



Graduate Student Handbook Ph.D. Program in Policy Studies

**Department of Political Science
Clemson University
2026-2027**

Joe Ura, Ph.D.

Department Chair
232 Brackett
(864) 656-3233
jura@clemson.edu

Brandon Turner, Ph.D.

Graduate Program Director
230D Brackett Hall
(864) 656-3635
bturne2@clemson.edu

Alexis Jennings

Operations Manager
232E Brackett Hall
(864) 656-0765
award7@clemson.edu

Last updated: October 2026

Welcome to the Policy Studies Program at Clemson University!

This Graduate Student Handbook provides general information about the Policy Studies program as well as details regarding eligibility for the program, requirements for the Ph.D. and Graduate Certificate in Policy Studies, and related policies, expectations, and resources. The handbook also constitutes a supplement to Clemson University's [Graduate School Policies & Procedures Handbook](#) and [Graduate Catalog](#). Every graduate student in the Policy Studies program must become familiar with the procedures and policies outlined here and in documents provided by The Graduate School. We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#).

The handbook was last updated in August 2026 and is subject to change. This edition of the handbook supersedes earlier editions, and students should always consult the most recent edition of this handbook. In cases where the guidelines here impose a higher threshold than those found in the Graduate School's handbook, those found here will apply for those seeking to complete the Ph.D. in Policy Studies.

All Policy Studies graduate students should also review Clemson University's policies concerning [non-discrimination and anti-harassment](#); [Title IX](#); [computing and information technology](#); and [research compliance](#). In addition, students must comply with all safety rules and regulations and must review operating procedures for each piece of Clemson University equipment prior to operation. Clemson University is a tobacco-free campus.



Table of Contents

Introduction	1
Program Overview	3
Key Program Personnel	3
Admissions	4
Application Requirements	4
Transfer Credit	5
Graduate Assistantships	5
Requirements for the Ph.D. in Policy Studies	6
Continuous Enrollment	6
Residency	6
Coursework	6
<i>Core Courses</i>	7
<i>Concentration</i>	7
Comprehensive Exam	8
Dissertation	9
<i>Dissertation Committee</i>	9
<i>Dissertation Credit</i>	9
<i>Consistent Progress</i>	10
<i>Dissertation Proposal</i>	10
<i>Proposal Defense</i>	10
<i>Research Process</i>	11
<i>Writing Process</i>	11
<i>Dissertation Defense</i>	12
<i>Final Formatting and Submission to The Graduate School</i>	12
Standards of Performance	12
Annual Review of Progress	12
Academic Performance	13
Professional Conduct	13
<i>Academic Integrity</i>	13
<i>Required Forms</i>	13
<i>Equitable Treatment</i>	13
Resources	14
Graduate Student Offices	14
Office Supplies and Photocopying	14
Computing	14
Libraries	15
Health Services	15
Counseling and Psychological Services	15

Program Overview

The goal of the Ph.D. program in Policy Studies is to provide students with the intellectual, methodological, and practical tools they will need to succeed as public policy professionals in academic and non-academic contexts. Students will gain relevant expertise by completing coursework and writing a dissertation that makes a significant contribution to knowledge about public policy.

In the spring of 1999, Clemson University was granted approval by the South Carolina Commission on Higher Education to offer a Ph.D. and a Graduate Certificate in Policy Studies. Although the Policy Studies program is housed in the Department of Political Science, it is also highly interdisciplinary. The program also reflects Clemson's status as a [land-grant university](#) where faculty and students traditionally have participated in policy analysis and formulation for the benefit of the state of South Carolina.

The Policy Studies program is based at the main campus of Clemson University. Courses and faculty affiliated with the program are drawn from a range of departments and programs, including Political Science, Economics, Sociology, and Communication, among others. To build professional networks beyond Clemson, Policy Studies students are encouraged to become active members of national, regional, and state academic and professional associations.

