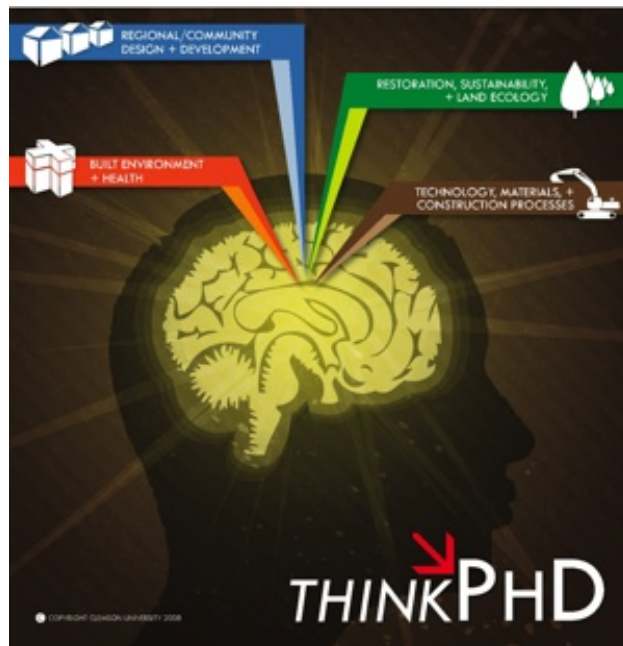


# GRADUATE STUDENT HANDBOOK 2021-2022



## DOCTORAL PROGRAM IN PLANNING, DESIGN AND THE BUILT ENVIRONMENT (PDBE)

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**THE GRADUATE SCHOOL**  
CLEMSON UNIVERSITY

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# INTRODUCTION

## Welcome/Purpose of this Handbook

Welcome to the doctoral Program in Planning, Design and the Built Environment (PDBE) 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 PDBE, 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 program. 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 program. 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.

These rules and requirements are in addition to and subordinate to those described in the *Graduate School Announcements*, which you can find at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm) or through the Graduate School office in E-108 Martin Hall. 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

Interim Program Director: Dr. W. Elysse Newman  
elyssen@clemson.edu  
3-103 Lee Hall  
864-656-9845

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.

Program Admin Assistant: Connie A. Robinson  
cornelr@clemson.edu  
2-119 Lee Hall  
864-656-3260

Program HR Assistant: Reva Kaufman  
[kreva@clemson.edu](mailto:kreva@clemson.edu)  
3-114 Lee Hall

*Faculty Listing*

<b>Name</b>	<b>USERID</b>	<b>Office</b>	<b>Office Phone</b>
<b>Architecture</b>			
Allison, David	adavid	2-144 Lee Hall	656-3897
Battisto, Dina	dbattis	2-138 Lee Hall	656-3900
Blouin, Vincent	vblouin	112 Olin Hall	656-5352
Choma, Joseph	jchoma	1-160 Lee Hall	
Ersoy, Ufuk	uersoy	3-115 Lee Hall	656-3938
Franco, David	francos	2-311 Lee Hall	
Joseph, Angali	anjali	2-141 Lee Hall	656-2273
Kleiss, M. Carlos Barrios	jbarrio	3-123 Lee Hall	656-3912
Laurence, Peter	pl Lauren	2-321 Lee Hall	656-3894
Mihalache, Andreea	amihala	2-313 Lee Hall	
Newman, Winifred Elysse	elyssen	3-103 Lee Hall	656-9845
Stevens, James	jsteve	3-126 Lee Hall	656-3895
Wortham-Galvin, B.D.	bdworth	Charleston, SC	843-730-5262
<b>City and Regional Planning</b>			
Dyckman, Caitlin	dyckma	2-319 Lee Hall	656-2496
Gaber, John	ygaber	3-109 Lee Hall	656-1208
Morris, Eric	emorri7	2-317 Lee Hall	656-4094
Ramos-Santiago, L. Enrique	eramoss	3-125 Lee Hall	656-4945
<b>Construction Science</b>			
Bausman, Dennis C.	dennisb	2-133 Lee Hall	656-3919
Burgett, Joseph	jmburg	2-134 Lee Hall	656-6739
Clarke, Shima N.	shimac	2-131 Lee Hall	656-4498
Gajjar, Dhaval	Dgajjar	2-137 Lee Hall	656-3885
Jackson, N. Mike	nmjacks	2-123 Lee Hall	656-3878
Lucas, Jason	jlucas2	2-136 Lee Hall	656-6959
Mousavi, Ehsan	mousavi	2-132 Lee Hall	656-7473
Sharma, Vivek	viveks	2-135 Lee Hall	656-3885
<b>Landscape Architecture</b>			
Chang, Hyejung	hyejunc	3-120 Lee Hall	(505) 506-1236
Nassar, Hala	hnassar	2-219 Lee Hall	656-2499
Padua, Mary	mypadua	3-109 Lee Hall	656-3925
Powers, Matthew	powers8	3-116 Lee Hall	656-4408
Schurch, Thomas	tschurc	3-125 Lee Hall	656-1055
<b>Real Estate Development</b>			
Buckman, Stephen	stbuckm	1 N. Main St, Greenville, SC.	656-2476

## Mission Statement

The Southeastern United States is growing rapidly. This growth has brought relative prosperity along with inevitable growing pains. In the process, the landscape has changed from rural fields and woodlands to coastal resorts, industrial complexes and sprawling residential communities. With this changing landscape, the character of the region will be influenced increasingly by the quality of the natural and built environment. The mission of the Ph.D. program in Planning, Design & the Built Environment is to prepare a new generation of academics and professionals to deal with the diverse and complex issues relating to the next round of human development. The program is interdisciplinary, drawing a core from the fields of architecture, landscape architecture, city and regional planning, and construction science. Graduates of this program will be well prepared to address increasingly complex issues relating to human settlement patterns and the built environment. The program will develop strong linkages with both the development and conservation communities within the state and region.

## About the Program

The Ph.D. program in Planning, Design and the Built Environment is designed as a transdisciplinary, three-year post-masters degree program. In most cases students will enter the program with a master's degree in one of the design disciplines of architecture, landscape architecture, planning, construction science or real estate development. Students with advanced preparation may take slightly less than three years. Students from other disciplines including engineering, business or the social sciences may be required to take prerequisite coursework as the core courses require some previous coursework experience.

