

ADMISSION

APPLICATION FORMS AND DATES

Information about graduate admissions and a link to an on-line application are available at www.grad.clemson.edu. Paper applications may be obtained by writing the Office of Graduate Admissions, Clemson University, 103 Sikes Hall, Clemson, SC 29634.

Applications from U.S. citizens and permanent residents should be received no later than five weeks prior to the first day of class. Every required item in support of the application (completed application, application fee, transcripts from each postsecondary school attended, letters of recommendation, and test scores) must be on file with the Office of Graduate Admissions by this date. *Note:* Some programs have earlier deadlines or stricter admission requirements. Applicants are encouraged to contact academic departments for additional information.

Applications from international applicants should be completed by April 15 for fall semester enrollment and September 15 for spring semester enrollment. Every required item in support of the application (completed application, application fee, transcripts from each postsecondary school attended, letters of recommendation, test scores, and financial certificate) must be on file with the Office of Graduate Admissions by these dates. For applicants who have submitted an acceptable financial certification, issuance of form I-20 or form DS-2019 for a student visa will normally be completed by International Affairs by June 1 and October 15 for registration in the fall and spring semesters, respectively. Initial enrollment of international students in summer sessions is discouraged.

Applicants must submit a nonrefundable application fee of \$50 (subject to change) for each program applied to. Payment may be made via money order or check drawn on a U.S. bank, payable to Clemson University. Applicants who apply electronically may pay the application fee by credit card. The application fee must be received before the application is processed.

Generally, acceptance under an application is valid for one year beyond the initial date desired for enrollment. After an application becomes invalid, students must reapply by submitting a new application, application fee, and original supporting academic materials.

ADMISSION CLASSIFICATIONS

Candidates for admission to a degree program will be admitted in one of the following categories:

Full status—The applicant's credentials equal or exceed all minimum admission criteria prescribed for the particular degree.

Provisional status—At least one admission criterion prescribed for the particular degree is marginal. Provisional applicants will be required to remove the provisional status with a satisfactory academic performance before the end of the first semester of graduate study.

Conditional acceptance—At least one item required for admission is not available at the time the admissions offer is made. Notice of conditional acceptance may be given to highly qualified applicants prior to receipt of the degree they are presently pursuing; however, all requirements for this degree must be completed prior to enrolling in the proposed graduate program at Clemson. Likewise, conditional acceptance may be given prior to receipt of official satisfactory GRE or GMAT scores, if required, but such scores must be received prior to or during the first semester of enrollment.

Seniors lacking less than a full semester of work to complete the requirements for their bachelor's degrees may apply to a graduate program and, if granted conditional acceptance, be allowed to enroll in courses for graduate credit.

In addition to meeting the minimum, general requirements for admission listed below, students must be recommended for admission by the program coordinator or department chair and must meet any special departmental requirements.

ACADEMIC REQUIREMENTS

New Applicants

In general, admission to any of the University's graduate programs requires that prospective students hold at least a four-year bachelor's degree from an institution whose scholastic rating is satisfactory to the University. Prospective students must have the approval of the appropriate department chair or program coordinator to be offered admission. Although the quality of an applicant's previous academic record always plays an integral role in any admission decision, a general division of requirements, based on the degree objective, follows:

Master of Arts, Master of Science, Doctor of Philosophy Degrees—Applicants must submit satisfactory scores on the general portion of the Graduate Record Examination (GRE).

Applicants to the MA program in Economics, MS program in Management, and PhD program in Management must submit satisfactory scores on either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE).

Professional Degrees—Admission criteria, recommended by the individual colleges awarding the degree, may include professional experience and/or credentials as well as GRE general scores. Specifically, the professional programs in Accounting and Business Administration require satisfactory scores on the GMAT.

Note: GRE or GMAT scores more than five years old will not be accepted.

International students, in addition to meeting the minimum requirements above, must submit satisfactory scores on the general portion of the Graduate Record Examination, regardless of the degree objective (except as noted above for the master's programs in Accounting, Business Administration, Economics, Management, and PhD program in Management). A satisfactory score on the Test of English as a Foreign Language (TOEFL) is also required of international students whose native

language is not English. (*Note:* TOEFL scores more than two years old will not be accepted.)