Key Program Personnel

- **Graduate Operations Coordinator.** The Graduate Operations Coordinator is the departmental liaison to the Graduate School. They gather all required forms and paperwork and submit it to the correct department.
- **The Graduate Program Director.** The Graduate Program Director is responsible for the day-to-day functioning of the program. They monitor your academic progress and are available for consultation regarding any program-related matters. During the first three semesters of full-time enrollment, the Program Director also serves as each student's major advisor. Current Graduate Program Director: Dr. Brandon Turner.
- **The Dissertation Chair.** The Dissertation Chair is a Ph.D. student's principal research director. They must be a full-time Clemson University faculty member as defined by the *Faculty Manual*. Students should aim to select a Dissertation Chair by the end of the fourth semester of full-time enrollment by formally asking a full-time tenured or tenure-track member of the Clemson University faculty to serve in this capacity. From that point forward, the Dissertation Chair will serve as the student's major advisor.

The following groups and individuals also play central roles in the student's education and the functioning of the Policy Studies program:

- **The Dissertation Committee.** In addition to and in consultation with the Dissertation Chair, each student will select at least three additional faculty members to serve on the Dissertation Committee. The chair, co-chair, or a majority of the members of the committee must be from the Department of Political Science.
- **The Policy Studies Graduate Committee.** This committee, which is chaired by the Program Director, contributes to program policies, guidelines, and curriculum; evaluates applications for admission; and undertakes other supporting tasks as needed.
- **The Chair of the Department of Political Science.** The department chair supports the program by coordinating with the Program Director and allocating graduate assistantships. *Current Department Chair: Dr. Joe Ura.*

Admissions

The Ph.D. program in Policy Studies expects students to have established a record of academic success and, if applicable, professional accomplishment. We are open to applicants from a full range of academic and professional backgrounds, although some basic familiarity with statistics is preferred.

Admissions decisions for the Ph.D. program in Policy Studies are made by the Program Director, in consultation with the members of the Policy Studies Graduate Committee. The successful applicant will meet or exceed all admissions [requirements](#) stipulated by the Graduate School as well as those of the Ph.D. program in Policy Studies as outlined below. Requirements for admission are reviewed annually by the Program Director, the Chair of the Department of Political Science, and members of the Policy Studies Graduate Committee.

In evaluating admissions, the program practices holistic application review. This means a thorough review of each applicant's academic achievement, program fit, research experience, and preparedness for PhD level work, professional experience, area of potential research focus, letters of recommendation and other relevant areas.

Application Requirements

- Transcripts from all previous institutions you have attended.
- Graduate Record Examination (GRE) scores. There is no formal minimum, but desirable scores will within the median score ranges. This is approximately 150 on the verbal and quantitative sections. For the written section, a score of 3.0-4.0 is required.
- If English is not your native language, scores on the TOEFL, IELTS, or PTE Academic examination.
- Three letters of recommendation. Letters should come from faculty members who know your work well.
- A current resume or curriculum vitae (CV).
- A personal statement in which you discuss your research interests in public policy and explain why you wish to earn a Ph.D.

The formal deadline for application to the Ph.D. program in Policy Studies is January 15th. Applications received after that date may still be considered for admission, but the chances of admission are lower. Students may defer an offer of admission for one year after it is made.

The Graduate School provides extensive [guidance](#) for applicants. If you have program-specific questions about admissions requirements or the application process, contact Ms. Alexis Jennings at award7@clermson.edu.

Transfer Credit

Coursework that satisfies degree requirements should be completed at Clemson University. Transfer credit is rarely approved. Students may not apply toward the Ph.D. in Policy Studies credit that was earned in a previously-completed degree program. If you have earned graduate credit at another accredited institution that was not used to complete a degree, you may request to have that coursework evaluated for transfer credit. Such requests will **not** be evaluated until after an applicant is formally accepted into the program.

Requests for transfer of credit to the Ph.D. program in Policy Studies must be approved by the Program Director, the Chair of the Department of Political Science, and the Dean of the Graduate School. Requests must be made in writing for each course you would like to have transferred. Each request must be accompanied by an official transcript, catalog description, and syllabus or other supporting documentation.

Likewise, special permission must be obtained beforehand if you wish to take courses at another institution and then have them transferred to Clemson.