## ADMISSIONS

### Process

*When do I apply?*

The first, and most important, step in applying to the Ph.D. in Planning, Design and the Built Environment program is to identify and contact a faculty member with whom you have similar research interests and discuss potential opportunities in his or her research agenda. Students are not admitted to the program without a faculty member having indicated willingness to serve as Major Advisor. Information concerning opportunities in specific fields of study and faculty research interests, including email contact information, can be found here <http://www.clemson.edu/caah/pdbe/people/index.html>.

The PDBE Admissions Committee begins reviewing graduate student applications for admission to the program and for a graduate assistantship after **January 1st** of each year, but students are encouraged to apply in early **November and December** as graduate assistantships are competitive. Students who will be supported through

graduate assistantships are, in general, admitted only in the fall semester of each academic year. Individual faculty members must indicate their intention of supporting prospective applicants on graduate assistantships to the PDBE Admissions Committee prior to a student's acceptance into the graduate program.

### *What do I need to apply?*

Online applications for graduate degree programs are found on the Graduate School website. There is a \$65 nonrefundable application fee for domestic applicants and a \$75 nonrefundable fee for international applicants; the fee can be paid by credit card. The Program also requests each applicant include a written Statement of Purpose (no more than 2 typewritten pages), outlining your general interests in graduate research and your future career goals and a Portfolio (that could include but is not limited to a research statement, writing samples, and samples of completed projects).

The following materials are required before an application is considered complete and will be forwarded to the program (remember to receive consideration for a graduate assistantship all materials except the statement of purpose and portfolio should be sent directly to the Graduate School and should reach Graduate Admissions no later than January 1st of each year):

1. On-Line application form found on the Graduate School website <http://www.grad.clemson.edu/Admission.php>.
2. Non-refundable application fee.
3. Two (2) official, un-opened (with seal) copy of your transcript from each college or university attended.
4. GRE scores (no more than 5 years old; Clemson's institution code is R51111).
5. Letters of recommendation - 3 required for Ph.D. applicants – 2 of which must be from academics.
6. TOEFL scores \* (no more than 2 years old).
7. Statement of Purpose and Portfolio

\*TOEFL is required of all international students whose native language is not English.

### *How do I apply?*

The online Clemson Graduate Application can be accessed through the following link: <http://www.grad.clemson.edu/Admission.php>



### *What happens after I apply?*

Once **ALL** application materials (items 1- 7 listed above) have been received by Graduate Admissions, your file will be forwarded to the PDBE Program. Applicant files are reviewed by the PDBE Admissions Committee who will determine whether candidates meet the minimum requirements for admission into the program. These applicants will also be reviewed by the program faculty, who must accept a student by agreeing to serve as Major Advisor. Upon assignment to an advisor, the applicant will be admitted to the program and informed of the decision through the formal notification of Graduate Admissions.

The entire process takes from 4-6 weeks, thus applicants are usually notified of their acceptance or decline by mid-March of each year. If you have not received a decision letter by April 1st, you may email the program Director (Dr. Mickey Lauria, [mlauria@clemson.edu](mailto:mlauria@clemson.edu)) to inquire about the status of your application. Your application status can be checked at <https://www.applyweb.com/clemsonq/index.ftl>.

The following guidelines are used by the PDBE Admissions Committee to determine each applicant's acceptability for the program. These benchmarks are guidelines, thus applicants may be considered acceptable by the PDBE Admissions Committee even if one or more benchmarks are not absolutely met.

**GRE score:** A combined score of 309 on the Verbal and Quantitative sections of the GRE and an Analytical Writing score of = 5.0.

**GPA:** A cumulative grade point average of 3.0 from undergraduate degree institution and 3.5 from Master's degree institution.

**TOEFL** (international students): > 100 (internet score), 300 (computer score) or equivalent on other recognized tests.

Strong letters from recommenders that speak to an applicant's academic skills and research potential: 3 required of which two must be from academics.

A promising Portfolio of prior work relevant to the doctoral program.

### **Foreign language requirement**

The PDBE 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 both the Program Director 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 program's, to request a transcript of transfer credits to be sent directly to the Graduate School.

In any case, 12 credit hours may be transferred from an accredited institution. At the same time, no more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program. 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 <https://www.clemson.edu/registrar/academic-catalogs/>.

### **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. Due to the frequency of changes implemented by the state legislature in past years, those criteria are not elaborated here. If you are interested in establishing South Carolina residency, review the up-to-date information at <https://www.clemson.edu/financial-aid/residency/requirements.html> Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2281).

### **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**

### *Student expenses*

International students must certify access to a minimum of one year’s estimated expenses. See [https://www.clemson.edu/campus-life/campus-services/international/forms\\_folder/IS50\\_Financial\\_Certification.pdf](https://www.clemson.edu/campus-life/campus-services/international/forms_folder/IS50_Financial_Certification.pdf) for more details or contact the International Affairs Office (E-303 Martin Hall, (864) 656-3614).

### *Student visa*

You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

When your application to the Graduate School has been accepted and your language and financial abilities are certified, Campus Immigration Services will issue you an I-20 or DS-2019. Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the Campus Immigration Services website at <http://www.clemson.edu/campus-life/campus-services/international/index.html> or contact them at (864) 656-3614.

### *International Social Security number*

If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. International students are required to complete Human Resource paperwork at E301 Martin Hall. It is also required to see Reva Kaufman in Room 3-114 Lee Hall to complete all payroll paperwork after going to E301 Martin Hall. 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.

## **Costs**

For current tuition and fees, see <https://www.clemson.edu/finance/student-financials/tuition-fees/19-20.html>.

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 February 1. However, applications received after those dates may still 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 program payroll by end of the second week of that semester.

## *Employment Paperwork*

If you have been awarded an assistantship, you must report to the program staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card). Timesheets for graduate assistants can be found on the program website <http://www.clemson.edu/employment/payroll/> .

## **General Information**

### *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*

Upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your "username" or "USERID". Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where "Jones2" is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, the Student Information System (SISWeb, now called Tiger Web) and the online Web Registration. You may also need to use your student username to access program-specific networks and files.

### *Tiger 1 Card*

Soon after you arrive, you will want to obtain your Tiger 1 Card. This is your official Clemson University photo ID card and 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 <https://www.clemson.edu/campus-life/tigerone/about.html> for more information).

