

**Graduate Student Handbook
2020-2021**

CLEMSON®

**CITY PLANNING AND
REAL ESTATE DEVELOPMENT**

**Graduate Program in City and Regional Planning
Department of City Planning and Real Estate Development
Clemson University
Lee Hall 3-113
Clemson, SC 29634-0511
864.656.1527**



**THE GRADUATE SCHOOL
CLEMSON UNIVERSITY**

CLEMSON

TABLE OF CONTENTS

INTRODUCTION	1
Welcome/Purpose of this Handbook	1
Contact Information	1
About the Program	2
ENTERING THE PROGRAM	2
Admission Requirements	2
Acceptance categories.....	2
English language proficiency.....	3
Computer proficiency	3
Foreign language requirement	4
Transfer credits	4
Duplication of degrees	4
South Carolina residency	4
University employee enrollment.....	5
International Students	5
Student expenses.....	5
Student visa.....	5
Social Security number	5
Costs.....	6
Financial Assistance.....	6
Employment Paperwork.....	7
CU Student ID, Username and Tiger 1 Card	7
CUID.....	7
Username	7
Tiger 1 Card	7
Registration.....	8
Housing, Area Information	8
Housing.....	8
CAT Bus	Error! Bookmark not defined.
Groceries, services, shopping	9
Orientation	9
GETTING THROUGH THE PROGRAM	9
Academic Integrity.....	9
Academic integrity.....	9
Academic research	11
Requirements for the Master’s Degree	12
Minimum degree requirements for the master’s degree	12
Number of credit hours needed.....	12
Core courses.....	12
Courses outside discipline.....	13
Specializations within MCRP program	13
Thesis or non-thesis option for the master’s degree	14
Thesis/Terminal Project Defense	14
Time required/limit	14

Internships/field placement.....	14
Waiver of requirements.....	16
Academic Requirements	16
Maintaining academic standing	16
Maximum enrollment.....	16
Incomplete coursework.....	17
Enrollment on a Pass/Fail basis	17
Auditing courses	17
Withdrawing from courses.....	18
Repeating a course	18
Continuous enrollment, leave of absence	18
Withdrawing from the program/University	18
Advisory Committee.....	19
Your Major Advisor.....	19
Advisory Committee.....	19
Plan of study (GS2).....	19
Assistantships/Financial Support.....	20
Description of assistance available	20
Assistantship funding.....	21
Minimum enrollment	22
Employment-related information.....	22
Outside employment	24
Process and Procedures.....	24
Schedule of courses.....	24
Graduate School forms	25
Sample timetable of student progress	26
Checklist of requirements	26
Directed studies.....	27
Department/Program facilities	28
Guidelines for faculty	29
Professional Development	30
Career planning.....	30
Professional and student organizations.....	31
Student government	31
Professional certification requirements.....	31
Research & Laboratory Work.....	31
IRB information	31
Administrative Policies & Procedures	32
Harassment.....	32
Amorous relationships	Error! Bookmark not defined.
Drugs, alcohol, smoking	34
Computer access and use	Error! Bookmark not defined.
Email access, use	34
Mailboxes and personal mail	34
Intra-department communications	35
Keys	35

Building security, maintenance.....	35
Copy machine use.....	35
Fax machine use.....	36
Telephone use, long distance charges.....	36
Office supplies.....	36
Ordering supplies and equipment.....	36
Recycling.....	Error! Bookmark not defined.
Student offices/desks.....	36
Room use.....	37
Administrative services.....	37
Access to departmental files.....	37
Faculty offices.....	37
Departmental library.....	37
Dress code.....	37
Student photos.....	38
Student travel.....	37
Inclement weather.....	Error! Bookmark not defined.
Parking.....	41
Student Advisory Council.....	41
Political, religious activities.....	42
Campus Facilities and Resources.....	42
Emergencies.....	42
Campus shuttle bus.....	42
Graduate Student Government.....	42
R.M. Cooper Library.....	43
Copy services.....	43
University Union, Hendrix Student Center, and Brooks Center.....	43
University Bookstore.....	44
University Health Services.....	44
Fike Recreation Center.....	44
Sporting events.....	44
NEARING GRADUATION.....	45
Graduate School Deadlines.....	45
Thesis/Terminal Project.....	45
General guidelines.....	46
Planning.....	47
Archives of previous manuscripts.....	47
Proposal preparation, format, contents.....	47
Writing the thesis or terminal project.....	47
Schedule and Deliverables.....	48
Formatting guidelines and electronic submission.....	49
Patent, copyright/publishing information.....	49
Thesis/Terminal Project Defense.....	50
Masters Thesis/Terminal Project Defense.....	50
Expectations.....	50
Timing.....	51

Application for Diploma.....	51
Final Check-Out/Exit Interview.....	51
HANDBOOK/POLICY ADMINISTRATION	52
Process for Departmental Review of Program Requirements	52
Support Services	53
Grievance policy and ombudsman information.....	53
Counseling services	54



**E-108 Martin Hall Box 345713 Clemson, SC 29634-5713
864.656.4172 FAX 864.656.5344**



INTRODUCTION

Purpose

Welcome to the **Master of City and Regional Planning Program** at Clemson University. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in the Master of City and Regional Planning Program, with the requirements, policies and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic programs and describe the duties and responsibilities of graduate students in the department. These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook as a supplement to the [Graduate School Policy Handbook](#).

These rules and requirements are in addition to and subordinate to those described in the [Graduate School Announcements](#), or through the Graduate School office in E-108 Martin Hall. It is the graduate student's responsibility to become familiar with and comply with all policies, procedures, and regulations pertaining to graduate study.

Any inconsistencies within this handbook or between this handbook and the [Graduate School Announcements](#) should be brought to the attention of the Program Director.

Contact Information

Program Director: [John A Gaber](#), Ph.D., AICP
jgaber@clemson.edu

3-109 Lee Hall
864.656.1208

The Program Director promotes the program, orchestrates recruiting activities and makes recommendations regarding graduate admissions offers. The Program Director also oversees the regulations and procedures of the program, coordinates curriculum updates and interacts with the Graduate School on matters such as student status, assistantships and fellowships. The Program Director is your first contact should any issue arise regarding your academic progress or the program curriculum.

For more information, refer to the departmental website link [City Planning and Real Estate Development \(CPRED\)](#), which has a listing of [CRP faculty and staff](#):

Department Administration:

[Jackie Galbreath](#)

Administrative Coordinator

jgalbre@clemson.edu

3-113 Lee Hall

864.656.1527

[Reva Kaufman](#)

Accountant/Fiscal Analyst

kreva@clemson.edu

3-114 Lee Hall

864.656.4945

About the Program

The City and Regional Planning Program is offered by the Department of City Planning and Real Estate Development located in the [College of Architecture, Arts & Humanities](#). This professional masters' degree program was established in 1968 and has been fully accredited since 1973 with more than 615 graduates. As the only graduate planning program in South Carolina, the program plays a pivotal role in the development of the planning profession in the state and region. Graduate planning students come from a variety of undergraduate majors and professional backgrounds. The MCRP program typically has annual classes of approximately 15-25 students providing the opportunity for extensive faculty involvement in teaching, research, and public service. Students come from many states and several countries.

The MCRP program taps the diverse resources of other planning-related departments in the University such as [architecture](#), [landscape architecture](#), economics, political science, [civil engineering](#), industrial management, sociology, environmental and transportation engineering, and [construction science](#) and management. Several studios and courses focus specifically on an interdisciplinary approach to planning and land development with students from several departments and colleges.

The program emphasizes sustainable land development applying appropriate technology and recognizing the balance of physical, economic, financial, social, and policy dimensions of planning. While the curriculum covers theory and policy issues, the principal focus emphasizes the applied skills that students will need to enter the job market as professional planners and to evolve as leaders in the field. Classes use real-world situations for analysis and for the application of planning skills.

The primary mission of the City and Regional Planning Program is to serve the local, state, regional, national, and global environment by integrating theory and practice in dealing with challenges of community growth and change in an increasingly diverse society by engaging in research and service activities that address critical planning issues.

The program focuses on creating a sustainable built environment by applying policy, appropriate building practice, technology, innovation, and natural, physical, economic, and social dimensions of planning.

City and Regional Planning Masters' program is accredited by [The Planning Accreditation Board \(PAB\)](#)

ENTERING THE PROGRAM

Admission Requirements

Minimum requirements to be considered for admission to graduate study in City and Regional Planning generally follow those of the Graduate School (see the [Graduate School Announcements](#)). 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, and satisfactory scores on the general portion of the Graduate Record Exam (GRE) or other applicable test.

Admission to the Master of City and Regional Planning Program is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies. This determination is made by the faculty of the City and Regional Planning Program and is affirmed by the Graduate School. The various indicators used to arrive at this determination may include, but are not limited to: previous academic performance, letters of recommendation, standardized test scores, personal interviews and statements of interest. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered.

Admission to graduate studies in City and Regional Planning begins with your submission of an [official application](#) to the Clemson University Graduate School via their website at Clemson [Graduate School Admissions](#).

Upon receipt of all admission materials, the Graduate School will make your materials available to the admissions committee for review. Applicants must meet all admission requirements of the Graduate School, the Department of City Planning and Real Estate Development, and the City and Regional Planning Program before official acceptance will be granted.

Applications are due by March 1 to be considered for the first round of acceptances.

Acceptance categories

Students are accepted into the program as either full or conditional status. Each indicates a different level of performance on the admission criteria.

- **Full Status:** Your credentials equal or exceed every minimum admission criterion prescribed for the applied-for degree.
- **Conditional Status:** At least one document of required supporting application materials has not been received by the Graduate School. Notice of conditional

acceptance may be given prior to receipt of a missing item, but any and all missing materials must be received prior to or during your first semester of enrollment. Upon receipt, you may be admitted to either full or provisional status. Conditional status may also be granted to highly qualified applicants prior to receipt of the degree they are currently pursuing; however, all requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.

English language proficiency

International students whose native language is not English are required to submit a satisfactory score on the

- a. Test of English as a Foreign Language (TOEFL),
- b. International English Language Testing System (IELTS),
- c. Pearson Test of English (PTE) or
- d. to have completed approved English as a Second Language (ESL) course work from one of Clemson's ESL affiliates.

International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations.

If you are a non-native English speaker and your graduate advisor feels you should improve your English skills, you must complete English 111: English as a Second Language or an approved course from one of [Clemson's ESL affiliates](#).

