



Department of
COMMUNICATION
Clemson® University

Graduate Student Handbook 2026-2027

Master of Arts in Communication
Ph.D. in Communication and Media

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Phone: 864-656-1567

<https://www.clemson.edu/cbshs/departments/communication/>

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WELCOME TO DEPARTMENT

We are delighted to have you join us in the Department of Communication at Clemson University! We wish you success at every stage of your academic journey. The Master of Arts in Communication (MAC) cultivates an appreciation for the breadth and depth of communication inquiry. The Ph.D. in Communication and Media prepares you for a lifelong journey examining and interpreting communication phenomena as an academic or professional. These programs will provide you with the tools to understand, evaluate, and interpret communication scholarship and its practical applications in your areas of interest. You will learn a full range of theoretical and methodological tools, including social science, critical/cultural, and other approaches to the study of communication, and gain the skills to design and conduct your own research.

The Department of Communication is committed to providing students with a theoretically grounded communication curriculum featuring personalized educational opportunities that emphasize students' strengths and interests and motivate students to embrace innovative technologies. Faculty members with expertise in health communication, sports communication, strategic communication, and media and technology studies are dedicated to developing students' critical thinking, ethical judgment, and decision-making skills with the intent of empowering students to positively contribute to our ever-evolving social world.

The department is committed to educating and producing leaders who can navigate the challenges of an ever-changing global community. The department espouses an environment of collegiality and collaboration and aims to achieve goals for inclusive excellence set forth by the Clemson Elevate strategic plan.

Communication faculty and students participate in such activities as study abroad experiences, prosocial service-learning projects, and examinations of public discourse surrounding social issues through the department's Social Media Listening Center.

INTRODUCTION TO HANDBOOK

This handbook is intended to familiarize you, as a graduate student in the Department of Communication, with the requirements, policies, and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic program and describe the duties and responsibilities of graduate students in the department. Whether you are a student in the MAC or PhD program, you should familiarize yourself with the front end of the Handbook, the Appendices, as well as the sections relevant to your level of study.

These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook.

Please review the contents of this Handbook, then sign the Acknowledgements page at the end of the Handbook. Return the signed form to the Graduate Programs Coordinator or Doctoral Program Coordinator before the first day of the class.

These rules and requirements are in addition to and subordinate to those described in the *Graduate School Policies & Procedures Handbook*, which you can find at <https://www.clemson.edu/graduate/students/policies-procedures/index.html> or through the Graduate School office in E-106 Martin Hall. Any inconsistencies within this handbook or between this handbook and the *Graduate School Policies & Procedures Handbook* should be brought to the attention of the Graduate Programs Coordinator or Doctoral Program Coordinator.

ASSISTANCE

There are many resources to assist you with questions or problems during your time at Clemson. We in the Department of Communication are here to support you as students and colleagues. Do not ever feel that your concerns are insignificant or could put you at risk. If you have an issue, here is what we suggest:

1. First, if you are comfortable doing so, ask your fellow students, especially upper-level students, for information and suggestions. The Graduate Association for Communication Students (GACS) is designed to help you navigate the program and provide support. Please contact any member of the GACS leadership for help.
2. If a question is course-related, ask your instructor.
3. Next, talk to your advisor and committee members.
4. If you still have questions or concerns, contact the Department's Graduate Programs Coordinator and/or Doctoral Program Coordinator. The Coordinators, along with members of the Graduate Committee, promote the program, orchestrate recruiting activities, and make recommendations regarding graduate admissions offers. They also oversee the regulations and procedures of the program, coordinate curriculum updates, and interact with the Graduate School on matters such as student status, assistantships, and fellowships.
5. If needed, you may request a meeting with the Department Chair.

DEPARTMENT SUPPORT SERVICES

Dr. Gregory Cranmer	Graduate Programs Coordinator	gcranme@clemsn.edu 430A Daniel Hall
Dr. Stephen M Croucher	Doctoral Program Coordinator	smcrouc@clemsn.edu 416 Strode Tower
Dr. Beth Gilmore	Director of Basic Courses	gilmor5@clemsn.edu 412 Strode Tower
Bettina Holmes	Administrative Assistant	bettinh@clemsn.edu 430C Daniel Hall
Alice Hulett	Student Services Coordinator	amscarb@clemsn.edu 430B Daniel Hall
Audri Witcher	Office Manager & Assistant to the Chair	audriaw@clemsn.edu 430D Daniel Hall
Dr. Deanna Sellnow	Department Chair	dsellno@clemsn.edu 430E Daniel Hall

For a complete listing of faculty and staff, see “Our People” at:
<https://www.clemson.edu/cbshs/departments/communication/>

ADDITIONAL SUPPORT SERVICES

Clemson University Division of Civil and Individual Rights:

Get advice and assistance in resolving complaints regarding any form of discrimination or inequality.

Website: <https://www.clemson.edu/dcir/about/>

Email: cuace@clemson.edu

Phone: 864-656-3181

Clemson University Police:

Emergency: 911

Email: police@clemson.edu

Phone: 864-656-2222

Website: <https://www.clemson.edu/cusafety/cupd/>

Address: 124 Ravenel Center Pl Seneca SC 29678

City of Clemson Police:

Emergency: 911

Phone: 864-624-2000

Contact Web Form: <https://www.clemsoncity.org/299/Contact-Us>

Website: <https://www.clemsoncity.org/295/Police-Department>

Address: 1198 Tiger Blvd Clemson SC 29631

Clemson University Counseling and Psychological Services (CAPS):

Counseling and Psychological Services (CAPS) provides counseling and psychiatric services to support students. These services are delivered through in-person, videoconference and phone visits. Emphasis is on assisting students to adapt and cope with factors outside their control while courageously acting on those factors within their power.

CAPS Office Reception Phone: 864-656-2451

Office Hours: Monday, Tuesday, Thursday, Friday: 8 a.m.-4:30 p.m., Wednesday: 9 a.m.-4:30 p.m.

CAPS After Hours Phone: 864-656-2451 option 2

Please note that CAPS providers abide by licensing laws and provide services, including remote services, in the state in which they are licensed. Therefore, students located outside South Carolina will be assisted with accessing care in their communities.

Website: <https://www.clemson.edu/studentaffairs/find-support/shs/divisions/caps/>

Address: Redfern Health Center, 735 McMillan Rd Clemson SC 29634

Emergency Care and After-Hours Medical Attention

In an emergency, call 911. You can also use the walk-in clinic where students are seen on a first-come, first-served basis at Redfern: <http://www.clemson.edu/campus-life/student-health/emergency.html>

On-campus medical emergencies are transported by the University ambulance to the appropriate community medical resource. The University ambulance is staffed with certified emergency medical personnel 24 hours a day. Students are required to pay for off-campus ambulance transportation except when transported to those medical resources within the city of Clemson for

after-hours urgent care. For more information about this service, visit the Clemson University Fire Department and EMS website at <https://www.clemson.edu/cusafety/cufd/>.

Medical Emergencies: 911

Mental Health Emergencies (CAPS): 864-656-2451 (option 2 after hours)

Sexual Assault/Relationship Violence: Call 911 or CUPD at 864-656-2222 or CAPS at 864-656-2451 (option 2 after hours)

Student Health Center: 864-656-2233 (option 2 after hours)

988 Suicide & Crisis Lifeline: Call or text 988 or Chat Online at <https://988lifeline.org/>

Students requiring physician care after hours can choose from the following virtual care options, area emergency rooms, and urgent care facilities at the student's expense. (MUSC Health Virtual Urgent Care is accessible 24/7 and free for Clemson University and Bridge to Clemson students who have paid the health fee and are physically present in the state of South Carolina.)

Virtual Care Centers	Website
MUSC Health Virtual Urgent Care	https://www.clemson.edu/studentaffairs/find-support/shs/divisions/medical-services/musc-virtual-urgent-care.html
Prisma Health Virtual Visit	https://prismahealth.org/services/virtual-care
AnMed Virtual Urgent Care	https://anmed.org/services/virtual-urgent-care

Urgent Care Centers	Location	Phone	Website
AFC Urgent Care Clemson	Seneca	864-506-8990	https://www.afcurgentcare.com/clemson/
AnMed Urgent Care – Anderson	Anderson	864-642-3777	https://www.anmedurgentcare.com/
AnMed Urgent Care – Clemson	Clemson	864-643-1140	https://www.anmedurgentcare.com/
CVS Minute Clinic (virtual or in-person visits)	Clemson	864-653-6724	www.cvs.com/minuteclinic
Medi Urgent Care	Seneca	864-882-1420	www.mediurgentcare.com
Prisma Health Urgent Care – Clemson	Clemson	864-752-9940	www.prismahealthurgentcare.org
Prisma Health Urgent Care – Seneca	Seneca	864-920-7910	www.prismahealthurgentcare.org

Emergency Rooms	Location	Phone	Website
AnMed Emergency Department - Cannon	Pickens	864-898-1184	https://anmed.org/locations/anmed-emergency-department-cannon

AnMed Medical Center	Anderson	864-512-1334	https://anmed.org/locations/anmed-emergency-department-medical-center
Prisma Health Baptist Easley Hospital	Easley	864-442-7200	https://prismahealth.org/locations/hospitals/baptist-easley-hospital
Prisma Health Greenville Memorial Hospital	Greenville	864-455-7000	https://prismahealth.org/locations/hospitals/greenville-memorial-hospital
Prisma Health Oconee Memorial Hospital	Seneca	864-482-3100	https://prismahealth.org/locations/hospitals/oconee-memorial-hospital

APPLYING TO MAC

Prerequisites

Applicants must have a background in Communication or a relevant discipline, and present evidence of such competence via transcripts and supporting materials. Applicants must have a Bachelor's degree in Communication or a relevant discipline in hand by the time they begin the program.

English Language Proficiency

International students whose native language is not English are required to submit a high score on the Test of English as a Foreign Language (TOEFL) or Pearson Test of English (PTE).

International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations. TOEFL/PTE exams may be no more than two (2) years old.

Applicants requesting a TOEFL/PTE waiver must complete the Request for English Proficiency Waiver form at <https://gradapply.clemson.edu/register/langprofwaiver>.

ELP requirements for an applicant can be waived for the following reasons:

- Previous employment in the U.S. (Length of time + letter from employer/must have been in the last two years)
- Extended residency in the U.S. (length of time + how English has been used daily/ must have been in the last two years)
- Earned or in-progress undergraduate or graduate degree from a regionally accredited U.S. institution
- Earned or in-progress degree from a foreign institution where English is the only language of instruction

The Department of Communication does not facilitate these waivers and cannot approve them. Please contact the Clemson University Graduate School using the link above to initiate your request.

In some cases, the department may assign non-native English speakers to teaching assistantships that involve only one-on-one tutoring until they are deemed ready for classroom teaching. If you are a current student and non-native English speaker, and your graduate advisor feels you should improve your English skills, you must complete English 1110: English as a Second Language or an approved course from one of Clemson's ESL affiliates.

Computer Proficiency

MAC has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in both your teaching and research, and it is expected that you will acquire whatever skills are needed to use these resources as they are required. Many workshops provided by various

Clemson groups regularly present opportunities for students to gain and advance their computer skills.

Typically, students should expect to produce work using a word processing software (such as Microsoft Word) and presentation decks using slide software (such as Microsoft PowerPoint).

Campus Visits

MAC applicants are encouraged to visit Clemson if possible. We will be happy to organize department and campus tours, as well as meetings with current faculty and students. Contact the Graduate Programs Coordinator to arrange your visit. If you cannot physically visit Clemson, we are glad to meet with you via Zoom.

Duplicate Degrees

The holder of a master's degree in each field, received at another institution, may not become a candidate for another master's degree in the same field at Clemson. If you have questions about whether your existing master's degree is considered a duplication with MAC, please contact the Graduate Programs Coordinator.

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 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/cost/residency/>. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, 864-656-2280).

MAC Deadlines

Applicants seeking full-time enrollment, tuition waiver, and a stipend must apply for fall admission. Initial review of applications begins February 1, with rolling admission through March 1. Applications submitted after March 1 will likely not be considered for the fall admission period. Initial offers are typically made by the end of March.

Applicants who have been made initial financial offers have until April 15 to reject or accept that offer. Students may be placed on a wait list for admission and/or assistantships. If no response is received at that point, their offer will be given to another applicant.

Students wishing to begin in a spring semester may only enter the program as part-time students. Applicants seeking spring admission must apply by September 30 for the following spring

semester. Initial offers are typically made by the end of October. Spring applications may be rejected, accepted for spring, accepted for the following fall, or rolled over into the applications to be reviewed for the following fall.

Applicants interested in part-time enrollment can apply for either deadline but must indicate this in their personal statement. Part-time students are NOT eligible for tuition waiver or assistantship stipend. Part-time admissions will be made available for qualified students if there is room in the program.

All applicants may apply past these deadlines, but their applications will not be given priority. We may continue to review applications after the deadlines to fill unexpected vacancies. However, there is no guarantee of this.

MAC Application Process

Admission to MAC begins with your submission of an official application to the Graduate School via their website, beginning here: <https://www.clemson.edu/graduate/admissions/apply/>

Upon receipt of all admission materials, the Graduate School will forward your application to the Department of Communication for review. Applicants must meet all admission requirements of the Graduate School, the Department of Communication and the MAC program before official acceptance will be considered.

Only applications formally submitted through the Graduate School are eligible for review.

MAC Application Components

All components of applications are taken into full consideration.

