Handbook of M.S. Degree Programs in Genetics and Biochemistry and Molecular Biology

Department of
GENETICS AND
BIOCHEMISTRY
Clemson® University

Department of Genetics and Biochemistry

College of Science

Clemson University

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FOREWORD

This booklet has been prepared by the Genetics & Biochemistry faculty to inform M.S. graduate students of Departmental and Graduate School policies and regulations. The Graduate School Policies are the underlying regulations, so students should also become fully acquainted with the information contained on that webpage. Not being familiar with regulations may cost a student, their advisor, and the department time and money. Advice about other aspects of graduate study is included in the last section of this manual. Students who start enrollment in a summer shall follow the timelines outlined for fall enrollment.

In Section XI, there is a checklist of important events and deadlines in the progression toward your degree. We suggest that students examine this list and carefully plan their activities as soon as possible. Some changes may be in order as time goes by, but this outline will serve as a good reminder and can be used by the Advisory Committee in a yearly evaluation of each student's progress. Careful planning assists with coordinating funding sources and teaching assistantship activities; thus, you are strongly advised to continue planning and requesting input throughout your program.

We expect that this guidebook will be updated regularly. Policies that affect a given student are the ones in place at the time the student began the degree program. As a rule, policy changes apply only to incoming students, but students already in the program can opt to follow the new policies if they wish.

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SECTION I. SELECTION OF M.S. PATH AND MAJOR ADVISOR

There are two options to complete the M.S. degree: thesis or non-thesis track. STUDENTS ARE ADMITTED BY DEFAULT TO THE NON-THESIS TRACK. Students wanting to complete a thesis will need to identify and receive approval from a Major Advisor to complete research. The nature of the research that is completed distinguishes the two thesis paths, Empirical and Literature. In the Empirical (experimental, laboratory-based) Path, students identify a research lab and complete a bench-based research project and resulting thesis. In the Literature Path, students will identify a research mentor and complete a literature-based research project and thesis.

A student seeking the M.S. (thesis) degree must identify a Major Advisor (supervisor) before beginning a research project. That faculty member, as the Major Advisor, will advise the new graduate student in making initial decisions concerning coursework and plan of study (GS2) as outlined by the Graduate School requirements. The Major Advisor and student will discuss mutual research interests and possible research projects. A change of Major Advisor or thesis path after enrollment is permitted only if there are mutual agreements between students and Major Advisors.

The MS Program Coordinator will be assigned as Major Advisor to a student seeking the M.S. (non-thesis) degree, unless the student selects an alternate Major Advisor.

SECTION II. THE ADVISORY COMMITTEE

A. Composition

Non-thesis - The Major Advisor, who serves as Chair of the Advisory Committee, will oversee the progress of the student toward the M.S. degree. A committee of faculty is not necessary for the non-thesis track; the Major Advisor serves as Chair and sole Advisory Committee member and is responsible for ensuring timely completion of required coursework and degree requirements. The Major Advisor will be assigned in the student's first semester of the program.

Thesis - During the second semester of enrollment, the Major Advisor and graduate student must establish an Advisory Committee of faculty members who oversee the progress of the student toward the M.S. degree. The Chair of the Advisory Committee, who serves as the Major Advisor, must either be a tenured or tenure-track faculty member of the Department of Genetics and Biochemistry. The Major Advisor will supervise the research and, together with the Advisory Committee, ensure that the quality of the research meets the standards of the Department. A non-tenure-track faculty member in the Department of Genetics and Biochemistry who has graduate advising or directing status may serve as a co-Chair to a student's Advisory Committee. A student wishing to have a faculty member outside of the Department of Genetics and Biochemistry co-Chair the Advisory Committee can only be approved if the faculty member is granted Adjunct Faculty status in the Department, with approval from the Department

Chair and graduate committee.

The thesis Advisory Committee will have a minimum of three members (including the Major Advisor) for M.S. students. All members of an advisory committee must be graduate advising or graduate directing faculty. The majority of the members must be full-time (more than 51% appointment) tenured or tenure-track faculty in the Department of Genetics and Biochemistry. An additional member of the committee may be a faculty person from outside the department whose research is in an area compatible with the proposed research. This member will participate at minimum as a reader of the thesis, with greater participation at the option of the student, the committee and the outside member. Students and Major Advisors should be aware that while addition of an outside faculty member is strongly encouraged, there are complications such as adjunct appointment status (which requires submission of transcripts and university approval) and availability for committee meetings that must be addressed.

