

Department of
Materials Science & Engineering
Clemson University

GRADUATE STUDENT MANUAL

2025 - 2026

Clemson, SC 29634-0971



Department of
**MATERIALS SCIENCE
AND ENGINEERING**
Clemson® University

Revised May 1, 2025

POLICY ON RESEARCH ETHICS

DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The basic assumption central to all research endeavors is that researchers have done what they say they have done. The Department of Materials Science & Engineering 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 record keeping 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;
- *Misappropriation of Other's Ideas* – the unauthorized use of privileged information, however obtained; and
- *Plagiarism* – representation of another's work as one's own. The following website link has a great deal of information on defining and giving examples of plagiarism: www.plagiarism.org. In the Clemson University graduate announcements plagiarism is described “as a form of academic dishonesty that includes copying of language, structure or ideas of another, and attributing the work to one's own efforts.”

Please review the Graduate School's academic integrity policy at:

<https://www.clemson.edu/graduate/students/theses-and-dissertations/plagiarism.html>

Note that there is no mention of intent or deceitful intent. This means that if you submit plagiarized work, **even if this is unintentional**, it is still plagiarism. Ignorance of the rules is no excuse for breaking them.

It is the responsibility of every member of Clemson University to enforce the academic policy (see <https://www.clemson.edu/graduate/students/policies-procedures/index.html>)

The following are examples of situations that are considered plagiarism:

- To use ideas (i.e., to steal them) from someone else and pass them off as if the ideas were your own is plagiarism.
- To take a source of material, words, diagrams, or results and pass them off as your own is plagiarism.
- To copy someone else's work and submit it as your own is plagiarism.
- To copy words and ideas without giving appropriate credit is plagiarism.
- If you quote someone but do not use quotation marks, this is considered plagiarism.

- If you change the words in a sentence but do not change the structure, this is considered plagiarism.
- If you take or copy a vast number of words, sentences, or paragraphs from a paper, book, journal, or any other literary source so that it makes up a large amount of your work whether you give credit or not is still plagiarism because this goes against United States government guidelines of “fair use”. If you have copied a text or diagram exactly as in the original source, then this is unlikely to be considered fair use. If, in some way, you have creatively rewritten the material, then this more than likely will be considered fair use. However, the more you use or borrow from other sources the less likely it is to be considered fair use.
- Anything directly taken from copyrighted material is plagiarism unless permission is granted to use those materials from the author/publisher.

After reading the above sections and the following statement, please sign your acknowledgment:*

The undersigned attests that she/he acknowledges receipt of this manual, has read and understood pages 2 and 3 of the manual, has reviewed the Graduate School’s policies on academic integrity, recognizes the importance of maintaining the highest ethical standards in research, and covenants with the other members of the department to conduct his/her research and professional life in a manner consistent with these details.

Printed Name _____

Signature _____

Date _____



Department of
**MATERIALS SCIENCE
AND ENGINEERING**
Clemson® University

* Document collected and maintained by the MSE Student Services Coordinator.

STATEMENT OF AGREEMENT*

Department of
Materials Science & Engineering

I, the undersigned, have reviewed the 2025 – 2026 version of the *MSE Graduate Student Manual* and agree to abide by all of the policies, procedures and guidelines discussed herein.

(Printed Name)

(Date)

(Signature)

* Document collected and maintained by the MSE Student Services Coordinator.

Table of Contents

<u>Table of Contents</u>	<u>5</u>
<u>INTRODUCTION.....</u>	<u>6</u>
<u>QUICK REFERENCE GUIDE- STUDENT CONTACT POINTS.....</u>	<u>7</u>
<u>GRADUATE PROGRAM PERSONNEL</u>	<u>8</u>
<u>REGISTRATION</u>	<u>10</u>
<u>FINANCIAL SUPPORT</u>	<u>11</u>
<u>MSE GRADUATE COURSES</u>	<u>20</u>
GRADUATE COURSES	20
RECOMMENDED PRE-REQUISITES.....	20
<u>CURRICULUM DEVELOPMENT – PLAN OF STUDY – GS2 FORM.....</u>	<u>21</u>
<u>POLICIES AND PROCEDURES FOR COMBINED B.S. AND M.S. DEGREES.....</u>	<u>24</u>
<u>POLICIES AND PROCEDURES FOR MASTER’S DEGREES</u>	<u>27</u>
MINIMUM DEGREE REQUIREMENTS FOR THESIS M.S. IN MSE	28
MASTERS THESIS	30
MINIMUM DEGREE REQUIREMENTS FOR NON-THESIS M.S. IN MSE	33
<u>POLICIES AND PROCEDURES FOR PH.D. DEGREES</u>	<u>39</u>
MINIMUM DEGREE REQUIREMENTS FOR THE PH.D. IN MSE.....	41
Ph.D. COMPREHENSIVE EXAMINATION	43
Ph.D. Comprehensive Exam Schedules	45
Declaration of Qualification.....	47
Guidelines for the Ph.D. Research Proposal	48
Ph.D. Comprehensive Examination Statement	52
MSE Oral Ph.D. Comprehensive Exam Procedures Guidelines	53
<u>PREPARATION OF THESIS OR DISSERTATION.....</u>	<u>58</u>
<u>GRADUATE ASSISTANTSHIP AND FINANCES</u>	<u>59</u>
<u>GENERAL DEPARTMENTAL INFORMATION.....</u>	<u>62</u>
<u>GENERAL SAFETY AND HEALTH POLICIES</u>	<u>70</u>
<u>RESEARCH POLICIES</u>	<u>73</u>
<u>PURCHASING PROCEDURES</u>	<u>74</u>
<u>GENERAL UNIVERSITY INFORMATION.....</u>	<u>75</u>
<u>Thesis M.S. Student Checklist</u>	<u>77</u>
<u>Non-Thesis M.S. Student Checklist.....</u>	<u>79</u>
<u>Ph.D. Student Checklist.....</u>	<u>80</u>

INTRODUCTION

WELCOME to the Clemson University Department of Materials Science & Engineering (MSE). This manual is intended to familiarize graduate students and their faculty advisors with the operational aspects of this department. As such, it serves as an informational source and a catalog of departmental procedures and requirements that will affect graduate students. The requirements specified herein are in addition to those described in the “Graduate School Policy Handbook” and the “Graduate School Catalog,” which may be found on the Clemson Graduate School website at <http://www.clemson.edu/graduate/students/policies-procedures/index.html> and <http://catalog.clemson.edu/>, respectively.

The faculty of MSE has adopted these policies. Since policies can be modified each year, the policies in this manual apply to students joining MSE during the year for which this manual is valid.

All new students are required to attend the orientation sessions held by the Department of Materials Science & Engineering and the Graduate School. Information from these orientations helps students select their specific research areas and will allow them to choose their advisory committee members responsibly. Dates and times of orientation meetings are announced each semester.

We hope this manual is useful to graduate students and their faculty advisors. Any inconsistencies or omissions should be brought to the attention of the Graduate Program Director.

Jurisdiction/Authority

This document is subject to periodic review and revision by the MSE faculty. Each graduate student is subject to the policies in effect when beginning their program. If policies change, a student may petition in writing to both the student coordinator and the chair of the Graduate Curriculum and Standards Committee (GCSC) to change their graduation requirements to the new policies. This petition will be stored within their file.

QUICK REFERENCE GUIDE- STUDENT CONTACT POINTS

Building Keys:

Office Manager, 161 Serrine Hall

Course Selection (1st semester only, students without research advisor):

Graduate Program Director

Graduate Student Forms:

Student Services Coordinator, 162B Serrine Hall

Payroll:

Office Manager, 161 Serrine Hall

Purchasing:

Administrative Assistant (dependent on type of order), 161 Serrine Hall

Student Records:

Student Services Coordinator, 162B Serrine Hall

Travel:

Administrative Assistant, 161 Serrine Hall

GRADUATE PROGRAM PERSONNEL

Department Chair, Materials Science & Engineering

Dr. Kyle S. Brinkman (161 Serrine Hall, ksbrink@clemson.edu)

Department Chair, Materials Science & Engineering – decides matters involving resources available to graduate students; has final approval on assistantship and fellowship offers; is the final authority on regulations and procedures pertinent to the Graduate Program.

Graduate Program Director and Graduate Curriculum Standards Committee Chair

Dr. Olga Kuksenok (153 Serrine Hall, okuksen@clemson.edu)

Also serves as Chairperson of MSE Graduate Curriculum Standards Committee (GCSC) – makes recommendations to the Department Chair regarding graduate admission offers along with other members of GCSC; coordinates graduate student recruitment activities; coordinates Ph.D. comprehensive exams.

Program Assistance

Ms. Laura Kinard (162B Serrine Hall, 864-656-1512, lkinard@clemson.edu)

Student Services Coordinator – manages and maintains student records, coordinates student service program needs for undergraduate and graduate students, and distributes graduate student forms and alerts for meetings, fellowships, and job opportunities. Interacts with the Graduate School on other matters including student status, assistantships, and fellowships. Also serves as the primary liaison with alumni and industry partners.

Ms. Tonya Bledsoe (161 Serrine Hall, 864-656-3187, bledsoe@clemson.edu)

Office Manager – assists the Department Chair of MSE with duties; coordinates fellow administrative assistants, schedules conference room, in charge of payroll; distributes keys to Olin Hall and Serrine Hall

Ms. Diane Swope (161 Serrine Hall, 864-656-1116, dswope@clemson.edu)

Administrative Assistant – processes travel vouchers, purchase orders/requisitions for general orders and other graduate student financial matters, and Buyways training; receives requests for military leave.

Mr. Tyler Cantrell (161 Serrine Hall, 864-656-6900, cantre9@clemson.edu)

Accountant – manages departmental accounts

Ms. Ebony Hawthorne (161 Serrine Hall, 864-656-5857, ebonyh@clemson.edu)

Post-Award Grants Coordinator – assists faculty in research grant management

Technical Assistance

Ms. Kim Ivey (Lab G73 Surrine Hall, 864-656-5968, ikimber@clemson.edu)

Analytical Lab Manager – manages the daily operation of the MSE Analytical Lab located in G73 Surrine Hall, including daily operation of the Thermal Analysis, Spectroscopy, and Chromatography instrumentation. Serves as the instructor for laboratory sections (graduate and undergraduate) utilizing analytical equipment. Provides research support for faculty and students utilizing the analytical equipment. Performs outside industrial/contract laboratory analysis.

Dr. Joel Barden (G33-A Surrine Hall, 864-656-0747, jmbarde@clemson.edu)

Research Associate – performs fiber extrusion research. Manages and maintains all extrusion equipment in the department. Undertakes and manages external contracts for fiber and film extrusion. Advises the Department Safety Officer(s) regarding laboratory chemicals (usage, safety, storage, disposal). Assists department members with set-up/installation, repair, and maintenance of equipment/instruments.

Mr. Stanley Justice (Lab B16 Surrine Hall, 864-656-5978, jstanle@clemson.edu)

Laboratory Specialist – designs, modifies, and/or installs new or existing equipment to support teaching, research, and public service projects throughout MSE. Supports industrial projects in the fabric (nonwoven and woven) formation and/or finishing labs.

Mr. James Lowe (Lab 280 Surrine Hall, jaelowe@clemson.edu)

Laboratory Technologist – manages the daily operation of the Physical Testing Facility. Supervises and schedules daily work of technical staff, negotiates and schedules industrial testing/trials in the fabric (nonwoven and woven) formation, fiber extrusion, finishing, and/or Physical Testing Facility. Maintains the chemical inventory list for MSE laboratories and ensures that all MSE labs housing chemicals meet Clemson University (CU) Environmental Health and Safety compliance (Surrine, Olin, Rhodes, & AMRL). Conducts chemical safety training sessions for faculty, staff, and students. Trains students on the proper use of equipment. Makes recommendations to the Department Chair regarding laboratory equipment and/or safety, computer, and space needs.

Mr. David White (162C Surrine Hall, wddavid@clemson.edu)

Systems Programmer – provides Computer and Electronics support to MSE faculty, staff, and students (Surrine, Olin, and AMRL). Assists in solving IT problems. Designs electronic circuits for instrument interfacing. Responsible for updating the MSE websites and supporting industrial projects in the fabric (nonwoven and woven) formation and/or finishing labs.

REGISTRATION

Registration for New Students

Before registration for the first semester of study, beginning graduate students must report to the Graduate Program Director. He/she will be their initial academic advisor and will help them plan their initial program of study.

Registration Procedures

The Registrar's Office provides an online guide:

<http://www.registrar.clemson.edu/html/indexRegistration.html>

Enrollment Limits Maximum/Minimum Credit Hours

Student Category	Fall & Spring Semesters	Summer Semester	6-Week Session
Full-time Students	15/12	12	6/3
Graduate Assistants ($\frac{1}{4}$ time)	15/9	15/6	6/3
Graduate Assistants ($\frac{1}{2}$ time)	12/9	12/6	6/3

FINANCIAL SUPPORT

Financial support is awarded based on several factors, which include academic merit, the teaching needs of the department and the availability of funds. For the first two semesters, eligible first year graduate students are awarded a Teaching Assistantship (TA). This assistantship includes a Stipend (pay) and a Graduate Assistant Differential (GAD), which is that portion of the tuition and fees paid by the university for the student. The remainder of the tuition and fees the student pays every semester and Summer Session is called the Graduate Fee. In certain instances, first year students may be awarded a Research Assistantship (RA), or a combined RA/TA. In both cases, the assistantship includes the stipend and GAD. After the two semesters, most students will be placed on an RA or on a research stipend (which does not include a GAD). Any student receiving financial support must log into the Time Capture system to record their time each week. Assistantship contracts are issued annually to every student on assistantship (see sample contract)

Graduate students are eligible for continued financial support provided they are: (1) enrolled full-time; (2) in good academic standing, i.e., not on probation; (3) making satisfactory progress towards their degree based on their research and work ethic; (4) the availability of funds and (5) satisfactory performance documented on the annual evaluation per Graduate School Policy and Procedures (see evaluation form). If a student changes his/her subject area after support has been extended, support eligibility will be reviewed and may be terminated.

Per US Federal law, all TAs must complete the Family Education Rights and Privacy Act (FERPA) training. FERPA training provides guidelines on protecting the privacy of student education records. MSE requires all TAs to complete the training online every semester they are a TA. <https://clemsontechbridgeapp.com/learner/courses/129/slide/1061>

TA assignments are for 10 hours per week per course. Duties requested by faculty for TAs must be agreed upon every semester using the Graduate Teaching Assistantship (TA) Assignment of Duties form (see next pages). These duties may include but are not limited to: Attendance, Class preparation, Administrative, Grading, and Office Hours. Examples of duties are listed on the form.

Financial Support is communicated through the Clemson University Offer of Graduate Assistantship form at the end of this section.



GRADUATE TEACHING ASSISTANTSHIP (TA) ASSIGNMENT OF DUTIES
Average 10 hours/week/class throughout the semester

Faculty:

TA:

Semester:

Course:

Course Meeting Time/Location:

Below are categories of support that may be requested of you along with examples of specific duties:

1. TA Attendance [Ex: At lectures (all or some), Take notes or will be given notes, other]

Yes No Maybe

2. Class Preparation [Ex: Set up technology, demos, proctor exams, create exams, assignments, rubrics]

Yes No Maybe

3. Administrative [Ex: Take attendance, maintain gradebook, manage online info]

Yes No Maybe

4. Grading [Ex: Assignments, homework, quizzes, projects, exams; Timeline; Interaction process with faculty and students in handling complaints about grading]

Yes No Maybe

5. Office Hours [Ex: Where, how often, in person, virtual? Explain, clarify, review homework, study sessions. Policy for notifying students in case of cancellation of office hours]

Yes No Maybe

6. Student Issues [Ex: What do you report to faculty on honesty issues, absences, late work]

Yes No Maybe

7. Communication with Faculty [Ex: Frequency and method, best method for feedback]

Yes No Maybe

8. TA Team: [Will TAs meet regularly? How will consistency be ensured?]

Yes No Maybe

9. Feedback and Evaluation of TA [Ex: Throughout semester as needed or at end of semester]

Yes No Maybe

Other Responsibilities and Notes:

We have discussed the TA support above and agreed upon the responsibilities of the TA position for this course.

