

# Masters in Data Science and Analytics Student Handbook

2020-2021



**CLEMSON**<sup>®</sup>

School of MATHEMATICAL  
AND STATISTICAL SCIENCES

**CLEMSON**<sup>®</sup>

MANAGEMENT

# Table of Contents

<b>Welcome .....</b>	<b>3</b>
<b>Online Course General Information .....</b>	<b>3</b>
Clemson Online Resources .....	3
Online Teaching Methods used at Clemson.....	3
Need Additional Help? .....	4
<b>Clemson Student Information .....</b>	<b>4</b>
Email Communication.....	4
Textbooks .....	4
<b>DSA Faculty and Staff .....</b>	<b>5</b>
<b>Program Overview .....</b>	<b>8</b>
Tuition Rates.....	8
Co-hort Model .....	8
Full-Time Path .....	8
Part-Time Path.....	9
<b>Course Registration Information .....</b>	<b>10</b>
Class Schedule .....	10
iROAR .....	10
Registration Instructions .....	11
Tuition & Fee Payment.....	12
<b>Student Computers.....</b>	<b>12</b>
<b>Graduation Procedures .....</b>	<b>12</b>
<b>Academic Regulations .....</b>	<b>13</b>
Grade Point Ratio (Grade Point Average) .....	13
Grading System .....	13
Academic Redemption .....	13
Academic Probation .....	13
Dismissal .....	14
<b>Dropping Courses .....</b>	<b>15</b>
International Students .....	15
Enrollment Limits .....	15
Time limits.....	15
Academic Integrity.....	16
Violations of academic integrity .....	16
<b>Anti-Harassment and Non-Discrimination Policy .....</b>	<b>17</b>
<b>Standards of Conduct .....</b>	<b>19</b>

## Welcome

We are truly excited about the inaugural class of the Master of Science in Data Science and Analytics and thrilled you have chosen to be a part of our program. This handbook is designed to provide information to assist you in succeeding in all areas of your Clemson DSA experience and to answer some of students most commonly asked questions. While we have tried to cover pertinent information, please feel free to contact us at any time for assistance.

The program coordinator is Dr. Ellen H. Breazel: [msdsa@clemson.edu](mailto:msdsa@clemson.edu) or 864-656-1837.

Welcome to the program. We look forward to helping you successfully complete your degree.

The website for the program can be found at:

<https://www.clemson.edu/graduate/academics/ms-dsa/>

---

## Online Course General Information

### Clemson Online Resources

The full- and part- time MS degree in DSA is an 100% online program. Clemson Online staff are here to ensure that all online students have access to the resources and support that comprise a first-class Clemson education.

Clemson University is devoted to ensuring an innovative and substantive educational experience for all students.

At Clemson, you will find learning experiences that are designed to meet your professional goals. With the aid of Clemson Online's quality assurance endeavors, you may rest assured that those faculty members who work with us are offering specialized, flexible, and unique online learning opportunities.

<http://www.clemson.edu/online/students/>

### Online Teaching Methods used at Clemson

Exams and assignments are designed by Clemson's outstanding faculty and supported by Clemson Online's quality assurance services. Course content often includes participating in class discussions on Canvas (Clemson's learning management system), collaborating with classmates in group projects, participating in research with faculty and peers, and taking part in proctored exams.

Your instructor may choose one of three methods for administering your course: asynchronous, synchronous, or hybrid of both asynchronous and synchronous.

#### Asynchronous

Students access course materials at their own convenience and interact with the professor or other classmates through discussion boards, email, and other flexible communication tools.

## Synchronous





Students log on at scheduled time to interact directly with the professor or other classmates.

## Hybrid

Students complete course requirements via both synchronous and asynchronous online access of information.

## Need Additional Help?

A list of tools and training documentations available through Clemson:

-  Canvas
-  WebEx
-  WebEx TEAMS
-  Google Apps
-  Remote Proctor NOW
-  Camtasia
-  Zoom

List of storage available through Clemson:

-  Clemson Box
-  Google Drive

For any further questions contact: [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu)

---

## Clemson Student Information

### Email Communication

After you are accepted to the Clemson DSA program, we will communicate with you only through your Clemson email address. Many important announcements come from various offices on campus as well as the DSA office, and your Clemson email is the only email on file for other university offices, course list-servs, etc. Of course, if you send any member of the DSA staff a message from another email account we will reply directly to that message, so it is not necessary to log into your Clemson email account to communicate with the DSA office. If you prefer to have your Clemson email forwarded to another email account, you will find the instructions on the CCIT website.