Both Non-thesis and Thesis - When the Advisory Committee is formed, the student needs to file GS2 Committee Selection through iROAR. It is possible in extenuating circumstances to change the composition of a student's Advisory Committee before completion of the degree. In such circumstances, a new GS2 form must be electronically filed with the Graduate School and approved by the members of the new Advisory Committee, the Graduate Coordinator and the Department Chair.

Deadlines from the Graduate School handbook: "Students pursuing a master's or specialist's degree must submit the GS2 Graduate Advisory Committee Selection by the middle of their second semester following matriculation, and doctoral students must submit the GS2 Graduate Advisory Committee Selection no later than the beginning of their fourth semester of study following matriculation. All graduate students must submit a final GS2 Plan of Study by the deadline listed on the graduation deadlines web page. Failure to meet these deadlines may result in a registration block, late fees and/or inability to graduate when desired. Students are encouraged to submit an initial GS2 Plan of Study before enrolling in the majority of credit hours required for their degree and after consulting with their advisory committee regarding the coursework that best supports their research goals and/or other future plans. As the student continues to matriculate and plans change, the GS2 Committee Selection and Plan of Study may be resubmitted. Students should consult their graduate program handbook and talk with their graduate program coordinator to determine if earlier deadlines for submitting an initial GS2 Plan of Study are required by their graduate program."

B. Responsibilities

The Advisory Committee, convened by the Chair, reviews the student's plan of study, decides on appropriate coursework, assists in the preparation of and approves the thesis, and makes the final recommendation to award the degree. This committee is designed to help the student complete a strong thesis and ensure the quality of the training of the student; thus, the composition of the committee should

facilitate this process.

C. Advisory Committee Meetings

The student will meet with the Advisory Committee at least once per academic year and it is the student's responsibility to schedule these meetings. A student completing a thesis is expected to give a short presentation at the first meeting with the Advisory Committee that outlines the research project and progress to date. Similar presentations are expected at each subsequent meeting of the Advisory Committee. The intent is to verify that the student is making reasonable progress in accomplishing the research objectives and make recommendations. A non-thesis student will meet with the Major Advisor to discuss current and planned coursework and verify degree progress.

SECTION III. THE GRADUATE COMMITTEE

The Graduate Committee is charged in the Departmental Bylaws to "coordinate the recruiting, selection, and admission of graduate students and make recommendations for financial support, as well as review student performance." To discharge this responsibility, the Graduate Committee surveys each graduate student in the Department annually to review the student's progress and performance. Each student must complete and submit an Annual Survey Form (**described in Section XII. Additional Information, Part E**) to the Graduate Committee before July 1 of each year.

SECTION IV. GRADUATE CURRICULUM

A. Graduate Degree Plan of Study (GS2 Form)

Upon selection of a Major Advisor, the student should confer with the Major Advisor and prepare a Plan of Study and select members of the Advisory Committee. The Advisory Committee should meet by the middle of the first semester for M.S. (non-thesis) or second semester for M.S. (thesis) students and approve the "Clemson University Plan of Study" (GS2 Form). The GS2 Form must be filed electronically through iROAR.

B. Coursework

The M.S degree requires 24 credit hours of coursework and at least 50% of the coursework must be at the 8000 level. Students pursuing the thesis track must complete a minimum of six hours of master's thesis research (8910); non-thesis students *cannot* complete master's thesis research credit and should register in GEN 8060.

Curriculum for M.S. in Genetics or Biochemistry & Molecular Biology

Course: Title	Hours
GEN/BCHM 8100: Molecular Biology*	**4**
GEN/BCHM 8050: Issues in Research*	**3**
GEN or BCHM 8140: Advanced Genetics or Biochemistry**	**4**
Statistics Requirement[1]	**3**
Science Elective[2]	**9**
Communication Requirement[3]	**3**
Experiential Requirement[4]	**6**
	32 hours

[1]STAT: STAT 8010 or BIOL biostatistics
[2]Science: 6000-8999 in BCHM, GEN, BIOL, MICR, BDSI, or other approved
[3]Communication: GEN 8250, GEN 8510, GEN 8070, BIOL writing
[4]Experiential: GEN/BCHM 8060, GEN/BCHM 8910, or other approved
*fall only
**spring only

Thesis students: Additional credit hours required for full time status are fulfilled by GEN/BCHM 8910. All students must register for Seminar I GEN/BIOCH 8250 (1,0) each semester enrolled, or GEN 8510 Seminar II (1,0) in the last semester.

