MASTER OF RESILIENT URBAN DESIGN 2021-2022 handbook

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Plan of Charleston, SC 1849

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# PROGRAM ADMINISTRATION

## Administration of the School of Architecture, Clemson Design Center at Charleston (CDC.C), & the Master of Resilient Urban Design (MRUD)

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The Clemson Design Center at Charleston (CDC.C) is located in the Cigar Factory:

701 E. Bay Street, Suite 202

Charleston, SC 29403

fax: 843-937-9613

# EMERGENCY CONTACTS

## Charleston Campus Emergencies

Police, Fire, other emergencies: dial 911.

## Campus Police when on the main campus

Campus Police, from mobile phone: (864) 656-2222

## Emergency Alerts

See <http://www.clemson.edu/cusafety/warnings.html> to enroll in CU Safe Alerts.

Be aware these are most relevant to the main campus, not always to the Charleston campus. Weather or other emergencies relevant to the Charleston campus will be sent via email from one of the CDCC Directors, Mimi Rose or Amanda Tucker.

## Cigar Factory Building Problems

During the day, contact Mimi Rose.

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# IMPORTANT LINKS

## School of Architecture

The School of Architecture [www.clemson.edu/architecture](http://www.clemson.edu/architecture)

## The Graduate School

The Graduate School [www.grad.clemson.edu](http://www.grad.clemson.edu)

Forms <http://www.clemson.edu/graduate/students/forms.html>

Graduate School Policies <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Graduate Catalog [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm)

Graduate School Staff and Administration [www.grad.clemson.edu/Staff.php](http://www.grad.clemson.edu/Staff.php)

Graduate Student Government <http://www.gsgcu.com>

GS2 Plan of Study Form <https://www.clemson.edu/graduate/students/plan-of-study/index.html>

Graduation Deadlines <http://www.clemson.edu/graduate/students/deadlines.html>

International Services [www.clemson.edu/administration/ia/services/students/new-students.html](http://www.clemson.edu/administration/ia/services/students/new-students.html)

New Student Orientation <http://www.clemson.edu/graduate/students/graduate-orientation.html>

New Student’s To Do List <http://www.clemson.edu/graduate/students/new-student-to-do.html>?

## The University

A-Z University Index [www.clemson.edu/site-index](http://www.clemson.edu/site-index)

Academic Calendar [www.registrar.clemson.edu/html/Acad\_Cal.htm](http://www.registrar.clemson.edu/html/Acad_Cal.htm)

Gantt Multicultural Center <http://www.clemson.edu/centers-institutes/gantt/>

LGBTQ services <http://www.clemson.edu/graduate/students/LGBTQ.html>

Michelin Career Center <http://career.clemson.edu>

Schedule of Classes <http://soc.clemson.edu>

University Policies [www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/index.html](http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/index.html)

# Introduction

## Welcome to the School of Architecture’s Master of Resilient Urban Design

Welcome to the Master of Resilient Urban Design program at Clemson University! On behalf of the students and faculty, we are pleased that you have joined us as a friend and colleague.

The MRUD Program educates students in the discipline and practice of urban design and with a sense of responsibility to the needs of present and future generations, including stewardship of the built and natural environments. With the overarching mission for Clemson University articulated by university president emeritus and architect Jim Barker, FAIA in mind, the School seeks to develop students prepared to succeed in today’s world, to drive problem-solving innovations, and to serve the public good.

## The School of Architecture—MRUD Program Handbook

This handbook is intended to provide you with useful information and links to helpful resources that will enhance your experience as a graduate student in architecture. It is also intended to familiarize you with requirements, policies, and procedures that govern the MRUD Program and to describe the duties and responsibilities of graduate students at Clemson University and in the School of Architecture. The information presented here is important, and each student is expected to read this handbook and to be familiar with its contents.

The MRUD Program of the School of Architecture is part of the Graduate School at Clemson University (located in E-108 Martin Hall). The guidelines provided in this handbook were developed in conjunction with the Graduate School. Please be aware that this Graduate Program Handbook is a supplement to the fundamental requirements, policies, and procedures that govern all graduate students at Clemson University, which are described in the *Graduate School Announcements*, available at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm) and on the Graduate School website at http://www.clemson.edu/graduate/students/policies-procedures/index.html.

Please familiarize yourself with the contents of this handbook and the *Graduate School Announcements*, so that you will know where to turn for common questions and useful resources. Also visit the Graduate School website and its area for student information at <http://www.grad.clemson.edu/current_students/>. These resources will make you a more informed student, which will greatly enhance your years in the Graduate Program.

# entering the GRADUATE PROGRAM

## Degree Tracks and Concurrent Degrees

The School of Architecture’s Graduate Program offers the following Master of Resilient Urban Design programs:

### One-Year Track

Student in the one-year, 36-credit hour degree track have an undergraduate degree in architecture, landscape architecture or civil engineering. This track starts in the Fall and ends in the Summer.

 **The required Plan of Study for the One Year MRUD is as follows:**

 Fall—RUD 8600 (6 cr); RUD 8610 (3 cr); RUD 8620 (3 cr)

 Spring—RUD 8630 (6 cr); RUD 8640 (3 cr); RUD 8650 (3 cr)

 Summer—RUD 8660 (6 cr); RUD 8670 (3 cr); RUD 8680 (3 cr)

### One-Year + additional prerequisite coursework

Student in the one-year, 38-credit hour degree track have a variety of backgrounds, some with prior studies in architecture and some without any formal art or design studies. This includes such undergraduate majors as architecture and architectural studies, art, business, economics, city planning, engineering, industrial design, literature, psychology, studio arts, and other fields. Regardless of prior studies, students should anticipate an intense summer and first term experience. This track starts in the Summer with a 2 credit Urban Foundations course; then follows the primary Plan of Study shown above; in addition to the 38 credits through Clemson University MRUD program additional prerequisites may be required based on application evalution.

### Concurrent Degrees

Students wishing to pursue an MRUD + MArch or MRUD + MLA are strongly encouraged to do so as the programs help to define a specific area of professional practice. In order to do so, you are required to apply to both MRUD and the additional program (MArch or MLA) separately. You will be admitted to the concurrent degree program upon admission to both programs. There are many potential paths to these degrees (starting with MRUD in Charleston and then returning to Clemson for the remaining degree or starting in Clemson and then persuing the MRUD in the middle or end of the concurrent degree). Paths will be determined with each individual student in consult with the Directors of both degree programs.

## General Admission Requirements

Our Graduate Admissions webpage has extensive information about the application and admissions process. See <http://www.clemson.edu/caah/architecture/graduate-students/graduate-admissions.html>.

Minimum requirements to be considered for admission to graduate study in the School of Architecture’s MRUD Program generally follow those of the Graduate School. Minimum requirements include at least a four-year Bachelor’s degree from an institution whose scholastic rating is satisfactory to the university, high quality of previous academic record, personal statement and letters of recommendations. In addition students provide either a portfolio or a research paper depending on their academic background. International students are required to provide TOEFL scores.

For more information about Graduate School admissions, see the Graduate School Announcements at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm).

Admission to graduate studies in the School of Architecture begins with your submission of an official application to the Clemson University Graduate School via their website at [www.grad.clemson.edu/Admission.php](http://www.grad.clemson.edu/Admission.php).

The priority deadline of applications is January 15 for admission in the next full academic year beginning in August. Applications will continued to be reviewed through June 1 as long as there are still seats available in the cohort. We seek highly credidentialed and motiviated applicants over maxing out the size of the class and may decide not to fill a class if qualified applicants are not received through June.

Upon receipt of all admission materials, your application will be reviewed by the Graduate Admissions Committee. Applicants must meet all admission requirements of the Graduate School, the School of Architecture, and the Graduate Program in Architecture before official acceptance will be granted.

See the University calendar at <http://www.clemson.edu/calendar/main.php?calendar=default>.

## Admission Procedures

For information about applying to graduate studies at Clemson, see [www.grad.clemson.edu/Admission.php](http://www.grad.clemson.edu/Admission.php) and <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

The MRUD Program can admit only a fraction of its applicants. Admission to the program is therefore competitive, with admission restricted to those applicants whose academic record and background indicates a high potential to be successful in graduate studies in urban design. The critical factors used to arrive at this determination include the applicant’s design portfolio, previous academic performance (GPA).

## International Students

For general information, visit the Office of International Affairs website at

[www.clemson.edu/administration/ia/services/students/prospective.html](http://www.clemson.edu/administration/ia/services/students/prospective.html).

### US 4.0 GPA

International applicants must provide an accurate conversion of their grade point average to the US 4.0 system. Applications that do not provide a GPA conversion or provide an inaccurate conversion may be rejected. World Education Services provides at GPA calculator at <https://www.wes.org/calculator/login.asp>.

### Language Proficiency

The Graduate Program in Architecture welcomes international applicants with strong English language proficiency. A TOEFL score of 90 and above suggests the level of proficiency needed to successfully listen, present, write, and collaborate in group work in English. The faculty admires the challenge undertaken by international students in studying in a non-native language, but unfortunately the curricular demands of the MRUD program cannot accommodate simultaneous English language study. If your Advisor, in consultation with your other faculty, determine that English language proficiency is not adequate to the requirements of understanding and engaging fully, you may be required to complete additional English language instruction before continuing with your degree coursework, although this may delay your graduation.

## Application Integrity

Falsification of any part of the application, discovered at any time, is grounds for rejection of the application prior to admission and expulsion from the Graduate Program after admission. Falsified documents include personal statements or essays not written by the applicant; plagiarized or misrepresented design work; letters of recommendation not written by the recommender; misrepresentation of any awards or accomplishments; falsification of transcripts, financial aid information, or any other part of the application.

## Costs

For current tuition and fees, see <http://grad.clemson.edu/programs/tuition.php>.

Additional fees may apply to Off-Campus study, in addition to higher costs of living for accommodations, currency exchange rates, etc. Review the “Fluid Campus” webpage at <http://www.clemson.edu/caah/architecture/fluid-campus/index.html> or contact the Associate Chair or Off-Campus Studies Director for more information about off-campus study costs.

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid, G-01 Sikes Hall, (864) 656-2280, or the Bursar’s Office, G-08 Sikes Hall, (864) 656-2321.

As an architecture student, you will also need to have a budget for the costs of printing drawings on a regular basis, purchasing modeling supplies, and purchasing an adequate computer and design software not supplied through university licenses. See later sections on computers and software.

## Financial Aid and Assistantships

For financial aid, see <http://www.clemson.edu/financial-aid/>.

The School of Architecture has limited funds available for financial assistance in the form of fellowships and assistantships. See Assistantships in the next section of this handbook. See also <http://www.clemson.edu/caah/architecture/graduate-students/employment-assistantships.html>.

## Computer and Digital Technologies Proficiencies

The MRUD program has no formal requirements for computer literacy or competency. However, the use of computers and competency in various software programs is necessary. All graduate students are expected to be proficient in the use of computers and word processing, presentation, and digital design software including Microsoft Word, PowerPoint, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premier, ArcGIS, and AutoCAD. Although commonplace in offices, REVIT and RHINO are less commonly used in design studios at this time.