Required:

- A personal statement (500-word limit, double-spaced) noting desired semester entry, full- or part-time status, and desire for assistantship. Statement should contain focused, specific reasons for wanting to attend Clemson and the MAC program, such as faculty, research programs and centers, local resources and opportunities, etc. Emphasize and describe your experiences, goals, reasons for pursuing this degree, and unique contributions you can make to the program, as well as any existing research experience or history of working independently.
- A curriculum vita (no minimum page length) detailing education, employment, any relevant research experience, relevant volunteer and service work, mailing address, email address, phone number, and URLs for any online projects.
- Up to two writing samples (25 pages maximum) demonstrating very strong scholarly/academic writing that shows understanding of theory and research methods. Do not send professional writing, such as press releases or news articles. Writing samples exceeding 25 pages (such as an entire undergraduate thesis) may not be read in their entirety. Please adhere to the 25-page maximum.
- Bachelor's degree from an accredited college or university earned by the time you begin the program
- Transcripts from all universities or colleges attended

- Three strong letters of recommendation addressing your preparation for graduate school (e.g., written/oral communication skills, analytic and critical thinking abilities, leadership, imagination, aptitude for and experience with technology, potential success as a teacher, scholar, or communications professional, ability to work in a collegial and collaborative environment, professionalism, etc.)
- We do not require students to take the GRE for consideration in our program. If you have taken the GRE, you can submit Scores from the GRE verbal, quantitative, and writing tests. Unofficial scores can be self-reported on application form, but official scores must be forthcoming directly from Educational Testing Service. Clemson's Institution Code is 5111. GRE exams more than five (5) years will not be accepted.
- English-language test scores described previously, if applicable

Desirable qualities: Applications are considered holistically, however, invited students typically fall within these parameters:

- Grade Point Average of 3.0-4.0 (on a 4.0 scale)
- Clear articulation of connection to our program's emphasis areas and a desire to work with our specific faculty and/or our specific resources
- All letters of recommendation from academic sources (not employers or acquaintances)

International Students

See the *Graduate School Policies & Procedures Handbook*.

International MAC Applicants

Clemson's Office of Global Engagement has an International Services department to assist with the unique concerns of international students: <https://www.clemson.edu/campus-life/campus-services/international/>

Forms for international applicants and students can be found here:

<http://www.clemson.edu/campus-life/campus-services/international/forms.html>

International students seeking admission to Clemson University under F-1 or J-1 visa status are required to provide proof of sufficient financial support for at least one academic year before a Certificate of Eligibility can be issued. U.S. federal regulations require universities to verify that students entering the U.S. on F-1 and J-1 visas have adequate financial resources to meet educational and living expenses.

Financial documentation must be submitted through the iStart Portal and include the International Student Financial Certification Form and must demonstrate that the student has access to the minimum required funding for one (1) academic year upon arrival in the U.S. The Form I-20 for F-1 students or the Form DS-2019 for J-1 students cannot be issued until Immigration Services receives and approves all required financial documentation verifying the availability of adequate funds. A link to the portal can be found on this page:

<https://www.clemson.edu/campus-life/campus-services/international/forms.html>.

All submitted financial documents must be current and bear original signatures. Failure to provide acceptable proof of funding will delay the issuance of immigration documents and the student's visa application process.

Submit all required materials by November 15 for spring enrollment, April 1 for summer enrollment, and July 1 for fall enrollment. Students transferring a SEVIS record from another U.S. institution must complete their certificate of eligibility request by the start of classes for their intended term.

If you have any questions concerning the submission of financial documents, contact Immigration Services at is@clermson.edu or (864) 656-3614.

Please note Clemson University requires all fees to be paid on the first day of late registration. Loans and deferred payments generally are not available to international students. Tuition and fees may increase without prior notice.

MAC Application Decisions

Upon your completion of the online application, your application status can be checked at <https://www.clemson.edu/graduate/admissions/application-status.html>. The Graduate Programs Coordinator and MAC Graduate Committee examine your application packet and make recommendations as to whether you will be offered admission to the program. The Department Chair will then consult on your application. The Graduate School will then notify you of your acceptance as well as any existing provisions.

If you are not considered acceptable for admission, the Graduate Programs Coordinator will indicate this in the admissions database and the Graduate School will send you a letter of rejection. You may appeal the rejection to the Graduate School.

MAC Acceptance Categories

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

Full Status: Your credentials equal or exceed every minimum admission criterion prescribed for the applied-for degree.

Conditional Status: At least one piece of required application materials has not been received by the Graduate School. Notice of conditional acceptance may be given prior to receipt of a missing item, but all missing materials must be received prior to or during your first semester of enrollment. Upon receipt, you may be admitted to either full or conditional status. Conditional status may also be granted to highly qualified applicants prior to receipt of the degree they are currently pursuing; however, all requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.

If an applicant is conditionally accepted pending completing certain course deficiencies specified as a condition of admission, it is important that they take the necessary courses early in the program to provide them with background for graduate-level courses. Normally, they will

remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for graduation.

MAC Notification of Decision

For fall: Once invited into MAC, a student has until April 15 to notify the Graduate Programs Coordinator of their intent to accept admission into the program and the financial offer that accompanies the offer of admission (a teaching assistantship, research assistantship, grant, fellowship, or offer of employment). This is a fixed deadline for the financial offer, honored nationally by over 200 graduate schools, so no extensions will be allowed. Once this commitment is made by a student, it is binding, and the student should not be accepting a financial offer from any other institution. Clemson will not offer funding and admissions to any students who have made commitments to other institutions. An invited student may defer admission for one year but must notify MAC of that decision by April 15. Students who do not notify MAC of a decision by April 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

For spring: Once invited into MAC, a student has until November 15 to notify the Graduate Programs Coordinator of their intent to accept admission into the program. An invited student may defer admission for one year but must notify MAC of that decision by November 15. Students who do not notify MAC of a decision by November 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

Costs

For current information on tuition and fees, see the Graduate School Handbook.

Clemson maintains a Tuition and Fees calculator, which is available here:

<https://www.clemson.edu/sfs/tuition-fees/index.html>. Please note tuition and fees may change year-to-year, and this calculator should only be used to generate an estimate.

Financial Assistance

Unless an applicant indicates otherwise on the application materials, all qualified students, domestic and international, are considered for assistantships when applications are processed. These are generally in the form of a 20-hour/week graduate teaching assistantship. When available, research assistantships may also be offered. To be considered for this financial assistance for the academic year, you should submit your application no later than February 1. Applications received after that date may be considered for financial assistance depending on the availability of funds. We generally do not provide financial assistance when entering the spring semester. No additional forms are required to be considered for a graduate assistantship.

Graduate students are eligible for financial support if they are 1) enrolled in full-time graduate studies, 2) in good academic standing (i.e., not on probation), and 3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.

Any student who makes a C or lower on any grade point average, or receives Incompletes, is automatically placed on academic probation by the Graduate School and immediately loses their assistantship. If the student successfully completes coursework and elevates all grade point averages to B or higher, their assistantships can be restored.

Employment Requirements

The following apply to all MAC and Ph.D. students. If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card).

While employed, you may work no more than 28 hours per week for Clemson.

All students on assistantship will be reviewed during the summer after their first year. Students will be notified if their assistantship is not being renewed for the following year.

CLEMSON ONBOARDING

Clemson University Student ID

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

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

TigerOne ID

Soon after you arrive, you will want to obtain your TigerOne ID. The TigerOne ID is the official Clemson University ID for students, employees and affiliates. As its name implies, the TigerOne ID is your one-stop shop for campus identification, access, purchasing and more! The TigerOne ID is the key to the following on- and off-campus functions:

- Meal plan usage at on-campus dining locations
- Paw Point usage at on-campus dining locations and POD locations
- TigerStripe usage at various on- and off-campus dining and retail locations
- Access to buildings and housing
- Library checkout
- Recreation center access
- Printing
- Delivery lockers
- CCIT computer support center
- TigerQuest events
- CU Course events
- Post office pickup

As the official University ID, TigerOne ID is an identity tool for the safety and security of our campus. It should be in your possession at all times and presented upon request to any University official. The TigerOne ID is nontransferable and should not be altered in any way.

Your TigerOne ID can be a Mobile ID attached to your phone and/or smartwatch, or it can be a Physical ID card. You can verify compatibility and view instructions here:

<https://www.clemson.edu/campus-life/tigerone/about/students.html>

If your TigerOne ID is lost or stolen, deactivate it immediately here:

<https://t1online.app.clemson.edu/credentials/overview>. Found TigerOne IDs can be reported to TigerOneCard@clemson.edu.

Registration

Prior to registration for your first semester of study, you must report via email or in person to the Graduate Programs Coordinator. He/she will help you plan your initial program of study for your first semester.

Registration is conducted entirely online via iRoar:

http://iroar.clemson.edu/?_ga=2.110465090.631051716.1599054465-981764134.1576598216

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. See the Registration Services website at <https://www.clemson.edu/registrar/>. If you have any further questions, please contact a representative of your program. The Graduate Programs Coordinator provides instructions to incoming students via email on how to register before the start of their first semester.

Any student pursuing any phase of a graduate program must be registered. See *maximum* and *minimum enrollments* under Requirements for the Master's Degree for enrollment limits.

Orientations

All MAC and Ph.D. students must attend orientation the week before classes start. Students on teaching assistantships must also attend GTA training the week before classes start in the fall. No spring training is offered. All graduate students are also required to attend the Graduate School orientation. There are also additional opportunities to learn about campus services and resources, of which we encourage you to take advantage. The date, time and location of the orientations will be provided to you shortly after you receive your admissions acceptance packet.

Housing

Clemson University contracts with Off Campus Partners, LLC to create Clemson Off Campus at <https://www.clemsonoffcampus.com/>. This website allows students to easily find a variety of housing options available off-campus. While this resource is provided as a service to Clemson students, the University makes no representations about the conditions of any property found through this site, has no role in any transactions involving these properties, and in no way endorses any of the properties found through use of this information.

Transportation

For the most current information on Clemson Area Transit routes, airport shuttles, and the Tiger Connect commuter bus, please visit the Parking and Transportation Services website, located at <https://www.clemson.edu/campus-life/parking/>.

GETTING THROUGH THE MAC and PhD PROGRAMS

Student Responsibilities

The Department of Communication 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 on coursework, research, and assistantships, although that should serve only as a guide to the minimum considered sufficient to achieve the level of proficiency desired in the program. Assistantships are typically for 20 hours a week.

Academic Integrity

The Department of Communication expects all students to submit work that meets all institutional and disciplinary measures of integrity and ethics. All students are expected to understand what constitutes plagiarism and how to properly cite sources when they enter the program. See the Graduate School Handbook for more detailed definitions of academic misconduct.

Graduate School Statement on Artificial Intelligence

Artificial intelligence (AI) is becoming ubiquitous in all phases of life including on college campuses. AI tools continue to transform teaching, learning, and research when used properly; however, improper use negatively impacts student learning and the generation of original and creative thought that is a core intent of the academy. Improper use strikes at the heart of academic integrity and must be addressed in teaching and research.

Department of Communication Statement on Artificial Intelligence

The use of Digital Writing Assistants (e.g. spelling checkers on Microsoft Word or Grammarly) is permitted. The use of Generative AI tools and Large Language Models (GAI/LLM) is permitted under certain conditions. Students cannot use a GAI/LLM to complete an entire paper, but may, in certain conditions, choose to consult these tools for assistance.

If students wish to use GAI or LLM for an assignment, they must first:

- Ask permission from the faculty member who will grade the assignment.
- Review the University's Artificial Intelligence Guidelines to ensure their intended use does not violate University policy. See more here: <https://ccit.clemson.edu/cybersecurity/it-procedures-guidelines/ai-guidelines/>.
- Provide a clear statement regarding the use of GAI/LLM in the research or writing process. For instance, dedicate portions of your Methods section to explaining how ChatGPT was used.
- Attribute any information from the GAI/LLM using APA style. For instance, you might read the following article: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students must be aware of the following:

- Students are responsible for the content of their submissions and may be asked to verbally explain or defend that content. This explanation will be considered in assigning a grade for a submission.
- Students should retain records of their original work as proof that AI was not used should an AI detector flag content as AI generated. Clemson contracts with iThenticate to assist in evaluating potential instances of unapproved GAI/LLM use.
- GAI/LLM may provide biased and/or inaccurate results. You are responsible for ensuring your work does not replicate these biases or factual errors. Reporting fabricated data or sources just because a GAI/LLM provided them to you is not an excuse and you will be held responsible for submitting fabricated data.
- Work which violates the University's Artificial Intelligence Guidelines may be interpreted as academic misconduct or failure to follow ethical research guidelines.

Academic Research

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The central assumption to all research endeavors is that researchers have done what they say they have done. The Department of Communication 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. We must guard against any activity that would bring the integrity of the department or the individuals within it into question. Among the activities to be avoided are:

- Falsification of data – ranging from fabrication to deceptively selective reporting of results or methods, including the purposeful omission of conflicting data with intent to falsify results.
- Plagiarism – representation of another's work as one's own.
- Misappropriation of others' ideas – the unauthorized use of privileged information, however obtained.

The department requires you to complete the online training in human subjects research for Group 1 Social and Behavioral Science to learn the importance of maintaining the highest ethical standards in research and that you covenant with the other members of the department to conduct your research and professional life in a manner consistent with those ideals. Information on training can be found here <https://www.clemson.edu/research/division-of-research/offices/orc/irb/> and here <https://www.clemson.edu/research/division-of-research/offices/orc/irb/training.html>.

REQUIREMENTS FOR THE MASTER’S DEGREE

Minimum MAC Degree Requirements

Minimum Degree Requirements for the Master of Arts in Communication	
Total hours of course work	30 hours Can include 6 hours of Thesis Research or 3 hours Directed Reading
Core courses	4 courses / 11 hours 5 courses / 13 hours <i>for Teaching Assistants</i>
Elective courses required	5 courses / 15 hours
Thesis / Exams	6 hours of Thesis Research <i>or</i> 3 hours of Directed Readings

Candidates for the MA in Communication must complete a minimum of 30 credit hours, including four core courses (COMM 8200, COMM 8100, COMM 8110, and COMM 8980). At least one-half of the total graduate credit hours required, exclusive of thesis research, must be selected from courses numbered 8000 or above. Elective credits can be taken in Communication or an outside field. Six credits of thesis work are required to apply toward the required 30-hour total for students who choose Thesis Option. Students choosing Exam Option must take 3 credit hours of directed readings to prepare for exams. These courses must be selected in consultation with the student’s advisor.

Prerequisite and co-requisite courses do not count toward the 30 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.

Minor

A minor outside the degree program, if chosen, shall consist of at least six semester hours in that area. It must be approved by the advisory committee and declared on the course of study form. One committee member must represent the minor subject area.