Science Elective Courses for Genetics and Biochemistry & Molecular Biology Programs:

The coursework described within the curriculum comprises a body of information essential for both breadth and competence in a student's field of interest. Core courses in biochemistry and genetics (see above) as well as more specialized courses (see below) are essential for pursuing professional competence at the M.S. level in the chosen area. Additional courses may be added to the required courses as the student or the Advisory Committee deems appropriate. The following list provides suggestions for elective courses but is not exhaustive. Many of these courses are not offered every year. Check the online course registration for information on offerings in a given term.

BIOL (GEN) 6050: Molecular Genetics of Eukaryotes

GEN 6100: Population & Quantitative Genetics

GEN 6200: Molecular Genetics and Gene Regulation

GEN/BCHM 6400: Bioinformatics

GEN 6500: Comparative Genetics

GEN 6600: Epigenetics

GEN 6700: Human Genetics

GEN 8060: Special Problems in Genetics

GEN 8070: Advanced Readings in Genetics and Biochemistry

GEN 8080: Writing Skills Development of Life Sciences Manuscripts

GEN 8090: Writing Skills Development for Life Science Proposals
GEN 8110: Advanced Molecular Biology
GEN 8200: Genomics and Proteomics
GEN 8280: Environmental Genomics
GEN 8400: Introduction to Life Science Industry
GEN 8410: Foundational Concepts of Genetics, Genomics, and Bioinformatics
GEN 8420: Genetics Data Analysis
GEN 8430: Genomic Technologies and Methods
GEN 8440: Advanced Population and Quantitative Genetics I
GEN 8450: Advanced Medical Bioinformatics
GEN 8460: Regulatory Genomics
GEN 8470: Advanced Population and Quantitative Genetics II
GEN 8480: Genomic Data Management and Mining
GEN 8500: Quantitative Genetics
GEN 8900: Special Topics in Genetics
BCHM 6310: Physical Approach to Biochemistry
BCHM 6320: Biochemistry of Metabolism
BCHM 6360: Molecular Biology: Genes to Proteins
BCHM 6400: Bioinformatics
BCHM 6430: Molecular Basis of Disease
BCHM 8070: Advanced Readings in Genetics and Biochemistry
BCHM 8080: Writing Skills Development of Life Sciences Manuscripts
BCHM 8090: Writing Skills Development for Life Science Proposals
BCHM 8110: Advanced Molecular Biology
BCHM 8200: Genomics and Proteomics
BCHM 8400: Introduction to Life Science Industry
BCHM 8900: Special Topics in Biochemistry
Other available 6000 or 8000 level GEN or BCHM courses

Other 6000- and 8000-level courses in BIOL, CH, MICR, HORT, PHYS, etc. may also be taken in consultation with the Advisory Committee. Examples are:
STAT 6020: Introduction to Statistical Computing
BIOL 8000: Concepts in Evolution, Ecology and Organismal Biology
BIOL 8010: Concepts in Molecular, Cellular and Developmental Biology

BIOL 8140: Scientific Writing in Biology

BIOL 8710: Experimental Design and Analysis for Biologists using R

MICRO 8000 Concepts in Microbiology I

MICRO 8010 Concepts in Microbiology II

C. Grade Requirements

Grades of an A or B are expected in all courses. A minimum of a B average (3.0 GPA) in all graded coursework listed on the GS2 form is required for continuation in graduate school. A student with a GPA less than 3.0 is placed on probation. A student on probation will be permitted a period of nine graded credit hours (Fall or Spring) to raise a deficient grade average to 3.0. Summer Semester and P/F course credit hours are not included. However, a grade lower than C in any of the courses found on the Plan of Study (GS2) will immediately disqualify a student from further graduate study in Genetics or Biochemistry & Molecular Biology. Please refer to Graduate School Handbook for additional information regarding Academic Probation policies.

D. Transition from M.S. to Ph.D. program

For M.S. students who wish to transit to the Ph.D. program, a request detailing reasons for transition, along with a recommendation letter from the current mentor or a Clemson faculty who can comment on the progress and success of the student during the Master's program, must be submitted to the Graduate Study Coordinator. The students must have a letter grade of B (3.0) or higher in all courses taken as part of their M.S. program that are explicitly required in the curriculum. Please be advised that all policies pertaining to the Ph.D. programs and assistantships apply. Students requesting transition to the Ph.D. are not guaranteed approval and should proceed as if they are graduating with the M.S. degree until approval is granted.