Graduate students are expected to be proactive and independent in acquiring digital technology skills. Digital technologies are tools, and these tools are continually changing, and will continue to change through your educational and professional careers. For this reason, School of Architecture curriculum generally does not include training in software beyond an introduction and discussion of how the tools may be used during two courses.

Workshops in various programs are provided by Clemson Computing and Information Technology (CCIT).

See <http://www.clemson.edu/ccit/learning_tech/computer_training/index.html>.

Workshops are sometimes offered or arranged by the School of Architecture to help students gain technological competency.

Tri-County Technical College ([www.tctc.edu](http://www.tctc.edu)) also offers evening and day classes in CAD in spring, summer, and fall.

## Duplication of Degrees

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

## South Carolina Residency

Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. For more information, see [www.clemson.edu/SCResident](http://www.clemson.edu/SCResident). Questions should be addressed to the Office of Residency Classification, G-01 Sikes Hall, (864) 656-2281.

## Clemson University (CU) Student ID, Username, and “TigerOne” Card

### CUID

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a 9-digit number you will use on forms and other official University business. It is often referred to as your “CUID”.

### Username and CU Email Account

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where “Jones2” is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, and the iRoar system. You may also need to use your student username to access department-specific networks and files.

New students should begin to use and check their CU email account as soon as they receive their user name. Your CU email account will be the official means of electronic communication during your enrollment at Clemson and students are required to check this email account for messages on a regular basis.

### TigerOne Card

Soon after you arrive, you will want to obtain your TigerOne Card, your official Clemson University photo ID card. See <http://www.clemson.edu/campus-life/campus-services/tigerone/>.

## The iRoar System

iRoar is Clemson University’s information system. It is your portal for your university account, course registration, and academic progress. See <http://iroar.clemson.edu>.

## “Canvas”

Canvas is an internet portal to your courses and other university services. See https://clemson.instructure.com. The student page on Clemson’s website— <http://www.clemson.edu/students/> — contains links to Canvas, IRoar, Academic Calendar, Clemson Libraries and Tigerquest.

## University Employee Enrollment

With the approval of the appropriate Dean or Director, a qualified employee of Clemson University may pursue graduate work for credit.

## Housing and Student Life

### Housing

As there are no Clemson University dorms in Charleston students must live in private rental apartments/homes. Charleston is experiencing a tightening o the housing market, similar to other urban areas in the U.S. Therefore, students are encouraged to look early to find and also consider looking for roommate ads by College of Charleston students. A search of the internet will lead you to your options.

However, it is not recommended to lease an apartment or house without seeing it, and the best source of information about housing is other graduate students at the CDCC.

International students should anticipate differences in legal agreements and procedures from what they may be used to. Note that some apartments, for example, do not include utilities (electric, water, phone, cable) as part of your lease agreement. You may need to make arrangements to have services connected by contacting the utility companies directly; your property manager/landlord should be able to provide you with the appropriate contact information.

If you have housing questions related to Clemson’s main campus, students should call the Housing Office at (864) 656-2295.

### Transportation, Cars, and Parking

MRUD students will be provided with a parking pass for the Cigar Factory’s remote lot at not cost. In addition, students may park in the main lot after 5pm on weekdays and all day on weekends. Parking in the main lot during business hours on weekdays will most likely result in a steep fine by the building owner.

### Public Transportation

The Charleston Area Transit Service, known as the CARTA https://www.ridecarta.com.

### Groceries, Services, and Shopping

There are two grocery stores in downtown Charleston (Harris Teeter on the lower peninsula and Food Lion on the upper peninsula). There are many grocery chains, drug stores, and other national chain stores (like Target, Costco, etc.) in the greater Charleston area.

## Graduate School and Graduate Program Student Orientations

### Graduate School Orientation and International Student Orientation

Clemson holds a Graduate School orientation held before classes start in the fall on the main campus as an option for orienting yourself to the university. New international students should also attend the International Graduate Student Orientation, which provides additional information that is important and valuable to those less familiar with the US university system. These orientation sessions are held in the week before the start of classes. Check the Graduate School website for information at <http://www.clemson.edu/graduate/students/graduate-orientation.html>.

### MRUD Orientation

The Graduate Program in Architecture hosts an orientation at the start of each fall semester that you are required to attend. The date, time, and location of the orientations will be announced on the School websites or by email. This is typically on the Tuesday before the start of classes on Wednesday in August.

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# WORKING THROUGH THE PROGRAM

## Graduate Studio Culture, Expectations, and Responsibilities

Although you are on your way to earning a Master in Resilient Urban Design degree, a professional degree and the “terminal” degree in the field, you cannot “master” urban design in one year. Graduate school is only a start of a lifelong education. However, there is much to learn in just a a year; graduate school is therefore a critical time in a designer’s education. Therefore, both continuing students and students new to studio can expect a very demanding and personally challenging experience in this program.

In the MRUD program, you will be regularly working at the limits of your abilities, and seeking to extend those limits. The design tasks you shall encounter will also be truly challenging. Problems such as those undertaken in the urban design studio have been described as “wicked problems”—they are problems with many variables and no easy solutions. *Wicked problems* are never truly and finally *solved*. Ambitious student designers, like design professionals, will therefore find themselves putting all available time into the effort—evenings, nights, and weekends. Accordingly, the greatest challenges in graduate school include managing your time, managing stress, improving your skills, and generally finding your own direction and meaning in academic and ultimately professional practice. Students who are good planners, open-minded, generous, and willing to learn, but who, at the same time, have their own interests, pursuits, and projects will likely find the greatest success in graduate school.

Beyond this, it goes almost without saying that the faculty expects you to approach your graduate study in the most dedicated and professional manner. You should treat your fellow students and your instructors in the most respectful and collegial manner. Urban Design is a collaborative practice. You should expect to work closely with fellow students and instructors throughout your years in the graduate program and expect to frequently work in teams. This manner of working will prepare you for similar work in professional practice, where design projects are typically team efforts.

The MRUD Director assigns individual graduate studio spaces/desks in the Cigar Factory at the beginning of enrollment. Our goal is to give each student a studio space/desk appropriate for the overall demands of the program.

The assigned studio space/desk should be considered semi-private, which usually has an impact on other surrounding studio areas and colleagues. Shared spaces/desks (break out areas, conference desks, crit/review spaces, seminar rooms, outdoor work areas, etc.) require students to be responsible for the individual use and clean up. Students are expected to work together in such a way as to benefit the mutual needs of all participants in the MRUD program. Students are expected to maintain a professional individual studio environment and behave appropriately. Studio space/desk accessibility is granted to all MRUD student currently enrolled. Students or individuals not enrolled in the Graduate Program will not be permitted to maintain or occupy studio/desk space. Limited access may be provided as a courtesy to collaborators and other Clemson University students presuming there is faculty approval and their presence is befitting to the specific studio's academic endeavors. All students are to adhere to the university’s rules and regulations regarding Campus behavior. For additional guidelines refer to:

Clemson Community and Ethical Standards-Classroom Behavior:

<https://www.clemson.edu/campus-life/student-conduct/classroom-behavior.html>

Lee Hall House Rules: <http://www.clemson.edu/caah/departments/architecture/files/files-about/lee-house-rules-2.2018.pdf>,

Please note that even though the MRUD program operates exclusive in Charleston, the Lee Hall House Rules apply (unless clearly only applicable narrowly to the situation on the main campus in Lee Hall).

Additional School of Architecture Policy & Practices: <http://www.clemson.edu/caah/departments/architecture/about/policies.html>

## Making the Most of It: Graduate Study as a Design Project

Consider your overall graduate study as a single design project. What do you plan to learn, what skills do you plan to develop, and what do you plan to achieve by the end of the year? Will you be an active participant in your own education? Will you accept the projects and problems given to you passively, or will you explore the definition, parameters, and implications of the problems given?

You will get the most out of your educational experience by setting your own educational goals, determining what new skills and abilities you want to learn each semester, and determining an agenda where you will reach certain levels of ability by the end of each semester, each year, and your final semester. While your instructors will give you assignment and problems to solve, they do not determine the extent or limits of your education. The most successful architects show us that a wide range of design research and an almost limitless range of design ideas can be explored regardless of the site or program.

Without all of the constraints of “the real world,” graduate study is unique opportunity to develop your individual interests, knowledge, and abilities. Students are therefore encouraged to bring their own educational ambitions to studio projects and coursework.

## Graduate School Policies

The School of Architecture’s graduate programs—to include MRUD—are guided by Clemson University’s Graduate School policies. The guidelines provided in this handbook were developed in conjunction with the Graduate School. Please be aware that this Graduate Program Handbook is a supplement to the fundamental requirements, policies, and procedures that govern all graduate students at Clemson University, which are described in the *Graduate School Announcements*, available at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm) and on the Graduate School website at <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

When reading about Graduate School policies, please note that graduate students at Clemson include MRUD students, M. Arch. students, MS students, Ph.D. students, and students from many other departments and disciplines. The various types of graduate students have different curricula and plans of study, so some policies may not apply to your program. Check with your Major Advisor or Director if you have any questions about Graduate School policies.

## Academic Integrity

A university is a community of scholars dedicated to the inquiry into knowledge. It follows as a basic tenet that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars and research activities, but also to the acquisition of acceptable professional standards, including standards of ethics. Violations of professional standards may result in disciplinary action, including dismissal from the program.

### Clemson University’s Official Academic Integrity Statement

As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a “high seminary of learning.” Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately and expeditiously to charges of violations of academic integrity.

### Academic Integrity Policy

A summary of the Graduate School’s policy on academic integrity, current at the time of printing this document, follows. For the most recent policy and a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the “Appeals and Grievances” section of the Graduate School website at [www.grad.clemson.edu/policies/Appeals.php#misconduct](http://www.grad.clemson.edu/policies/Appeals.php#misconduct) and the Graduate School Announcements at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm).

I. Definitions, explanations and examples of violations of academic integrity

Cheating. Cheating involves giving, receiving or using unauthorized aid on any academic work submitted for grading including coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.

Fabricating/falsifying information. Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted.

Facilitating violations of academic integrity. Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).

Failing to cite contributors. Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one’s own.

Plagiarizing. Plagiarizing is theft of the work accomplished by someone else. It includes copying words, phrases, sentence structure, computer code or files, images, or ideas from any source and attributing the work to one’s own efforts. This applies to design work as much as written work. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others’ conceptual frameworks for developing creative works without acknowledgement or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

For more information about and examples of plagiarism visit [www.plagiarism.org/
learning\_center/what\_is\_plagiarism.html](http://www.plagiarism.org/learning_center/what_is_plagiarism.html).

See also <http://www.clemson.edu/academics/integrity/plagiarism.html>.

Thwarting others’ progress. Thwarting others’ progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

II. Levels of seriousness of violation

At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. The Graduate School’s policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding, to an intention to defraud or otherwise engage in criminal-type activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.

III. Graduate Academic Integrity Committee

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee (GAIC). The GAIC consists of four tenured faculty members from each of the five colleges, one graduate student from each college. An associate dean of the Graduate School serves as the non-voting administrative coordinator for the GAIC.

IV. Procedures

It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring the allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student’s program (consistent with the alleged violation).

When, in the opinion of the faculty member, a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the Graduate School Announcements at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm).