Signature of Faculty Member

Signature of Teaching Assistant

Date

Date



MSE Graduate Assistant Evaluation Checklist

Graduate Assistant name: _____ Term: _____

Supervisor's name: _____ Hours per week: _____

Assistantship type: (list course number if TA) _____

Work performance: Please evaluate the graduate assistant on each of the following areas.

1. Accomplishment of assigned tasks (understanding, preparation, contributions, effectiveness)

Exceeds expectations Meets expectations Below expectations

2. Quality of work products (accuracy, timeliness of grading, research)

Exceeds expectations Meets expectations Below expectations

3. Attendance and punctuality

Exceeds expectations Meets expectations Below expectations

4. Level of self-initiative

Exceeds expectations Meets expectations Below expectations

5. Professional attitude and demeanor (communication with students, faculty, staff)

Exceeds expectations Meets expectations Below expectations

6. Quality of relationships and teamwork

Exceeds expectations Meets expectations Below expectations

7. Receptiveness and responsiveness to feedback

Exceeds expectations Meets expectations Below expectations

8. Overall performance

Exceeds expectations Meets expectations Below expectations

Recommend reappointment Yes No Dependent on other factors (explain below)

Comments (any areas marked "below expectations" require clarification on the next page):

Yes (if any area marked "below" expectations use next page) No (optional for "meets" or "exceeds" expectations)

This completed form will be sent to the graduate assistant as well as maintained by the department. (digital file or hard copy)
Supervisors are encouraged to discuss the evaluation with the graduate assistant.
In cases where performance indicators are below expectations, a meeting to discuss the evaluation is expected.

NOTE: Satisfactory performance reviews do not guarantee the award of a graduate degree

Instructor signature and date: _____ Student signature and date: _____



Comments (any areas marked "below expectations" require clarification in this section):

Instructor signature and date _____ Student signature and date _____



Clemson University Offer of Graduate Assistantship

Instructions to hiring units making appointment: Please do not alter this document except to fill in details where indicated below. You may attach an addendum outlining details of the appointment if more space is needed.

Instructions to graduate student: Please initial and return all pages of this contract to the person indicated on page 4.

Date: _____

Graduate Student Name: _____ **CUID#:** CXXXXXXXX

Type of assistantship: GRA or GLA

Hiring unit: Department of Materials Science and Engineering

Supervisor: Dr. First Last

Stipend amount:¹ at a rate of \$XX,000 per year
[Rate per year is defined as salary amount listed divided by 24 pay periods for the year.]

Appointment dates:² From Month 2025 through Month-1 2026 (12 months maximum)
(Month Year) (Month Year)

**Official start date will be after the completion and approval of all hiring paperwork but not before the first day of the semester.

***Student cannot begin work until all hiring paperwork is completed.

Hours per week: 20

The appointment must be a minimum of 10 hours per week and maximum of 28 hours per week. International students are restricted by law to a maximum of 20 hours per week per semester.

Specific duties and responsibilities: Conducting research activities.

Supervisors must be as specific as possible in describing the nature of the work that the student will be required to perform with clear expectations.

1. Must be at least a rate of 1.2x the prevailing minimum wage, according to Graduate School policy. Appropriate taxes are withheld as required by federal and state law.
2. Appointments for Fall semester may begin as early as August 1 provided extra summer support is provided to the student for the time prior to the start of classes at the same rate (or higher) as during the regular academic year. See [Graduate School Policies & Procedures Handbook](#) for details.



TERMS OF THIS AGREEMENT

Commitment to Clemson University: Clemson University is a member of the Council of Graduate Schools (CGS) and subscribes to the resolution below regarding fellowships, assistantships, and traineeships.

Please inform us in writing of your decision no later than April 15. In accordance with the [Council of Graduate Schools' \(CGS\) resolution](#), we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after April 15. (CGS)

Student responsibilities

Students are responsible for reviewing all policies in the Assistantships and Fellowships section in the Graduate School Policies & Procedures Handbook along with the policies outlined below.

Full-time enrollment: In order to maintain a graduate assistantship, a student must maintain full-time enrollment status. This requires a minimum of 9 graduate credit hours during the fall and spring semesters. If an assistantship is awarded for the entire summer (Long Summer), the student must register for at least 6 graduate credits. Any credits for research must be registered in the Long Summer section. An assistantship in one of the 6-week part of terms (SSI, SSII) will require registration in 3 graduate credits during that part of term.

Performance and good standing: To maintain eligibility for this support, you must comply with all policies contained in the Graduate School Policies & Procedures Handbook and policies from the department/program awarding the assistantship. You must maintain minimum enrollment levels, maintain at least a 3.0 GPA, make satisfactory progress toward your degree, perform at a high level in your assistantship duties, and follow all other expectations of conduct appropriate to a graduate student. Failure to comply with these expectations can result in loss of support and other sanctions outlined in the Graduate School Policies & Procedures Handbook and program handbook. Conduct, ethical, and integrity violations can lead to immediate termination of the assistantship as well as other sanctions outlined in the Graduate School Policies & Procedures Handbook.

International students: International students on assistantship without a U.S. Social Security card/number must arrive on campus, register for classes, and complete the required International student SEVIS check-in process outlined in the [International Student Arrival Guide](#) *a minimum of 20 days prior* to the University's official "late enrollment" period. Please find the enrollment deadline for the relevant term on the [Registrar's academic calendar page](#). It is ideal to arrive earlier, but remember that International students cannot arrive more than 30 days prior to their program start date found on the front page of their I-20 or DS-2019 Certificate of Eligibility. Additionally, students who are not native English speakers must demonstrate proficiency prior to being appointed as a teaching assistant. The Office of International Services is located in 108 Long Hall.

Renewal of appointment / loss of appointment

Contingent upon the availability of funds, this offer of financial assistance will be reviewed at the end of each semester/term and may be renewed based on satisfactory performance in your academic program as well as in your assistantship responsibilities. At least once a year, you should receive a written summary of your performance. If you do not receive a written performance review, request one from your supervisor. Inform the Graduate School if you are not provided an annual review after requesting one.



Loss of funding: Under very rare circumstances, your contract may be terminated due to unforeseen loss of funding. This can be due to loss of external funding (if the assistantship is funded from external contracts or grants) or due to unexpected changes in the University budget environment (such as drastic and unexpected changes to state or federal funding).

Financial liability from loss of assistantship: Your stipend payments will cease immediately upon the termination of your assistantship, regardless of the reason for termination. Any pay received erroneously in excess of the contracted amount or after termination of the assistantship must be returned to Clemson University. In the event an assistantship is terminated, whether by the student or by the university, tuition and fees for the current term will be recalculated to the normal rates rather than the highly subsidized rate afforded to a student on an assistantship. The student will be responsible for the full balance once the bill is recalculated.

Other implications of loss of assistantship: If you are an international student who is required to have an assistantship to maintain your immigration status, or a student required to maintain your assistantship for other reasons, the loss of your assistantship may change your ability to continue studies at Clemson University. Loss of an assistantship may also change your eligibility for certain forms of financial aid. It is your responsibility to understand these implications and work with appropriate offices where necessary.

Benefits

To learn of all the benefits of Graduate Assistantships, please view the Graduate School Policies & Procedures Handbook, and the [Graduate Student Assistance](#) website.

Mandatory health insurance: All graduate students are required to maintain health insurance while enrolled at Clemson. Redfern's current insurance and billing fee schedules may be found [here](#).

Leave and benefits: Graduate students DO NOT accrue paid leave or vacation time. You are expected to work the set number of hours throughout the time you are appointed except when:

- a) the University is shut down (except where required and described under duties),
- b) you and your supervisor agree to alternate arrangements, or
- c) where HR policies (like Family Medical Leave Act) would require leave.

Protections: Graduate students at Clemson are future colleagues and should be treated respectfully, befitting that status. You are entitled to a workplace free from harassment and/or discrimination. If you feel you have been subject to a hostile work environment, harassment, discrimination, abuse, or have any other concerns about your working and academic conditions, please contact the Office of Access and Equity, Office of Human Resources, the dean of the Graduate School, or the Office of the Ombuds.

Access and Equity policies and information about harassment and discrimination:
<https://www.clemson.edu/campus-life/campus-services/access/anti-harassment-policy.html>

This document may not alter or supersede the policies contained in the Graduate School Policies & Procedures Handbook, University HR policies, federal policies, etc. The Graduate School Policies & Procedures Handbook can be found [here](#).

An assistantship appointment will not be considered final until it has been approved by the Graduate School.



SIGNATURES

Supervisor: Dr. First Last

Supervisor signature: _____ **Date:** _____

Hiring unit chair name: Dr. Kyle S. Brinkman

Chair signature: _____ **Date:** _____

Hiring unit name and number: Materials Science and Engineering – 0971

I hereby **accept** or **decline** this offer of financial assistance from Clemson University.

By accepting, I am acknowledging the requirements of this agreement and all associated requirements and policies outlined by the hiring unit, the Graduate School, and Clemson University Human Resources.

Student name: _____

Student signature: _____ **Date:** _____

Please return a copy of this document to:

HIRING UNIT USE ONLY

GTR only: FERPA Confidentiality Form 18 credit hours/master's degree in discipline

All appropriate forms for new hires or changes have been submitted to the [HR Service Center Team](#) and/or [HR Data Center](#).

All appropriate information has been entered and approved in the GS61.

Hiring Unit Personnel: _____
Initials

Name: Laura Kinard

Office or department: Materials Science and Engineering

Email: lkinard@clemson.edu

MSE GRADUATE COURSES

<u>GRADUATE COURSES</u>	<u>RECOMMENDED PRE-REQUISITES</u>
<u>MSE 8090</u> High-Temperature Materials	
<u>MSE 8100</u> Fundamentals of Materials Science	
<u>MSE 8150</u> Materials Surfaces	
<u>MSE 8170</u> Energy_Materials	
<u>MSE 8190/8191</u> Inorganic Materials Characterization Techniques	
<u>MSE 8200</u> Deformation Mechanisms in Solids	<u>MSE 4220/6220</u> Mechanical Behavior of Materials
<u>MSE 8210</u> Fracture and Fatigue	
<u>MSE 8250</u> Solid State Materials Science	<u>MSE 4050/6050</u> Solid State Materials
<u>MSE 8260</u> Phase Equilibria in Materials Systems	<u>MSE 3260</u> Thermodynamics of Materials
<u>MSE 8270</u> Kinetics of Phase Transformations	<u>MSE 3270</u> Transport Phenomena
<u>MSE 8280</u> Phase Transformations in Materials Science	<u>MSE 3270</u> Transport Phenomena
<u>MSE 8400/8401</u> Analytical Methods for Organic Materials	
<u>MSE 8550</u> Stimuli- Responsive Materials	
<u>MSE 8580</u> Polymer Materials: Chemistry	<u>MSE 4150/6150</u> Polymer Science & Engineering
<u>MSE 8590</u> Polymer Materials: Structure & Properties	<u>MSE 4150/6150</u> Polymer Science & Engineering
<u>MSE 6570</u> Color Science	<u>MSE 4150/6150</u> Polymer Science & Engineering
<u>MSE (AUE) 8650/8651</u> Advanced Composites Manufacturing Processes	
<u>MSE 8900</u> Selected Topics in MSE	

CURRICULUM DEVELOPMENT – PLAN OF STUDY – GS2 FORM

The GS2 is a set of electronic forms that appoints the graduate advisory committee and notifies the Graduate School of the classes the student will take to fulfill the degree requirements. **It is important to note that any class listed on one's GS2 must be completed before graduation. If changes are necessary, a revised GS2 must be filed.** This form may be found in the student's iRoar portal entered via <https://iroar.app.clemson.edu/dashboard/index.php>

The student's advisory committee must approve all the courses by electronically signing the student's GS2. All students are expected to develop an area of study with the advice and consent of their advisory committee.

The planned course of study, once approved, must be submitted to the Graduate School via the completion of the electronic GS2 found in iRoar. The GS2 must be completed as soon as the student talks with his/her advisor and determines the course of study he/she will pursue and is due by the end of the 1st semester for M.S. students and by the end of the 3rd semester for Ph.D. students.

Detailed instructions may be found on the Graduate School website here:

https://www.clemson.edu/graduate/files/pdfs/gs2_plan.pdf

Specific MSE guidelines for the GS2 Plan of Study are:

1. Only put the minimum courses required for your degree program. Courses not used towards this degree may be applied toward future degree(s).
2. List MSE 8010 at least once for M.S. plan and at least twice for Ph.D.
3. List at least the minimum number of research credits required for your degree program. (6 in MSE 8910 for M.S. (Thesis); 18 for MSE 9910 for Ph.D.).

SAMPLE M.S. (Thesis) GS2

MSE 8000 Seminar in Materials Research	1 hr	Fall 2024
MSE 8010 Grad Student Semr in Mat Res	1 hr	Spring 2026
MSE 8100 Fundamentals of Mat Sci	3 hrs	Fall 2024
MSE 8150 Materials Surfaces	3 hrs	Fall 2025
MSE 8250 Solid State Materials Science	3 hrs	Fall 2024
MSE 8260 Phase Equil Materials System	3 hrs	Spring 2025
MSE 8270 Kinetics of Phase Transformation	3 hrs	Spring 2025
MSE 8400/8401 Analyt Meth Org Materials	4 hrs	Fall 2025
MSE 8580 Polymer Mats: Chemistry	3 hrs	Fall 2025
MSE 8590 Polymer Mats: Structure & Props	3 hrs	Spring 2026
MSE 8910 Master's Thesis Research	6 hrs	Spring 2026

TOTAL CREDIT HOURS: 33

SAMPLE M.S. (Non-Thesis) GS2

MSE 8000 Seminar in Materials Research	1 hr	Fall 2024
MSE 8010 Grad Student Semr in Mat Res	1 hr	Spring 2026
MSE 8100 Fundamentals of Mat Sci	3 hrs	Fall 2024
MSE 8170 Energy Materials	3 hrs	Spring 2025
MSE 8250 Solid State Materials Science	3 hrs	Fall 2024
MSE 8260 Phase Equil Materials System	3 hrs	Spring 2025
MSE 8270 Kinetics of Phase Transformation	3 hrs	Spring 2025
MSE 8400/8401 Analyt Meth Org Materials	4 hrs	Fall 2025
MSE 8580 Polymer Mats: Chemistry	3 hrs	Fall 2025
MSE 8590 Polymer Mats: Structure & Props	3 hrs	Fall 2025
CH 8350 Chemical Kinetics	3 hrs	Spring 2026
CH 8370 Quantum Chemistry	3 hrs	Spring 2026

TOTAL CREDIT HOURS: 33

SAMPLE Ph.D. GS2 (60 hours beyond Bachelor's)

MSE 8000 Seminar in Materials Research	1 hr	Fall 2024
MSE 8000 Seminar in Materials Research	1 hr	Spring 2025
MSE 8010 Grad Student Semr in Mat Res	1 hr	Fall 2026
MSE 8010 Grad Student Semr in Mat Res	1 hr	Spring 2028
MSE 8100 Fundamentals of Mat Sci	3 hrs	Fall 2024
MSE 8250 Solid State Materials Science	3 hrs	Fall 2024
MSE 8260 Phase Equil Materials System	3 hrs	Spring 2025
MSE 8270 Kinetics of Phase Transformation	3 hrs	Fall 2025
MSE 8400/8401 Analyt Meth Org Materials	4 hrs	Spring 2025
MSE 9910 Doctoral Dissertation Research	6 hrs	Summer 2025
MSE 9910 Doctoral Dissertation Research	6 hrs	Fall 2025
MSE 9910 Doctoral Dissertation Research	6 hrs	Spring 2026
MSE 9910 Doctoral Dissertation Research	6 hrs	Summer 2026
MSE 9910 Doctoral Dissertation Research	3 hrs	Fall 2026
MSE 9910 Doctoral Dissertation Research	8 hrs	Spring 2027
MSE 9910 Doctoral Dissertation Research	6 hrs	Summer 2027
MSE 9910 Doctoral Dissertation Research	3 hrs	Fall 2027

TOTAL CREDIT HOURS: 60

SAMPLE Ph.D. GS2 (30 hours beyond Master's)

MSE 8000 Seminar in Materials Research	1 hr	Fall 2024
MSE 8000 Seminar in Materials Research	1 hr	Spring 2025
MSE 8010 Grad Student Semr in Mat Res	1 hr	Fall 2025
MSE 8010 Grad Student Semr in Mat Res	1 hr	Spring 2027
MSE 8100 Fundamentals of Mat Sci	3 hrs	Fall 2024
MSE 8250 Solid State Materials Science	3 hrs	Fall 2024
MSE 8260 Phase Equil Materials System	3 hrs	Spring 2025
MSE 8270 Kinetics of Phase Transformation	3 hrs	Fall 2025
MSE 8400/8401 Analyt Meth Org Materials	4 hrs	Spring 2025
MSE 9910 Doctoral Dissertation Research	3 hrs	Fall 2025
MSE 9910 Doctoral Dissertation Research	3 hrs	Spring 2026
MSE 9910 Doctoral Dissertation Research	6 hrs	Summer 2026
MSE 9910 Doctoral Dissertation Research	6 hrs	Fall 2026

TOTAL CREDIT HOURS: 38

Procedure to Compete GS2:

1. Log into iRoar
2. Choose the "Student" tab
3. Under the "Registration" drop-down, select "GS2 Committee Selection"
4. Fill out the form with your Advisory Committee Chair's and other committee members' information. Once all information has been entered, submit the form for approval by the Advisory Committee Chair and additional committee members.
5. Once approved, log back into iRoar and under "Student" → "Registration" select "GS2 Plan of Study"
6. Using the student's anticipated graduation date for completion of research hours, their advisor's input, and research emphasis as guidance, the student should fill in the form.
7. Once completed, the form will be electronically submitted to the necessary parties for approval.