Core Courses

All MAC students are required to take the core courses below (unless a similar course was previously taken and accepted by the Graduate Programs Coordinator or Department Chair), constituting a total of 11 credits.

- COMM 8200: Foundations in Communication
- COMM 8100: Quantitative Research Methods
- COMM 8110: Qualitative Research Methods
- COMM 8980: Colloquium (2 credit hours)

In addition, teaching assistants must take COMM 8000: Communication Pedagogy in their first two semesters (1 credit hour each semester).

Elective Courses

A minimum of 15 credits must be taken in Communication and/or another field. Students may take up to 3 credit hours of COMM 8900: Internship or COMM 8990: Independent Study to fulfill elective requirements. You may not take both an Internship and an Independent Study as part of your degree. The number of elective courses you take in a specialty area will depend on whether you are participating in the thesis option or comprehensive exam option. Your faculty advisor will help you select courses that meet your goals.

Transfer credits

See the *Graduate School Policies & Procedures Handbook*.

Foreign Language Requirement

The MAC Program does not have a foreign language requirement.

Thesis

A thesis committee will be selected in consultation between the student and his/her advisor and be composed of Graduate Faculty from the Department of Communication but may also include faculty representing associated disciplines on the Clemson campus, or other professionals deemed relevant. A minimum of two of the committee members must be Graduate Faculty from the Department of Communication. A student must secure approval from the thesis committee for his/her thesis proposal before undertaking the thesis. For a student to successfully complete their thesis, the student must participate in a public oral defense of the project. The majority of committee members must approve the final written product.

Students choosing the thesis option must complete 6 credit hours of COMM 8910 (Thesis Hours), but no more.

Students may choose from two thesis options: Scholarly or Project.

A scholarly thesis is a traditional original research project that results in a formal thesis document. Departmental expectations are as follows:

- Length: Above and beyond a standard full-length research manuscript, article, or course paper (specific requirements to be determined by committee)
- Format / structure: To be determined by committee. A typical scholarly thesis will borrow from the conventional structure of academic research articles.
- Contents: A successful scholarly thesis should demonstrate a discrete set of research questions, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), a significant engagement with technological artifacts, practices, theories, or discourses; and final findings / argument.
- Style: American Psychological Association, incorporating Graduate School manuscript guidelines.

- Prospectus with timeline: Approved by advisor and committee and sent to the Graduate Programs Coordinator. Advisor may require additional documents, such as an informal proposal.

A project thesis is a creative project such as a communication audit of an organization, a community outreach effort, a documentary film, software, performance, event, app, website, archive, or digital scholarship. However, this must be theoretically informed and include a significant written component. The departmental expectations below may be distributed across the written component and other parts of the project, but should be apparent:

- Length: Written component meets or exceeds a standard research manuscript, article or course paper (specific requirements to be determined by committee)
- Format / structure: to be determined by committee
- Contents: A successful project thesis should demonstrate a clear set of themes of investigation, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), and a significant engagement with technological artifacts, practices, theories, or discourses.
- Style: For written component, follow American Psychological Association, incorporating Graduate School manuscript guidelines.
- Prospectus with timeline: Approved by advisor and committee and sent to the Graduate Programs Coordinator. Advisor may require additional documents, such as an informal proposal.

Task planning for either type of thesis

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 at the Graduate School website at <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>. Failure to meet any of these deadlines will result in postponement of your graduation.

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

Library/listing/archives of previous manuscripts

You can review previous MAC theses, and theses and dissertations from other programs, here: <http://tigerprints.clemson.edu/etd/>

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 draft of the proposal by May of your first year as a master's 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. Over the fall semester of your second year, you will adapt the initial proposal into a full prospectus. Upon your advisor's approval, you or your major advisor will distribute copies to the other advisory committee members for their comments.

Research activities with the intention of leading to the completion of a thesis must be approved by the student's advisory committee. Passage of the proposal defense communicates formal approval for the student to embark on the research project as proposed. If additional changes are expected before commencing with the research, those should be agreed upon by the advisor and committee and clearly communicated to you, the student. Unsuccessful proposal defenses (e.g., significant changes required) necessitate another proposal defense to be scheduled. If significant deviations from the approved plan become necessary, another proposal defense is warranted.

Graduate School forms: <https://www.clemson.edu/graduate/students/forms.html>

Graduate School Theses and Dissertations website with deadlines and other information:
<https://www.clemson.edu/graduate/academics/theses-dissertations/>

Keep in mind the following requirements regarding your thesis:

- Appropriate length and quality, as determined by advisor and committee
- A meeting of the full committee and student is required before formal data collection begins to approve prospectus. Thesis/Dissertation Approval Form must be submitted to Graduate School.
- A prospectus and timeline are required and once approved by advisor and committee, copies sent to Graduate Programs Coordinator.
- Final thesis is due to committee members two weeks before oral defense.
- Student must hold an oral defense with advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The date of the defense must be entered into the Clemson calendar here:
<https://www.clemson.edu/graduate/academics/theses-dissertations/defending/defense-form.html>

The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade.

At end of a successful defense, the GS7M (Final Exam and Master's Thesis Approval Form) is signed by advisor and committee, sent to Graduate Programs Coordinator, and submitted to the Graduate School. A committee member may refuse to sign until requested revisions are made, or signs conditionally contingent upon successful completion of revisions, by a specified deadline. An Oral Defense Assessment form must also be completed by the advisor and all members of the committee and sent to the Graduate Programs Coordinator.

Advisors are encouraged to announce successful completions to department faculty and

graduate students. After all revisions, the thesis is sent to Manuscript Review. All theses must be prepared in accordance with guidelines established by the Graduate School, which can be accessed at <https://www.clemson.edu/graduate/academics/theses-dissertations/>. This guide provides advice on preparing an acceptable and effective thesis. You should consult this guide before beginning the writing phase of your graduate research. Pay particular attention to formatting requirements.

Comprehensive Exam

Students may also choose to take comprehensive exams if they wish to focus their second-year experience on mastering different areas of knowledge. The exams may assess students' knowledge of areas such as: the history and distinguishing characteristics of the communication discipline, relevant communication theory, the range of research methods used in communication research, the impact of communication on social and cultural level variables, as well as material representative of the student's identified area of emphasis.

The exam committee will be selected in consultation between the student and his/her advisor and be composed of Graduate Faculty from the Department of Communication but may also include faculty representing associated disciplines on the Clemson campus, or other professionals deemed relevant. A minimum of two of the committee members must be Graduate Faculty from the Department of Communication.

Exams will cover three question areas determined by the student and advisor in consultation with the advisory committee. The exam must cover theoretical and methodological considerations. In most cases, each advisory committee member will provide the question(s) or prompt for one of the three areas. Reading lists will be developed for each area by the student with committee member input and approved by the advisor. The specific mix of books and/or articles will be determined by advisor and committee.

Students will take 3 hours of COMM 8800 (Directed Readings) to prepare for their exams.

For a student to pass their exams, the student must participate in a public oral defense of their exam answers. The majority of committee members must vote in approval.

Areas, reading lists, and timeline are required and once approved by advisor and committee, copies sent to Graduate Programs Coordinator. By the end of the student's next-to-last semester, their areas and reading lists must be established and sent to the Graduate Programs Coordinator. It is the responsibility of the faculty and the students to send copies of approved exam lists and an agreed-upon timeline to the Graduate Programs Coordinator by the last day of the next-to-last semester.

Advisor and committee will determine details of questions such as: number of questions generated for each area, expected length of answers, how many questions for each area student must answer, etc. Those expectations will be clearly communicated to students.

Exams may be open- or closed-book:

- Open-book exams are take-home. Students will receive all three questions at 8:00 a.m. of the first day and have three days to answer all questions. Take-home exam answers should include works cited and be formatted in APA style. Answers are due to advisor after 72 hours.
- Closed-book exams are on-site. Advisor and student must reserve a private location on campus for writing. Students will receive one question at a time, on separate days, and have three consecutive hours to answer each question. No phones, computers, notes, books, or other materials are allowed.

For either exam type:

Exam questions and answers are due to committee members two weeks before the oral defense. Student must hold an oral defense with the advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade. If a student fails two or more exam responses, they can retake the exams once. If a student fails the same exam response answer multiple times, they will not complete the program, and their degree transcript will reflect that they did not complete the program.

Comprehensive exam defenses must take place at least two weeks before the GS7M deadline, to allow students the time to retake any failed exams.

At the end of a successful defense, the GS7M (Final Exam and Master's Thesis Approval Form) is signed by advisor and committee, sent to Graduate Programs Coordinator, and submitted to the Graduate School. A committee member may refuse to sign until requested revisions are made, or sign conditionally contingent upon successful completion of revisions, by a specified deadline.

Advisors are encouraged to announce successful completions to department faculty and graduate students.

Note: Graduate School deadlines for exam and thesis completion are non-negotiable. Although your advisor and committee determine the progress on your thesis or exam, candidates are expected to keep themselves aware of deadlines and other relevant forms and procedures.

Program Time Required/Limit

Failure to meet program and Graduate School deadlines given is grounds for suspension of your assistantship stipend. Earlier completion is encouraged.

The department considers three academic semesters plus one summer or four semesters sufficient time in which to obtain a master's degree. The Graduate School requires that all course work that is to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See graduate school deadlines at <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html> and the academic calendar at <https://www.clemson.edu/registrar/academic-resources/academic-calendars.html>)

Waiver of MAC Degree Requirements

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

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

Under extreme conditions, you may petition for a waiver of other requirements. Your petition must be made in writing to your major advisor, who will in turn write and submit a petition to the chair of the Graduate Policy Committee and must be submitted at least 6 months prior to your expected graduation date. The Graduate Policy Committee will not grant a waiver except in truly extraordinary circumstances.

Maintaining Standing in MAC

Academic standards

Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative B average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a B average in all courses listed in the Plan of Study (Form GS2), and an overall cumulative B average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative B average requirement applies independently to graduate degrees; that is, a new grade point average computation begins after the completion of the first degree. A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

Graduate students placed on academic probation should meet with their Advisor and/or Graduate Programs Coordinator to ensure that the expectations for removal of the probationary status are clearly defined and understood. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the Graduate Programs Coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.

Graduate assistants on academic probation will have their teaching or research assistantship, or fellowship, terminated for failure to maintain satisfactory academic progress or to maintain the minimum 3.0 grade point average. Rules of the various academic or fellowship programs will govern when assistantships or fellowships are terminated for reasons associated with poor academic performance.

Ethics

See *Graduate School Policies & Procedures Handbook*.

Maximum enrollment

See *Graduate School Policies & Procedures Handbook*.

Incomplete coursework

See *Graduate School Policies & Procedures Handbook*.

Enrollment on a pass/fail basis

See *Graduate School Policies & Procedures Handbook*.

Auditing courses

See *Graduate School Policies & Procedures Handbook*.

Withdrawing from courses

See *Graduate School Policies & Procedures Handbook*.

Repeating a course

See *Graduate School Policies & Procedures Handbook*.

Continuous enrollment, leave of absence

See *Graduate School Policies & Procedures Handbook*.

Withdrawing from the MAC Program/University

If for any reason you decide to withdraw from the program, inform your Major advisor, then the Graduate Programs Coordinator, who will inform you 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.

Your Major Advisor

Initially, as a MAC student, you will be assigned a temporary 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 should identify a permanent 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 thesis or final exams. 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 under the most unusual circumstances.

During each semester, you should meet with your major advisor to discuss your progress on a regular basis. Students funded under a teaching assistantship will be contacted by the department chair or an instructor regarding their assignment. All matriculating students not receiving financial assistance are asked to elect either the thesis or final exam option.

MAC 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 Graduate Faculty member of the Department of Communication who meets the criteria for Graduate Directing status. Most tenure-line faculty members are eligible to serve as chair of your advisory committee. If you are unsure, ask the Graduate Programs Coordinator for additional information.

You will form an advisory committee in consultation with your major advisor. Your advisory committee will approve your curriculum, supervise your graduate program, administer your thesis, project or comprehensive examinations, and initiate the recommendation for awarding your degree. Your advisor will serve as the chair of your advisory committee.

A majority of your advisory committee must be Graduate Faculty members of the Department of Communication with Graduate Advising status. Committee membership must total at least three. You are responsible for forming your advisory committee and keeping them apprised of your progress.

External professionals or faculty at other universities may be given temporary graduate advising status in Communication to serve as a committee member. This status should last no longer than the duration of the student's committee on which they were approved to serve. They may not serve as a co-chair of a committee. In general, external committee members are content experts in a topic or method related to a thesis or dissertation that not represented by members of the Graduate Faculty. External committee members must have a terminal degree in the discipline or related field at or above the level of the student committee they serve.

The Chair of the Department of Communication may approve external committee member requests if the person holds a Ph.D. and has either 1) a tenure-track position in a department with a graduate program at a college/university in the U.S., or 2) 10 years or more of mid to senior level experience in a U.S. organization(s) directly relevant to the student's proposed research area in Communication. All external committee member requests not meeting these guidelines will be reviewed and voted upon by the Tenure, Promotion, and Reappointment Committee and the Department Graduate Committee prior to approval by the Department Chair. Full-time students must choose your major advisor and committee before midterm in their second semester. This is indicated in iRoar.

Plan of Study (GS2)

You will indicate your plan of study twice during the program. The GS2 Plan of Study is located in iRoar. See instructions and tips here: <https://www.clemson.edu/graduate/academics/plan-of-study.html>

For full-time students, it is first due near the beginning of your second semester. Indicate all classes you have taken, are taking, and plan to take. This should be decided in consultation with your temporary or major advisor. Once you input the courses and submit the form, it will be routed electronically for approval by major advisor, committee, Graduate Programs Coordinator, major Department Chair, minor Department Chair (if applicable), and the Deans of the College and Graduate School. You will be notified if any changes are required.

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

In your next-to-last semester, input a revised GS2 no later than the last day of classes of the term in which you plan to graduate. This time you must indicate every class you have taken as part of your degree, and any changes in your major advisor or committee. **LATE GS2 FORMS WILL RESULT IN FEES CHARGED TO YOUR ACCOUNT.** You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. 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 GS2.