Graduate Assistantships

All full-time students are eligible to apply for graduate assistantships and other forms of internal and external financial [support](#). The awarding of graduate assistantships is coordinated by the Program Director and the Chair of the Department of Political Science. Preference is given to students who are making consistent progress toward completion of the degree. Graduate assistants receive a tuition reduction waiver and a stipend.

Graduate assistantships in the Ph.D. program in Policy Studies fall into two categories. Some students are assigned to be Graduate Teaching Assistants (GTAs) in the Department of Political Science, and others work as Graduate Research Assistants (GRAs) in either Political Science or another department.

Graduate assistants are required to work 20 hours per week and should treat the assistantship as they would any other paid job. As employees, GTAs represent and reflect on the Ph.D. program in Policy Studies and the Department of Political Science. Professional deportment and collegial behavior are always expected. Students with assistantships should register for at least 9 hours of coursework, though taking more than 9 hours while serving as a GTA or GRA is not advised. Students whose assistantships span 12 (rather than the typical 9) months must take at least 6 hours of coursework during the summer.

GTAs and GRAs are expected to meet with each of their supervising faculty members each semester prior to the beginning of classes and are required to remain available to work on campus through the last day of the University's final exam period unless released from duties by all supervising faculty members.

Students who receive assistantships are not guaranteed continued financial support. Each student's assistantship performance is evaluated annually and is used as part of the decision-making criteria to determine annual assistantship renewal. In addition to the availability of funds, continued assistantship support depends upon making satisfactory progress toward the degree and complying with the rules and regulations of the Policy Studies program, the Graduate School, and Clemson University. When funds are limited, decisions about the distribution of assistantships are based on academic standing within the program, quality of work performance in previous assistantships, and additional factors considered relevant by the Program Director and the Chair of the Department of Political Science. Students on academic probation are ineligible to receive an assistantship. In the rare case that a student fails to carry out the duties required of an assistantship, they may have their funding reduced or rescinded entirely.

Requirements for the Ph.D. in Policy Studies

The Ph.D. is the highest academic degree one can earn. The final basis for granting the degree is the student's overall grasp of a broad field of study, their competence in planning and conducting research, and their ability to communicate effectively to the scholarly community (both orally and in writing).

Earning a Ph.D. is a process of satisfying a series of requirements in a predictable order, one at a time. Each of these requirements is presented below.

Continuous Enrollment

The length of time it takes to complete the Ph.D. varies, but on average it should take a full-time student approximately four years to earn the degree.

All Policy Studies graduate students are expected to maintain continuous enrollment during the fall and spring semesters. Leaves of absence will be undertaken according to the policy specified by the Graduate School. Students who take extended leaves of absence run the risk of being dismissed from the program.

Residency

Being present at Clemson University is essential to your formation as a scholar. Therefore, there is a residency requirement that must be met by all students who earn a Ph.D. in Policy Studies. To meet this requirement, students must complete at least four consecutive semesters of full-time enrollment at the main Clemson University campus unless alternative arrangements are made with the Program Director. Students not currently in residence are not eligible for assistantships.

Coursework

The Policy Studies curriculum requires a minimum of 39 hours of coursework. This coursework is designed to give the student a comprehensive knowledge of public policy, research methods, and a specialized field of concentration.

Only courses numbered 6000 and above carry graduate credit. In general, no more **than two 6000 level courses, or 6 credit hours**, will count towards a student's core or elective requirements. As such, at least 33 credit hours must be 8000 level or above to meet degree requirements. As a rule, undergraduate courses are not to be taken except if they serve an essential remedial purpose. Up to 12 hours earned as a non-degree-seeking student may be applied toward the Ph.D. in Policy Studies. **Online coursework** may not be counted towards the essential degree requirements.

Assistantship recipients are required to take at least 9 credit hours per semester to be considered a full-time student.

To receive credit toward the Ph.D. in Policy Studies, a grade of A or B must be earned in all core courses. If a student earns less than an A or B, the student may retake the class or an approved alternative. The student must maintain a cumulative B average in all graduate-level courses.

Complete information about academic regulations, curricula, and courses of instruction is available in the [Graduate Student Catalog](#). A directory of classes for each semester and the on-line registration portal are available on the [iRoar](#) system.