POLICIES AND PROCEDURES FOR COMBINED B.S. AND M.S. DEGREES

Undergraduate students within the Clemson University Materials Science & Engineering (MSE) program may apply to participate in the B.S./M.S. program. When a student meets program requirements and is accepted into the B.S./M.S. program he/she will be able to (1) take up to twelve (12) graduate credit hours during their undergraduate program; (2) use up to six (6) graduate credit hours to satisfy the requirements of both their undergraduate and graduate degrees and (3) be admitted into the graduate program when meeting the criteria of MSE and the Graduate School.

A. Criteria

1. Undergraduate students must have an overall undergraduate GPA of 3.4 and 90 earned credit hours to enroll in the B.S./M.S. program and are encouraged to apply to the program either at the end of their sophomore year or during their junior year. A student accepted into the B.S./M.S. program is not required to finish the M.S. program and may separate at the close of the B.S. program.
2. Undergraduate students must apply both to the department (using a departmental application) and to the Graduate School (using the 'Bachelor to Graduate GS6' form and not the 'GS6').
3. Up to 6 credit hours from a 6000 level or higher courses may be used to satisfy the requirements of their B.S. in MSE degree. 6000-level versions of courses **required** in the B.S. curricula may not be used (for example- MSE 6150). The GS6 B2G form will list the classes that the student will be allowed to apply to both their B.S. and M.S. programs and course selection must be done with their faculty advisor.
4. For a student to complete a B.S./M.S. combined degree, a minimum of 120 unique credits must be applied to the undergraduate degree and 30 unique credits applied to the graduate degree.
5. Once admitted as an undergraduate to the B.S./M.S. program, the cumulative GPA may vary as long as the student has a GPA that ensures they will be successful within graduate school (typically, this is at least a 3.4 undergraduate GPA by their graduation). This GPA will include the grades in any graduate classes that are listed for cross-listed requirements for their B.S. and M.S. programs.
6. Once in the M.S. program, the students must maintain a 3.0 cumulative graduate GPA. This GPA will include the grades in any graduate classes that are cross-listed as requirements for their B.S. and M.S. programs.

B. Graduate Program

The M.S. curriculum provides skills and expertise that enhance the individual's ability to contribute to the technical workforce. The thesis option will require a minimum of 24 credit hours and 6 credit hours of graduate-level independent research, followed by the thesis submission.

Further details on completing a Thesis M.S. are outlined in the “**Minimum Degree Requirements for Thesis M.S. in MSE**” and “**Master’s Thesis**” sections. The non-thesis option will require at least 30 credit hours (none of these hours can be thesis research). Further details on completing a Non-Thesis M.S. are outlined in the “**Minimum Degree Requirements for Non-Thesis M.S. in MSE**” section. It is required that students take the core courses and some of the elective courses from within and outside the department offerings.

Core Course for thesis M.S. and non-thesis M.S.:

- MSE 8100 Fundamentals of Materials Science (3 credits) (3,0)

Core Courses for thesis M.S. only:

One of the following:

- MSE 8260 Phase Equilibrium in Materials Systems (3 credits) (3,0),
- MSE 8270 Kinetics of Phase Transformations (3 credits) (3,0),
- MSE 8400/8401 Analytical Methods for Organic Materials (4 credits) (3,3)
- MSE 8190/8191 Inorganic Materials Characterization Techniques (4 credits) (3,3)

And

- Additional MSE 8000-level course



Combined Bachelor of Science in Materials Science and Engineering And Master's Degree Departmental Application

For admission to the B.S./M.S. non-thesis program within the Materials Science and Engineering program, please fill in the appropriate box and secure the needed signatures. This form needs to be filled out before submitting the GS6-B2G form. Applications will be reviewed for alignment with the B.S./M.S. requirements. This program was initially designed for materials science and engineering undergraduates and therefore students outside of this program may or may not be allowed entry depending on their current undergraduate major. Instead, those students may be offered the ability to take graduate classes using the GS6- Senior Enrollment form. For policies and procedures for combined B.S. and M.S., refer to the corresponding section of the MSE Graduate Student Manual. After acceptance into the B.S./M.S. non-thesis program and identification of a thesis advisor, the student may apply for the B.S./M.S. thesis program. **This form must be returned to the Student Services Coordinator.**

Full Name, Clemson ID number: _____

Expected UG Graduation Date (Month/Year): _____

Graduate Program of Initial Entry: B.S./M.S. Non-thesis

Expected full-time M.S. Program Entry Date (Month/Year):

Applicant's signature _____ Date _____

.....
Processing Section to be filled out internally.

Approval for B.S./M.S. Program

Master of Science in Materials Science and Engineering (non-thesis option)
Signature of either UG Director or Grad Director

UG or Grad Director Signature _____ Date _____

Switch to B.S./M.S. Thesis Program

Master of Science in Materials Science and Engineering (thesis option)

Name of thesis advisor _____

Thesis Advisor Signature _____ Date _____

POLICIES AND PROCEDURES FOR MASTER'S DEGREES

M.S. Thesis Program

Important: Please follow the “M.S. Thesis Student Checklist” to make sure that you are on track to complete your degree requirements.

Introduction

These policies supersede any policies outlined in graduate manuals written before the current semester. Academic regulations pertaining to the various degree programs are published in the “*Graduate School Catalog*,” the “*Graduate School Policy Handbook*” and online at <http://catalog.clemson.edu/> and www.clemson.edu/graduate/students/policies-procedures/index.html

Selecting a Research Advisor

All beginning Thesis M.S. students are asked to confer with each MSE faculty member in whose general area they may have an interest. Upon having done so, the student selects a research advisor subject to the consent of the selected faculty member. The student subsequently begins to formulate research plans with the advice of their advisor.

Advisory Committee

The student, working with his/her advisor, selects an advisory committee. The advisory committee should be chosen by the beginning of the student’s second semester. The advisory committee shall consist of a minimum of three (3) members who hold faculty appointments at Clemson University. A majority of the committee shall hold tenure/tenure-track faculty appointments in the Department of Materials Science & Engineering. Part-time visiting and other non-tenure-track faculty employed by Clemson University, Emeriti faculty, and Adjunct faculty may serve as advisory committee members but not as Advisory Committee Chair. The Advisory Committee Chair is usually the research advisor and must hold a full-time faculty appointment at Clemson University. If the student has declared an emphasis in another field, at least one of the committee members must be from the faculty of the program of the emphasis area. Non-associated with Clemson University professionals can serve on the Advisory Committee only after approval by the Chair of MSE GCSC and the Chair of the MSE Department. For approval, the Advisory Committee chair must submit an official request to the Chair of MSE GCSC accompanied by the CV of the potential advisory committee member.

The student’s advisory committee will perform the following functions:

- Provide advice and consent in the selection of coursework by the student;
- Assist in the supervision of the student’s thesis research program;
- Meet with the student six months before the final oral examination to review progress;
- Administer the final oral examination;
- Approve the master’s thesis when requirements are met; and,
- Initiate recommendation to the Graduate School for awarding of the degree.

MINIMUM DEGREE REQUIREMENTS FOR THESIS M.S. IN MSE

Course Credit Hours	24 Hours*
Core + Other courses required	3 core + 5 other = 8
Master's Research MSE 8910	6 hours (Grad School requirement) plus Thesis completion
Credit Requirement (Total Course Plus Research Credit Hours):	A minimum of 30 credit hours past the bachelor's degree*
Exams	Thesis Defense
Seminar	1 presentation**

*Does not include MSE 8000/8010 Materials Research Seminars.

Per Graduate School policy, at least one-half of the total graduate credit hours, exclusive of thesis research, must be selected from courses numbered 8000 or above.

** Student must register for MSE 8010 to receive credit for seminar presentation

Course Deficiencies

The MSE Graduate Program is not designed to be a “remedial or entry-level” program; therefore, students must have the appropriate technical background before entering these programs. If course deficiencies are identified and/or if remediation is specified as a condition of a student’s admission, it is important that the remediation requirements be met early in the program to provide the student with a background for graduate-level courses. Normally, these deficiencies are removed by taking and passing specified required courses during a normally scheduled course offering. However, these courses do not count toward the total number of semester hours of graduate credit (excluding MSE 8000/8010) required for graduation.

Core Courses

Students must take at least six (6) of their eight (8) courses from MSE graduate courses chosen by the student in consultation with their advisor and advisory committee members. Of the six (6) MSE courses, three are required core courses which are indicated below. Students must maintain a minimum 3.0 overall GPA to graduate with an M.S. degree. *All students must also enroll in the MSE 8000 Seminar in Materials Research every semester, except the semester they present in the Seminar and are enrolled in the MSE 8010 Graduate Student Seminar in Materials Research.*

Mandatory Courses (3):

1. MSE 8100 Fundamentals of Materials Science (3 credits) (3,0)
2. Analytical and Characterization Courses (choose one)
MSE 8190/8191 Inorganic Materials Characterization Techniques (4 credits) (3,3)
MSE 8260 Phase Equilibrium in Materials Systems (3 credits) (3,0)
MSE 8270 Kinetics of Phase Transformations (3 credits) (3,0)
MSE 8400/8401 Analytical Methods for Organic Materials (4 credits) (3,3)
3. One Additional MSE 8000-level course

Additional Recommended Courses from MSE:

- MSE 8090 High-Temperature Materials (3 credits) (3, 0)
- MSE 8150 Materials Surfaces (3 credits) (3,0)
- MSE 8170 Energy Materials (3 credits) (3,0)
- MSE 8250 Solid State Materials Science (3 credits) (3,0)
- MSE 8280 Phase Transformations in Materials Science (3 credits) (3,0)
- MSE 8550 Stimuli-Responsive Materials (3 credits) (3,0)
- MSE 8580 Polymer Materials: Chemistry (3 credits) (3,0)
- MSE 8590 Polymer Materials: Structure & Properties (3 credits) (3,0)
- MSE 8900 Selected Topics in MSE (3 credits) (3, 0)

Curriculum Development – Plan of Study – GS2 Form

The student should develop a coursework plan with the research advisor's assistance. This should be done by the end of the first semester. This plan is formally submitted to the Graduate School via the GS2 Form (See **Curriculum Development - Plan of Study - GS2 Form**).

Course Delivery Mode

The M.S. Thesis Program is delivered in in-person and hybrid (blended) modes. As such, M.S. students can take in-person, hybrid, and online classes to satisfy the program requirements. However, a student must take at least one in-person class to graduate with an M.S. Thesis degree. It can be any lecture or Materials Research Seminar class, including the MSE 8010 class. Please consult with your faculty advisor about your course planning.

Graduate Diploma Application

Students apply for graduation through their iRoar account. Choose the "Apply for Graduation" link under the "Student Record" menu. The graduation application is required for any student intending to graduate, not just students planning to walk at graduation.

MASTER'S THESIS

The purpose of the M.S. thesis is to demonstrate the capability of the student to:

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

Selecting a Research Topic

Research advisors will assist students in the selection of an appropriate topic for their thesis. Students are expected to have selected a thesis topic by the end of their first semester of graduate study.

For additional information on technical writing, the following are recommended:

- *How to Publish a Scientific Paper* by Robert A. Day;
- *Scientific English: A Guide for Scientists and Other Professionals* by Robert A. Day;
- *The ACS Style Guides: a Manual for Authors and Editors* edited by Janet S. Dodd.

Pre-Defense Advisory Committee Meeting

An advisory committee meeting should be held approximately six months before the expected final oral defense. The purpose of this meeting is for the candidate and the committee to discuss the expectations for graduation.

Thesis Text

Introduction

The introduction to the thesis should include some brief introductory remarks and a review of the literature that is relevant to the stated objectives. The literature review should be current and organized to support the research objectives.

Research Objective

This section should contain a paragraph summarizing the major objective of the research. The major objective, whenever possible, should be stated as a hypothesis with tasks outlined for testing the hypothesis. *It is often suggested that this section be written first.*

Research Methodology

This section should outline the experimental/theoretical/computational approach that has been used to accomplish the tasks listed in the objectives section. The approach should include the experimental/theoretical/computational design and a matrix of experiments conducted. The methodology should include procedures and analytical protocol or information about the development of those procedures. Information about the data collection and the use of the data should be provided, as well as final evaluation approaches.

Results and Discussion

In this section, the results must be presented comprehensively and clearly. The analysis of the results must be given and discussed. The student must demonstrate the ability to analyze results based on the materials science and engineering fundamentals.

Conclusions

In this section, the main challenging steps of research procedures must be briefly discussed, and their strong and weak points must be mentioned. The results of the conducted research must be delivered in a concise form and the proposed mechanisms explaining the results should be clearly articulated

Significance

This section should summarize why it is important to conduct the proposed research. What are the results and how will they benefit the Materials Science & Engineering community?

Helpful Hints

- Students should use the recommended Graduate School format desired for references, font, and other formatting items.
- Whenever possible, use the active voice. Use of the first person is generally discouraged in technical writing.
- Avoid starting sentences with numbers. Numbers less than or equal to ten should be spelled out. Numbers of 11 or more can be represented by Arabic numerals. However, use numerals to refer to an exact amount such as 1.0 mL.

Graduate Diploma Application

Students apply for graduation through their iRoar account. Choose the "Apply for Graduation" link under the "Student Record" menu. The graduation application is required for any student intending to graduate, not just students planning to walk at graduation.

Thesis Deadline

A first draft of the thesis should be completed well before the date of the final oral examination. A final draft (approved by the advisor) should be submitted to the advisory committee at least two weeks before the oral exam. Consult your advisory committee for specific requirements.

Using Artificial Intelligence.