Assistantships/Financial Support: MAC

Several of our full-time graduate students are awarded assistantships. You will automatically be considered for an assistantship when you apply to the program unless you request otherwise. For example, you may not wish to be considered for an assistantship if you plan to pursue the degree part-time while continuing to work full-time in your current job.

Funding opportunities are available to approximately new graduate students each year in the form of teaching and research assistantships. Our assistantships provide a full tuition waiver and a stipend of approximately \$13,500 per academic year. Assistantships are awarded competitively by the graduate programs committee. We offer a variety of opportunities for you to grow as a teacher, scholar, and emerging professional in the discipline. Graduate students typically assist with the delivery of our basic undergraduate courses and assist faculty members with research.

Graduate assistantships focused on teaching generally involve assisting with the delivery of our basic communication courses. You will also develop your communication and leadership skills as you gain experience working with students in our Communication Center, assisting them with the speech-making process. All graduate teaching assistants participate in a mandatory one-week training program in August, before the start of classes in the fall semester.

Some graduate assistants may work one-on-one with faculty members on research projects. You will develop a working relationship with a faculty member and gain hands-on experience with the research process. In many cases, you will have a role in shaping the research project through data collection, analysis, and presenting the final research report. Collaborative projects with faculty typically result in co-authored conference presentations and publications in academic journals.

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the Graduate School website at <https://www.clemson.edu/admissions/graduate-admissions/cost-and-aid.html>.

Your responsibilities and details of your financial support are included in your official offer letter from the department chair or Graduate Programs Coordinator. This letter requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments, 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 MAC program uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants, and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

Students on assistantship are expected to give that assistantship priority. While room will be made so that their assistantship will not conflict with their academic schedule, no other commitments should be allowed to conflict with responsibilities assigned by the department in relation to a student's assistantship. The department cannot make special accommodations for individual students.

- All Graduate Teaching or Research Assistants will be evaluated at the end of their first academic year to assess the renewal of their assistantship for the following year. This will consist of a meeting with the Directors of Basic Courses, the Graduate Programs Coordinator, and other faculty if relevant. Come prepared to present a summary of your experiences, accomplishments, and challenges faced in your first year of your assistantship.
- Assistantships for master's students will normally only exist for a maximum of two years total. The same time limit applies to fellowships awarded to master's students by the department.
- Three hours of teaching are required to maintain funding in summer (including study abroad).
- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, as well as satisfactory performance of assigned duties associated with the assistantship.

- All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.
- All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (9-month basis) established by the department. A specific FTE rate is established for master's students. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).

Minimum Enrollment

See *Graduate School Policies & Procedures Handbook*.

Employment Protocols and Guidelines

See *Graduate School Policies & Procedures Handbook* for information on income taxes, paydays, paperless pay, work injury protocol, workload, additional employment, work product, reduction of pay, vacation policy, military leave policy, holidays, termination of pay, and outside employment.

Additional Opportunities

In addition to assistantships, additional opportunities may be made available to graduate students, such as ad hoc employment, short-term projects, travel support, fellowships, study abroad, etc. Every effort will be made to communicate these opportunities to all applicable students and give equal chance to apply for them.

The Graduate Committee, in consensus with a student's advisor and the Department Chair, shall approve all responsibilities given to Department of Communication graduate students related to their assistantships, including responsibilities or opportunities beyond any standard assistantship. The committee will work to ensure that 1) distribution of responsibilities is not overly burdensome on the graduate students or overly disruptive of their academic experience and 2) responsibilities are distributed in a fair and equitable manner with opportunities made available to as many individuals as is possible and reasonable. This approval shall take place as needed by department administration but prior to notification of said responsibilities to graduate assistants.

DEPARTMENT AND GRADUATE SCHOOL FORMS: MAC

You will be required to complete the following forms through the course of your studies.

Graduate School forms are available on iRoar and/or at

<https://www.clemson.edu/graduate/academics/forms-and-requests/#currentstudents>.

Forms to complete in MAC Program			
Form ID	Required By	Approximate Deadline*	To be Signed By
GS2 – Committee Selection, Plan of Study forms in iRoar	Graduate School	Preliminary version due before spring break of first year; final version due spring semester before graduation	Major Advisor, Graduate Programs Coordinator, Dean of Graduate School
Diploma Application	Graduate School	Within first four weeks of semester in which you will graduate	Online submission — user ID required
GS7M – Final Exam and Master’s Thesis Approval Form	Graduate School	Three weeks prior to graduation	Major Advisor, Advisory Committee members

* See specific deadline dates for Graduate School forms at

<https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>

MAC PLANS OF STUDY

The following are examples of full-time progressions through the MAC program.

Semester I			
Exam Option		Thesis Option	
COMM 8100: Quantitative Research Methods	3	COMM 8100: Quantitative Research Methods	3
COMM 8200: Foundations of Communication	3	COMM 8200: Foundations of Communication	3
COMM 8980: Colloquium	1	COMM 8980: Colloquium	1
COMM 8000: Communication Pedagogy (if on an assistantship) / COMM or other 6000+-level elective	1 <i>or</i> 3	COMM 8000: Communication Pedagogy (if on an assistantship) / COMM or other 6000+-level elective	1 <i>or</i> 3

Semester II			
Exam Option		Thesis Option	
COMM 8110: Qualitative Research Methods	3	COMM 8110: Qualitative Research Methods	3
COMM 8980: Colloquium	1	COMM 8980: Colloquium	1
COMM or other 6000+-level electives	6	COMM or other 6000+-level electives	6
COMM 8000: Communication Pedagogy (if on an assistantship)	1	COMM 8000: Communication Pedagogy (if on an assistantship)	1

Semester III			
Exam Option		Thesis Option	
COMM or other 6000+-level electives	9	COMM or other 6000+-level electives	6
		COMM 8910: Thesis Hours	3

Semester IV			
Exam Option		Thesis Option	
COMM or other 6000+-level electives	6	COMM or other 6000+-level electives	3
COMM 8800: Directed Readings in Communication	3	COMM 8910: Thesis Hours	3

MAC REQUIREMENTS CHECKLIST

Use the following example checklist to track your completion of program requirements.

Checklist for Students in MAC Program			
What	When to Complete	How/Who	Date Completed
Selection of a Major Advisor	Before the end of your first semester	Notify Graduate Programs Coordinator	
Appointment of Advisory Committee	Before the end of your first semester	In consultation with your Major Advisor	
Preparation of course of study plan	Before the end of your first semester	In consultation with your Major Advisor and Advisory Committee	
File plan of study	Beginning of your second semester*	Form GS2 in iRoar	
Approval of thesis proposal	Before end of your third semester	Advisory Committee approves proposal; you file proposal with Graduate Programs Coordinator	
Minimum of 30 credit hours completed	Within six calendar years prior to graduation	Form GS2 in iRoar	
Apply for diploma	Beginning of final semester*	Apply for graduation in iRoar	
Order cap and gown	Beginning of final semester	You order through bookstore	
Submit your thesis	At least 2 weeks prior to oral exam	You supply to your Advisory Committee	
Final Examination / Submit GS7M	At least 3 weeks prior to graduation*	Major Advisor files GS7M with Graduate School	
Submit your manuscript to Graduate School for formatting review	At least 2 weeks prior to graduation* (earlier is better)	You submit online at https://www.clemson.edu/graduate/academics/theses-dissertations/submitting.html	
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/academics/deadlines-for-completing-your-program.html>.

MAC ROAD MAP: SUMMARY

Students have completed MAC as full-time and part-time, with and without assistantships, and working for Clemson and other employers. For information on these alternate road maps, contact the Graduate Programs Coordinator.

The following is for a typical fall, full-time admission. For spring admission students, adjust accordingly. Specific dates vary each year. Approximate dates below are only examples. For your year's deadlines, see <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>.

Fall, Semester I

- The week before classes: Training, orientations (MAC and Graduate School)
- Return signed receipt of graduate handbook form to Graduate Programs Coordinator.
- Coursework: Foundations seminar, quantitative method, elective(s), colloquium
- Meet the faculty not teaching core classes through colloquium visits and individual meetings
- Meet with temporary advisor.
- Register for Semester II classes. Choose elective with consultation.
- Select and meet with potential permanent advisors and committee members.
- Explore options of thesis (scholarly or project) or exams.

Spring, Semester II

- Coursework: Qualitative methods, electives, colloquium
- Conference submissions due: NCA, AOIR, AEJMC, etc.
- Meet with advisor and committee members.
- With advisor, plan remaining course of study.
- Before Spring Break: Electronic GS2 form signed by advisor and committee completed to then be approved by Graduate Programs Coordinator. Course titles and numbers must match transcript. Future courses can be TBD (e.g., "Sociology elective.")
- Register for Semester III classes.
- Timelines and plans for exams or thesis arranged between grads and advisors.
- Discuss summer plans. Internships should NOT register for course numbers. There is no tuition support in summer unless you teach.

Fall, Semester III

- October/November: Thesis prospectus including timeline approved by advisor and committee OR Exams areas, lists, timeline, plan (open/closed) approved by advisor and committee
- Coursework: Electives, Thesis hours
- Thesis / exam work
- Present original research at MAC events, conferences, etc.
- Register for Semester IV classes.

- Conference submissions due: ICA, SCMS, SSCA
- Doctoral program applications

Spring, Semester IV

- Early January: Final GS2 Course of Study form due (\$25 if late + \$5 a day)
- Late January: Order online (GS4 form in iRoar) (\$25 if late + \$5 a day)
- Coursework: Electives, thesis hours
- Complete thesis / take exams
- Exam defenses must take place 2 weeks before GS7M deadline
- Written notice of defense (thesis or exams) due to Enrollment Services 10 days prior, post defense date on Clemson calendar online
- Oral defense of thesis or exams
- Post-graduation advising and prep
- Order cap and gown online (check with campus bookstore)
- Communication Day presentations and awards
- Mid-April: GS7M Exam/Thesis approval form due
- Mid-April: Complete Thesis due for formatting review to Manuscript Review Office
- Late-April: All revisions requested by Manuscript Review Office must be completed
- Late-April: Final thesis or exams sent to Graduate Programs Coordinator. Order personal and department copies of bound thesis: <http://www.thesisondemand.com>.
- Early May: Graduation

Dates listed are approximate based on prior years. For exact dates for your year, see Graduate School deadlines: <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>

APPLYING TO THE Ph.D.

Prerequisites

Applicants must have a background in Communication or a relevant discipline, and present evidence of such competence via transcripts and supporting materials. Applicants must have a Bachelor's and Master's Degree in Communication or a relevant discipline in hand by the time they begin the program. The ad hoc committee may permit exceptions on a case-by-case basis.

English Language Proficiency

International students whose native language is not English are required to submit a high score on the Test of English as a Foreign Language (TOEFL) or Pearson Test of English (PTE).

International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations. TOEFL/PTE exams may be no more than two (2) years old.

Applicants requesting a TOEFL/PTE waiver must complete the Request for English Proficiency Waiver form at <https://gradapply.clemson.edu/register/langprofwaiver>.

ELP requirements for an applicant can be waived for the following reasons:

- Previous employment in the U.S. (Length of time + letter from employer/must have been in the last two years)
- Extended residency in the U.S. (length of time + how English has been used daily/ must have been in the last two years)
- Earned or in-progress undergraduate or graduate degree from a regionally accredited U.S. institution
- Earned or in-progress degree from a foreign institution where English is the only language of instruction

The Department of Communication does not facilitate these waivers and cannot approve them. Please contact the Clemson University Graduate School using the link above to initiate your request.

In some cases, the department may assign non-native English speakers to teaching assistantships that involve only one-on-one tutoring until they are deemed ready for classroom teaching. If you are a current student and non-native English speaker, and your graduate advisor feels you should improve your English skills, you must complete English 1110: English as a Second Language or an approved course from one of Clemson's ESL affiliates.

Computer Proficiency

The Ph.D. has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in both your teaching and research, and it is expected that you will acquire whatever skills are needed to use these resources as they are required. Many workshops provided by various Clemson groups regularly present opportunities for students to gain and advance their

computer skills. Typically, students should expect to produce work using a word processing software (such as Microsoft Word) and presentation decks using slide software (such as Microsoft PowerPoint).

Campus Visits

Ph.D. applicants are encouraged to visit Clemson if possible. We will be happy to organize department and campus tours, as well as meetings with current faculty and students. Contact the Doctoral Program Coordinator to arrange your visit. If you cannot physically visit Clemson, we are glad to meet with you via Zoom.

Duplicate Degrees

The holder of a doctoral degree in a similar field, received at another institution, may not become a candidate for another doctoral degree in the same field at Clemson. If you have questions about whether your existing doctoral degree is considered a duplication with the Ph.D. in Communication and Media, please contact the Doctoral Program Coordinator.

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 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/cost/residency/>. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, 864-656-2280).

Deadlines

Applicants seeking full-time enrollment, tuition waiver, and a stipend must apply for fall admission. Initial review of applications begins February 1, with rolling admission through March 1. Applications submitted after March 1 will likely not be considered for the fall admission period. Initial offers are typically made by the end of March.

Applicants who have been made initial financial offers have until April 15 to reject or accept that offer. Students may be placed on a wait list for admission and/or assistantships. If no response is received at that point, their offer will be given to another applicant.

Students may enter spring semester. Applicants seeking spring admission must apply by September 30 for the following spring semester. Initial offers are typically made by the end of October. Spring applications may be rejected, accepted for spring, accepted for the following fall, or rolled over into the applications to be reviewed for the following fall.

Applicants interested in part-time enrollment can apply for either deadline but must indicate this in their personal statement. Part-time students are NOT eligible for tuition waiver or assistantship stipend.

We will continue to review all applications past the March 1 for Fall admission and September 30 for Spring admission deadlines. Applicants may apply past these deadlines, but their applications will not be given priority.