Core Courses

The Ph.D. in Policy Studies requires 27 hours of core course requirements, distributed as shown in the list below. Students should be aware that some courses are not offered every semester or even during every academic year. Thus, choosing not to take a core course when it is offered will delay progress toward the degree.

1. **Foundations of Policy Research** (6 hours): POST 8000; POST 8010 [Fall 2026 POST 8900]
2. **Quantitative Methods** (6 hours): ECON 6050, 6060; MATH 6070; POSC 8410; POSC 8420 [Spring 2027 POST 8990]; STAT 8010, 8030, 8050; or approved alternative
3. **Qualitative Methods** (3 hours): ANTH 6030; COMM 8110; HLTH 8220; PRTM 8130; SOC 6060; or approved alternative
4. **Public Policy Requirement** (6 hours): POST 8220, 8250, 8310, 8330, 8420, 9040; or approved alternative
5. **Economics Requirement** (3 hours): ECON 8220, 8230; POST 8100, 8260; or approved alternative
6. **Organizational/Managerial Requirement** (3 hours): MGT (MBA) 8090; POST 8430; PSYC 8620; or approved alternative

Concentration

Each student, in consultation with the Program Director and the Dissertation Chair, will complete 12 hours of coursework comprising a specialized field of concentration consisting of courses that will prepare the student for the dissertation project.

Each student must maintain an up-to-date GS2 Plan of Study [form](#) to indicate how coursework requirements are being fulfilled. This essential form helps you plan your coursework and is the official mechanism by which you keep the Graduate School informed of your progress. As such, the form must be filed by no later than the end of your third semester of full-time enrollment and be updated at key points in time.

Comprehensive Examinations

The comprehensive examination is a major transitional event in a graduate student's career. Without passing the comprehensive exam, the student cannot be recommended for admission to candidacy for the degree. Thus, the comprehensive exam requires students to demonstrate their command of relevant literatures and illustrate the breadth and depth of their substantive and methodological knowledge. Passing the comprehensive examination indicates that the student will be capable of teaching, conducting research, and engaging in other relevant forms of professional practice.

The comprehensive exams should with rare exceptions be completed by the end of the third year of graduate work. The Graduate School also requires that the comprehensive exam be completed at least six months prior to the completion of the Ph.D.

The comprehensive examination in Policy Studies consists of two exams covering the following subjects:

- **Public Policy:** an in-person written exam covering the public policy literature
- **Research Methods:** an in-person exam in which students evaluate the methodological choices of a recent academic article

The comprehensive exams should be taken after the second year of coursework is completed.

Each test will be written and graded by an examining committee appointed by the Program Director. The examining committee will assign one of the following summary grades to each test as the result of a majority vote of its members:

- Pass
- Conditional Pass
- Fail

If a student receives a grade of "conditional pass," they will be required to undertake additional testing requirements.

If a student receives a grade of "Fail" on any test, they may retake it no sooner than four months after the first attempt. Failure to pass the test on the second attempt will result in a failure of the comprehensive exam overall and dismissal from the program. Plagiarism or academic dishonesty of any kind related to the comprehensive examinations will result in immediate dismissal from the program.

Within three weeks of satisfactory completion of the comprehensive exam, the Dissertation Chair will file form [GS5D](#) with The Graduate School.

Dissertation

The dissertation marks the culmination of the Ph.D. program and reflects the student's professional maturity and autonomy. Writing a dissertation is a process that requires students to develop a worthwhile research question, design and undertake a methodologically sound study addressing the research question, and report on the results of the study in a way that places the author in conversation with previous relevant literature. The final product of this process is a manuscript of substantial length that makes a novel contribution to the field of public policy studies. The manuscript should be of sufficient quality to be publishable, although publication is not a requirement of the dissertation process.

All phases of the dissertation project (including identifying a topic, developing a research question, writing the dissertation proposal, designing the study, collecting and analyzing the data, and composing the final document) are the responsibility of the student under the supervision of the Dissertation Chair and Dissertation Committee (see below). The dissertation may be written about any substantive matter within the student's area of interest in public policy if the topic and research design are acceptable to the Dissertation Committee. Students are strongly advised to discuss the proposed topic with their prospective Dissertation Chair and other potential committee members before formalizing the research question or making final decisions about the composition of the Dissertation Committee.