Admission to all programs is restricted to students whose academic records indicate the potential to be successful in graduate studies. This determination, which is made by the faculty of each graduate program and affirmed by the Graduate School, may include a broad range of performance indicators, which may be different for master's and doctoral programs in the same discipline. These indicators may include, but are not limited to, previous academic (both graduate and undergraduate) performance, standardized test scores, letters of recommendation, personal interviews, applicant statements of interest, portfolio of previous work, and materials indicating the applicant's ability to perform independent research in the discipline. The faculty of each program has significant discretion to determine admission standards and class size based on availability of academic advisors, financial support, laboratory space, student distribution within interest areas, and other resource constraints. The Graduate School reserves the right to require additional indicators prior to reaching an admission decision. Neither an academic record exceeding minimum requirements, satisfactory scores on standardized tests, nor professional expertise alone will assure an applicant's admission in this competitive environment. Rather, the total record must indicate the strong likelihood of successfully completing graduate study.

Assessment of Previous Academic Work

Clemson graduate programs typically evaluate applicants' previous undergraduate academic coursework using the total undergraduate grade-point ratio. Departments are at liberty to discount certain courses in assessing an applicant's academic record. Certain professional programs may use modified versions of the total undergraduate grade-point ratio to satisfy accreditation standards. In evaluating the grade-point ratio of an applicant's prior graduate work, departments will typically use all graduate coursework except research and/or courses graded on a pass/fail basis. In no cases will grades from a partial-term session or enrollment period be considered. Courses graded on a pass/fail basis and certain electives having no relationship to a curriculum will generally not be considered.

Nondegree Students

Admission in this category is restricted primarily to those who may benefit professionally from additional study at the graduate level. In general, the only supportive material required for such admission is a valid transcript showing an appropriate background and confirming the awarding of a bachelor's degree or higher. Nondegree applicants must submit a nonrefundable application fee of \$50 (subject to change).

Nondegree students may not be candidates for advanced degrees and may not receive a graduate appointment for financial assistance. Should the student subsequently be admitted to a degree program, a maximum of 12 credit hours of graduate credit (nondegree and/or transfer) may be applied toward the degree. In all cases the nondegree student must receive permission from the program coordinator or the department chair before enroll-

ing in any graduate course. This classification is not open to international students.

Nondegree students who have been previously dismissed from Clemson University and who have not elected academic renewal are not eligible for consideration for readmission until such time as they attain adequate academic status (computations will be based on the first 12 hours of graduate credit attempted as a nondegree student), at which time they may submit an Application for Readmission.

Students enrolled in a nondegree status are subject to the same academic regulations regarding continuous enrollment as students in degree programs. Nondegree students are not eligible for graduate assistantships.

Teacher Certification/Recertification/ Advanced Certification

Initial certification (endorsement) at the graduate level is available only in School Counseling, Middle Grades, and Reading. Advanced level certification for principal/supervisor (elementary or secondary) and district superintendent is offered by the Educational Leadership program. The State of South Carolina requires three years of teaching/building level experience for the Certification at the Advanced Level.

Applicants who hold a bachelor's degree or higher and who want initial certification in the teaching areas of early childhood, elementary, secondary, or special education may complete, if there is available space, the undergraduate courses needed for certification in a postgraduate status administered by the College of Health, Education, and Human Development Academic Advising Center. An application process is required.

Nondegree applicants in Teacher Education may provide a valid teaching certificate in lieu of transcript if applying for recertification.

The Graduate School gives no assurance that coursework for certification/recertification/advanced certification and a program for a graduate degree will coincide. Applicants interested in teaching certificates should confer with the Academic Advising Center in the College of Health, Education, and Human Development. In addition, the Office of Teacher Certification for the State of South Carolina maintains a list of approved programs.

Currently Enrolled Students

Students enrolled in a degree program at Clemson who wish to continue their studies in another Clemson graduate program after completing their initial degree may apply by submitting a new application to the Office of Graduate Admissions. An application fee is not required if the application is received within one year of completing the initial degree.

Postbaccalaureate Students

Applicants may be accepted by the Graduate School as postbaccalaureate if they apply to a graduate degree program but do not have the appropriate academic background. Applicants must be recommended by the appropriate department or program chair and should meet all other requirements for admission to the degree program with respect to

grade-point ratio and standardized test scores. Postbaccalaureate applicants who are denied admission because of failure to meet the minimum requirements have access to the same appeal procedure as other applicants applying to the Graduate School.