Ph.D. Application Process

Admission to the Ph.D. in Communication and Media begins with your submission of an official application to the Graduate School via their website, beginning here:

<https://www.clemson.edu/graduate/admissions/apply/>

Upon receipt of all admission materials, the Graduate School will forward your application to the Department of Communication for review. Applicants must meet all admission requirements of the Graduate School, the Department of Communication and the Ph.D. program before official acceptance will be considered. Only applications which are formally submitted through the Graduate School are eligible for review.

Ph.D. Application Components

All components of applications are taken into full consideration. Required components include:

- A personal statement (1,000-word limit, double-spaced) noting desired semester entry, full- or part-time status, and desire for assistantship. Statement should contain focused reasons for wanting to attend Clemson and the Ph.D. program, such as faculty, research programs and centers, local resources and opportunities, etc. Emphasize and describe your experiences, goals, reasons for pursuing this degree, and unique contributions you can make to the program, as well as any existing research experience or history of working independently.
- A curriculum vita (no minimum page length) detailing education, employment, any relevant research experience, volunteer and service work, mailing address, email address, phone number, and links to any online projects.
- Up to two writing samples (approximately 25 pages each) demonstrating scholarly/academic writing that shows understanding of theory and methods. Do not send professional writing, such as press releases or news articles.
- Bachelor's degree and master's degree from an accredited college or university earned by the time you begin the program
- Transcripts from all universities or colleges from which you graduate. For the application, transcripts can be unofficial, but applicant must provide official transcripts once admitted.
- Three letters of recommendation
- We do not require students to take the GRE for consideration in our program. Submitting official scores is optional. Clemson's Institution Code is 5111. GRE exams more than five (5) years will not be accepted.
- English-language test scores described previously if applicable.

Desirable qualities: Applications are considered holistically, however, invited students typically fall within these parameters:

- Grade Point Average of 3.0-4.0 (on a 4.0 scale)
- Clear articulation of connection to our program's emphasis areas, clear fit with faculty, and a desire to work with our specific faculty and/or our specific resources
- All letters of recommendation from academic sources (not employers or acquaintances)

International Students

See the *Graduate School Policies & Procedures Handbook*.

International Ph.D. Applicants

Clemson's Office of Global Engagement has an International Services department to assist with the unique concerns of international students: <https://www.clemson.edu/campus-life/campus-services/international/>

Forms for international applicants and students can be found here:

<http://www.clemson.edu/campus-life/campus-services/international/forms.html>

International students seeking admission to Clemson University under F-1 or J-1 visa status are required to provide proof of sufficient financial support for at least one academic year before a Certificate of Eligibility can be issued. U.S. federal regulations require universities to verify that students entering the U.S. on F-1 and J-1 visas have adequate financial resources to meet educational and living expenses.

Financial documentation must be submitted through the iStart Portal and include the International Student Financial Certification Form and must demonstrate that the student has access to the minimum required funding for one (1) academic year upon arrival in the U.S. The Form I-20 for F-1 students or the Form DS-2019 for J-1 students cannot be issued until Immigration Services receives and approves all required financial documentation verifying the availability of adequate funds. A link to the portal can be found on this page:

<https://www.clemson.edu/campus-life/campus-services/international/forms.html>

All submitted financial documents must be current and bear original signatures. Failure to provide acceptable proof of funding will delay the issuance of immigration documents and the student's visa application process.

Submit all required materials by November 15 for spring enrollment, April 1 for summer enrollment, and July 1 for fall enrollment. Students transferring a SEVIS record from another U.S. institution must complete their certificate of eligibility request by the start of classes for their intended term.

If you have any questions concerning the submission of financial documents, contact Immigration Services at is@clemson.edu or (864) 656-3614.

Please note Clemson University requires all fees to be paid on the first day of late registration. Loans and deferred payments generally are not available to international students. Tuition and fees may increase without prior notice.

Ph.D. Application Decisions

Upon your completion of the online application, your application status can be checked at <https://www.clemson.edu/graduate/admissions/application-status.html>. The Doctoral Program Coordinator and the Graduate Committee examine your application packet and make recommendations as to whether you will be offered admission to the program. Then in consultation with the Department Chair, a decision will be made on your application. The Graduate School will then notify you of your acceptance as well as any existing provisions. If you are not considered acceptable for admission, the Doctoral Program Coordinator will indicate this in the admissions database and the Graduate School will send you a letter of rejection. You may appeal the rejection to the Graduate School.

Ph.D. Acceptance Categories

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

Full Status: Your credentials equal or exceed every minimum admission criterion prescribed for the applied-for degree.

Conditional Status: At least one piece of required application materials has not been received by the Graduate School. Notice of conditional acceptance may be given prior to receipt of a missing item, but any and all missing materials must be received prior to or during your first semester of enrollment. Upon receipt, you may be admitted to either full or conditional status. Conditional status may also be granted to highly qualified applicants prior to receipt of the degree they are currently pursuing; however, all requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.

If an applicant is conditionally accepted pending completing certain course deficiencies specified as a condition of admission, it is important that they take the necessary courses early in the program to provide them with background for graduate-level courses. Normally, they will remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for graduation.

Notification of Ph.D. Decision

For Fall: Once invited into the Ph.D., a student has until April 15 to notify the Doctoral Program Coordinator of their intent to accept admission into the program and the financial offer that accompanies the offer of admission (a teaching assistantship, research assistantship, grant, fellowship, or offer of employment). This is a fixed deadline for the financial offer, honored nationally by over 200 graduate schools, so no extensions will be allowed. Once this commitment is made by a student, it is binding, and the student should not be accepting a financial offer from any other institution. Clemson will not offer funding and admissions to any students who have made commitments to other institutions. An invited student may defer

admission for one year but must notify the Doctoral Program Coordinator of that decision by April 15. Students who do not notify the Doctoral Program Coordinator of a decision by April 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

For Spring: Once invited into the Ph.D. in Communication and Media, a student has until November 15 to notify the Doctoral Program Coordinator of their intent to accept admission into the program. An invited student may defer admission for one year but must notify the Doctoral Program Coordinator of that decision by November 15. Students who do not notify the Doctoral Program Coordinator of a decision by November 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

REQUIREMENTS FOR THE Ph.D.

Minimum Degree Requirements for the Ph.D.

Minimum Degree Requirements for the Ph.D. in Communication and Media	
Total hours of course work	64 hours
Core courses	25 hours
Elective courses required	21 hours
Comprehensive Exams	3 hours of Directed Readings (included in the core hours)
Dissertation Research	Minimum of 18 hours of Dissertation Research

Candidates for the PhD in Communication must complete a minimum of 64 credit hours, including the following core courses (unless a similar course was previously taken and accepted by the Doctoral Program Coordinator or Department Chair):

- COMM 8000: Communication Pedagogy (1 credit)
- COMM 8200: Foundations of Communication (3 credits)
- COMM 8110: Qualitative Research Methods (3 credits)
- COMM 8100: Quantitative Research Methods (3 credits)
- COMM 8270: Communication Education (3 credits)
- COMM 8130: Theory Construction in Communication (3 credits)
- COMM 8250: Professional Seminar in Communication (3 credits)
- COMM 8140: Advances in Communication Research Methods (3 credits)
- COMM 8800: Directed Readings in Communication (3 credits)

At least one-half of the total graduate credit hours required, exclusive of dissertation research, must be selected from courses numbered 8000 or above. Elective credits can be taken in Communication or an outside field. 18 credits of dissertation work are required to apply toward the required 64-hour total to complete the degree. Students must take 3 credit hours of directed readings to prepare for exams. These courses must be selected in consultation with the student's advisor.

Prerequisite and co-requisite courses do not count toward the 64 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently.

Elective Courses

A minimum of 21 elective credits must be taken in Communication and/or another field. Students may take up to 3 credit hours of COMM 8900: Internship or COMM 8990: Independent Study to fulfill elective requirements. You may not take both an Internship and an Independent Study as part of your degree. The number of elective courses you take in a specialty area will depend on whether you are participating in the thesis option or comprehensive exam option. Your doctoral advisor will help you select courses that meet your goals.

Comprehensive Exams

The exam committee will be selected in consultation between the student and their Doctoral Advisor and be composed of Graduate Faculty from the Department of Communication but may also include faculty representing associated disciplines on the Clemson campus, or other professionals deemed relevant. A minimum of two of the committee members must be Graduate Faculty from the Department of Communication.

Exams will cover three question areas determined by the student and their Doctoral Advisor in consultation with the advisory committee. The exam must cover theoretical and methodological considerations. Reading lists will be drafted for each question area by the student, revised based on committee member input, and approved by the advisor. The specific mix of books and/or articles will be determined by the advisor and committee.

Students will take 3 hours of COMM 8800 (Directed Readings) to prepare for their exams.

To pass their exams, students must meet expectations of the committee members on all three questions. Students who fail their exams will be permitted to re-take them once.

Exams will be closed-book and on-site. Advisor and student must reserve a private location on campus for writing. Students will receive one question at a time, on separate days, and have three consecutive hours to answer each question. No phones, computers, notes, books, or other materials are allowed.

Comprehensive exam defenses must take place at least two weeks before the GS7M deadline, to allow students the time to retake any failed exams.

At the end of a successful defense, the GS5D (Results of the doctoral degree comprehensive examination) is signed by advisor and committee, sent to Doctoral Program Coordinator, and submitted to the Graduate School. A committee member may refuse to sign until requested revisions are made, or sign conditionally contingent upon successful completion of revisions, by a specified deadline. This is filed concurrently with GS-Research Approval form. Graduate school forms can be found at <https://www.clemson.edu/graduate/academics/forms-and-requests/#allforms>.

Doctoral Advisors are encouraged to announce successful completions to department faculty and graduate students.

Dissertation Requirements

Students may choose from two dissertation options: Monograph or Article-based.

Monograph dissertation option

A dissertation committee will be selected in consultation between the student and his/her advisor and be composed of Graduate Faculty from the Department of Communication but may also include faculty representing associated disciplines on the Clemson campus, or other

professionals deemed relevant. The committee must consist of at least four members, and all members must be faculty with graduate status. A student must secure approval from the dissertation committee for his/her dissertation proposal before undertaking the dissertation. For a student to successfully complete their dissertation, the student must participate in a public oral defense of the project. The majority of committee members must approve the final written product.

Students are required to complete a minimum of 18 credit hours in COMM 9910.

A monograph dissertation is a traditional original research project that results in a formal dissertation document. Departmental expectations are as follows:

- Length: Above and beyond a standard full-length research manuscript, article, or course paper (specific requirements to be determined by committee)
- Format / structure: To be determined by committee. A typical scholarly dissertation will borrow from the conventional structure of academic research articles.
- Contents: A successful scholarly dissertation should demonstrate a discrete set of research questions, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), a significant engagement with technological artifacts, practices, theories, or discourses; and final findings / argument.
- Style: American Psychological Association, incorporating Graduate School manuscript guidelines.
- Prospectus with timeline: Approved by advisor and committee and sent to the Doctoral Program Coordinator. Advisor may require additional documents, such as an informal proposal.
- Public presentation: At the end of each year, graduating students are encouraged to present a 5-minute summary of their thesis to faculty for feedback (e.g., at Communication Day, Graduate Research And Discovery Symposium, or a similar event).

Article-based dissertation option

An alternative to the traditional monograph dissertation is an article-based dissertation. This type of dissertation is a collection of scholarly articles, of which the student is the first author, or sole author. An article-based dissertation must include at least three published or under-review publications. An article-based dissertation must include all the standard dissertation components, including an introduction, literature review, methodology, results, discussion, and conclusion, as well as references, table of contents, tables, etc. The primary difference between a monograph dissertation and the article-based dissertation is that some of the chapters in the article-based dissertation may take the form of blind peer-reviewed publications. The inclusion of bridging sections is essential to link the publications to the dissertation.

The student will work together with their advisor and committee to determine specific details regarding the publications.

A consistent thread must be evident throughout the finished dissertation. The student is therefore required to include:

- An introduction to the work
- Connecting sections that link the “chapters”

- A conclusion which synthesizes the material.

Students should be aware that the Committee will be asked to consider the coherence of the dissertation, and the way in which each article contributes to the overall dissertation.

Co-authorship: Publications submitted as part of the article-based dissertation can be either sole or co-authored. However, when papers are co-authored, the student must:

- be the lead author; and
- have contributed at least 50% to the publication.

To be eligible for co-authorship, each author must have made a significant contribution to all three stages in the development of the paper, including:

- the conception and design of the project
- analysis and interpretation of research data;
- drafting significant parts of the paper or critically revising it to contribute to the interpretation.
- Acquisition of funding, collection of data, or general supervision alone does not constitute authorship.

Each author will need to submit a signed Statement of Contribution (Appendix D) for each published article and disclose their percentage of contribution on submission of the dissertation. Students and doctoral advisors are advised to manage these processes along the way, and to ensure adequate records are kept.

Supplementary Material: Where journal publication word limits preclude inclusion of primary data and other supplementary material arising from the research, students can include this information in the dissertation, either as additional section(s) in the relevant chapter, or in an Appendix.

Task Planning for Either Type of Dissertation

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 at the Graduate School website, <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>. Failure to meet any of these deadlines will result in postponement of your graduation.

You must allot sufficient time for writing the dissertation. It is highly recommended that you fully complete your dissertation before leaving the university. Experience shows it is very difficult to complete a dissertation after leaving the university.

Library/listing/archives of previous manuscripts

You can review dissertations from other programs at <http://tigerprints.clemson.edu/etd/>. 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. Full time students will typically complete and defend the dissertation proposal by the end of their third year in the program. The written document should reflect your effort and not that of your doctoral advisor. Your doctoral 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. Over the fall semester of your second year, you will adapt the initial proposal into a full prospectus. Upon your advisor's approval, you or your major advisor will distribute copies to the other advisory committee members for their comments.

Research activities with the intention of leading to the completion of a dissertation must be approved by the student's advisory committee. Passage of the proposal defense communicates formal approval for the student to embark on the research project as proposed. If additional changes are expected before commencing with the research, those should be agreed upon by the advisor and committee and clearly communicated to you, the student. Unsuccessful proposal defenses (e.g., significant changes required) necessitate another proposal defense to be scheduled. If significant deviations from the approved plan become necessary, another proposal defense is warranted.