Unless specifically identified, justified, and disclosed, the use of artificial intelligence (AI) in generating any text of the thesis is not acceptable. If AI was used to generate a portion of the written text of the thesis, the use of AI must be disclosed, and justification provided. Each student is required to submit a report generated by the software employed by Clemson University to detect AI usage (currently Turnitin) and submit the final thesis to the student's advisory committee. If approved by the advisory committee, the extent of using generative AI to generate any written content of the thesis must be disclosed in a statement with the thesis.

Final Oral Examination

The final oral examination is given at least three weeks before the date on which the degree is to be conferred. This is given under the authority of the student's advisory committee in accordance with Graduate School deadlines. The committee will have been given final draft copies of the thesis a minimum of two weeks before the exam.

The student's Advisory Committee Chair will schedule the examination that is administered by the committee. During the examination, the student will be expected to orally present the findings of the research, support various aspects thereof, and be questioned on integrated knowledge of related coursework. The Graduate School will be notified of the date, time, and place of the examination at least ten days before the date scheduled. At the same time, members of the MSE faculty, the GCSC, the Dean of the Graduate School, and MSE students will be invited to attend the examination. Procedurally, the examination normally consists of a 30-45 minute presentation by the student followed by questions posed, first by those in attendance and second by the student's graduate advisory committee members.

A majority decision from synchronously participating committee members (in person or virtually) is needed to pass the exam. Dissenting members may forward a minority report to the Graduate School.

The oral defense results are submitted to the Graduate School via the GS7M form. This form must be filled out and taken to the defense by the student and signed by all the committee members attending the oral defense---approving or dissenting---after approving the thesis manuscript. An absent committee member may not vote on the oral defense. Once complete, the form should be submitted to both the MSE Student Services Coordinator and the Graduate School.

Unsatisfactory performance on the final examination, as determined by the advisory committee, will result in at least one of the following actions to be taken:

1. Additional work on the thesis and resubmission of the thesis to the advisory committee for further review; or
2. Additional study in their area of specialty.

In case of failure, the advisory committee must submit the GS7M form to the MSE Student Services Coordinator and the Graduate School stating that the student failed the final examination. The second attempt requires a complete re-examination. A second failure on the final examination shall result in the student being declared ineligible for a master's degree in MSE at Clemson University.

M.S. Non-Thesis Program

Important: Please follow the “M.S. Non-Thesis Student Checklist” to make sure that you are on the track to complete your degree requirements.

Selecting an Academic/Research Advisor

All beginning Non-Thesis M.S. students are asked to confer with each MSE faculty member in whose general area they may be interested. Upon doing so, the student selects an academic/research advisor subject to the consent of the selected faculty member. The selection should be completed during the first month of their first semester as a graduate student (***by September 20 for Fall semester and by February 10 for Spring semester***). The student subsequently begins to formulate educational and research plans with their advisor's advice. During the first month of study, the MSE Graduate Director will serve as the Academic/Research advisor.

MINIMUM DEGREE REQUIREMENTS FOR NON-THESIS M.S. IN MSE

Course Credit Hours	30 Hours*
Core + Other courses required	1 required + 9 other** = 10
Credit Requirement (Total Course Plus Research Credit Hours):	A minimum of 30 credit hours past the bachelor's degree*
Exams	Written Report
Seminar	1 presentation***

*Does not include MSE 8000/8010 Materials Research Seminars.

Per Graduate School policy, at least one-half of the total graduate credit hours, exclusive of thesis research, must be selected from courses numbered 8000 or above.

Per MSE Graduate policy, six of ten courses must be MSE courses.

**9 additional courses are approximate and based on all being 3 credit courses (may vary depending on the number of credit hours for each course)

*** Student must register for MSE 8010 to receive credit for seminar presentation

Course Deficiencies

The MSE Graduate Program is not designed to be a “remedial or entry-level” program; therefore, students are expected to have the appropriate technical background prior to entering these programs. If course deficiencies are identified and/or if remediation is specified as a condition of a student’s admission, it is important that the remediation requirements be met early in the program to provide the student with background for graduate-level courses. Normally, these deficiencies are removed by taking and passing specified required courses during a normally scheduled course offering. However, these courses do not count toward the

total number of semester hours of graduate credit (excluding MSE 8000/8010) required for graduation.

Course Requirements

Students must take at least six (6) of their ten (10) courses from MSE graduate courses chosen by the student in consultation with their academic/research advisor. Of the six (6) MSE courses, one (MSE 8100) is required for all Non-Thesis M.S. MSE students; three others must be 8000 level MSE courses exclusive of seminar.

Students may transfer a maximum of two 3-credit graduate-level classes from a regionally accredited degree-granting institution whose scholastic reputation is acceptable to Clemson University, the advisory committee, and the department. The procedure for students is in the Clemson University Graduate School Policies and Procedures manual.

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

The student's advisory committee will make the final determination about transfer credit. Students are required to maintain a minimum 3.0 overall GPA to graduate with an M.S. degree. ***All students must also enroll in MSE 8000 Seminar in Materials Research every semester, except for the semester they present in Seminar and are enrolled in MSE 8010 Graduate Student Seminar in Materials Research.***

Mandatory Course:

MSE 8100 Fundamentals of Materials Science (3 credits) (3, 0)

Additional Recommended 8000 Level Courses From MSE:

MSE 8090 High-Temperature Materials (3 credits) (3, 0)

MSE 8150 Materials Surfaces (3 credits) (3,0)

MSE 8170 Energy Materials (3 credits) (3,0)

MSE 8190/8191 Inorganic Materials Characterization Techniques (4 credits) (3, 3)

MSE 8250 Solid State Materials Science (3 credits) (3,0)

MSE 8260 Phase Equilibrium in Materials Systems (3 credits) (3, 0)

MSE 8270 Kinetics of Phase Transformations (3 credits) (3, 0)

MSE 8280 Phase Transformations in Materials Science (3 credits) (3, 0)

MSE 8400/8401 Analytical Methods for Organic Materials (4 cr) (3, 3)

MSE 8550 Stimuli-Responsive Materials (3 credits) (3,0)

MSE 8580 Polymer Materials: Chemistry (3 credits) (3, 0)

MSE 8590 Polymer Materials: Structure & Properties (3 credits) (3, 0)

MSE 8900 Selected Topics in MSE (3 credits) (3, 0)

Curriculum Development – Plan of Study – GS2 Form

The student should develop a plan of coursework with the assistance of the academic/research advisor. This should be done by the end of the first semester. This plan is formally submitted to the Graduate School via the GS2 Form (See **Curriculum Development - Plan of Study – GS2-Form**)

Course Delivery Mode

The M.S. Non-Thesis Program is delivered in in-person and hybrid (blended) modes. As such, an M.S. student can take in-person, hybrid, and online classes to satisfy the program requirements. However, a student must take at least one in-person class to graduate with an M.S. Non-Thesis degree. It can be any lecture or Materials Research Seminar class, including MSE 8010 class. Please consult with your faculty adviser about your course planning.

Written Report

There are two possible forms of the Non-Thesis M.S. student written report:

Option A is a report based on analysis of scientific literature;

Option B is a report based on experimental, computational, data analysis, and/or theoretical work.

The purpose of the report is to demonstrate the capability of the student to:

- Formulate a research/scientific problem;
- Demonstrate knowledge relevant to a meaningful resolution of a specific problem;
- Report the results of the problem in a concise, precise, professional style.

Selecting a Research Topic

The academic/research advisor will assist students in the selection of an appropriate topic for their report. Students are expected to have selected a topic by the end of their first semester of graduate study.

For additional information on technical writing, the following are recommended:

- *How to Publish a Scientific Paper* by Robert A. Day;
- *Scientific English: A Guide for Scientists and Other Professionals* by Robert A. Day;
- *The ACS Style Guides: a Manual for Authors and Editors* edited by Janet S. Dodd.

Written Report Content [Option A]

The report should contain the following elements:

Research Objective

This section should contain a paragraph summarizing the major objective of the literature research. *It is often suggested that this section be written first.*

Introduction

This section should be approximately one page, which states the importance/relevance of the research topic.

Literature Review

This section should refer to at least 20 cited references from the literature, covering the period from early work to a literature article from a recent publication (within the last five years).

Critical Analysis and Proposed Research

This section should be approximately one page, which briefly describes additional research or experiments that could or need to be done with respect to the research topic.

Written Report Content [Option B]

The report should contain the following elements:

Research Objective

This section should contain a paragraph summarizing the major objective of the research. The major objective, whenever possible, should be stated as a hypothesis with tasks outlined for testing the hypothesis. *It is often suggested that this section be written first.*

Introduction

The introduction to the report should include some brief introductory remarks and a review of the literature that is relevant to the stated objectives. The literature review should be current and organized to support the research objectives.

Research Methodology

This section should outline the experimental/theoretical/computational approach that has been used to accomplish the tasks listed in the objectives section. The approach should include the experimental/theoretical/computational design and a matrix of experiments conducted. The methodology should include procedures and analytical protocol or information about the development of those procedures. Information about the data collection and the use of the data should be provided, as well as final evaluation approaches.

Results and Discussion

In this section, the results must be presented comprehensively and clearly. The analysis of the results must be given and discussed. The student must demonstrate the ability to analyze results based on the materials science & engineering fundamentals.

Conclusions

In this section, the main challenging steps of research procedures must be briefly discussed, and their strong and weak points must be mentioned. The results of the conducted research must be delivered in a concise form and the proposed mechanisms explaining the results should be clearly articulated

Significance

This section should be a summary of why it is important to conduct the proposed research. What are the results and how will they benefit the Materials Science & Engineering community?

HELPFUL HINTS

- Students should use the recommended Graduate School format desired for references, font, and other formatting items.
- Whenever possible, use the active voice. The use of the first person is generally discouraged in technical writing.
- Avoid starting sentences with numbers. Numbers less than or equal to ten should be spelled out. Numbers of 11 or more can be represented by Arabic numerals. However, use numerals to refer to an exact amount such as 1.0 mL.

Formatting of Written Report

The report has a basic format and should be between 4,000 and 5,000 words as determined by Microsoft Word. This length is determined by excluding appendices, graphs, charts, tables, references, and figure captions. Reports longer than this limit indicate that the student is unable and/or incapable of being brief enough to provide a report of a specified length. Reports longer than those specified may be penalized, especially if the content is judged to be 'padding' which could have been shortened or omitted.

The report must be typed, using standard 12-point typeface (Arial, Helvetica, Times New Roman), with double spacing on standard paper, leaving a margin of at least 25 mm (1 inch) on the left side, 20 mm (0.75 inches) on the right side and 25 mm (1 inch) top and bottom of the sheet.

Any acronyms used should be initially defined by fully writing out with the acronym in parentheses following the text, e.g. *General Skewed Data (GSD)*. If several such abbreviations are to be used in the text, the student should also include a page with a glossary of terms.

Diagrams, graphs, charts, equations, etc. should be numbered consecutively throughout the report, or, better still, numbered consecutively within each section, e.g. Figure 2.3 (denotes the third figure in section 2). Charts, tables, etc. should be included in an appendix with only summary versions in the text.

Plagiarism and Inadequate Referencing

Plagiarism is strictly prohibited. Please refer to pages 2-3 in the "MSE Graduate Student Manual" and any relevant Clemson University academic regulations for the definitions of *plagiarism*. *Inadequate referencing* is where students have indicated that they are quoting another person's work but fail to reference it adequately in the discussion, resulting in confusion about where their work began, and the cited work ended. The penalties for plagiarism and inadequate referencing are severe. Normally, it is a failed project and possible expulsion from the MSE program and Clemson University. No further warnings on violations of this type will be provided to the student.

Using Artificial Intelligence.

Unless specifically identified, justified, and disclosed, the use of artificial intelligence (AI) in generating any text of the written report is not acceptable. If AI was used to generate a portion of the written report, the use of AI must be disclosed, and justification provided. Each student is required to submit a report generated by the software employed by Clemson University to detect AI usage (currently Turnitin) and submit the final written report to the student's advisory committee. If approved by the advisory committee, the extent of using generative AI to generate any content of the written report should be disclosed in a statement with the written report.

Delivery and Grading of Written Report

The report is submitted electronically for grading to the student's academic/research advisor no later than 4 weeks before the last day of classes for the semester along with the GS7M. At least one month before submission, the student should discuss the draft of the written report with the academic/research advisor. The academic/research advisor will sign the GS7M after grading the written report and give it to the Student Services Coordinator no later than 2 weeks before the last class of the semester.

The advisor will evaluate the submitted written report and provide a numerical score (0-100). A written report will receive a "Pass" if the score is greater than or equal to 60%. A proposal will receive a "Fail" if the score is less than 60%. The numerical score and comments will be sent electronically to the student.

Graduate Diploma Application

Students apply for graduation through their iRoar account. Choose the "Apply for Graduation" link under the "Student Record" menu. The graduation application is required for any student intending to graduate, not just students planning to walk at graduation.

POLICIES AND PROCEDURES FOR Ph.D. DEGREES

Important: Please follow the “Ph.D. Student Checklist” to ensure you are on track to complete your degree requirements.

Introduction

These policies supersede any policies outlined in graduate manuals written before the current semester. Academic regulations pertaining to the various degree programs are published in the “*Graduate School Catalog*,” the “*Graduate School Policy Handbook*” and online at <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Selecting a Research Advisor

All beginning Ph.D. students should confer with each MSE faculty member in whose general area they may have an interest. Upon doing so, the student should select a research advisor subject to the consent of the selected faculty member. The student subsequently begins to formulate research plans with the advice of his/her advisor. The student should have determined their research advisor by the beginning of their second semester in the program.

Advisory Committee

The student, working with his/her advisor, should select an advisory committee no later than the end of the third semester. The Ph.D. advisory committee shall consist of a minimum of four (4) members who hold faculty appointments at Clemson University. A majority of the committee shall hold tenure/tenure track faculty appointments in the Department of Materials Science & Engineering. Part-time visiting and other non-tenure-track faculty employed by Clemson University, Emeriti faculty, and Adjunct faculty may serve as advisory committee members but may not serve as Advisory Committee Chair. The Advisory Committee Chair is usually the research advisor and must hold a full-time faculty appointment at Clemson University. Non-associated with Clemson University professionals can serve on the Advisory Committee only after approval by the Chair of MSE GCSC and the Chair of the MSE Department. For approval, the Advisory Committee chair must submit an official request to the Chair of MSE GCSC accompanied by the CV of the potential advisory committee member.

The student’s advisory committee will perform the following functions:

- Provide advice and consent in the selection of course work by the student;
- Assist in the supervision of the student’s dissertation research program;
- Administer the comprehensive and final oral examinations;
- Meet with the student four - twelve months prior to the final oral examination to review progress;
- Approve the dissertation;
- Initiate recommendations to the Graduate School for awarding the degree.

Curriculum Development – Plan of Study – GS2 Form

The student should develop a plan of coursework with the assistance of the research advisor and input from the advisory committee. This should be done by the end of the third semester. This plan is formally submitted to the Graduate School via the GS2 Form (See **Curriculum Development - Plan of Study-GS2 Form**).

Course Delivery Mode

Some courses are offered in hybrid mode (in-person and online sections). At least one course must be taken on campus. Please consult with your faculty advisor about your course planning.

MINIMUM DEGREE REQUIREMENTS FOR THE Ph.D. IN MSE

Total Hours of Courses	16 hours*
Core Courses Required	5
Doctoral Research – MSE 9910	18 hours (Grad School)
Credit Requirement (Total Course Plus Research Credit Hours):	A minimum of 60 credit hours past the bachelor's degree or a minimum of 30 credit hours past the master's degree*
Exams	Comprehensive and Dissertation Defense (Final Examination)
Seminar	2 Presentations**
Peer-reviewed Article	Proof of submission before the defense

*Does not include MSE 8000/8010 Materials Research Seminars

Per Graduate School policy, at least one-half of the total graduate credit hours, exclusive of doctoral research, must be selected from courses numbered 8000 or above.