### Textbooks

A list of required textbooks can be found online at the University Bookstore. Simply enter the term, department/school, and course number to access the list of required materials. You may purchase your books online from the [Clemson University Barnes & Noble bookstore](#) each semester or through some other avenue.

---

## DSA Faculty and Staff

The DSA staff members are available to help you with matters ranging from advising to career placement. Below is a listing of the key DSA faculty members who will teach you as you move through the Clemson DSA program.

Course	Faculty	Faculty Expertise	Email
DSA 8280 Analytics Bootcamp	 Dr. John Tripp Assistant Professor	<ul style="list-style-type: none"><li>Human Behavior</li><li>Trust &amp; Privacy Online</li><li>Agile Software Development</li></ul>	<a href="mailto:jftripp@clemson.edu">jftripp@clemson.edu</a>
DSA 8010 Statistical Methods I	 Dr. Deborah Kunkel Assistant Professor	<ul style="list-style-type: none"><li>Statistics</li><li>Bayesian Methodology Mixture Models</li></ul>	<a href="mailto:dekunke@clemson.edu">dekunke@clemson.edu</a>
DSA 8030 Statistical Computing	 Dr. Ellen Breazel Senior Lecturer  Asst. Director for Data Science Outreach and Online Education	<ul style="list-style-type: none"><li>Statistics</li><li>Statistical Computing</li><li>Statistics Education</li></ul>	<a href="mailto:ehepfer@g.clemson.edu">ehepfer@g.clemson.edu</a>

---

DSA 8640  
Analytics and  
Application



Dr. Hongki Kim  
Assistant Professor

- 🐾 Computer Aided Decision Support Systems [hongkik@clmson.edu](mailto:hongkik@clmson.edu)
- 🐾 Artificial Intelligence

---

DSA 8020  
Statistical Methods II



Dr. Whitney Huang  
Assistant Professor

- 🐾 Statistics of extremes [wkhuang@clmson.edu](mailto:wkhuang@clmson.edu)
- 🐾 Design and analysis of computer experiments

---

DSA 8420  
Advanced  
Mathematical  
Programming

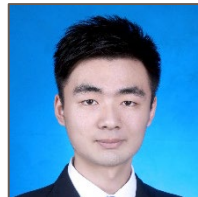


Dr. Matt Saltzman  
Associate Professor

- 🐾 Operations Research [mjs@clmson.edu](mailto:mjs@clmson.edu)
- 🐾 Computational Optimization

---

DSA 8660  
Data Management &  
Warehousing



Dr. He Li  
Assistant Professor

- 🐾 Digital Platform Ecosystems [hl3@clmson.edu](mailto:hl3@clmson.edu)
- 🐾 Digital Business Strategies

---

DSA 8070  
Multivariate Analysis



Dr. Zhiyun Gong  
Lecturer

- 🐾 Statistics [zgong@clmson.edu](mailto:zgong@clmson.edu)
- 🐾 Time Series Analysis
- 🐾 Extreme Value Theory

<p>DSA 8590 Managerial Decision Making</p>	 <p>Dr. Zhihong Ke Assistant Professor</p> <ul style="list-style-type: none"> <li> IT digital interventions</li> <li> Machine Learning</li> </ul>	<p><a href="mailto:zke@clemsn.edu">zke@clemsn.edu</a></p>
<p>DSA 8670 Business Analytics Application and Projects</p>	 <p>Dr. Russell Purvis Associate Professor</p> <ul style="list-style-type: none"> <li> Project Management</li> <li> Implementation of IT applications</li> </ul>	<p><a href="mailto:rlpurvi@clemsn.edu">rlpurvi@clemsn.edu</a></p>

## Program Overview

### Tuition Rates

Tuition and fees for the DSA program is \$1700 per credit hour. This is a total of approximately \$51,000 for the entire program. The tuition is equivalent for out-of-state and in-state students.

### Co-hort Model

The DSA students must always begin with the summer “bootcamp” course. Thus, the program is designed as a cohort model such that the same students will follow the same path (full-time or part-time) throughout the course of the degree.