When the transition is granted, a **GS14** form needs to be completed, followed by a new Plan of Study **GS2 Plan of Study.** MS students who transition to the PhD program may become eligible for departmental TA position as follows: (1) they have successfully passed their comprehensive exam; and (2) they have been supported for at least one year by the PI after the transition. Support through a departmental TA is subject to availability and suitable qualifications for such a position.

M.S. students who completed the Combined Education Plan (GS6-Bachelor-to-Grad) are not eligible for the transition from M.S. to Ph.D. and should submit an application to the doctoral program through the Clemson University Graduate School.

SECTION V. SCHOLARLY WORK

The M.S. (thesis) degrees in Genetics and Biochemistry & Molecular Biology are research degrees. While coursework is required to broaden the student's training and to increase his or her professionalism, the primary goal of this coursework is to increase one's ability to do competent research (whether empirical or literature based). It is the quality of the student's research that will eventually lead to the award or denial of the desired degree. Following completion of required coursework, duties associated with research will occupy most of a student's time and thought. Unlike courses, research is not structured with well-defined hours. This requires that the students have the proper maturity, mental discipline, and work habits to be independent and productive. Research is **not** done on a forty hour a week basis from 9:00 A.M. to 5:00 P.M., Monday through Friday.

Graduate students should plan to make maximal use of the summer period. Unlike undergraduate students, graduate students should not view class breaks specified in the university calendar as vacation time. Rather, these breaks from scheduled classes should be seen as invaluable time for performing research.

SECTION VI. ANNUAL LEAVE

Students must discuss with their Major Advisor about leave in advance to make appropriate arrangements.

SECTION VII. SPECIFIC REQUIREMENTS

A. Thesis Proposal

Students must submit a thesis proposal to their committee that conforms to the guidelines within their graduate program handbook, and the proposal must be approved prior to substantive work on the thesis. Students are encouraged to complete the GS-Research Approval even as a MS student.

B. Thesis and Oral Defense

Before being awarded a M.S. degree in Genetics or Biochemistry & Molecular Biology, the student must prepare a thesis describing his or her original research, be it bench-based or literature-based. The research must be of high quality and importance such that the material is considered publishable, although publication is not a requirement for the degree. A copy of the thesis must be submitted to each member of the student's Advisory Committee and a copy left on file in the departmental office at least three weeks prior to the final oral examination/defense. The student will present his or her thesis research in a seminar (in conjunction with GEN/BCHM 8510 Seminar II described below) open to the public and defend that research privately before the Advisory Committee and all faculty who wish to attend in an oral examination. The oral examination will not necessarily be limited to the student's thesis and may

include other topics the Advisory Committee deems relevant. All deadlines (**see Section XI. Checklist of Important Events**) are as listed in the Graduate School Announcements.

In addition to notifying the Graduate School and the members of his or her Advisory Committee at least three weeks before the presentation, the date, place and time of the public presentation and oral examination will be posted in the departmental office at least two weeks before the examination. One or more copies of the thesis must be available in the departmental office at least two weeks prior to the oral examination. If the student fails to pass the oral exam, he or she will be permitted **one** re-examination at a time agreed upon by the Advisory Committee (no more than six months later).

C. Time Requirements

Students desiring the M.S. degree should, in collaboration with their advisory committee, set the goal of completing the requirements in a period of one to three years. The Graduate School requires that all work toward the degree be completed in not more than six calendar years. The non-thesis path can be completed in as short as one calendar year (12 months), but the thesis path is expected to take around two years.

SECTION VIII. SEMINAR PARTICIPATION – THESIS PATH

A. Departmental Seminars (GEN/BCHM 8250)

When the student enters graduate school, he or she is entering the scientific profession. Part of professional training involves continual expansion of the student's areas of knowledge and keeping abreast of current advances in their respective fields. The department provides a schedule of scientific speakers from within and outside Clemson University to aid this process.

Whenever possible, the department provides the student with the opportunity to meet informally with the visiting speakers. Students are strongly urged to use this opportunity to best advantage. Contacts made during this time can be of great importance in the student's professional life.