You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. Bring a photo ID (driver's license, state-issued ID card or passport) to the Tiger 1 Card office located in the lobby of Fike Recreation Center. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

### *Email access, use*

Email is the most common medium used by the program and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your email regularly, at least once a day. If you are requested to respond, you should do so in a timely manner. Note that if you have an assistantship, you will have both a student and an employee email account and will be responsible for checking both on a regular basis.

### *Computers*

Various Computer labs are available on campus. The following link can be used to access lab hours and locations. [www.clemson.edu/ccit/help\\_support/labs/index.html](http://www.clemson.edu/ccit/help_support/labs/index.html). The GIS lab is located at 024 Hardin Hall.

### *Academic Continuity Plan*

Clemson has developed an Academic Continuity Plan for academic operations. Should university administration officially determine that the physical classroom facility is not available to conduct classes in (e.g., inclement weather emergency), class will be conducted in a virtual (online) format. The University issues official disruption notifications through email /www /text notification/Social Media.

When notified, use one of the following links to navigate to Clemson Canvas where you will find important information about how we will conduct class:

Primary access link: [www.clemson.edu/canvas](http://www.clemson.edu/canvas)

Secondary access link, if needed: <https://clemson.instructure.com/>

### *Parking*

Parking decals and further information may be obtained from Parking Services (telephone: 656-2270). They are located at G-01 in the Edgar Brown University Union. Vehicles must be registered immediately upon being brought to campus. The cost of registration for one year (Aug. 15 – Aug. 14 of the following year) is **\$178** (commuter) or **\$88** (for fall semester only), and motorcycle/moped registration is **\$36**. The prices do vary from year to year AND passes can be purchased mid-year at a discounted rate. See more parking information at <https://www.clemson.edu/campus-life/parking/>

## Registration

Prior to registration for your first semester of study, you must report to your assigned advisor and the Program Director. He/she will help you plan your initial program of study.

Registration is conducted entirely online. 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 demo of the online system at <https://www.clemson.edu/registrar/student-menu/registration/>. See the Registration Services website at <https://www.clemson.edu/registrar/contact-us.html>. If you have any further questions, please contact the Program Director.

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*

New graduate students are housed on campus as space permits, after all continuing student and freshman assignments are completed. The University has a small community of two-person apartments in Thornhill Village for single (unmarried) graduate students. In addition, single graduate students may request to live in other areas on campus, as space permits. Graduate students should call the Housing Office at (864) 656-2295.

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.

### *CAT Bus*

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 at [www.catbus.com](http://www.catbus.com).

### *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 CAT Bus. A wide range of restaurants are also available downtown and along Tiger Boulevard. The greater Upstate area, including Central, Seneca, 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 (<http://www.catbus.com/>).

## **Orientation**

All graduate students are required to attend the Graduate School orientation held on the Sunday before classes start in the fall. The PDBE 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 shortly after you receive your admissions acceptance packet.

## **GETTING THROUGH THE PROGRAM**

### **Student Responsibilities**

The PDBE program expects you to approach your graduate study in a professional manner. We expect all graduate students to put in at least five eight-hour workdays per week, and graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

### **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.

### **Curriculum**

The curriculum is divided into five content areas:

- core courses
- specialization courses
- elective courses
- comprehensive examination
- dissertation research.

Students will select from the traditional fields of architecture, landscape architecture, planning, construction science or real estate development to build disciplinary as well as a transdisciplinary concentration. Concentrations are to be drawn from faculty emphasis areas consisting of the Built Environment and Health; Regional and Community Design



and Development; Restoration, Sustainability and Land Ecology; and Technology, Materials and Construction Processes.

*Core curriculum*

<b>Content area</b>	<b>Courses</b>	<b>Hours</b>
Theory/History	Advanced Theory	3
	Disciplinary Readings in Primary Field—Architecture, Planning, Landscape Architecture, Construction Science, or Real Estate Development	6
Methods	Advanced Methods Courses—from selected options	6
Other Core Courses	Research Design	6
	Instructional Design Delivery	3
	Planning, Design, and the Built Environment Colloquium	4
Concentration Courses	Concentration coursework both within and outside the college	12
<b>Total Before Dissertation</b>		<b>40</b>
Dissertation		21
<b>Total Program Hours</b>		<b>61</b>

*Core courses*

The core consists of 28 hours of coursework, including advanced theory/history, advanced research methods (courses generally taken outside the college), readings courses within a disciplinary field, courses in research design and teaching technique, and a research colloquium. The core provides a foundation with some flexibility to tailor curriculum to individual needs within disciplinary fields of study as well as a forum to address issues of the built environment in a transdisciplinary setting.

### *Concentration courses*

Concentration courses may be taken within or outside the college. These courses add both breadth and depth in the student's area of concentration. Students develop an individualized course of study to reflect their individual focus and career objectives. Coursework must be approved by the student's faculty advisor and committee members.

### *Electives*

These courses add additional breadth and depth to the program. Students may add to their specialization coursework, select diverse offerings to complement that specialization or develop a minor with nine hours in a second specialization.

## **Course Descriptions**

### **PDBE 8010—Advanced Theory in Environmental Design and Planning—3 (3, 0)**

Critical assessment of history and theory in the fields of design, planning, and construction. Topics include scientific knowledge, interpretive and critical inquiry, theories of urban form and human settlement.

*Preq:* Master's-level course in theory related to design, planning, and construction.

### **PDBE 8040—Readings in Real Estate 3 (3, 0)**

Historical and contemporary readings in real estate development designed to provide exposure and depth of coverage for important works in the field.

*Preq:* PDBE 8010 and consent of instructor.

### **PDBE 8050—Readings in Architecture—3 (3, 0)**

Historical and contemporary readings in architecture designed to provide exposure and depth of coverage for important works in the field. May be repeated for a maximum of six credits.

*Preq:* PDBE 8010 and consent of instructor.

### **PDBE 8060—Readings in Landscape Architecture—3 (3, 0)**

Historical and contemporary readings in landscape architecture designed to provide exposure and depth of coverage for important works in the field. May be repeated for a maximum of six credits.

*Preq:* PDBE 8010 and consent of instructor.

### **PDBE 8070—Readings in City and Regional Planning—3 (3, 0)**

Historical and contemporary readings in city and regional planning designed to provide exposure and depth of coverage for important works in the field. May be repeated for a maximum of six credits.

*Preq:* PDBE 8010 and consent of instructor.

### **PDBE 8080—Readings in Construction Science and Management 3 (3, 0)**

Historical and contemporary readings in construction science and management designed to provide exposure and depth of coverage for important works in the field.