Dissertation Committee

In addition to and in consultation with the Dissertation Chair, each student must select two or more additional faculty members to serve on the Dissertation Committee. The full committee should be selected and approved by the Program Director by the end of the third year of full-time enrollment. Committee selection should conform to the Graduate School's committee policies. Once you have finalized the composition of your Dissertation Committee, you must update the GS2 Plan of Study [form](#) to register their names and contact information.

All committee members must be current, full-time faculty members who meet the criteria specified by the Department of Political Science for designation as "graduate faculty." At least three committee members must be full-time Clemson University faculty members, and one member must be a tenured or tenure-track professor in the Department of Political Science.

The tasks of the Dissertation Committee include:

- Approving the student's final body of coursework
- Administering the dissertation proposal defense
- Approving the dissertation proposal
- Providing feedback during the research and writing process
- Administering the dissertation defense
- Recommending the successful candidate to the Graduate School to receive the Ph.D.

Dissertation Credit

While working on the dissertation, students must complete a total of 18 credit hours of dissertation hours (enrolled via **POST 9910: Public Policy Doctoral Dissertation Research**). Moreover, students must remain enrolled in at least 1 credit hour of POST 9910 during each fall and spring semester until they graduate (full-time enrollment is not necessary for dissertators). If you are planning an August graduation, you will need to be enrolled in POST 9910 during the summer.

Students enrolled in POST 9910 may receive a failing grade if they do not maintain adequate and continuous progress towards the completion of the degree or if they fail to complete work of sufficient quality. It is also important to remember that earning 18 hours' worth passing grades in POST 9910 does not amount to completion of the Ph.D.

Consistent Progress

To remain enrolled in the program, students must make consistent progress toward the completion of the dissertation. Any student who fails to maintain such progress may be placed on academic probation on the recommendation of the Dissertation Committee, the Graduate Program Director, and the Chair of the Department of Political Science.

Dissertation Proposal

Every student must write and defend a formal dissertation proposal. This proposal must be completed and defended before any formal research can begin. Dissertation proposals must be defended no later than one semester prior to the defense of the final dissertation. In no case may the dissertation proposal be defended less than two months prior to the defense of the final dissertation.

The dissertation proposal is prepared by the student with the guidance of the Dissertation Chair and input from the other members of the Dissertation Committee. It must include the following elements:

- A clear statement of the research question
- A defense of the project's theoretical, substantive, and/or methodological merit
- A substantial review of the appropriate literature that identifies the scholarly niche into which the student's work will fit
- A description and justification of the research design that includes:
 - Specific hypotheses to be tested
 - Information about the nature of the data and how they will be obtained
 - Procedures for analyzing the data
 - A summary of anticipated results that indicates how alternative findings might be interpreted

Students must take initiative to work with the Dissertation Chair to establish a schedule and process for the development of the proposal. The Dissertation Chair determines when the dissertation proposal is ready for committee consideration. Once the Dissertation Chair has given approval, the proposal must be submitted in final written form to each member of the Dissertation Committee and the Program Director at least two weeks in advance of the Proposal Defense.

Proposal Defense

A formal meeting of the Dissertation Committee will be convened during which the student will present the dissertation proposal and answer questions about it. The defense will be open to all interested persons, but only the members of the Dissertation Committee will vote to accept or reject the proposal. If a member of the Dissertation Committee is unable to attend the proposal defense (either in person or virtually), the Graduate Program Director must be informed as quickly as possible.

Upon the conclusion of the proposal defense, the Dissertation Committee will vote to choose one of the following options:

- Accept the proposal as presented by the student
- Accept the proposal contingent on minor changes stipulated by the Dissertation Committee (and approved by the Dissertation Chair) without holding another formal meeting
- Require extensive revisions to the proposal and schedule a subsequent meeting at which the revised proposal will be defended
- Reject the proposal in its entirety and require the student to prepare a new one, in which case the student has the option of choosing a new Dissertation Chair, Dissertation Committee, and/or topic

Committee decisions about the dissertation proposal must be unanimous. Once a proposal is defended and accepted, the Dissertation Chair will file form [GS-ResearchApproval](#) with The Graduate School. After this point, no major theoretical or methodological changes may be made without the approval of the Dissertation Chair and committee members.