## MRUD Curriculum

The Master of Resilient Urban Design is a one-year program, 36-credit program for students with degrees in architecture, landscape architecture or civil engineering. Students without those degrees need to do a 4-credit pre-program the summer before to intiaite them into studio practices and conventions. All students take 12 credits for 3 consecutive semesters (Fall, Spring, Summer). Each semester consists of a 6 credit hour studio, a 3 credit hour seminar, and a 3 credit hour practicum course. Most of the coursework has a sequential organization with expectations dictated by the experience, learning outcomes, and acquired knowledge of prior courses. Following the Plan of Study (see below) is therefore of the essence to the curriculum. The MRUD program does not current accept part-time students because the 12 credits are integrated and supportive in each term and the studio projects follow through between terms.

## Your Major Advisor and Academic Advising

Your Major Advisor is the MRUD Program Director. You will follow the MRUD program curriculum and its requirements. The first step in academic advising is to study and seek to follow your Curriculum Plan or Plan of Study (see below). However, if you have any questions about your curriculum plan or course requirements, you should meet with or communicate with your Advisor during the course registration period and well before the “Last Day to Register or Add a Class” (Drop/Add) date.

## The Plan of Study

The MRUD Plan of Study (sometimes called the “curriculum plan” or “curriculum map”) outlines the number of credits and the courses that you must take to complete your degree and graduate. It is very important to understand the Plan of Study and to follow it closely. The graduate program director will email or post on the school’s website an updated curriculum plan each year. Students pursuing concurrent degrees may have a different plan of study than those just enrolled in the MRUD as their only degree.

## Following the Plan of Study (The Timing of Courses)

It is very important to follow the Plan of Study.

Most courses are sequentially organized and most courses are only offered once a year. Therefore, if you miss a course offered in the fall, for example, you will have to wait until the following fall, when it is offered again, to take it. In other words, if you miss, do not complete, or fail a required course, your graduation could be delayed by one year, which will also incur an additional tuition expense.

If you follow the Plan of Study and enroll in the appropriate courses, you will complete the courses and earn the credits required to earn the MRUD degree and graduate. If you do not follow the Plan of Study, or do not attend to it, you may delay your graduation.

## The Plan of Study Form, also known as the GS2 Form

The GS2 Plan of Study form is required by the Graduate School to document the courses required and taken to earn a graduate degree. Part of the reason for the GS2 form as a “Plan of Study” is that many graduate programs do not have a fixed curriculum; in other programs, the graduate student has an advisor and advisory committee and develops a curriculum in consultation with those advisors. However, as a professional one-year program, the MRUD program has a tightly orchestrated curriculum.

The GS2 form is required and should be started as soon as possible in your studies.

For instructions, see <https://www.clemson.edu/graduate/students/plan-of-study/index.html>.

As a MRUD student, you will copy the required courses listed on the MRUD Plan of Study into the GS2 form. When you register for your final summer semester, you will finalize the GS2 form with any changes (an unlikely occurance as all 36 credits are required).

The GS2 represents the formulation of an student’s curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree should not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

Your GS2 form must match your graduating transcript in order for you to graduate and receive your degree.

For reasons described above, the GS2 form requires you to indicate an advisor and committee members. However, unlike some other graduate students, MRUD students have standing committees: Your committee chair is your MRUD program director (Wortham-Galvin); the other committee member is the School Director (Schwennsen). This is because the MRUD Plan of Study and curriculum is determined by the MRUD program as a whole, not by individual faculty members. The form must also be approved by the department chair and the deans of the College and Graduate School.

Only your program director/major advisor has the authority to change and approve your Plan of Study, the timing of courses, course substitutions, etc., and such changes must be discussed and approved in writing, by your program director. No other faculty members or administrators have the authority to make such changes. If you do not find the courses required to earn your degree (as indicated on the Plan of Study) when you seek to register for them, contact your program director. There may be an error in the registration system.

## Graduate Courses: 7000 and Above

Graduate courses are numbered 7000 and above. According to Graduate School policy, at least one half of courses for a professional Master’s degree (i.e., the M. Arch.) must be numbered 7000 and above. Graduate students may receive credit for courses numbered 6000 and above. However, graduate students may not enroll in and will not receive course credit for courses numbered less than 6000.

Note: These used to be known as 600-level, 700-level, and 800-level courses. Effective 2013, Clemson University courses added a 4th digit, typically a 0, to its old course numbers.

See <http://www.grad.clemson.edu/programs/cd_course.php>.

See also <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

## Transfer Credits and Course Substitutions

The MRUD program currently does not accept transfer credits or course substitutions.

## Combined Bachelor’s/Master’s Plan

See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

## Minimum, Standard, and Maximum Enrollment for Full-Time Graduate Students

### Normal/Required Enrollment

The typical and expected enrollment for students in the MRUD program is 12 credit hours per semester for 3 semesters (totaling 36 credits). If you do not maintain 12 credit hours per semester, you will not graduate on time.

### Maximum Enrollment

Maximum enrollment is 15 credit hours per semester. Graduate students are not permitted to enroll in more than 15 credit hours. For MRUD students the extra 3 credits would be taken as electives for personal enrichment as the MRUD program does not have room for/require elective credits.

### Minimum Enrollment for Full-Time Graduate Students

For graduate students, minimum enrollment to maintain full-time student status is 9 credit hours. This includes students with assistantships. (Note that minimum enrollment for undergraduates is 12 credit hours.) Please note that currently the MRUD program does not allow for part-time enrollment as the courses are integrated with one another and will only make sense when taken all at the same time.

### Maximum Enrollment with Assistantships

The Graduate School provides the following table for students with assistantships. Currently the MRUD program does not support assistantships, however, the information is provided herein in the case of concurrent students with assistantships in their other programs. The table indicates that students with a ¼ time (10 hours/week) assistantship may maintain a 15 credit hour enrollment. Graduate students in the School of Architecture whose concurrent degree requires 15 credit hour enrollment a term in order to graduate should not have assistantships above ¼ time (10 hrs/wk) whether from the School of Architecture, the Graduate School, or elsewhere.

|  |
| --- |
|  Enrollment LimitsMaximum Credit Hours |
| **Student Category** | **Semester**  | **6-Week Session**  | **3-Week Session**  |
| Full-time students  | 15  | 6  | 3  |
| Graduate assistants (1/4 time)  | 15  | 6  | 3  |
| Graduate assistants (1/2 time)  | 12  | 6  | 3  |
| Graduate assistants (3/4 time)  | 12  | 6  | 3  |
| Full-time employees  | 9  | 6  | 3  |

## Coursework

### Course Syllabi

University policy indicates that a syllabus is mandatory for all graduate courses. You should receive a syllabus for every course on the first day of class or soon thereafter, and at the latest by the class meeting prior to the Drop/Add Deadline. If you have not received a syllabus before the Drop/Add deadline, please contact the Program Director. In addition to the course title, description, credits, and meeting times, the course syllabus should specify course goals and objectives, a topical outline and schedule, attendance policy, textbooks or other sources, and grading criteria.

For 4000/6000 level courses (see below), the syllabus must also indicate the differentiated weighting or requirements of course work for enrolled graduate students.

Faculty may revise the syllabus, course content, and course policies during the semester and should advise students of the change in a timely manner and update the syllabus accordingly.

Syllabi for all current Clemson courses should be available through the Syllabus Repository: <http://www.clemson.edu/syllabus/default.aspx>.

See also Grading and Student Performance Criteria in this Handbook.

### Regarding Courses Listed in the Graduate Catalog

Please note that not all of the courses listed in the Graduate Catalog are currently offered. The Graduate Catalog is an official list of courses that have been taught at Clemson University. From time to time some courses are deleted and some added to the Catalog. Some of these courses may not be taught during the time you are enrolled in the Graduate Program and may not be taught again in the future. The Catalog includes all courses that have been taught in the past that have not been permanently deleted from the university system.

Please also note that due to university curriculum change processes, the Graduate Catalog may also not be completely up to date; the Graduate Catalog is printed once a year and curriculum changes may come into effect after the Catalog has been printed.

### Online (Distance Learning) Courses

The MRUD program currently offers only in person courses all based on Charleston. Nevertheless, for students taking online courses in addition to the plan of study you may need a webcam and a headset with microphone; a headset can provide better audio and less feedback than a built-in mic.

For distance education support services, see the CCIT website: and <http://www.clemson.edu/ccit/learning_tech/distance_ed/students/index.html> and [www.clemson.edu/ccit/learning\_tech/distance\_ed/index.html](http://www.clemson.edu/ccit/learning_tech/distance_ed/index.html).

### Thesis

There is no thesis requirement for the MRUD program. Although there is no thesis requirement, students are nevertheless encouraged to pursue individual research interests throughout their studio projects, whether representational skills, design ideas, or technical development. As the work of many successful urban designers show, a wide range of design projects can be used to explore an almost limitless range of design ideas, regardless of the site or program. In addition, the final summer practicum course will be the place where students are encouraged to demonstrate and puruse a specific interest.

### 4000/6000-Level Courses

Graduate courses are generally considered those numbered 7000 and above, and therefore, as indicated on the GS2 form, a majority of credits must be taken at the 7000-level and above. However, courses numbered 4XXX/6XXX are open to enrollment for both undergraduate and graduate students. Graduate students may take 4000/6000-level courses as electives and earn elective credit.

Graduate course credit will not be granted for 4000/6000-level courses taken as an undergraduate. Graduate students who have taken 4000/6000-level courses as undergraduates may not enroll in the same course at the 6000-level if the course content is the same.

By university policy, 4000/6000-level courses must have a separate grading policy for graduate students and/or additional graduate-level assignments for enrolled graduate students. In other words, graduate students must expect to be held to a higher standard than undergraduate students in the same course.

### Pass/Fail Courses

There are a few graduate courses that may be taken on a pass/fail basis. These are typically specified as part of the course description in the Graduate Catalog. Students may not otherwise elect to take courses as Pass/Fail.

### Incomplete Coursework

A grade of Incomplete (I) is given only if you have not completed the course for some extraordinary and unavoidable reason that is acceptable to the instructor, such as a medical emergency or condition or catastrophic life event.

Unless you complete the requirements for removal of the I grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F.

Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your required plan of study.

### Auditing Courses

Permission for a student to audit a particular graduate course is at the discretion of the chair of the department, the coordinator of the program offering the course and/or the instructor. Audited courses do not carry credit and the fact that a course has been audited is not noted on your official record. Graduate auditors are not required to take tests or exams. However, the instructor, at his/her own discretion, may demand the auditor’s participation in class to whatever extent deemed desirable. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

### Withdrawing from and “Dropping” Courses

Although you may have withdrawn from or dropped courses as an undergraduate, this practice is highly discouraged for graduate students.

You may not drop required courses except in exceptional situations and only with the prior approval of the Program Director, your Advisor, and the course instructor.

Dropping a required course will delay your graduation by one year since required courses offered only once per year.

If you drop a required course, you will be placed on academic probation.

If you drop any course when you have an assistantship, your assistantship will be revoked.

### Repeating a Course

Permission to repeat a course in which a student received an F grade, or less than a C-, will be determined in consultation with the Program Director, the student’s Major Advisor, and the Graduate School. (D grades generally not awarded to graduate students. Failing a required course may result in academic probation or dismissal from the program.)