### Full-Time Path

The suggested curriculum path for full time students begins in the Summer of your first year then continues in fall and spring semesters for 1.5 years. The program is a total of 30 hours. Full-time students are suggested to take 9 hours per fall and spring semesters.

	Summer	Fall	Spring
Year 1	<ul style="list-style-type: none"><li>Analytics Bootcamp (<a href="#">DSA 8280</a>)</li></ul>	<ul style="list-style-type: none"><li>Statistical Methods I (<a href="#">DSA 8010</a>)</li><li>Statistical Computing (<a href="#">DSA 8030</a>)</li><li>Analytics Application (<a href="#">DSA 8640</a>)</li></ul>	<ul style="list-style-type: none"><li>Statistical Methods II (<a href="#">DSA 8020</a>)</li><li>Advanced Mathematical Programming (<a href="#">DSA 8420</a>)</li><li>Data Management &amp; Warehousing (<a href="#">DSA 8660</a>)</li></ul>
Year 2		<ul style="list-style-type: none"><li>Multivariate Analysis (<a href="#">DSA 8070</a>)</li><li>Business Analytics Application (<a href="#">DSA 8670</a>)</li><li>Managerial Decision Making (<a href="#">DSA 8590</a>)</li></ul>	



## Part-Time Path

The suggested curriculum path for part time students begins in the Summer of your first year then continues in fall and spring semesters for 2.5 years. The program is a total of 30 hours. Part-time students are suggested to take no more than 6 hours per fall and spring semesters.

	Summer	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>Analytics Bootcamp (<a href="#">DSA 8280</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Statistical Methods I (<a href="#">DSA 8010</a>)</li> <li>Analytics Application (<a href="#">DSA 8640</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Statistical Methods II (<a href="#">DSA 8020</a>)</li> <li>Advanced Mathematical Programming (<a href="#">DSA 8420</a>)</li> </ul>
<b>Year 2</b>		<ul style="list-style-type: none"> <li>Statistical Computing (<a href="#">DSA 8030</a>)</li> <li>Multivariate Analysis (<a href="#">DSA 8070</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Data Management &amp; Warehousing (<a href="#">DSA 8660</a>)</li> </ul>
<b>Year 3</b>		<ul style="list-style-type: none"> <li>Business Analytics Application (<a href="#">DSA 8670</a>)</li> <li>Managerial Decision Making (<a href="#">DSA 8590</a>)</li> </ul>	

### DSA 8010 - Statistical Methods I

Application of statistics in research; estimation, test of significance, analysis of variance, multiple comparison techniques, basic designs, mean square expectations, simple and multiple regression. Examples in Data Science topics of interest.

### DSA 8020 - Statistical Methods II

Extended coverage of methods introduced in DSA 8010: multiple regression; experiment design; nonparametric methods; mixed models; categorical data analysis; multivariate methods and sampling designs; use of statistical software. Case studies in Data Science and Analytics are included.

### DSA 8030 - Introduction to Statistical Computing

Introduction to statistical computing packages. Topics include data importation, reports, basic descriptive statistic computation, basic graphic preparation, and statistical analysis methods and procedures. Applications specific to Data Science and Analytics.

### DSA 8070 - Multivariate Analysis

Applications in Data Science and Analytics multivariate analysis: computer plots of multivariate observations; multidimensional scaling; multivariate tests of means, contrivances and equality of distribution; univariate and multivariate regressions and their comparisons; MANOVA; principal components analysis; factor analysis.

### **DSA 8280 - Introduction to Business Intelligence and Analytics for Managerial Decision Making**

Online course designed to introduce common language, terminology and concepts related to business analytics as well as basic statistical concepts and skills. Examples will be given that are specific to the Data Science and Analytics field.

### **DSA 8420 - Advanced Mathematical Programming**

Theory, methodology, and applications of integer and nonlinear programming. Topics include model development, computer solutions, branch and bound, unconstrained and constrained optimization algorithms, complexity and convergence analysis. Case studies in Data Science & Analytics are explored.

### **DSA 8590 - Managerial Decision Making**

Survey of decision modeling techniques useful in managerial decision making, including linear programming, project management, queuing models, transportation problems and Monte Carlo simulation

### **DSA 8640 - Analytics and Application**

It is essential to understand how to develop analytics application in organizations. That is, we develop an analytics application in complex organizational contexts. This course aims to understand how such a development process is implemented at both the system level and the technical level.