A graduate student whose native language is not English is required by South Carolina state law to pass an English speaking exam (the SPEAK test) before you can be certified to teach as a laboratory teaching assistant. The Clemson English department administers the exam, which is similar in form to the Test of Spoken English administered by ETS. The exam is offered at the start of each semester and once in the summer, and students may take the exam anytime that it is offered. It is expected that you will pass this exam sometime during your first year of study. If you do not pass the exam by the end of the first year of study, you may be asked to leave the program.

When you pass the English speaking exam, you will be eligible to serve as a teaching assistant. You would then receive the same stipend as all other students who are teaching assistants.

Computer proficiency

The City and Regional Planning Program has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of digital media. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in both your teaching and research, and it is expected that you will acquire whatever skills are needed to use these resources as they are required. Workshops provided by [Clemson Computing and Information Technology \(CCIT\)](#) are periodically made available to help students who need help to gain this competency.

Foreign language requirement

The City and Regional Planning Program does not have a foreign language requirement.

Transfer credits

University policy does not allow automatic transfer of graduate credit. Students with graduate credit earned at another institution, in another department at Clemson University, or earned before admission to this program must have prior work evaluated for transfer credit. Requests for transfer credit to the program must be recommended by your Advisory Committee and approved by the Program Coordinator, the Department Chair and the dean of the Graduate School. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description and syllabus or other supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's academic average. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is your responsibility, not your Major Advisor's or the department's, to request a transcript of transfer credits be sent directly to the Graduate School.

Up to 12 credit hours of coursework (and no more than one-third of the graded course credit hours required for a master's degree) may be transferred to a master's degree and 48 credit hours of coursework may be transferred to a doctoral degree.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. See the [Graduate School Announcements](#) for more information regarding transfer credits.

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. The South Carolina residency laws call for you to establish legal ties with the state; you must generally wait one year before establishing legal ties. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident.

The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The [Office of Residency Classification](#) handles all the information regarding domicile requirements for residency status. If you are interested in establishing South Carolina residency, review the up-to-date information at [SC CHE Residency Considerations](#). Questions should be addressed to the [Office of Residency Classification](#) (G-01 Sikes Hall, (864) 656-2280).

University employee enrollment

With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than instructor or its equivalent may be considered as a candidate for an advanced degree in the academic department where you are employed. Payment of the application fee is required.

Limitations on the number of hours taken per semester are explained under "[Maximum Enrollment](#)". You must make up any time spent in class during normal working hours under a schedule acceptable to your employment supervisor. Flexibility will be given to accommodate class schedules, but you must work out conflicts with your supervisor. You must complete a master's degree within six years of commencing the program; the PhD must be completed within five years of satisfactory completion of your preliminary examinations.

International Students

Clemson International Services

International Student Arrival Guide

- **Student expenses**

International students must certify access to a minimum of one year's estimated expenses. See Clemson International Services Forms for Student for more details and [Form IS-50 International Financial Certification](#) or contact the [International Affairs Office](#) (108 Long Hall, (864) 656-3614).

- **Student visa**

You are responsible for maintaining legal status with the US Department of Homeland Security during pursuit of your academic goals. Graduate Students must be enrolled for a minimum of nine (9) credits each semester

For more information and details about applying for your visa, see the [Clemson International Services](#) website or call (864) 656-3614.

- **Social Security number**

If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. [Acquiring a Social Security Card](#)

1. You should meet with an SS Administration representative in Martin Hall (E-303) on the dates indicated by the Graduate School.

2. You should then schedule appointment with the CPRED Administrative Coordinator in Lee Hall III to complete your employment verification paperwork.

3. You must take documents to the Foreign National Payments Coordinator in E-303 Martin who will complete the necessary paperwork to assist you with obtaining a social security card and getting on the University payroll.

Be sure to bring the following:

- U.S Visa
- Unexpired foreign passport
- I94
- IAP-66/I-20

You *must* call for an appointment before going to the Foreign National Payments Coordinator's office. The telephone number is (864) 656-5589.

Federal law limits International Student work hours to a maximum of 20 work hours per week.

[Clemson Graduate School Guide for New Students](#)

Costs

For current tuition and fees, see Clemson [Graduate Tuition and Fees](#).

Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the day of registration. Persons in the fee assessment area will have a list of all graduate assistants. Anyone listed may sign a note to defer these costs and these costs will be deducted from the first six full paychecks of the semester.

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).

Financial Assistance

To be considered for financial assistance beginning in the fall semester, you should submit your application no later than **March 1**. Applications received after those dates may be considered for financial assistance depending on the availability of funds.

Assistantships are awarded on a competitive basis to qualified students, both domestic and international. All qualified students are considered for assistantships when applications are processed. Award decisions are based on academic record, test scores, statement of purpose, and letters of recommendation.

Financial support is awarded based on availability of funds in the area of desired study and academic merit. If you change your subject area after support has been extended, support eligibility is reviewed and funding may or may not be provided.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. 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.

Employment Verification and Hiring

If you are awarded a Graduate Assistantship (GA), you must schedule an appointment with the department Administrative Coordinator at the beginning of your assistantship to complete the employment verification forms: personal information sheet and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually passport, driver's license, birth certificate or Social Security card).

CU Student ID, Username and Tiger 1 Card

[Information for Accepted New Students](#)

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

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, Canvas, and iROAR. You may also need to use your student username to access department-specific networks and files.

Tiger 1 Card

[TigerOne Card](#) is the official Clemson University ID. Your official Clemson University photo ID card gives you access to a variety of services throughout campus and around town, including:

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account (see [Clemson Tiger One Services](#) for more information).



You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

Registration

Prior to registration, the department will provide you with an initial program of study.

Registration is conducted entirely online via [!\[\]\(5eb1325dfdc3f1cad8426726c0db51cd_img.jpg\)](#). The [Office of Registration Services](#) provides a wealth of information that you may refer to regarding the steps to be taken in the registration process, including a [video tutorial](#) of the online system. Additional information on registration can be found through the Registration Services website at [Clemson Resources: Registration, Calendars, Schedules and general info](#). If you have any further questions, please contact the Program Director or the Administrative Coordinator.

Any student pursuing any phase of a graduate program must be registered. See "[Maximum/minimum credit loads](#)" under Assistantships/Financial Support for enrollment limits.

Housing, Area Information

Housing

[University housing](#) is typically not available to Graduate Students.

Please visit the [Clemson Off-campus Student Information](#) web site for information on roommates, subletting, rental and purchase property.

To assist you further in securing appropriate off campus housing accommodations, a housing rental guide of housing opportunities in the city of Clemson and the surrounding areas is also available on the [City of Clemson's Website](#), through [Tiger Properties](#) or [Off-Campus Housing Search service](#)

The Clemson area offers students a host of off-campus housing choices in a wide range of prices. Consult a local realtor for options or more information. Some apartments 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.

[Off-Clemson Campus Living Guide](#)





The [Clemson Area Transit Service](#), known as the CAT Bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the Upstate, including service to Anderson, Central and Seneca. For route information, visit their website.

Groceries, services, shopping

The Clemson area offers a variety of shopping opportunities. There are several grocery stores, banks, commercial laundries and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CATBus. A wide range of restaurants are also available downtown and along Tiger Boulevard. The greater Upstate area, including Central, Seneca, Pendleton, Easley and Anderson, provides even more products and services along CAT Bus routes or for those students with private transportation. Contact the [Clemson Chamber of Commerce](#) for more information.

Orientation

All graduate students are required to attend the [Graduate School](#) orientation. The [City and Regional Planning Program](#) also provides an orientation at the start of each fall semester which you must attend. The date, time and location of the orientations will be provided to you after you receive your admissions acceptance packet.



GETTING THROUGH THE PROGRAM

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.

Academic integrity

A summary of the Graduate School’s policy on academic integrity, current as of press time, follows. For 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](#) and the [Graduate School Announcements](#).

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

- A. **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.

- B. 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.
- C. 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.).
- D. 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.
- E. 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. 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 visit [plagiarism](#).
- F. 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).

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](#).

Academic research

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The central assumption to all research endeavors is that researchers have done what they say they have done. The City and Regional Planning Program is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our recordkeeping and diligent in our efforts to always attribute credit where it belongs. In particular, we must guard against any activity that would bring the integrity of the department or the individuals within it into question. Among the activities to be avoided are:

- Falsification of data – ranging from fabrication to deceptively selective reporting of results or methods, including the purposeful omission of conflicting data with intent to falsify results.
- [Plagiarism](#) – representation of another's work as one's own.

- Misappropriation of others' ideas – the unauthorized use of privileged information, however obtained.

Requirements for the Master’s Degree

Minimum degree requirements for the master’s degree

Minimum Degree Requirements for the Master’s in City and Regional Planning	
Total hours of course work	48
Core courses required	33
Elective courses required	9/12**
Thesis Research 8910 <i>or</i>	6 hours
Terminal Project Research 8590	3 hours
Exams	Final Oral and Thesis/Project Defense

** Students choosing the non-thesis option are required to take 12 credit hours of elective courses. They also are required to take CRP 8590 in lieu of CRP 8910.

Number of credit hours needed

A master’s degree program in City and Regional Planning shall consist of a minimum of 48 semester hours of graduate credit approved by the student’s Advisory Committee. For the Master of City and Regional Planning (MCRP) degree, at least one half of the total graduate credit hours required by the Advisory Committee, exclusive of thesis research, must be selected from courses numbered 8000 or above.

Prerequisite and co-requisite courses do not count toward the 48 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.

Core courses

All master’s students are required to take all core courses below (unless a similar course was previously taken and accepted by the Program Coordinator or department chair), constituting a total of 33 credits.

- CRP 8010 – Planning Process & Legal Foundations
- CRP 8020 – Place Making for Built Environment
- [CRP 8030](#) – Quantitative Analysis for Planners
- CRP 8040 – Intro to GIS for Planning
- CRP 8041 – Intro to GIS Laboratory
- CRP 8050 – Planning Theory and History

- CRP 8060 – Urban and Regional Economics for Planners
- CRP 8070 – Professional Studio
- CRP 8080 – Land Use and Comprehensive Planning
- CRP 8090 – Contemporary Issues in Planning Seminar
- CRP 8580 – Mixed Methods for Planning Practice
- CRP 8600 – Terminal Project/Thesis Proposal
- CRP 8940 – Planning Internship Seminar

These are the 33 core credits that all students must complete.