** Student must register for MSE 8010 to receive credit for seminar presentations

Core Courses

Students pursuing a Ph.D. in MSE must take the following courses, which will result in completing five (5) core courses. The student should make decisions about which courses to take, where applicable, in consultation with his/her supervisor and advisory committee. Students are required to complete the first four (4) core courses by the end of their third fall/spring semester and all five (5) core courses within their first two (2) years. To qualify for the comprehensive examination, the student must have earned a 3.45 GPA in four core courses by the end of their third semester. If more than four (4) core courses are taken by the end of the third semester, the qualifying GPA will be calculated based on the selected four (4) core courses taken to obtain the highest GPA possible.

Mandatory Courses:

- MSE 8100 Fundamentals of Materials Science
- MSE 8260 Phase Equilibrium in Materials Systems
- MSE 8270 Kinetics of Phase Transformations

Analytical and Characterization Courses (choose one):

- MSE 8400/8401 Analytical Methods for Organic Materials
- MSE 8190/8191 Inorganic Materials Characterization Techniques

One additional MSE 8000 level course.

Other courses, which the supervisor/committee recommends to the student, may be taken; however, the grades in these courses will not be used in calculating the minimum GPA required to take the Ph.D. Comprehensive Examination. ***All students must also enroll in the MSE 8000 Seminar in Materials Research every semester, except for the semesters they present in the Seminar and are enrolled in the MSE 8010 Graduate Student Seminar in Materials Research.*** The student must maintain a minimum 3.0 overall GPA for all classes taken during his/her graduate study to be eligible for the Ph.D. degree.

If a student has completed comparable coursework or obtained an M.S. degree at another institution, the student must still complete the five (5) core classes in the Department of MSE at Clemson University with the first four (4) completed before attempting the Comprehensive Exam with a 3.45 GPA. If the student has received their M.S. from the Department of MSE at Clemson University, they can use the courses taken during the M.S. to fulfill the core course requirements to be eligible for the comprehensive exam. (Must have a 3.45 GPA in four (4) of the five (5) core courses OR must have a 3.50 GPA for all courses taken for the M.S. degree.)

Under special circumstances, for students transferring from a highly reputable graduate program in MSE into the MSE Ph.D. program at Clemson University, the list of 5 required core courses may be changed by the decision of MSE GCSC. The student's faculty advisor must request and justify the change in writing. The student must complete four (4) of the five (5) required core classes from the modified list with a 3.45 GPA before attempting the Ph.D. Comprehensive Exam.

If the student earned the M.S. degree from the Department of MSE at Clemson University, the student must understand that 16 more course hours, in addition to the courses completed for the M.S. are required for the Ph.D. degree.

Ph.D. COMPREHENSIVE EXAMINATION

Qualification and Eligibility Requirements for Students to Take Comprehensive Exam

Doctoral students must have a minimum GPA of 3.45 in four (4) of their core courses taken by the end of their third semester to be eligible to take the comprehensive examination. Students must have taken four (4) of their five (5) courses by the end of their third fall/spring semester. Additionally, students must make their first attempt at the comprehensive exam no later than their fifth fall/spring semester as a doctoral student (seventh fall/spring semester for the students enrolled in a hybrid mode). Qualified students must declare eligibility by submitting the "Declaration of Qualification for Ph.D. Comprehensive Examination" form.

Students who have less than a 3.45 GPA in the four (4) core courses after the third fall/spring semester would be allowed to stay in the Ph.D. program during a probation period of up to one year. During this period, they must take three additional MSE 8000 level courses or equivalent from other departments subject to approval by the research advisor and the GCSC. If the average GPA of all 8 courses after this probation year equals or exceeds 3.45, the student can continue his/her Ph.D. program and is eligible to take the comprehensive exam. The students must make their first attempt at the comprehensive exam no later than their sixth fall/spring semester. If the average GPA of all 8 courses is below 3.45, the student will either be transferred to the master's program and work toward a master's degree or leave the MSE graduate program.

Students will have two (2) attempts at the comprehensive exam's written and oral portions. All attempts must be a complete re-examination and completed by the end of the student's sixth fall/spring semester and within twelve (12) months of the submission of the proposal. The students who were required to take 8 courses before taking the comprehensive exam must complete the examination within twelve (12) months of submitting the proposal.

Those students not meeting this time deadline will be:

1. Required to complete the M.S. degree in MSE before seeking re-admission to the Ph.D. program; or
2. Dismissed from the Ph.D. program if they have already earned an M.S. in MSE at Clemson.

Content of Comprehensive Examination and Expectations

The candidacy/comprehensive examination will consist of (1) a written dissertation proposal and (2) an oral exam. The examination will be conducted and administered by the student's advisory committee (excluding the Advisory Committee Chair) plus one external examiner (Examining Committee Chair) appointed by the Graduate Program Director. The Advisory Committee Chair can advise the student on topics and general content of the proposal but has no say in the pass/fail outcome of either the written proposal or the oral examination. The written document is expected to be solely the student's work.

Students will be expected to have in-depth knowledge of their selected research area including relevant literature, experimental methods, and fundamental assumptions and limitations. In addition, students are expected to be ready to answer all pertinent questions in this topic area based on the courses taken at the time of the examination that the examining committee deems

relevant to the proposed research area. Students must also be prepared to answer basic questions about materials science and engineering, which are representative of a senior undergraduate major in the area. Suitable texts that cover these concepts will be recommended to students when necessary. The students must also be able to critique the approaches and methodologies they use and others cited in the literature.

A majority decision from synchronously participating Examining Committee members (in person or virtually) is needed to pass the exam. If the outcome of the candidacy/comprehensive examination results in a “fail”, the student will have one chance to retake the candidacy/comprehensive examination by the end of the student’s sixth semester.

Results of the Comprehensive Exam are communicated to the Graduate School through the GS5D and the GS-Research Approval forms. These forms must be filled out and taken to the oral exam by the student and signed by all the committee members attending the oral comprehensive exam—approving or dissenting. An absent committee member may not vote on the oral comprehensive exam. Once complete, the GS5D and the GS-Research Approval forms should be submitted to the MSE Student Services Coordinator to file with Enrolled Student Services.

Ph.D. Comprehensive Exam Schedules

If a student starts his/her comprehensive exam in the Fall semester, the deadline dates for the following academic year will be:

- Electronic submission of an intent to take the comprehensive exam (“Declaration of Qualification for Ph.D. Comprehensive Examination” form) must be presented to the Graduate Program Director with a printed copy to the Student Services Coordinator: before **August 15th**
- Electronic submission of a written proposal (PDF file), exam statement (“Ph.D. Comprehensive Examination Statement of Topical Areas and Personal Contribution to the Formulation of Ideas & Research” form) to the Graduate Program Director (the 1st attempt): before **September 15th**
 - Review of the proposal by the student’s committee members and the Examining Committee Chair. All reviewers will calculate a score and the Examining Committee Chair will average the scores and submit comments/scores to the Graduate Program Director by **October 15th**
 - Feedback to the student on the written proposal by the Graduate Program Director: by **October 15th**
 - The student should meet with each member of the examination committee for additional comments concerning the written proposal and topics: before **November 15th**
 - If the student receives a “pass” on the first attempt at the written proposal, he/she needs to schedule the Oral Exam to be held before the end of finals week of the fall semester. If the exam cannot be scheduled before the end of finals week due to scheduling conflicts, it must be scheduled as soon as possible based on the first availability of all the committee members.
 - If the student receives a “fail” on the first attempt at the written proposal, he/she should complete the following--
 - Resubmission of a written proposal: before **January 15th**
 - Receive feedback from committee members/Examining Committee Chair (of the 2nd attempt of the written proposal): before **February 15th**
 - Schedule the Oral exam – the first attempt (if the student receives a “pass” on the written exam on the 2nd attempt): before **March 15th**
 - If the student receives a “fail” on the first attempt at the oral exam, the time for the second attempt will be suggested by the committee. This second attempt must be completed before **September 15th** of the following year, or less than one year from the start date to meet Graduate School Policies and Procedures.

If a student starts his/her comprehensive exam in the Spring semester, the deadline dates for the following academic year will be:

- Electronic submission of an intent to take the comprehensive exam (“Declaration of Qualification for Ph.D. Comprehensive Examination” form) must be presented to the Graduate Program Director: before **December 15th**
- Electronic submission of a written proposal (PDF file), exam statement (“Ph.D. Comprehensive Examination Statement of Topical Areas and Personal Contribution to the Formulation of Ideas & Research” form) to the Graduate Program Director (the 1st attempt): before **January 15th**
- Review of the proposal by the student’s committee members and the Examining Committee Chair. All reviewers will calculate a score and the external examiner will average the scores and submit comments/scores to the Graduate Program Director by **February 15th**.
- Feedback to the student on the written proposal by the Graduate Program Director: by **February 15th**
- The student should meet with each member of the examination committee for additional comments concerning the written proposal and topics: before **March 15th**
- If the student receives a “pass” on the first attempt at the written proposal, he/she needs to schedule the Oral Exam to be held before the end of finals week of the spring semester. If the exam cannot be scheduled before the end of finals week due to scheduling conflicts, it must be scheduled as soon as possible based on the first availability of all the committee members.
- If the student receives a “fail” on the first attempt at the written proposal, he/she should complete the following--
 - Resubmission of a written proposal: before **May 15th**
 - Receive feedback from committee members/Examining Committee Chair (of the 2nd attempt of the written proposal): before **September 1st**
 - Prepare for the Oral exam – the first attempt (if the student receives a “pass” on the written exam on the second attempt): before **January 15th**
- If the student receives a “fail” on the first attempt at the oral exam, the time for the second attempt will be suggested by the committee. This second attempt must be completed before **January 15th** of the following year, or less than one year from the start date to meet Graduate School Policies and Procedures.

The timeline for selection and approval of the three oral exam topics will be:

- The student should work with the Advisory Committee Chair and Advisory Committee Members to select three initial oral examination topics and submit them along with the written proposal by **September 15th** or **January 15th**
- Then the examination committee, led by the Examining Committee Chair, will discuss, and confirm the three topics, and submit them to the Graduate Program Director, along with the feedback of the written proposal by **October 15th** or **February 15th**

DECLARATION OF QUALIFICATION
for
PhD COMPREHENSIVE EXAMINATION

By (print name) _____

Date _____ CUID: _____ Email address: _____

List at least 4 of the 5 Core Courses Taken and Grade Received in Each:

_____	_____
_____	_____
_____	_____

Core Course GPA: _____

I am hereby eligible to begin the PhD Comprehensive Examination, beginning (check one):

___ Fall Semester of _____ (year) - Form must be submitted prior to August 15th

or

___ Spring Semester of _____ (year) - Form must be submitted prior to December 15th

Student Signature: _____

Advisor's Name (print): _____

Advisor's Signature: _____

List your Committee Members (print):

Submit to Student Services Coordinator

Guidelines for the Ph.D. Research Proposal

Each member of the student's Advisory Committee (excluding the Advisory Committee Chair), as well as an additional external faculty examiner (Examining Committee Chair) appointed by the Graduate Program Director, will evaluate the written proposal, and provide a numerical score (0-100) and optional additional comments. Each committee member is asked to use the following rubric when marking the oral proposal.

Introduction Section:

- *15 Pts. Possible*
- The reviewer should identify if the student communicated the project motivation, objective, and tasks satisfactorily.

Background Section:

- *20 Pts. Possible*
- The reviewer should identify if the student satisfactorily communicated that he/she conducted a literature review, preliminary experiments, analysis of preliminary results, and showed critical analysis.

Research Plan Section:

- *40 Pts. Possible*
- The reviewer should comment on the details of planned research, technical language, rigor of analytical methods, and/or engineering analysis

Potential Original Contribution and Impacts on Science & Engineering:

- *10 Pts. Possible*

References:

- *7 Pts. Possible*

Technical Writing Quality:

- *8 Pts. Possible*

The Examining Committee Chair will collect and average all scores. A proposal will receive a "Pass" if the average adjusted score is greater than or equal to 60%. A proposal will receive a "Fail" if the average adjusted score is less than 60%. The average numerical score and the verbatim comments will be sent to the student.

The written document should reflect an effort by the student and not be the work of the research advisor. The Comprehensive Exam research component is expected to be parallel to, but not necessarily identical to, the candidate's dissertation. To ensure this, the candidate's research proposal cannot be identical to research previously proposed by the advisor, e.g., to an external funding agency, and must clearly identify the candidate's work. The candidate may, however, use the same research hypothesis and design new experimental/computational/modeling pathways to validate the hypothesis or objective. The advisor must work with the student on the direction of research, points of clarification, essential grammar, technical style, and improving the document's structure. However, it is up to the student to produce most of the document and the student is the one responsible for the final product. Specifically, the student is responsible for the writing of the document. The advisor must provide mentoring guidance regarding formatting and editing for clarity of the content.

The research proposal defense is public; thus, no confidentiality request can be made to the examination committee, with no exceptions.

The Research Proposal is intended to provide the student with the opportunity to:

- a. Show they can undertake a specific research project on a chosen topic with minimum supervision in the area of specialization;
- b. Demonstrate their ability and initiative to organize and plan such investigative work;
- c. Undertake a literature survey and critically apply their findings;
- d. Develop their ability to analyze and solve problems and produce or suggest rational solutions to such problems;
- e. Interpret the data produced from their investigations and draw conclusions;
- f. Present a concisely written research proposal;
- g. Use appropriate information from the research proposal for the oral defense of said proposal;
- h. Communicate to faculty the basic problem and the experimental, practical, or theoretical work undertaken, and discuss the results and conclusions to date.

While Research Proposals will vary to some extent in quantity and type of information, the various sections of the proposal should be structured as closely as possible in the following way:

A. Statement of Research Objective

A well-stated objective leads one directly to the approach that must be taken to accomplish the objective. This initial statement should be written such that any informed scientist should be able to understand what you intend to do.

The research objective may be written in the following forms (other variations are possible):

- The research objective of this proposal is to test hypothesis H .
- The research objective of this proposal is to measure parameter P to within an accuracy of A .
- The research objective of this proposal is to prove conjecture C .
- The research objective of this proposal is to apply method M from field F to problem X in field Y .

B. Introduction and Motivation

The introduction should explain why the project is important, be it from a financial, technological, environmental, or academic viewpoint. The reader should clearly understand your motivation for the work and why this research is necessary.

The goal of the project should be reiterated next. This should be followed with an outline describing the specific tasks necessary to accomplish this goal. This should be written as concisely as possible.

C. Background

This section should consist of a literature survey describing what has been done previously to solve the problem related to the research objective. Sufficient background should be given so that the reader will understand the techniques and approaches described in the research plan. This section should show evidence that the student is well-read in the subject and can critically review the works of other authors.

Following the literature review, the author should present preliminary data and provide an analysis of the findings. The data presented should support the research plan and provide additional motivation for the project.

D. Research Plan

In this section, the work to be carried out should be described in detail. This will be an expansion upon the research tasks listed in the introduction. The student should demonstrate a clear plan that will have a high likelihood of accomplishing the research objective. The student should consult with the faculty advisor to ensure that the presented plan will be meaningful and capable of producing reliable results. In addition, the student should comment on any limitations in the plan and alternative methods if the initial plan is unsuccessful.

E. Potential Original Contribution and Broader Impacts on Science

This section should contain anticipated results and potential scientific merits and impacts. The proposal should indicate the student's potential to contribute to the field. The resulting impact of this work should be described from the perspective of how this work enhances our understanding of natural phenomena as scientists and engineers.

F. References

Any references to books, journals, patents, and theses must be referenced. References to websites will not be accepted. Concrete website information is often based on more substantial papers, journal articles, or internal industry research, and these should be located for reference.

The student may adopt a commonly used reference style in the field (please check professional journals in the field for examples). The full title of the articles should be included.