### **DSA 8660 - Data Management & Warehousing**

The course aims to focus on business advantages and potential of data assets. Emphasis on case studies and corporate data to explore operational and business intelligence in managerial decision making.

### **DSA 8670 - Business Analytics Application and Projects**

This course aims at deepening students' understanding of business analytics through practical case studies and projects. This course will give students opportunities to conduct analysis using business analytics software applications. Students are expected to apply business analytics skills to solve real-world problems.

---

## **Course Registration Information**

### **Class Schedule**

The Clemson University Academic Calendar is posted on the [University's website](#).

### **iROAR**

The iROAR system provides access to your class schedule, grades, financial aid, university account, unofficial transcript, and optional fee items. You will also use this system to update your address, make credit card payments, and print receipts for employer reimbursement. Access iROAR at <http://iroar.clemson.edu>.

To login, you will use your nine—digit Clemson University ID number (sent to you by the Graduate School upon acceptance). Your PIN is the last four digits of your social security number. If you do not know your ID number, please contact [msdsa@clemson.edu](mailto:msdsa@clemson.edu).

## Registration Instructions

### How to Register:

Registration for courses typically opens in late March/early April for the following fall semester, and in late October/early November for the following spring and summer semesters. Graduate students do not have a priority schedule; all students may begin registration at 8am on the day registration begins. Use IROAR to register for classes. Select “Web registration” and sign in using your CU ID Name (same as the first part of your email address) and password. Specific registration instructions are available online.

### Requesting Admission to a Course that is Full:

If you attempt to register for a course and find that it is full, you should put your name on the “request log” by contacting Ellen Breazel. We will admit students on a first—come, first—served basis from the request log as openings may become available.

### Dropping a Class:

If you want to drop a class, use the drop function in iROAR. Note that you will not be automatically dropped if you stop attending and you will receive a grade of “F” unless you officially drop the class.

Note: Part-time students who are enrolled for only one course and wish to drop that course need to contact Enrolled Student Services at (864) 656-5339 to drop the class; this cannot be done through IROAR. Dropping to 0 hours will result in your being un-enrolled from the university, and you will need to re-enroll in order to register for classes again in a subsequent semester.

### International Students:

Please pay extra attention to enrollment requirements pertaining to your Visa status.

### Re-Enrollment:

In order to re-enroll if you have been un-enrolled from the university due to dropping your only course or not taking a course for one semester or longer, you will need to follow the instructions and complete the re-enrollment form found online.

### Grades:

Grades are available online at the end of each semester through iROAR. For working professional students, if your employer requires that you have an official grade report for reimbursement or other purposes, you can request one.

## Tuition & Fee Payment

Payment & billing information are available exclusively online through iROAR. Payment methods, due dates, etc are found here. If you experience any problems submitting your payment, please contact the Office of Student Accounts Receivable at (864) 656-5592 or email [studentbillingquestions@clermson.edu](mailto:studentbillingquestions@clermson.edu).

---

## Student Computers

Students are required to have a laptop computer for the DSA program.

Online students must have access to reliable internet. We recommend having a modern Wi-Fi router in your personal residence; avoid public Wi-Fi access when connecting to online classes. Students also need to have a functioning webcam and microphone built into their computer or purchase an external one.

We highly recommend students use their own personal computers, workplace owned laptops often do not allow software to be installed or access other wireless networks. We do not have a specific recommended laptop for the DSA program; however, the University's laptop recommendations are available [online](#) as well as a price list and order form.

## Graduation Procedures

Please notify the DSA director ([msdsa@clermson.edu](mailto:msdsa@clermson.edu)) the semester before you plan to graduate so that we can assist you in making sure that you have completed all academic requirements and keep you posted regarding graduate school deadlines for graduation procedures.

Students must submit a final GS2 plan of study showing the final list of all courses that will be counted toward their MS-DSA degree and a Graduation Application and diploma order form.

Your final GS2 form may be submitted at any time so long as the courses listed on the form accurately reflect the courses you will have taken by graduation. Students often must revise their initial GS2 form within the two semesters prior to graduation because your course plan may differ from those listed on your initial plan of study. Fill out the GS2 form and submit it to Ellen Breazel for approval and routing to the graduate school.

