________________

Please print

Academic Advisor/Department Chair

NOTE: This is the only additional signature needed if substitution is for a course requirement in a minor, CCA, or STS

Remarks:

Date: ______ Name: __________________________ Signature: __________

Please print

Department Chair of Minor, CCA, or STS

Remarks:

Date: ______ Name: __________________________ Signature: __________

Please print

Department Chair of Academic program

Remarks:

Date: ______ Name: __________________________ Signature: __________

Please print

Dean of Academic program College

Remarks:

Date: ______ Name: __________________________ Signature: __________

Please print

Dean Responsible for Requirement or Course

When this form is complete, please return to the Enrolled Student Services Office in 104 Sikes Hall.

Office of Records and Registration

rev. 1/31/
Form to Request Substitution for an Academic Requirement

INSTRUCTIONS

To avoid prerequisite issues or a delay in graduation, this form should be submitted as early as possible. Note that some colleges do not consider requests in the last semester, so it is best to submit prior to application for graduation.

This form is a request for a change to the curriculum requirements for an individual student and approval is not guaranteed, nor does approval for this individual student imply that the same request will be approved for others. Denied requests will be returned to the academic advisor.

Student Responsibilities – Box 1: Meet with your academic advisor to discuss your request. Sign the form and fill in the information in Box 1. Work with your advisor to fill out the Detailed Justification section in Box 3. The request is dated on the date your advisor signs. A clear justification will expedite the review process.

Transfer Courses – Box 2: Courses transferring to Clemson as “Elective” must have supporting documentation attached. A Permission to Take Course work Elsewhere form must be completed prior to enrolling at another institution. Courses taken at 2-year institutions cannot be used to substitute for 300 or higher level courses.

Advisor Responsibilities – Box 3: Work with the student to provide the Detailed Justification in Box 3. Attach supporting documentation which should include a copy of the curriculum map from the Undergraduate Announcements with the specific requirement highlighted. Other documents may include course syllabi, memoranda of support from the department’s curriculum committee, or TCEL data. Sign the form in Box 3 and provide the student with instruction on delivery to the person that can provide the next required signature. Keep a copy of the form for your records.

Signatory Information
Remarks are required if the request is denied, and the student must meet again with the academic advisor.

Requirement for Minor/CCA/STS – Box 4
Approval for a substitution within a minor can be granted by the chair responsible for the minor curriculum, usually the department chair (or designee) for the department that teaches courses in the minor. For some programs (cluster minors, Women’s Studies, etc.) the signatory may not be a department chair. Visit http://www.clemson.edu/administration/ugs/ for the current list of contacts. Substitutions for Cross Cultural Awareness must be approved by Dr. John Griffin (Dean of Undergraduate Studies). Substitutions for STS must be approved by Dr. Pam Mack (History). No additional signatures are required.

Requirement for Academic program – Box 5

- Department Chair of Academic program: The department chair (or designee) in which the curriculum is offered must approve by signature after the academic advisor has approved the request. A department chair may approve the request as advisor under special circumstances. The department chair will ensure delivery of the form to the appropriate Dean’s Office.

- Dean of Academic program College: The Dean (or designee) of the college in which the curriculum is offered must approve by signature after the department chair has approved the request. If all courses involved on the form are contained within one college then this is the last signature required. The Dean’s Office will ensure delivery of the form to Sikes Hall.

- Dean Responsible for Requirement or Course: If the academic requirement or course is housed in a separate unit outside of the academic program college, the Dean (or designee) in the unit responsible for the requirement or course must approve the request. The Dean’s Office will ensure delivery of the form to Sikes Hall.