MCRP Students are also required to complete one of the following:

- CRP 8590 – Terminal Project
- OR
- CRP 8910 – Planning Thesis

See a complete [listing of courses](#) offered in City and Regional Planning and their descriptions in University Courses of Instruction [Graduate Catalog](#)

Courses outside discipline

It is expected that student may choose non-City and Regional Planning courses as part of their plan of study. These decisions are normally made with your Major Advisor and are designed to enhance your understanding of your emphasis area. Credit received for graduate-level courses taught by other departments may also be counted toward your degree, provided those courses involve subject matter that is relevant to your degree program. You should consult with and receive approval from your Major Advisor before taking such classes with the intention of having them count toward a MCRP degree. If you are supported on either a research or teaching assistantship, you *must* obtain approval from your Major Advisor *prior* to taking any such class while working toward a MCRP degree.

Concentrations within MCRP program

Most students tend to align themselves and follow a suggested sequence of courses within their area of interest; thus concentrating in a specific field. Some students choose to take a generalist approach throughout their studies. Because each student must take 9-12 hours of electives, most pick one of the [four available concentrations](#). Students seek advice from their advisor and faculty members within their area of interest to suggest a sequencing of classes. During the second year of study, students prepare their terminal project or their thesis. A student typically derives their topic from coursework in their concentration. Recent projects and theses are located on the Clemson Libraries website under TigerPrints: [MCRP terminal projects and theses](#). Coursework to support these areas are found in the department as well as throughout the university. Current concentrations include:

- Environmental Planning
- Geographic Information Systems (GIS)/Land Use
- Transportation Planning
- Housing/Community Development/Urban Design

Thesis or non-thesis option for the master's degree

The Student's MCRP program culminates during the second year with the Thesis/Terminal Project course sequence. Each student selects a particular issue of study with active participation of a faculty committee selected by the student. Students interested in research may complete a thesis, while others more interested in planning practice complete a professional quality project. In either case, each student works with the committee in a two-semester sequence in the second year that leads to a completed proposal (Introduction, Literature Review, and Methodology) at the end of the first semester in CRP 8580 and CRP 8600, and the completed thesis or terminal project (research findings, conclusions, recommendations, and areas for future research) by the end of the second semester in either CRP 8590 or 8910. Virtually all students complete their degrees within two years.

Thesis/Terminal Project Defense

The City and Regional Planning Program requires that each student pass an oral defense before your Advisory Committee prior to graduation. See "[Nearing Graduation](#)" for more details.

Time required/limit

Failure to meet program and Graduate School deadlines given (see [Deadlines](#) section) is grounds for suspension of your stipend. Earlier completion is encouraged.

The department considers four academic semesters plus one summer sufficient time in which to obtain a master's degree. The Graduate School requires that all course work which is to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See the [Graduate School Announcements](#)).

Internships/field placement

CRP 8930 – Planning Internship Guidelines

Catalog Description: Skill-based practical work experience to give the student on-the-job learning opportunities. Requires a minimum of ten weeks of uninterrupted, supervised, practical experience with preapproved commercial firm or public agency dealing with planning graduate study in CRP issues. Pass/Fail only.

Textbooks: No required text.

Course Coordinator: John Gaber
Office – 3-109 Lee Hall

Objectives: 1. To provide learning experiences outside the traditional classroom.
2. To expose students to the range of opportunities within the profession.

3. To allow students to experience a variety of methods, materials, details and connections first hand in-the-field.

Topical Outline: This course provides credit for a student's 10 week internship experience, and is the basis for the Internship Seminar course (CRP 8940) which is taken the following semester. Students are expected to be cognizant of organizational basics, agency operations and culture, use of technology, planning processes, work plan development, interactions with the public and their boards(s), and synthesizing their experience in terms of who they admire and overall experiences.

Students and agency supervisors will complete evaluation forms on the performance of the student during the internship.

Evaluation: Before the beginning of the semester, the student will send an email to the department administrative assistant describing the scope of the student's responsibilities, the number of hours per week of supervised work, and the number of uninterrupted sequential weeks of internship. At the end of the internship, students will file an evaluation form with the departmental student services coordinator. Employers will file an evaluation form with the department administrative assistant at the end of the internship and before grades are due. All of the above is required for a PASS grade.

Registration: It is required that a student register for **CRP 8930** for one credit hour during the second summer session. You will be required to pay full tuition for an in-state/out-of-state student for these credit hours as you will not be employed by the University as a graduate assistant during the summer months.

You will need to register for CRP 8940 for 1 credit hour in the Fall semester following your Summer Internship.

Work Requirements:

Students are required to work 37 ½ -40 hours a week for 10 weeks for a total of 375-400 hours. The number of hours per week depends on the agency requirements.

Student work must involve a variety of work experiences. The nature of the variety is left to the discretion of the employer.

Students are required to keep track of their hours, either on an Agency time sheet or on a spreadsheet that is to be turned in to the Administrative Assistant when they have completed their work. The *Agency Evaluation* and *Student Evaluation* forms are also to be turned in at this time. These forms may be obtained from the Administrative Assistant in the departmental office (2-118 Lee).

Further questions regarding the summer internship requirements can be directed to [Dr. Gaber](#) via email or phone at 864.656.1527.

Waiver of requirements

The requirements for achieving a graduate degree in City and Regional Planning, as outlined in this handbook, are designed to provide a consistent minimum level of performance for all graduate students. At the same time, flexibility is provided to allow for the diverse areas of study and individual strengths of each student. Most of this flexibility is built into the existing requirements.

A course taken at another institution that is equivalent to one of the core courses or other course requirement of your Advisory Committee may be exempted by your demonstration of competency and/or providing evidence of equivalency to your Advisory Committee and the course instructor. A special examination may be offered to meet these requirements. Substitution of a structured core curriculum course requires the concurrence of the course instructor and the Program Director.

Under certain conditions, you may petition for a waiver of other requirements. Your petition must be made in writing to the Program Director. The department will not grant a waiver except in special circumstances.

Academic Requirements

Maintaining academic standing

A graduate student must maintain a minimum overall average of **B (3.0)** for all courses taken. If at any time you fail to satisfy this requirement, you will be automatically placed on probation for one semester during which time you will not be eligible for financial aid/assistantship. You are permitted only one probationary semester during the entire course of your graduate program. In addition, a failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average.

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 (see the University's [Academic Integrity Policy](#) and the [American Planning Association's ethical principles](#)). Violations of professional standards may result in disciplinary action, including dismissal from the program.

Maximum enrollment

Maximum enrollment limits for graduate students refer to graduate and undergraduate credits combined. During the summer sessions, if the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the maximum for the six-week session. The following table lists credit enrollment limits for each graduate student classification.

<u>Student Category</u>	Maximum Credit Hours		
	<u>Semester</u>	<u>6-Week Session</u>	<u>3-Week Session</u>
Full-time Students	15	6	3
1/4-time Graduate Assistants	15	6	3
1/2-time Graduate Assistants	12	6	3
3/4-time Graduate Assistants	12	6	3
Persons employed full time	9	6	3

Quarter-time (1/4), half-time (1/2), and three-quarter time (3/4) graduate assistants are defined as those who contribute a weekly average of 10, 20, and 28 timeclock hours of service, respectively, to the University for the entire semester. A full-time employee is defined as anyone employed five full working days per week, regardless of the employer (on- or off-campus). A graduate student who becomes employed full-time while holding an assistantship must notify the Graduate School and the department providing the assistantship. Graduate students paid solely on an hourly basis are subject to the same enrollment limits described in the chart above.

Procedure for student: Students desiring to enroll in credit hours exceeding the maximum as defined in this chart must secure approval from their major advisors. The major advisor will submit an appeal of the enrollment limits policy to the dean of the Graduate School on behalf of the student. The dean of the Graduate School will assess the student's record and make a determination.

Incomplete coursework

A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. 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 GS2 plan of study. Special courses that constitute multi-semester projects are exempt from this rule. Incomplete grades for those courses may be given until the project is complete.

Enrollment on a Pass/Fail basis

The only graduate courses that may be taken on a pass/fail basis are thesis research and a small number of unstructured courses in which the pass/fail grading system appears in the course description.

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. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available.

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 stand tests or

exams. However, the instructor, at his/her own discretion, may demand the auditor's participation in class to whatever extent deemed desirable.

You may not satisfy by audit a stated prerequisite for a graduate course. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

Withdrawing from courses

As a graduate student in the Master of City and Regional Planning program, you will be permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the Program Director, your Major Advisor and the course instructor. If you drop a course when you have an assistantship, and your course load drops below nine credit hours, your assistantship may be revoked for that semester.

Repeating a course

Under some circumstances, graduate students may repeat courses in which they received a D or F. If you repeat a course for which you received a grade of D or F, you do not receive additional credit. Please consult the [Graduate School Policy Handbook](#) for more information.

Continuous enrollment, leave of absence

Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return. Only students who are enrolled are eligible to use University facilities and human resources. Note that you must meet minimum enrollment requirements to be eligible for financial aid (see [Assistantships/Financial Support](#) below). [GS 7990](#) is used to effect continuous enrollment.

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters. The City and Regional Planning Program makes every effort to schedule relevant courses such that students can easily maintain enrollment.

To prevent the possibility of termination of financial support, you must request and be granted a leave of absence from the department. Your request must be approved by the Program Director, the Department Chair, and the Graduate School. 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.

Students failing to maintain continuous enrollment (excluding summer terms) must apply to the Graduate School for re-entry and obtain approval from their department.

Withdrawing from the program/University

If for any reason you decide to withdraw from the program, inform your Major Advisor, then the Program Director, who will inform you of the of the procedures to be followed to [officially withdraw](#) from the University. 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.

Advisory Committee

Each graduate student must have a faculty advisor who will also be the chair of the student's advisory committee. The advisor must be a regular member of the [Master of City and Regional Planning Program faculty](#).

Your Major Advisor

Initially, you will be assigned an advisor to provide some initial guidance as you begin your first semester. However, you are not obligated to stay with the initial advisor who was assigned to you during orientation. Whenever you wish, you can shift over to the faculty member who matches best with your interests; however, the faculty member must consent to be your advisor. Students need to settle on a Major Advisor no later than the first month of the second year. The Major Advisor will guide your research activities as you work on either a Thesis or a Terminal Project during the second year.

The selection of your Major Advisor is one of the most important decisions you will face as a graduate student. Choose carefully, since you will be working with that advisor throughout the entire second year. You should make sure that the Major Advisor has the required expertise and is supportive of your research project.

Advisory Committee

You will form an advisory committee in consultation with your Major Advisor. Your Advisory Committee will approve your curriculum, supervise your graduate program, and initiate the recommendation for awarding your degree. Your Major Advisor will serve as the chair of your Advisory Committee.

A majority of your Advisory Committee must be regular members of the City and Regional Planning Program faculty. If you are doing a Terminal Project, you will need two *active* committee members. (However, for the purpose of completing required paperwork, a third faculty member will also need to be added to your committee.) If you are doing a Thesis, then you will need three *active* committee members.