Statement on Personal Contribution to the Formulation of Ideas and Plan of Research

A statement is required expressing the student's contribution to formulating the ideas for this proposed work. The ideas of others should be noted alongside those of the student. This form should be turned in electronically with the written proposal to the Graduate Program Director.

Formatting of Research Proposal

The proposal has a basic format and should be no more than 5,000 words as determined by Microsoft Word (approx. 15 pages long). This length is determined by excluding appendices, graphs, charts, tables, references, and figure captions. Proposals longer than this limit indicate that the student is unable and/or incapable of being brief enough to provide a proposal of a specified length. Proposals longer than those specified may be penalized, especially if the content is judged to be 'padding' which could have been shortened or omitted.

The proposal must be typed, using standard 12-point typeface (Arial, Helvetica, Times New Roman), with double spacing on standard paper, leaving a margin of at least 25 mm (1 inch) on the left side, 20 mm (0.75 inches) on the right side and 25 mm (1 inch) top and bottom of the sheet.

Any acronyms used should be initially defined by fully writing out with the acronym in parentheses following the text, e.g. *General Skewed Data (GSD)*. If several such abbreviations are to be used in the text, the student should also include a page with a glossary of terms.

Diagrams, graphs, charts, equations, etc., should be numbered consecutively throughout the proposal or, better still, numbered consecutively within each section, e.g., Figure 2.3 (denotes the third figure in section 2). Charts, tables, etc. should be included in an appendix with only summary versions in the text.

Plagiarism and Inadequate Referencing

Plagiarism is strictly prohibited. Please refer to pages 2-3 in the “MSE Graduate Student Manual” and any relevant Clemson University academic regulations for the definitions of *plagiarism*. *Inadequate referencing* is where students have indicated that they are quoting another person's work but fail to reference it adequately in the discussion, resulting in confusion about where their work began, and the cited work ended. The penalties for plagiarism and inadequate referencing are severe. Normally, it is a failed Project and possible expulsion from the MSE program and Clemson University. No further warnings on violation of this type will be provided to the student.

Using Artificial Intelligence

Unless specifically identified, justified, and disclosed, the use of artificial intelligence (AI) in generating any portion of the research proposal's written text is unacceptable. If AI was used to generate a portion of a written text of the proposal, the use of AI must be disclosed, and justification provided. Each student is required to submit a report generated by the software employed by Clemson University to detect AI usage (currently Turnitin) along with the proposal submission. If approved by the advisory committee, the extent of using generative AI to generate any written content of the proposal should be disclosed in a statement within the proposal.

Delivery of Written Proposal to Committee Members

The proposal and three topics are submitted electronically to the Student Services Coordinator. The Student Services Coordinator will check the GPA requirements, page length and formatting requirements. After the proposal is reviewed and corrected, the Student Services Coordinator forwards the proposal to the Graduate Program Director electronically. The proposal topic should be logically expressed and written in clear, unambiguous English.

**PhD Comprehensive Examination Statement
Of Topical Areas and Personal Contribution
To the Formulation of Ideas and Research**

Topical areas selected for comprehensive exam were compiled after discussion with advisor.
Below are the topics and justification (1-3 sentences for each topic) of why topics were selected:

1. _____

2. _____

3. _____

I, _____, developed the submitted research proposal with the help of
(print name)

(list faculty, staff, collaborators who aided development).

My most significant contributions were (describe contributions to proposal development):

Student Name _____ Student Signature: _____
(print name)

Date: _____

Confirmed by:

Advisor Name _____ Advisor Signature: _____
(print name)

**Submit to the Student Services Coordinator by deadline along with proposal in
Word format AND .pdf format**

MSE Oral Ph.D. Comprehensive Exam Procedures Guidelines

MSE Oral Ph.D. Comprehensive Exam Procedures

- One week before the exam, it is the responsibility of the student to email the committee members to confirm the time, date and place of the oral exam;
- On the day of the exam, the committee members and candidate should arrive five minutes before the presentation and the exam should start on time;
- Before the presentation begins, the appointed Examining Committee Chair should hand out to all attending faculty members the list of procedures for undertaking the exam;
- The Examining Committee Chair should ask the student if questions can be offered during or after the presentation and all committee members must follow the student's preference;
- The authority of the Examining Committee Chair to control discussions and exam progression should be recognized by all other members;
- The student's Advisory Committee Chair should not be allowed to enter any discussion during the course of the exam without a clear indication by the Examining Committee Chair that doing so is acceptable;
- The time period of the exam should be divided into measurable milestones and the chair should reinforce the exam progression; the entire exam should be kept to a two-hour period and the student's research presentation during the first part of the exam should not exceed 35 minutes.
- The voting for determining a Pass/Fail for the exam should be administered by secret ballot; it's the responsibility of the Examining Committee Chair to bring the secret ballot box & scorecards to the exam. All student's committee members and the Examining Committee Chair have a vote. The student's Advisory Committee Chair does not vote.
- If a member of the committee is unable to attend the scheduled oral exam, the examination can continue if the majority of voting members of the committee are present. The final vote will be tallied if most members agree on the Pass/Fail decision.
- A majority decision from synchronously participating committee members (in person or virtually) is needed to pass the exam. Dissenting members may forward a minority report to the Graduate School.
- The oral defense results are submitted to the Graduate School via the GS5D form and the GS-Research Approval form. These forms must be filled out, taken to the exam by the student, and signed by all the committee members attending the exam--- approving or dissenting. An absent committee member may not vote on the oral exam. Once complete, the forms should be submitted to both the MSE Student Services Coordinator and the Graduate School.

If MSE Oral PH.D. Comprehensive Exam must be done online:

- The exam will be conducted using the ZOOM platform.
- The appointed Examining Committee Chair creates the ZOOM meeting (duration 2.5 hours) and sends invitations to the student, committee members, and the student's

Advisory Committee Chair (major advisor) no later than five days before the scheduled meeting time.

- It is the responsibility of the student to email the committee members to confirm the time and date of the oral exam one week before the exam;
- On the day of the exam, the committee members and candidate should log in five minutes before the presentation, and the exam should start on time;
- Before the presentation begins (no later than one hour before the scheduled meeting time), the appointed Examining Committee Chair should e-mail all attending faculty members the list of procedures for undertaking the exam;
- The Examining Committee Chair should ask the student if questions can be offered during or after the presentation and all committee members must follow the student's preference;
- The authority of the Examining Committee Chair to control discussions and exam progression should be recognized by all other members;
- The student's Advisory Committee Chair should not be allowed to enter any discussion during the course of the exam without a clear indication by the Examining Committee Chair that doing so is acceptable;
- The time of the exam should be divided into measurable milestones and the chair should indicate when discussions should end to ensure exam progression; the entire exam should be kept to a two-hour period;
- The Chair of the Examining Committee can postpone or reschedule the examination due to issues related to internet connection and/or external online interference.
- The voting for determining a Pass/Fail for the exam should be administered by secret ballot using the "anonymous" polling option of ZOOM. The Examining Committee Chair is responsible for setting up the anonymous ZOOM poll. All student's committee members and the Examining Committee Chair have a vote. The student's Advisory Committee Chair does not vote.
- If a member of the committee is unable to attend the scheduled oral exam, the examination can continue if the majority of voting members of the committee are present. The final vote will be tallied if most members agree on the Pass/Fail decision.
- A majority decision from synchronously participating committee members (in person or virtually) is needed to pass the exam. Dissenting members may forward a minority report to the Graduate School.
- The oral defense results are submitted to the Graduate School via the GS5D form and the GS-Research Approval form. These forms must be filled out, taken to the exam by the student, and signed by all the committee members attending the exam--- approving or dissenting. An absent committee member may not vote on the oral exam. Once complete, the forms should be submitted to both the MSE Student Services Coordinator and the Graduate School.

If MSE Oral PH.D. Comprehensive Exam is hybrid:

- Follow the rules listed above for online participants
- The voting for determining a Pass/Fail for the exam should be administered by secret ballot using the "anonymous" polling option of ZOOM for all online and in-person

participants. The Examining Committee Chair is responsible for setting up the anonymous ZOOM poll and ensuring that all in-person participants have individual access to Zoom (on a phone app or laptop). All student committee members and the Examining Committee Chair have a vote. The student's Advisory Committee Chair does not vote.

Description

The oral examination will emphasize the candidate's capability and basic knowledge. Each oral exam should be two hours in length. This time will be used for the research presentation, topic examination presentations, and relevant questions. Approximately 20-30 slides should be prepared on the written research proposal and should be about 30 minutes in length. Students will be asked questions about their thesis proposal, the three examination topics and any other questions that the committee deems relevant. The Question & Answer period is expected to range from 30 minutes to one hour in the examination.

Questions may be asked on

- The dissertation proposal;
- The three (3) examination topics;
- Any other "fundamental" MSE questions that a Ph.D. in MSE is expected to know (undergraduate MSE knowledge plus core courses)

The advisory committee may divide Q&A into different sections or conduct them in any order that the committee sees appropriate.

At the end of all the presentations, the candidate will be asked to leave once the committee has asked all the questions they desire. The committee will use that time to determine the "pass" or "fail" status of the presentation. The committee (plus the Examining Committee Chair) will then vote by secret ballot. The Examining Committee Chair will then collect the ballots and determine the outcome of the exam.

Examination Topics to be Covered in Addition to Research

Three topic examination presentations will also be given by the student during their oral exam. The chosen topics should demonstrate i) a broad range of general knowledge in Materials Science and Engineering, in addition to ii) demonstrated knowledge of current research in the student's focus area.

The student should prepare 5-15 slides on each topic (including a discussion of *how the basic theories in these topical areas are related to the proposed dissertation research*). The total presentation for the three topics should not exceed 30 minutes.

The procedure to formulate the three examination topics will be the following:

- The Ph.D. student should initiate the discussion with each of his/her advisory committee members (other than the Advisory Committee Chair and the Examining Committee Chair) to formulate at least one topic.

- The Ph.D. student should then work with his/her research advisor to assemble the three topics (and make necessary revisions if there are topical overlaps).
- Finally, the three examination topics should be forwarded to the Graduate Program Director along with the written proposal by **September 15th (or January 15th)**.
- The Examining Committee Chair will be the coordinator and decide on selecting these topics (based on the committee's opinions). The feedback on the three examination topics will then be submitted to the Graduate Program Director by **November 15th (or February 15th)** along with the written exam results.
- If topics are not acceptable, the student has until **November 15th (or March 15th)**, after talking with all committee members, to come up with acceptable topics.

Article requirement for Ph.D. in MSE

To earn a Ph.D. degree in MSE from Clemson University, at least one original manuscript must be submitted by the Ph.D. candidate to a peer-reviewed journal before their dissertation defense. This manuscript must be prepared by the Ph.D. candidate in collaboration with their faculty advisor and be based on original experimental, computational, and/or theoretical data obtained by the student that is included in their Ph.D. dissertation. Proof of the submission must be provided before the Ph.D. defense to the MSE Student Services Program manager. If special circumstances occur, the MSE GSCC can modify this requirement upon request by the graduate student. The request must be submitted at least three months before the expected defense date and include an explanation of the special circumstances. The MSE GSCC will consult with the student's advisory committee to determine whether the provided justification warrants a modification of the publication requirement. This requirement was implemented to ensure all Clemson University MSE Ph.D. graduates have developed the skills necessary to disseminate their research once leaving Clemson University to the broader research community.

Pre-defense advisory committee meeting

The pre-defense Advisory Committee meeting must be held between four and twelve months before the Ph.D. final examination (the oral dissertation defense). This meeting aims to advise the candidate on the expectations for the dissertation defense. The final examination cannot be conducted if the meeting is not held within the specified timeframe. The candidate must email the MSE Student Services Coordinator the date and time the meeting was conducted.

Application for graduation and diploma

Students apply for graduation through their iRoar account. Choose "Apply for Graduation" under the "Student Record" menu.

Dissertation

A first draft of the dissertation should be completed well before the date of the final oral examination. A final draft (approved by the advisor) should be submitted to the advisory committee at least 2 weeks before the oral exam. Consult your advisory committee for specific requirements.

Using Artificial Intelligence

Unless specifically identified, justified, and disclosed, using artificial intelligence (AI) in generating any dissertation text is unacceptable. If AI was used to generate a portion of a written text of the dissertation, the use of AI must be disclosed, and justification provided. Each student is required to submit a report generated by the software employed by Clemson University to detect AI usage (currently Turnitin) and submit the final dissertation to the student's advisory committee. If approved by the advisory committee, the extent of using generative AI to generate any written content of the dissertation should be disclosed in a statement within the dissertation.

Final Oral Examination

An oral examination, to be given at least three weeks before graduation, will serve to examine the student on his/her dissertation research. A broad and penetrating interpretation of the research project and conclusions is required of the student. The committee will have already received final draft copies of the dissertation ten (10) business days before the examination. This examination will be conducted under the authority of the Ph.D. advisory committee. All MSE faculty members will be invited to participate in the examination and to provide advisory comments to the committee.

A majority decision from synchronously participating committee members (in person or virtually) is needed to pass the defense. Dissenting members may forward a minority report to the Graduate School.

The oral defense results are submitted to the Graduate School via the GS7D form. This form must be filled out and taken to the defense by the student and signed by all the committee members attending the oral defense---approving or dissenting---after approving the dissertation manuscript. An absent committee member may not vote on the oral defense. Once complete, the form should be submitted to the MSE Student Services Coordinator to file with Enrolled Student Services.

Unsatisfactory performance on the final defense, as determined by the advisory committee, will require complete re-examination (with or without recommendations for additional work) or dismissal.

In case of failure, the advisory committee must submit the GS7D form to the MSE Student Services Coordinator stating that the student failed the oral defense. A second failure on the final examination shall result in the student being declared ineligible for a Ph.D. in MSE at Clemson University and dismissal.

PREPARATION OF THESIS OR DISSERTATION

Planning Dissertation Timeline

The tasks' deadlines depend on the anticipated graduation date and are posted on the Graduate School website: <https://www.clemson.edu/graduate/students/deadlines.html>. A list of the deadlines also can be obtained by contacting the Graduate School. **Failure to meet any of these deadlines will result in the postponement of graduation.**

Sufficient time must be allotted for writing the thesis or dissertation. It is highly encouraged and recommended that the student complete his/her thesis/dissertation before leaving the university. Experience shows that it is very difficult to complete a thesis or dissertation after leaving the university.

Writing the Thesis or Dissertation

The writing process usually begins toward the end of the research period. The document must be written in a format that is acceptable to the Graduate School (M.S. or Ph.D.). The formatting rules that should be followed are outlined at the following website: <https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>

Review and Approval

As a result of the final oral examination and review of the written document by the advisory committee, the student may be required to do more work. After a successful final oral examination, the committee members will provide any comments or corrections that must be made to the thesis or dissertation.

For all current policies, procedures, deadlines, and regulations regarding theses and dissertations, consult the Graduate School website: <https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>

GRADUATE ASSISTANTSHIP AND FINANCES

Assistantship Award Policy

Assistantships are awarded based on many factors, including but not limited to: GPR, GRE scores, recommendations, previous schools, discipline, Statement of Purpose, and English language ability.

Assistantship Funding

The Department of MSE 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 satisfactory performance and progress toward the degree by the student.

- Assistantships for M.S. students will normally last for a maximum of two years. The same time limit applies to fellowships awarded by the Department of MSE. Assistantships for Ph.D. students will normally last for three years beyond the M.S. degree. The same applies to fellowships awarded by the Department.
- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance and satisfactory performance of assigned duties associated with the assistantship.
- All research contracts and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before a student has completed his/her degree program, the Department will endeavor (on an individual basis) to provide financial support to allow completion of the student's program. The foregoing statement should not be construed as an assurance of funding. The student is expected to complete his/her degree program in a timely fashion.

Workload

The normal half-time (50%) graduate assistantship workload is 20 hours per week (average). Under appropriate circumstances, students are sometimes hired for 25% (10 hrs) or 37.5% (15 hrs) of full-time work. Students should be aware of their academic and work obligations and encouraged to discuss any problems with faculty.