### Application for Graduation:

Students apply for graduation through their iROAR account. Choose the "Apply for Graduation" under the "Student Record" menu. If you have questions or problems about applying for graduation, call Enrolled Services at 656—5339 or email [msdsa@g.clemson.edu](mailto:msdsa@g.clemson.edu).

Note that an initial fee of \$75 with an additional charge of \$5 each day thereafter will be assessed when the GS2 form or the application for graduation via iROAR is submitted after the deadline. Late fee payments must be made directly to the Bursar's Office (located in Sikes Hall).

If you choose not to participate in the official graduation ceremony, you may either pick up your diploma on campus or have it mailed to you. If you wish to pick up your diploma, you may pick it up at 104 Sikes Hall on the main university campus beginning the Monday following graduation. If you wish to receive your diploma by mail, you need to send a letter requesting that your diploma be mailed to

you along with your mailing address and a check for \$10 made out to Clemson University to: 104 Sikes Hall, Box 345125, Clemson University, Clemson, SC 29634.

---

## Academic Regulations

The Graduate School website is the most detailed and up-to-date source of information regarding Academic Regulations for Clemson graduate students. While this DSA student handbook is current at the time of print/posting, any changes enacted by the Graduate School will override the information in this handbook; therefore, it is always prudent to double-check the graduate school website for academic regulations if you have any concerns.

The following information answers some of the most common questions students have regarding the grading system, GPA requirements, academic probation, etc. and is taken directly from the Graduate School Academic Regulations webpage for your convenience:

### Grade Point Ratio (Grade Point Average)

In calculating a student's grade point ratio or grade point average, the total number of grade points accumulated by the student is divided by the total number of credit hours attempted at Clemson during the semester, session, or other period for which the grade point ratio is calculated. For each credit hour, the student receives grade points as follows: A—4, B—3, C—2, D—0, F—0, I—0, P—0, W—0. Audited courses do not carry credit and are not noted on the student's academic record.

### Grading System

Most graduate courses are graded on an A—B—C—F scale. Thesis and dissertation research, and a small number of unstructured courses approved by the Graduate Curriculum Committee as non—graded courses, may be taken at the graduate level on a pass/fail (P/F) basis. Courses graded P/F are not included in the academic average; however, the grade P or F is placed on the student's permanent academic record. Graduate students may not request graded courses to be converted to the pass/fail option. Only credit hours for which a grade of pass (P) is achieved apply toward the number of credit hours required for the degree. A minimum grade of C in all courses must be earned for the courses to apply toward a degree. Students who receive a grade of Incomplete (I) while enrolled in Graduate School remain ineligible for graduation, including earning a master's degree en route to a doctorate degree, until the incomplete work has been made up and a letter grade submitted to the Registrar's Office.

### Academic Redemption

There is no opportunity at the graduate level for academic redemption. All grades earned will factor into the grade point average. Courses repeated will be averaged into the grade—point average and will be recorded on the student's transcript.

### Academic Probation

#### Policy:

Graduate students who fail to meet the following minimum academic standards for graduate studies

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

#### **Restrictions:**

Due to the lack of contribution to the improvement of the overall GPA, students with a cumulative GPA below a 3.0 will not be allowed to do the following: a) transfer credits towards the DSA program, b) enroll in courses that award a Pass/Fail grade.

#### **Procedure for student:**

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

\*\*Probationary Forms can be found on the Graduate School's website.

## **Dismissal**

#### **Policy:**

A graduate student may be dismissed from the Graduate School at any time for failure to maintain an adequate academic status or to maintain satisfactory progress. Adequate academic status is a 3.0 cumulative grade point ratio in all coursework attempted since admission to the Graduate School, including undergraduate coursework taken as required prerequisites or co-requisites. Satisfactory progress includes work on research, theses, dissertations, qualifying or comprehensive examinations and/or required projects. Notification of dismissal is sent to the student by the Graduate School.

Failing to pass the same course twice or receiving multiple failing grades in the DSA program may result in immediate dismissal. A passing grade is a C, B, A, Pass or its equivalent.

At the end of each semester, the Graduate School will designate the level of probation (R-1 or R-2) to be assigned to each student or will determine that the student should be dismissed. A student may be recommended for dismissal by the DSA Program Director or may be administratively dismissed by the Graduate School. A student recommended for dismissal by the program may have failed to maintain either an adequate academic status or satisfactory progress. A program wishing to recommend dismissal of a graduate

student should submit a request, along with a rationale, to the Dean of the Graduate School. Note that a student may appeal a dismissal if he/she believes the dismissal to be unfair or improper. For academic appeal processes please refer to the graduate school student handbook.