*Preq:* PDBE 8010 and consent of instructor.

**PDBE 8120—Seminar in Planning, Design, and the Built Environment 1 (1, 0)**

Weekly colloquium to provide a forum for faculty, students, and invited speakers to address important issues of the day. May be repeated for a maximum of four credits.

**PDBE 8150—Research Design in Planning, Design, and the Built Environment—3 (3, 0)**

Philosophy and method of scientific research. Within that context, students prepare a preliminary proposal for their dissertation research.

*Preq:* PDBE 8010, STAT 8010 or equivalent.

**PDBE 8160—Research Design Practicum—3 (3, 0)**

Provides an opportunity to improve and test the ability to employ the craft of research by carrying through a semester-length research project that will be the preliminary research for the student's dissertation project.

*Preq:* PDBE 8150 and consent of instructor.

**PDBE 8200—Instructional Design Delivery—3 (3, 0)**

Presents information on teaching technique including discussions of cognitive learning, motivation, course organization, interactive lecturing, and experiential learning.

**PDBE 9900—Directed Study—3 (3,0)**

Can be taken up to four times for a total of twelve credits.

**PDBE 9910—Doctoral Dissertation Research—21**

Can only be taken after a student has successfully passed their comprehensive exam and defended their dissertation proposal (or during the semester in which they are scheduled).

**Sample Curriculum**

	<b>First Year</b>	<b>Credits</b>
<b>Fall</b>		
PDBE 8010	Advanced Theory	3
PDBE 8040/50/60/70/80	Readings in the Fields Real Estate, Architecture, Planning, Landscape Architecture, Construction Science	3
PDBE 8120	Planning, Design, and the Built Environment Colloquium	1
STAT 8010 (example)	Advanced Methods Course	3
	<b>Total Fall Semester Credits</b>	<b>10</b>
<b>Spring</b>		
PDBE 8040/50/60/70/80	Readings in the Fields of Real Estate, Architecture, Planning, Landscape Architecture, Construction Science	3
PDBE 8120	Planning, Design, and the Built Environment Colloquium	1
STAT 8030 (example)	Advanced Methods Course	3

	Electives (e.g. CRP 8700) or concentration courses	3
	<b>Total Spring Semester Credits</b>	<b>10</b>
<b>Second Year</b>		
<b>Fall</b>		
PDBE 8120	Planning, Design, and the Built Environment Colloquium	1
PDBE 8150	Research Design	3
	Electives or Concentration Courses	6
	<b>Total Fall Semester Credits</b>	<b>10</b>
<b>Spring</b>		
PDBE 8120	Planning, Design, and the Built Environment Colloquium	1
PDBE 8200	Instructional Design Delivery	3
PDBE 8160	Research Design Practicum	3
	Electives or Concentration Courses	3
	<b>Total Spring Semester Credits</b>	<b>10</b>
	<b>Total Credits (minimum shown)</b>	<b>40</b>
<b>Third Year</b>		
PDBE 9910	Research/Work on Dissertation (must be registered for at least nine credit hours to be on an assistantship)	<b>21</b>

## Concentration Areas

### *Regional and Community Development and Design*

- History and theory of urbanization, architecture and the built environment
- Transportation, land use and development
- Housing and community development
- Urban design  
[contact: Dr. John Gaber]

### *Built Environment and Health*

- Intelligent healthcare environments (e.g., those embedded with information technologies)
- History and theory of the built environment
- Health communities
- Health and architecture  
[contact: Dr. Dina Battisto]

### *Restoration, Sustainability and Land Ecology*

- Sustainable building materials, systems and processes
- Design and planning of sustainable communities
- Historic buildings and landscapes (e.g., preservation, restoration, reconstruction, rehabilitation, cultural landscapes)
- Landscape ecology and environmental design  
[contact: Dr. Matthew Powers]

### *Technology, Materials and Construction Processes*

- Advanced building materials, systems and processes (including those sustainable, “intelligent” and/or biologically inspired)
- Intelligent environment (at all scales)
- History and theory of technology and building science  
[contact: Dr. M. Carlos Barrios Kleiss]

## **Comprehensive Examinations**

The purpose of the comprehensive exam is to provide a constructive experience that encourages students to solidify and synthesize their understanding of the program’s core courses and their individual program of study. The exam covers the core courses in the PDBE program, the area of concentration chosen by the student, and the dissertation proposal itself. The exam has a written section and an oral section.

The comprehensive exam is taken when the majority of coursework has been completed and the dissertation proposal developed. Most important, it should be taken when the student is ready, having gained mastery of the required bodies of knowledge. Examination content is developed by the student’s chair and committee in consultation with the student and approved by the PDBE Director. Prior to taking the comprehensive exam, students should consult with their advisor and the PDBE Director concerning the potential committee members and their plan of study, submit online the determined committee members (which must contain members from different disciplines within the PDBE program and a majority of PDBE Affiliate Faculty members) and the GS2 (form for plan of study), have their committee approve their draft dissertation proposal, and prepare a document—the “Comprehensive Exam Proposal”—including the following:

- A description of the major area of concentration (2-3 pages) and a bibliography covering that field of knowledge. The major field is a body of knowledge that lies at the core of the student’s research interests.
- A description of the minor field, if applicable (2-3 pages) and a bibliography covering that field of knowledge. Students are not required to have a minor field; it is optional. The minor field is a body of knowledge that supports or complements the student’s core research interest.
- A synopsis of the dissertation proposal, describing the dissertation topic, research questions, significance, research design, methods, expected outcomes, and any additional literature related to the dissertation topic.

This document will help the dissertation committee to formulate exam questions that are focused on the student’s specific areas of expertise. Students should develop this

document with their advisor and submit a draft to the PDBE program director for his/her review prior to receiving approval of their committee members.

### **Written Section:**

The content of the written section of the exam is developed by the student's chair and committee. The number of questions is up to the committee, but most exams involve 3-4 well-developed questions (Individual questions may be divided into component parts in order to provide more guidance for the student.). The written exam questions should cover the following:

- **Major field of concentration and program core** (history and precedent, theory and its evolution, and current issues and debates)
- **Minor field, if applicable** (history and precedent, theory and its evolution, and current issues and debates)
- **Research design, methods, theoretical foundations for the research methods** (Questions can involve *both* methods in general and the specific application of the methods to the dissertation research. Knowledge of the materials covered in core courses such as *Advanced Theory and Research Methods* is expected.)