Vacations

In addition to days off when the University is closed, students are allowed up to two weeks of vacation time each year. These days should be scheduled with the approval of their advisor and these vacations must not interfere with TA/RA responsibilities.

Start of Pay

Students are appointed to a graduate assistantship at the beginning of the first semester if they are present and available for a work assignment at that time. Otherwise, pay will begin when the student is available for work. Students with research assignments should report to their research advisor. All other students should report to the Graduate Program Director.

New graduate assistants must report to a departmental Administrative Assistant and complete the following: information sheet, tax forms (federal and state), and I-9 form. Students must provide proof of nationality, social security number, age, etc. An appointment will be made to see the college HR representative, who will assist the student in completing the necessary paperwork to get on the payroll.

International students should have their offer letter with them upon arrival. The student should then see the appropriate Administrative Assistant in 161 Sistine Hall. The student will then be provided with the employee verification form to take to the International Office where they will be instructed on obtaining a Social Security Number. The Administrative Assistant will also provide them with the paperwork that they must take with their signed Social Security card to the Foreign National Payments Coordinator (call for an appointment: 864-656-5589, Administrative Services Building) who will complete the necessary paperwork to assist them with getting on the payroll. When making the appointment, students should ask what forms they should complete before the appointment.

For complete information on employment requirements for international students, make an appointment at the Office of International Services (864-656-3614, Long Hall) or visit their website: <https://www.clemson.edu/campus-life/campus-services/international/> . Electronic forms are available in the sidebar under the “Forms and Documents” tab.

Termination of Pay

Pay for any session will end when the student leaves Clemson University or is no longer available for work assignments. The normal termination date for the Spring and Fall semesters for students not continuing into the next session is graduation day. The student’s research advisor or the Department Chair must approve any deviations from these dates.

Reduction of Pay

Normally, 20 hours per week will be submitted on each payroll for each half-time graduate assistant. However, less than 20 hours may be submitted for a student, with the pay reduced accordingly, if the amount of time worked by the student consistently deviates from the required 20 hours per week average. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency occurred. Pay also may be withheld from students who violate the vacation policy, as stated above in the section on "Vacations."

Summer Enrollment

Students receiving any assistantship or fellowship must enroll in a minimum of six credit hours for the full Summer Session. Any student not on an assistantship but using faculty time and/or university facilities (including any student actively working on a thesis or dissertation) should register for a minimum of one credit hour each session. Only students not active and not physically present at Clemson University need not register.

Students without Assistantships

Students who enter a graduate program in the Department of MSE without an assistantship can apply for future consideration with the Department Chair.

Deferment of Graduate Fees

Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the iROAR portal. These costs will be deducted from the first six full paychecks of the semester. It is not possible to defer fees for summer sessions. The student must pay these for each Summer session.

GENERAL DEPARTMENTAL INFORMATION

Information

Students should not hesitate to ask questions concerning MSE policies and procedures. The Graduate Program Director and Student Services Coordinator are the first point of contact regarding MSE policies and procedures.

Department Administrative Support

Students should email requests for support and help. Most questions can be answered by email. If it is necessary for a student to come to 161 or 162B Surrin for assistance, only one student at a time is allowed into the office.

Notices

Notices of interest to graduate students will be posted weekly on the CANVAS workgroup for MSE Graduate Students and posted on the MSE bulletin boards in Surrin and Olin Halls as well. Each student should ensure a current cell phone number is on file with the Student Services Coordinator, in case of emergency. MSE also maintains a mail slot for each graduate student in 162 Surrin Hall or AMRL, depending on where their research lab is located.

Paychecks

Students must set up a direct deposit for stipend checks through the University system. **This action is mandatory!** New students going on the payroll for the first time may have a one-month lag before they will be paid. This will be paid out after their termination from the University.

Keys

The key(s) issued to students are for their use only. Keys must never be loaned to anyone else, even another graduate student. Failure to observe this rule may result in the withdrawal of key privileges. See the "Quick Reference Guide" for the current key distributor. There is a deposit required for every key issued.

Building Security

It is necessary to always maintain the security of the buildings. During normal working hours, all entrances will be kept unlocked. All outside doors will remain locked and should not be propped open at all other times. All students entering or leaving the building should keep the outside doors locked. The computer rooms and labs should always be locked when unoccupied.

Parking

Ample parking is available. Parking on campus requires a permit to be purchased at Parking Services (864-656-2270).

Emergencies

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

- In case of a tornado warning, take appropriate shelter. Use stairwells; **do not** use the elevators.
- In case of fire, exit the building immediately. Use stairwells; **do not** use the elevators.

Desks

It is the goal of the Department of MSE to provide a desk for each graduate student. However, due to the limited available space, accommodating each student may not be possible. Therefore, a priority system assigns a desk to each graduate assistant and graduate fellow, then to each unsupported M.S. thesis student. The remaining desks are allocated to all other students on a temporary-use basis.

NOTE: 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.

Room Use Policies

Certain classrooms and conference rooms are to be used by reservation only. For classroom reservations contact the Student Services Coordinator. To reserve the department's conference room, Sistine 158, contact the Administrative Assistant in Sistine 161.

Computer Laboratories

Well-equipped computer laboratories maintained by Clemson Computing and Information Technology (CCIT) are located throughout campus. Visit their website www.clemson.edu/ccit for locations, help, details, and computing short courses

Office Supplies

The department does not furnish office supplies to graduate students for personal use. The faculty advisor must authorize all research contract-related use of office supplies, including letterhead stationery.

Mail

All personal mail is to be directed to the student's home address. The department is not to be used as one's mailing address. Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacle in the reception areas.

MSE Copy/Scan/Print Machines

Teaching assistants required to copy/print/scan a small number of documents for class may use the machine in 162 Sistine.

For large copy/scan/print requests, please submit the request by email to bledsoe@clemson.edu. If your request is urgent, only one TA at a time is allowed to use the large-capacity machine in 161 Sistine.

Department copy machines may not be used for personal copies.

MSE Seminars

During the fall and spring semesters, the Department of MSE sponsors a weekly seminar. Students and faculty give presentations about their research or other topics of interest to the department. Invited speakers from industry, government, and other academic departments are

also included. All students are required to attend the seminars and faculty are expected to attend. If a student cannot attend a particular seminar, s/he should inform the seminar course coordinator ahead of time. The MSE curriculum requires that all students enroll in this seminar course each semester.

Fax Machines

Students may use the department facsimile machines for official MSE business purposes with authorization from their advisor. Only one student at a time is allowed to use the fax machine in 161 Surrine.

Telephones

Graduate students are authorized to place long-distance telephone calls only with the permission of the appropriate advisor or with their own personal calling card.

Telephone Numbers to Know

Registration Services (E-205 Martin Hall)	864-656-2305
Graduate School Office Admissions (E-209 Martin Hall)	864-656-3195
Enrolled Student Services (Sikes Hall)	864-656-5339
International Student Services (Long Hall)	864-656-3614
Payroll Office (Adm. Service Bldg.)	864-656-5585
Student Development (300A Surrine Hall)	864-656-2582
Graduate Student Govt. https://gsg.people.clemson.edu/	864-656-2697
CCIT Computer Center (Cooper Library)	864-656-3494
Campus Police (124 Ravenel Center Place)	864-656-2222
Student Locator – https://my.clemson.edu/#/directory	864-656-3311

Files

Graduate students should not access department files. Students should contact the Student Services Coordinator if they need information from an MSE file.

Receiving Supplies

Supplies will normally be delivered to 161 Surrine Hall. When they are checked in, the student's name will be indicated on the outside of the package. It is helpful to the Administrative Assistant receiving supplies if students let them know they are expecting a package(s). The Administrative Assistant will email the student to pick up the package in the graduate student mailbox area in 162 Surrine. The student will sign the clipboard acknowledging receipt of the package.

Note: Do not pick up any box that has not been checked in.

Recycling and Resource Recovery

MSE faculty, staff, and students, out of a spirit of environmental sensitivity, collect and recycle materials when possible.

Professional Memberships

Students are encouraged to join professional organizations serving the Materials Science and Engineering community. Application forms for membership in various Materials Science & Engineering professional organizations may be obtained from appropriate faculty or online through organization websites.

Local Graduate Chapters include:

Materials Research Society (MRS) - Dr. Thompson Mefford (mefford@clemson.edu)
Optical Society of America (OSA) - Dr. Stephen Foulger (foulger@clemson.edu)

Student Travel Overview

Department-specific travel information and guidelines from the Clemson University Travel Policy and Guidelines have been incorporated into this section. The complete Policy and Guidelines, including authority references and guidelines specific to university administration, are available at <https://www.clemson.edu/procurement/concurtravel/>, under the “Travel Process” tab at the top of the page. Any travel questions should be directed to the Administrative Assistant in charge of travel in 161 SIRRINE. Summarized MSE procedures are as follows:

1. Complete the “Request to Travel” form, obtain appropriate signatures (faculty member responsible for the account number to which it will be charged), and submit it to the Administrative Assistant.
2. Enter travel status according to the guidelines outlined herein.
3. **BEFORE THE END OF 30 DAYS OF COMPLETION OF TRAVEL**, submit receipts to the Administrative Assistant for reimbursement.

Note: Hard copies of all travel forms are in the copy/work room in 161 SIRRINE. If students have trouble using the electronic forms, please see one of the Administrative Assistants for assistance.

Student Traveler's Responsibilities

When individuals file for reimbursement of travel expenses they state:

- They have followed the University's travel policies;
- They 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 the department.

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 his/her job.

Reimbursement will be made upon completion of the travel. All travel vouchers must be submitted within the same fiscal year (July 1-June 30) in which the trip occurred.

All travel vouchers submitted for reimbursement must have the traveler's signature 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.

Transportation to or from arrival and departure points will be by the most economical method.

Expenses for Spouses or Other Individuals when Student Travels

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 Travel Costs

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. No reimbursement for reduced fare advance purchase tickets charged on a personal credit card will be made to employees before the completion of travel since direct payment by CU is available using the department purchase card.

Travel Meals

Maximum expense reimbursement rates are variable. There are two maximums: first, for official travel within the State of South Carolina; second, for official travel outside of the State of South Carolina. See the Administrative Assistant for current, applicable maximums.

When the daily limit for meals is exceeded due to the cost of an official banquet, the excess will be allowed provided that a receipt and proper explanation for the banquet charge accompanies the travel voucher.

If an individual on non-overnight travel receives meal reimbursements, this amount could be considered income and reported on their 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 claiming reimbursement for such business meals, documentation should include the name and affiliation of the person sharing the meal and the nature of the business discussed.

An individual must be in travel status (more than 10 miles from their residence or official headquarters) to be eligible for reimbursement of meals.

Travel 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 the

traveler's responsibility and will be reimbursed as part of the travel expenses upon completion of the trip.

Actual lodging expenses will be reimbursed; however, the more moderately priced accommodations must be requested 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 the employee's official headquarters or residence.

The expense for shared lodging may be reimbursed to one employee if only one original itemized receipt is obtained. The single room rate will apply if the room is shared with someone other than a University employee.

All necessary and reasonable tips for baggage handling will be reimbursed.

Travel 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 should be paid by the traveler.

Foreign Travel

Travel outside the continental United States, Alaska, Hawaii, Canada, Puerto Rico or the Virgin Islands requires approval before departure. A Foreign Travel Request must be filled out and approved before travel. Foreign travel funded from sponsored program activities must be approved in advance by Sponsored Programs Accounting.

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

When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed. These rates are listed by country under the "Foreign Per Diem Rates by Location" link at: https://aoprals.state.gov/content.asp?content_id=184&&menu_id=102&menu_id=102

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. See the Administrative Assistant for current mileage rates for personal vehicles.

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

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

Travel by Rental Cars

The contract for Rental Cars varies from year to year. Please check with the Administrative Assistant in charge of travel before renting a car. If there is no rental agency on state contract, students are encouraged to shop *cost-efficiently* for a rental car just like for anything else. Charges for automobile rental are allowed when it is more economical than alternative methods of transportation or is the only practical means of transportation.

If it is necessary to rent an automobile while in travel status outside the United States, it is recommended the collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement submitted with the request for reimbursement. **DO NOT obtain additional coverage while in travel status inside the United States.**

Conference/Convention Registration Fees

Registration fees in the amount necessary to qualify individuals to attend conventions, meetings, conferences, etc. can be reimbursed from the research advisor or department funds if approved prior to departure. These fees can be paid using the department purchase card or by completing a Direct Purchase Voucher and sending it to Accounts Payable ten days to two weeks before the deadline of the meeting. If registration fees are not prepaid and rather are paid at the time of the meeting registration, reimbursement will be made after the trip is completed.

Receipts

Students must submit a receipt per expenditure of \$5 or more, except for meals, tolls, and portage. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted. This process should be done by email.

BEFORE THE END OF 30 DAYS OF COMPLETION OF TRAVEL.

Final Checkout

Graduate students leaving for any reason should do as follows:

- Turn in all keys to the current key manager (see “Quick Reference Guide”)
- Return all equipment and supplies to appropriate locations
- Clean assigned laboratory space
- Clean assigned office space
- Submit an electronic version of the thesis or dissertation
- Return all books and journals to the library
- Inform the Student Services Coordinator of the impending departure and schedule an exit interview

No student will be cleared to leave until these procedures have been completed.

GENERAL SAFETY AND HEALTH POLICIES

The MSE Department takes the health and safety of its students, staff, and faculty seriously. All students, staff and faculty are to follow the Clemson University Office of Research Safety standards. The following are excerpts of those policies that the faculty has chosen to highlight.

Chemical Hygiene Plan

The chemical hygiene plan is designed to explain the roles and responsibilities of each person who works in a Clemson University laboratory. The plan also gives an overview of Clemson University's safety program. The document is required reading for all lab workers. Once the plan is read, an acknowledgment sheet must be signed and filed. Any questions regarding this should be directed to the research advisor. New students will attend a safety seminar at the beginning of the Fall semester each year. This will be conducted by MSE faculty and staff.

Training

According to many governmental agency requirements, training must be taken by laboratory workers. The training required depends on what work is being done in the lab. All training modules are available at the Office of Research Safety website:

<https://www.clemson.edu/finops/oes/>

Training should be completed before beginning work in the laboratory.

- Working with chemicals requires Chemical Hygiene Training
- Generating any chemical waste requires Hazardous Waste Training
- Working with biohazardous agents requires Biosafety Level 2 training
- Generating biological waste requires Biohazardous Waste Management training
- Work with blood or other potentially infectious materials requires Bloodborne Pathogen training (must be live initially)

Additional training is also required for working with any ionizing radiation or lasers.

Laboratory Operating Policies

Most of the rules for working safely in the laboratory are covered in the Chemical Hygiene Training, but there are some additional rules for working in MSE. There are also some rules from the training the faculty has chosen to highlight:

- No food or drink is to be brought into or consumed in any laboratory.
- To facilitate cleaning, nothing is to be stored on laboratory floors.
- No protective gloves can be worn outside of the laboratories (i.e. hallways, offices, etc.)
- Only scientific charts and similar educational or reference materials are to be hung from laboratory ceilings or walls.
- Suitably sized posters or photos may be affixed to walls using non-damaging tape or hangers.
- Nothing is to be affixed to the laboratory doors.
- No laboratory doors including the exterior doors are to be propped open.
- Nothing, including carts, is to be stored or left in the hallways.
- All laboratory chairs are to be cleaned weekly, more frequently if required.
- All laboratories are to be left clean and orderly prior to departing for the day.