## Attendance Policies

University and department policy specifies that attendance at the first class meeting and all class meeting times at the start of class is expected.

Instructors may set their own attendance policies for their courses, including penalties for absences. However, university policy indicates that if you do not attend the first class meeting or contact the instructor by the second meeting, or the last day to add, whichever comes first, the instructor has the option of dropping your from the course.

University policy also indicates that the number of unexcused absences for a typical course may not exceed the number of times that the class meets each week (three absences for a class that meets three times per week; two absences for a class that meets two times per week; etc.) After exceeding this number of absences, the instructor or the department may drop you from the course before the Drop/Add Deadline, or fail you for the course after the Drop/Add Deadline. In other words, if you have more than the specified number of unexcused absences, you may receive an F for the course.

The only accepted reasons for excused absences include medical conditions, emergencies, and pre-arranged instructor approval.

See the Course Attendance Policy on the university website at <http://www.clemson.edu/faculty-staff/policies.html>.

See below for attendance expectations specific to architecture design studios.

## School of Architecture Learning Culture Policy

The School of Architecture has adopted a Learning Culture Policy that applies to both undergraduate and graduate students.

See <http://www.clemson.edu/caah/departments/architecture/about/policies.html>

## Studio Culture

### The Studio

As described earlier, design problems are sometimes called “wicked problems” because they involved the interaction of multiple and sometimes conflicting variables, and never have easy, definitive, or clear-cut solutions. Some solutions, however, are better than others. The better solutions are inevitably the product of many hours of thought, experimentation, trial and error, leveraging of experience, creativity, intuition, and design development.

With this in mind, it is expected that the studio meeting times are primarily intended to be a time to present to and discuss with studio faculty work that was already developed outside of meeting hours. It is in the nature of design problems that urban design students (like professional urban designers) spend days, nights, and weekends—and, for particularly complex projects and ideas, sometimes years—developing design concepts, skills, techniques, and responses. Studio time should therefore only be used for work on, and discussion or presentation of studio projects; it is not a time for purchasing supplies, or unrelated personal or academic work.

As a policy, attendance during studio hours is mandatory for the duration; attendance is observed at both the beginning and at the end of the studio period. Unexcused absences are not acceptable; students should therefore inform their studio instructor prior to being temporarily away or absent (and may use Canvas for logging, but not excusing, absences). Two or more unexcused absences may result in a lower final course grade; instructors may set their own attendance policies including failure of the course.

Urban Design students are fortunate among university students to have a personal workspace. Studio faculty recognize that space is limited, but hope that students will make the studio and their desk a useful, comfortable, and productive workplace for themselves.You will be provided a chair and a shelf for your personal items. You “rent” this space with your tuition dollars—use it and get the most out of it. (That being said, in the interest of limited space and due to fire codes, large sofas, beds, and other obstructions are not allowed. Altering or attaching structures to the building is also not permitted.)

Other studio space issues naturally involve being respectful of others at all times. To preserve your studio space as a productive work environment for all, keep unnecessary noise to a minimum; do not broadcast music or video—use headphones. Also please keep mobile phone conversations short and quiet, or take them outside. In the interest of cleanliness, clean up scraps and recycle what you can. In the interest of healthy air quality, keep HVAC systems free and clear at all times and do not pollute the air with chemicals. No spray painting or painting with other substances that produce fumes, burning, blow torching, etc. is permitted in studio. This work must be done outside. For your health and the environment’s, use low or no VOC (volatile organic compounds) paints.

Studio is an essential and unique part of the history and tradition of architectural education. Indeed, the best professional offices seek to maintain the energy and stimulation of the best academic studios. The best practices recognize that positive studio culture—in university and in practice—fosters superlative project efforts. With this in mind, be professional and efficient in your use of the hours allocated for studio each week, and help to make the studio an energizing workplace outside our contact hours.

### Desk Crits and Design Development in Studio

Critiques—desk crits, pin ups, and reviews—are the essence of studio education. As a rule of thumb, you should be prepared for a critique at the start of the studio session, with new work prepared before studio.

Desk crits and pin ups are an especially important time for project development. They are the means by which faculty and student discuss and develop a project together. This is a two-way communication, and is only made possible through the student’s responsibility to be prepared with drawings, models, ideas, and questions for discussion each day of studio. Without this commitment on the part of the student, dialogue with faculty is nearly impossible and will not occur. In return for your preparedness, you can expect your instructor to give encouragement and thoughtful criticism, ask questions and attempt to understand and clarify your ideas, and to make recommendations as to relevant references for your further exploration. However, if no effort is made to produce any work or to research any relevant ideas between critiques, project development will not occur, and poor or failing work will likely result. Explicitly or implicitly, participation, process, and design development are all important factors in design studio grades.

To receive adequate feedback, work must be presented in an appropriate format. In other words, although you may draw on the computer, work for review in desk crits should be on paper. Only work being prepared for final electronic display (e.g., videos, etc.) should be presented on the computer monitor. Therefore, although we would all like to minimize the waste of paper, architecture is a visual enterprise that demands a certain amount of paper.

When printing, also remember to print drawings at a scale that is appropriate and visible in the various review formats. This means that it may be OK to have small prints for a desk crit, but pin-ups and reviews, where drawings are seen from 8’ away, must be plotted and scaled appropriately.

### Pin-Ups and Reviews

Pin ups and reviews are essential to studio education. These events are comparable to quizzes, midterms, and final exams in other courses. They are also comparable to work in professional practice: pin ups are similar to discussions among colleagues and employees in the architectural office; interim reviews are similar to informal meetings with project partners and clients; and final reviews are similar to make-or-break presentations with clients, which determine whether you get the job or not.

In preparation for this important part of professional practice, students should treat all presentations with the utmost seriousness. This includes having completed the required work; being prepared to present on time (anticipating problems with printing documents); dressing professionally; presenting a professional demeanor; presenting documents appropriate in scale and content for the type of presentation; and being prepared to coherently describe and discuss the presented work. In addition to having excellent design work, all of these conditions must generally be met to merit an A grade for a review.

As a sign of respect to their fellow students, faculty, and chosen profession, students are also expected to remain in attendance at all reviews for their duration. Presentations are an important learning opportunity. Reviews are central to the architectural experience and education; they are an important time to learn the unwritten and sometimes unspoken expectations of architecture thinking and culture.

### Documenting Studio Work and Use of Documented Studio Work

At the end of each semester you will be required to document your studio work and give your studio instructor a copy, either uploaded digitally or on a flash drive. You may not receive your final grade until the documentation requirement has been satisfied.

Studio work documentation is used for accreditation visits, student awards, program review, School of Architecture publications and websites, faculty review, and similar purposes. Acknowledgement of authorship will be made whenever possible, especially in electronic or print publications.

Your studio instructor may give you guidelines for documentation. However, if you do not receive guidelines, please consult the following basic conventions:

• Always include typical document and image file types that can be easily opened on any computer: JPG, TIF, PDF, etc. (Do not exclusively use DWG, IND, etc.) Include original file types if required by faculty.

• Reduce file sizes.

• Organize projects into folders (e.g., Lastname\_Project1) on your CD.

• Use identifiable and descriptive file names (e.g., Lastname\_Proj1\_plans.jpg).

## Facilities and Resources

### The Cigar Factory

The Cigar Factory in downtown Charleston, SC is home to the Clemson Design Center at Charleston. The Master of Resilient Urban Design and the Master of Historic Preservation programs are completely held therein. In other words, graduate students who pursue the MRUD or MHSP degrees only study in Charleston. In addition, undergraduate and graduate students from the Architecture and Landscape Architecture programs spend time in Charleston as part of their off-campus study time.

### Cigar Factory & the Lee Hall “House Rules”

Even though we are a remote campus, we generally follow the Lee Hall ‘House Rules’ established at the School of Architecture on the main campus. The second floor of the Cigar Factory is shared by various programs, that requires cooperation from all participants in order to happily accommodate all its occupants. The building provides learning spaces for six related disciplines: Urban Design, Historic Preservation, Architecture, Landscape Architecture, Community Build, and Architecture + Health. We all need to work together to produce the safest and best possible learning environment for everyone. The following rules apply to us, and to other occupants.

**Common Sense**:

• Clean up after yourself.

• Put things back where you found them.

• Don’t take, use or move things that do not belong to you.

• Leave things and spaces in better condition than you found them.

**Spray Paint and Spray Glue**:

• SPRAY PAINT AND SPRAY GLUE ARE PROHIBITED INSIDE THE CIGAR FACTORY AND ON ITS GROUNDS.

**Furniture**:

Every student is provided with a desk and a task chair. Keep track of your desk chair. It tends to travel. However, do not mark any furniture with any permanent personal marks.

There are more chairs in the Cigar Factory than there are occupants. They might not be located where you want them, so please return all the chairs to their appropriate places when you are finished with an activity. This will help to alleviate the “stealing” of student desk chairs to fulfill other functions.

**Review Spaces**:

Please sign up for use of those spaces with Mimi Rose when using outside of official course use. Also return the review spaces to a condition ready for the next review to occur.

**PROHIBITIONS BY ORDER OF THE FIRE MARSHALL AND OSHA**:

No space heaters.

No hot water kettles.

No electrical appliances, i.e. coffee pot, microwave, frig, etc. Please use compact fluorescent or LED task lighting at your desk.

No ungrounded, unprotected power strips. Minimum 14 AWG and 15 amp breaker with surge protection.

No extension cords. Electrical devices can only be plugged directly into an outlet or a surge protected power strip as above.

No power chords stretched across the floor causing a tripping hazard.

No “daisy chaining” power strips.

No multiple “cube” taps.

No 3-prong adapters.

No skateboards or bicycles inside the building. Use one of the 5 bike racks around the building.

No spraying of combustibles inside or outside of the building including: Paint, Lacquer, Adhesives, Fixative, etc.

No moving the desks into the egress access areas.

No blocking the exits or the exit discharges.

No blocking fan-coil units or HVAC supply/return registers.

No hanging anything from the ceilings.

**End of Semester Clean-Up**:

Studios will be completely cleaned of all unwanted materials and belongings and all furniture will be returned to its proper location at the end of the semester. No grades will be submitted until this is completed.

### Digital Technology Training

Although a few digital representation or technology courses are required, design students are expected to be proactive in learning digital hardware and software technologies. Knowledge of and skill with digital technology is highly valued today in academia and professional practice—students will make themselves more valuable to future employees and create additional future opportunities for themselves by becoming skilled in industry-standard and emerging digital tools (such as Revit). Be aware that CCIT, the Clemson Computing and Information Technology (<http://www.clemson.edu/ccit>), regularly offers workshops for widely used software, and sometimes supports more specialized training in the School of Architecture. Tri-County Technical College ([www.tctc.edu](http://www.tctc.edu)), offers evening and day classes in CAD in spring, summer, and fall.

### The Fabrication Lab and Digital Design Shop (DDS)

Located in the Cigaro Factory, the Fabrication Lab has a laser cutters, 3D printer, CNC router, and other equipment available for graduate students who have trained in the use of the machines. The machines may only be used by students who have had the requisite tutorials.