---

## Dropping Courses

The academic calendar provides official dates for withdrawing from a class without record or without final grades. Withdrawal from graduate coursework is strongly discouraged. Students who officially withdraw within the first two weeks of classes will have no grades recorded. Those who officially withdraw after the first two weeks and prior to the last five weeks will have a grade of W (withdrew) entered on the academic record. Failure to attend classes or verbal notification to instructors does not constitute withdrawal. Students must drop a course as described above or be credited with a failure (F). Students must use the online registration system to drop a course. If the student is dropping all courses, please see “Withdrawing from Clemson University” in the graduate student handbook. The date on which the student withdraws online is the official date of withdrawal recorded by the Registrar.

## International Students

Prior to dropping courses, international graduate students must receive authorization from an advisor in the Office of International Affairs. It is important that international students not fall below the required full-time enrollment mandated by the Bureau of Citizenship and Immigration Services.

## Enrollment Limits

Maximum enrollment limits for graduate students refer to graduate and undergraduate credits combined. During the summer sessions, if the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the maximum for the six-week session.

Enrollment Limits (Maximum Credit Hours)			
Student Category	Semester	Six Week Summer Session	Three Week Summer Session
Full-time students	15	6	3
Part-time students	8	6	3
Full-time Clemson Employees	9	6	3

## Time limits

A master’s student has six years to complete a degree regardless of full-time or part-time status; therefore, all coursework to be credited toward any master’s degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. When recommended by the student’s advisory committee and approved by the graduate dean, as many as six credit hours of coursework taken at Clemson University, completed outside the six-year limit, may be revalidated by a written comprehensive examination based on the latest syllabus and course content. Coursework completed outside the six-year time limit at an institution other than Clemson University may not be transferred to Clemson. Courses taken at any institution other than Clemson University may not be revalidated for graduate credit at Clemson (see also “Course revalidation”).

## Academic Integrity

### Policy:

Violations of the principles outlined in the graduate philosophy on academic integrity will be pursued to the fullest extent according to the procedures outlined below. Violations of academic integrity include violations in coursework, research, independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications or works submitted as requirements for receipt of a degree. Non—degree seeking students may also be charged with violations of academic integrity.

This policy broadly defines and provides examples of violations of academic integrity, categorizes the seriousness of violations into four levels and establishes guidelines for discerning appropriate sanctions for each. As there is no way to identify within this policy all of the possible violations of academic integrity, the policy and ensuing procedures are intended as a general guide for faculty in all colleges to enable consistent, reasonable and fair judgments of graduate student actions incongruous with the fundamental values and general philosophy described above. It further describes the steps to be followed by faculty bringing charges against graduate students for violations of academic integrity. The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

### Violations of academic integrity

Violations of academic integrity may include, but are not limited to, the following:

- **Cheating.** Cheating involves giving, receiving, or using unauthorized aid on any academic work submitted for grading including but not limited to coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.
- **Fabricating/falsifying information.** Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted (for example, telephone interviews).
- **Facilitating violations of academic integrity.** Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).
- **Failing to cite contributors.** Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one's own.
- **Plagiarizing.** Plagiarizing is theft of the work accomplished by someone else. It includes copying and pasting words, phrases, sentence structure, computer code or files, images, or ideas from any source, including the Internet, and attributing the work to one's own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes,



endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others' conceptual frameworks for developing creative works without acknowledgment or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

- **Thwarting others' progress.** Thwarting others' progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.
- **Levels and Sanctions** For specific information regarding violation levels and accompanying sanctions for academic integrity violations, see the policies and procedures on the Graduate School [website](#).

---

## Anti-Harassment and Non-Discrimination Policy

Clemson University's full official Anti-Harassment and Non-Discrimination Policy, including reporting and complaint resolution procedures, may be viewed on the University's [website](#).