You are responsible for forming your Advisory Committee and keeping them apprised of your progress. At the beginning of the fall semester of the second year, the MCRP faculty will guide this process to ensure that there is a relatively even distribution of advising across the faculty. Consult with your Major Advisor if you have any questions about this process.

Plan of study (GS2)

Your graduate degree curriculum should be planned early in your program so that you have a roadmap toward graduation. However, it is understood that students may not be able to make decisions concerning electives until they have developed a focus within the field of city and regional planning and familiarity with the professors and course offerings within the MCRP Program. During the second year you must file the graduate degree curriculum form ([GS2 Plan of Study](#)) electronically. The GS2 represents the formulation of an individual student's curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Any questions concerning

undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 Plan is submitted.

The [GS2 Plan of Study](#) has two parts: (1) selection of the Advisory Committee for your TP or Thesis, and (2) your plan of study. In the fall of the second year, you will be required to select your Advisory Committee. You must list the chair and two other members. Then, early in the spring semester of your second year, (i.e., near the drop-add deadline in January) after you have determined the courses for your final semester, you must complete the course of study portion of the GS2. You should check that you have met all of the requirements for graduation. Both the committee selection and the course of study must be approved electronically by your chair, the members of your committee, the department chair, the dean of your college, and the Graduate School. The [GS2 Plan of Study](#) will be used by Enrolled Student Services to verify that you have met all of the requirements to receive your degree. You must complete any class listed on your GS2 before graduation. If you change your course of study, or the members of your committee, then you must file a revised GS2.

Assistantships/Financial Support

Description of assistance available

[Graduate assistantships](#) are available in teaching and research. Graduate teaching assistantships include graders and laboratory assistants/instructors. These may be in the form of ¼-time (10 hours per week) ½-time (20 hours per week) or ¾-time (30 hours per week) appointments. Graduate research assistantships involve helping individual faculty members with their research projects. These may also be either ¼-time, ½-time, or ¾-time appointments. Within the MCRP Program, these types of assistantships are almost always for 10 hours per week.

For over 30 years, many of our graduate students have worked part time in local planning agencies during the semester as a **Public Service Assistant (PSA)**. The student is contracted to work 15 hours per week over 30 weeks of the academic year on Mondays and Fridays at a planning-related agency. This agency can be either public or private sector based. Students can arrange to work either at the agency site or telecommute if mutually acceptable. These graduate assistantships are extremely beneficial for the students and the agencies. Students gain useful agency experience, direct payment for their work, and a significant tuition reduction from the University. Agencies have found that these students have been productive and provide useful assistance.

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the [Graduate School Fellowships](#) website

Your responsibilities and details of your financial support are included in your official offer letter from the department chair or Program Coordinator. This letter requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments). To maintain

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

Assistantship funding

The City and Regional Planning Program uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

- ❑ Assistantships for master's students are typically awarded for one year at a time, with two years being the maximum, since the MCRP is a two-year degree. The same time limit applies to fellowships awarded to master's students by the department.
- ❑ Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, as well as satisfactory performance of assigned duties associated with the assistantship.
- ❑ All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.
- ❑ All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (12-month basis) established by the department. This rate shall also serve as the basis for all rate adjustments described below.
- ❑ Compensation at a rate exceeding the standard FTE rate is allowed according to the following guidelines:
 - Funds for such additional compensation may be derived from a fellowship, traineeship or similar form of award (e.g. NSF, Edwards or Alumni fellowships) in which the awardee is selected competitively from a group of applicants on the basis of scholarly excellence. In this case, such additional compensation is limited to a maximum of 25% of the standard FTE rate. In the event that such an award exceeds this limit, the assistantship appointment shall be diminished in like proportion such that the total compensation does not exceed 75% of the standard FTE rate.
 - Funds for such additional compensation may also be derived from a research grant or contract provided you had a significant intellectual role in preparing the research proposal leading to the grant or contract, as judged by your Major Advisor. In this case, such additional compensation is limited to a maximum of 25% of the standard FTE rate.

- Upon each anniversary of your matriculation, your Major Advisor may, at his/her discretion, reward you for exceptional performance by increasing your pay rate in an amount not to exceed 15% of the standard FTE rate using either incentive, research contract or other funds derived from a similar source. NOTE: You are responsible for submitting the required paperwork to initiate the raise.
- The maximum compensation limit does not apply to students who do not hold a teaching, research or graduate assistantship appointment at Clemson University.

Minimum enrollment

A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine (9) semester hours for all graduate assistants. Minimum enrollment in the summer sessions is three semester hours per session. Undergraduate credits may be included in the minimum provided they are relevant to your degree program and required by your Advisory Committee. Credits in GS 7990 may be included in the minimum in unusual cases cleared in advance with the Graduate School.

An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

Employment-related information

Income taxes

The State of South Carolina, as well as the U.S. government, levies an income tax. Therefore, 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.

Paydays

Paydays are semi-Monthly, occurring on the 15th and last day work day of every month. 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.

Direct Deposit 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.

To view your pay stub and other employment-related information, go to Clemson HR Self Service.

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 Work Injury procedures.

Workload

The normal ½-time graduate assistantship workload is 20 hours per week (average). Students are sometimes hired for 12.5% (5 hours), 25% (10 hours), 37.5% (15 hours) and 75% (30 hours) of full-time work, under appropriate circumstances. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty. If you are awarded a graduate assistantship, you will be sent a contract to sign that details this information.

Work product

Computer programs written, data generated, discoveries made, derivations developed, etc., in the course of your assistantship are the property of Clemson University.

Reduction of 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).

Vacation policy

As a rule, graduate assistants do not accrue paid vacation time. Your work timeframe should not be perceived to be the same as the semester class schedule. Generally, graduate assistants work on a 9-month academic year appointments unless different work expectations are distinctly articulated in your offer letter.

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 Administrative Coordinator 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.

Holidays

Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official [University holiday schedule](#)

Termination of 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 Major Advisor or the department chair.

Outside employment

One of the purposes of a graduate assistantship (research, teaching or administrative) is to support your subsistence during your graduate studies. Therefore it is the policy of the department to disallow you from outside employment if you hold more than a ½-time assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your Major Advisor.

Process and Procedures

Schedule of courses

The following table shows the rotation schedule for [graduate courses in the City and Regional Planning Program](#). You should schedule any courses you take outside of the discipline around this schedule in order to ensure that you do not miss an opportunity to take a course that is required by the program or your Advisory Committee.

Course Offering in City and Regional Planning	
CRP 8010 <i>Planning Process and Law</i>	Every Fall
CRP 8030 <i>Quantitative Analysis for Planning</i>	Every Fall
CRP 8040/8041 <i>Intro to GIS & Lab</i>	Every Fall
CRP 8070 <i>Professional Studio</i>	Every Fall
CRP 8080 <i>Land Use/Comprehensive Planning</i>	Every Fall
CRP 8580 <i>Mixed Methods for Planning Practice</i>	Every Fall
CRP 8600 <i>TP/Thesis Proposal</i>	Every Fall
CRP 8940 <i>Planning Internship Seminar</i>	Every Fall
CRP 8140 <i>Public Transit</i>	Every Fall**
CRP 8340 <i>Spatial Modeling/GIS</i>	Every Fall**
CRP 8450 <i>Water Policy & Law</i>	Every Fall**
CRP 8720 <i>Housing Issues in the US</i>	Every Fall**
CRP 6030 <i>Planning Communication</i>	Every Fall**
CRP 8930 <i>Internship</i>	Summer**
CRP 8020 <i>Place Making for Built Environment</i>	Every Spring
CRP 8050 <i>Planning Theory/History</i>	Every Spring

CRP 8060 <i>Urban/Regional Economics for Planner</i>	Every Spring
CRP 8590 <i>Planning Terminal Project</i>	Every Spring
CRP 8910 <i>Planning Thesis</i>	Every Spring
CRP 8090 <i>Current Issues in Planning</i>	Every Spring
CRP 8130 <i>Transportation Planning</i>	Every Spring**
CRP 8200 <i>Negotiation</i>	Every Spring**
CRP 8350 <i>GIS/Remote Sensing</i>	Every Spring**
CRP 8220 <i>Urban Design</i>	Every Spring**
CRP 8400 <i>Coastal Planning</i>	Every Spring**
CRP 8410 <i>Environmental Planning</i>	Every Spring**
CRP 8420 <i>Coastal Resilience</i>	Ever Spring**
CRP 8440 <i>-Outdoor Recreation Mgmt</i>	Every Spring**
CRP 8730 <i>Economic Development</i>	Every Spring
CRP 8890 <i>Geodesign/CityEngine</i>	Ever Spring**

****based on faculty schedules and student demand, these electives are offered.**

See University Course of Instruction Graduate Catalog for a complete list of courses and their official descriptions. Note that instructors have some leeway in modifying the course and content.

Graduate School forms

You will be required to complete the following forms through the course of your studies. Up-to-date versions of the [Graduate School forms](#) are available.

Forms to Complete			
<u>Form ID</u>	<u>Required By</u>	<u>Approximate Deadline*</u>	<u>To be Signed By</u>
GS2 – Plan of Study	Graduate School	Semester prior to graduation	Advisory Committee members, department chair, dean of college, dean of Graduate School
Diploma Application	Graduate School	Within first four weeks of semester in which you will graduate	Online submission — user ID required

GS7M – Final Comprehensive Exam and Thesis/Dissertation Approval	Graduate School	Two weeks prior to graduation	Advisory Committee members
--	--------------------	----------------------------------	-------------------------------

* See specific [deadline dates](#) for Graduate School forms.

Sample timetable of student progress

The following table lays out a typical progression through the City and Regional Planning program.

A Sample Master’s Program of Study	
Year 1 – 1 st Semester	Take 4 graduate courses (4 core), attend various program and SC APA events
Year 1 – 2 nd Semester	Take 3 graduate courses (3 core, 1 elective), begin contemplating TP or thesis topic. Identify prospective Major Advisor
Year 1 - Summer	As needed
Year 2 – 1 st Semester	Finalize Major Advisor and members of TP/Thesis committee. File GS2 form. Take 4 core classes (including Internship Seminar) and 1 elective, submit thesis/terminal project proposal and begin research.
Year 2 – 2 nd Semester	Take 2 core courses and electives as needed, complete research, compose manuscript and defend thesis/terminal project.