All graduate students in Genetics and Biochemistry & Molecular Biology must enroll in the seminar course (GEN 8250 or BCHM 8250) each Fall and Spring semester in which they are a full-time student in the degree program. Attendance by all graduate students in Genetics and Biochemistry & Molecular Biology at Departmental Seminars and at the Graduate Research Symposium (described below) is mandatory. **Absence from more than 20% of departmental seminars or Graduate Symposium of Research presentations (described below) will result in an F in GEN/BCHM 8250 and immediate dismissal from the Genetics and Biochemistry & Molecular Biology graduate programs.** Any exception must be approved in advance by the Major Advisor and the Department Chair.

The Graduate Research Symposium, which is separate from the departmental seminar series, was created to give students more opportunities to present their own research and gain experience in giving

poster presentations and formal seminars. These symposia showcase the excellent work of students while facilitating interactions and potential collaborations. All M.S. students are required to attend in each semester of enrollment and are expected to give a poster presentation in their third semester of enrollment.

Genetics and Biochemistry & Molecular Biology graduate students being trained by Genetics and Biochemistry faculty at off-campus locations shall not be required by virtue of their location to fulfill additional obligations beyond those specified in the handbook. This does not preclude voluntary participation, but mandatory requirements are the same for all students in the department regardless of physical location.

B. Thesis Seminars (GEN/BCHM 8510)

All students are required to give a final presentation of their thesis work as a regular 45-minute M.S. defense seminar. The Advisory Committee and student will decide when to hold the actual thesis defense, but the defense and public presentation do not need to be on the same day. Adequate notice of defense (minimum of 21 calendar days) must be given to the Departmental Administrator so that proper notice can be given to the Graduate School and department faculty. Students shall sign up for GEN 8510 or BCHM 8510 in the last regular semester in which they are graduating.

SECTION IX. THESIS PREPARATION

Students should review the formatting rules for thesis from the Graduate School before writing the first draft of the thesis. A checklist and detailed FAQs addressing common issues in formatting are available online at https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html. The rules and formats prescribed by the University are rigidly enforced by the Graduate School and final submission requires electronic conversion to a pdf file. Also, journals such as the Journal of Biological Chemistry, Biochemistry, Genetics, Cell, and others, recommend that writing manuals such as Strunk's Elements of Style or the American Chemical Society's Guidebook for Authors be consulted for proper form. The English Department's Writing Support Center offers assistance in writing to students for whom English is not their native language, as well as to any Clemson student who requests it.

The following rules govern the citation of references in a thesis:

1. References will be cited as done in a leading journal of biochemistry, molecular biology or genetics and agreed upon by the Advisory Committee and must include the full title of an article.
2. If journals are to be abbreviated, they must conform to standard abbreviations.

When a student has prepared a draft, the student should consult with his or her Major Advisor. The draft should be re-written with appropriate changes and the procedure repeated as many times as

necessary. The thesis must be in essentially final form for the oral examination: graphs should be in finished form with complete captions and the text of the final draft typed with special care. It should be understood that if there are no additions or corrections, as a consequence of the oral examination/defense, this copy of the thesis could be considered the final draft. A prudent candidate will have consulted the Advisory Committee members and the Graduate School with respect to the text and format of his or her thesis before the oral defense to anticipate any major alterations. As noted previously, a copy of the thesis must be submitted to each member of the student's Advisory Committee at least three weeks before the final oral examination/defense and a copy left on file in the departmental office. Additions, deletions or alterations may be suggested or required at the oral examination/defense.

The Genetics and Biochemistry faculty ***strongly*** disapproves of students leaving residency in the Clemson area before the successful completion of the thesis. Completion by mail is a time consuming, difficult process and generally results in a less than optimum quality thesis.

SECTION X. ASSISTANTSHIP SUPPORT

Currently there are no assistantships for students in the Master programs. Enrolled students will cover tuition, fees, living and other expenses from their personal resources.

SECTION XI. CHECKLIST OF IMPORTANT EVENTS

Deadlines set by the university for thesis/dissertation distribution will be **strictly enforced**. If the deadline for submission of the advisor-approved dissertation to the committee is not met, the defense will be cancelled and must be rescheduled.

Note: if cancellation of the defense results in a student GS7 form being delayed beyond the grad school deadline, the student will not graduate that semester. If all requirements are met by the end of the semester, the student will not have to register for credits the next semester in order to graduate. International students should confer with the International Studies office on how to maintain their legal status in the US.