The laser cutters and other equipment are fragile and require appropriate care in use and maintenance. For laser cutter use, students must own their own laser cutter lens, whether individually or with a group of friends. We have found that individuals will clean and maintain their own lenses to the extent required, and this keeps the laser cutters operational many more days of the year.

### The Wood Shop

The wood shop located in the lower level of the Cigar Factory is available for use by students following an orientation session. Consult the shop steward for rules, regulations, and hours. The wood shop can be dangerous. Avoid using wood shop equipment if you are rushed, tired, or do not know how to use the equipment properly. Don’t lose a finger! Don’t hurt yourself or others! Follow all safety requirements and always, always wear eye protection!

### CDC.C Library

The CDC.C has its own branch library located in the Cigar Factory. Students can check out books located in this library. In addition, students can have books transferred from the main campus from either the Cooper Library or the Gunnin Library.

### Cooper Library

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

### Gunnin Architecture Library: Books, Magazines, Videos & Equipment

The Gunnin Architectural Library ([www.lib.clemson.edu/gunnin](http://www.lib.clemson.edu/gunnin)) has over 46,000 volumes of books and bound periodicals and 183 periodical subscriptions. The Library maintains a collection of audiovisual equipment, digital still and video cameras and architectural drafting aids for use by students and faculty in the College of Architecture, Arts and Humanities. Approximately 130,000 slides in the fields of art and architecture are available to students, faculty and staff of Clemson. The Gunnin Architecture Library also houses collection over 2,500 planning documents from South Carolina, North Carolina and Georgia. In addition, the library has a collection of approximately 1,250 videos related to the fields of architecture, city and regional planning, construction science and management, landscape architecture, and visual arts.

Printing, copying, and scanning facilities are also available in the library. Also available for loan are cameras, lamps, backdrops, and extension cords that are useful for model photography.

### Printing Facilities and Printing Philosophies

Printing facilities are centralized located in the Cigar Factory. If these machines offered to not meet your needs, there are multiple commercial printing shops in Charleston.

Your studio instructor will state studio-specific printing guidelines. However, while you should seek to reduce printing waste, it is sometimes worth the cost and environmental costs of printing. Since the computer screen is not always an effective tool for reviewing work with design instructors, you should plan to print work for both desk crits and reviews as needed and instructed. As a rule of thumb, only work that will ultimately be presented on the screen in a final review should be reviewed on a screen during a desk crit or interim review. Prints are generally valuable to review, sketch on, and improve work that will be printed for a review.

Remember that digital technology is prone to technical problems and that printing facilities experience bottlenecks around common review dates, especially during the end of the semester. Test prints may also be necessary to get the desired color, printing density, etc. You are expected to be aware of the possibility of technical problems and bottlenecks and to plan accordingly.

### Computer Access and Use

Technical support is provided by CCIT: [www.clemson.edu/ccit](http://www.clemson.edu/ccit).

CCIT specifies rules and regulations for computer and software use on campus. Using or distributing pirated software or involved in other illegal copying and sharing activities may face disciplinary action in addition to criminal charges.

CCIT also provides some software to university students, as well as technical support for email and other important computer services. There are technical support persons dedicated to our college and school who are very knowledgeable about certain equipment and some software who can assist with basic as well as some specialized questions. They will receive your messages via the CCIT Help Desk.

MRUD has one common shared computer for the program. Thus, you will need your own computer. See below.

### Mobile Phone and Telephone Use

Mobile phone use is restricted in studios and classrooms. Take your calls outside any time that your conversations may distract or disrupt others.

### Keys

If you are issued any keys for building access, the key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law. Students leaving the University through graduation, or for any reason, must return all keys to the Student Services Coordinator. A fee will be charged for any unreturned key.

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

### Faculty Offices and Office Hours

Faculty members carry out numerous duties, of which teaching and research are but two. Respecting their time and other responsibilities means not expecting that they are available for a conversation at any time. Ask if this is a good time to talk or to make an appointment.

Faculty are required to have regularly scheduled and weekly office hours. If not posted, ask to make an appointment.

Do not enter a faculty member's office without invitation or permission.

### Recycling

Design studios generate a great deal of waste. Use the recycling bins provided in studio and take the initiative to reduce waste.

### Building Maintenance

Report building problems to Mimi Rose (see first page of document).

## Supplies and Equipment

You will need to supply your own computer and drafting equipment, pens and pencils, drawing and tracing paper, modeling supplies, etc. You will also need to protect your desktop.

### Desktop Protection

The desks in the CDC.C were custom-made for our studios. We want them to last a long time. You are asked to respect them and will be responsible for any damage. In other words, DO NOT CUT ON UNPROTECTED DESKTOPS.

To protect your desktop a cutting mat is required for any modeling activities. The desktop is 60” x 30”. A Vyco-type desktop protector measuring 60"x30" is recommended.

See [http://www.amazon.com/Alvin-Vyco-Sheet-Gray-White-37-5x60/dp/B000HFEL5S/ref=sr\_1\_5?ie=UTF8&qid=1338824957&sr=8-5](http://www.amazon.com/Alvin-Vyco-Sheet-Gray-White-37-5x60/dp/B000HFEL5S/ref%3Dsr_1_5?ie=UTF8&qid=1338824957&sr=8-5)

### Useful Supplies & Materials

For the benefit of those without prior design school experience, this is a list of items that you would likely find necessary or useful for your studio work. See the list of local and internet stores below. Micromark is the best source of specialized modeling tools. Amazon has many items as well.

Hand Drafting:

• Drawing board; lead-holders, leads, lead-pointer; vellum; triangles; parallel bar. Optional or according to drawing or studio instructor.

Drawing:

• Rolls of trace paper, 12” roll, 24” or larger roll, yellow or white.

• Pens, pencils of various weights— heavy (Sharpie), medium (Pentel “Sign” pen), fine (various felt tip); mechanical pencil with built-in eraser.

• Color pencils or markers, maybe watercolors set.

• Sketchbook, sketch pad.

Modeling:

• Snap-off blade knives or cutters: a small one (e.g., Olfa brand SD MTL) for light work; a heavy utility knife (e.g., Olfa L2). Also, a fine-pointed X-acto knife for detail work where you need the point.

• 24x36 or larger cutting mat with layout grid. (See above.)

• Metal cutting edges of various lengths, 6”, 12”, 36+”. A metal T-square is useful.

• Hot glue gun, glue, and extension cord for quick sketch models (not finished models).

• Elmer’s, Tacky Glue, or other white/wood glue; fine-point syringe for detail gluing.

• Spray Mount spray glues: one with low adhesion for repositionable work; one with a strong bond (3M Super 77). Remember, NO spraying glue or spray paint indoors.

• Roll of wax paper for gluing models on with less sticking and mess.

• Plexiglas cutter and zap-a-gap or other plastic glue.

• Modeling clamps and squares; binder clips; tweezers for delicate model-making.

• Small modeling saw and miter box; the “Chop-It” modeling cutter.

• Stockpile of modeling basswood strips ([www.micromark.com/Wood-Assortments.html or nationalbalsa.com](http://www.micromark.com/Wood-Assortments.html%20or%20nationalbalsa.com) and sheets. Basswood is a hardwood with a fine grain that cuts well and is often used for finished, professional-looking models. It can be cut into very fine strips, like 1/32x1/32”, and is available in dimensions useful for modeling. Avoid balsa wood.

• White museum board and chipboard for quality study models.

• Corrugated cardboard for quick study models. Sometimes available for free on campus.

• Gator board for mounting drawings and model-making.

• Tape, tacks, drafting dots, modeling pins, binder clips.

• Utility scissors.

• Rotory tool (e.g., Dremel).

• Safety goggles or glasses, dust masks, ear plugs or ear muffs for working in woodshop. (Ear muffs also good for when studio gets noisy.)

• Measuring tapes for model-making and site measurements.

• Tool box; container or tube for basswood.

• Other ideas for modeling materials: plexiglas (and not just sheets, but chunks which can be cut on a band saw), metals, wires and wire mesh, non-skid drawer pads (for simulating landscape), various woods of course, nails (for trees), rigid insulation (can be cut with a hot wire cutter to make urban design scale models and fast architectural study models), sandpaper (to simulate various surfaces) etc. Go to the builder’s supply/ home improvement store and use your imagination.

Other:

• Vyco drawing board cover for a clean and smooth desk surface. (See above.)

• Swing-arm task lamp with florescent bulb. In the interest of energy efficiency, Lee III is primarily lit by natural light. As such it is not uniformly lit to the level of task lighting. Therefore you need to provide your own task light.

• Architect’s scale and an Engineer’s Scale. It is useful to have a full-size (12”) scale and a smaller one for modeling (you can cut one in half with a saw).

• A divider (a compass with two needles) can be handy for laying out both drawings and models. Use the divider with a scale to quickly transfer typical building dimensions to paper or model, using pinpricks to mark locations.

• An SLR camera with a wide-angle lens is best for model photography.

NOTE: DUE TO PERSONAL AND ENVIRONMENTAL HARM AND PROPERTY DAMAGE, NO SPRAY PAINTS OR SPRAY GLUES ARE PERMITTED INSIDE LEE HALL OR ON ITS GROUNDS.

### Where to Purchase Supplies & Materials

Drawing and modeling supplies can be purchased on and near campus, and within a short drive from:

Artist & Craftsman Supply (2 locations in Charleston)

Lowe’s Home Improvement Store or Home Depot

Hobby Lobby

A.C. Moore

Michael’s Arts & Crafts

Harbor Freight Tools

Further away, and by mail order are:

Sam Flax Art & Design Store, 1460 Northside Dr. NW, Atlanta, [www.samflaxsouth.com](http://www.samflaxsouth.com)

Micro Mark modeling supplies, [www.micromark.com](http://www.micromark.com)

National Balsa, [www.nationalbalsa.com](http://www.nationalbalsa.com)

Dick Blick Art Materials, [www.dickblick.com](http://www.dickblick.com)

Utrecht Art Supplies, [www.utrechtart.com](http://www.utrechtart.com)

Amazon, [www.amazon.com](http://www.amazon.com)

## Computers and Software

CCIT, the university’s computing and information technology branch, supports both PCs and Macs and provides some software through university licenses. See [www.clemson.edu/ccit](http://www.clemson.edu/ccit). CCIT recommends certain laptop computers and there is a Computer Store on campus in the Student Union.

MRUD faculty and students use both PCs and Macs. To run some software available only for the Windows operating system, Apple computers may need to run a PC emulator. The emulator VirtualBox is free, but one must purchase a copy of Windows.

When buying a computer, the most important thing is to have as much computing power, graphics power, and memory as you can afford. A powerful computer is needed for graphics software, modeling, and rendering.

The University provides licenses for some software, now including the full Adobe suite. See <http://www.clemson.edu/ccit/software_applications/software/index.html>. Other software, like Autodesk products, Google Sketch Up and Google Earth, are available through free downloads and with educational discounts for students.

If you have special hardware needs beyond your laptop, our CCIT support people may be able to help. Discuss it with your advisor or program director who may be able to make a special request.

For those with technical competence and a willingness to learn how to use it, Clemson University has high performance computing capacity.

See <http://www.clemson.edu/ccit/rsch_computing/>.