Checklist of requirements

Checklist for Master’s Students in City and Regional Planning (Typical Two-Year Sequence)			
<u>What</u>	<u>When to Work On</u>	<u>How/Who</u>	<u>When to Complete</u>
Selection of a Major Advisor	Second semester and Summer	Consult with MCRP Faculty	Second year, during first week
Appointment of Advisory Committee	Summer and start of second year	In consultation with your Major Advisor	Second year, during first month

File plan of study	Second year, Fall semester*	Form GS2	Second year, by start of Spring semester
Approval of thesis proposal	Second year, Fall semester	Advisory Committee approves proposal	Second year, end of Fall semester
Apply for diploma	Second year, start of Spring semester*	Student online via iROAR	Second year, start of Spring semester
Order cap and gown	Second year, start of Spring semester	Student order through bookstore	Second year, start of Spring semester
Submit terminal project or thesis	Final draft to committee one week prior to defense	Student supply to your Advisory Committee	Usually Second Year, early April
Final Presentation and Approval of TP or Thesis	At least 3 weeks prior to graduation*	Major Advisor files GS7 with Graduate School	TP/Thesis DEFENSE: MID APRIL

* See specific [deadline dates](#) for Graduate School forms

Directed studies

CRP 8900 *Directed Studies* courses are allowed in special circumstances for students who would like to study topics that are not already covered in lecture courses. In order to take a directed study, you must:

1. Request CRP 8900 on or before the dates for preregistration for the semester during which you plan to take the directed study.
2. Present to the Program Director, in consultation with your prospective instructor, a completed directed study proposal form. To complete the form, you will need the following:
 - A typed prospectus of the course, including a description of the topic and the direction or purpose of the study.
 - A bibliography of both primary and secondary readings expected to be read or consulted during the course.
 - A schedule of readings, papers, examinations and conferences (with the understanding that such schedules are subject to occasional alteration).
 - A statement made directly from the instructor to the Program Director that clearly indicates the teacher's willingness to direct such a course.

The **“Request Form for Directed Study”** may be obtained from faculty members, the Program Director, or the Administrative Coordinator. It must be returned with both the

student and faculty signatures prior to deadline to ensure that you will be added to the class roll.

Directed studies should not be used to pursue work that is immediately relevant to your thesis. Directed studies should also not be used when the materials are already covered in a lecture course that is currently being offered.

In some cases, a directed study might best be guided by someone outside the department. In such cases, and only in the event that the proposal itself merits approval, a City and Regional Planning Program faculty member must serve as liaison for the project. No directed studies credit will be given for courses executed entirely outside the formal supervision of the department.

Approval of directed studies proposals will depend at least in part on the quality of your preceding graduate work. If directed study does occur during your final semester (or summer session), it must be quite clear that no other course being offered at that time can satisfy your curriculum needs.

Department/Program facilities

Lee Hall

The Department of City Planning and Real Estate Development is located in Lee Hall where studio space is available. The building contains classrooms and seminar rooms as well as the Emery Gunnin Library and computer laboratories. Student study space, computer workstations, studios and a lounge space area are available for the use of planning students.

Geographic Information Systems (GIS) Facilities at Clemson

A Geographic Information System is a methodology for overlaying, integrating, and analyzing geographically referenced data, often assembled from different sources. While the concept is not new, its merger with today's capabilities of digital computers has revolutionized approaches to land use planning, natural resource management, as well as housing and demographic analyses. In the last 35 years, GIS technology has expanded rapidly and found a home in a number of additional applications - cartography, environmental assessment, real estate management, ecological research, transportation analysis, business applications, market analysis, and more. GIS technology provides powerful tools for understanding and analyzing some of the pressing problems we face today such as rapid urbanization, neighborhood dynamics and sprawl, habitat changes and the impacts of land use change on the global environment. Recognizing the centrality of GIS problem-solving capabilities, Clemson University has significantly expanded its capacity for GIS research and training with a multimillion-dollar facilities expansion. Five student-computing labs with dedicated GIS workstations are located in Lee, Barre, and Lehotsky Halls.

These GIS labs were created for class work and research projects in the design, development and analysis of spatial databases, remote sensing images, as well as the latest in modeling techniques. They provide a "hands-on" learning environment. Students enjoy low faculty-to-student ratios and access to a GIS workstation. Novell NetWare network infrastructure connects all the GIS computers on campus. Clemson

Computing & Information Technology (CCIT) maintains the network and GIS labs. Students are allowed up to 1 GB of personal disk space, which is accessible from anywhere on the network. Clemson's GIS facilities provide essential information tools so that faculty and students can:

- Model real-world problems by graphically analyzing data
- Conduct "what-if" scenarios
- Share crucial information across University's network
- Coordinate and communicate key concepts between teams and campus organizations
- Communicate research and project results by creating maps, tables and charts for use in journal articles, term papers and theses
- Use state-of-the-art tools from the leading GIS and Remote sensing software
- Access a rich collection of databases that provide both geospatial boundary and statistical information (e.g. census, environmental, terrain, geological, political, etc.)
- Take individual self-paced GIS courses from ESRI's Virtual Campus on the Web free of charge

Clemson's commitment offers our students the finest in higher educational GIS facilities. Lab at 2-212 Lee Hall is Planning's primary GIS facility. This lab has 24-hour access. Room contains a "smart classroom" equipped with a video and data projector. Lee 2-212 has 25 workstations with 21-inch monitors. Lab has a color laser printer and network access to Barre's HP DesignJet 36" plotter. The workstations run Windows and use the most current ESRI ArcGIS and ERDAS Imagine software. With this arrangement, students have access to the world's most popular GIS and remote sensing software and latest computer hardware. While connected to the University network, the labs have their own sub network and server where students can access their data from anywhere on campus.

Gunnin Library

The [Gunnin Library](#) in Lee Hall has more than 40,000 books, 85,000 slides, professional journals and periodicals, and a planning document collection. The main University library holds more than a million books, periodicals and government publications. The library also provides excellent research sources through over 75 research databases.

The Rudolph [Lee Gallery](#) adds to the creative atmosphere of the college including fine arts exhibits. Student, faculty, and well-known professionals representing all disciplines of the college have exhibitions throughout the year.

Guidelines for faculty

Major Advisor

You, the student, have primary responsibility for ensuring that you meet all requirements; your Major Advisor is responsible for ensuring that you have met that responsibility. Your Major Advisor will present any requests for a waiver of a requirement to the faculty for approval. It is also the responsibility of the Major Advisor to provide guidance on the thesis or terminal project.

Program Director

The Program Director serves an oversight role to 1) maintain departmental graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2 forms and research study plans are placed on file for each student; and 4) to moderate disagreements over guidelines. The Program Director also ensures that requests for waivers from the guidelines are presented to the faculty in a timely manner; judges matters of course equivalence; and serves as intermediary during challenges by the faculty of a graduate student's program or performance. Furthermore, the Program Director determines whether requests for changes in your plan of study (GS2), research study or Advisory Committee composition constitute "minor" changes, and may approve such minor changes on behalf of the faculty or consult with faculty to determine whether requested changes warrant full faculty approval.

Principal Investigator

The Principal Investigator (PI) in a research project must identify any circumstances under which a particular laboratory, field operation, procedure or activity requires prior approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and department safety regulations and protocol standards are met. This responsibility includes sufficient supervision of students and technicians to ensure adherence to these standards.

General faculty

The faculty of the City and Regional Planning Program determine the guidelines for all graduate degree programs. The faculty may amend the guidelines for the graduate degree programs by a simple majority of those voting; all faculty will be polled. City and Regional Planning Program faculty have the authority to approve or reject candidates for graduate degrees. Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Program Director as soon as possible. The Program Director will communicate any concerns to your Major Advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Program Director will bring the matter before the faculty at a regular meeting.

Professional Development

There are a number of opportunities for you to develop professionally in addition to your course work and research. These include presenting talks and/or posters at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search. In addition, the Graduate School provides a professional development framework at [Clemson Graduate School Professional Development Resources](#).

Career planning

The Michelin Career Center provides information about 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. For more information, see their website at [Clemson Center for Career and Professional Development](http://www.clemson.edu/center-for-career-and-professional-development/) or call (864) 656-6000.

Professional and student organizations

Graduate students receive a free membership to the [American Planning Association](http://www.apa.org/) and the [South Carolina Chapter of the American Planning Association \(SCAPA\)](http://www.scapa.org/). Students are encouraged to associate with other organizations that match their particular interests.



<https://www.planning.org/>



American Planning Association
South Carolina Chapter

<https://scapa.org/>

[Clemson Mappers](#) is a student-led group whose mission is to facilitate existing engineering and public health projects with geospatial applications and analysis.



Student government

The [Clemson Graduate Student Government](#) represents the interests of all graduate students at Clemson. Generally the GSG promotes student participation in University affairs and learning experiences. It also elects representatives to various University boards and committees. Participation in the GSG can provide valuable leadership experience.



Professional certification requirements

The [American Institute of Certified Planners](http://www.aicp.org/) (AICP) offers a certification exam to highly qualified professional planners. Graduate students are encouraged to apply when they have earned appropriate experience to meet AICP requirements.



Research & Laboratory Work

[Clemson Office of Research Compliance](#)

IRB information

All primary research with human subjects, conducted either on or off campus and including research involving questionnaires, interviews or other interaction with human subjects, must be reviewed and approved by the Clemson University Institutional Review

Board (IRB). You must consult with your Major Advisor about the requirements for meeting IRB approval. You can also obtain more information about conducting research with human subjects from IRB's website ([Clemson Institutional Review Board](#)).

If you will conduct research involving human subjects, you must complete an online course for conducting such research. No data collection may begin until IRB has approved your research project, including the research instruments. If you plan to engage in primary data collection for your thesis/dissertation, you should plan your project with the consideration that IRB approval can be time consuming and may involve proposal revisions to meet expected standards.

Administrative Policies & Procedures

[Clemson University Student Handbook: General Policies, Safety, Regulations and Code of Conduct](#)

[Clemson Office of Access and Equity](#)

[Clemson Policies and Procedures for Equitable Treatment](#)

Harassment [Clemson Harassment and non-Discrimination Policy](#)

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. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

Harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program.

Employees or students who feel they are victims of any form of discrimination are encouraged to consult the [Clemson Office of Access and Equity](#), 110 Holtzendorff Hall (864) 656-3181) for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Office of Access & Equity, the student must submit a written request for an appeal to the dean of the Graduate School, who in turn will convene an ad hoc committee that will review the process and/or sanction. The committee membership will come from faculty and students already appointed to the Graduate Council.

Clemson Sexual Harassment, Sexual Assault, and other forms Interpersonal Violence



Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual;
3. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member.

Clemson Amorous Relationships Statement

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility.

Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. Graduate assistants, research assistants, tutors and teaching assistants who are professionally

responsible for students would be wise to exercise special care in their relationships with students they instruct or evaluate.

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the [Office Access & Equity](#) (8646-56-3181).

Drugs, alcohol, smoking

Drugs

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University.

Alcohol

Alcoholic beverages are prohibited for any activity held in any College of Architecture, Arts, and Humanities facility including any Lee Hall classrooms or studios, the Courtyard, Gallery, and Gunnin Library.

[Clemson Smoking and Tobacco Policy](#)

In the interest of the safety and health of all the occupants of our buildings, the following smoking policy will be enforced: the university is a smoke-free workplace. Smoking in any form is prohibited inside all college-owned or leased buildings including both residential and non-residential buildings. Those who choose to use tobacco outside may do so only at the specified distance away from each building according to signage.



[Clemson Computer Acceptance Use Policy](#)

Graduate students have access to well-equipped computer laboratories. These allow access to the Clemson University mainframe system and a local area network that hosts many software packages. The door should be closed and locked when unoccupied.

CCIT offers numerous instructional short courses. Visit [Clemson CCIT Training](#) for details.

Email access, use

Email is considered a form of official communication from the department and the University to correspond 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 official university-provided email account regularly. If you are requested to respond, you should do so in a timely manner. [Clemson CCIT Email and Accounts](#)

Mailboxes and personal mail

All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries to Lee Hall.

Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

[Clemson Student Mail Services](#) for shipping, USPO mailbox rental and postage services.

Intra-department communications

Notices of interest to graduate students will be posted in the department, sent via email, or on occasion, mailed directly to you. Notices may be posted on the bulletin board in Lee 2-218 or in the MCRP Student Study room in Lee 2-201. To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.

Keys

Keys to specific research laboratories will be issued upon obtaining permission from the faculty member in charge of the lab. Students leaving the University through graduation, or for any reason, must return all keys to the Administrative Coordinator (3-113 Lee).

The key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Keys must not be copied or duplicated. Failure to observe these rules will result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law.

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

Building security, maintenance

Students may be granted security clearance and access to Lee buildings using TigerOne card or CUID.

To maintain the safety of you and other occupants, do not abuse access privileges.

Do not prop doors open or allow others to use your TigerOne card.

Report building problems to Building Coordinator, Connie Robinson (cornelr@clermson.edu). If something major is found wrong after business office hours, inform your Major Advisor and/or the department chair after you have called the University Security Office at (864) 656-2222.

Copy machine use

Graduate students may use the departmental copier for necessary research documents. However, excessive use should be avoided. In particular, multiple copies of thesis or dissertation drafts should not be made on the departmental copier. If use becomes excessive, you will be asked to obtain permission from your Major Advisor before each use. A copier code must be requested by the Administrative Coordinator.

Fax machine use

You may use the department's facsimile machine only for official department business purposes with authorization from your Major Advisor. Personal transmissions may be sent using a personal calling card (AT&T, MCI, et al.). Instructions for using a personal calling card are provided above the fax machine in the copy/work room. Personal transmissions may also be sent at the Student Union [Clemson Student Document Services](#) or other locations in downtown Clemson.

Telephone use, long distance charges

Your use of departmental office telephones is restricted to business and emergencies during business hours. You must inform your friends and family not to call you on the departmental office phone on routine matters. With the permission of your Major Advisor, you may obtain long-distance authorization numbers to use for business-related long-distance calls. CAUTION: Never use your University code for personal calls; all long-distance calls are documented on monthly bills.

Office supplies

The department does not furnish office supplies to graduate students for personal use. All research contract-related use of office supplies including letterhead stationery must be authorized by your Major Advisor.

Ordering supplies and equipment

If you order equipment or supplies without the permission of your Major Advisor or the department chair, you will be responsible for paying the bill. In addition, students placing orders are responsible for being cognizant of state purchasing regulations, and may be liable for paying the bill in the event of violations. When placing orders over \$2,500 (total of the entire purchase — not per item — including tax, shipping and handling), whether over the phone or purchased in town, you *must* obtain an order number from the administrative assistant prior to making the order or purchase.

[Clemson Recycling Services](#)

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle aluminum, glass, plastic drink bottles and milk jugs, newspaper, magazines, envelopes, toner cartridges, white paper, books, and cardboard. Recycling containers are located throughout Lee Hall and other University buildings. White paper waste is stored in marked containers. [Clemson Recycling Guidelines](#)

Student offices/desks

Second-year students will be provided areas in the Lee Hall for use during the CRP 8070 Professional Studio course during the fall semester. Study space for MCRP students is provided in Lee 2-201, which requires door access code. Lee 2-218 has tables that are used for study.

Room use

Study facilities for graduate students are intended solely for studying and academic interacting with students. They are not to be used for social events or temporary housing. Students abusing these privileges will forfeit them.

Administrative services

You must request services through your Major Advisor.

Access to departmental files

All departmental files are restricted unless you have express written permission to use them. Contact the Administrative Coordinator should you need information from a departmental file (including a student's own file).

Faculty offices

Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member's office unless invited. We recommend emailing your faculty advisor in advance of any meetings to confirm your appointments.

Departmental library

The [Clemson Gunnin Architecture Library](#) located in Lee 2-112 is available for use by all students, staff and faculty. Please see instructions posted in the library for using the materials.

Dress code

On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the Department of City Planning and Real Estate Development does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your Major Advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you will present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments. If you are unsure of the guidelines, please ask your Major Advisor or the department chair for advice.

Student travel

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index. The complete Guidelines Index, including authority references

and guidelines specific to University administration, is available at [Clemson Procurement Services](#) (CU Dept. Info, Travel Guidelines). Direct any questions regarding travel to [Reva Kaufman](#). Summarized departmental procedures are as follows:

Step 1. Complete “Request to Travel” form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to Reva [Kaufman](#) or 864.656.4945.

Step 2. Enter travel status according to guidelines outlined herein.

Step 3. Upon completion of travel, complete “Travel Worksheet”, obtain appropriate signatures, and submit to [Reva Kaufman](#) for reimbursement.

NOTE: Travel [Forms](#) are available in electronic format. If you have trouble using the electronic forms, please contact one of the staff for assistance.

Traveler's responsibilities

When you file for reimbursement of travel expenses you are stating that:

- You have followed the University's travel policies;
- You have not nor will not receive reimbursement for these expenses from any other entity outside the University;
- None of the expenses are of a personal nature;
- All supporting documentation is on file with your department or business officer.

NOTE: Under the Progressive Discipline Policy of the University, any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their job.

You must file travel reimbursements within 60 calendar days of the completion of the trip and within the same fiscal year in which the trip occurred. Multiple trip reimbursement requests for trips of a repetitive nature should be claimed on a travel log form. These requests should be submitted at least quarterly. Reimbursement will be made only upon *completion* of the travel. Any reimbursement request that is not submitted when due will require you to submit and receive approval of a written request stating the reason for the delay with approval by the dean/department chair or the business officer and the Director of Procurement Services.

All travel vouchers submitted for reimbursement are required to have the signature of the traveler and one other person authorized to spend funds from the account numbers that appear on the travel voucher. All signatures must be original. No stamped signatures will be accepted.

Travelers are expected to exercise the same judgment when making travel arrangements and expenditures that a prudent person would exercise if traveling on personal business and expending personal funds.

- Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered exercising prudence.

- Travel by commercial airlines will be in coach or tourist class, except where exigencies require otherwise.
- Transportation to or from points of arrival and departure will be by the most economical method.

Expenses for spouses

Reimbursements to an individual may cover only those expenses pertaining to that individual. It may not include expenses pertaining to other individuals, regardless of who paid the expense. Travel expenses for spouses, friends or other individuals not traveling on official University business are *not* reimbursable.

Unauthorized costs

You will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. No reimbursement for reduced fare advance purchase tickets will be made directly to employees prior to the completion of travel if charged on a personal credit card, since direct payment by the University is available using the Departmental Purchase Card.

Meals

You must be in travel status (more than 10 miles from your residence or official headquarters) to be eligible for [reimbursement of meals](#). Actual reimbursement amounts depend on your departure and return times, as follows:

If you receive reimbursements for meals on non-overnight travel, this amount could be considered income and be reported on your W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented. If you are claiming reimbursement for such business meals, documentation must include the name and affiliation of the person sharing the meal and the nature of the business discussed.

Lodging

Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your responsibility and will be reimbursed as part of the lodging expenses upon completion of the trip.

- Actual lodging expenses will be reimbursed; however, more moderately priced accommodations must be made when a choice is available. Employees should request a state or government rate when available.
- No reimbursement will be made for overnight lodging within 50 miles of your residence or official headquarters.
- The expense for shared lodging may be reimbursed to one employee if only one original itemized receipt is obtained. If the room is shared with other than a University employee, the single room rate will apply.
- All necessary and reasonable tips for baggage handling will be reimbursed.

Miscellaneous expenses

Movies, bar bills, laundry, room service, safes and security insurance, health or spa fees, etc., will *not* be subject to reimbursement on the travel expense report. These are considered personal in nature and are your responsibility.

Foreign travel

Travel outside the continental United States, Alaska, Hawaii, Canada, Puerto Rico or the Virgin Islands require approval prior to departure. Foreign travel funded from sponsored program activities must be approved in advance by Sponsored Programs Accounting.

While on foreign travel, actual lodging expenses will be reimbursed. Fees for the purchase of traveler's checks, passports and visas will be reimbursed provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate and computation should be shown on each receipt.

When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed. These rates are listed at the following website: [U.S. Dept of State Office of Allowances](#)

The Provost Advisory Council approved a risk management recommendation to require all Clemson students to obtain [international travel insurance](#) when traveling abroad. This applies to both faculty-led and semester abroad programs..Contact the [Office of Risk Management](#) at (864) 656-3354 for additional information.

Travel by automobile

Automobile transportation may be used when common carrier transportation cannot be arranged satisfactorily, or to reduce expenses when two or more University employees are traveling together.

University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available.

Taxi fares and reasonable tolls will be reimbursed to the individual. Receipts must be furnished if claiming airport, hotel or parking garage parking of more than \$5.00.

No reimbursement will be made to operators of state-owned vehicles who must pay fines for moving or non-moving violations.

Rental cars

Travelers should check with several car rental agencies for the most competitive rates. Address insurance requirements with the rental agency. If you do not take the insurance from the vendor, your personal insurance will be required to provide the coverage. Clemson University will only cover you if the rental is in Clemson University's name. Most national car rental companies require a personal credit card which obligates the person renting the vehicle.