Graduate School forms: <https://www.clemson.edu/graduate/students/forms.html>

Graduate School Theses and Dissertations website with deadlines and other information:

<http://www.clemson.edu/graduate/students/theses-and-dissertations/>

Requirements

- Appropriate length (generally 20-30 minutes) and quality, as determined by doctoral advisor and committee
- A meeting of the full committee and student is required before formal data collection begins to approve prospectus. Dissertation Approval Form must be submitted to Graduate School.
- A prospectus and timeline are required and once approved by doctoral advisor and committee, copies sent to Doctoral Program Coordinator.
- Final dissertation is due to committee members two weeks before oral defense.
- Student must hold an oral defense with doctoral advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The date of the defense must be entered into the Clemson calendar here:
<http://www.clemson.edu/graduate/calendar/defense-form.html>

The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade.

- At end of a successful defense, the GS7D (Dissertation Defense and Approval Form) is signed by doctoral advisor and committee, sent to Doctoral Program Coordinator, and submitted to the Graduate School. A committee member may refuse to sign until requested revisions are made, or signs conditionally contingent upon successful completion of revisions, by a specified deadline. An Oral Defense Assessment form must

also be completed by the doctoral advisor and all members of the committee and sent to the Doctoral Program Coordinator.

- Doctoral advisors are encouraged to announce successful completions to department faculty and graduate students.
- After all revisions, the dissertation is sent to Manuscript Review. All dissertations must be prepared in accordance with guidelines established by the Graduate School (see <https://www.clemson.edu/graduate/academics/theses-dissertations/>).
- 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.

Transfer credits

See the *Graduate School Policies & Procedures Handbook*.

Foreign Language Requirement

The Ph.D. Program does not have a foreign language requirement.

Program Time Required/Limit

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

The department considers eight academic semesters for a full-time student sufficient time in which to obtain a doctoral degree. The Graduate School requires that all course work that is to be credited toward any Ph.D. degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See graduate school deadlines at <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html> and the academic calendar at <https://www.clemson.edu/registrar/academic-resources/academic-calendars.html>)

Waiver of Requirements

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

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

Under extreme conditions, you may petition for a waiver of other requirements. Your petition must be made in writing to your doctoral advisor, who will in turn write and submit a petition to the chair of the Graduate Policy Committee and must be submitted at least 6 months prior to

your expected graduation date. The Graduate Policy Committee will not grant a waiver except in truly extraordinary circumstances.

Maintaining Standing in Ph.D.

Academic Standards

Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative B average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a B average in all courses listed in the Plan of Study (Form GS2), and an overall cumulative B average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative B average requirement applies independently to graduate degrees; that is, a new grade point average computation begins after the completion of the first degree. A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

Doctoral students placed on academic probation should meet with their Doctoral Advisor and/or Doctoral Program Coordinator to ensure that the expectations for removal of the probationary status are clearly defined and understood. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the Graduate Programs Coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.

Graduate assistants on academic probation will have their teaching or research assistantship, or fellowship, terminated for failure to maintain satisfactory academic progress or to maintain the minimum 3.0 grade point average. Rules of the various academic or fellowship programs will govern when assistantships or fellowships are terminated for reasons associated with poor academic performance.

Ethics

See *Graduate School Policies & Procedures Handbook*.

Maximum enrollment

See *Graduate School Policies & Procedures Handbook*.

Incomplete coursework

See *Graduate School Policies & Procedures Handbook*.

Enrollment on a pass/fail basis

See Graduate School Policies & Procedures Handbook.

Auditing courses

See Graduate School Policies & Procedures Handbook.

Withdrawing from courses

See Graduate School Policies & Procedures Handbook.

Repeating a course

See Graduate School Policies & Procedures Handbook.

Continuous enrollment, leave of absence

See Graduate School Policies & Procedures Handbook.

Withdrawing from the Doctoral Program/University

If for any reason you decide to withdraw from the program, inform your Doctoral advisor, then the Doctoral Program Coordinator, who will inform you 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.

Doctoral Advisor

Initially, you will be assigned a temporary Doctoral 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 should identify a permanent Doctoral advisor from among the program faculty with whom you will work throughout the course of your studies. The selection of your Doctoral advisor is one of the most important decisions you will face as a graduate student. Your Doctoral advisor helps plan your curriculum and guides your research activities and the preparation of your comprehensive exams and dissertation. Choose carefully: to facilitate your progress through the program as well as the quality of the program itself, a change of doctoral advisor will be permitted only under the most unusual circumstances. During each semester, you should meet with your Doctoral Advisor to discuss your progress on a regular basis. Students funded under a teaching assistantship will be contacted by the department chair or Doctoral Program Coordinator regarding their assignment.

Doctoral Advisory Committee

Each graduate student must have a doctoral advisor who will also be the chair of the student's advisory committee. The Doctoral advisor must be a Graduate Faculty member of the Department of Communication who meets the criteria for Graduate Directing status. Most tenure-line faculty members are eligible to serve as chair of your Doctoral advisory committee. If you are unsure, ask the Doctoral Program Coordinator for additional information.

You will form an advisory committee in consultation with your doctoral advisor. Full-time students should choose a doctoral advisor and doctoral advisory committee before midterm in

their second semester. This is indicated in iRoar. Your advisory committee will approve your curriculum, supervise your graduate program, administer your dissertation, project or comprehensive examinations, and initiate the recommendation for awarding your degree. Your doctoral advisor will serve as the chair of your doctoral advisory committee.

A majority of your advisory committee must be Graduate Faculty members of the Department of Communication with Graduate Advising status. Committee membership must total at least four. You are responsible for forming your doctoral advisory committee and keeping them apprised of your progress.

External professionals or faculty at other universities may be given temporary graduate advising status in Communication to serve as a committee member. This status should last no longer than the duration of the student's committee on which they were approved to serve. They may not serve as a co-chair of a doctoral committee. In general, external doctoral advisory committee members are content experts in a topic or method related to a thesis or dissertation that is not represented by members of the Graduate Faculty. External doctoral advisory committee members must have a terminal degree in the discipline or related field at or above the level of the student committee they serve.

The Chair of the Department of Communication may approve external doctoral advisory committee member requests if the person holds a Ph.D. and has either 1) a tenure-track position in a department with a graduate program at an accredited university/college, or 2) 10 years or more of mid to senior level experience in an organization directly relevant to the student's proposed research area in Communication. All external doctoral advisory committee member requests not meeting these guidelines will be reviewed and voted upon by the Tenure, Promotion, and Reappointment Committee and the Department Graduate Committee prior to approval by the Department Chair in consultation with the Doctoral Program Coordinator.

Your doctoral advisor will oversee, in conjunction with your doctoral advisory committee, your annual doctoral progress report. This report is a performative review in which you and your advisory committee report on your progress and set goals for the next year.

Plan of Study (GS2)

You will indicate your plan of study twice during the program. The GS2 Plan of Study is in iRoar. See instructions and tips here: <http://www.clemson.edu/graduate/students/gs2-hints.html>

For full-time students, it is first due near the beginning of your second semester. Indicate all classes you have taken, are taking, and plan to take. This should be decided in consultation with your temporary or doctoral advisor. Once you input the courses and submit the form, it will be routed electronically for approval by your doctoral advisor, committee, Doctoral Program Coordinator, Department Chair, and the Deans of the College and Graduate School. You will be notified if any changes are required.

The GS2 represents the formulation of an individual student's curriculum as approved by your advisory committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree need not be listed on the GS2. Any questions

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

In your next-to-last semester, input a revised GS2 no later than the last day of classes of the term in which you plan to graduate. This time you must indicate every class you have taken as part of your degree, and any changes in your doctoral advisor or committee. **LATE GS2 FORMS WILL RESULT IN FEES CHARGED TO YOUR ACCOUNT.** You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. 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 GS2.

Assistantships/Financial Support: Ph.D.

Several of our full-time graduate students are awarded assistantships. You will automatically be considered for an assistantship when you apply to the program unless you request otherwise. For example, you may not wish to be considered for an assistantship if you plan to pursue the degree part-time while continuing to work full-time in your current job.

Funding opportunities are available for new Ph.D. students each year in the form of teaching and research assistantships. Our assistantships provide a full tuition waiver and a stipend of approximately \$20,000 per academic year (based on 2026-2027 funding). Assistantships are awarded competitively by the graduate programs committee. We offer a variety of opportunities for you to grow as a teacher, scholar, and emerging professional in the discipline. Graduate students typically assist with the delivery of our basic undergraduate courses and assist faculty members with research.

Graduate assistantships focused on teaching generally involve assisting with the delivery of our basic communication courses. You will also develop your communication and leadership skills as you gain experience working with students in our Communication Center, assisting them with the speech-making process. All graduate teaching assistants participate in a mandatory one-week training program in August, before the start of classes in the fall semester.

Some graduate assistants may work one-on-one with faculty members on research projects. You will develop a working relationship with a faculty member and gain hands-on experience with the research process. In many cases, you will have a role in shaping the research project through data collection, analysis, and presenting the final research report. Collaborative projects with faculty typically result in co-authored conference presentations and publications in academic journals. Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the Graduate School website at <https://www.clemson.edu/admissions/graduate-admissions/cost-and-aid.html>.

Your responsibilities and details of your financial support are included in your official offer letter from the department chair or Doctoral Program Coordinator. This letter requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments, 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 Ph.D. program uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants, and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

Students on assistantship are expected to give that assistantship priority. While room will be made so that their assistantship will not conflict with their academic schedule, no other commitments should be allowed to conflict with responsibilities assigned by the department in relation to a student's assistantship. The department cannot make special accommodations for individual students.

- All Graduate Teaching or Research Assistants will be evaluated at the end of their first academic year to assess the renewal of their assistantship for the following year. This will consist of a meeting with the Directors of Basic Courses, the Doctoral Program Coordinator, and other faculty if relevant. Come prepared to present a summary of your experiences, accomplishments, and challenges faced in your first year of your assistantship.
- Assistantships for Ph.D. students will normally only exist for a maximum of four years total. The same time limit applies to fellowships awarded to Ph.D. students by the department.
- Three hours of teaching are required to maintain funding in summer (including study abroad).
- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, as well as satisfactory performance of assigned duties associated with the assistantship.
- All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.
- All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (9-month basis) established by the department. A specific FTE rate is established for master's students. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).

Minimum Enrollment

See *Graduate School Policies & Procedures Handbook*.

Employment Protocols and Guidelines

See *Graduate School Policies & Procedures Handbook* for information on income taxes, paydays, paperless pay, work injury protocol, workload, additional employment, work product, reduction of pay, vacation policy, military leave policy, holidays, termination of pay, and outside employment.

Additional Opportunities

In addition to assistantships, additional opportunities may be made available to graduate students, such as ad hoc employment, short-term projects, travel support, fellowships, study abroad, etc. Every effort will be made to communicate these opportunities to all applicable students and give equal chance to apply for them.

The Graduate Committee, in consensus with a student's advisor and the Department Chair, shall approve all responsibilities given to Department of Communication graduate students related to their assistantships, including responsibilities or opportunities beyond any standard assistantship. The committee will work to ensure that 1) distribution of responsibilities is not overly burdensome on the graduate students or overly disruptive of their academic experience and 2) responsibilities are distributed in a fair and equitable manner with opportunities made available to as many individuals as is possible and reasonable. This approval shall take place as needed by department administration but prior to notification of said responsibilities to graduate assistants.

DEPARTMENT AND GRADUATE SCHOOL FORMS: Ph.D.

You will be required to complete the following forms through the course of your studies.

Graduate School forms are available on iRoar and/or at

<https://www.clemson.edu/graduate/academics/forms-and-requests/>.

Forms to Complete in Ph.D. Program			
Form ID	Required By	Approximate Deadline*	To be Signed By
GS2 – Committee Selection, Plan of Study forms in iRoar	Graduate School	Preliminary version due before spring break of first year; final version due spring semester before graduation	Doctoral Advisor, Doctoral Program Coordinator, Dean of Graduate School
GS5D and GS-Research Approval	Graduate School	Results of the doctoral degree comprehensive examination and advisory committee's approval of student's dissertation research proposal	
Diploma Application	Graduate School	Within first four weeks of semester in which you will graduate	Online submission — user ID required
GS7D – Dissertation Approval Form	Graduate School	Three weeks prior to graduation	Doctoral Advisor, Advisory Committee members

* See specific deadline dates for Graduate School forms at

<https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>

Ph. D. PLANS OF STUDY

Total Credit Hours Required: 64

Year 1

Semester I		Semester II	
COMM 8200: Foundations of Communication	3	COMM 8110: Qualitative Research Methods	3
COMM 8100: Quantitative Research Methods	3	COMM 8270: Communication Education	3
COMM 8130: Theory Construction in Communication	3	COMM 8250: Professional Seminar in Communication	3
COMM 8000: Communication Pedagogy	1		
Total Semester Hours	10	Total Semester Hours	9

Year 2

Semester III		Semester IV	
Elective Seminar	3	Elective Seminar	3
Elective Seminar	3	Elective Seminar	3
Elective Seminar	3	Elective Seminar	3
Total Semester Hours	9	Total Semester Hours	9

Year 3

Semester V		Semester VI	
Elective Seminar	3	COMM 9910: Dissertation Research Hours in Communication	9
COMM 8140: Advances in Communication Research Methods	3		
COMM 8800: Directed Readings in Communication	3		
Total Semester Hours	9	Total Semester Hours	9

Year 4

Semester VII		Semester VIII	
COMM 9910: Dissertation Research Hours in Communication	1-9	COMM 9910: Dissertation Research Hours in Communication	1-9
Total Semester Hours	1-9	Total Semester Hours	1-9

* COMM 8000 level courses or equivalent from other department

* A minimum of 18 credit hours in COMM 9910 is required.

Ph.D. REQUIREMENTS CHECKLIST

Use the following example checklist to track your completion of program requirements.