## Email, Electronic Device, and Technical Failure Policies

### Email and Professional Electronic Communication Policies

Email is the most common medium used by faculty, the Graduate Program, and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your Clemson email account regularly, at least once a day. If you are requested to respond, you should do so in a timely manner.

Your Clemson email account is an official means of communication and the only official email account. Faculty should not use be expected to email to any email address except a Clemson account and are not responsible for keeping track of and communicating with you via personal email accounts.

You should treat email as professional communication and use professional etiquette. Faculty should be addressed as “Professor,” and those with a doctorate (Ph.D.) as “Dr.” Here are two helpful resources: <http://web.wellesley.edu/SocialComputing/Netiquette/netiquetteprofessor.html>

[https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087#.chllhxlba](https://medium.com/%40lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087#.chllhxlba)

Faculty may set their own email and electronic communication policies. These may include not responding to email questions when the answers have already been given or available elsewhere; not responding to email on evenings and weekends; not guaranteeing a response in less than 24 or 48 hours; and so on.

Email lists should only be used for academic purposes. Of course, take care not to “Reply To All” when this would be inappropriate.

### Electronic Device Policies

Faculty may set their own electronic device policies governing the use of phones, laptops, and other electronic devices in the classroom and in studio during meeting hours. Policies may include no use of phones for emailing or texting during class meeting times; no open laptops in seminars or other classes, or during lectures or presentations; and so on, as well as penalties for violating these policies (deductions from participation grades, etc).

As noted in the previous section on studio culture, avoid taking or making personal phone calls in studio when others may be distracted. In general, avoid using electronic devices when these may annoy others, whether students or faculty.

### Technical Failure Policies

Faculty may set their own policies regarding the impacts of problems with computers, printers, and other electronic devices on student work. In general, computer problems are not considered a legitimate excuse for late work. Protect your computer from viruses, habitually back up your work, and anticipate the risk of computer and printer failure.

## MRUD Student Performance Criteria

**Critical Thinking and Representation.** Graduates from the MRUD program must be able to build abstract relationships and understand the impact of ideas based on the study and analysis of multiple theoretical, social, political, economic, cultural, and environmental contexts. Graduates must also be able to use a diverse range of skills to think about and convey urban design ideas, including writing, investigating, speaking, drawing, and modeling.

Student learning aspirations for Critial Thinking and Representation include:

 Being broadly educated.

 Valuing lifelong inquisitiveness.

 Communicating graphically in a range of media.

 Assessing evidence.

 Comprehending people, place, and context.

 Recognizing the disparate needs of client, community, and society.

**Design Practices, Technical Skills, and Knowledge.** Graduates from the MRUD program must be able to comprehend the technical aspects of design, systems, and materials and be able to apply that comprehension to urban design solutions. In addition, the impact of such decisions on the environment must be well considered.

Student learning aspirations for this realm include:

 Creating urban designs with well-integrated systems.

 Comprehending constructability (to include codes and finances).

 Integrating the principles of environmental stewardship.

 Conveying technical information accurately.

**Integrated Design Solutions**. Graduates from the MRUD program must be able to demonstrate that they have the ability to synthesize a wide range of variables into an integrated design solution.

Student learning aspirations for this realm include:

 Comprehending the importance of research pursuits to inform the design process.

 Evaluating options and reconciling the implications of design decisions across systems and scales.

 Synthesizing variables from diverse and complex systems into an integrated design solution.

 Responding to environmental stewardship goals across multiple systems for an integrated solution.

**Professional Practice**. Graduates from the MRUD program must understand basic business principles for the practice of urban design, including management, advocacy, and the need to act legally, ethically, and critically for the good of the client, society, and the public.

Student learning aspirations for this realm include:

 Comprehending the business of urban design.

 Discerning the valuable roles and key players in related disciplines.

 Understanding a professional code of ethics, as well as legal and professional responsibilities.

## Grading and Grade Point Average

The MRUD program follows the University structure for awarding final course plus/minus grades.

For graduate students, this is an A, A-, B+, B, B-, C+, C, C-, F letter grading system for final grades. There are no D grades. Work below the C- range is considered unacceptable and therefore failing F.

See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

Your instructors may specify their own grading rubric and will award grades based on their judgment. However, the following letter grade guidelines may be useful for reference for design work and other courses:

**A & A-. This is outstanding work**. Innovation and imagination have been demonstrated in the creation of the work and a significant depth of understanding is evident in the student's interpretation of the assignment’s requirements. The full potential of the assignment has been explored, developed, and communicated with great care and consideration. The student has no unexcused absences, has demonstrated an exemplary work ethic, and has been a good colleague and positive presence in the studio. The student has worked diligently throughout the entire semester, has consistently been prepared for studio with new work, and has completed all assignments throughout the semester with excellence and on time. All design work, whether two-dimensional or three-dimensional, shows excellent craftsmanship and abilities commensurate with the student’s year level.

**B+, B, & B-. This is good to very good work**. The student has exceeded the minimum requirements of the assignment, and has shown more than adequate understanding of its intent and focus. The work demonstrates thorough exploration, development, and execution, including good craftsmanship. The student has no more than two unexcused absences, has demonstrated a very good work ethic, and has been a good colleague and positive presence in the studio. The student has worked diligently throughout the entire semester, has been prepared for studio with new work at most class sessions, and has completed assignments throughout the semester at a high level in a timely manner. All design work, whether two-dimensional or three-dimensional, shows a high standard of craftsmanship.

**C+, C, & C-. This is mediocre to average work**. The minimum requirements of the assignment have been met. The work lacks depth of understanding or development. The overall product exhibits little imagination or innovation, or does not provoke comment. The student may have three or more unexcused absences (one week of classes or more have been missed) and/or a lackluster work ethic. The student has not worked diligently throughout the entire semester, has not been prepared for studio with new work at most class meetings, and has not completed assignments throughout the semester at a high level. Assignments have been late. Design work, whether two-dimensional or three-dimensional, does not show a high standard of craftsmanship or a level of ability commensurate with the student’s year level or peers.

**F. This is poor or unacceptable work.** The work has not met minimum requirements. Some of the work is incomplete, undeveloped, unimaginative, uninspired, poorly crafted, or demonstrates little or no understanding; it is weak or lacks depth, understanding, or imagination. The care and craftsmanship of the work is inadequate and demonstrates a low level of skill and/or engagement. The student may have three or more unexcused absences (one week of classes or more have been missed) and/or a lackluster work ethic. The student has not worked diligently throughout the entire semester, has not been prepared for studio with new work at many class meetings, and important assignments have not been completed or been poorly completed. This is unacceptable work for a graduate student, and the student will not receive course credit and will be required to repeat the course or studio.

**I (Incomplete). This is incomplete work due to extraordinary circumstances**. An I can only be given to a student for work that is incomplete due to dire and uncontrollable circumstance(s) that have strictly prohibited the work from being completed, such as an extended medical condition. Any situation responsible for consideration of granting an I must be fully documented by the student and approved by the instructor. Completion of incomplete work must be done in accordance with University regulations; not completing work on time may result in an F grade. For the Graduate School policy on incomplete grades, see <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Grade point average quality points will be assigned as follows:

* A:  4.00
* A-: 3.66
* B+:  3.34
* B: 3.00
* B-:  2.66
* C+: 2.34
* C: 2.00
* C-: 1.66
* F:  0.00

## Grading Studio and Design Work

In grading design work, the work presented at the final review of the semester is typically considered the culmination of the work of the semester and is graded accordingly. However, in reviewing and grading design work, instructors may consider a number of critical factors, including Premise, Precedent and theoretical support, Practical design application, Product, process, and craft, and Comprehensive completion, which may be summarized as follows:

## Premise. The work should demonstrate a personal position and assertion relative to architecture. This foundational question or point of inquiry is to be established such that the design project (practical application) can be a precise and intentional response.

## Precedent and theoretical support. The work and premise need to be developed with and demonstrate an understanding and awareness of historical or contemporary architectural precedents and applicable theory.

## Practical design application. The work should be relevant and appropriately contextualized with regards to the project/problem statement, assignment, or research agenda. Catagoically it is a precise and intentionall response that addresses a multitude of practical issues intrinsic to the established design problem.

## Product, process, and craft. The work needs to show commitment, craftsmanship, procedural pertinence, applied methods of design thinking, and an apt level of skill. The work should be pursued with a thorough exploration and refinement of design ideas and concepts throughout the time of development. Responsiveness to criticism and suggestions from faculty and outside reviewers is also essential to progress and project development.

## Comprehensive completion. The work needs be completed to a level that demonstrates rigor, embodies design excellence, and competency. Skillful integration of practice, technology, and theory coupled with acute situational awareness will be paramount. Understanding what makes a project complete and appropriately representing and presenting the work is required.

## Minimum Performance Expectations

Graduate students must maintain a grade point average (GPA) of 3.0.

A minimum grade of C in all courses must be earned for the course to apply toward a degree. In other words, no credit will be earned for courses in which a student receives less than a C-.

If a student receives a failing grade in a required course, and if the student is not dismissed from the program (see below), the student’s graduation will be delayed by one year, as most required courses are offered only once per year.

See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

## Academic Probation and Dismissal

A graduate student must maintain a minimum overall grade point average (GPA) of 3.0 for all courses taken.

*If at any time you fail to satisfy this requirement, you will be placed on academic probation or dismissed from the program.* In addition, a failing grade in a course in your major area may be cause for dismissal regardless of your overall average. It is possible for a student to be dismissed from the program after one semester of poor performance.

If placed on academic probation, you will no longer be eligible for a departmental assistantship and may no longer be eligible for financial aid. Since a primary factor in the award of an assistantship is academic performance, academic probation is grounds for the retraction of an assistantship. Poor academic performance is also an indication that a student will not benefit academically from the additional work of an assistantship, irrespective of financial needs.

For more information regarding the grounds for and procedures regarding dismissal, see <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

## FERPA

FERPA stands for the Family Educational Rights and Privacy Act. It is a federal law that indicates how records of enrolled and formerly enrolled students must be handled. For information of what FERPA is, what rights are accorded, and what is covered by the regulations, see the Registrar’s website, [www.registrar.clemson.edu/FERPA](http://www.registrar.clemson.edu/FERPA). One aspect to be aware of is that if you ask a faculty member to provide a job reference or other academic reference, such as for a scholarship or award, the faculty should request from you a written release to disclose the related academic information.

## Academic and Personal Issues

Make an appointment to speak with your Advisor or Program Director to discuss academic or personal issues/problems. They can offer you advice about conflicts with students or instructors, and dissatisfaction with courses or program structures; and they can help or guide you to resources or strategies for dealing with personal issues affecting your academic work.

## Continuous Enrollment

All graduate students in the program are expected to maintain continuous enrollment. Note that you must meet minimum enrollment requirements to be eligible for financial aid (see [Assistantships/Financial Support](#ENROLLED_Financial) below), and only students who are enrolled are eligible to use University facilities, university supported insurance and medical care, and other services.

Students failing to maintain continuous enrollment (excluding summer terms) must apply to the Graduate School for re-entry and obtain approval from their department. Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return.

In the event of extraordinary circumstances (such as a medical withdraw), you must request and be granted a leave of absence from the department. Your request must be approved by both the Program Coordinator and the department chair. A leave of absence will be granted only in exceptional cases. If you have an assistantship or fellowship and take a leave of absence, you are not guaranteed financial support upon your return, even if you did not use up all your support before your leave.