Within these areas, the committee may construct questions so that the student can choose from several options (e.g., choose one question on research methods out of two provided). However, the exam cannot be constructed in a manner that lets the student opt out of any required areas. The exam must cover the core curriculum, major area of concentration, and research methods—and the minor field if applicable. The Program Director reviews the exam for compliance prior to its administration.

It is recommended that students have four days to complete the exam and one day to review and edit their answers. Answers to each question should be 10-15 pages (double-spaced with a 12-point font), with no answers longer than 15 pages. The majority of the committee must agree to pass the student on each question. If the answer to a question is unacceptable, the committee can require a rewrite or some other form of remediation. Alternatively, the committee can ask for an oral follow-up exam on a particular question, allowing a student to explain an answer in greater detail. If a student fails the exam, one retest is allowed.

### **Oral Section:**

The second part of the comprehensive exam is the oral defense of the dissertation proposal and oral follow-up to the written exam. It can be taken only after the written section of the exam is determined to be defensible by the committee. Normally, the oral defense will be conducted within a month of completing the written section. Concerning format, the student will prepare a presentation lasting approximately 30-40 minutes. Attendance at the presentation is open to all interested parties. After the presentation, the audience will be allowed to ask questions for about 20 minutes. Then, the dissertation committee and student will continue the examination in private. Finally, the committee will arrive at a decision concerning the outcome of the exam (without the student present) and then explain their decision and concerns with the student

afterwards. Committee members will evaluate the written examination and the oral examination of the dissertation proposal the written examination with the Rubric for Evaluating Doctoral Comprehensive Examination. The forms will be collated and submitted by the committee chair to PDBE Director and Ms. Connie Robinson for the files.

Upon successful completion of both sections of the comprehensive examination, combined with completion of the required core, concentration and elective courses (as described earlier in the PDBE Ph.D. Handbook), the student can file the *GS5D Results of the Doctoral Comprehensive Exam and Candidacy Form* (discussed further below). When all of the requirements are met, to the satisfaction of the Graduate School and the PDBE Ph.D. Program, the student is advanced to candidacy.

### **Scheduling:**

Scheduling the comprehensive examination is complicated by committee members' existing schedules. Ideally, the student should take their doctoral comprehensive examination in the spring semester of, or summer after, their second year in the program. Note that faculty are often available early and mid-May or early and mid-August, and usually unavailable during June and July.

Optimally, a student and advisor should begin the process of scheduling the examination in February, but no later than mid-March, of the student's second year in the program. This requires a discussion among the student, advisor, and program director to determine the appropriate committee members (see Advisory Committee section). After the committee is constructed (members agree to serve), the student's chair should confirm potential written and oral examination dates with the student and committee members at least 8 weeks in advance of the expected oral defense date. Scheduling the proposal defense and oral examination during the doctoral colloquium is recommended, but off-colloquium defenses can be arranged if necessary.

The student must provide their chair with a draft dissertation proposal and written comprehensive examination proposal (see above) at least 8 weeks prior to their expected oral defense date. The chair should be given two weeks to review and comment on both the draft dissertation proposal and the comprehensive examination proposal. After chair and program director approval, or a revision process and subsequent approval, the chair will circulate the draft dissertation proposal and comprehensive examination proposal to the other committee members. Committee members should be given two weeks to review and comment on the appropriateness of the comprehensive examination proposal and the quality of the draft dissertation proposal. If the committee determines that they are appropriate and defensible, a date can be confirmed for the student to sit the written portion of the examination. Afterwards, the committee should be given two weeks to review and comment on the quality of the student's written exam responses.

If the committee agrees that the written responses are defensible in an oral examination, the student then can present and orally defend their dissertation proposal and written exam responses in the doctoral colloquium or off-schedule if necessary.

### **Admission to Doctoral Candidacy**

Admission to the Graduate School does not qualify a student as a candidate for a doctoral degree. Such candidacy depends on the acceptance by the dean of the Graduate School of a written request for admission to candidacy. You should file this request, Form GS5D, once you have completed the prescribed graduate residence doctoral course work (dissertation research credits excepted) and have successfully undertaken the comprehensive examination(s). Your request for admission to candidacy must list each of the major and minor subjects to be offered for the degree and must contain the title of your proposed dissertation. The request must bear the signed approval of your Major Advisor and the Program Director.

You must be admitted to candidacy for the PhD degree at least six months prior to your dissertation defense.

### **Dissertation**

The purpose of a dissertation 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.

#### *General guidelines*

All dissertations shall be prepared in accordance with guidelines established by the Graduate School (see <https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html> ). This guide provides advice on preparing an acceptable and effective dissertation. 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 dissertations see copies of manuals available in the Gunnin or Cooper 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, <https://www.clemson.edu/graduate/students/deadlines.html> . Failure to meet any of these deadlines will result in postponement of your graduation.

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

#### *Library/listing/archives of previous manuscripts*

Prior students' manuscripts are available for your review at the Cooper and Gunnin libraries. 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 the spring semester of your second year as a doctoral student. 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.

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 dissertation*

The writing process begins during the research period. The document must be written in a format that is acceptable to the Graduate School for theses and dissertations. You should follow the formatting rules provided by the Graduate School at <https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>. 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 cost of \$10 to \$20 an hour. 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.

#### *Review and approval*

You should normally complete a final draft of your manuscript for your Major Advisor's approval at least four weeks before your oral examination/defense. Final copies of a

version approved by your Major Advisor must be submitted to your Advisory Committee at least two weeks before your defense. It is within the rights of any committee member to refuse to meet for your defense if they have not been given the two-week review period. Your final examination must be administered at least three weeks prior to the date on which your degree is to be conferred.

As you near completion of your dissertation, you must defend your work to your Advisory Committee in a formal setting open to the public. The actual structure and content of your defense is determined by your Major Advisor.

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*

Once you have defended your dissertation, you must submit it 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 (<https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>) 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 dissertation 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.

For more information about ETD and the formatting process, see <https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>.

Your Major Advisor will be cognizant of program practices regarding the quality of the manuscript at the various review stages and of the wishes of the program director, as an ex-officio committee member, to exercise the option of approving the manuscript in its final form.