The advisor must have the draft dissertation/thesis at least two weeks *before* it is due to the committee. The advisor will read and return the draft with suggested edits within 7 days of receipt. The advisor must approve the edited draft before it is sent to the committee.

Students should have a final committee meeting by the middle of the semester before the anticipated graduation. At this meeting, the student will provide an update on their research as well as a final overview of the entire project. The committee can then discuss any final work to be done and give their concurrence that the student is ready to write their dissertation and sign up for graduation. A (tentative) defense date and timeline should also be established at this meeting.

Adherence to these policies is the shared responsibility of the student, the advisor, and the department. Students, advisors, or committee members should contact the graduate committee if problems arise.

Task	Due by
Selection of Major Advisor	Not later than the end of the first semester of enrollment.
Selection of Advisory Committee	Not later than the end of the first semester of enrollment.
Submit GS-2 Committee Selection Form	End of first semester (non-thesis MS) End of second semester (thesis MS)
Submit GS-2 Plan of Study Form	End of first semester (non-thesis MS) End of second semester (thesis MS)
Presentation of thesis research (RIP)	Third semester (thesis MS)
Application for Graduation and Diploma Order in iROAR	Beginning of the final semester before graduation*
Order graduation regalia (CU bookstore)	About three months before graduation*
Complete thesis and send to committee	No less than three weeks prior to oral defense date
Announcement of oral defense and thesis shared with program coordinator	Three weeks prior to oral defense date
Submit GS7 oral defense approval	At least one month before graduation*
Obtain Graduate School approval for thesis formatting	At least two weeks before graduation*
Submit final copy of thesis to Graduate School	At least one week before graduation*
Graduation!	See Academic Calendar for general dates and University commencement schedule for date and time of ceremony

*Formal deadlines for each of these events are posted by the Graduate School keyed to graduation dates in December, May, and August. These deadlines are immutable, so it is wise to check early.

SECTION XII. ADDITIONAL INFORMATION

A. Academic Integrity

Clemson University has an official policy on academic integrity. "As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a 'high seminary of learning.' Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form." Because there are serious consequences for any instance of plagiarism or misconduct, including suspension from the degree program, students are advised to become familiar with the Clemson Graduate Academic Integrity Policy

Research, the creation of new knowledge, and the membership of a young scientist into the ranks of other scientists engaged in research activities, involves special aspects of truthfulness, honor, responsibility, trust and respect. We direct students to the National Academy of Sciences online book (the pdf is a free download) On Being a Scientist: Responsible Conduct in Research for guidelines and discussions of these matters. Students should consult with their Advisory Committee chair or the chair of the department if they encounter any practices that seem questionable or have any doubts about what appropriate practices are in collecting and reporting data. During graduate training, students will be given opportunities to discuss these matters in some detail with experts in ethics and appropriate practices in research.

B. University Ombudsman

The ombudsman is an independent, confidential resource that provides assistance to faculty and graduate students in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman's Office serves as a central information source on policies, procedures and regulations affecting faculty and graduate students. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute. More information about the functions of the ombudsman can be found at http://www.clemson.edu/administration/ombudsman/index.html. Concerns can be directed to the university ombudsman for faculty and graduate students by letter, walk-in, appointment or telephone:

135 Old Greenville Hwy
Suite 203
Clemson, SC 29631
rhlfcr@clemson.edu
Phone: 864-656-4353

C. Resources for Graduate Students with Special Needs

For graduate student research and coursework:

Student Accessibility Services (SAS)
http://www.clemson.edu/academics/studentaccess/student-resources.html
Suite 239 Academic Success Center Building
864-656-6848

Margaret Camp, Director
mmcamp@clemson.edu

What to do:

Meet with someone from Student Accessibility Services to disclose disability and discuss possible accommodations.

Provide documentation of disability (contact SAS for guidelines)

For graduate students who struggle with executive functioning:

Academic Success Center

http://www.clemson.edu/asc/

864-656-6452

What to do:

Set up meeting with Academic Coach, if necessary. An academic coach can help with difficulties with executive functioning: social skills, self-direction, self-awareness, etc.

D. Other Sources of Support/Advice

1. Graduate Student Resources Page (https://www.clemson.edu/graduate/students/resources.html)
2. Graduate School Survival Guide (http://faculty.washington.edu/wpratt/survive.htm)