## Assistantships and Hourly Employment

### Financial Policies

For information about Graduate School financial policies, see <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

### Graduate Assistantships

Graduate Assistantships may be awarded by the Graduate School for students enrolled in the MRUD program. The MRUD program itself does not offer assistantships.

For information about Graduate School assistantships, see: <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

Neither a high GPA nor financial need entitles a student to an assistantship. Assistantships are competitively awarded because demand is much greater than supply. Assistantships are also jobs. Assistants are engaged to assist in teaching, research, administration, technology support, or other employment and are recruited based on their demonstrated ability to perform these tasks.

An assistantship is employment remunerated in the form of a tuition reduction and hourly pay. For assistantship tuition, see: <http://www.grad.clemson.edu/programs/tuition.php>. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester. As with any employment, assistants must perform their responsibilities with diligence and in a professional manner.

Assistantships are described as ¼-time (10 hours per week) ½-time (20 hours per week) or ¾-time (30 hours per week) appointments. However, the School of Architecture awards and permits only ¼ time assistantships, so that graduate assistants may maintain a full course load and not delay their graduation. Students with assistantships of ½-time or above are not permitted a 15-credit hour course load, and will therefore delay their graduation. See the prior section on “Maximum Enrollment.”

Graduate teaching assistants may be assigned to particular courses or instructors or design studios. Research assistants may be engaged to assist individual faculty members to conduct research on specific projects.

To maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.

For more information about Graduate Assistantships, see the Graduate School website: <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

Fellowships are also available from organizations outside Clemson University. See [www.grad.clemson.edu/fellowships.php](http://www.grad.clemson.edu/fellowships.php).

### Minimum Enrollment

A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine semester hours for all graduate assistants. Minimum enrollment in the summer sessions is three semester hours per session. An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

### Assistantship Record-Keeping

Assistants must keep accurate records and a timesheet. You must report to the departmental staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver’s license, birth certificate or Social Security card). Assistants must also complete online Human Resources record keeping as requested.

Assistants must keep a work log including columns for information including weekly task description, hours worked per week, and time under or over the 10 hours per week expectation. The assistant must be able to present their work log to their supervisor, Student Services Coordinator, department accountant, or school director upon request. Assistants should provide their supervisor with an accounting at least every month, if not sooner, as determined by their supervisor. Assistants who do not fulfill their obligations or work the requisite number of hours are liable to lose the assistantship award prior to the end of the year.

### Assistantship Work Schedule, Expectations, and Performance

Assistants must fulfill all of the responsibilities described by their faculty or staff supervisors, must work the requisite number of hours Be sure to clearly identify whom your primary faculty or staff supervisor is and what their expectations are. Be sure that both you and your supervisor are clear about the terms of your assistantship, especially the number of hours you are expected to work each week.

School of Architecture assistantships are 10 hours per week. You must keep a work schedule with your faculty or staff supervisor to coordinate expected hours of work each week to satisfy your appointment. If you do not fulfill the required number of hours during a given week, it should be made up the next week; you are required to satisfy the cumulative number of hours expected during the course of the semester or your appointment. Conversely, if you work more than 10 hours on a ¼-time assistantship, you should be expected to work correspondingly less in the following week, or as agreed by you and your supervisor. In other words, your teaching, research, or administrative supervisor should expect you to work your full number of required hours per week, or on average, but should not expect you to work any more than what is established in your assistantship agreement.

You are encouraged to discuss any issues regarding your workload or work expectations with your supervisor. If there is a misunderstanding about the terms or expectations with the supervisor, let the Student Services Coordinator know. If necessary, the Coordinator will discuss the matter with the Program Director and the Department Chair.

Keep in mind that your supervisor should also be relatively understanding about your academic obligations, but, as with any employment situation, should expect professional conduct in terms of reliability, consistency, time-management, communication, and competence. Inability to satisfy reasonable employment expectations is grounds for termination of the assistantship. Your supervisor will also be asked to write a performance review of your work at the end of your assistantship that will be available for review by future supervisors; if your performance is found to be wanting, you may be denied another assistantship in the competitive allocation process.

### The University Calendar for Employees and Assistants

As teaching, research, or administrative assistant, your work timeframe is not the same as the semester class schedule or the student calendar. University faculty and other employees do not have the same schedule (or days off) as students. However, graduate assistants are expected to work on the same calendar as their faculty or staff supervisor unless otherwise indicated. Graduate assistants are entitled to take as holidays the days on which the University is officially closed. If you are working for a faculty or staff member, expect to keep the same calendar as your faculty or staff supervisor.

In the event of a death in your immediate family, illness of a close family member, or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official University holiday schedule at [www.clemson.edu/
humanres/Payroll\_Benefits/holidays.htm](http://www.clemson.edu/humanres/Payroll_Benefits/holidays.htm).

Graduate assistants do not accrue paid vacation time.

### Reduction of Assistantship Pay

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

### Termination of Assistantship Pay

Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by your Advisor or the department chair.

See also Academic Probation above.

### Outside Employment during an Assistantship

Outside employment is difficult due to the demands of the program, and even more so with an assistantship. Since ¼-time assistantships are the maximum with our program’s credit hour requirements, outside employment is not permitted with an assistantship because it would exceed this limit.

### Paydays

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

### Paperless Pay

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

To view your pay stub and other employment-related information on MyCLE, go to [bb.clemson.edu](http://bb.clemson.edu/), Enter your employee ID and password in the username and password fields and click “Login”. Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

### Income Taxes

The State of South Carolina and the federal U.S. government require the payment of income taxes. As a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies. If taxes are not withheld, you must pay taxes to the extent required by law.

### Work Injury Protocol

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

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

### Work Products

The products or outcomes of work performed during the course of an assistantship, including computer programs written, data generated, discoveries made, derivations developed, etc., are the property of Clemson University.

### Military Leave Policy

The Graduate School has ruled that a graduate student on military leave, for example summer camp, will not receive a stipend for the period of that leave. Students planning to take military leave should notify the departmental secretary of the inclusive dates. Short periods of about one week can be taken as regular vacation with no interruption in pay. Students leaving the campus for six weeks to attend summer camp must obtain written permission from the dean of the Graduate School to be excused from the continuous enrollment provision.

### Hourly Employment

See <http://www.clemson.edu/caah/architecture/graduate-students/employment-assistantships.html>.

## Withdrawing from the Program and the University

If for any reason you are considering or decide to withdraw from the program, talk with your Advisor and the Program Director to discuss alternatives, such as taking a leave of absence, and for guidance in the proper procedures. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students. See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

## Department and Graduate School Forms

You will be required to complete various forms through the course of your studies, including forms for graduation. You will find up-to-date versions of the Graduate School forms at [www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php). Departmental forms are available from the Student Services Coordinator or department website.

## Interacting with Faculty

Unless a faculty member indicates or signals otherwise, it is respectful to address all faculty members as “Professor,” regardless of whether they are a Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or full Professor, the various ranks typical in academia. Those with a doctorate, or Ph.D., may be addressed as “Dr.”

Keep in mind that classroom time is only a fraction of a professor’s job. In addition to classroom time, teaching includes preparation, grading, and related activities such as student advising and student research committees. Part-time faculty may well also have a professional career outside of teaching. Meanwhile, full-time faculty are expected to be productive in research and to serve their departments, college, and/or university in the form of committee work and administration. This non-teaching work may account for more than 2/3 of faculty time and responsibility.

## Feedback: Student Assessment of Faculty

Toward the end of each semester you will be asked to complete evaluations of your courses and instructors. Please take this task seriously and please complete a thoughtful and honest evaluation for each course and instructor. Your feedback and your comments are important and are valued.

Assessments may also be asked of you at midterm. Please take the initiative to complete these important tasks.

## Feedback: En Route through the Program

You do not need to wait until your Exit Interview to provide feedback about your experience. If you want to discuss issues about your experience, make an appointment with your instructor, advisor/program director, or school director as seems most appropriate for the issue. As discussed elsewhere, always try to solve a problem at the most direct or immediate level first and go from there.

## Feedback: Exit Interviews

At the end of the semester, program directors will schedule exit interviews for feedback about the program and your experiences.

## Department and Program Events

For more information, see <http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/alcohol-and-other-drugs-policies.html>

## Unprofessional and Discriminatory Conduct

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment.

For more information, see <http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/CU%20non-discrimination.html>.

Employees or students who feel they are victims of discrimination or harassment should consult the Office Access & Equity (E-103 Martin Hall, (864) 656-3181) for advice and assistance in resolving complaints.

## Student Health and Safety

### Health Services in Charleston

While you are studying off-campus, as graduate students, you have the option to waive your Clemson Health Insurance coverage.  However, bear in mind that as a US Citizen, everyone (graduates and undergraduates) are required to have  health insurance coverage through an individual policy or be listed on a relative’s insurance policy.  Violation of this will result in a fee that is assessed by the government when you file taxes in April, 2019.  For more information on purchasing health insurance through Clemson please review <https://www.clemson.edu/campus-life/student-health/insurance-and-billing.html>

* All international students are required by Clemson to have health insurance coverage and are automatically enrolled in the Student Health Insurance Plan
* All students classified as graduate assistants are required by Clemson to have health insurance coverage and are automatically enrolled in the Student Health Insurance Plan

While you are in Charleston, you have the option of receiving student health services through the College of Charleston Student Healthfacility.  The cost for having access to this service is $77.25 for the semester (as of fall 2018).  The services include many, but not all, of the services offered at the College of Charleston. The fee covers unlimited visits with the medical and nursing staff.  It does not cover the following:

* Advanced care requiring referral to hospitals or consultants
* Lab tests
* X-rays
* Prescription medications
* Diagnostic tests
* Certain optional immunizations

For more information on the College of Charleston Student Health Services, please review <http://studenthealth.cofc.edu>/

### Main Campus University Health Services

The Redfern Student Health Center on campus provides health services to University students on the main campus.

If you have questions about services provided, call Redfern Health Center at (864) 656‑2233. For service hours or other information, see their website at <http://stuaff.clemson.edu/redfern/>.

### Counseling

The demands of graduate school can sometimes seem overwhelming. You will certainly feel some stress during your time as a graduate student. If this becomes too much to bear, and if you feel you could benefit from talking to a counselor — about grad school stress or any other issue — contact the Counseling and Psychological Services program (CAPS), located in Redfern Health Center.

CAPS staff have extensive experience in understanding and helping students whom are experiencing anxiety, depression, and other stress related conditions. You are not alone. They can help you.

To learn about their current programs, visit the CAPS website at [stuaff.clemson.edu/redfern/caps](http://stuaff.clemson.edu/redfern/caps/) or call them at (864) 656-2451.

### Accommodations for Students with Disabilities

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential and are based on the nature of the disability and the academic environment, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class. Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, Suite 239 in the Academic Success Center, 656-6848. Details on policies and procedures are available at www.clemson.edu/sds.

### Title IX—Sexual Harassment and Sexual Violence

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran’s status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. The policy is located at http://www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html. Jerry Knighton serves as Clemson’s Title IX coordinator and he may be reached at knightl@clemson.edu or 656-3181.