Checklist for Students in Ph.D. Program			
What	When to Complete	How/Who	Date Completed
Selection of a Doctoral Advisor	Before the end of your first semester	Notify Doctoral Program Coordinator	
Appointment of Advisory Committee	Before the end of your first semester	In consultation with your Doctoral Advisor	
Preparation of course of study plan	Before the end of your first semester	In consultation with your Doctoral Advisor and Advisory Committee	
File plan of study	Beginning of your second semester*	Form GS2 in iRoar	
Completion of comprehensive exams and approval of dissertation proposal (concurrent)	Before end of your fifth semester	Advisory Committee approves proposal; you file GS5D with Graduate School	
Minimum of 30 credit hours completed	Within six calendar years prior to graduation	Form GS2 in iRoar	
Apply for diploma	Beginning of final semester*	Apply for graduation in iRoar	
Order cap and gown	Beginning of final semester	You order through bookstore	
Submit your dissertation	At least 2 weeks prior to oral exam	You supply to your Advisory Committee	
Final Examination / Submit GS7D	At least 3 weeks prior to graduation*	Doctoral Advisor files GS7D with Graduate School	
Submit your manuscript to Graduate School for formatting review	At least 2 weeks prior to graduation* (earlier is better)	You submit online at https://www.clemson.edu/graduate/academics/theses-dissertations/submitting.html	
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/academics/deadlines-for-completing-your-program.html>

Ph.D. ROAD MAP: SUMMARY

Students have completed Ph.D. as full-time and part-time, with and without assistantships, and working for Clemson and other employers. For information on these alternate road maps, contact the Doctoral Program Coordinator.

The following is for a typical fall, full-time admission. For spring admission students, adjust accordingly. Specific dates vary each year. Approximate dates below are only examples. For your year's deadlines, see <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>.

Fall, Semester I

- The week before classes: Training, orientations (Department and Graduate School)
- Return signed receipt of graduate handbook form to Doctoral Program Coordinator.
- Coursework: Foundations seminar, quantitative methods, elective(s), colloquium
- Meet the faculty not teaching core classes through colloquium visits and individual meetings
- Meet with temporary advisor.
- Register for Semester II classes. Choose elective with consultation.
- Select and meet with potential permanent advisors and committee members.
- Explore options of dissertation (monograph or article-based) or exams.

Spring, Semester II

- Coursework: Qualitative methods, electives, colloquium
- Conference submissions due: NCA, AOIR, AEJMC, etc.
- Meet with advisor and committee members.
- With advisor, plan remaining course of study.
- Before Spring Break: Electronic GS2 form signed by advisor and committee completed to then be approved by Doctoral Program Coordinator. Course titles and numbers must match transcript. Future courses can be TBD (e.g., "Sociology elective.")
- Register for Semester III classes.
- Timelines and plans for exams arranged between grads and advisors.
- Discuss summer plans. Internships should NOT register for course numbers. There is no tuition support in summer unless you teach.

Fall, Semester III

- October/November: Dissertation prospectus including timeline approved by advisor and committee AND Exams (closed book only) areas, lists, and timeline approved by advisor and committee
- Coursework: Electives
- Comprehensive exam work
- Present original research at MAC events, conferences, etc.
- Register for Semester IV classes.
- Conference submissions due: ICA, SCMS, SSCA

Spring, Semester IV

- Coursework: Electives
- Comprehensive exam work

Fall Semester V

- Complete comprehensive exams and dissertation proposal (file GS5D and GS-Research Approval forms concurrently after defense)

Spring Semester VI

- Coursework: Dissertation hours

Fall Semester VII

- Coursework: Dissertation hours
- Job applications usually open starting in August of your final year

Spring Semester VIII

- Early January: Final GS2 Course of Study form due (fees if late)
- Late January: Order diploma online (GS4 form in iRoar) (fees if late)
- Coursework: Dissertation hours
- Complete dissertation
- Oral defenses must take place 2 weeks before GS7D deadline
- Written notice of defense (dissertation and exams) due to Enrollment Services 10 days prior, post defense date on Clemson calendar online
- Oral defense of dissertation
- Post-graduation advising and prep
- Order cap and gown online (check with campus bookstore)
- Communication Day presentations and awards
- Mid-April: GS7D Dissertation approval form due
- Mid-April: Complete Dissertation due for formatting review to Manuscript Review Office
- Late-April: All revisions requested by Manuscript Review Office must be completed
- Late-April: Final dissertation and exams sent to Doctoral Program Coordinator. Order personal and department copies of bound dissertation: <http://www.thesisondemand.com>
- Early May: Graduation

Dates listed are approximate based on prior years. For exact dates for your year, see Graduate School deadlines: <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>

LEAVE OF ABSENCE

Vacation/Leave Policy

As a rule, graduate assistants do not accrue paid vacation time. Generally, unless different work expectations are distinctly articulated in the offer letter, graduate assistants work on the same calendar as faculty with 12-month appointments.

Leave Without Pay

In the event of a death in the immediate family, illness of a close family member or personal illness or hardship, graduate assistants may request up to four weeks leave without pay per semester and one week of leave without pay per summer session. This request is made in writing to the immediate supervisor.

Parental Leave

Graduate assistants of any gender are eligible for up to six weeks of parental leave. The request for parental leave must be made to the department at least one month in advance, with notification provided by the department chair to the Dean of the Graduate School. The department will work with the student to enable the student to maintain enrollment and employment status during this time.

APPLICATION FOR DIPLOMA

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in approximately 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). Sign in to iROAR, go to “Student Record,” and select “Apply to Graduate”. Fill out the Diploma Application only if you are applying for the next graduation date. If you miss the deadline, the late fee starts at \$75 a day and goes up \$25 per day. If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), please see the requirements and submit documentation at the registrar’s transcripts and records website at <https://www.clemson.edu/registrar/student-records/> before submitting your Diploma Application. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

All diplomas are mailed to students in about 6-12 weeks. Digital diplomas are also provided about 6-12 weeks after graduation.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore’s website at <https://www.clemson.edu/campus-life/campus-services/book-store/> for deadlines and more information.

For questions and assistance with graduation concerns, contact Enrolled Services at esstranscripts@clemson.edu, 864-656-2174, and/or <https://www.clemson.edu/registrar/contact-us/>. For current deadlines, please see <https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html>.

FINAL CHECK-OUT

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

- Turn in all keys to the department's administrative assistant.
- Be sure that all equipment and supplies that you have drawn are returned to stock. This includes laptops or any other technology you have been provided.
- 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 Graduate Programs Coordinator or Doctoral Program Coordinator that you are leaving and have complied with all regulations.

DEPARTMENT OF COMMUNICATION CENTERS

Communication Center

The Communication Center's mission is to provide support for the basic courses in the Department of Communication. To this end, the tutors in the center work with their speakers to promote critical thinking and empowerment through feedback and collaborative instruction. Through individualized tutoring sessions, the center seeks to aid students in becoming more confident and reflective speakers and to excel in each part of the speech making process.

Social Media Listening Center

The Social Media Listening Center is an interdisciplinary lab that utilizes cutting edge technology to listen, measure, and engage in online conversations across various digital and social media platforms. Its mission is to empower students and faculty from across the university to leverage the power of analytics and artificial intelligence to better understand how information spreads, resonates, and performs.

Media Forensics Hub

The Media Forensics Hub at Clemson University builds society's capacity to understand the context, origins, and impact of modern media. As part of the Watt Family Innovation Center, the Hub accomplishes this by connecting scientific expertise with practical application: faculty with students, academics with practitioners, social scientists with engineers, experts with the public, and South Carolina with the world.

Research Hub

The Research Hub supports the research activities of faculty and students in the Department of Communication. The Hub provides resources for the production of high-quality, relevant research that advances communication scholarship, engages students in the research process, and positively impacts our communities.

FACULTY GUIDELINES

Doctoral or Major Advisor

You, the student, have primary responsibility for ensuring that you meet all requirements; your Doctoral Advisor at the PhD level and Major Advisor at the MAC level are responsible for ensuring that you have met that responsibility. Your advisor will present any requests for a waiver of a requirement to the faculty for approval.

Administrative Staff and Graduate/Doctoral Programs Coordinators

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

Principal Investigator

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

Graduate Committee

The members of the Graduate Committee, chaired by the Graduate Programs Coordinator, oversee the guidelines for the graduate degree programs. The Doctoral Program Coordinator serves on this committee. To amend the guidelines for any graduate degree program, they consult with the Department Chair and present proposals to all faculty eligible to teach in the graduate program. Changes can be approved by a simple majority of those voting.

Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Graduate Programs Coordinator as soon as possible. The Graduate Programs Coordinator in conjunction with the Doctoral Program Coordinator will communicate any concerns to your Doctoral/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 Graduate Programs Coordinator will bring the matter before the graduate faculty at a regular meeting.

PROFESSIONAL DEVELOPMENT

There are several opportunities for you to develop professionally in addition to your course work and research. These include in-class discussions and workshops, public events in the Department of Communication, guest speakers and networking events, university events and trainings, online resources, 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 GRAD360, a professional development program <https://grad360.sites.clemson.edu/>

Career Planning

The Clemson Center for Career Planning and Professional Development 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 <https://career.clemson.edu/>.

Professional and Student Organizations

Application forms for membership in various professional organizations may be obtained from the Graduate Programs Coordinator. Graduate students are encouraged to associate with scholarly and professional organizations in their areas of teaching and research interest.

The official Clemson student organization for communication graduate students is Graduate Association for Communication Students (GACS). Membership in GACS helps support students through networking and other activities.

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. The department provides two senators to the Graduate Student Government.

ADMINISTRATIVE POLICIES & PROCEDURES

Clemson University policies, including those on EEOC/Affirmative Action, FERPA, Title IX/Harassment, and other topics, may be found at the following links:

<https://www.clemson.edu/studentaffairs/>

<https://www.clemson.edu/studentaffairs/find-support/ds/student-handbook.html>

<https://www.clemson.edu/dcir/>

<https://catalog.clemson.edu/index.php>

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 Division of Civil and Individual Rights for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Division of Civil and Individual Rights, 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:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- 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;

- 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 Division of Civil and Individual Rights.

Drugs & Smoking

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University. Clemson is now a smoke-free campus.

Computers

The Department of Communication does not provide computers for students in most circumstances. If students are provided any laptop or other computer by the Communication Department, they are expected to use it effectively and appropriately, and return it to the department at the end of their program or when asked by the program, whichever comes first.

Email

Email is the most common medium used by the department 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.

Mailboxes and Personal Mail

All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries to its offices. Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

Intra-department Communications

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices will be posted near the mailboxes. To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.

Keys

You will be issued a key to your office, if assigned one, as well as a building door key. Students leaving the University through graduation, or for any reason, must return all keys to Carrie Watkins, the department's administrative assistant. A substantial fee will be charged for any unreturned key. The key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law. You are responsible for locking all rooms to which you have gained access with a key.

Building Security and Maintenance

Strode Tower is normally locked at night on weekdays and throughout weekends. As you enter and leave the building, if it is locked, be sure that all doors are locked behind you. During the work week, all outside doors to Strode Tower are normally unlocked.

On football weekends, the building will be locked as usual, from 5:30 p.m. Friday to 7:30 a.m. Monday. Persons entering or leaving Strode Tower on those days should ensure that all doors are locked behind them. Report building problems to the building's security coordinator. If something major is found wrong outside of normal office hours, inform your Doctoral/Major advisor and/or the department chair after you have called the University Security Office at 864-656-2222.

Printing

For the most current information on printing quotas and policies, please visit:

https://clemsontechservice.com/kb/en/overview-of-printing-and-plotting?id=kb_article_view&sys_kb_id=56568ecd93dff2108fdd383efaba10fd

For the most current information on printing locations please visit:

https://clemsontechservice.com/kb/en/overview-of-papercut-printer-locations?id=kb_article_view&sys_kb_id=b7a906742b108350ae12fccdc891bf31

Copy Machine

Graduate students may use the copy machine located in the office workroom for class or work-related purposes. The University is committed to reducing paper waste as much as possible; please only use the copier when necessary. Students will be issued a copy code, as well as a copy limit per semester. Any student exceeding his/her copy limit will be charged 3 cents each for any additional copies during that academic year. Once all copies on the credit have been consumed, you will be unable to make copies until your account is replenished. Use of this copier is on a first come, first served basis. The copier located in the copy/work room is for faculty and staff use only.

Fax

You may use the department's facsimile machine only for official department business purposes with authorization from the department's administrative assistant. Personal transmissions may be sent at the Student Union or other locations in downtown Clemson.

Office Supplies

The department does not furnish office supplies to graduate students for personal use. All research or course-related use of office supplies, including letterhead stationery, must be authorized by the department's administrative assistant. Entrance to the supply closet is by key only, and you must be accompanied by the department's administrative assistant to access it.

Equipment

You may use existing equipment in various laboratories only after obtaining the express permission of the faculty member in charge of the laboratory. It is a firm rule of the department that no instrument/piece of equipment is to be modified in any way without the express permission of the faculty member in charge of the particular equipment. You will be personally responsible for any equipment signed out to you. Borrowing/lending of equipment between graduate students is prohibited.

Ordering Supplies and Equipment

The College's Business Office has explicit procedures for ordering supplies and equipment. If you need equipment or supplies, please contact the administrative assistant to learn about what is possible. You cannot make unauthorized orders and will not be reimbursed for unauthorized orders. Supplies will normally be delivered to Daniel Hall 430. Do not pick up any box that does not have your name on it.

Recycling

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle applicable materials. Recycle containers are in offices and various areas of the buildings and all facilities. White paper waste is stored in marked containers. The recycling containers will be checked several times monthly to ensure that all is well and to determine whether the storage containers have filled faster than normal. If you encounter a full container, please contact the department administrative office to handle.

Graduate Students Office

The Graduate Students Office is a shared space. It is provided for storage of personal materials and for meeting with undergraduates. Due to the limited available space, it is not intended for individual workspaces, reading areas, or other personal uses on a regular basis. Study facilities for graduate students are intended solely for studying and interacting with students. They are not to be used for socializing or temporary housing. Students abusing these privileges will forfeit them.

Faculty Offices

Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member's office unless invited to do so.