Applicants will be classified as postbaccalaureate if they are not qualified to take at least one graduate course per semester which can be included in the minimum hours required for the graduate degree. Additionally, students required to complete eighteen or more semester hours of undergraduate credits prior to enrolling in graduate credits will be classified as postbaccalaureate. The postbaccalaureate status will remain in effect until the number of required undergraduate credit hours is less than or equal to eighteen and the student is qualified to take, each semester, a graduate course which can be included in the minimum hours required for the graduate degree. Departments or students may request postbaccalaureate status even though the above criteria are satisfied.

Once postbaccalaureate students become eligible for classification as graduate students, the decision as to eventual admission status (full or provisional) will be made based on criteria utilized by the department and Graduate School for all other applicants to the degree program. Postbaccalaureate students are expected to maintain a B average and receive no grade lower than C to qualify for admission to a graduate program.

Postbaccalaureate students can enroll in the same number of credits per semester as undergraduate students but cannot enroll in graduate courses or receive graduate assistantships. No degree or certificate shall be awarded to students in a postbaccalaureate status, and such students who subsequently wish to obtain an additional baccalaureate degree must apply through the Office of Admissions. The applicability of credits earned toward the undergraduate degree will be determined by the policy pertaining to transfer students. Tuition and fees for postbaccalaureate students shall be those applicable to undergraduate students and are subject to out-of-state fees, if applicable.

Students possessing undergraduate degrees or graduate degrees who wish to enroll in undergraduate courses for reasons other than future admission to graduate study shall not be classified as postbaccalaureate and shall be governed by policies established by the Office of Admissions.

University Employees

With approval of the appropriate dean or director, qualified University employees may pursue graduate work for credit; however, members of the faculty or staff who have rank higher than instructor or its equivalent may not be considered as candidates for advanced degrees in the academic department where employed. An application fee is required.

Readmission of Former Graduate Students

Former graduate students who have not maintained continuous enrollment (summers excluded) but who are eligible to continue in the degree programs in which they were most recently enrolled may be permitted to return.

Students who were enrolled within the last two years must complete an Application for Readmission, available from the Graduate School or at www.grad.clemson.edu. Students are readmitted into the degree and major they were in when they last attended Clemson University Graduate School. No application fee is required.

Students who were enrolled more than two years but less than six years previously must submit an Application for Readmission, application fee, and all supporting materials. The application must show any intervening graduate work, and appropriate official transcripts of the work may be required by the Graduate School. Revalidation of individual courses is at the discretion of the program.

Students who were not enrolled within the past six years are considered new applicants and must submit a new application, application fee, and all supporting materials to the Office of Graduate Admissions.

Former graduate students who wish to return to pursue an undergraduate degree should contact the Registrar's Office for procedures. Former graduate students who wish to pursue undergraduate coursework with no immediate plans for graduate work should contact the Admissions Office for procedures.

MEDICAL REQUIREMENTS

Graduate students entering Clemson University for the first time must submit an on-line medical history form, available at stuaff.clemson.edu/redfern/content/policy.php. Documentation of two red measles (rubeola) vaccinations on or after the student's first birthday is required. Students born before January 1, 1957, are exempt from the measles requirement. A tuberculin skin test (PPD) is required only of students coming from countries identified by the U.S. Centers for Disease Control as having a high risk for tuberculosis. Students will be screened upon arrival at Clemson. Students not in compliance with immunization requirements will not be allowed to complete registration.

APPEALS

Applicants may appeal if they believe that admission was unfairly denied. Notice of intention to appeal must be filed in writing with the Graduate School within 30 days of the date of the letter indicating rejection and no later than three days prior to the first day of class of the semester of intended first enrollment.

DEFERRED ADMISSION

Enrollment may be deferred for up to one year. Those wishing to defer enrollment must request and receive written approval from the academic department.

DISPOSITION OF APPLICATION MATERIALS

Credentials or supporting materials submitted for admission to the Graduate School become the property of the University and are not returned. Furthermore, no copies will be provided to third parties outside the University even if the applicant requests this release. Copies will be provided to appropriate offices at the University in the interest of academic matters or financial awards relative to the applicant.