#### *Patent, copyright/publishing information*

Clemson University and the PDBE program retain 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. <https://www.clemson.edu/faculty-staff/faculty-senate/manual.html>

You will retain copyright ownership of your dissertation. However, the right to publish research will be maintained by the PDBE program. 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 the University's Patent Policy page (<https://www.clemson.edu/research/industry-contracts/researchers.html>).

All data, research notebooks and related materials (slides, pictures, graphs, publication reprints, etc.) generated by any graduate student within the program are the property of the program and will remain in the program 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.

### **Residence for Doctoral Degree**

Residence is a necessary concept in graduate education, particularly in the preparation of the dissertation. The purpose of residence is to require you to spend a specified minimum amount of time in direct personal association with members of the faculty of the University and under direct advisement of your Major Advisor and Advisory Committee, and to participate in other normal activities pertinent to graduate education such as seminars and close association with other student researchers.

To receive the Doctor of Philosophy degree, you must complete at least 15 hours of graduate credit including research credit hours (991) on the Clemson University campus in a continuous 12-month period.

For students employed substantially more than ½-time, a statement specifying the manner in which the residence requirement is to be satisfied shall be formulated by your Advisory Committee and included in your curriculum. Also, upon completion of the final examination, your Advisory Committee will forward to the Graduate School a statement approved by the program director and college dean certifying that residence requirements have been met.

Exceptions to the residence requirement may be granted by the dean of the Graduate School. Major Advisors seeking an exemption to this policy must submit an academic plan for the student that is signed by the Major Advisor and the Program Director.

## Final Examination(s)

### *PhD dissertation 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 at <https://www.clemson.edu/graduate/students/deadlines.html>). 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 in public under the authority of your Advisory Committee and if possible during a doctoral colloquium. All PDBE faculty members will be invited to participate in the examination and to provide comments to your Advisory Committee.

Successful completion of this examination and your dissertation will result in a recommendation (GS7D Dissertation Defense and Approval Form) by your Advisory Committee to the Graduate School that the PhD degree be awarded.

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

### *Expectations*

The oral exam and defense will be in front of a panel consisting of your Advisory Committee and an audience consisting of interested program faculty and students and the interested public during the doctoral colloquium. The exam is graded on a Pass/Fail basis. A majority of the Advisory Committee is needed to pass.

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

The oral exam is based on:

1. An oral defense of your research;
2. General questions in PDBE as related to your research. You must also be prepared to answer basic questions about PDBE 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 relevant 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 to receive a hard-copy version of the application; late fees will accrue at \$25 the first day after the deadline and an additional \$5 each business day thereafter to a maximum of \$125. 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 GS2D 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 \$10 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 to purchase a cap and gown (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore's website at <https://www.clemson.edu/campus-life/campus-services/book-store/services.html> for deadlines and more information.

## **Final Check-Out/Exit Interview**

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

- Turn in all keys to the Program Director (if applicable)
- Be sure that all equipment and supplies which you have withdrawn 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 and schedule an exit interview.

## 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 the 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](#)). Violations of professional standards may result in disciplinary action, including dismissal from the program.

### *Maximum enrollment*

The upper limits on graduate student enrollment per semester, as outlined in the table below, refer to graduate and undergraduate credits combined and should be attempted only by the most qualified students. Should the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the upper limit for the six-week session. Graduate students paid solely on an hourly basis are not classified as graduate assistants but are subject to the same limitation in credit loads.

Student Category	Maximum Credit Hours		
	Semester	6-Week Session	3-Week Session
Full-time Students	15	6	3
1/4-time Graduate Assistants	15	5	3
1/2-time Graduate Assistants	12	4	2
3/4-time Graduate Assistants	12	3	1
Persons employed full time	9	3	1

Quarter-time, half-time and three-quarter-time graduate assistants are defined as those who contribute an average of 10, 20 and 30 clock hours per week, respectively, of service to the University for the entire semester. A person employed full time is defined as anyone employed five full working days per week regardless of the employer(s). A graduate student who becomes employed full time while the assistantship is in force must notify the Graduate School and the program providing the assistantship.

### *Directed studies*

Directed study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in certain topics. In order to take a directed study, you must:

1. Request PDBE 9900 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.

Directed studies should not be used to pursue work that is immediately relevant to your research. Directed studies should also not be used when a similar course is in the catalog. A student will be allowed to use a maximum of 12 credits of directed study as part of the doctoral program (included on their GS2D).

In some cases, a directed study might best be guided by someone outside the program. In such cases, and only in the event that the proposal itself merits approval, a PDBE 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 program.

Approval of directed studies proposals will depend at least in part on the quality of your preceding graduate work. No student whose grade average is below a B+ will be allowed to register for directed studies. 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.

### *Courses outside discipline*

It is expected that a student may choose non-PDBE courses as part of your 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 the PhD. 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 the PhD.

### *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 dissertation 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 director 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 PDBE 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.



### *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).

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters (students on graduate assistantships must register for 3 hours per summer session as well, totaling 6 hours during the summer semester). The PDBE 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 program. Your request must be approved by the Program Director. 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 program director.

### *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 program faculty.

### *Your Major Advisor*

Initially, you will be assigned a research advisor. This advisor will help you begin to plan your degree program and will be available to answer any questions you may have. As early in your program as possible you may wish to identify a Major Advisor from among the program faculty with whom you will work throughout the course of your studies.

The selection of your Major Advisor is one of the most important decisions you will face as a graduate student. Your Major Advisor helps plan your curriculum and guides your research activities and the preparation of your dissertation. Choose carefully: to facilitate your progress through the program as well as the quality of the program itself, a change of Major Advisor will be permitted only when deemed appropriate by the Program Director.

### *Advisory Committee*

You will form an advisory committee in consultation with your Major Advisor and the Program Director. Your Advisory Committee will approve your curriculum, supervise your graduate program, administer your comprehensive and/or final examinations, 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 multidisciplinary and regular members of the program affiliate faculty. If you declare a minor, a member of the faculty of the minor department must be included on your committee. Committee membership must total at least four for a PhD committee.

You are responsible for forming your Advisory Committee and keeping them apprised of your progress. Appointment is made via GS2D at <https://www.clemson.edu/graduate/students/forms.html> by the program director, subject to the approval of the deans of the college and the Graduate School.