Registration fees

Registration fees in the amount necessary to qualify you to attend conventions, meetings, conferences, etc., are allowed. These fees can be paid using the Departmental Purchase Card at least ten days to two weeks before the deadline of the meeting. If this is not prepaid, and is paid at the time of registration of the meeting, reimbursement will be made after the trip is completed. You *must* have a detailed receipt that indicates the means of payment.

Receipts

Student travelers must submit a receipt for each expense of \$5.00 or more, except for meals, taxi fare, tolls and portage. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted.

Travel awards

The Clemson Graduate Student Government (CGSG) awards Professional Enrichment Grants (PEGs) in amounts of up to \$750 to full-time graduate students toward their attendance at conferences and other professional development events. See the CGSG website for application information [Clemson Graduate Student Government: PEGAS](#).

[Clemson Inclement Weather Resources](#)

Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement.

[Clemson Hazardous Weather Procedure](#)

Parking

Parking permits are issued for parking in specific campus zones and are based on the category of the applicant. To the extent possible, parking permits, parking stall paint color and parking areas on the parking map are color-coordinated. To review the different types of parking permits available please refer to the Parking Services website [Clemson Parking and Transportation Services](#).

Student Advisory Council

Students in the program annually select student representatives, one from each year's class, who serve as the formal liaisons between the graduate students and the departmental faculty. These student representatives may attend faculty meetings, except when the faculty determine that their attendance would be inappropriate (e.g., when other students or faculty personnel issues are discussed). The campus chapter of SCAPA coordinates these elections.

Political, religious activities

The University cannot engage in political and religious activities. Therefore, it is departmental policy that no political or religious signs will be displayed in Lee Hall. Nor should University email lists/systems be used to transmit political or religious messages.

[Clemson Public Prayer Policy](#)

Campus Facilities and Resources

Emergencies

Dial 911 if Emergency to ensure that the proper authorities are dispatched (includes medical, police, and fire)

Clemson University Police Department, (864) 656-2222, For minor emergencies after hours, call Program Director, at (Home) 864. or (Cell) .

- In case of fire, exit the building immediately. Use stairwells; DO NOT use the elevator.
Clemson Fire Safety Policies and Regulations
- In case of tornado warning, take shelter in a basement, bottom-floor hallway, interior hallway, or small interior room with no windows. Use stairwells; DO NOT use the elevator.
- [Clemson Safe Alerts and Warning Sirens](#) will inform you of emergencies or disruptions to campus services. [Register](#) for Clemson University emergency communications and other important information via text message and email.

[Clemson Transit Services Resources](#)

Campus shuttle bus

Clemson University offers a shuttle service to transport students between the main campus and the Research Park during fall, spring and summer semesters. [Clemson Research Park Shuttle](#) schedule

Graduate Student Government

The [Graduate Student Government \(CGSG\)](#) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental CGSG representatives are elected. The biweekly senate meetings are open to all graduate students. For more information, see the [Clemson University Graduate Student Government website](#) or contact the CGSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.



[Clemson Libraries](#)

R.M. Cooper Library

Located on campus adjacent to the reflecting pool, the main library celebrated 50th anniversary and houses more than 1.5 million items, including books, periodicals and microforms. 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 [CCIT Support Center](#), a [Cooper Library Coffee Shop](#) and [Cooper Library P.O.D. Convenience store](#). For more information about the library, call (864) 656-3024 or the [Library Hours of Operation](#) at (864) 656-3027.

The library also has two satellite branches. The [Emery A. Gunnin Architectural Library](#), located in Lee Hall, provides materials on architecture, visual arts, city and regional planning, building science and constructions, and landscape architecture. Its extensive slide library can also be helpful to those interested in history, art, etc. The library's [Special Collections Unit](#), housed in the Strom Thurmond Institute building, contains rare books, manuscripts of prominent South Carolinians, and materials relating to the history of Clemson University and South Carolina. A smaller, specialized collection is also located in the Chemistry Library in Hunter Hall.

Copy services

[Clemson Print Smart Managed Document Services](#)



[Clemson CCIT Paw Printing system](#)

Copiers are available in the Cooper Library on various levels. Student Services also provides copiers at the Manning Hall Lobby, Calhoun Courts Commons Building basement, and the Students Government Complex.

The Union Copy Center, located on the first floor of the Hendrix Center, provides self-service and counter services to students. For more information and hours, call (864) 656-2725.

The [Campus Copy Shop](#) offers self-service copiers. They also provide full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMTs, typesetting and design, Notary etc. They also may be a pickup location for course notes. For more information and hours, call (864) 654-3863.

University Union, Hendrix Student Center, and Brooks Center

The [Edgar Brown University Union](#), the [Hendrix Student Center](#), the Barnes Center and the [Brooks Center for Performing Arts](#) provide social, educational, cultural, and recreational activities for members of the University and larger community. Hundreds of varied activities are offered to the campus community each year, including films, videos, concerts, bands, comedy and variety acts, short courses, speakers, game tournaments, cultural arts performances, outdoor recreational trips, group travel, and special events.

University Bookstore

The [Clemson University Barnes & Noble Bookstore](#) stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe.

University Student Health Services

The [Redfern Student Health Center](#) on campus provides health services to University students. Redfern offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women's health issues, nutrition, anxiety, depression, counseling, dermatology, and orthopedic clinics. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASK-A-NURSE telephone services are also available.

Dial 911 for Emergencies.

If you have questions about medical services provided, call Redfern Health Center at (864) 656-2233. If you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 656-1541.

For [Counseling and Psychological Services \(CAPS\)](#) care, you may visit the CAPS CU Now walk-in clinic that operates from 10 am–2:30 pm, Monday–Friday or call CAPS [864-656-2451](tel:864-656-2451).

In case of an after-hours psychological or interpersonal violence related emergency, call Clemson University police at 864-656-2222 and ask to speak with the CAPS on-call counselor.

Crisis Resources for Immediate Help

For service hours or other information access link at [Clemson Student Health Services](#).



Fike Recreation Center

Graduate students may use [Swann Fitness Center at Fike Recreation Center](#). For specific information about the facilities and activities offered, visit [Clemson Campus Recreation Resources](#).

Sporting events

Graduate student on assistantships may purchase season tickets for Clemson football and basketball games at a discounted rate. If interested, inquire at the IPTAY ticket office (864) 656-2118). <http://www.clemsonigers.com/>

[Clemson Tiger Athletics](#) for ticket distribution



Campus parking

Parking on campus is restricted and requires a permit that can be purchased at Parking Services located on the ground level of the Edgar Brown University Union ((864) 656-2270) or via their website at [Clemson Parking and Transportation Services](#).



NEARING GRADUATION

Graduate School Deadlines

The Graduate School sets deadlines for the following items. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate.

Form/process	Approximate deadline*
Submit your final GS2 to Enrolled Services	End of the term prior to the term in which you plan to graduate
Complete online application for diploma (formerly Form GS4)	Within the first four weeks of the term in which you will graduate
Written notification of defense submitted to Enrolled Services	At least 10 days prior to your defense.
Submit completed thesis/dissertation electronically for formatting review	Two weeks prior to graduation
File GS7M with Enrolled Services	Upon completion of the TP/Thesis defense (usually in April of the second year)
All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office	One week prior to graduation

*Refer to the [Clemson Graduate School Graduation](#) website for actual deadline dates. All [Graduate School forms](#) are available online.

Thesis/Terminal Project

The purpose of a thesis is to demonstrate your capability to:

- Formulate a research problem;
- Demonstrate knowledge relevant to a meaningful resolution of a specific problem;
- Effectively plan the work leading to the completion of the problem;
- Report the results of your research in concise, precise professional style.

In order for a student to do a [Thesis](#) in the MCRP program, it is our policy that a full (and compelling) literature review is necessary and must be completed in the first (CRP

8580) semester. In addition, by the end of CRP 8580, a methodology consistent with that literature review would be required, along with a draft of an introductory section.

A Terminal Project is basically a report that would be completed by a professional planner. Examples might include: corridor studies, feasibility studies, downtown renewal studies, or specific plans. The methodology may be clearly defined and similar studies have been done in other locales. However, the specific setting has not been analyzed, the student has never done such a study, and thus learns through working his/her way through the study process.

Students interested in a Terminal Project would be advised early in the CRP 8580 process to focus their literature review efforts to coverage of relevant approaches taken and examples of similar studies. The literature related discussion in a Terminal Project would be much shorter than that found in a thesis, focusing on reviewing similar studies, data availability, and methodology.

General guidelines

Differentiating between a thesis and Terminal Project is a problem faced by many planning programs. The ends of the continuum are theoretical research and application/project. In reality, the specific line of demarcation between these two poles becomes blurred in planning, which is an applied area of study. In short, a thesis is issue rather than project oriented. Furthermore, a thesis seeks to answer questions raised in a literature review. In other words, a thesis tests a fully developed research hypothesis. These answers are derived from data analysis, case studies or literature. The linkage between the literature review and research questions is an important element in a thesis.

The goal of the CRP 8580/8600/8590/8910 process is to enable students to learn the process of working through and completing a professional study and/or applied research report. Dividing this challenging process into clear pieces enables a student to both learn the process and finish his/her study during two semesters. A major element of this process is helping the student focus the topic adequately.

All terminal projects and theses shall be prepared in accordance with guidelines established by the [Graduate School Thesis and Dissertation](#) forms and other resources. This guide provides advice on preparing an acceptable and effective project or thesis. You should consult this guide before beginning the writing phase of your graduate research. Pay particular attention to [formatting requirements](#).

For further guidance on writing theses or terminal projects, copies of manuals are available in the Gunnin Library.

Planning

Task planning is a very important part of any research program. The deadlines for the tasks depend on the date of anticipated graduation and are presented in the [Graduate School Announcements](#). A list of the [deadlines](#) is also available from the Graduate School website. Failure to meet any of these deadlines will result in postponement of your graduation.

You must allot sufficient time for writing the thesis or terminal project. It is highly recommended that you fully complete your thesis/terminal project before leaving the University. Many former students who left without completing their thesis/terminal project still have not completed their degree requirements. Experience shows it is very difficult to complete a thesis/terminal project after leaving the University.

Archives of previous manuscripts

Prior students' manuscripts are available for your review. You can view them at the Gunnin Library or [Tiger Prints Theses and Dissertations](#). Many faculty members also maintain copies of manuscripts of students for whom they served as Major Advisor. Your committee members may be able to direct you toward pertinent examples for your review.

Proposal preparation, format, contents

The proposal is a persuasive document intended to present a brief, concise argument about the worthiness of your research. You should complete a final draft of the proposal by the end of your third semester. The written document should reflect your effort and not that of your Major Advisor. Your Major Advisor may work with you on points of clarification to improve the structure of the document.