Research Process

Dissertation research may not begin until the dissertation proposal has been approved by the Dissertation Committee and (if applicable) the research protocol has been reviewed and approved by the Clemson University [Institutional Review Board](#). Students are responsible for becoming thoroughly familiar and acting in accordance with professional and University policies, procedures, and ethical standards.

The Department of Political Science does not have a budget to pay for costs involved in conducting dissertation research. However, there are various internal and external sources of [funding](#) for which you may apply. Under no circumstances will expenses incurred by the student be reimbursed without prior special approval. The student is responsible for being familiar with standard policies, procedures, and ethical standards for conducting dissertation research.

Writing Process

Once data have been collected and analyzed, students are expected to work with the Dissertation Chair to develop and maintain a writing schedule. Chapter drafts should be shared with the Dissertation Chair first and then with other members of the Dissertation Committee. Committee members should provide feedback on chapters shared with them within three weeks.

When the Dissertation Chair determines that the manuscript is complete, it should be shared with all members of the Dissertation Committee. The student will respond to all final recommendations for revision to this draft and then share the revised draft with the Dissertation Chair. Upon approval by the Dissertation Chair, the revised manuscript should be submitted in final form to members of the Dissertation Committee at least two weeks before the dissertation defense.

Dissertation Defense

The dissertation defense is a final oral examination during which the student summarizes and answers questions about the dissertation for the Dissertation Committee. The defense takes place during a formal meeting that is open to all faculty members and other interested parties. All members of the Dissertation Committee must be present at the defense, and only they will vote about whether to accept the dissertation.

Dissertations must be defended at least three weeks before the student's proposed date of graduation. Consult The Graduate School's list of [deadlines](#) for additional information.

The student must submit written notification of the dissertation defense to the Graduate School using this [form](#). All dissertation defenses must also be advertised at least ten days before they are scheduled to take place. You should create a flyer and share it with the Program Director, your Dissertation Committee, and Ms. Alexis Jennings (award7@clermson.edu). Ms. Jennings will share the flyer with relevant faculty and graduate students.

Upon the conclusion of the dissertation defense, the Dissertation Committee will vote to select one of the following options:

- Accept the dissertation without modification
- Accept the dissertation contingent on minor revisions stipulated by the Dissertation Committee (and approved by the Dissertation Chair) without holding another formal meeting
- Reject the dissertation until specified major revisions are made. In this case, a second defense date may be scheduled upon the recommendation of the Dissertation Committee. Failing a second defense will result in dismissal from the Ph.D. program in Policy Studies.

Final decisions about the dissertation are based upon a majority vote of the Dissertation Committee. When a student has passed the dissertation defense, the Dissertation Chair will file the [GS7D](#) form with The Graduate School.

Final Formatting and Submission to the Graduate School

After successfully defending your dissertation and making any final revisions that might be required, you will submit a final electronic copy of your approved dissertation to The Graduate School. The document will need to be formatted correctly according to the rules and processes specified by Clemson University. Details about what you will need to do are available [here](#).

Standards of Performance

Annual Review of Progress

To ensure that each student is making adequate progress toward completion of the Ph.D. in Policy Studies, the Program Director will undertake an annual review of progress that draws upon the student's grades, work performance as a graduate assistant (if applicable), input from the Dissertation Chair, and accomplishments since the last review.

Academic Performance

Graduate students in Policy Studies must maintain a 3.0 GPA in all graduate work. Although a “B” average is expected of all students who receive graduate assistantships, a cumulative GPA higher than 3.0 is preferred.

Students who compile a GPA below 3.0 will be placed on academic probation and may be dismissed from the program upon the recommendation of the Dissertation Committee and with the approval of the Program Director and the Chair of the Department of Political Science. While on academic probation, students must complete the GSPS [form](#) if they wish to continue in the program.