### *PDlan of study (GS2D)*

Your graduate degree curriculum should be planned very early in your program, and the graduate degree curriculum form (form GS2D) should be filed in the Office of Enrolled Student Services. Filing the form early in your program limits the possibility of confusion between you and your advisor on graduation requirements and timelines. In any case, you must file a form GS2D with the Graduate School no later than the last day of classes of the term before the term in which you plan to graduate. **The PDBE program requires students to complete the GS2D at the end of their second semester.** The GS2D represents the formulation of an individual student's curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as Program policies. Courses in excess of those required for the degree should not be listed on the GS2D. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2D is submitted.

Advisory Committee approval of your plan of study is indicated by their signatures on the GS2D. The form must also be approved by the program director and the deans of the college and Graduate School. The form is available on the Graduate School's website at <https://www.clemson.edu/graduate/students/forms.html>.

You must complete any class listed on your GS2D before graduation; if you fail to do so, you must file a revised GS2D. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary Advisory Committee and dean approvals. In extremely rare situations, it may be necessary to change committee membership. In either case, you must submit a revised GS2D.

## Process and Procedures

### *Program and 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 at <https://www.clemson.edu/graduate/students/forms.html>. Program forms are available from the Program Administrative Assistant.

Forms to Complete in PDBE			
<u>Form ID</u>	<u>Required By</u>	<u>Approximate Deadline*</u>	<u>To be Signed By</u>
GS2D – Plan of Study	Graduate School	Semester prior to graduation (should be done after first year)	Advisory Committee members, dean of college, dean of Graduate School
GS5D – Admission to Doctoral Candidacy (for PhD students only)	Graduate School	At least six months prior to graduation	Advisory Committee members
Diploma Application	Graduate School	Within first four weeks of semester in which you will graduate	Online submission — user ID required
GS7D – Final Comprehensive Exam and Dissertation Approval Form	Graduate School	Two weeks prior to graduation	Advisory Committee members

\* See specific deadline dates for Graduate School forms at <https://www.clemson.edu/graduate/students/deadlines.html>

Checklist for Doctoral Students in PDBE			
<u>What</u>	<u>When to Complete</u>	<u>How/Who</u>	<u>Date Completed</u>
Selection of a Major Advisor	By the end of your first year	Notify Program Director	

Appointment of Advisory Committee	By the end of your first year	In consultation with your Major Advisor	
Preparation of curriculum	By the end of your first year	In consultation with your Major Advisor and Advisory Committee	
File plan of study	Beginning of your second year	Form GS2D	
Minimum of 52 credit hours completed, exclusive of research	After second year	Form GS2D	
Comprehensive exam – written	After completion of core classes (May of second year)	Advisory Committee	
Approval of dissertation proposal	After second year, but before comprehensive exams	Advisory Committee signs proposal; you file proposal with Program Director	
Comprehensive exam – oral	After completion of core classes (May of second year)	Advisory Committee	
Admission to doctoral candidacy	Upon completion of comprehensive oral exams and at least six months prior to graduation	Form GS5D	
Minimum of 21 hours of doctoral research completed	At least six months prior to graduation		
Apply for diploma	Beginning of final semester*	You fill out online via SISWeb (Tiger Web)	
Order cap and gown	Beginning of final semester	You order through bookstore	
Submit your dissertation – 1 <sup>st</sup> draft	At least 8 weeks before date of final defense	You supply to Advisory Committee members	
Submit your dissertation – final	Approved copies at least 2 weeks prior to final defense	You supply to Advisory Committee members	
Final Defense	At least 3 weeks prior to graduation*	Major Advisor files GS7D with Graduate School	

Submit your completed manuscript to Graduate School for formatting review	At least 2 weeks prior to graduation* (earlier is better)	You submit online at	
All formatting revisions completed, approval of manuscript by Graduate School	At least one week prior to graduation*	Via email and website; the manuscript review office will notify you of any revisions required and how to submit them	

\* See specific deadline dates for Graduate School forms at <https://www.clemson.edu/graduate/students/deadlines.html>.

### *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.

<b>Form/process</b>	<b>Approximate deadline*</b>
Submit your final GS2D to Enrolled Services	End of the term prior to the term in which you plan to graduate
Submit GS5 to Enrolled Services	Six months prior to defense
Complete online application for diploma (formerly Form GS4D)	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 dissertation electronically for formatting review	Two weeks prior to graduation
File GS7D with Enrolled Services	Two weeks prior to graduation
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 Graduate School's website for actual deadline dates (<https://www.clemson.edu/graduate/students/deadlines.html>).

### *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 Program Director for approval. It is also the responsibility of your Major Advisor to ensure that you have access to any safety/protocol training your research plan may require.

### Program Director

The Program Director serves an oversight role to 1) maintain program graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2D 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 (GS2D), 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 IRB approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and program 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 PDBE program determine the guidelines for the program. The faculty may amend the guidelines for the degree program by a simple majority of those voting; all faculty will be polled. PDBE faculty have the authority to approve or reject candidates for graduate degrees. Any concern by an individual faculty member 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.

## **Assistantships/Financial Support**

### *Description of assistance available*

Graduate assistantships are available in teaching and research. Graduate teaching assistantships include graders, laboratory assistants/instructors and teachers of record. These may be in the form of  $\frac{1}{4}$ -time (10 hours per week)  $\frac{1}{2}$ -time (20 hours per week) or  $\frac{3}{4}$ -time (30 hours per week) appointments. Graduate research assistantships are

generally made by individual faculty members to conduct research on specific projects. These may also be either ¼-time, ½-time, or ¾-time appointments.

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the program and from the Graduate School website (<https://www.clemson.edu/graduate/finance-tuition/fellowships.html>).

Your responsibilities and details of your financial support are included in your official offer letter from the Program Director. 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, such as course sections, etc.). To maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.

### *Assistantship funding*

The PDBE 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 and are contingent upon your satisfactory performance and progress toward the degree.

- Assistantships for doctoral students will normally extend for two years.
- 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 program 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 program. This rate shall also serve as the basis for all rate adjustments described below. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).
- 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 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 799 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 alternate Fridays. When you go on the payroll for the first time, you will have a two-week lag before you will be paid. This “lag pay” is paid out after your termination from your position.