- When conducting wet research in the laboratories, plastic containment trays are to be used, insofar as possible, to capture spills.
- All samples, bottles, standards, etc. are to be dated and identified as to contents and person responsible. The contents are to be properly disposed of and the bottles cleaned when no longer needed.
- Safety Data Sheets (SDSs) should be requested from chemical vendors. These need to be kept in the lab where the chemical is stored.
- Chemicals in the laboratory should be segregated and must be safely stored.
- A record of use is to be maintained for all hazardous chemicals in laboratory.
- All analytical balances are to be left clean after each use.
- Avoid working alone in a building; do not work alone in a laboratory if the procedures being conducted are hazardous.
- Lights are to be turned off whenever vacating a room.
- All memos, notices, etc. are to be posted on the official bulletin boards.
- All areas are to be maintained clean and free of refuse.
- All refuse that cannot easily be placed in a trash receptacle is to be carried to and placed in the appropriate dumpster.
- Key codes to all doors are to be kept strictly confidential within the MSE community. Any hint of a breach in confidentiality is to be reported immediately.
- Recycled paper and cans are to be placed in the appropriate containers.

Personal Protective Equipment (PPE)

PPE is used to protect workers from exposure to hazards. Common PPE used in the laboratory includes safety glasses (or splash goggles), lab coat and gloves. Additional PPE may be required based on the hazards present. All PPE must meet OSHA requirements.

PPE used in the lab depends on the hazards present. Minimum attire required for being in the laboratory (including visitors) is long pants, closed-toe shoes and safety glasses (or prescription glasses with side shields) unless an exception is made by the appropriate department representative. If hazardous chemicals or biohazards are used, then lab coats and gloves compatible with the hazardous materials being used are also required.

Additional information for PPE can be found at the Research Safety website.

Hazardous Waste Management

As mentioned above, anyone that generates any chemical waste must take hazardous waste training. Many labs in MSE generate chemical waste. Failure to adhere to the EPA and DHEC regulations regarding chemical waste disposal can lead to stiff fines for the university. Refrain from disposing of chemicals in the trashcan or down the drain. Follow the directions given in both the Hazardous Waste Training and the MSE Hazardous Waste Management Plan for proper disposal of chemicals. Questions about disposal should be directed to the faculty advisor.

Emergency and Accident Procedures

While following the safety rules and guidelines can help provide a safe working environment, accidents can and will still occur. It is very important that faculty, staff and students be aware of procedures in the event of an emergency. A list of potential emergencies/accidents is given below with instructions on how to proceed in each scenario.

Fire: Faculty, staff and students are not encouraged to fight fires. Only fires in which hazardous chemicals are not involved AND which are very small may be extinguished using a fire extinguisher. If the nature of the fire is not known or if the fire is not very small, exit the building and pull the fire alarm when exiting. When the fire alarm sounds all personnel in the building should meet in **Trustee Park (across the street from Olin Hall)**. **Since we are in many buildings on and off of campus, please refer to the specific building fire evacuation plan.** While fire alarms should be located near every exit from the building, if one is difficult to find, call 911 to report the fire.

Chemical or Biohazardous Material Spill: Cleanup of spill should only be done by personnel that are comfortable doing so. Do not clean up a spill of unknown materials. If a chemical or biohazardous material is spilled the first concern is decontamination of personnel. If it is spilled on a person, remove clothing on which the spill occurred and, if necessary, use the safety shower. Once all personnel are safe, contain the spill to be sure it does not go into drains or leave the immediate area. This can be done by surrounding the spill with absorbent material. Last, clean up the spill. The spill residues should be collected for pick up by Research Safety.

For large spills or spills of unknown origin (if the nature of the spill cannot be determined by asking other lab personnel), call 911 to report the spill. Clemson University's HAZMAT team will respond to clean up the spill.

Injury or Other Medical Emergency: If a serious injury or other medical emergency occurs, call 911 to be taken to the nearest emergency medical facility. For minor injuries, report the injury to your supervisor and report to Redfern. Your supervisor or the Administrative Assistant will call Risk Management to report the injury so that Compendium (Clemson's workman's compensation insurance) can be contacted. All injuries should be reported to your supervisor who must then contact Risk Management, even if you do not seek medical attention. If the accident involves a chemical or chemicals, obtain a copy of the MSDS if possible. If the accident involves a biohazard, make sure the treating physician is aware of the nature of the biohazard.

Working safely is the responsibility of everyone. OSHA requires that a workplace free from recognized hazards be provided for all workers. If, at any time, you feel a situation is unsafe, you may contact Mr. Jae Lowe or the Office of Research Safety. Your time and abilities are valuable, so your safety and health are top priorities.

RESEARCH POLICIES

The MSE Department takes the conduct of research seriously. All students, staff and faculty are to follow the standards outlined by the Clemson University Office of Research Compliance and the Clemson University Graduate School. The following are excerpts of those policies that the faculty has chosen to highlight.

Responsible Conduct of Research

All students, staff, and faculty should follow the guidelines for responsible conduct of research. Scholars funded by NSF, USDA, and NIH must complete the Responsible Conduct of Research training.

Responsible Conduct of Research (RCR) training is comprised of 10 topic areas:

- Acquisition, Management, Sharing, and Ownership of Data
- Animal Welfare
- Authorship/Plagiarism
- Collaboration
- Conflict of Interest
- Human Subject Protections
- Mentoring
- Peer Review
- Research Misconduct
- Lab Safety

Off-Campus Research

Although thesis and dissertation research are normally performed at Clemson or at Clemson-affiliated locations, in some cases the University may not own appropriate, specialized equipment or facilities. Permission may be granted for off-campus research according to the Graduate School Policies and Procedures with the following provisions:

1. Written consent and research plan.
2. Statement from the organization where research will be conducted
3. Travel
4. Continuous enrollment
5. Supervision and reports

See the Clemson University Graduate School Policies and Procedures for details:
<https://www.clemson.edu/graduate/students/policies-procedures/index.html>

PURCHASING PROCEDURES

Purchasing Chemicals

All students will follow this procedure for purchasing chemicals and supplies.

Introduction to Purchasing

Advisors must approve orders for all research supplies and equipment required by MSE. The Administrative Assistant in 161 Surrine orders general office supplies, books, etc. Students may contact vendors to obtain prices, availability, technical help, or other information but may not place the order. Purchase orders (telephone orders) are limited to \$2,500 and under including freight and special handling but excluding tax. Any order that exceeds \$2,500 (Purchase Requisitions) must be put on a Purchase Order and sent to the University Purchasing Department. If possible, all chemicals or supplies are to be ordered from primary vendors.

Primary Vendors

The State of South Carolina has awarded contracts for laboratory equipment and supplies to **VWR Scientific Products**; and **Fisher Scientific Company** (limited items).

Purchase Orders and Purchase Requisitions

Any student wishing to order laboratory supplies, equipment, etc. must use Clemson Buyways. Detailed information is available in a handout located in Surrine 161 as well as at:

<https://solutions.sciquest.com/apps/Router/Login?OrgName=Clemson&tmstmp=1374688582792>.

GENERAL UNIVERSITY INFORMATION

Graduate Student Government <https://graduate-student-government.webflow.io/>

The Clemson University Graduate Student Government (CGSG) is the official representative of the Clemson University Graduate Students. The goals of CGSG are to increase student involvement, enhance the educational opportunities for all graduate students through collaboration and professional development, and to provide opportunities for graduate students to succeed both academically and professionally. Prior to the beginning of the fall semester, MSE Senators are selected with input from the president of the Materials Research Society. The biweekly senate meetings are open to all graduate students.

R.M. Cooper Library <https://www.clemson.edu/academics/libraries.html>

Located on campus adjacent to the reflecting pool, the main library (R.M. Cooper Library) *is replete* with MSE-related books and journals. Your student ID is your library card. You can check out up to 200 items at a time, but only 3 journals at a time for 3 days maximum. Most books can be checked out for 6 weeks. To avoid late fees, books can be renewed in person or online via My Library Account. You can pay fines online using TigerStripe, a debit card, or a credit card; or pay in person using TigerStripe. The Library is cashless. The Library's catalog is online and is available at <https://libraries.clemson.edu/>. Many books are available from the catalog, as well as access to electronic books and journals. If you are off-campus, it is best to go through the VPN (Virtual Private Network). The Library also subscribes to many databases to identify and provide access to journal articles. This Library Guide for MSE compiles many of these resources in one place. In addition to all these resources, a Reference Librarian – Jennifer Groff – is assigned to Materials Science and Engineering. It is a good idea to make an appointment to meet with her to review strategies for your individual research.

Fike Recreation Center <https://www.clemson.edu/studentaffairs/get-involved/cr/>

Graduate assistants can use these facilities. Lockers are available at the recreation center.

Sporting Events <http://www.clemsontigers.com/>

Graduate students may purchase season tickets for Clemson football and basketball games. If interested, students should report to the ticket office in IPTAY/ticket office complex (Gate 9, Memorial Stadium) to complete an application. Further information can be obtained from the ticket office, at 864-656-2118. Baseball games are free with university ID. Tickets for soccer games may be purchased at the gate (discounts with university ID).

Counseling and Psychological Services (CAPS)

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

CAPS is the University's only facility for personal counseling, psychological testing, outreach, and consultation. These services are typically covered by the graduate student insurance and are completely confidential. The primary mode of accessing Counseling and Psychological Services is through the CUNow Clinic. Students are asked to complete the initial paperwork (which takes about 15 minutes) and then are seen for a brief initial session. Through an administrative process, each student's case is reviewed and assigned to a primary counselor. That counselor will then contact the student by phone and schedule an appointment for a diagnostic interview. At that time, the student's needs are assessed, and a treatment plan is developed that focuses on the student's strengths and addresses the presenting problem.

Student Accessibility Services <https://www.clemson.edu/academics/student-accessibility-services/>

MSE is committed to assisting all students in making their college experience successful and positive. If any graduate student has documented disabilities, Student Accessibility Services will help coordinate the provision of reasonable accommodations (text-to-voice, extended time, etc.). If a student would like to discuss testing for identifying a disability, the service can help the student identify resources. Please note that any diagnosis (with appropriate documentation) could be considered a disability if it has a severe impact on the student's performance (this could include ADD, diabetes, learning issues, mobility issues, etc.).

Military Leave

The Graduate School has ruled that a graduate student on military leave will not receive a stipend for the period of that leave. Students planning to take military leave should notify the Administrative Assistant of the inclusive dates. Short periods of approximately one week can be taken as regular vacation with no interruption in pay. If you receive orders to complete annual training during a semester in which you are enrolled, please work with your advisor and faculty regarding course requirements. Based on your specific courses, you may be eligible for an *incomplete grade, or your professor may deem an early examination appropriate. *Students receiving an incomplete grade are not eligible for a refund of academic fees. For assistance, you may contact the Office of Military and Veteran Engagement at (864) 656-2982 or email veteran@clemson.edu

Campus Parking <https://www.clemson.edu/campus-life/parking/>

Parking on campus is restricted and requires a permit that can be purchased online. Parking Services is in 310 Klugh Avenue, Suite B (864-656-2270).

Thesis M.S. Student Checklist

If you are in the M.S. program, please complete/update the following table.

	WHAT	WHEN	HOW/WHO	DATES (fill these in yourself, for your own record)
1	Selection of research advisor	Before the end of the 1 st semester	Notify Graduate Program Director and Student Services Coordinator	
2	Appointment of advisory committee	By the end of the 2 nd semester	In consultation with the research advisor	
3	Preparation of plan of study	By the end of the 2 nd semester	In consultation with the research advisor and committee	
4	Filing of plan of study	By the end of the 2 nd semester	Student submits GS2 via iRoar	
6	Advisory committee meeting before defense	~ six months before the final examination (or consult your advisory committee)	In consultation with the research advisor and committee	
7	Apply for Graduation and Diploma	(Current deadlines can be found on the Graduate School website) *	By student via iRoar	
8	Cap and Gown Rental	Early during the semester in which the degree is to be conferred (see website) *	By student	
9	Submittal of Thesis (draft)	Submit your draft thesis to the advisor for revision and approval before submission to the advisory committee. (Allow sufficient time; In consultation with advisor)	By student with review by research advisor	

10	Submittal of Thesis (semi-final)	Submit a semi-final version of the thesis (approved by advisor) to the committee at least two weeks before the final examination or consult your advisory committee	By student with review by research advisor GS7M Form to be filed by advisor after the examination is completed.	
11	Thesis Defense	At least three weeks before the date on which the degree is expected (see website) *	The student submits to the Student Services Coordinator.	
12	Approval of thesis by Graduate School	About two weeks before graduation (see website) *	By student	
13	Final Checkout (please refer to the manual)	Before graduating or before leaving Clemson	By student	

* Graduate School Deadlines website:

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

Non-Thesis M.S. Student Checklist

If you are in the M.S. program, please complete/update the following table.

	WHAT	WHEN	HOW/WHO	DATES (fill these in yourself, for your own record)
1	Selection of research advisor	Before the end of the 1 st semester	Notify Graduate Program Director and Student Services Coordinator	
2	Preparation of plan of study	By the end of the 2 nd semester	In consultation with the research advisor and committee	
3	Filing of plan of study	By the end of the 3 rd semester	Student submits GS2 via iRoar	
4	Apply for Graduation and Diploma	(Current deadlines can be found on the Graduate School website) *	By student via iRoar	
5	Cap and Gown Rental	Early during the semester in which the degree is to be conferred (see website) *	By student	
6	Submittal of Written Report	Submit your draft to your advisor for revision and approval. (Allow sufficient time; In consultation with advisor)	By student with review by research advisor	
7	Submission of GS7M	About two weeks before graduation (see website) *	By student with review by research advisor GS7M Form to be filed by advisor after all requirements are completed. Student submits to Student Services Coordinator.	
8	Final Checkout (please refer to the manual)	Before graduating or before leaving Clemson	By student	

* Graduate School Deadlines website:

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

Ph.D. Student Checklist

If you are in the Ph.D. program, please complete/update the following table.

	WHAT	WHEN	HOW/WHO	DATES (fill these in yourself, for your own record)
1	Selection of research advisor	Before the end of the 1 st semester	Notify Graduate Program Director and Student Services Coordinator	
2	Appointment of advisory committee	By the end of the 3 rd semester	In consultation with the research advisor and committee	
3	Preparation of plan of study	By the end of the 3 rd semester	In consultation with the research advisor and committee	
4	Filing of plan of study	By the end of the 3 rd semester	Student submits GS2 via iRoar	
5	Comprehensive exam: written proposal	After completion of four (4) core classes No later than the fifth semester in the program	Apply to the Graduate Program Director, who will appoint a Comprehensive Exam Committee to be responsible for proposal review.	
6	Comprehensive exam: oral exam	After the written proposal is accepted, both attempts are completed no later than 6 th semester	Comprehensive Exam Committee	
7	Admission to Doctoral Candidacy	After completion of Comprehensive Exam	GS5D and GS-Research Approval Forms to be completed by the Comprehensive Exam Committee and submitted to the Student Services Coordinator	
8	Dissertation committee meeting before defense	Typically ~12 months (at least four months) before the final examination (or consult your dissertation committee)	In consultation with the research advisor and committee	

9	Submit proof of submission of one article to a peer-reviewed journal	Before Dissertation Defense	By student with research advisor to Student Services Coordinator.	
10	Apply for Graduation and Diploma	(Current deadlines can be found on the Graduate School website) *	By student via iRoar	
11	Cap and Gown Rental	Early in the semester during which the degree is expected to be conferred (see website) *	By student	
12	Completion of draft of dissertation	Submit your draft dissertation to the advisor for revision and approval before submission to the advisory committee. (Allow sufficient time; In consultation with advisor)	By student with review by research advisor	
		Submit a semi-final version of the dissertation (approved by the advisor) to the committee at least two weeks before the final examination or consult your advisory committee		
13	Dissertation Defense	At least three weeks before date on which the degree is expected (see website) *	GS7D Form to be filed by research advisor after examination is completed. Student should submit to the Student Services Coordinator.	
14	Approval of dissertation by Graduate School	About two weeks before graduation (see website) *	By student	
15	Final Checkout (please refer to the manual)	Before graduating or before leaving Clemson	By student	

* Graduate School Deadlines website:

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