 See <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>.

### The “Aspire” Healthy Campus Program

See <http://www.clemson.edu/campus-life/campus-services/healthy-campus/aspire/>.

### Tobacco Use

Smoking and the use of other tobacco products are not permitted in campus buildings. When smoking outdoors, please remember that cigarette butts are litter—when extinguished, please dispose of them properly. For more information, see <http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/smoking-and-tobacco-use.html>.

### Drugs and Alcohol

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Alcohol and illegal drugs are not permitted in Lee Hall and on campus. The discovery of empty containers of alcoholic beverages in Lee Hall may result in an investigation. Violation could result in your dismissal from the Graduate Program and the University. For more information, see <http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/alcohol-and-other-drugs-policies.html>.

### Unconcealed and Concealed Weapons

You should immediately alert the campus police of any suspicions that anyone has a weapon on campus. The campus police can determine the legality or threat of this action. Campus Police: 864-656-2222. From a campus phone: 2222.

### Pets on Campus

With the exception of service animals and tropical fish, pets are not permitted inside university facilities. This includes dogs, who are not service animals, in the Cigar Factory. This is university policy.

## Emergencies

Call 911 for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched.

In the event of a fire or tornado, exit the building immediately. Use stairwells; do not use the elevator.

For more information about emergency preparedness, see:

<http://www.clemson.edu/campus-life/campus-services/cufd/campusemergencymanagement/notification.html>

Sign up to have emergency alerts sent to your phone or mobile device. See MyCLE for CU Safe Alerts <http://www.clemson.edu/cusafety/warnings.html>.

## Inclement weather

Cancellation of classes due to inclement weather on the main campus is determined by SC State government and University Administration and announced through local radio and television stations and the CU Alert system on the main campus. Please note that the main campus may be closed while the Charleston camps remains open as the Upstate of South Carolina and the Lowcountry can have wildly varying weather in the same day. If you receive an automated email from Clemson, immediately check in with the CDC.C to see if it applies. The CDC.C is often open when Clemson is not.

When the Lowcountry experiences extreme weather but the main campus is open, please look for an email from the CDC.C Director, your program Director or CDC.C administrative staff indicating whether the Charleston location will be open and operating.

## Political and Religious Activities

In the interest of maintaining diversity and a productive work environment, and avoiding the endorsement of particular views, it is university policy not to engage in political and religious activities. It is similarly departmental policy that no political or religious signs will be displayed. Similarly, university email lists/systems should not be used to transmit political or religious messages. For more information, see <http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/public_prayer.html>.

## Disputes and Grievance Procedures

Misunderstandings sometimes arise between faculty and students. Usually these can be resolved quickly, tactfully, and fairly through discussion with the faculty member, which is the best possible outcome.

In the event that a misunderstanding has become a dispute that cannot be resolved through face-to-face discussion with the faculty member, keep the following in mind. Write the faculty member an email that outlines your understanding of the issues and presents reasonable solutions, keep a copy, and wait for a reply. If the matter remains unresolved, make an appointment to seek advice from the Graduate Program Director. He or she will advise you as to the best course of action, may seek to arbitrate the matter, or may discuss it with the department chair.

Disputes should always be resolved at the lowest possible level. In disputes with faculty members you should always begin with discussion with the faculty member and work through departmental channels as just described. Not following this protocol may be deemed unprofessional or make matters worse. Your advisor, program director, or department chair will advise you when a matter cannot be resolved within the department, and when the next step is to address the matter with the Graduate School. Please note the types of matters that will be addressed at this level.

### The Graduate Academic Grievance Committee

It is the policy of the Graduate School to address all grievances of an academic nature filed by enrolled graduate students. Graduate student grievances are heard by the Graduate Academic Grievance Committee (GAGC). The GAGC typically consists of three faculty representatives from each of the five colleges and one graduate student representative from each college. A six-member Initial Grievance Review Board (IGRB) is formed from among GAGC members and is responsible for determining which grievances will go forward to the GAGC.

### GAGC Procedures

Grievances must be filed with the Graduate School within sixty (60) days of the alleged act and may involve the following: violations of program, department, college or Graduate School policies related to final grades in courses or research (891 or 991); violations of program, department, college or Graduate School policies related to the completion of any academic requirement including theses and dissertations, and oral or written comprehensive examinations; and graduate student assistantship employment including offers of assistantship appointments made during recruiting not honored after enrollment.

At any time prior to filing a grievance, the student may consult with the University ombudsman charged with mediation in cases involving graduate students.

Any student wishing to file a complaint must first make every attempt to resolve it within the college. The student must first take the complaint to the faculty or staff member(s) involved. If no resolution can be reached, the student should request assistance from the department chair and the dean of the college.

If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the GAGC. The associate dean will describe the grievance process to the student. If the student wishes to proceed with the grievance, the associate dean will provide the student with Graduate School Form GSg-A, “Request to File a Grievance,” which will enable the student to provide a written statement detailing the issue and his or her attempts to resolve it at the college level by documenting a) the dates of consultations at the college level, b) the names of those persons consulted, and c) the signature of the collegiate dean attesting that no resolution could be reached. The student must return the fully executed Form GSg-A to the Graduate School within 30 days of receipt from the associate dean. Students who fail to file the grievance within this timeframe forfeit their opportunity to proceed.

The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student’s graduate status should he or she not be successful in the grievance may be discussed at this time with the associate dean of the Graduate School.

The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School’s policies. Grieveable complaints will be addressed by a subcommittee of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the Graduate School Announcements at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm).

### University Ombudsman

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

The ombudsman strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration or students, nor an agent of the University, but is an advocate of fair processes.

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University policy that you feel has been applied unfairly or erroneously.

The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.

## University Policies

Please review the complete list of University Policies at <http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/>.

# GRADUATING FROM THE PROGRAM

## Career Planning

The Clemson University Michelin Career Center provides information about general market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring, and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. The downloadable Michelin Center Career Guide offers tips on creating a resume, writing a cover letter, interviewing, and other basic job-hunting skills.

For more information, see their website at [career.clemson.edu](http://career.clemson.edu/) or call (864) 656-6000. For graduate student specific career information, see <http://career.clemson.edu/graduate_students>.

For job listings in architecture, and other news and resources, <http://archinect.com/> is a useful resource.

## Career Expo

Each spring semester the School of Architecture hosts a Career Expo on the main campus. You will see announcements by email, flyer, and the School’s social media. MRUD will make accomodations in the calendar so that you will be able to attend.

## Finalized GS2 Form

The GS2 form has been discussed in previous sections. After you register for Summer classes, you will be able to complete a finalized GS2 form.

Note that your GS2 Form and transcript must match in order for you to graduate and receive your degree.

See <http://www.clemson.edu/graduate/students/gs2-hints.html>.

## GS7M Form for Comprehensive Studio “Final Exam”

The Graduate School records successful completion of graduate studies with the submission of a completed and signed GS7M form. This form will be signed and submitted by the program director upon successful completion of your final studio. To download the form, see <http://www.grad.clemson.edu/forms/forms_graduating.php>.

## Graduation Dates and Deadlines

For pre-graduation and graduation deadlines, see <http://www.grad.clemson.edu/Deadlines.php>.

Clemson University hosts graduation ceremonies in August, December, and May. The majority of graduate students in the MRUD Program will graduate in August due to the schedule of MRUD Curriculum Plan. Early graduation is generally not an option. An MRUD graduation celebration will be held every August. For those wanting to attending the main campus graduation, you can chose to do so and are encouraged to book hotels by Fall of the previous year.

## Apply for Graduation

To graduate, you must submit a formal application for a diploma to the Graduate School. Go to your iRoar account and select “Apply for Graduation.”

## Pre-Graduation Requirements

### Final Studio Work Documentation

Before your final studio grades will be issued, you must turn in documentation of your final studio project and any research reports.

### Program Assessment Form and Exit Interviews

Prior to graduation you may be asked to complete a Program Assessment form. Your feedback will consider the department’s admission policies and criteria, advising policies, curriculum, etc. You will also be asked to participate in an “exit interview” to discuss your overall experience, highlights, and any disappointments over your course of study.

### Other Requirements

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

• Clean your studio desk and storage units. Throw away anything that you do not want to take with you.

• Turn in any keys for university facilities.

• Return all borrowed materials (books, journals, etc.).

## Letters of Recommendation

Letters of recommendation for jobs, grants, fellowships, post-professional degree programs, etc. from faculty are a privilege, not a faculty obligation. Each faculty member has their own sense and approach to writing recommendation letters and for whom. Some faculty, for example, may prefer to write letters only for those they know well (in more than one lecture class) and, among those, only for students who did A-level or outstanding work. It is difficult to expect a glowing letter from someone whom did not know you well or who saw you perform at less than peak professional performance.

Some other things to keep in mind about asking for recommendation letters are very basic. Be sensitive to the faculty member’s work or semester schedule, and do not ask for a letter a week or days before your deadline. Anything less than a two-week notice is probably too short; if you ask your recommender for a rush job, that is what you should probably expect.

In your request for a recommendation letter, always indicate the deadline by which the letter is needed, and never presume that your request, especially on short notice, will be satisfied. If your recommender agrees to write a letter, be certain to promptly supply any necessary information, including the full name and contact information of the addressee, transmission instructions, and any needed forms or background information, such as your resume, academic records (along with permission to transmit academic information), and other instructions. If your resume does not tell the full story, you might summarize any relevant background or career information that could be highlighted in the recommendation letter. To have a glimpse at what goes into a recommendation letter, see the faculty resources on the Michelin Career Center website.

As noted above in the section on FERPA, laws indicate that you must supply the faculty letter writer with written permission to write a job reference or reference for academic purposes, such as scholarships and awards. See <http://www.registrar.clemson.edu/FERPA/disclosure.htm>.

Apart from sending a thank you letter to your recommender, be sure to send a note indicating whether you got the job or award, and especially if you did. Faculty and the School of Architecture are very proud of our accomplished alumni and hope you will keep in touch!

# Handbook Policy and Administration

## Governing Policies

As indicated at the outset, this Handbook is a supplement to the requirements, policies, and procedures described in the *Graduate School Announcements* ([www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm)) and on the Graduate School website (<http://www.clemson.edu/graduate/students/policies-procedures/index.html>).

## Handbook Updates

The Handbook is updated as needed and reviewed annually. The latest and most up-to-date Handbook should be available online at the School of Architecture website (check the date on the document), but when a critical matter arises, please confirm with the Graduate Program Director that you have the most recent version.

Please help us to keep this Handbook up-to-date by bringing any suggestions, omissions, or inconsistencies within this handbook, or between this handbook and the *Graduate School Announcements*, to the attention of the Program Director. Your feedback is important and valuable.

## Acknowledgement of Handbook Contents

Graduate students in the School of Architecture are sent an electronic copy of the Handbook soon after matriculation and are informed that they are required to read this Handbook. Some graduate programs require that students sign a form acknowledging that they have read this Handbook in its entirety, including any appendices. You may be asked to sign this form at any time during your enrollment as a graduate student by your Major Advisor.

I have read this Graduate Handbook and understand its contents and the policies and regulations described here.

Sign and date below:

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# Handbook UPDATES

## Record of Updates