### Paperless pay

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

To view your pay stub and other employment-related information on myClemson (<https://my.clemson.edu/-/directory>). Enter your *employee* ID and password in the username and password fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

### Work injury protocol

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

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

### 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.

### 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 the same calendar as faculty with 12-month appointments unless different work expectations are distinctly articulated in your offer letter. The PDBE program offers the following time off, without pay, to assistants in good standing: two weeks at Christmas, one week at Spring Break, and a few days in the summer. These days may be scheduled at other times, as long as any interference with teaching responsibilities and/or your research program is minimal. Consult your Major Advisor and supervisor, as policies vary. Any leave beyond this allotment requires approval of your Major Advisor and notification of the Program Director. In the event of a death in your immediate family, illness of a close family member or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

### Military leave policy

The Graduate School has ruled that a graduate student on military leave - summer camp, for example - will not receive a stipend for the period of that leave. Students planning to take military leave should notify the program administrator 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 at (<https://www.clemson.edu/human-resources/benefits/holiday.html>).

### 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 program director.

### *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 program to disallow you from outside employment if you hold a ½-time assistantship or more. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your Major Advisor.

### **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 <https://www.clemson.edu/graduate/students/>.

### *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 [career.clemson.edu](http://career.clemson.edu) or call (864) 656-6000.

### *Professional and student organizations*

Application forms for membership in various professional organizations may be obtained from your advisor and the Program Director. Graduate students are encouraged to associate with the appropriate national society as well as the local chapter.

### *Student government*

The 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.

### *Off-campus research*

This policy refers to research actually conducted at an off-campus facility as opposed to research conducted primarily at the University by an off-campus student. The program does not encourage off-campus doctoral research, but in unusual circumstances it may be desirable. It is your responsibility to propose and obtain approval as required by the *Graduate School Announcements* (<https://www.clemson.edu/registrar/academic-catalogs/>). The program requires that your Major Advisor be a regular member of the PDDBE faculty, but cannot assure the availability of a faculty member willing to serve as advisor in such a program.

## **Campus Facilities and Resources**

### *Emergencies*

Call the Clemson University Police Department ((864) 656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are

dispatched. For minor emergencies after hours, call the program director: 864-624-9505.

- In case of fire, exit the building immediately. Use stairwells; do not use the elevator.
- In case of tornado warning, take shelter in the windowless hallways in the basement of Lee Hall.

### *Campus shuttle bus*

Clemson University supplies a shuttle bus to transport students between the main campus and the Research Park during fall, spring and summer semesters. Trips are scheduled from 7 a.m. until 6 p.m. Monday through Friday (except during holidays and Fall Break). The shuttle makes one trip per hour from the Hendrix Center to the Research Park. The shuttle leaves the Hendrix Center on the hour and arrives at the Research Park at approximately 20 minutes after the hour. Stops are at AMRL, Rich Lab and Ceramic and Materials Lab.

### *Graduate Student Government*

The Graduate Student Government (GSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, program GSG representatives are elected. The biweekly senate meetings are open to all graduate students. See the *Graduate School Announcements* (<https://www.clemson.edu/registrar/academic-catalogs/>) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.

### *R.M. Cooper Library*

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

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*

Copiers are available in the Cooper Library on various levels and in the Gunnin Architectural Library in Lee Hall. They are coin operated and cost 10¢ per copy. (If you use your Tiger Stripe Card in the copiers, the copies cost only 5¢ per copy.) Student Services also provides copiers at the Manning Hall Lobby, Calhoun Courts Commons Building basement, and the Students Government Complex. Students can also use the copy machines to scan documents to email and then print at campus printers under the print quota.

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 located at One Rubin Square, 384 College Avenue, between Hallmark and Domino's Pizza, offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMTs, typesetting, 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, 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 University Bookstore is located on the first floor of the Hendrix Student Center. It 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. The bookstore also allows students to buy their books online: <https://www.clemson.edu/campus-life/campus-services/book-store/services.html>. Once you get there just pick South Carolina, then Clemson, then the name of your program, then your course and section number. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

### *University 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, nutritional 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.

If you have questions about 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 service hours or other information, see their website at <https://www.clemson.edu/campus-life/student-health/>.

### *Fike Recreation Center*

Graduate students may use these facilities. Lockers are available at the recreation center. For specific information about the facilities and activities offered, visit <https://www.clemson.edu/campus-life/campus-recreation/fike/>.

### *Sporting events*

Graduate students may purchase season tickets for Clemson football and basketball games. If interested, you should inquire at the IPTAY ticket office (Gate 9, Memorial Stadium) to complete an application. Further information can be obtained from the ticket office ((864) 656-2118). Baseball and Soccer games are free with University ID.

## **Administrative Policies & Procedures**

### *Academic integrity*

A summary of the Graduate School's policy on academic integrity 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 at <https://www.clemson.edu/faculty-staff/faculty-senate/shared-governance/boards/academic-grievance.html> and the *Graduate School Announcements* at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm).

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

- 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 of plagiarism visit [https://www.indiana.edu/~academy/firstPrinciples/certificationTests/Thwarting\\_others'\\_progress](https://www.indiana.edu/~academy/firstPrinciples/certificationTests/Thwarting_others'_progress). Thwarting others' progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

## II. Levels of seriousness of violation

At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. The Graduate School's policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding, to an intention to defraud or otherwise engage in criminal-type

activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.

### III. Graduate Academic Integrity Committee

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

### IV. Procedures

It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring the allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student's program (consistent with the alleged violation). When, in the opinion of the faculty member, a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the *Graduate School Announcements* at [\(https://www.clemson.edu/registrar/academic-catalogs/\)](https://www.clemson.edu/registrar/academic-catalogs/).

#### *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. PDBE 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 program 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.

### *Harassment*

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 Office Access & Equity (E-103 Martin 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.

### Sexual harassment

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.

#### *Amorous relationships*

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 (E-103 Martin Hall, (864) 656-3181).

#### *Political, religious activities*

The University cannot engage in political and religious activities. Therefore, it is program 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.

## Support Services

### *Grievance policy and ombudsman information*

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

### Procedure

Grievances must be filed with the Graduate School within 60 days of the alleged act and may involve the following: violations of program, college or Graduate School policies related to final grades in courses or research (891 or 991); violations of program, 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 program director and the dean of the college.

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

The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student's graduate status

should he or she not be successful in the grievance may be discussed at this time with the associate dean of the Graduate School.

The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School's policies. Grievable complaints will be addressed by a subcommittee of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the *Graduate School Announcements* at <https://www.clemson.edu/registrar/academic-catalogs/>.

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

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

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

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

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

Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email [ombudsman@clemson.edu](mailto:ombudsman@clemson.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 current programs, visit the CAPS website at <https://www.clemson.edu/campus-life/student-health/caps/> or call them at (864) 656-2451.