Professional Conduct

Graduate education is a form of professional education. The awarding of an advanced degree requires much more than a minimum grade-point average and the completion of academic requirements. Students must always comport themselves as professionals in their dealings with undergraduates, faculty, staff, and other graduate students. Student conduct must reflect positively on them, the Policy Studies program, the Department of Political Science, and Clemson University.

Academic Integrity

Graduate students in the Policy Studies program must display the highest level of academic integrity in all their work. Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work. It is especially important to develop a detailed understanding of what does and does not constitute [plagiarism](#). The Policy Studies program emphasizes that “As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a ‘high seminary of learning.’ Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.”

Required Forms

It is also the student’s responsibility to ensure that required [forms](#) are filed by the deadlines specified by the Policy Studies program and the Graduate School. Although all program personnel are committed to assisting you, final responsibility rests with the student to ensure that all necessary forms are properly completed and filed with The Graduate School and, as appropriate, the Program Director.

Equitable Treatment

Graduate students will comply at all times with the University’s anti-discrimination [policies](#).

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of the 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 an 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 any employee under Title VII. Title IX of the Education Amendments of 1972, as amended, also prohibits sexual discrimination in any educational program or activity receiving federal financial assistance. Clemson University receives such assistance. The Clemson University Board of Trustees has determined that the Title VII guidelines on sexual harassment

against employees shall be equally applicable in the instance of sexual harassment of students by employees. Accordingly, the University upholds the following guidelines:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
 - b. 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;
 - c. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic atmosphere.
2. The Board of Trustees has also determined that sexual harassment is an invidious evil which can occur not only in situations envisioned by existing federal laws and guidelines, but also in instances for which no law, per se, has been enacted. Supervisors are prohibited from harassing an employee, and faculty members are prohibited from harassing a student. In addition, this policy prohibits employees from sexually harassing a superior and students from sexually harassing a faculty member. Likewise, sexual harassment between students is also prohibited.
3. 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 that a claim of sexual harassment arises, the claimant may utilize the University grievance procedures in place for faculty, staff, and students, as appropriate.

Any employee or student who feels they are a victim of any form of discrimination is encouraged to consult the [Ombudsperson](#) for faculty and graduate students for advice and assistance in resolving complaints.

Resources

Graduate Student Offices

One large office area will be dedicated to the Policy Studies program located on the first floor of Poole Agricultural Center. This office provides desks and storage space and may be used for GTAs to meet with students.

Office Supplies and Photocopying

Office supplies typically are available in the graduate student offices in Poole Agricultural Center. Special requests should be directed to the departmental staff. Use of the photocopier in the Department of Political Science is restricted to students holding graduate assistantships making copies for their supervising professor.

Computing

The Center for Computing and Information Technology ([CCIT](#)) provides computing and information technology resources, services and support to Clemson University. Only employees, faculty, and enrolled students are eligible to use the University's computer resources. Students must comply with all policies set forth by CCIT.

Libraries

The Clemson University [Libraries](#) offer a wealth of resources that you will find to be invaluable during your pursuit of a Ph.D. Consult this [guide](#) to the variety of services available to students.

Health Services

Clemson University requires all full-time (9 hours or more), on-campus graduate students to have health insurance coverage. This may be purchased through Clemson University or through other insurance policies that meet University requirements. The Graduate School subsidizes the cost of health insurance. See the section "Full-Time Graduate and Graduate Assistant Insurance Rates" of [this website](#) for the cost of health insurance for the year. See [this site](#) for full information about the medical services that are available to you at Redfern Health Center. If you have any questions about health and medical insurance, contact Vickie Metz (svickie@clemson.edu) at the Redfern Health Center.

Counseling and Psychological Services

The demands of graduate school sometimes seem overwhelming. The University's Counseling and Psychological Services ([CAPS](#)) at Redfern Health Center offers many resources to help you navigate difficult situations, times of stress, and other issues. **If you are experiencing a mental health emergency, call 911.** CAPS also offers emergency services 24 hours a day. During normal business hours call 864-656-2451; after hours and on weekends call CU Public Safety at 864-656-2222 and ask to speak to the CAPS on-call counselor. The dispatcher will take down your first name and phone number and have the on-call counselor call you back within minutes.