The Policy Statement and Definitions sections from this document are copied below:

**POLICY STATEMENT:** This document defines Clemson University's policy regarding harassment/discrimination. Clemson University is committed to an educational and work environment in which all individuals are treated with respect and dignity, free from harassment and/or discrimination. Accordingly, it is the policy of Clemson University that harassment/discrimination as defined in this policy, by employees, students or non-employees will not be tolerated. It is also the policy of Clemson University that retaliation against any person who has filed a complaint of harassment/discrimination or who has assisted or participated in any manner in the investigation and resolution of a complaint of harassment/discrimination is prohibited and subject to disciplinary action.

Clemson University will respond promptly to all complaints of harassment, discrimination, and retaliation. Immediate and appropriate corrective action will be taken when it is determined that harassment has occurred. The available complaint resolution processes are described below and differ depending on whether the person allegedly violating the policy is a student or non-student. Violation of this policy can result in any disciplinary action that the University deems appropriate up to and including termination from employment (employees), dismissal from the University (students) or disassociation/removal from campus (visitors and other non-students). More information about possible sanctions can be found in section V of this policy.

The policy is intended to meet Clemson University's responsibilities under Titles VI and VII of the Civil Rights Act 1964, the Pregnancy Discrimination Act of 1978, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employments Act of 1967, the Age Discrimination Act of 1975, the Vietnam Veterans Readjustment Assistance Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Violence Against Women Act, and applicable provisions of the South Carolina Human Affairs Law.

## **DEFINITIONS:**

**Discrimination:** Discrimination is the denial or exclusion of an individual or group of individuals from participation in or receiving the benefits of any program or activity of the University. Discrimination based on race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process, etc.) is prohibited. Examples may include exclusion from employment, benefits, or access to academic programs and opportunities.

**Harassment:** In general, harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, status as a military veteran, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

**Sexual Harassment:** Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature including sexual violence. Sexual violence is defined as sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see definition of consent below). A number of different acts fall into the category of sexual violence and are defined as follows:

1. **Sexual Assault and/or Battery:** Any attempted or actual act of non-consensual sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any other object into the oral, genital or anal openings of another person's body. This includes forcible or non-forcible sex offenses under the uniform crime reporting system of the Federal Bureau of Investigation:
  - Rape - The carnal knowledge of a person without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacitation
  - Fondling - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacitation;
  - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
  - Non-forcible sexual intercourse with a person who is under the statutory age of consent (In South Carolina the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.).
2. **Sexual Coercion:** The act of using pressure through threats, alcohol or drugs, or force to have sexual contact with someone against his or her will. Persistent attempts to have sexual contact with someone who has already refused is a type of sexual coercion.
3. **Sexual Misconduct:** Any other non-consensual conduct of a sexual nature including but not limited to touching, fondling, kissing, groping, indecent exposure, sex-based cyber-harassment, peeping or other voyeurism, forcing others to view sexual activity, and/or the non-consensual photography, video or audio taping of sexual activity.
4. **Dating/Relationship Violence:** Dating/Relationship Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such relationship shall be based on a) the length of the relationship, b) the type of the relationship and c) the frequency of interaction between the persons involved in the relationship. This includes sexual or physical abuse or the threat of such abuse.

5. Domestic Violence: A felony or misdemeanor crime of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. Stalking: Stalking is defined as a course of conduct[1] directed at a specific person that would cause a reasonable person[2] to -
  - i. fear for the person's safety or the safety of others.
  - ii. suffer substantial emotional distress[3].[4]

[1] Course of Conduct means two or more acts, including but not limited to, acts in which a stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

[2] Reasonable Person means a reasonable person under similar circumstances and with similar identities to the complainant.

[3] Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

[4] Stalking is not always directed at someone due to his/her gender/sex. Even if it is not related to sex or gender, it is prohibited and will be addressed through this policy and the appropriate procedures for handling complaints.

Additional information on policies and procedures for equitable treatment (including information related to affirmative action, individuals with disabilities, military veterans, etc.) can be found on the Office of Access and Equity [website](#).

---

## Standards of Conduct

Clemson University prohibits the illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs on University property or as part of any University activity. More specifically:

- a. No student shall unlawfully manufacture, use, possess, distribute or dispense any illegal drug, controlled substance or alcohol.
- b. No student under 21 years of age shall possess, sell, purchase or consume alcoholic liquor, beer or wine.
- c. No student of legal age shall purchase for, or sell or provide to, a person under 21 years of age any alcoholic liquor, beer or wine.

No student of legal age shall possess or consume alcoholic liquor, beer or wine except during special events.