Dress Code

During normal office hours, students are expected to be neatly dressed and maintain acceptable standards of personal hygiene, whether they are teaching on that day or not. Laboratory attire should be safe and functional as well as neat. On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the Department of Communication does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your Doctoral/Major advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments. If you are unsure of the guidelines, please ask your Doctoral/Major advisor, or the Graduate/Doctoral Programs Coordinator for advice.

Inclement Weather

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

Political, Religious Activities

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

Student Travel

The Graduate Student Government (GSG) awards Professional Enrichment Grants to full-time graduate students toward their attendance at conferences and other professional development events. See the GSG website for application information: <https://gsg.sites.clemson.edu>

The Department of Communication may support graduate student travel, pending available funds. When funds are available, travel will be supported only for travel to conferences at which the student is presenting original research. To request funding support, the student should submit to the Graduate/Doctoral Programs Coordinator a request detailing the event, their participation, and a budget of travel expenses including airfare, gas, and lodging. This will be reviewed by the Graduate Committee and, if approved, forwarded to the Department Chair for the final decision.

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index have been incorporated into this section. The complete Guidelines Index, including authority references and guidelines specific to University administration, is available at www.clemson.edu/procurement (CU Dept Info, Travel Guidelines). Direct any questions regarding travel to Bettina Holmes, the department's administrative assistant.

Summarized departmental procedures are as follows:

Step 1. Complete "Request to Travel" form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to the department chair.

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

Step 3. Upon completion of travel, complete "Travel Worksheet," obtain appropriate signatures, and submit to the department's administrative assistant for reimbursement.

Traveler's responsibilities

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

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

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

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

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

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

- Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered exercising prudence.
- Travel by commercial airlines will be in coach or tourist class, except where exigencies require otherwise.
- Transportation to or from points of arrival and departure will be by the most economical method.

Expenses for spouses

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

Unauthorized costs

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

Meals

You must be in travel status (more than 10 miles from your residence or official headquarters) to be eligible for reimbursement of meals. There are different reimbursement rates for official travel within South Carolina and for official travel outside South Carolina (including international travel). Actual expenses incurred in obtaining meals will be reimbursed up to the per diem rate. Actual reimbursement amounts depend on your departure and return times. As you plan your travel, consult with the Graduate/Doctoral Programs Coordinator for the most updated information on per diem rates.

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

Lodging

Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your

responsibility and may be reimbursed as part of the lodging expenses upon completion of the trip.

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

Miscellaneous expenses

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

Foreign travel

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

Students planning foreign travel should consult with the Graduate/Doctoral Programs Coordinator as early as possible to learn about current policies for reimbursement, per diem, and the like.

The Provost Advisory Council approved a risk management recommendation to require all Clemson students to obtain international travel insurance when traveling abroad. This applies to both faculty-led and semester abroad programs. Cost and instructions can be obtained from University Risk Services and Insurance at <https://www.clemson.edu/administration/risk/insurance/international-travel.html>, riskmanagement@clemson.edu, and 864-656-3354.

Travel by automobile

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

University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available. If you are using your personal automobile for travel, please consult the Graduate/Doctoral Programs Coordinator or Administrative Assistant to learn about current reimbursement rates.

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

Rental cars

Clemson University has partnered with National Car Rental and Enterprise Rent-A-Car as primary rental car suppliers. However, if your required vehicle is not offered at your destination, then please rent with another company. For domestic rentals, you do not need to purchase any additional insurance. For questions or concerns, contact department administration as you are planning your travel.

Registration fees

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

Receipts

Student travelers must submit a receipt for each expense other than per diem for food. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted.

CAMPUS FACILITIES AND RESOURCES

Emergencies

Call the Clemson University Police Department at (864) 656-2222 for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched. In case of fire, exit the building immediately. Use stairwells; do not use the elevator. In case of tornado warning, take shelter in the basement of Strode or Daniel Halls. Use stairwells; do not use the elevator.

Campus Shuttle

Clemson University's Transportation Services operates a variety of shuttles and buses to help navigate the campus and surrounding area. Consult the Parking and Transportation Services website at <https://www.clemson.edu/campus-life/parking/transit/> for information on available options and routes.

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, departmental GSG representatives are elected. Two students from MAC serve on GSG. The biweekly senate meetings are open to all graduate students. Contact the GSG office at <https://graduate-student-government.webflow.io/>. 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. The catalog is online and can be accessed at libraries.clemson.edu. There are also many e-book and other electronic sources which can be accessed through the online libraries search. The Library's website also provides sources for reserving study rooms.

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.

University Bookstore

The University Bookstore is located on the first floor of Douthett Hills. 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 buyback year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. 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.

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 <https://www.clemson.edu/studentaffairs/find-support/shs/>.

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/studentaffairs/get-involved/cr/facilities/fike.html>.

Sporting Events

For football, full-time grad students (along with all other students) will receive an email with instructions on how to redeem free tickets for football online through the Clemson Athletics ticketing system. Students' tickets will be loaded onto their Tiger cards, which will be scanned on gameday. For men's basketball, tickets are free of charge for all Clemson University students on a first-come, first-served basis, and may be acquired at the student gate of Littlejohn Coliseum.

For all other sports, student admission is free upon presentation of a valid Clemson University student ID.

Campus Parking

Parking on campus is restricted and requires a permit that can be purchased online from Parking Services at <https://www.clemson.edu/campus-life/parking/parking-permits/permits/>. For additional information contact 864-656-2270 or visit the main parking and transportation site at <https://www.clemson.edu/campus-life/parking/>.

Graduate Teaching Assistants are eligible for a special parking permit that allows them partial access to faculty parking.

HANDBOOK/POLICY ADMINISTRATION

Process for Departmental Review of Program Requirements

Program requirements and policy changes will be determined within the department through the Graduate Committee, the Graduate Programs Coordinator, the Doctoral Program Coordinator, graduate faculty, and department chair.

ACKNOWLEDGEMENT OF HANDBOOK CONTENTS

I acknowledge receipt of this handbook. I have read and understand its contents, and the expectations and policies regarding my participation in the Master of Arts in Communication or the Ph.D. in Communication and Media in the Department of Communication at Clemson University.

Print Name: _____

Signature: _____

Date: _____

APPENDICES

A. List of Communication Graduate Courses

To search course offerings by semester, or in other departments, go to the Clemson Schedule of Classes in iRoar. Not all classes are offered every semester. Students interested in a particular course are encouraged to contact the Graduate/Doctoral Programs Coordinator and/or potential instructors about scheduling the class. Remember that you are encouraged to explore coursework in other departments as well.

Explore the most recent Graduate Courses of Instruction using the registrar's online academic course catalog website at <https://catalog.clemson.edu/>.

COMM 8000: Communication Pedagogy (1 credit hour, repeatable): A one-credit course, taken each semester by graduate teaching assistants, that fosters development of teaching skills within the field of communication, focusing on the teaching of general education courses. Explores the facilitation of a positive classroom environment, addressing student needs and evaluation of student work. Discussion of teaching philosophy and pedagogy.

COMM 8100: Quantitative Research Methods in Communication (3 credit hours): Explores methods of social scientific research methodologies. Methods range from experimental designs to survey and cross-sectional designs. Final projects will include the employment of one or more methodologies for a communication-based research study.

COMM 8110: Qualitative Research Methods in Communication (3 credit hours): Exploration of select issues and methods for qualitative research. Students discuss and practice data gathering and analysis techniques associated with ethnographic, interview, and textual approaches.

COMM 8130: Theory Construction in Communication (3 Credit Hours): This seminar explores the history and current state of theory construction in the communication discipline. Students enrich their understanding of philosophies grounding communication as a social science, as well as various metatheoretical perspectives, theory building processes, and evaluative measures. (Prerequisites: None)

COMM 8140: Advances in Communication Research Methods (3 Credit Hours): Trains students to apply advances in research methods specific to the Communication discipline going beyond what is addressed in the department's fundamental Quantitative and Qualitative Research Methods courses. Topics range may include qualitative, quantitative, and mixed methods, as well as computational methods, big data analytics, neuroscience, and applications of artificial intelligence in Communication research. (Prerequisites: None)

COMM 8200: Foundations of Communication (3 credit hours): Introduces MA students to graduate study in communication and provides students with necessary skills to comprehend, evaluate, and build upon communication scholarship.

COMM 8210: Seminar in Strategic Communication (3 credit hours, repeatable): Explores topics related to theory and research in the area of strategic communication, including campaigns, crisis, risk, or social media. Specific topics covered may vary by semester or instructor. May be repeated for a maximum of six credits. Recent seminar topics have included: Social Media Strategy, Public Relations Theory

COMM 8220: Seminar in Sport Communication (3 credit hours, repeatable): Examines topics related to the academic study of sport communication. May include human communication processes, journalism, media effects, identity formation, or fandoms. Specific topics covered vary by semester. May be repeated for a maximum of six credits. Recent seminar topics have included: Sport and Health Communication.

COMM 8230: Seminar in Media and Technology (3 credit hours, repeatable): Examines research and theory related to topics in media and technology as they relate to the pluralistic field of communication. Topics vary by semester. May be repeated for a maximum of six credits. Recent seminar topics have included: Communication Infrastructures, Digital Communication

COMM 8240: Seminar in Health Communication (3 credit hours, repeatable): Explores issues related to the interdisciplinary work of health communication from social scientific and/or humanistic perspectives. Particular topics covered may change by semester. May be repeated for a maximum of six credits. Recent seminar topics have included: Persuasive Technologies; Health Campaigns

COMM 8250: Professional Seminar in Communication (3 Credit Hours): Prepares students for multifaceted professional roles as a Communication faculty in contemporary higher education environments, as well as Communication professionals in the private sector. Students gain an understanding of the various responsibilities associated with faculty jobs including the peer-review process, grant writing, developing research agendas, networking, collaborating, and career development. They will also engage in intellectual discussions with Communication professionals in the private (for-profit and nonprofit) sector to understand the utility of their doctoral studies to that world beyond graduation. (Prerequisites: None)

COMM 8720: Seminar in Communication Education (3 credit hours): Explores communication education and related fields of study, such as instructional communication and critical communication pedagogy.

COMM 8740: Special Topics in Communication (3 credit hours): Varying topics within the field of communication. May be repeated for a maximum of six credits, but only if different topics are covered.

COMM 8800: Directed Readings in Communication (3 credit hours): Directed reading and research in the student's area of interest in preparation for the comprehensive exam. To be taken Pass/No Pass only.

COMM 8900: Communication Graduate Internship (3 credit hours): Preplanned, preapproved, faculty-supervised internship provides communication graduate students with field experience in

areas related to their curriculum. Provides applied component to advanced study of communication theory and professional development for industry and research careers.

COMM 8910: Master's Thesis Research (1-6 credit hours): Students complete research toward production of a Master's thesis. A maximum of six hours may be applied toward a degree, though additional hours may be taken for credit. Preq: Successful completion of core program requirements and all additional courses as approved by the department Graduate Programs Coordinator.

COMM 8980: Colloquium (1 credit hour, repeatable): A one-credit course, taken each semester, that consists of individual and panel-style lectures by faculty, students, or outside speakers that discuss different areas of communication, graduate study, and resources at Clemson. Particular attention is given to professional development.

COMM 8990: Independent Study (1-3 credit hours): Tutorial work for graduate students with special interests or projects in communication outside the scope of existing courses. May be repeated for a maximum of three credits.

B. Graduate Certificate Programs

Enhance your degree with a specialized certificate. With advisor approval, these are a great way to make your research and study more focused and relevant. Examples of certificates relevant to MAC and Ph.D. students include:

- Clinical and Translational Research Certificate
- Policy Studies Certificate
- Emergency Management Certificate
- Public Administration Certificate
- Technology Entrepreneurship Certificate
- Youth Development Leadership Certificate

See all programs here: https://degrees.clemson.edu/s/search.html?collection=cleu~sp-program-finder&profile=_default

C. Support Services

Grievance Policy

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.

Grievance Procedures

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

college or Graduate School policies related to the completion of any academic requirement including theses and dissertations, and oral or written final examinations; and graduate student assistantship employment including offers of assistantship appointments made during recruiting not honored after enrollment.

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

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

If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the GAGC. The associate dean will describe the grievance process to the student. If the student wishes to proceed with the grievance, the associate dean will provide the student with Graduate School Form GSg-A, "Request to File a Grievance," which will enable the student to provide a written statement detailing the issue and his or her attempts to resolve it at the college level by documenting 1) the dates of consultations at the college level, 2) the names of those persons consulted, and 3) 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 Policies & Procedures Handbook* at <https://www.clemson.edu/graduate/academics/policies-and-procedures.html>.

University Ombuds

The ombuds 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 Ombuds 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 ombuds can facilitate and/or mediate communication between parties who find themselves in a dispute.

The ombuds strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. Ombuds provide an independent point of view in an informal and confidential environment. The ombuds 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 ombuds works toward resolutions based on principles of fairness. Ombuds are neither advocates for faculty, administration or students, nor agents of the University, but are advocates of fair processes.

The Ombuds Office 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 ombuds 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 ombuds, 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 ombuds, are where there appears to be imminent threat of serious harm. The ombuds must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

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

Graduate student concerns can be directed to any of the University Ombuds by letter, walk-in, email, appointment or telephone. Their contact information is at the following website:

<https://www.clemson.edu/administration/ombuds/contact-ombuds.html>.

Address: 135 Old Greenville Hwy Suite 203 Clemson SC 29631

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/studentaffairs/find-support/shs/divisions/caps/> or call them at 864-656-2451.



Statement of Contribution of Co-Authors for Dissertation by Publication

The authors listed below have certified that:

1. They meet the criteria for authorship in that they have participated in the conception, execution, or interpretation, of at least that part of the publication in their field of expertise;
2. They take public responsibility for their part of the publication, except for the responsible author who accepts overall responsibility for the publication;
3. There are no other authors of the publication according to these criteria;
4. Potential conflicts of interest have been disclosed to (a) granting bodies, (b) the editor or publisher of journals or other publications, and (c) the Chair and Department, and
5. They agree to the use of the publication in the student's dissertation and its submission to the University Libraries' Clemson Open ETD system consistent with any limitations set by publisher requirements.

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