CRP 8580 provides an opportunity for students in their final year of studies in the planning program to develop a proposal for their terminal paper or thesis. Students are responsible for completing the research, writing and editing necessary for an acceptable proposal.

Your Major Advisor will review your initial draft and offer suggestions for changes. Upon his/her approval, you or your Major Advisor will distribute copies to the other Advisory Committee members for their comments.

Writing the thesis or terminal project

The writing process usually begins toward the end of the research period. The document must be written in a format that is acceptable to the Graduate School for theses and dissertations or the City and Regional Planning Program for a terminal project. You should follow the formatting rules provided by the [Clemson Graduate School Theses and Dissertations Format](#). The Graduate School's manuscript website provides examples of properly formatted pages, tables and figures. You can format the document yourself, or hire someone to do this for you. It typically takes anywhere from 10-30 hours to format a manuscript at a per hour fee. Formatting can be difficult and it is often more efficient to leave this activity to a professional. The Graduate School's website offers a list of typists available in the Clemson area.

Schedule and Deliverables

Sample Schedule for MCRP students in their second year:
(This is an example only. Actual dates are in the syllabus for CRP 8580 *Mixed Methods for Planning Practice*.)

CRP 8580/8600 (example):

- Aug. 23 Develop idea, read related TPs/theses, meet with related faculty, identify an advisor, discuss possible committee members; *your chair should be selected, reviewed by the faculty and recorded by 8/31.*
- Sept 10 **Develop a 1-2 page proposal** that provides a starting point in addressing these five issues:
1. area of interest/problem statement
 2. related studies/projects/literature to be reviewed
 3. basic question to be answered
 4. methods used to address the question
 5. expected or desired outcome
- Sept. 8-12 Meet with chair of TP/Thesis to discuss proposal.
- Oct. 8 **Complete draft Review of relevant literature** and extensive bibliography, organized in substantive format. (Turn in draft to TP chair by 10/4.)The literature review for a TP would identify similar studies, methods used, applications of the studies, and data sources. For a thesis, the literature review would include a history of the issue, alternative viewpoints, similar studies and their implications, and questions of interest.
- Oct. 13-17 Meet with chair & committee to discuss literature review and bibliography and general direction/methodology of TP/thesis.
- Nov 5 **Turn in research questions and initial methods to chair**
- Nov. 14 **Submit TP/thesis proposal to committee:** Draft of introduction, literature review and methodology overview (refer to the research proposal outline presented in class)
- Nov. 14-24 **Meet with committee/faculty -- oral defense**
- Dec. 8 Revised introduction, literature review and methodology (*to chair*)

CRP 8590/8910 (example):

- Jan 14 **Clear outline of the methods**, data collection and analysis processes (*chair*)—what you have not specified will haunt you.
Awareness of formatting requirements for 859 & 891
- Jan. 19-25 Meeting with TP chair to discuss methods
- Feb. 16 **Preliminary results and conclusions** (*to committee*)
- Feb 21-25 Meeting with committee to discuss preliminary results
- Mar. 9-13 Meeting with TP chair to review preliminary conclusions
- April 1 **Copy of TP/thesis draft to committee**
(**APA conference April**)
- April 6-7 **Presentation and defense of the TP/Thesis** (*to faculty*)

[thesis defenses 10 days prior to GS deadline]
April 23 GS-7 & **Final draft of thesis** to Graduate School for theses.
April 30 **Final draft of TP (to chair).**

As a result of their review of the written document and your oral examination/defense, your Advisory Committee may require that you do more work. After completion of that work and a successful final oral examination, your Advisory Committee will provide any comments or corrections that you must make to your manuscript. After you make the corrections, you must submit your manuscript electronically to the Graduate School for formatting review (see below).

Formatting guidelines and electronic submission

If you are doing a thesis, then you must submit the manuscript electronically to the Manuscript Review Office of the Graduate School for formatting review. The Graduate School enforces specific formatting guidelines to ensure that your manuscript is considered credible and professional. Templates, examples and specific guidelines are provided on the Graduate School website (www.grad.clemson.edu/manuscript) to assist you in formatting. You will not be allowed to graduate until the Manuscript Review Office has approved your final manuscript.

The Manuscript Review Office uses an [electronic thesis/terminal project submission process \(ETD\)](#). Hard-copy (i.e., paper) manuscripts will *not* be accepted. Not only does this process make your manuscript more accessible, but it also costs you much less due to the minimization of printing costs.

In addition, the department recommends students format all citations and corresponding entries in the list of references according to the Publication Manual of the American Psychological Association, Sixth Edition (American Psychological Association, 2009), except include both volume and issue number for all periodicals. If citing information from the Web with a URL instead of a DOI, include the date it was retrieved. Your Major Advisor will be cognizant of departmental practices regarding the quality of the manuscript at the various review stages and of the wishes of the department chair, as an ex-officio committee member, to exercise the option of approving the manuscript in its final form.

For terminal projects (TP), you do not have to go through the Manuscript Review Office. Digital versions (PDF) of terminal projects will be placed in [TigerPrints](#), the digital archive maintained by the Gunnin Architecture Library. Detailed information about this process will be provided as second-year students approach graduation.

Patent, copyright/publishing information

Clemson University and the Department of City Planning and Real Estate Development retains full ownership rights to any inventions, discoveries, developments and/or improvements, whether or not patentable (inventions), which are conceived, developed or reduced to practice, or caused to be conceived, developed or reduced to practice by graduate students during the course of their research activities conducted as part of any Graduate School curriculum. Any such invention will be handled by the University in the same manner as set forth in The [Faculty Manual](#) of Clemson University.

[Clemson University Intellectual Property Policy](#)

You will retain copyright ownership of your thesis/dissertation. However, the right to publish research will be maintained by the Department of City Planning and Real Estate Development. Copyright ownership of any research publications will be determined by University policy and by the policies of organizations responsible for publishing or distributing copyrighted materials.

All graduate students should keep a formal notebook for recording research procedures and results. Students are urged to study the recommendations for maintaining proper research records that are listed at University's Policies then scroll to Patent Policy).

All data, research notebooks and related materials (slides, pictures, graphs, publication reprints, etc.) generated by any graduate student within the department are the property of the department and will remain in the department after your graduation/departure. You must collect these materials and submit them to your Major Advisor before you graduate/depart. The major advisor will have final authority on the disposition of any or all of these materials.

[Clemson Patent and Trademark Resource](#)

Thesis/Terminal Project Defense

Masters Thesis/Terminal Project Defense

An oral examination given at least three weeks before graduation will serve to examine your dissertation research. (See [deadlines](#) set by the Graduate School for the specific date for each term. You are required to provide a broad and penetrating interpretation of your research project and conclusions. Your committee members should receive a final draft copy of the dissertation at least ten working days before the examination. This examination will be conducted under the authority of your Advisory Committee. All City and Regional Planning faculty members will be invited to participate in the examination and to provide comments to your Advisory Committee.

Successful completion of this defense will result in a recommendation ([GS7 Final Approval Form](#)) by your Advisory Committee to the Graduate School that the Master's degree be awarded.

Unsatisfactory performance on the defense will result in a requirement for complete re-examination (with or without recommendations for additional work) or dismissal.

Expectations

The oral defense will be in front of a panel consisting of your Advisory Committee. The defense is graded on a Pass/Fail basis. A majority is needed to pass.

Only two attempts to pass the oral defense will be granted.

The oral defense is based on:

1. An oral defense of your research;

2. General questions in city and regional planning as related to your research. You must also be prepared to answer basic questions about city and regional planning beyond your area of specialization.

You will be expected to have an in-depth knowledge in your selected research area. In addition, you are also expected to be ready to answer all pertinent questions in the area based on the courses taken at the time of the examination that the panel deems relevant to the area of the proposed area of research.

You must also be able to critique/defend approaches and methodologies you used and others cited in the literature.

Timing

You must complete your final examination(s) at least three weeks prior to graduation. We recommend that you set the schedule for the exam(s) with your Advisory Committee as early in your final semester as possible, to ensure their availability and your completion of the requirement.

Application for Diploma

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the [deadline](#), you must contact Enrolled Services. Late fees will accrue the first day after the deadline and each business day thereafter to a maximum. **If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.**

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via [form GS2 Plan of Study](#) must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the [Clemson University Bookstore](#)'s website at for deadlines and more information.

Final Check-Out/Exit Interview

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

- ❑ Turn in all keys to the Administrative Coordinator in Lee Hall.
- ❑ Be sure that all your equipment and supplies are returned to stock.
- ❑ Be sure that any portion of the office that you occupied is clean and ready for another occupant. Please leave your office in the condition you would have liked to have found it originally.
- ❑ Return all borrowed materials (books, journals, etc.) to their appropriate location.
- ❑ Inform the Program Director that you are leaving and have complied with all regulations. Schedule your exit interview.
- ❑ Complete the departmental Graduate Student Exit Interview form. An email with e-sign up form will be sent to you near the end of semester of graduation for each candidate to choose a time to meet to discuss the program.

HANDBOOK/POLICY ADMINISTRATION

Process for Departmental Review of Program Requirements

At the end of your program, you will be requested to complete a Program Assessment form and exit interview with the Program Director. In addition to the student assessment of the program, the departmental graduate committee and Program Director will conduct a full program review at least every five years in accordance with the accreditation process. The review will consider the department's admission policies and criteria, advising policies, curriculum and website. The committee will assess the program, its policies and written documentation with respect to consistency, accuracy, rigor and pertinence.

Support Services

Grievance policy and ombudsman information

[Clemson Academic Grievance Policy](#)

[Clemson Graduate School Handbook](#)

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).

Procedure

Grievances must be filed with the Graduate School within 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 IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School's policies. For more information about the procedures, refer to the [Graduate School Announcements](#).

[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 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 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.

Concerns should be directed to the [University ombudsman](#) by letter, appointment or telephone.

University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 333 Old Greenville Hwy; telephone (864) 656-4353 or (864) 656- 1750; email ombudsman@clermson.edu.

Counseling services

The demands of graduate school can sometimes seem overwhelming. If you feel you could benefit from talking to a counselor — about grad school stress or any other issue — you may be eligible to receive services from the [Counseling and Psychological Services program \(CAPS\)](#), located in Redfern Health Center. To learn about their programs, visit the CAPS website or call them at (864) 656-2451.

Organizations



<https://www.planetizen.com>



<https://www.planning.org/>



<https://uli.org/>



American Planning Association
South Carolina Chapter

<https://scapa.org/>